



# Chapter 11: The Executive Branch

**T**he executive branch of Ohio's state government includes six elected officials: the Governor and Lieutenant Governor (elected as a team), the Attorney General, the Secretary of State, the Auditor of State, and the Treasurer of State. All are elected in even-numbered, nonpresidential election years to serve four-year terms.

In addition to these officials, the executive branch includes the State Board of Education (11 members elected from individual districts and 8 members appointed by the Governor with the advice and consent of the Senate), the Chancellor of Higher Education (appointed by the Governor), the Adjutant General (appointed by the Governor as the military chief of staff), and the departments and other agencies responsible for administering laws and implementing state policy. The executive branch also includes the many independent boards and commissions established for specific purposes. The Governor supervises these departments and agencies and appoints department directors as well as members of numerous boards and commissions. The Superintendent of Public Instruction, however, is appointed by and is under the policy supervision of the State Board of Education.

## Relationship of Executive Branch to Legislative Branch

The various agencies of Ohio government, including departments, boards, and commissions, as well as the offices of the several elected state officials, often participate in the legislative process. They frequently serve as important sources of information. Their reports, research, opinions, and activities can raise issues that require legislative action to resolve. Their testimony receives considerable attention in legislative committee hearings. Most agencies closely follow the progress of legislation affecting their functions.

Frequently, agencies designate a person to function as a full-time liaison to the General Assembly. Legislative liaisons respond to questions about what they perceive to be the effects of a given proposal on their agencies. Legislative liaisons also can assist legislators and their staffs by:

- Providing information about agency operations;
- Researching questions on proposed legislation;
- Facilitating and expediting information requests;
- Assisting in handling constituent problems;
- Directing inquiries to the appropriate people within their agencies;
- Relaying legislators' concerns to the agency directors.

The Governor also maintains a full-time staff to follow legislation of special interest to the Governor. Members of the Governor's staff also assist in the development of the administration's budget and legislative agenda.

## Overview of Administrative Rule-Making Procedure

The General Assembly often enacts laws granting agencies within the executive branch authority to adopt rules to carry out certain policies or to administer programs that have been statutorily assigned to those agencies. A "rule" is a formal, written statement of law that has been established by a state agency under the authority delegated to

the agency by statute. Because administrative rules, once adopted, have the force of law, it is important to be familiar with the process by which administrative rules are adopted in Ohio.

### Rule-Making Procedure in General

A rule becomes effective only if the agency adopting it has complied with the statutorily prescribed rule-making process. There are two general statutory processes under which rules may be adopted. One appears in Revised Code Chapter 119. and the other in Revised Code section 111.15. In general, if an agency is not required by statute to follow the rule-making procedure of Chapter 119., it must follow the rule-making procedure of section 111.15. Rules subject to adoption under the former are called "119" rules. Rules subject to adoption under the latter are called "111" rules. Rules also are amended or rescinded under whichever of these rule-making procedures is applicable.

### Business Review of 119 and 111 Rules

Whenever an agency is drafting a proposed 119 rule or 111 rule, the agency first must evaluate a draft of the rule against a business impact analysis instrument before it adopts the rule under the 119 or 111 rule-making process. If, based on that evaluation, the draft rule will not have a statutorily defined "adverse impact on businesses," the agency may proceed with the 119 or 111 rule-making process. If, however, based on that evaluation, the draft rule will have an adverse impact on businesses, the agency must comply with a business review process, which includes preparing a business impact analysis of the draft rule and electronically transmitting that analysis and the draft rule to the Common Sense Initiative Office (CSI), before proceeding with the 119 or 111 rule-making process. CSI evaluates the analysis and draft rule and may make recommendations to the agency on how the rule may be revised to eliminate or reduce any adverse impact it might have on businesses.

The agency considers any recommendations made by CSI and either incorporates into the draft rule features the recommendations suggest will eliminate or reduce any adverse impact the rule might have on businesses, or documents in writing the reasons why the recommended features are not being incorporated into the rule. The agency also prepares a memorandum of response that identifies recommended features that were and were not incorporated into the draft rule, explains how the incorporated features eliminate or reduce any adverse impact the draft rule might have on

businesses, and explains why features were not incorporated into the draft rule. The agency cannot begin the 119 or 111 rule-making process earlier than the 16th business day after it transmitted the draft rule and business impact analysis electronically to CSI.

### Rules Adopted under Revised Code Chapter 119.

An agency that intends to adopt a 119 rule must give public notice of its intention in the *Register of Ohio* at least 30 days before the date set for a hearing on the rule. In

addition, at least 65 days before adopting the rule, the agency must electronically file the proposed rule with the Secretary of State, the Director of the Legislative Service Commission (LSC), and the Joint Committee on Agency Rule Review (JCARR). Further, if the proposed rule has an adverse impact on businesses, the filing must also include the business impact analysis, any recommendations the agency received from CSI, and the agency's memorandum of response. (JCARR is the permanent legislative committee established to review administrative rules and, in some cases, recommend that the General Assembly invalidate them. See Chapter 7 for a discussion of JCARR's legislative oversight role.) The agency must hold a public hearing on the proposed rule not earlier than the 31st day nor later than the 40th day after this filing.

