



Date: October 8, 2020

To: Members of the Legislative Audit Commission

From: Jim Nobles, Legislative Auditor

A handwritten signature in black ink that reads "Jim Nobles".

Subject: Deputy for the Financial Audit Division

I am pleased to inform you that I have appointed Lori Leysen, CPA, to be Deputy Legislative Auditor for the Financial Audit Division. I request that you confirm her appointment at the commission's November meeting.

Ms. Leysen has significant auditing expertise and management experience, as shown in her resume, which I have attached for your review. I have also attached her application letter, which indicates her deep commitment to public service and OLA's mission.

I have worked closely with Ms. Leysen and, therefore, know from my own experience that she has a strong work ethic, high professional standards, and well-developed leadership skills. I am confident that she is fully qualified to fill the important position to which I have appointed her, and that she will be a valuable asset to OLA, the Legislative Audit Commission, and the Minnesota Legislature.

Prior to the commission's November meeting, Ms. Leysen will be available to provide you with additional information about her background and plans for the Financial Audit Division. If you want to schedule a telephone or video conference with Ms. Leysen, please feel free to reach out to her directly at 651-295-0118 or via e-mail at Lori.Leysen@state.mn.us.

I look forward to our November meeting and your vote to confirm Ms. Leysen as Deputy Legislative Auditor for the Financial Audit Division.

Attachments

Lori Leysen, CPA
Audit Director
Office of the Legislative Auditor

August 26, 2020

Dear Mr. Nobles,

I am writing to express my interest in the Deputy Legislative Auditor position. In my time at the Office of the Legislative Auditor, I have shown not only my commitment to the work that we do but also to the employees who perform the work and those in support positions. In addition, I believe that I have already demonstrated an aptitude to embody many of the job duties required of the position.

In conducting and overseeing audits, I pride myself in ensuring that each audit begins with a strong foundation and ends with a report that is accurate, clear, and concise. This strong foundation comes from a comprehensive understanding of accounting principles, auditing standards, and state government, which I have obtained through participation in and facilitation of trainings, and by establishing and maintaining the required Government Auditing Standards system of quality control. As an audit concludes, I finalize each report in a way that effectively conveys the message of the work performed and prepares me for any presentations that may ensue.

I am currently responsible for motivating and monitoring employees to produce effective and efficient audit work. At the start of an audit, I consider each employee's skills as well as areas for improvement. I make a concerted effort to set each auditor up for success by setting a budget, providing clear expectations, and making sure all auditors have access to required and necessary resources. As the audit proceeds, I meet with each team weekly to review progress and to discuss the work being performed. If concerns are identified, the team works together to address and resolve the issues. However, when an issue arises that is not appropriate for the team to address, I promptly and professionally address the matter by taking the time to understand and taking the necessary steps to resolve.

I believe that my experience and dedication to the Office of the Legislative Auditor makes me a strong candidate. If offered the position, I will lead with integrity, humility, and empathy. I will place the needs of the office and the employees before my own, and I will ensure that our work continues to be purposeful for the legislature, the auditees, and the citizens of Minnesota. I look forward to discussing my qualifications with you.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Lori Leysen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Lori Leysen, CPA

PROFESSIONAL EXPERIENCE

Audit Director

Office of the Legislative Auditor

*Saint Paul, Minnesota
January 2018 to Present*

- Plan and oversee performance and financial audits to ensure adherence to applicable auditing standards
- Provide clear and concise presentations to the legislature
- Recruit, hire, and train new employees and interns
- Supervise team of approximately seven staff
- Monitor and maintain system of quality control including policies, staff independence, peer reviews, and division-wide trainings

Audit Coordinator

Office of the Legislative Auditor

*Saint Paul, Minnesota
April 2017 to January 2018*

- Led and supervised a team of auditors in special reviews and performance audits
- Planned and implemented a training program for staff and senior auditors
- Facilitated internal trainings based on auditor needs
- Assisted in the hiring process from outreach, reviewing applicants, interviewing, and orientation
- Actively participated in leadership meetings
- Implemented quality control through policy changes, training approval, peer review, and oversight of independence
- Communicated issues to auditees both verbally and in writing

Program Manager

Lutheran Social Service of Minnesota

*Shoreview, Minnesota
December 2004 to March 2009*

- Assisted in budget development and the implementation of essential budgetary changes
- Hired, supervised, evaluated, and terminated staff
- Delivered presentations to counties, community organizations, and businesses
- Created and maintained staff schedule and provided on-call services to aid staff in crisis management
- Developed and implemented a comprehensive annual training schedule
- Recruited volunteers to enhance youth services and community integration

ADDITIONAL EXPERIENCE

Senior Auditor

Office of the Legislative Auditor

*Saint Paul, Minnesota
June 2015 to April 2017*

Staff Auditor

Office of the Legislative Auditor

*Saint Paul, Minnesota
January 2013 to June 2015*

EDUCATION

Saint Catherine University

Bachelor of Science in Healthcare Management

Bachelor of Science in Accounting

GPA 3.9

Saint Paul, Minnesota

December 2012

December 2012

Active CPA license with the Minnesota Board of Accountancy