

**Office of the Secretary of State**

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**Audits Division**

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June 24, 2008

Becky Eklund, Executive Director  
Oregon Board of Licensed Professional Counselors and Therapists  
3218 Pringle Rd. SE, Suite 250  
Salem, Oregon 97302-6312

Dear Ms. Eklund:

We have completed a change of director review of the Board of Licensed Professional Counselors and Therapists' (board) former director, Julia Cooley, who resigned effective October 11, 2007. The review was conducted in compliance with Oregon Revised Statute 297.210, which states the Audits Division may perform an audit or review when the executive head of a state agency leaves that position for any reason.

Our objective was to ensure that appropriate actions were taken to protect state assets when the former director resigned from her position. We reviewed representations from management and examined supporting documentation and determined that the board took appropriate action to protect state assets upon the former director's separation from the board as noted below.

- Assets assigned to the former director were returned and her access to state and automated systems was terminated.
- Travel and other reimbursement claims submitted by the former director in her last 12 months of employment complied with applicable laws and regulations.
- The former director's payroll disbursements and leave accruals during her last 12 months of employment were appropriate and accurate.
- The one contract signed by the former director in her last 12 months as director was for a valid business purpose.

In addition, we reviewed the former director's compliance with a federal regulation that requires the board to report, on a monthly basis, any final adverse action taken against a health care provider or practitioner. We found the U.S. Department of Health and Human Services had notified the former director that the board was not in compliance with this requirement. Timely reporting of adverse licensure action is important because it fosters an informed decision-making process by entities that seek to employ or contract with the services of licensed health care providers and practitioners. The board is aware of this situation and intends to comply with this federal requirement.

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Should you have any questions concerning this review, please contact me at (503) 986-2349.

Sincerely,  
OREGON AUDITS DIVISION

Kelly L. Olson, CPA  
Audit Manager

KLO:brk

cc: Scott Harra, Director, Department of Administrative Services  
Gene Berger, Manager, Shared Client Services, Department of Administrative Services  
Marlin D. Schultz, LMFT, Board Chair