The Governor may suspend the normal 119 rule-making procedure for a particular 119 rule if the Governor determines that an emergency exists.

The agency then may adopt the rule immediately without complying with the notice, hearing, and other requirements that normally apply when adopting 119 rules. An emergency 119 rule takes effect immediately upon being filed but expires on the 121st day after its effective date – unless, in the meantime, the agency has readopted the rule according to the normal 119 procedure.

### ***Rules Adopted under Revised Code Section 111.15***

An agency that intends to adopt a 111 rule must electronically file the proposed rule with the Secretary of State, the Director of LSC, and JCARR at least 65 days before adopting the rule. If the proposed rule has an adverse impact on businesses, the agency must also file the business impact analysis, any recommendations the agency received from CSI, and the agency's memorandum of response. Agencies do not give public notice of proposed 111 rules, nor are these rules subject to a public hearing.

An agency may adopt an emergency 111 rule immediately without complying with the proposal requirements that normally apply to 111 rules. (The Governor's authorization is not required.) An emergency 111 rule takes effect immediately upon being filed or on a later date and time specified by the adopting agency, but expires on the 121st day after adoption – unless, in the meantime, the agency has readopted the rule according to the normal 111 procedure.

### ***Periodic Review of Rules***

Every state agency must assign a date for review by the agency of each of its rules. The review is to determine (1) whether the rule should be continued without amendment, be amended, or be rescinded, taking into consideration the purpose, scope, and intent of the statute under which the rule was adopted, (2) whether the rule needs amendment or rescission to give more flexibility at the local level, (3) whether the rule needs amendment or rescission to eliminate unnecessary paperwork, (4) whether the rule improperly incorporates material by reference, (5) whether the rule duplicates, overlaps with, or conflicts with other rules, (6) whether the rule has an adverse impact on businesses and whether any adverse impact has been eliminated or reduced, and (7) whether the rule contains words or phrases having meanings that in contemporary usage are understood as being derogatory or offensive. In making its review, the agency must consider the continued need for the rule, any complaints or comments received concerning the rule, and any relevant factors that have changed in the subject area affected by the rule.

Before a rule's review date, the agency must determine whether or not the rule should be amended or rescinded. If the agency decides that a rule should be amended or rescinded, it must follow the same procedure it used in adopting the rule. If the agency has determined that the rule does not need to be amended or rescinded, the agency must comply with a business review process

## **Quasi-Judicial and Other Authority of Agencies**

The General Assembly may delegate to administrative agencies quasi-judicial in addition to quasi-legislative (rule-making) authority. Quasi-judicial authority is the power to adjudicate (decide) specific cases. Adjudication is much like a lawsuit in a court; however, adjudications result in an administrative agency's, and not a court's, application of the law to decide a specific case. An example of an adjudication is an administrative agency's decision whether or not a particular individual meets the eligibility criteria specified in one of the agency's rules for participation in a governmental program.

Although quasi-legislative and quasi-judicial powers are perhaps most commonly thought of when the General Assembly delegates authority to administrative agencies, the General Assembly may delegate other types of authority as well, such as the power to issue, deny, suspend, or revoke licenses, the power to set fees, and the power to inspect.

similar to the process discussed previously and electronically file a copy of the rule, a complete and accurate rule summary and fiscal analysis, and, if applicable, a business impact analysis of the rule, any recommendations received from CSI, and any memorandum of response, with the Secretary of State, the Director of LSC, and JCARR.

If the agency notifies JCARR that a rule should continue as is, JCARR must give public notice of the agency's determination in the *Register of Ohio* for four consecutive weeks. During the 90-day period following receipt of an agency's notice and after the four-week public notice period has ended, JCARR, by a two-thirds vote of its members who are present, may recommend invalidation of a rule if any of the following applies: (1) the agency, in reviewing the rule and in recommending its continuance without amendment or rescission, improperly applied the review criteria specified in the Revised Code, (2) the rule has an adverse impact on business and the agency has failed to demonstrate that the regulatory intent of the rule justifies its adverse impact, or (3) the agency failed to file material that is incorporated by reference into the rule. The General Assembly may adopt a concurrent resolution invalidating a rule following a recommendation from JCARR to do so. If JCARR does not make a recommendation for invalidation during the 90-day period following an agency's filing notice with JCARR, the rule continues in effect without amendment until its next review date.

