

STATE OF OHIO  
OFFICE OF THE INSPECTOR GENERAL

RANDALL J. MEYER, INSPECTOR GENERAL

REPORT OF  
INVESTIGATION



AGENCY: OHIO DEPARTMENT OF JOB & FAMILY SERVICES  
FILE ID NO.: 2022-CA00020  
DATE OF REPORT: MARCH 14, 2023

## The Office of the Ohio Inspector General ... The State Watchdog

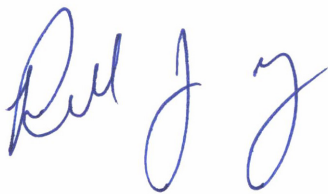
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Randall J. Meyer  
Ohio Inspector General



STATE OF OHIO  
**OFFICE OF THE INSPECTOR GENERAL**

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RANDALL J. MEYER, INSPECTOR GENERAL

**REPORT OF INVESTIGATION**

**FILE ID NUMBER:** 2022-CA00020

**SUBJECT NAME:** Mariam Makni

**POSITION:** Training Officer

**AGENCY:** Ohio Department of Job and Family Services

**BASIS FOR INVESTIGATION:** Agency Referral

**ALLEGATIONS:** Abuse of Office/Position

**INITIATED:** August 12, 2022

**DATE OF REPORT:** March 14, 2023

## **INITIAL ALLEGATION AND COMPLAINT SUMMARY**

In August 2022, the Office of the Ohio Inspector General received a referral from the Ohio Department of Job and Family Services (ODJFS) involving ODJFS Training Officer Mariam Makni alleging she misused State of Ohio Information Technology (OIT) resources and inaccurately reported her times worked. The referral explained that after Makni failed to present a training session she was scheduled to lead on July 14, 2022, ODJFS conducted a review of her State of Ohio computer activity and network history. The ODJFS review indicated concerns that Makni may have used her ODJFS-assigned computer to perform legal work for the Barbin Law Office (Barbin Law) during her scheduled ODJFS work times.

## **BACKGROUND**

The Ohio Department of Job and Family Services (ODJFS) improves the well-being of Ohio's workforce and families by promoting economic self-sufficiency and ensuring the safety of Ohio's most vulnerable citizens. The department administers programs that provide public assistance, protects child welfare, ensures payment of child support, assists individuals with employment and in preparing for the workforce, provides benefits to the unemployed, and supervises the administration of federal programs and funding at the local level. The direct delivery of services is administered by ODJFS, a combination of joint and individual county departments of job and family services, and local agencies.<sup>1</sup>

## **APPLICABLE LAWS, RULES, AND POLICIES**

The following rules, policies, and procedures were reviewed as part of this investigation.

The ODJFS *Internal Policy and Procedure Manual IPP 5101 Employee Leave: Requests, Responsibility, and Accountability* states in part:

### **VI. Policy**

- A. Each employee of ODJFS has an obligation to be accountable for all hours scheduled to work.

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<sup>1</sup> Biennial budget documents.

- C. When not at work, each employee’s scheduled time must be accounted for through appropriate leave whether it is paid or unpaid, planned or unplanned.

The ODJFS *Internal Policy and Procedure Manual IPP 5003 Outside Employment* states in part:

**VI. Policy**

- A. The work of the Agency takes precedence over other occupational interests. No ODJFS employee shall accept or continue outside employment that in any manner conflicts with the employee’s approved work schedule or duties at ODJFS. This includes conflicting work hours ... Any employee seeking or involved in outside employment shall notify ODJFS in writing of such outside employment. Assumption of outside employment by an employee without notification to the Agency may subject the employee to disciplinary action. ...

**VII. Procedures**

A. Notification

- 1. An employee seeking or involved in outside employment shall notify ODJFS in writing of such outside employment by completing and submitting a JFS 01793 Notification of Outside Employment form. ...

The ODJFS *Internal Policy and Procedure Manual IPP 10002 Computer and Information Systems Usage* states in part:

**VI. Policy ...**

- C. Prohibited uses of computers and information systems ...
  - 5. Using computers or information systems in association with the operation of any for-profit business activities or for personal gain.

