



Department
of Education

Mike DeWine, Governor
Paolo DeMaria, Superintendent of Public Instruction

OFFICE OF
INSPECTOR GENERAL

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January 31, 2019

James Manken, Chief Legal Counsel
State of Ohio Office of the Inspector General
Rhodes State Office Tower
30 East Broad Street – Suite 2940
Columbus, Ohio 43215-3414

Re: File ID# 2018-CA00014

Dear Jim:

This letter is in response to your report dated December 6, 2018 regarding the above referenced matter. In response to your office's request for a plan, the following outlines the Department's approach to addressing the recommendations:

- Determination if administrative action is warranted after the review of the conduct of employee, Stacy Ludwig.

Response: Ms. Ludwig resigned, not in good standing, from the Department of Education on January 2, 2019.

- Review timesheet approval processes and consider providing to supervisors the reported work hours of employees, specifically their start and end times, for evaluation and approval.

Response: Supervisors will receive guidance and additional training on evaluating staff hours in the timecards. The information will include evaluating hours when staff work offsite and using information outside HRMS to confirm the reported work hours.

If you have any questions regarding this matter, please feel free to contact me.

With regards,

Diane M. Lease
Chief Legal Counsel