



Department of
Job and Family Services

John R. Kasich, Governor
Michael B. Colbert, Director

April 9, 2012

Randall J. Meyer
Ohio Inspector General
30 East Broad Street, L-29
Columbus, Ohio 43215

RE: FILE ID. NO. 2011-142

Dear Inspector General Meyer:

Thank you for completing the investigation into the allegations we referred to you regarding Ohio Department of Job and Family Services employee Leigh Maynard-West's improper processing of unemployment claims. We have reviewed and concur with the findings in your report dated February 13, 2012.

Your report made two (2) recommendations for ODJFS to complete:

- 1) Review the actions of Leigh Maynard-West to determine whether her conduct and practice warrants further administrative action.

Action Taken:

We conducted an administrative review and additional violations to agency policy and procedures were discovered. A copy of our review is included. We have referred the matter to our agency's Bureau of Labor Relations for administration of disciplinary measures consistent with the findings and conclusions in both reports. We will provide the outcome of the disciplinary process once it is completed.

- 2) Review the appropriate policies and procedures with Maynard-West and require that she sign an acknowledgement form stating she understands the policy and will abide by it in the future.

Action Taken:

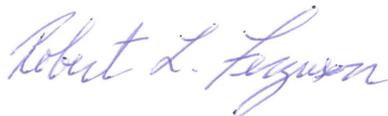
The review and acknowledgements of the identified policies from both reports will take place in conjunction with the disciplinary process. We will forward a copy of the policy confirmations when completed.

30 East Broad Street
Columbus, Ohio 43215
jfs.ohio.gov

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We again thank you for your assistance in this matter. If you should have additional questions please feel free to contact me at 614-466-3015.

Sincerely,

A handwritten signature in blue ink that reads "Robert L. Ferguson". The signature is written in a cursive style.

Robert Ferguson
ODJFS Chief Inspector
30 E. Broad Street, 32nd Floor
Columbus, Ohio 43216

cc: Sonnetta Sturkey, ODJFS, Chief Operations Officer
Lewis George, ODJFS, Chief Counsel

Attachment: ODJFS Office of Chief Inspector Report #11-06-INV-690

Ohio

**Department of
Job and Family Services**

John R. Kasich, Governor
Michael B. Colbert, Director

OFFICE OF
INSPECTOR GENERAL

2012 JUN 13 PM 2:51

June 13, 2012

Randall J. Meyer
Ohio Inspector General
30 East Broad Street, L-29
Columbus, Ohio 43215

RE: FILE ID. NO. 2011-142

Dear Inspector General Meyer:

We have additional follow-up information to report regarding the Leigh Maynard-West investigation. Ms. Maynard-West was given a five day suspension and placed on a Last Chance Agreement for two years (see attached). In addition, Ms. Maynard-West has acknowledged receiving the applicable policies (see attached).

We again thank you for your assistance in this matter. If you should have additional questions please feel free to contact me at 614-466-3015.

Sincerely,



Robert Ferguson
ODJFS Chief Inspector
30 E. Broad Street, 32nd Floor
Columbus, Ohio 43216

cc: Sonnetta Sturkey, ODJFS, Chief Operations Officer
Lewis George, ODJFS, Chief Counsel

Attachment: ODJFS Discipline Letter
Email acknowledgement

30 East Broad Street
Columbus, Ohio 43215
jfs.ohio.gov

An Equal Opportunity Employer and Service Provider

From: LEIGH MAYNARD
To: ROSS-SIDES, LINDA
Date: 5/30/2012 11:03 AM
Subject: Re: Review Policies and Training Video

Linda,

I have viewed the video and read all the policies, however when I try to sign it will not let me log in, it says error...Shelia is away at the moment and I'm not quite sure what to do, if you want me to come to your area and sign that will work for me.

Thanks,

Leigh

>>> LINDA ROSS-SIDES 5/22/2012 10:00 AM >>>

Leigh,

Pursuant to the Chief Inspector's report, you are directed to re-watch the Security and Privacy Awareness training video and review and acknowledge several agency policies. You can access the video on the ODJFS innerweb, UPDATES/Security & Privacy Awareness, Training will take you to the Office of Information Services ODJFS Information Security and Privacy Awareness page. You are to view the ODJFS Manual Logging Training and the four modules in the Security & Privacy Training. Be sure to acknowledge viewing the training at the end of the fourth module.

You are also to review and acknowledge receipt of the following policies:

ODJFS.IPP.0003. Standards of Employee Conduct
ODJFS.IPP.3925 Data Access
ODJFS.IPP.3922.Code of Responsibility
ODJFS.IPP.0005.Processing of ODJFS Work Actions
ODJFS.IPP.3001. Information Security

Please email me when you have completed your review of the videos and the policies.

Linda Ross-Sides

Program Administrator

Office of Unemployment Compensation

4020 East Fifth Avenue

Columbus, OH 43219

614-644-8600

Fax: 614-466-6873

email: Linda.Ross-Sides@jfs.ohio.gov

Ohio | Department of Job and Family Services

John R. Kasich, Governor
Michael B. Colbert, Director

May 16, 2012

Leigh A. Maynard-West
1327 Sharon Green Drive
Columbus, OH 43229

Dear Ms. Maynard West:

Pursuant to the Settlement of Disciplinary Action, I have concurred that there is just cause to discipline you for violation of ODJFS Standards of Employee Conduct to wit:

- F1 Failure to carry out and/or follow directions, assignments, written policies, procedures, and/or work rules.
- F11 Purposeful, carelessness, or unauthorized use or abuse of state equipment, property, state paid time or the property of another.

Your discipline for the above violations will be removal, however said removal will be held in abeyance and you shall be placed on a two (2) year Last Chance Agreement. Any violations of the Employers Standards of Employee Conduct related to charges F1 and F11 will result in removal from employment with the Ohio Department of Job and Family Services.

Additionally, you will serve a Five (5) day suspension, without pay, Monday, June 4 through Friday, June 8, 2012.

Sincerely,

Michael B. Colbert /csbc

Michael B. Colbert, Director
Ohio Department of Job and Family Services

cc: Linda Ross-Sides
Sara Hall Phillips
Shelia Lopez
LeAnn Raymond
Deb King
Jennifer Demory
Kevin Shafer

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