

Douglas A. Ducey
Governor



Kevin Donnellan
Acting Director

ARIZONA DEPARTMENT OF ADMINISTRATION

OFFICE OF THE DIRECTOR

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August 31, 2015

Ms. Debra K. Davenport, CPA
Auditor General
Office of the Auditor General
2910 North 44th Street, Suite 410
Phoenix, AZ 85018

Re: Performance Audit –Sunset Review

Dear Ms. Davenport:

The Arizona Department of Administration (Department) has reviewed the draft of the recent Sunset Review of the Department provided by your office. As requested, the Department's written response is detailed below.

Recommendations:

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

Agency Response:

The finding of the Auditor General is agreed to and the audit recommendation will be implemented.

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.

Agency Response:

The finding of the Auditor General is agreed to and the audit recommendation will be implemented.

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Thank you again for the opportunity to respond to your recommendations. We will continue to work with your office as we move toward our six month status update.

Sincerely,

Kevin Donnellan
Acting Director