The ODJFS *Internal Policy and Procedure Manual IPP 0006 Telework Policy* states in part:

**V. Definitions ...**

- C. Hybrid Work: “Hybrid Work” refers to a flexible work arrangement when an employee is directed or permitted to work a specific number of hours each week from

their designated home office location while permitted to work the balance of the work week in an ODJFS office location. ...

## **VII. Procedures ...**

### **E. Alternative Work Location**

- i. Establishing an alternative work location: An employee who is authorized to telework will have their home location designated as their alternate work location.

## **Ohio Revised Code**

Ohio Revised Code (ORC) §102.03(D) states:

No public official or employee shall use or authorize the use of authority or influence of office or employment to secure anything of value or the promise or offer of anything of value that is of such a character as to manifest a substantial and improper influence upon the official or employee with respect to that person's duties.

The Ohio Ethics Commission (OEC) issues advisory opinions which elaborate on the interpretation of the Ohio Revised Code. OEC Advisory Opinion 96-004, interpreting ORC §102.03(D), prohibits a public official or employee who engages in private outside employment or business activity from:

- (a) Using public time, facilities, personnel, or resources in conducting a private business or while engaging in private outside employment including demonstrations for clients using public equipment.

## **INVESTIGATIVE SUMMARY**

Mariam Makni was hired by ODJFS in the position of training officer on March 1, 2021,<sup>2</sup> and was primarily responsible for developing and conducting training courses for ODJFS employees. Her duties included designing new courses for ODJFS using software and web development tools and selecting the most suitable combination of methods and technology to provide the best training experience for ODJFS employees.

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<sup>2</sup> Makni previously worked for ODJFS as an intermittent customer service representative from August 17, 2020, to February 27, 2021.

Investigators received the following records from ODJFS to review and/or analyze:

- ODJFS policies and procedures.
- Makni's personnel file.
- Electronic access card data for the Rhodes State Office Tower.
- A computer geolocation report for Makni's ODJFS-assigned Microsoft Surface tablet, which specified the location of the device during the period of June, July, and August 2022.
- Computer activity monitoring data for Makni's ODJFS-assigned Microsoft Surface tablet, which captured a graphic representation of the tablet's computer screen as the user was seeing it while active on the device for the period of July 19 to August 2, 2022.
- Computer tracking data which detailed times Makni's ODJFS-assigned Microsoft Surface tablet was unlocked or the user was logged<sup>3</sup> into the device, including the wireless network the computer was connected to.
- Makni's ODJFS state-issued email account.

#### Training Absence - July 14, 2022

Investigators learned that on July 14, 2022, Makni was scheduled to conduct a virtual training for ODJFS at 10:00 a.m. but failed to appear for the training she was to lead. Investigators requested and received from ODJFS records related to Makni's work activity on July 14. Specifically, investigators obtained Makni's state-issued email box containing instant message history between Makni and her supervisor, ODJFS Training Supervisor Shantelle Hill; Makni's electronic access card data; and Makni's computer tracking data. Investigators evaluated the records and discovered a message from Makni at 11:32 a.m., responding to Hill, and apologizing for missing the training and explaining that she was involved in too many projects and was tracking her projects on three different calendars. Makni told Hill that she would resolve her problem with tracking multiple projects by combining her personal, work, and school calendars into one calendar.

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<sup>3</sup> A "login," or being "logged in" indicates a computer has been off, is powered on, and the user enters a valid username and password to gain access to the computer system.

Investigators also discovered records of a conversation between Hill and Makni that had occurred at 11:51 a.m. on July 14, after their discussion about Makni missing the training:

Message from Hill to Makni:

Hey, where are you sitting today? Shanna was walking around and didn't see you.

