

SUMMARY

Oregon Commission on Black Affairs:
Change of Director
Report No. 2001-39

Purpose

This audit was conducted in compliance with Oregon Revised Statute 297.210, which requires the Secretary of State to perform an audit or review when the executive head of a state agency leaves his or her position. The former director of the Oregon Commission on Black Affairs resigned from that position April 10, 2000.

Results in Brief

- The former director's timesheets appeared reasonable. However, in review of Oregon State Payroll System records, we determined that vacation leave used during one month of employment was mistakenly deducted twice.
- Policies and procedures had not been developed to provide guidance for business processes.
- Sixteen payables originating prior to the director's resignation still remained outstanding after approximately 15 months.

Recommendations

We recommend that the commission:

- Reimburse the former director \$857.20 for vacation leave mistakenly deducted twice from the director's leave balance.
- Develop and implement policies and procedures for business processes.
- Resolve all payables on a timely basis.

Agency's Response

The Oregon Commission on Black Affairs generally agreed with the findings and recommendations.

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