



Ohio Department of Natural Resources

JOHN R. KASICH, GOVERNOR

JAMES ZEHRINGER, DIRECTOR

June 5, 2013

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

Dear Inspector General Meyer:

This letter is in response to the recommendations made by your office to the Ohio Department of Natural Resources (ODNR) in File ID NO: 2012-231.

Action items for recommendations 2 through 4 are contained in the attached memo from ODNR Division of Parks and Recreation Chief Glen Cobb to all supervisors dated May 30, 2013. The excerpts from that memo are listed under the actions below. A copy of the ODNR *Inventory Policy* is attached.

Recommendation #1: Conduct a thorough physical inventory of all assets assigned to Indian Lake State Park. Appropriate revisions should be made to the state accounting system to properly account for items reported as salvaged or missing.

Action: The physical inventory was completed and certified on March 29, 2013. The physical verification was conducted by Dave Faler, a supervisor who had not previously been involved in that operation. His work was overseen by Mark Hoffhines, a manager who had not been involved at Indian Lake previously. The verification resulted in more than 100 items being removed from inventory by salvage, on-site destruction or approved for disposal by other lawful means. Documents to support these actions are available.

Recommendation #2: Review asset inventory policies and procedures with all park managers.

Action: The chief's memo identified the issue and provided references and resources. The ODNR Division of Parks and Recreation leadership will revisit the issue at the July All-Managers Meeting to include a specific review of related policy, procedure and revised code requirements.

Recommendation #3: Review payment of invoice policies and procedures with all park managers.

Action: "Payment card purchases and EDIs are to be paid within five business days of their appearance in the Ohio Administrative Knowledge System (OAKS) for payment. Invoices are to be forwarded to the Office of Shared Services (OSS) verified and approved within seven days of receipt."

Recommendation #4: Ensure bids received by all parks are date and time stamped when received.

Action: All bids received are to be time-stamped and specific requirements will be clarified with managers to ensure legal compliance.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Corbin".

Richard Corbin
Deputy Director

Attachments: Inventory Policy, Chief's Memo

Cc: ODNR Investigation Case File

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OFFICE OF
INSPECTOR GENERAL