Makni's response to Hill:

I sat in our row. I'm at lunch now though. I'll pop in and say hi to her when I get back

Investigators reviewed the electronic access card data for Makni's designated work location on the 30<sup>th</sup> floor of the Rhodes State Office Tower (Columbus) and found that on July 14, Makni first used her access card at 1:23 p.m. on that day. Investigators also reviewed the device tracking activity for her computer on July 14 and determined Makni's first activity on the computer occurred at 10:46 a.m. when she logged onto her device which was connected to Makni's home wireless internet network. Additionally, investigators discovered the device was not connected to the State of Ohio network until 1:33 p.m., 10 minutes after Makni arrived at the Rhodes State Office Tower at 1:23 p.m.

#### *Meeting with Brad Barbin, Esq./Confirmation of Makni Employment*

On October 17, 2022, investigators interviewed Brad Barbin, Esq. Barbin confirmed to investigators that Makni performed legal work as an independent contractor for his firm, Barbin Law. Barbin stated that he had an office located at 52 West Whittier Street in Columbus, Ohio, and that Makni would occasionally work or meet with clients at that location. He also stated that in June 2022, Makni was paid by his firm to attend a trial in Lawrence County, Ohio, and that in July 2022, Makni attended a legal conference at Miami University in Oxford, Ohio.

Investigators learned that Makni did not notify ODJFS in writing of her outside employment with Barbin Law and had not completed and submitted the ODJFS Notification of Outside Employment form, as required by ODJFS *Internal Policy and Procedure Manual IPP 5003 Outside Employment*.



Makni's Attendance at Events for Barbin Law During her ODJFS Work Hours

**Event 1: Trial at Lawrence County Common Pleas Court**

Investigators obtained copies of all payments issued to Makni from Barbin Law for her legal services and the corresponding dates she performed the services. Barbin told investigators that his firm issued one check paid to Makni in June 2022 for travel expenses related to a trial she attended at Lawrence County Common Pleas Court in Ironton, Ohio. Barbin said Makni was paid \$240 per day for the period from Sunday, June 5 through Thursday, June 9, 2022. He explained that Makni did not attend the trial on June 9 because she had a previously scheduled ODJFS presentation, but noted she was paid for her return travel from Ironton on June 9.

Investigators reviewed computer tracking data that was provided by ODJFS for Makni's ODJFS-assigned computer. Investigators determined that on June 6, 2022, Makni unlocked her ODJFS-assigned computer at 6:57 a.m. and accessed a wireless network belonging to Comfort Suites in South Point, Ohio, which is located in Lawrence County and is approximately 20 minutes from the courthouse. Investigators found that this same network belonging to Comfort Suites is the network that Makni's ODJFS-assigned computer was connected to at different times during the period from June 7 through June 9, 2022. On June 9, Makni logged into her ODJFS-assigned computer at 8:50 a.m. from the Comfort Suites; however, investigators verified with ODJFS that this location was not Makni's approved remote work location for the period. Investigators determined that on Thursday, June 9 at 3:09 p.m., Makni's computer was recorded as being located at her residence. Makni's residence is approximately a two-hour and 30-minute drive from the Comfort Suites in South Point, where she was located earlier that day.

Investigators reviewed Makni's ODJFS timekeeping records for the period of June 6 through 9, 2022, and discovered Makni had reported to ODJFS that she worked from 8:00 a.m. to 5:00 p.m. on June 6 and June 8, the same days she was paid by Barbin Law to attend the Lawrence County trial. Investigators discovered that on June 9, Makni reported to ODJFS that she worked from 8:00 a.m. to 5:00 p.m., the same day she was paid by Barbin Law for her travel time back home from Lawrence County. On June 7, Makni reported to ODJFS that she was not working that day and she submitted a request to use eight hours of personal leave for the day.

## **Event 2: Legal Conference at Miami University in Oxford Ohio**

Barbin had also informed investigators that Makni attended a legal conference for Barbin Law at the Marcum Conference Center at Miami University in Oxford, Ohio, in July 2022.

Investigators reviewed Makni's personal calendar which was accessed using her ODJFS-assigned computer and found an entry regarding a federal law seminar, beginning on July 20 at 6:30 p.m. and ending on July 22, at 3:30 p.m. Investigators also reviewed Makni's time sheet submitted to ODJFS for the period and learned that Makni reported working from 7:15 a.m. to 4:15 p.m. on July 21, and from 8:00 a.m. to 5:00 p.m. on July 22. Investigators subsequently reviewed Makni's time sheets, which were completed using her ODJFS-assigned computer and captured by computer activity monitoring software, that were submitted to Barbin Law for the same period and discovered that she reported working 11.10 hours on July 21 and eight hours on July 22 for "USAG Conference."

