

Agenda Item No.:	C
Work Plan:	Administrative Work Plan
Topic:	Administrative Processes
Presentation Title:	Approval of Agency Director Financial Transactions, Fiscal Year 2022
Date of Presentation:	March 8, 2023
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**SUMMARY**

The purpose of this agenda item is to meet the requirements of statewide policy by having the Board review and approve transactions submitted by the State Forester, Cal Mukumoto, former Acting State Forester, Nancy Hirsch, and former State Forester, Peter Daugherty, for Fiscal Year 2022.

**CONTEXT**

Oregon Department of Administrative Services policy 10.90.00 regarding internal controls requires the review and approval of certain financial transactions of the State Forester.

The financial transactions involved include:

- The director’s monthly time report (including the use of leave time).
- Travel expense reimbursement claims.
- Purchase card use approvals.
- Requests for vacation leave payoff.

As provided in the policy, by previous action, the Board has delegated the day-to-day review and approvals of these transactions to the Deputy State Forester, with an annual review by the Board of Forestry.

**RECOMMENDATION**

The Department recommends the Board of Forestry review and approve the travel expense transactions and the leave usage transactions submitted by the State Forester, Cal Mukumoto, former Acting State Forester, Nancy Hirsch, and former State Forester, Peter Daugherty for Fiscal Year 2022, as summarized in Attachment 1, State Forester's Travel Claims Summary, and Attachment 2, State Forester’s Leave Usage Summary.

There were no purchase card transactions or requests for vacation leave payoff in this time period. The State Forester will also have transactions reported in the following fiscal year.

**ATTACHMENTS**

- (1) State Forester’s Travel Claims Summary, Fiscal Year 2022
- (2) State Forester’s Leave Usage Summary, Fiscal Year 2022

**State Forester's Travel Claims Summary Fiscal Year 2022**  
**July 1, 2021 through June 30, 2022**

<b>Traveler</b>	<b>Destination</b>	<b>Claim Total (\$)</b>	<b>Depart Date</b>	<b>Return Date</b>	<b>Purpose of Trip</b>
Nancy Hirsch	Canyonville OR	27.50	7/6/21	7/7/21	ET Strategic Quarterly Planning Session
Nancy Hirsch	Hood River OR	82.50	9/15/21	9/16/21	ET Strategy Session
Nancy Hirsch	Lakeview OR	82.50	9/20/21	9/21/21	Klamath Lake District Tour
Nancy Hirsch	Tillamook, OR	99.87	11/29/21	11/29/21	South Fork Forest Camp, Training
Calvin Mukumoto	Astoria, Redmond, Portland, Bend OR	650.70	4/10/22	4/28/22	Clatsop Forest Tour, Meetings
Calvin Mukumoto	Sisters, Klamath Falls, Newport OR	234.21	5/5/22	5/26/22	Tours, Green Diamond Visit, Staff Meeting
Calvin Mukumoto	Tillamook, The Dalles OR	193.61	6/5/22	6/16/22	Tours, LT Meeting
	<b>TOTAL</b>	1,370.89			

\*These expenditures do not include direct payment to vendors by the Department of Forestry for travel and lodging.

**State Forester's Leave Usage Summary, Fiscal Year 2022**  
**July 1, 2021 through June 30, 2022**  
**(Hours)**

**Peter Daugherty**

<b>Period</b>	<b>Sick Leave</b>	<b>Vacation Leave</b>	<b>Governor's Leave</b>	<b>Personal Business Leave</b>	<b>Misc. Paid Leave</b>	<b>Donated/ Lost Leave</b>	<b>Total Leave by Month</b>
July-21	28.50	139.5	0	0	0	0	<b>168.00</b>
Aug-21	0	0	0	0	0	0	<b>0</b>
Sept-21	0	0	0	0	0	0	<b>0</b>
Oct-21	0	0	0	0	0	0	<b>0</b>
Nov-21	0	0	0	0	0	0	<b>0</b>
Dec-21	0	0	0	0	0	0	<b>0</b>
Jan-22	0	0	0	0	0	0	<b>0</b>
Feb-22	0	0	0	0	0	0	<b>0</b>
Mar-22	0	0	0	0	0	0	<b>0</b>
Apr-22	0	0	0	0	0	0	<b>0</b>
May-22	0	0	0	0	0	0	<b>0</b>
Jun-22	0	0	0	0	0	0	<b>0</b>
<b>Total</b>	<b>28.50</b>	<b>139.50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>168.00</b>

*\*Hours reported in table are limited to time serving as Acting State Forester in Fiscal Year 2022*

**State Forester's Leave Usage Summary, Fiscal Year 2022**  
**July 1, 2021 through June 30, 2022**  
**(Hours)**

**Cal Mukumoto**

<b>Period</b>	<b>Sick Leave</b>	<b>Vacation Leave</b>	<b>Governor's Leave</b>	<b>Personal Business Leave</b>	<b>Misc. Paid Leave</b>	<b>Donated/ Lost Leave</b>	<b>Total Leave by Month</b>
July-21	0	0	0	0	0	0	<b>0</b>
Aug-21	0	0	0	0	0	0	<b>0</b>
Sept-21	0	0	0	0	0	0	<b>0</b>
Oct-21	0	0	0	0	0	0	<b>0</b>
Nov-21	0	0	8.00	0	0	0	<b>8.00</b>
Dec-21	0	0	0	0	0	0	<b>0</b>
Jan-22	4.00	0	0	0	0	0	<b>4.00</b>
Feb-22	0	0	0	0	0	0	<b>0</b>
Mar-22	0	0	8.00	0	0	0	<b>8.00</b>
Apr-22	0	0	0	0	0	0	<b>0</b>
May-22	0	0	0	12.00	0	0	<b>12.00</b>
Jun-22	0	6.00	0	12.00	0	0	<b>18.00</b>
<b>Total</b>	<b>4.00</b>	<b>6.00</b>	<b>16.00</b>	<b>24.00</b>	<b>0</b>	<b>0</b>	<b>50.00</b>

**Acting State Forester's Leave Usage Summary, Fiscal Year 2022**  
**July 1, 2021 through June 30, 2022\***  
**(Hours)**

**Nancy Hirsch**

<b>Period</b>	<b>Sick Leave</b>	<b>Vacation Leave</b>	<b>Governor's Leave</b>	<b>Personal Business Leave</b>	<b>Misc. Paid Leave</b>	<b>Donated/ Lost Leave</b>	<b>Total Leave by Month</b>
July-21	0	0	0	0	0	0	<b>0</b>
Aug-21	0	0	0	13.50	0	0	<b>13.50</b>
Sept-21	4.00	4.00	0	2.50	0	0	<b>10.50</b>
Oct-21	0	39.00	0	0	0	0	<b>39.00</b>
Nov-21	2.00	56.00	0	0	0	0	<b>58.00</b>
Dec-21	0	0	0	0	0	0	<b>0</b>
Jan-22	0	0	0	0	0	0	<b>0</b>
Feb-22	0	0	0	0	0	0	<b>0</b>
Mar-22	0	0	0	0	0	0	<b>0</b>
Apr-22	0	0	0	0	0	0	<b>0</b>
May-22	0	0	0	0	0	0	<b>0</b>
Jun-22	0	0	0	0	0	0	<b>0</b>
<b>Total</b>	<b>6.00</b>	<b>99.00</b>	<b>0</b>	<b>16.00</b>	<b>0</b>	<b>0</b>	<b>121.00</b>

*\*Hours reported in table are limited to time serving as Acting State Forester in Fiscal Year 2022*