



MARY TAYLOR
LT. GOVERNOR
STATE OF OHIO

OFFICE OF
INSPECTOR GENERAL
2015 NOV 27 AM 11:33

November 27, 2015

The Honorable Randall J. Meyer
Office of Ohio Inspector General
James A. Rhodes Tower
30 East Broad Street – Suite 2940
Columbus, Ohio 43215

Re: Report of Investigation 2014-CA00043

Dear Inspector General Meyer:

Thank you for your thorough review and recommendations following my referral. The Lieutenant Governor's Office, in conjunction with the Ohio Department of Insurance, has completed a review of your office's recommendations contained in the above-referenced report issued on November 24, 2015. The Lieutenant Governor's Office respectfully submits the following responses to your recommendations.

Recommendation 1: Provide job position descriptions for the position of chief of staff and assistant to the chief of staff.

Response: Job position descriptions for the position of chief of staff and assistant to the chief of staff have been created and filed in the Human Resources Office of the Ohio Department of Insurance.

Recommendation 2: Comply with Ohio Department of Administrative Services and Ohio Department of Insurance policies requiring supervisor approval of all timesheets.

Response: Immediately following the referral of the matter to the Inspector General's Office, a new timesheet approval process was implemented requiring all employee timesheets to be approved by supervisors and the chief of staff's timesheets to be approved by the Director of Administration for the Governor's Office.

Recommendation 3: Make it clear to Ohio Department of Insurance employees who work in the Lieutenant Governor's Office that they must follow Ohio Department of Insurance policy, including time and attendance policy and teleworking policy.



MARY TAYLOR
LT. GOVERNOR
STATE OF OHIO

Response: We appreciate the Inspector General's review and recommendation regarding these policies. Because the Lieutenant Governor's Office works very closely with the Governor's Office and is housed in the same location, we believe having all Lieutenant Governor's staff follow the Governor's Office policies will create consistency and accountability. Last year the Lieutenant Governor's staff was trained on all Governor's Office policies including those related to time and attendance. Moving forward, employees of the Lieutenant Governor's Office will follow Governor's Office policies and, as applicable, the statewide Department of Administrative Services policies as they relate to time and attendance.

Recommendation 4: Consider funding the payment of employees who work in the Lieutenant Governor's Office from a lieutenant governor's budget and establish a Lieutenant Governor's Office policy.

Response: We appreciate the Inspector General's recommendation of this issue. This recommendation, however, would require legislative authority to make such changes and would most likely occur during the state legislature's consideration of a state operating budget bill. Therefore, we will continue to evaluate options for a path forward in order to meet the needs of the office.

Thank you for allowing us the opportunity to respond to the recommendations made.

Sincerely,

Mary Taylor
Lt. Governor/Director