

# State Medical Board of Ohio

30 E. Broad Street, 3rd Floor, Columbus, OH 43215-6127

(614) 466-3934

med.ohio.gov



July 22, 2013

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

Re: File ID No.: 2012-CA00108

Dear Inspector General Meyer:

On May 23, 2013, the Office of the Inspector General issued a Report of Investigation regarding Douglas L. Edwards, former Chief of Investigations for the State Medical Board of Ohio. The report found reasonable cause to believe that wrongful acts and omissions occurred and made the following recommendations to the State Medical Board of Ohio:

1. Review the actions of all board employees assigned state-issued vehicles to determine if their conduct and practices warrant further action or training;
2. Develop policies that require employees to log trip mileage;
3. Establish a policy for monthly reconciliation of trip mileage and Voyager Fuel Card data;
4. Develop a policy which requires monitoring of daily reports;
5. Review the timekeeping policies and procedures for the State Medical Board of Ohio Investigative Unit and consider changes to better reflect actual hours worked.

Enclosed please find a plan detailing how the Board will implement the recommendations contained in the May 23, 2013 Report.

If you have questions or concerns, please contact me. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Aaron E. Haslam". The signature is written in a cursive style.

Aaron E. Haslam, Esq.  
Executive Director

OFFICE OF  
INSPECTOR GENERAL

2013 JUL 22 PM 2:10

Enclosures

AH:bt

**State Medical Board of Ohio**  
**Plan for Implementation of Recommendations of May 23, 2013 Inspector**  
**General Report**

1. Review the actions of all Board employees assigned state-issued vehicles to determine if their conduct and practices warrant further action or training.
  - On May 15, 2013, Board investigators were trained again on the prohibition of using a state car for personal use. Additional training will be provided periodically to investigators. A policy addressing the Use of State Vehicles for Board Employees Issued a State Vehicle has been drafted and is attached.
  - The Board has compared Voyager Fuel Card data and vehicle logs with mileage reported in the dailies for individuals assigned a state car. From this review, it could not be concluded that any investigators misused their state vehicles; however, any discrepancies found have been reported to the Executive Director and the Assistant Director of Investigations, Compliance & Enforcement for follow-up with the identified investigator. If wrongdoing is found, discipline will be issued.
  - On an on-going basis, the Voyager vehicle log and daily mileage will be reviewed by the Investigation Supervisors and Chief of Investigations. Any discrepancies will be reported to the Executive Director and Assistant Director for follow-up.
  
2. Develop policies that require employees to log trip mileage.
  - A new daily log has been developed with starting and ending odometer mileage for each trip.
  - The Alternate Headquarters (Remote Worker) Policy for Investigations is being revised to include a detailed procedure regarding the daily logs. The daily log entries must include sufficient detail to document the following:
    - The actual start and end time of the activity;
    - A brief description of the work performed;
    - The location of the work performed;
    - Relevant case numbers;
    - Start and ending odometer readings for the activity/trip
    - Any other expenses incurred with the activity.

A copy of the draft policy is attached.

3. Establish a policy for monthly reconciliation of trip mileage and Voyager Fuel Card data.
  - Starting immediately, the Voyager vehicle log will be compared with the mileage in the dailies for each investigator driving a state car. This will be completed on a monthly basis for each state vehicle. Any discrepancy must be reported to the

Executive Director and Assistant Director. See, Draft Policy, Alternate Headquarters (Remote Worker) Policy-Investigations.

4. Develop a policy which requires monitoring of daily reports.
  - The Alternate Headquarters (Remote Worker) Policy has been revised to require the daily logs to be updated daily by the investigator.
  - On a monthly basis, investigation supervisors will review investigator dailies to ensure they are up to date and will spot check the content of the dailies.
  - The Assistant Director or Chief of Investigations will review the dailies of the Investigation Supervisors and investigators.
5. Review the timekeeping policies and procedures for the State Medical Board of Ohio Investigative Unit and consider changes to better reflect actual hours worked.
  - The Medical Board utilizes Kronos as the time-keeping software for all employees to track work hours. The Alternate Headquarters (Remote Worker) Policy has been revised to require the investigator to enter their actual start and end time into Kronos on a daily basis. Any deviation of the investigator's set schedule including lunch period must be approved by the supervisor in writing. The supervisors are responsible for reviewing and approving the time entered at the end of each pay period and for reconciling those hours against the dailies.