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**AUDITOR GENERAL**

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DEPUTY AUDITOR GENERAL

March 17, 2016

The Honorable John Allen, Chair  
Joint Legislative Audit Committee

The Honorable Judy Burges, Vice Chair  
Joint Legislative Audit Committee

Dear Representative Allen and Senator Burges:

Our Office has recently completed an initial followup of the Arizona Department of Administration—Sunset Factors regarding the implementation status of the 2 audit recommendations presented in the performance audit report released in September 2015 (Auditor General Report No. 15-109). As the attached grid indicates, both recommendations are in the process of being implemented.

Our Office will conduct an 18-month followup with the Department on the status of those recommendations that have not yet been fully implemented.

Sincerely,

Dale Chapman, Director  
Performance Audit Division

DC:kf  
Attachment

cc: Craig Brown, Director  
Arizona Department of Administration

# Arizona Department of Administration—Sunset Factors

## Auditor General Report No. 15-109

### Initial Follow-Up Report

#### Recommendation

#### Status/Additional Explanation

**Sunset factor #4: The extent to which rules adopted by the Department are consistent with the legislative mandate.**

1. Because of the existing moratorium on state agencies' rule-making, the Department should determine whether and when it can proceed with a rulemaking to establish the rules required by A.R.S. §41-3532.

**Implementation in process**

The Department reported that it is currently evaluating whether the proposed rulemaking would fall under any of the exceptions listed in Governor's Executive Order 2016-03, which continues the moratorium on state agencies' rulemaking. The Department expects to complete its analysis by June 30, 2016.

**Sunset factor #5: The extent to which the Department has encouraged input from the public before adopting its rules and the extent to which it has informed the public as to its actions and their expected impact on the public.**

2. To help ensure that it consistently complies with the State's open meeting law requirements, the Department should continue to train appropriate staff, and monitor staff's actions to ensure that they adhere to the Department's newly developed desk references and meeting instructions.

**Implementation in process**

The Department reported that it plans to conduct an open meeting law training for its staff in May or June 2016. The Department's open meeting law desk references and meeting instructions assign responsibility for monitoring compliance to staff supervisors. Auditors reviewed compliance with open meeting law requirements for the Department's public bodies that met in January and February 2016 and determined these bodies complied with the requirements.