

Agenda Item No.:	B
Work Plan:	Administrative Work Plan
Topic:	Administrative Processes
Presentation Title:	Approval of Agency Director Financial Transactions, Fiscal Year 2024
Date of Presentation:	March 5, 2025
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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 for Fiscal Year 2024.

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 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, for Fiscal Year 2024, 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 2024
- (2) State Forester's Leave Usage Summary, Fiscal Year 2024

State Forester's Travel Claims Summary Fiscal Year 2024
July 1, 2023 through June 30, 2024

Traveler	Destination	Claim Total (\$)	Depart Date	Return Date	Purpose of Trip
Calvin Mukumoto	Portland, OR	30.44	07/31/2023	07/31/2023	Villsak Meeting
Calvin Mukumoto	Canyonville, OR	72.60	08/15/2023	08/15/2023	LCIS Meeting
Calvin Mukumoto	Baton Rouge, LA	212.01	09/18/2023	09/22/2023	National Association of State Foresters 2023 Annual Meeting
Calvin Mukumoto	Sunriver, OR	118.24	10/09/2023	10/09/2023	OFIC Meeting
Calvin Mukumoto	Medford, OR	120.50	10/17/2023	10/18/2023	Oregon Board of Forestry 2023 Retreat and Social
Calvin Mukumoto	Hood River, OR	136.90	10/31/2023	11/01/2023	Landscape Resilience Meeting
Calvin Mukumoto	Astoria, OR	168.62	01/31/2024	02/01/2024	State Forester Listening Session
Calvin Mukumoto	Redmond, OR	180.08	03/10/2024	03/12/2024	LT Offsite
Calvin Mukumoto	Burns, OR	197.70	04/02/2024	04/04/2024	Rangeland Summit
Calvin Mukumoto	Bend, OR	133.76	04/10/2024	04/11/2024	ALP/DAS Meeting
Calvin Mukumoto	Tillamook, OR	122.10	04/30/2024	05/01/2024	Offsite ET
Calvin Mukumoto	Ashland, OR	188.46	05/08/2024	05/10/2024	OSAF
Calvin Mukumoto	Tillamook, OR	91.76	05/15/2024	05/16/2024	ALP Graduation
Calvin Mukumoto	Yoncalla, OR	44.10	05/23/2024	05/23/2024	Yoncalla Newton Forestry Visit
Calvin Mukumoto	Banks, OR	28.77	05/31/2024	05/31/2024	STIA Workshop
Calvin Mukumoto	Bend, OR	117.76	06/02/2024	06/03/2024	Wildfire Funding Workgroup
Calvin Mukumoto	Troutdale, OR	156.38	06/04/2024	06/06/2024	BOF Meeting
Calvin Mukumoto	Lebanon, OR	73.70	06/14/2024	06/15/2024	Tree Farmer Event

*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 2024
July 1, 2023 through June 30, 2024
(Hours)

Cal Mukumoto

Period	Sick Leave	Vacation Leave	Governor's Leave	Personal Business Leave	Misc. Paid Leave	Donated/Lost Leave	Total Leave by Month
July	16	14					30
August	4	24					28
September	8.5	16					24.50
October							0
November	7	8		24			39
December	14	24	8				46
January	8	8					16
February		48					48
March	8						8
April	2	10					12
May							0
June		2.5					2.5
Total	67.50	154.50	8	24			254