Investigators reviewed computer tracking data which recorded the wireless network her computer was connected to and found that on July 20, Makni's ODJFS-assigned computer was connected to the Barbin Law office's wireless internet network at 8:46 a.m., 1:08 p.m. and 1:54 p.m. Additionally, investigators reviewed computer geolocation data connected to Makni's ODJFS-assigned computer and found the computer was recorded as being at Barbin Law Office at 12:46 p.m., 3:01 p.m. and 5:07 p.m.

Investigators discovered that no computer activity was captured by computer activity monitoring software for the day of July 21, indicating that Makni's computer was inactive and not connected to the internet during the day. Additionally, no geolocation activity or device tracking activity was recorded for the day, indicating the computer was inactive. On July 22, investigators determined Makni was connected to a wireless hotspot using an iPhone at 7:22 a.m., and then connected to a wireless internet network named MU-GUEST at 9:10 a.m.

Based on a review of the computer activity monitoring data, investigators verified Makni performed work for ODJFS from 7:22 a.m. to 10:30 a.m. on July 22. However, from 10:30 a.m. to 10:56 a.m., Makni performed work for Barbin Law. Her ODJFS-assigned computer was then inactive until 2:20 p.m. when Makni resumed performing work for Barbin law until 4:49 p.m.

From review of geolocation data, investigators were able to confirm that Makni's ODJFS-assigned computer was located in Oxford, Ohio, at two different locations on July 22. One location was the address for The Elms Hotel and the other location was the address for the Marcum Conference Center. Makni's ODJFS authorized remote work location is her home residence and the Marcum Conference Center is located two hours driving time away from her home.

*Makni's Outside Employment During ODJFS Work Hours, Using State of Ohio IT Equipment*

Investigators requested Barbin review Makni's user activity that was captured by computer activity monitoring software to identify any work Makni may have performed on the device for his law firm. For the period under review, Barbin identified to investigators various days and times Makni evidently performed work for the law firm on her ODJFS-issued device.

Specifically, Barbin identified Makni had performed work for his law firm on her ODJFS-issued device on July 19, 2022, at 4:00 p.m., when she logged into USAfx<sup>4</sup> using the email address, bbarbin@barbinlaw.com. She was active on this site from 4:00 p.m. to 5:25 p.m. Investigators reviewed the ODJFS time sheet Makni submitted for the period that included July 19, and found that she reported working for ODJFS until 4:30 p.m. that day.

Additionally, Barbin identified to investigators various work activities that Makni had performed for his law firm on her ODJFS-issued device for the period from July 20, 2022, through August 2, 2022.<sup>5</sup> The following chart is a summary listing the dates and times that Makni performed work for Barbin Law that overlapped, partially or completely, dates and times Makni also reported working for ODJFS on the timekeeping records she submitted to ODJFS:

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<sup>4</sup> USAfx is a remote file-sharing website used by the United States Department of Justice to transfer files related to legal cases.

<sup>5</sup> Investigators note that some of the files provided were corrupted and unable to be viewed.

Date	Makni Reported ODJFS Work Hours	Makni “Start Time” for Barbin Law	Makni “End Time” for Barbin Law	Overlapping Hours Makni Reported Working for ODJFS and Barbin Law
7/19/2022	7:30 a.m. - 4:30 p.m.	4:00 p.m.	5:25 p.m.	30 minutes
7/20/2022	8:00 a.m. - 5:00 p.m.	8:46 a.m.	1:08 p.m.	3 hours 22 minutes
7/22/2022	8:00 a.m. - 5:00 p.m.	10:30 a.m.	10:56 a.m.	26 minutes
7/22/2022	8:00 a.m. - 5:00 p.m.	2:20 p.m.	4:49 p.m.	2 hours 29 minutes
7/25/2022	8:00 a.m. - 5:00 p.m.	3:32 p.m.	3:39 p.m.	7 minutes
7/27/2022	7:30 a.m. - 4:30 p.m.	3:54 p.m.	4:57 p.m.	36 minutes
7/28/2022	8:00 a.m. - 5:00 p.m.	11:25 a.m.	11:43 a.m.	18 minutes
			<b>TOTAL</b>	<b>7 hours 48 minutes</b>

