

From: [SIUComplaints](#)
To: [Karen Shawver](#)
Subject: City of Lorain - Case No. 2023-CA13751
Date: Monday, November 13, 2023 4:50:00 PM
Attachments: [City of Lorain - Closing Memo.pdf](#)

Dear Auditor Shawyer,

This matter was opened by the Auditor of State's Special Audit Task Force as a preliminary audit and investigation following the referral to the Auditor of State's Special Investigations Unit by the County Prosecutor. The preliminary audit and investigation reviewed the following issues: (1) Improper and excessive overtime and higher position pay than was authorized in the Utilities Department; (2) Payroll discrepancies between time sheets and payroll, and payroll ordinances being in conflict with the attorney Letters of Appointment in terms of exempt status in the Law Department; (3) The Chief not taking leave for hours not worked and not taking leave while on vacation in the Police Department; and (4) Possible payroll discrepancies in the Fire Department.

The Special Investigations Unit consulted with the Special Investigations Unit's legal counsel on all the allegations and it was determined there was insufficient evidence to seek criminal charges. The Special Investigations Unit will be referring all the Fire Department payroll issues and its findings back to the financial audit region to consider if any findings for recovery or other non-compliance/management recommendations are necessary, and the preliminary audit and investigation is now considered closed. (See Closing Memo attached.)

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

Respectfully,

Cheryl S. Gray
Complaint Intake
Special Investigations Unit
Auditor of State Keith Faber

-----Original Message-----

From: Karen Shawver <kashawver@gmail.com>
Sent: Friday, April 14, 2023 1:47 PM
To: SIUComplaints <SIUComplaints@ohioauditor.gov>
Subject: [External]City of Lorain payroll

[You don't often get email from kashawver@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

*** Auditor of State Security Notice *** This e-mail is from an external source. Think before you click links or open attachments.

Good afternoon

I am the Lorain City Auditor and during a conversation with our IPA team from Zupka and Associates this week while they were on-site, we discussed payroll issues we are experiencing with a few city departments. They informed me that they are unable to directly deal with these matters and suggested I contact your office to report these issues for assistance and direction.

We have several employees in the Utilities Billing office and Admin departments getting excessive overtime, payments for working through their lunch hours and for higher position pay (temporary substitutions for other employees work). We have repeatedly asked for information and back up documentation and have been ignored,

told to seek from the Safety Service Director and shown willful disregard for our authority. It appears based on the reaction and failure for the administration to force the departments to provide documentation, these employees are being overpaid. One employee in this department was paid HPP pay for working in another department and when the manager of that department was questioned we were told "keep my name out of this"

In the Police department, they use a software scheduling program in which the employees schedule is set up and if modifications are made such as vacation, sick etc they are to go into the system and make corrections. The office in charge of the shift then is to approve the time away. We were given a public records request in February and were asked to provide all the regular hours for the police chief and the Higher Position Payments for the captains during the period of December 2020 to present. There were approximately 100 days the captains were paid the chief's salary which meant he was not working or perhaps in some instances was on City business elsewhere. The request indicated they believed the chief was paying his captains to act in his capacity but not taking time off his accrual balances. Based on the reports provided, it does appear there was fraud on many occasions. The telestaff software enables employees to document their time so had he worked elsewhere it should show in the records.

Lastly, the law department appears to have employees being paid for full time work but only work part time. The auditors from Zupka have seen this as part of this years audit and asked for additional information from the law department. They did not provide the accurate records to prove the employees worked what they were paid.

The Auditors office repeatedly maintains that payments for all things are to made according to the law however when we ask for clarification, perform audits or require documentation we are constantly met with obstruction, disrespect and anger. We even received an email from our mayor indicating we did not have the right to perform audits other than once a year. The mayor's employees do not enforce their employees to follow our rules Or adhere to the procedures and policies of our department.

Based on the advice of Zupka & associates, we are requesting a thorough investigation into the items that are mentioned above.

I would appreciate using this email kashawver@gmail.com and/or my cell phone 440-258-3601.

Respectfully

Karen Shawver

Lorain City Auditor

Sent from my iPhone