

February 16, 2017

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

2017 FEB 16 PM 4:44  
OFFICE OF  
INSPECTOR GENERAL

Dear Inspector General Meyer:

This letter is in response to the recommendations made by your office to the Ohio Department of Administrative Services (ODAS) in File ID Number: 2015-CA00008. ODAS strongly believes in the need to carry out its mission to administer the state's human resources operations with integrity. The following action items detail how your office's recommendations are being implemented.

**Recommendation #1:**

**Develop and issue to all state agencies, boards and commissions, a statewide policy to govern the processing and payment of denied vacation leave. The policy should address the proper form to be used by agencies instead of using the Request for Leave Form.**

Action:

The Department of Administrative Services is finalizing a policy consistent with your recommendation and will distribute it shortly. Additionally and in conjunction with the new policy, DAS will educate personnel at an upcoming Human Resources Administrators meeting.

**Recommendation #2:**

**Work with agencies to determine if repayment or other corrective action is necessary for those employees listed in this report of investigation who are still employed with the state of Ohio.**

Action:

The Department of Administrative Services is working with agencies to determine if repayment or other corrective action is necessary for those employees listed in this report of investigation who are still employed with the state of Ohio.

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We appreciate the opportunity to detail the actions that ODAS has undertaken in response to your recommendations. Should you have any questions regarding our response, or need any additional information, please don't hesitate to contact me.

Respectfully,

A handwritten signature in blue ink, appearing to read "Robert Blair". The signature is stylized and cursive.

Robert Blair, Director



Promoting wellness and recovery

John R. Kasich, Governor • Tracy J. Plouck, Director • 30 E. Broad St. • Columbus, OH 43215 • (614) 466-2596 • mha.ohio.gov

2017 FEB 17 PM 2:21  
OFFICE OF  
INSPECTOR GENERAL

February 16, 2017

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

RE: IG File ID No. 2015-CA00008  
Failure to Comply with State Law and/or Regulations

*Randy*  
Dear Inspector General:

Thank you for the opportunity to respond to the recommendation contained in your report dated December 21, 2016. The recommendation and specific response is noted below.

**Recommendation: The Ohio Department of Mental Health and Addition Services should:**

- 1) Review the payroll processing procedures by Twin Valley Behavioral Healthcare Hospital to ensure it is following both the state requirements and the OhioMHAS policies and procedures. This review should include additional training for Twin Valley officials on the maintenance of appropriate payroll records and supporting documentation in accordance with state and OhioMHAS record retention policies.

**Response:**

In the Fall of 2016, the Central Office Payroll staff met with the Twin Valley Behavioral Healthcare Payroll staff to review current process and determine their alignment with State of Ohio requirements, OhioMHAS policies, and best practices. Led by the Central Office Payroll Supervisor, the workshop focused on understanding the timekeeping system, and utilizing available reporting systems to ensure compliance with agency guidelines.

- 2) Review the policies, procedures, and the processing of payroll by the other OhioMHAS state psychiatric hospitals to ensure compliance with state laws and regulations.

**Response:**

The department recently reviewed and updated the agency hospital timekeeping policy. To ensure compliance, the department will re-examine the timekeeping policy and make necessary revisions after the DAS policy related to payments for denied vacation leave is released.

The Central Office Payroll supervisor has scheduled quarterly meetings in a central location with the payroll staff from all six of the psychiatric hospitals to evaluate and discuss procedures, processing performance, and existing policies. The sessions are expected to promote uniformity,

and enhance efficiency and accuracy by facilitating the sharing and development of best practices.

- 3) Have central office conduct periodic reviews of the payroll processed by the state psychiatric hospitals to ensure proper payments are granted to their employees.

**Response:**

Our OhioMHAS central office fiscal program administrator conducts annual reviews of OhioMHAS state psychiatric hospital payroll. At that time, he also completes a review of "Vacation Refused" payments for the entire (annual) audit period. Additionally, he runs a report through OAKS, at least quarterly, in order to monitor the usage for all OhioMHAS employees, in order to ensure that the 80-hour limit is not exceeded.

If you have any questions or comments regarding our response and action taken, please reach out to our Chief Legal Counsel, Michaela Peterson at (614) 466-8288.

Sincerely,



Tracy J. Plouck, Director, OhioMHAS

Cc: Michaela J. Peterson, Chief Legal Counsel, Deputy Director Division of Legal and Regulatory Services, OhioMHAS  
Vincent Conner, Deputy Director of Human Resources, OhioMHAS  
Nacrina Alvarez Blanco, Security Consultant, OhioMHAS