For the period from July 19, 2022, through August 2, 2022, investigators determined that Makni spent a total of 7 hours 48 minutes on her ODJFS-issued device performing work for Barbin Law during the same times she reported working for ODJFS.

Additionally, investigators reviewed a PDF<sup>6</sup> document titled “Barbin\_July 22 hours,” that was captured through a computer forensic review of Makni’s ODJFS-assigned computer and was used by Makni to track her activities for Barbin Law. Investigators discovered multiple phone calls and in-person client meetings Makni listed that were related to her work at Barbin Law and overlapped with the times Makni reported working for ODJFS on her submitted timekeeping records. The following table summarizes work performed for Barbin Law that Makni listed on the PDF document that overlapped, partially or completely, dates and times Makni also reported working for ODJFS on the timekeeping records she submitted to ODJFS:

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<sup>6</sup> PDF is an abbreviation that stands for Portable Document Format.

Date	Makni Reported Activity at Barbin Law	Makni's "Start Time" at Barbin Law	Makni's "End Time" at Barbin Law	Makni's Reported ODJFS Work Hours	Hours Makni Spent Working for Barbin Law on ODJFS Work Time
7/7/2022	conference	3:00 p.m.	5:00 p.m.	8:00 a.m. - 5:00 p.m.	2 hours
7/15/2022	client meeting	4:00 p.m.	4:30 p.m.	8:00 a.m. - 5:00 p.m.	30 minutes
7/18/2022	trial	6:00 a.m.	6:00 p.m.	8:00 a.m. - 5:00 p.m.	9 hours
7/19/2022	client meeting	9:00 a.m.	12:00 p.m.	7:30 a.m. - 4:30 p.m.	3 hours
7/19/2022	collab session	1:00 p.m.	3:00 p.m.	7:30 a.m. - 4:30 p.m.	2 hours
7/25/2022	client meeting	10:36 a.m.	1:13 p.m.	8:00 a.m. - 5:00 p.m.	2 hours 37 minutes
7/25/2022	phone conference	2:30 p.m.	2:47 p.m.	8:00 a.m. - 5:00 p.m.	17 minutes
7/25/2022	material prep	3:00 p.m.	8:52 p.m.	8:00 a.m. - 5:00 p.m.	2 hours
7/26/2022	phone conference	10:59 a.m.	11:06 a.m.	7:48 a.m. - 4:48 p.m.	7 minutes
7/26/2022	phone conference	11:06 a.m.	11:09 a.m.	7:48 a.m. - 4:48 p.m.	3 minutes
7/27/2022	phone conference	12:14 p.m.	12:26 p.m.	7:30 a.m. - 4:30 p.m.	12 minutes
7/27/2022	phone conference	2:39 p.m.	2:54 p.m.	7:30 a.m. - 4:30 p.m.	15 minutes
				<b>TOTAL</b>	<b>22 Hours</b>

From a review of the computer tracking data for Makni's ODJFS-assigned computer, investigators found that on July 18, when Makni's calendar listed her attending a trial, Makni's ODJFS-assigned computer was located in Ironton, Ohio, near the Lawrence County Common Pleas Court at 12:35 p.m. Investigators further found Makni logged into the wireless internet network at Barbin Law on July 18, at 2:56 p.m. using her ODJFS-assigned computer. Additionally, investigators discovered Makni used her ODJFS-assigned computer to connect to Barbin Law's wireless network on July 8, July 13, July 19, and July 20 during times Makni listed in her calendar work activities related to Barbin Law. Based on the times Makni listed on her calendar as working for Barbin Law during the period from July 7 through July 27, investigators

determined Makni spent approximately 22<sup>7</sup> hours performing work for Barbin Law during the same times she reported on her submitted time sheet working for ODJFS.

