Ohio Environmental Protection Agency

Mike DeWine, Governor
Jon Husted, Lt. Governor
Laurie A. Stevenson, Director

OFFICE OF INSPECTOR GENERAL
2019 NOV 12 PM 12: 33

November 4, 2019

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

Re: Report of Investigation 2019-CA-00005

Dear Inspector General Meyer:

The Ohio Environmental Protection Agency has reviewed your report of investigation and subsequent recommendations. Below is a summary of Ohio EPA's response to these recommendations:

1. Review the conduct of Ohio EPA employees and consider whether administrative action is warranted.

   Response: Ohio EPA is in the process of reviewing the conduct of the involved employees and will determine the appropriate level, if any, of administrative action to be taken.

2. Review Ohio EPA secondary employment policy and consider revising the policy to require all employees to report all outside employment regardless of whether it conflicts with the core business hours of the agency.

   Response: Ohio EPA is currently revising its secondary employment policy to require the reporting of all outside employment and Director approval of such outside employment regardless of when the secondary employment takes place.

3. Require all Ohio EPA employees to complete a timesheet, either paper or electronic, that identifies starting time, ending time and lunch in and out times. The Office of Inspector General had previously recommended in Report of Investigation 2018-CA-00002, that Ohio EPA consider using a more advanced time accountability tracking service such as KRONOS.

   Response: The Ohio EPA currently utilizes a sign in and out sheet which captures the employee's starting time, ending time and lunch in and out times. The Ohio EPA will investigate better accountability methods, including the use of KRONOS.

4. Require employees to complete and sign an acknowledgement on all agency policies and policy updates.

Response: Ohio EPA is currently revising and updating all its agency employment policies and will include the completion and acknowledgment form for employees to sign.

5. Provide employees with a review of the policies on ethics, time and attendance, secondary employment and use of telephone.

   Response: Ohio EPA will provide employees with a review of the policies on ethics, time and attendance, secondary employment and use of telephones by dissemination of the policies, discussion during division staff meetings, posting on intranet and during orientation.

Thank you for the opportunity to respond to the recommendations raised in your report. If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,

Laurie A. Stevenson
Director