### **Incorporations by Reference into Rules**

An agency incorporates text or other material into a rule by reference when it states in the rule that material not actually contained in the rule is to be treated as if it were. When an agency incorporates material into a rule by reference, the agency must explain in the rule how a person who is subject to the rule can obtain a copy of the incorporated material. The agency also must make the incorporated material available to the public either by depositing one complete and accurate copy of the incorporated material in each of five depository libraries that have been designated by the State Library Board or by displaying a complete and accurate copy of the incorporated material on a website that is maintained or made available by the agency. JCARR reviews incorporations by reference and can recommend invalidation of a rule if the incorporated material has not been filed with JCARR, if the incorporation by reference fails to meet the standards for incorporation by reference as

described above, or if the incorporated material has not been made available to the public. When JCARR has reviewed an incorporation by reference, it sends the incorporated material to LSC. LSC maintains a file of the materials.

### ***Publication of Rules in the Ohio Administrative Code***

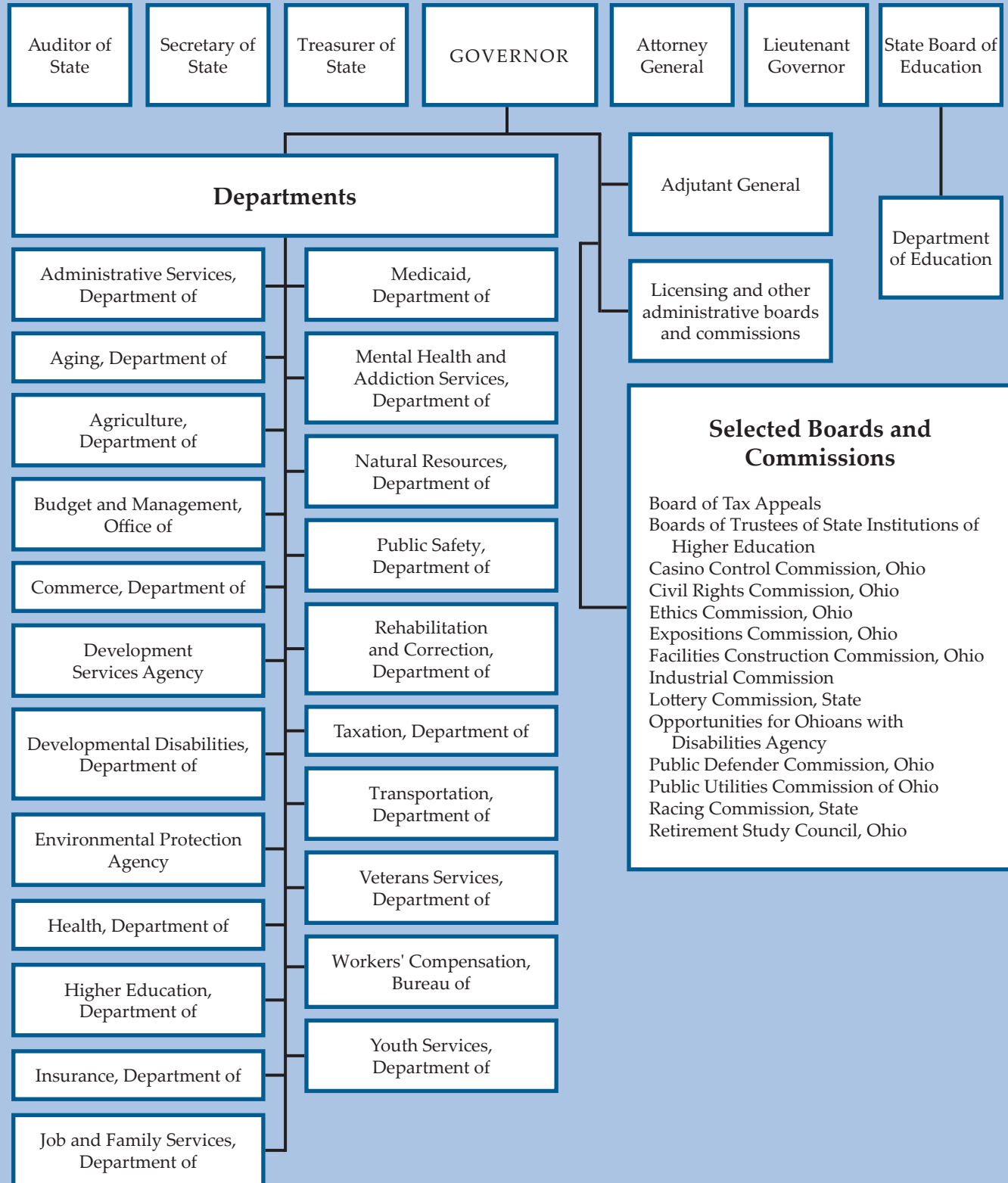
The Ohio Administrative Code is the principal means of communicating the law embodied in rules. The Code contains the full text of, or a reference to, every rule that has been adopted by state administrative agencies. The great majority of rules are published in full. The only exceptions are "internal management rules," which are published by reference, and "school rules," which are published in full in electronic versions of the Administrative Code but by reference in print versions. "Internal management rules" are rules that govern an agency's day-to-day staff procedures and operations and that do not affect the rights of private individuals. "School rules" are rules adopted by state institutions of higher education.

