



Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board
77 South High Street, 16th Floor
Columbus, Ohio 43215-6108

Governor
Mike DeWine
Executive Director
Missy Anthony

August 9, 2019

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

Dear Inspector General Meyer:

Thanks to you and your team for your investigation into file 2018-CA00003 with regard to allegations of theft in office, tampering with records, and unauthorized use of property by an employee of the Occupational Therapy, Physical Therapy, and Athletic Trainers Board. The Board takes the concerns raised by and the results of the investigation very seriously. We have discussed the incident and are taking steps to prevent such actions from taking place again. Detailed below is a response to the two recommendations listed in your report.

1. Consider storing employee timesheets that have already been approved in a folder that is password protected and only accessible by the agency director.

This has been implemented and the files are now only accessible to the Executive Director.

2. Implement a secondary employment policy and have all employees sign off on acknowledgement.

The Board adopted a policy at the July Board meetings. This policy has been implemented and all current employees have acknowledged receipt.

Your review of this matter is appreciated. If you have any additional concerns or comments, feel free to contact me at any time.

Sincerely,

Missy Anthony
Executive Director

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OFFICE OF
INSPECTOR GENERAL



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Policy 4755-30: Secondary Employment/Outside Income

No employee shall accept or engage in any employment, occupation, or business outside the Board if the activity interferes with the employee's job attendance or performance; is incompatible with the employee's job; or presents a conflict of interest or the appearance of a conflict of interest with the business of the Board. Employees are required to disclose secondary employment to the Board. Employees are prohibited from conducting personal income-generating business during the workday.

Approved: *Missy Anthony* Date: 8/9/19
Missy Anthony
Executive Director

Eff. Date: August 9, 2019