

**Office of the Secretary of State**

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**Audits Division**

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March 27, 2008

Paul Gamson, Chair  
Employment Relations Board  
528 Cottage Street NE, Suite 400  
Salem, OR 97301

Dear Mr. Gamson:

We have completed a change of director review of the Employment Relations Board's (board) former director, Donna Bennett, who resigned effective February 28, 2007. The review was conducted in compliance with Oregon Revised Statute 297.210, which requires the Audits Division to 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 department took appropriate action to protect state assets upon the former director's separation from the board. Specifically:

- Assets assigned to the former director were returned and her access to state and automated systems was terminated.
- No travel or other reimbursement claims were submitted by the former director during her last three months of employment.
- The former director's payroll disbursements and leave accruals during her last three months of employment were appropriate and accurate.
- No contracts were signed by the former director during her last three months of employment.

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

Sincerely,  
OREGON AUDITS DIVISION

Kelly L. Olson, CPA  
Audit Manager

cc: Gene Berger, Shared Client Services Manager, DAS  
Scott Harra, Director, Department of Administrative Services