Copies of rules that have been published by reference are available from LSC, the Secretary of State, or the adopting agency.

### ***Register of Ohio***

The *Register of Ohio* is an electronic publication to which members of the public may refer for notice of and information about rule-making processes. The *Register* publishes all rule-making documents filed with LSC. The *Register* is located at [www.registerofohio.state.oh.us](http://www.registerofohio.state.oh.us).

# Organizational Chart of the Executive Branch



# Selected State Executive Offices and Departments

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## Adjutant General, Office of the

2825 West Dublin-Granville Road  
Columbus, Ohio 43235-2789  
(614) 336-7000  
[www.ong.ohio.gov](http://www.ong.ohio.gov)

The Adjutant General, appointed by the Governor, is the Governor's military chief of staff and the administrative head of the organized militia. The Adjutant General's Office trains and equips the Ohio National Guard, participates in planning and coordinating with state officials for civil defense and disaster preparedness, and assists state and local responders. The Office also provides mutual aid to other states during periods of disaster, disturbance, or other emergency situations.

## Administrative Services, Department of

30 East Broad Street, 40th Floor  
Columbus, Ohio 43215  
(614) 466-6511  
[www.das.ohio.gov](http://www.das.ohio.gov)

The Department of Administrative Services (DAS) provides services to state agencies, boards, and commissions in order to facilitate the efficient operation of state government. DAS assists customer agencies in the recruitment, selection, and retention of state employees; the administration, design, construction, and renovation of state-owned buildings; the purchase of goods and services; the coordination and promotion of equal access to state employment and contracting opportunities; the coordination of the state's information technology and telecommunications services; and the negotiation and interpretation of the state's collective bargaining contracts.

## Aging, Department of

246 North High Street  
Columbus, Ohio 43215-2406  
(614) 466-5500 or (800) 266-4346 toll free  
[www.aging.ohio.gov](http://www.aging.ohio.gov)

The Department of Aging serves older Ohioans. The Department fosters opportunities for independent living by administering programs that provide access to home- and community-based services, such as home-delivered meals, Alzheimer's disease programs, and transportation services. The Department promotes the development of a community-based long-term care system for older Ohioans, administers Ohio's Golden Buckeye Card Program, and contracts with a vendor for the operation of the Ohio BestRx Program, a statewide prescription drug discount program.

## Agriculture, Department of

8995 East Main Street  
 Reynoldsburg, Ohio 43068-3399  
 (614) 728-6201  
[www.agri.ohio.gov](http://www.agri.ohio.gov)

The Department of Agriculture (ODA) protects the economic interests of agricultural producers and the health of consumers by controlling animal diseases through regulatory inspections and laboratory services. ODA enforces state laws and regulations pertinent to livestock care standards and to Ohio's food, dairy, drug, and agricultural products and industries. ODA also regulates auctioneers, amusement rides, feeds, fertilizers, pesticides, and owners of dangerous wild animals. ODA works to facilitate and increase the export of Ohio agricultural products to foreign markets and oversees agricultural subsidies and promotional programs.

## Attorney General, Office of the

30 East Broad Street, 14th Floor  
 Columbus, Ohio 43215  
 (614) 466-4986 or (800) 282-0515 toll free  
[www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov)

The Attorney General, an elected constitutional officer, is legal counsel to all statewide elected officials, the Ohio General Assembly, and all state departments, agencies, boards, and commissions. The Office of the Attorney General is involved in the state's justice and law enforcement system in a variety of other ways, such as issuing formal opinions on inquiries submitted by state officials and agencies and county prosecutors; initiating legal proceedings in areas related to environmental protection, consumer fraud, antitrust, Medicaid fraud, workers' compensation fraud, and patient abuse and neglect; providing Ohio law enforcement agencies with training, investigative, technological, financial, prosecutorial, and other assistance; administering the state's victim compensation and assistance efforts; serving as the debt collection arm of the state of Ohio; and enforcing the terms of the Tobacco Master Settlement Agreement.

## Auditor of State, Office of the

88 East Broad Street, 5th Floor  
 Columbus, Ohio 43215  
 (614) 466-4514 or (800) 282-0370 toll free  
[www.ohioauditor.gov](http://www.ohioauditor.gov)

The Auditor of State is an elected constitutional officer responsible for auditing all public offices in Ohio. The Auditor's Office also provides consulting services to local governments and training for public officers. The Office conducts financial and compliance audits to identify critical issues related to financial reporting, legal compliance, reportable conditions, systems of internal control, and irregular or illegal activities. The Office conducts performance audits of school districts under fiscal caution, watch, or emergency, as well as local governments under fiscal watch or emergency, to identify areas where operational efficiencies or enhanced program results can be achieved. The Office also performs special audits for private entities that receive public funding (i.e., institutions, associations, boards, foster care organizations, companies, and nursing homes) as well as public or quasi-public entities upon their request or the Auditor's own initiative.

