



Ohio Manufactured Homes Commission

5100 Parkcenter Avenue, Suite 103, Dublin, Ohio 43017

February 25, 2015

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

OFFICE OF
INSPECTOR GENERAL
2015 MAR -3 AM 9:19

Re: Report of Investigation 2014-CA0009

Dear Inspector General Meyer,

The Ohio Manufactured Homes Commission (OMHC) has completed its review of your office's recommendations contained in the above-referenced report. I respectfully submit this response to you regarding the recommendations outlined in the report.

RECOMMENDATIONS:

- 1) **Consider implementing a timekeeping system, such as a punch clock or computerized system, to accurately reflect an employee's start and end times.**

We have implemented a daily log sign in to reflect employee's start and end times.

- 2) **Ensure timesheets are calculated accurately and hours are reported on the actual days worked and not on future pay period timesheets.**

A new time reporting system was put into place in April of 2014 – it is a locked excel format that will ensure times are accurately calculated. It is understood that time reporting must be the actual week worked, and will not be allowed going forward.

- 3) **Work with the Ohio Department of Administrative Services on adjusting employee leave balances as noted in the report.**

There were no adjustments that were needed as the Executive Director does not receive time and a half for overtime.

- 4) Ensure travel authorizations are completed prior to the employee's date of travel.**

We will ensure all travel authorizations are completed prior to the employee's date of travel.

- 5) Verify if OMHC employee Gary Whitaker was accurately paid for the travel he claimed when not working, or if the payment made to him should be reimbursed to the State of Ohio.**

Employee Gary Whitaker was accurately paid for travel he completed. It was simply a mistake in the date he reported.

- 6) Consider revising the OMHC inspection form to include the times the inspectors are on site, and include an acknowledgement by a representative of the manufactured home park being inspected that the inspection has actually occurred.**

The inspectors are now providing a route of the inspections they are performing. Along with the signature and date, they will list the time they inspected the community. It would not be practical to have a representative of the manufactured home park acknowledge an inspector was there as more than 50% do not have on-site management. The inspector must provide their report to both the community owner and the commission. On the report they list the vacancies at each park. If that information was not correct, park owners would be contacting us.

- 7) Work with the Central Service Agency to revise the employee manual. This should include all applicable Ohio Department of Administrative Services and Office of Budget and Management policies.**

The commission began working with CSA in February 2014 to update the employee manual. We will ensure that it includes all applicable Ohio Department of Administrative Services and Office of Budget and Management policies.

- 8) Ensure employees have access to the revised employee manual at all times.**

As the files presented to the IG's office during the investigation showed, every employee signs a statement acknowledging they were provided the employee manual to read and they are aware of its' location in the office and have access to it at all times. Going forward, a copy of the employee manual along with any revisions will be given to each employee.

9) Work with the Office of Budget and Management to pay interest for the late payments to vendors.

We were not aware of allegations of late payments being made to vendors without interest until we received this report. Upon further investigation by our office the findings were as follow; The invoice in question in the report was submitted on 9/30/13. Due to inefficiencies in a new procedure our office implemented, which has since been corrected, payment was paid to the vendor on 11/26/13, contrary to the date of January, 2014 as stated in the allegation.

Out of the 194 invoices paid during the timeframe outlined in the report, 4 invoices would require interest payments due for a total of \$90.21. We will work with CSA to ensure the four vendor late interest payments are paid.

The deficiencies in our process have been corrected and further invoices will be paid in accordance with the ORC.

If you require further information, please contact Janet M. Williams, Executive Director, OMHC at 6140734-6010

Sincerely,

A handwritten signature in cursive script that reads "Daniel R. Rolfes". The signature is written in black ink and is positioned above the printed name and title.

Daniel R. Rolfes
Chairman, OMHC