

Agenda Item No.:	B
Work Plan:	Administrative Work Plan
Topic:	Administrative Processes
Presentation Title:	Approval of Agency Director Financial Transactions, Fiscal Year 2023
Date of Presentation:	March 6, 2024
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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 2023.

**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 2023, 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 2023
- (2) State Forester’s Leave Usage Summary, Fiscal Year 2023

**State Forester's Travel Claims Summary Fiscal Year 2023**  
**July 1, 2022 through June 30, 2023**

<b>Traveler</b>	<b>Destination</b>	<b>Claim Total (\$)</b>	<b>Depart Date</b>	<b>Return Date</b>	<b>Purpose of Trip</b>
Cal Mukumoto	Grants Pass Merlin	\$273.44	8/28/22	8/31/22	Logan Taylor Memorial Service Rum Creek Fire Tour
Cal Mukumoto	Stevenson, WA	\$364.50	9/19/22	9/22/22	NASF Annual Meeting
Cal Mukumoto	Sun River Portland	\$374.50	10/09/22	10/13/22	OFIC Annual Meeting Board of Forestry
Cal Mukumoto	Bend Tillamook Seaside	\$486.95	11/02/22 11/14/22 11/16/22	11/03/22 11/14/22 11/17/22	Landscape Resiliency Tour STIA Meeting Board of Forestry State Forests Workshop
Cal Mukumoto	Hood River Enterprise	\$224.69	1/10/23 4/26/23	1/10/23 4/28/23	Agency Leadership Program (ALP) Training Board of Forestry Meeting
Cal Mukumoto	Pendleton Sisters Eugene Canyonville Issaquah, WA Portland Oregon City	\$1,224.08	4/25/23 6/07/23 6/11/23 6/13/23 6/20/23 6/21/23 6/23/23	4/25/23 6/08/23 6/12/23 6/14/23 6/21/23 6/22/23 6/24/23	Rental Car – Board of Forestry Meeting Board of Forestry Meeting Association of Consulting Foresters Conference CWSF Field Tour CWSF Good Neighbor Authority Task Force PNWCG June Meeting Oregon Family Forests Convention

\*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 2023**  
**July 1, 2022 through June 30, 2023**  
 (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-22	9	1	0	20	0	0	<b>30</b>
Aug-22	0	0	0	1	0	0	<b>1</b>
Sept-22	0	9	0	3	0	0	<b>12</b>
Oct-22	5	0	0	0	0	0	<b>5</b>
Nov-22	0	17.5	0	0	0	0	<b>17.5</b>
Dec-22	0	46	0	0	0	0	<b>46</b>
Jan-23	0	0	0	0	0	0	<b>0</b>
Feb-23	0	3	0	0	0	0	<b>3</b>
Mar-23	0	0	0	0	0	0	<b>0</b>
Apr-23	0	0	0	0	0	0	<b>0</b>
May-23	0	8	0	0	0	0	<b>8</b>
Jun-23	0	8	0	0	0	0	<b>8</b>
<b>Total</b>	<b>14</b>	<b>92.5</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>130.5</b>