## **Budget and Management, Office of**

30 East Broad Street, 34th Floor  
Columbus, Ohio 43215  
(614) 466-6674  
[www.obm.ohio.gov](http://www.obm.ohio.gov)

The Office of Budget and Management (OBM) provides fiscal accounting and budgeting services to state government. These services include the coordination, development, and monitoring of state-agency operating and capital budgets and the review, processing, and reporting of financial transactions made by state agencies. OBM also assists the Governor and other state agencies by providing policy and management support and information related to the state's fiscal activities. It also conducts audits for evaluating the adequacy of state-agency internal controls.

## **Commerce, Department of**

77 South High Street, 23rd Floor  
Columbus, Ohio 43215-6123  
(614) 466-3636  
[www.com.ohio.gov](http://www.com.ohio.gov)

The Department of Commerce enforces various regulations that apply to financial institutions, securities transactions, unclaimed funds, pawnbrokers, precious metals dealers, short-term lenders, small-loan companies, second-mortgage businesses, insurance-premium finance companies, and other matters affecting commerce. It is involved in the construction industry through building-code development, inspection, plan review, licensing, and permit services, and it licenses individuals in the real estate industry. The Department also promotes public knowledge of fire hazards, conducts fire inspections, investigates arson, facilitates prosecution of arsonists, and trains Ohio firefighters. The Department regulates the sale of alcoholic beverages by issuing permits for their sale and by contracting with agents to sell spirituous liquor on the state's behalf.

## **Development Services Agency**

77 South High Street, 29th Floor  
Columbus, Ohio 43215  
(614) 466-3379 or (800) 848-1300 toll free  
[www.development.ohio.gov](http://www.development.ohio.gov)

The mission of the Development Services Agency (DSA), formerly the Department of Development, includes creating and retaining jobs and strengthening Ohio's economy by providing financial incentives to businesses and individuals through loan guarantees, direct loans, industrial development bonds, and other funding mechanisms. DSA encourages community and economic development through programs to increase the efficiency of energy use. The Ohio Third Frontier Commission, which is housed within DSA, supports the development of new technology-based products, companies, and jobs in Ohio.



## Developmental Disabilities, Department of

30 East Broad Street, 12th Floor  
Columbus, Ohio 43215-3434  
(800) 617-6733 toll free  
[www.dodd.ohio.gov](http://www.dodd.ohio.gov)

The Department of Developmental Disabilities ensures the availability of programs, services, and support for persons with developmental disabilities. The Department provides funding assistance for residential and support services to Ohio's 88 county boards of developmental disabilities. It also contracts with community providers for residential and protective services and operates regional developmental centers across Ohio that provide residential care.

## Education, Department of

25 South Front Street  
Columbus, Ohio 43215-4183  
(877) 644-6338 toll free  
[www.education.ohio.gov](http://www.education.ohio.gov)

The Ohio Department of Education (ODE) administers the policies of the State Board of Education. The Superintendent of Public Instruction, who is appointed by the State Board, is ODE's chief administrative officer. ODE oversees a public education system consisting of school districts, joint vocational school districts, and public community schools. ODE also monitors educational service centers, public preschool programs, state-chartered nonpublic schools, and other regional education providers. ODE licenses educators, issues state and local report cards on schools, oversees the development of standards and curricula, compiles educational data, and provides a wide variety of other services for educators and for students and their families.

## Environmental Protection Agency

50 West Town Street, Suite 700  
Columbus, Ohio 43215  
(614) 644-3020  
[www.epa.ohio.gov](http://www.epa.ohio.gov)

The Environmental Protection Agency (EPA) protects Ohio's environment and public health through the establishment of standards for air and water quality, wastewater treatment, solid and hazardous waste disposal, and construction and demolition debris disposal. The EPA also ensures the provision of safe drinking water. The EPA enforces these standards by issuing permits, conducting reviews and inspections, and imposing penalties for violations of environmental law. Technical and financial assistance is available to help communities and businesses meet environmental requirements. The EPA is also responsible for implementing statewide recycling and litter prevention programs.

## **Governor, Office of the**

77 South High Street, 30th Floor  
Columbus, Ohio 43215-6117  
(614) 466-3555  
[www.governor.ohio.gov](http://www.governor.ohio.gov)

The Governor and Lieutenant Governor are constitutional officers elected jointly as a team. Under the Ohio Constitution, the Governor is the chief executive officer of the state responsible for overseeing the operations of state government. The major duties of the Governor include formulating and implementing administrative policy for state agencies, submitting biennial capital and operating budgets, filling judicial vacancies, and appointing agency directors and board and commission members. The Governor also serves as commander-in-chief of the Ohio National Guard. The Office of the Lieutenant Governor is a part of the Office of the Governor. The Lieutenant Governor is responsible for such duties in the executive department as the Governor assigns.

