

**From:** [Cara L. Yoder](#)  
**To:** [Janice Walsh@cityoflorain.org](mailto:Janice_Walsh@cityoflorain.org)  
**Subject:** Request for Audit Meeting  
**Date:** Wednesday, August 30, 2023 12:59:00 PM

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Hi Janice. My name is Cara Yoder and I work for the Ohio Auditor of State. I understand you are the person who handles the payroll process for the fire department. In order to assist the financial auditors with the completion of their payroll testing, I have been tasked with meeting with City officials to get an understanding of the payroll and separation pay process. I just left you a voicemail about this, but email is the best way to reach me, so I wanted to follow-up with an email.

I have availability on the following dates/times:

Wednesday, 9/6 starting at 8:30

Thursday, 9/7 after 12:00 pm

Friday, 9/8 all day

Would you be free during any of these dates/times? If so, please let me know what's most convenient for you. It's also likely I'll have a few questions for the Chief since he approves payroll so I'd prefer to select a date where the Chief would also have some time.

Sincerely,  
Cara Yoder  
Ohio Auditor of State

**From:** [Cara L. Yoder](#)  
**To:** "[Walsh, Janice](#)"  
**Subject:** RE: [External]RE: Request for Audit Meeting  
**Date:** Wednesday, August 30, 2023 4:01:00 PM

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Thanks so much for your quick reply, Jan.

Wednesday, Sept 6<sup>th</sup> at 8:30 works great. My next question for you was going to be to confirm your location, so thanks for providing that already. It will be me and maybe one other member of my team, so we won't need much space.

How exciting for Chief Radman! Of course, we can follow-up with him later if he is unavailable on the 6<sup>th</sup>.

If something comes up prior to next Wednesday, let me know.

-Cara

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**From:** Walsh, Janice <Janice\_Walsh@cityoflorain.org>  
**Sent:** Wednesday, August 30, 2023 2:46 PM  
**To:** Cara L. Yoder <CLYoder@ohioauditor.gov>  
**Subject:** [External]RE: Request for Audit Meeting

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Good afternoon, Cara –

Obviously, I received your email and did also receive your voicemail.

Chief Radman and I would be happy to discuss the payroll system and processes at LFD. Wednesday, September 6 at 8:30 would work for us if it is still good for you. The only wrinkle on our end is that Chief Radman's daughter is expecting and due on September 3, and she is out of state. He is on a "need to run on short notice" protocol at present.

Also, in order to have the right amount of space available, would you let me know how many, if any, people you are bringing with you? I'm assuming you meant you wanted to meet at the Fire Department at 1350 Broadway Avenue?

I'll look forward to your confirming the date and time; thank you!

Best regards,  
Jan

## Jan Walsh

Administrative Assistant

### Lorain Fire Department

1350 Broadway Ave.

Lorain, OH 44052-3412

**440.204.2220 (option 1)**

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**From:** Cara L. Yoder [<mailto:CLYoder@ohioauditor.gov>]

**Sent:** Wednesday, August 30, 2023 1:00 PM

**To:** Walsh, Janice

**Subject:** Request for Audit Meeting

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Sincerely,

Cara Yoder

Ohio Auditor of State

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