



# Ohio Department of Natural Resources

JOHN R. KASICH, GOVERNOR

OFFICE OF  
INSPECTOR GENERAL JAMES ZEHRINGER, DIRECTOR

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November 24, 2015

Randall J. Meyer  
State of Ohio Inspector General  
Rhodes State Office Tower  
30 East Broad Street - Suite 2940  
Columbus, Ohio 43215-3414

**Re: File ID Number: 2014-CA00072**  
**Subject Name: Mark Penn**  
**Agency: Ohio Department of Natural Resources**  
**Initiated: November 18, 2014**  
**Date of Report: September 23, 2015**

Dear Mr. Meyer:

This letter responds to your recommendations in the above matter. Specifically, I am favorably reporting that ODNR has implemented both of your recommendations following this investigation.

Following your report, ODNR finalized publication of the attached Seasonal Employee Guide. As you can see, the guide specifically incorporates ODNR's formal directive relative to employee purchases (page 15). This eliminates future claims of ignorance relative to actions taken by volunteers in this arena.

In addition to this publication, the Division of Parks has amended its written procedures as to cash management. These now include:

1. Employees are prohibited from processing their own camper registrations through the reservation system. Online registrations, call center reservations and walk-in registrations are permissible provided that they are processed by another employee.
2. Managers are required to review and audit employee customer accounts on a monthly basis.
3. A monthly report listing employee created fee adjustments is issued to park managers for review and audit.
4. Park managers are responsible for documenting the training of employees as to these procedures during orientation and/or new hire training.

I appreciate your analysis and recommendations as to this issue. I trust that the referenced policy improvements are satisfactory in addressing your recommendations. If there are questions concerning these policy improvements, please contact me.

Very truly yours,

A handwritten signature in blue ink, appearing to read "James Zehringer". The signature is stylized and includes a long horizontal flourish extending to the right.

James Zehringer  
Director

Enclosure