## **Health, Department of**

246 North High Street  
Columbus, Ohio 43215  
(614) 466-3543  
[www.odh.ohio.gov](http://www.odh.ohio.gov)

The Department of Health works to improve the health of Ohioans by preventing disease, promoting good health, and ensuring access to quality health care. The Department attempts to maximize cooperation between the public and private sectors in preventing disease, disability, and premature death, securing a healthy environment, and assuring that health providers meet federal and state requirements. It also provides consulting and support services to Ohio's local health departments.

## **Higher Education, Department of**

25 South Front Street  
Columbus, Ohio 43215  
(614) 466-6000  
[www.ohiohighered.org](http://www.ohiohighered.org)

Formerly known as the Ohio Board of Regents, the Department of Higher Education led by the Chancellor of Higher Education coordinates, recommends, and directs higher education policy for the state, and approves or disapproves the establishment of new college branches and educational programs of state higher education institutions. The Department also manages state-funded financial aid programs and makes recommendations to the General Assembly regarding the appropriation of state money to public colleges and universities.

## Insurance, Department of

50 West Town Street, 3rd Floor, Suite 300  
Columbus, Ohio 43215  
(614) 644-2658  
[www.insurance.ohio.gov](http://www.insurance.ohio.gov)

The Department of Insurance regulates the insurance industry in Ohio. Its mission is to provide consumer protection through education and regulation while promoting a stable and competitive environment for insurers. To do this, the Department reviews all product submissions for life, accident, health, property, and casualty policies, including rates; ensures that services and benefits are consistent with policy provisions and are delivered in an equitable manner; tests and approves licenses for all insurance agents to ensure that agents meet acceptable business standards; examines the financial records of all domestic insurance companies to determine whether they are sound enough financially to meet their obligations; and investigates and takes action on consumer complaints and insurance fraud.

## Job and Family Services, Department of

30 East Broad Street, 32nd Floor  
Columbus, Ohio 43215  
(614) 466-2100 or (877) 852-0010 toll free  
[www.jfs.ohio.gov](http://www.jfs.ohio.gov)

The Ohio Department of Job and Family Services (ODJFS) administers programs that provide social services, economic support, and workforce services to eligible families. Social services provided to children and families include child-support enforcement, child protection, foster care, and adoption. Economic support to low-income families is delivered through the Ohio Works First cash-assistance program, non-cash support programs, publicly funded child care, and food-assistance programs. Workforce services include employment and training services for disadvantaged youth and adults and dislocated workers, labor-market information services, and the unemployment compensation program. While ODJFS supervises the administration of these programs, the direct delivery of services is mainly provided through local government entities, including 88 county departments of job and family services.

## Medicaid, Department of

50 West Town Street, Suite 400  
Columbus, Ohio 43215  
(800) 324-8680 toll free  
[www.medicaid.ohio.gov](http://www.medicaid.ohio.gov)

The Department of Medicaid (ODM) administers Medicaid, a health insurance program for low-income individuals that is funded with federal, state, and local revenues. ODM also administers the Children's Health Insurance Program (CHIP) and the Refugee Medical Assistance Program. With a network of more than 83,000 active providers, ODM delivers health care coverage to 2.9 million residents of Ohio.

## **Mental Health and Addiction Services, Department of**

30 East Broad Street, 36th Floor  
Columbus, Ohio 43215-3430  
(614) 466-2596  
[www.mha.ohio.gov](http://www.mha.ohio.gov)

The Department of Mental Health and Addiction Services provides statewide service systems for mental health services; alcohol, drug, and gambling addiction treatment; and substance abuse prevention. The Department operates six regional psychiatric hospitals. The Department oversees a statewide mental health and alcohol and drug addiction service system that consists of 47 community alcohol, drug addiction, and mental health services boards; three community mental health services boards; and three alcohol and drug addiction services boards. Each board uses local, state, and federal dollars to provide services.

## **Natural Resources, Department of**

2045 Morse Road  
Columbus, Ohio 43229-6693  
(614) 265-6565  
[www.ohiodnr.gov](http://www.ohiodnr.gov)

The Department of Natural Resources (DNR) promotes, protects, and manages Ohio's state parks and outdoor recreational, natural, and wildlife areas. DNR provides for the safe operation of watercraft, regulates surface and underground mineral mining and the production of oil and gas, and ensures that mined lands are reclaimed. DNR maps and evaluates Ohio's mineral and water resources and inspects dams and levees. It ensures wise utilization of the state's forest resources and administers a statewide system of nature preserves and scenic rivers. DNR manages wildlife resources by enforcing laws on fishing, hunting, and trapping.

