



Department of  
Rehabilitation & Correction

John R. Kasich, Governor  
Gary C. Mohr, Director

RECEIVED  
DIRECTOR GENERAL  
2017 JUN 16 PM 2:37

June 16, 2017

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

RE: IG File ID Number 2015-CA00047

Dear Inspector General Meyer:

This letter is in response to investigative file #2015-CA00047 submitted to the Department of Rehabilitation and Correction by your office on April 11, 2017, with findings of “reasonable cause to believe that a wrongful act or omission occurred in this instance”. The following details the response by this agency regarding recommendations made by your office.

**Recommendation #1:**

**ODRC should review the actions of all employees involved to determine if administrative action warranted.**

**Response:** ODRC has reviewed the conduct of all ODRC employees referenced in the report to determine whether administrative action is warranted in any of the individual circumstances, and to insure that similar actions do not occur in the future. Furthermore, the two ODRC employees named as suspects in the investigation, Ms. Shaffer and Mr. Bunting, are no longer employed by the Department.

**Recommendation #2:**

**Review the contract with Healing Broken Circles to determine its validity.**

**Response:** The contract was terminated effective April 17, 2017.

**Recommendation #3:**

**Review payments remitted to Healing Broken Circles to ensure the payments were allowable per the contract and for the services rendered.**

**Response:** The Office of Acquisitions and Contract Compliance (OACC) retrieved purchase orders from OAKS and conducted a preliminary review of all payments to the supplier. A fiscal review (audit) of the supplier’s invoice documents will be conducted by July 31, 2017.

**Recommendation #4:**

**Require ODRC employees involved in the contracting and procurement process to receive additional training in State of Ohio contracts and procurement.**

**Response:** Contract staff have prepared materials that can be implemented as an eLearning course for staff. Additionally, there is a current DAS eLearning course that should be considered, Purchasing and Payment Process in the State of Ohio. In 2015, the Office of Administration (OAA) developed and implemented an instructor led fiscal training (ILT) regarding ODRC business office procedures.

The training covers purchasing, vouchering, accountability and cash, MBE/EDGE, inmate commissary and bank reconciliation, employee activity funds, I & E and inmate groups, signature authority, asset management, insurance risk and inmate payroll. This comprehensive fiscal training has been conducted annually at Managing Officer's meetings and regional staff team meetings.

**Recommendation #5: Centralize the RFP review process to remove the potential conflicts that arise at the institutional level due to relationships that develop between vendors and institutional management.**

**Response:** ODRC supports changes that will minimize potential conflicts of interests. However, given the limited number of procurement staff this recommendation will be very difficult to implement.

**Recommendation #6: Consider providing ODRC employees with additional ethics training.**

**Response:** ODRC staff are required to complete an Ethics eLearning module annually. Additionally, higher level unclassified staff are required to complete a separate Ethics training session through the Ohio Ethics Commission.

Thank you for the opportunity to respond to your recommendations.

Sincerely,



Gary C. Mohr  
Director