From their review of computer activity monitoring software and the computer tracking data for Makni’s ODJFS-assigned computer, investigators calculated the total times Makni reported working concurrently for Barbin Law and for ODJFS. The following table summarizes the total monetary loss investigators determined to the State of Ohio, based on Makni’s State of Ohio hourly rate and state-paid benefit rate<sup>8</sup>:

Source of Time	Hours Makni Spent Working for Barbin Law on ODJFS Time	Makni’s ODJFS Hourly \$ Pay Rate	State Employer Paid \$ Benefit Rate (30% of hourly rate)	Makni’s Total Hourly \$ Rate (pay + benefit)	Total \$ Loss to State of Ohio
Employee Monitoring Software	7 hours 48 minutes	\$27.03	\$8.11	\$35.14	\$274.09
Hours Noted in Makni’s Calendar as Working for Barbin Law	22 hours	\$27.03	\$8.11	\$35.14	\$773.06
Barbin Law Payment for Trial June 6, 2022, and June 8, 2022	16 hours	\$27.03	\$8.11	\$35.14	\$562.24
				<b>Total</b>	<b>\$1,609.39</b>

*Makni’s Use of ODJFS IT Resources for Outside Employment Outside of ODJFS Work Hours*

Investigators also reviewed the computer activity monitoring data to determine the times Makni used State of Ohio IT resources outside of Makni’s scheduled ODJFS work hours. From this review, investigators discovered times when Makni used her ODJFS-assigned computer to perform work for Barbin Law. The following table summarizes the dates and times Makni performed work for Barbin Law using State of Ohio IT resources outside her scheduled ODJFS work hours:

<sup>7</sup> Amount rounded down from chart above. Total time in chart above is 22 hours 1 minute

<sup>8</sup> A state-paid benefit rate of 30% of the hourly rate was used for the calculation, which is a conservative \$ amount based on the actual state paid (e.g., health insurance, retirement) benefits amount.

Date	Start Time of Makni's Use of State-Issued Computer in Work for Barbin Law	End Time of Makni's Use of State-Issued Computer in Work for Barbin Law
7/19/2022	9:48 p.m.	10:06 p.m.
7/25/2022	5:42 p.m.	6:17 p.m.
7/25/2022	6:18 p.m.	6:54 p.m.
7/25/2022	8:25 p.m.	12:26 a.m.
7/26/2022	12:27 a.m.	2:12 a.m.
7/26/2022	2:13 a.m.	2:43 a.m.
7/27/2022	1:14 a.m.	1:27 a.m.
7/28/2022	12:10 a.m.	1:11 a.m.
7/28/2022	1:12 a.m.	2:06 a.m.
7/29/2022	5:15 p.m.	5:41 p.m.

Interview with Makni

Investigators requested an interview with Makni and she declined to be interviewed through her legal counsel.

**CONCLUSION**

In August 2022, the Office of the Ohio Inspector General received a referral from the Ohio Department of Job and Family Services (ODJFS) involving ODJFS Training Officer Mariam Makni alleging she misused State of Ohio Information Technology (OIT) resources and inaccurately reported her times worked. The referral explained that after Makni failed to present a training session she was scheduled to lead on July 14, 2022, ODJFS conducted a review of her State of Ohio computer activity and network history. The ODJFS review indicated evidence Makni may have used her ODJFS-assigned computer to perform legal work for the Barbin Law Office (Barbin Law) during her scheduled ODJFS work times.

The Office of the Ohio Inspector General received and reviewed and/or analyzed the following records from ODJFS:

- ODJFS policies and procedures.
- Makni's personnel file.
- Electronic access card data for the Rhodes State Office Tower.

- A computer geolocation report for Makni's ODJFS-assigned Microsoft Surface tablet, which specified the location of the device during times for the period of June, July, and August 2022.
- Computer activity monitoring data for Makni's ODJFS-assigned Microsoft Surface tablet, which captured a graphic representation of the tablet's computer screen as the user was seeing it while active on the device for the period of July 19 to August 2, 2022.
- Computer tracking data which detailed times Makni's ODJFS-assigned Microsoft Surface tablet was unlocked or the user was logged into the device.
- Makni's ODJFS state-issued email account.