## **Public Safety, Department of**

1970 West Broad Street  
Columbus, Ohio 43223  
(614) 752-7500  
[www.publicsafety.ohio.gov](http://www.publicsafety.ohio.gov)

The Department of Public Safety regulates the titling and registration of all motor vehicles and the licensing of dealers and operators. The Department enforces traffic-related laws on Ohio's highways and conducts traffic-related crime prevention and public education programs. The Department coordinates the homeland security activities of all state agencies and administers federal grants for criminal justice programs. It provides certification for all emergency medical services personnel and accreditation for all emergency medical services education programs statewide. It also coordinates activities to mitigate, prepare for, respond to, and recover from disasters. The Department, through the Ohio Investigation Unit, works to prevent underage drinking and tobacco use, food stamp fraud, and gambling violations and also licenses and regulates private investigators and security guards.

## Rehabilitation and Correction, Department of

770 West Broad Street  
Columbus, Ohio 43222  
(614) 387-0588  
[www.drc.ohio.gov](http://www.drc.ohio.gov)

The Department of Rehabilitation and Correction administers the felony-level criminal sanctioning system in Ohio. This system consists of (1) reception centers where inmates are received, assessed, and assigned to appropriate correctional institutions, (2) a large network of facilities in which inmates are housed, secured, and provided with services, and (3) a variety of release mechanisms, administered by the Department's Adult Parole Authority, through which inmates are returned to the community.

## Secretary of State, Office of the

180 East Broad Street, 16th Floor  
Columbus, Ohio 43215  
(614) 466-2655 or (877) SOS-OHIO/767-6446 toll free  
[www.sos.state.oh.us](http://www.sos.state.oh.us)

The Secretary of State is an elected constitutional officer. The Secretary of State's Office has three main areas of responsibility: elections, business services, and records certification and filing. The Elections Division oversees elections; supervises county boards of elections; approves ballot language; reviews statewide initiative and referendum petitions; compiles and maintains election statistics, political party records, and other election-related records; canvasses votes for all elected state offices and election issues; investigates election fraud; and trains election officials. The Office licenses ministers to perform marriage ceremonies and maintains certain other public records related to state and local governments, including all laws passed by the General Assembly. It also receives and approves articles of incorporation for Ohio corporations, grants licenses to out-of-state corporations seeking to do business in Ohio, handles a variety of business filings, and processes applications and issues commissions for notaries public.

## Taxation, Department of

30 East Broad Street, 22nd Floor  
Columbus, Ohio 43215  
(800) 282-1780 toll free  
[www.tax.ohio.gov](http://www.tax.ohio.gov)

The Department of Taxation collects and administers most state and some local taxes and supervises locally collected real property taxes. Its duties include processing tax returns, determining tax liabilities, auditing returns, issuing refunds, and enforcing Ohio's tax laws. The Department assists taxpayers with inquiries and requests for forms. It also administers the distribution of certain revenues and reimbursements to local governments and libraries.

## **Transportation, Department of**

1980 West Broad Street  
Columbus, Ohio 43223  
(614) 466-7170  
[www.dot.state.oh.us](http://www.dot.state.oh.us)

The Ohio Department of Transportation (ODOT) plans, constructs, and maintains a transportation system that integrates highway, rail, air, and water networks to foster economic growth and personal travel. It interacts with local and federal governmental entities to coordinate the funding of maintenance and new construction projects and to provide technical and administrative assistance. In addition to the central office in Columbus, ODOT operates 12 regional offices throughout the state.

## **Treasurer, Office of the**

30 East Broad Street, 9th Floor  
Columbus, Ohio 43215  
(614) 466-2160 or (800) 228-1102 toll free  
[www.tos.ohio.gov](http://www.tos.ohio.gov)

The Treasurer of State is an elected constitutional officer. The Office of the Treasurer collects, invests, and protects state funds. The Treasurer is chair of the State Board of Deposit and a member of the Commissioners of the Sinking Fund and various other boards, commissions, and authorities. The Office manages banking services for all state agencies; collects various state taxes, court fees, and fines on behalf of certain state entities; manages the state's investment portfolios; serves as custodian of money in the state treasury and of certain funds that are held in the custody of the Office outside the state treasury; safeguards the funds of the state's five public pension systems; and issues bonds for certain purposes.

## **Veterans Services, Department of**

77 South High Street, 7th Floor  
Columbus, Ohio 43215  
(614) 644-0898 or (888) DVS-OHIO/387-6446 toll free  
[www.dvs.ohio.gov](http://www.dvs.ohio.gov)

The mission of the Ohio Department of Veterans Services is to actively identify, connect with, and advocate for veterans and their families and assist with identifying benefits to which they are entitled. The Department is responsible for operating the Ohio Veterans Homes, located in Sandusky and Georgetown, and for administering the Troops to Teachers and the Veterans Bonus Programs. The Department also has discharge and other records of many Ohio veterans and is the administrative agent for the Ohio Veterans Hall of Fame.

