



# Ohio Department of Natural Resources

JOHN R. KASICH, GOVERNOR

OFFICE OF  
INSPECTOR GENERAL  
JAMES ZEHRINGER, DIRECTOR

2017 FEB 17 AM 11:15

February 13, 2017

The Honorable Randall J. Meyer  
Office of Ohio Inspector General  
James A. Rhodes Tower  
30 East Broad Street – Suite 2940  
Columbus, Ohio 43215

Re: Report of Investigation 2014-CA00063

Dear Inspector General Meyer:

Thank you for your office's time and resources to investigate this matter. This letter is in response to the three recommendations offered by your office in regards to the above matter.

**Recommendation:** "Review the conduct of ODNR employees and consider whether administrative action is warranted."

**Response:** As a result of this report of investigation, the ODNR Office of Human Resources reviewed the status of the ODNR employees identified in the investigation that participated in secondary employment activity related to the Lancaster Festival. All identified current ODNR employees will receive an official Corrective Counseling within 30 days regarding current and future compliance with the ODNR Secondary Employment Policy.

**Recommendation:** "Require all ODNR employees to complete a timesheet, either paper or electronic, that identifies starting time, ending time, lunch in and out times to ensure compliance with ODNR policy and state policy."

**Response:** Current ODNR policy requires this. Once the investigation was initiated and the timesheet issue was discovered, we immediately sent notice and direction to employees regarding the timesheet policy. As a result of the investigation, the policy is under review by ODNR's Office of Human Resources and representatives from a number of Divisions/Offices. In addition, the group will continue to review and make recommendations on improving accountability within 30 days. ODNR's Office of Human Resources regularly conducts payroll and time reporting training at Division/Office managers' meetings and with Division/Office timekeepers. Also, the aforementioned staff conducts onsite visits to review, monitor and take corrective action on timekeeping issues as they arise. Since the initiation of the investigation, the ODNR Office of Budget and Finance has staffed an Internal Audit Section that conducts site visits to review activities (to include timekeeping) for compliance with ODNR and state policies and procedures. Inconsistencies that arise out of these audits are reported to ODNR's Office of Human Resources for review and corrective action.

**Recommendation:** “Provide employees with a review of the policies on secondary employment, motor vehicle, state telephone and cell phones, and the use of publicly owned information technology systems.”

**Response:** A review of ODNR and/or Division/Office specific policies and procedures occurs upon hire at both the Division/Office level and at New Employee Orientation. A copy of the Secondary Employment Policy and associated forms are part of the “new hire” paperwork packet supplied to individuals prior to their effective start date. Upon implementation of new or updated policies, the ODNR Office of Human Resources will email all ODNR employees that a new or updated policy has been posted to the ODNR Human Resources home page for review. Additionally, as a result of this report of investigation, the ODNR Office of Human Resources sent an e-mail reminder on February 10, 2017 to all ODNR employees reminding them to follow current policies and provided a link to those policies.

Again, thank you for your efforts investigating this matter. Please contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in cursive script, appearing to read "J. Zehringer".

James Zehringer  
Director