Investigators also interviewed Brad Barbin, Esq., of the law firm Barbin Law. Barbin confirmed to investigators that Makni performed legal work as an independent contractor for his firm. He told investigators that in June 2022, Makni was paid by his firm to attend a trial in Lawrence County, Ohio, and in July 2022, Makni attended a legal conference at Miami University in Oxford, Ohio. Investigators determined Makni did not notify ODJFS in writing of her outside employment with Barbin Law and had not completed and submitted the ODJFS Notification of Outside Employment form, as required by ODJFS *Internal Policy and Procedure Manual IPP 5003 Outside Employment*. Investigators requested Barbin review Makni's user activity that was captured by computer activity monitoring software to identify any work Makni may have performed on the device for his law firm. For the period under review, Barbin identified to investigators various days and times Makni evidently performed work for the law firm on her ODJFS-assigned device. Investigators also obtained and reviewed copies of all payments issued to Makni from Barbin Law for her legal services and the corresponding dates she performed the services.

From their review and analysis of records provided by ODJFS, and records and information obtained from Brad Barbin, investigators determined Makni acted improperly when she:

- Used her ODJFS-assigned computer to perform work for Barbin Law during concurrent times she reported working for ODJFS on her submitted timekeeping records, in violation of ODJFS *Internal Policy and Procedure Manual IPP 10002 Computer and Information Systems Usage*;



- Used her ODJFS-assigned computer to perform work for Barbin Law outside of her scheduled ODJFS work hours, in violation of ODJFS *Internal Policy and Procedure Manual IPP 10002 Computer and Information Systems Usage*;
- Reported on her submitted timekeeping records working for ODJFS during times she was actually performing work or attending events for Barbin Law, in violation of the ODJFS *Internal Policy and Procedure Manual IPP 5101 Employee Leave*;
- Performed work for ODJFS at remote locations that were not her approved home office location, in violation of ODJFS *Internal Policy and Procedure Manual IPP 0006 Telework Policy*;
- Failed to file the ODJFS Notification of Outside Employment form and obtain approval for outside employment, in violation of ODJFS *Internal Policy and Procedure Manual IPP 5003 Outside Employment*.

Investigators concluded Makni improperly reported on her submitted timekeeping records working for ODJFS a total of 45 hours and 48 minutes during times she was actually performing work or attending events for Barbin Law. Investigators calculated the financial loss to the State of Ohio was \$1,609.39.

**Accordingly, the Office of the Ohio Inspector General finds reasonable cause to believe a wrongful act or omission occurred in this instance.**

### **RECOMMENDATION(S)**

The Office of the Ohio Inspector General makes the following recommendations and asks the director of the Ohio Department of Job and Family Services to respond within 60 days with a plan detailing how these recommendations will be implemented. The Ohio Department of Job and Family Services should:

1. Review the conduct of the employee discussed in this report and determine if administrative action is warranted.
2. Consider implementing a process to monitor ODJFS employee network or computer access outside of normal business hours. When employee network or computer access

outside of normal business hours is identified, it is recommended a review be conducted to determine whether this access was related to ODJFS business.

**REFERRAL(S)**

The Office of the Ohio Inspector General is forwarding this report of investigation to the Ohio Ethics Commission, Columbus City Attorney's Office and the Franklin County Prosecuting Attorney's Office.



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RANDALL J. MEYER, INSPECTOR GENERAL

**NAME OF REPORT: Ohio Department of Job & Family Services**

**FILE ID #: 2022-CA00020**

**KEEPER OF RECORDS CERTIFICATION**

**This is a true and correct copy of the report which is required to be prepared by the Office of the Ohio Inspector General pursuant to Section 121.42 of the Ohio Revised Code.**

**Jill Jones**  
**KEEPER OF RECORDS**

**CERTIFIED**  
**March 14, 2023**

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