## **Workers' Compensation, Bureau of**

30 West Spring Street  
Columbus, Ohio 43215  
(800) OHIO-BWC/644-6292 toll free  
[www.bwc.ohio.gov](http://www.bwc.ohio.gov)

The Bureau of Workers' Compensation collects workers' compensation premiums from employers, administers and determines claims, provides benefits to injured workers, and oversees self-insuring employers (those employers who do not pay premiums for workers' compensation coverage).

## **Youth Services, Department of**

30 West Spring Street  
Columbus, Ohio 43215  
(614) 466-4314  
[www.dys.ohio.gov](http://www.dys.ohio.gov)

The Ohio Department of Youth Services (DYS) is the juvenile corrections agency for the state. DYS is statutorily mandated to confine felony offenders aged 10 to 21 who have been adjudicated and committed by Ohio's juvenile courts. DYS operates several correctional and rehabilitation facilities and provides parole services from five regional offices. The mission of DYS is to improve Ohio's future by habilitating youth and empowering families and communities.

# Selected Boards and Commissions

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## Board of Tax Appeals

The Board of Tax Appeals hears and determines appeals from decisions of state and local tax administrative agencies arising under the state's tax laws.

## Boards of Trustees of State Institutions of Higher Education

Each board has authority on matters relating to the administration of its state college or university.

## Casino Control Commission, Ohio

The Ohio Casino Control Commission is a seven-member body appointed by the Governor. The Commission licenses, regulates, investigates, and penalizes casino operators and related entities and oversees the operation of casino gaming at four constitutionally authorized casino facilities.

## Civil Rights Commission, Ohio

The Ohio Civil Rights Commission investigates and conducts hearings on claims of unlawful discriminatory practices based on race, color, religion, sex, national origin, disability, age, ancestry, military status, or familial status. Claims may involve discriminatory practices related to activities such as employment, money lending, housing, and higher education.

## Ethics Commission, Ohio

The Ohio Ethics Commission administers the Ethics Law and guards against conflicts of interest for public officials and employees of state and local governments except members of the General Assembly and judges and their employees and judicial and General Assembly candidates. The Commission administers financial disclosure statement requirements for state and local officeholders and issues formal and informal advisory opinions on matters related to the Ethics Law.

## Expositions Commission, Ohio

The Ohio Expositions Commission conducts the annual Ohio State Fair and may conduct other fairs, expositions, and non-fair events. It also is responsible for managing state property used to hold state fairs and expositions.

## Facilities Construction Commission, Ohio

The Ohio Facilities Construction Commission administers the design and construction of improvements to public facilities of the state. The Commission includes the Ohio School Facilities Commission, an independent agency that oversees the design, acquisition, and construction of state-funded classroom facilities.

## Industrial Commission

The Industrial Commission adjudicates contested claims under Ohio's workers' compensation system.



## **Lottery Commission, Ohio**

The Ohio Lottery Commission is a nine-member body appointed by the Governor to oversee the administration of the Ohio Lottery. An executive director oversees the daily operations of the Lottery, which operates primarily to create profits for use in programs that benefit primary, secondary, vocational, and special education. The Lottery Commission operates a variety of online and instant ticket games and regulates the operation of video lottery terminals at Ohio horse-racing tracks.

## **Opportunities for Ohioans with Disabilities**

Opportunities for Ohioans with Disabilities (OOD) provides vocational rehabilitation and other related services to eligible Ohio citizens with disabilities who seek employment. OOD promotes independence and economic self-sufficiency and determines the medical eligibility of Ohioans seeking Social Security benefits by agreement with the federal Social Security Administration.

## **Public Defender Commission, Ohio**

The Ohio Public Defender Commission provides, supervises, and coordinates legal representation for criminal defendants who cannot afford to hire private attorneys and provides legal services to inmates at correctional facilities. It also serves as a portal through which funds are transferred to the Ohio Legal Assistance Foundation, which provides financial assistance to civil legal-aid societies throughout Ohio.

## **Public Utilities Commission of Ohio**

The Public Utilities Commission of Ohio regulates the rates and services of electric, gas, telephone, water, and sewage disposal system companies operating in Ohio, excluding municipally owned or operated utilities, cooperatives, and nonprofit entities. The Commission also regulates certain aspects of the railroad and motor carrier industries.

## **Racing Commission, State**

The State Racing Commission regulates horse racing at the Ohio tracks and county fairs where pari-mutuel wagering is conducted. It prescribes and enforces rules governing pari-mutuel wagering and licenses participants. It also promotes horse racing in Ohio.

## **Retirement Study Council, Ohio**

The Ohio Retirement Study Council advises the General Assembly about the operations of and legislation affecting the five state retirement systems: the Ohio Public Employees Retirement System, the State Teachers Retirement System, the School Employees Retirement System, the Ohio Police and Fire Pension Fund, and the State Highway Patrol Retirement System.