

IN THE EXECUTIVE ETHICS COMMISSION  
OF THE STATE OF ILLINOIS

In re: KELLY WOITH and ) OEIG Case #14-00800  
ANNE COOK )

OEIG FINAL REPORT (REDACTED)

Below is a final summary report from an Executive Inspector General. The General Assembly has directed the Executive Ethics Commission (Commission) to redact information from this report that may reveal the identity of witnesses, complainants or informants and “any other information it believes should not be made public.” 5 ILCS 430/20-52(b).

The Commission exercises this responsibility with great caution and with the goal of balancing the sometimes-competing interests of increasing transparency and operating with fairness to the accused. In order to balance these interests, the Commission may redact certain information contained in this report. The redactions are made with the understanding that the subject or subjects of the investigation have had no opportunity to rebut the report’s factual allegations or legal conclusions before the Commission.

The Commission received a final report from the Governor’s Office of Executive Inspector General (“OEIG”) and a response from the agency in this matter. The Commission, pursuant to 5 ILCS 430/20-52, redacted the final report and mailed copies of the redacted version and responses to the Attorney General, the Governor’s Executive Inspector General and to Kelly Woith and Anne Cook at their last known addresses.

The Commission reviewed all suggestions received and makes this document available pursuant to 5 ILCS 430/20-52.

**I. INTRODUCTION AND ALLEGATIONS**

The Office of Executive Inspector General (OEIG) received a complaint alleging that Illinois State University employee Kelly Woith engaged in prohibited political activity in violation of the State Officials and Employees Ethics Act (Ethics Act).<sup>1</sup> Specifically, it was alleged that Ms. Woith sent a political email to other Illinois State University employees.

**II. BACKGROUND**

**A. Illinois State University Employee Kelly Woith**

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<sup>1</sup> 5 ILCS 430/1-5, *et seq.*

In 2006, Kelly Woith began her employment with Illinois State University as a staff secretary in the Psychology Department. Ms. Woith is currently employed by ISU as an office manager in the Psychology Department.

**B. The March 18, 2014, Primary Election**

On November 25, 2013, Illinois State Senator Kirk Dillard filed a nominating petition with the Illinois State Board of Elections stating that he was seeking the Republican nomination for Illinois Governor in the March 18, 2014, primary election.

**C. State Law and University Of Illinois Policies Relevant To This Investigation**

**1. The Ethics Act**

The Ethics Act prohibits State employees from intentionally misappropriating “any State property or resources by engaging in prohibited political activity for the benefit of any campaign for elective office or any political organization.”<sup>2</sup>

**2. Illinois State University Policy & Procedures**

Illinois State University has a policy specifically governing the use of technology resources and systems, which specifically states that “[i]nappropriate [c]ommunications include any use of ISU Information Technology Resources and Systems that violates local, [S]tate, or federal law, University policies or procedures, or interferes with the University mission.”<sup>3</sup> The policy states that inappropriate communications includes unethical communications, which are defined as “any communication in violation of the State Officials and Employees Ethics Act, as determined by the University Ethics Officer.”<sup>4</sup>

**III. INVESTIGATION**

**A. Emails Sent By Kelly Woith**

Investigators obtained and analyzed Ms. Woith’s State email account for the period of January 1 to April 14, 2014. Investigators discovered that on two separate dates, Ms. Woith used her State email account to send a series of emails involving political activity, as detailed below.

**1. The March 17, 2014 Email Messages: “(please share to all members and fairshare) Fwd: Tuesday -- Stop Rauner in his tracks”**

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<sup>2</sup> 5 ILCS 430/5-15(a).

<sup>3</sup> Illinois State University Policy & Procedure, Policy on Appropriate Use of Information Technology Resources and Systems 9.2(III)(B)(1).

<sup>4</sup> *Id.*

A review of Kelly Woith's State email account revealed that on March 17, 2014, at 4:46 p.m. using her State email account, she sent an email to Illinois State University employee Anne Cook, at Ms. Cook's State email address. In the email, with the subject "(please share to all members and fairshare) Fwd: Tuesday -- Stop Rauner in his tracks," Ms. Woith forwarded an email that she received from an AFSCME email address.<sup>5</sup> The body of the email read as follows:

Primary election day – Tuesday, March 18 – is finally here. It's our time to stop billionaire Bruce Rauner in his union-busting tracks and end his efforts to become the next Scott Walker on steroids.

AFSCME recommends

**\*KIRK DILLARD in the Republican primary\*  
for Governor**

Here's what you can do to stop Bruce Rauner:

1. **\*Be Sure to Vote!\*** Polls are open Tuesday from 6:00 a.m. until 7:00 p.m. **\*To look up your polling place, click here.\***  
<<http://afl.salsalabs.com/dia/track.jsp?v=2&c=Vq7KuO2NEHIJvXtYXRa9tladhfmOu606>>
2. Be sure to ask for a Republican ballot when you arrive at your polling place. **\*Any registered voter may vote in the primary of their choice – whether you consider yourself a Republican, a Democrat or an independent. Even if you've never voted in a Republican primary before, you can do so this time.**
3. **\*Vote for Kirk Dillard in the Republican primary for governor.\***

Kirk Dillard is a longtime state senator and was chief of staff to Governor Jim Edgar.

Dillard voted against pension-slashing Senate Bill 1

<<http://afl.salsalabs.com/dia/track/jsp?v=2&c=7y09az6o7lZ03wtkD9nzGVadhfmOu606>> and respects public employees.

**\*A vote for Kirk Dillard is a vote to stop Bruce Rauner\* and turn back the billionaire vulture capitalist's attack on public employees, retirees and the broader middle class of our state. Rauner wants to cut your pay, end pensions and strip you of your right to have a union.**

<<http://afl.salsalabs.com/dia/track.jsp?v=2&c=OFYAzmYiFlgHXD5Jv%2FOeYFadhfmOu606>>

**\*If every AFSCME family gets out and votes tomorrow for Kirk Dillard in the Republican primary for governor, we can stop Bruce Rauner now.\* Be sure you do your part.**

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<sup>5</sup> The email came from a user identified as "AFSCME Breaking News" with the email address "webaction@afscmeillinois.org".

On March 18, 2014, at 10:19 a.m., ISU employee Anne Cook responded to Ms. Woith's email and, using her State email account, wrote:

I just saw this now. Social work day is tomorrow and Im [sic] extremely busy.

Can you send this one? I still have agendas to make for tomorrow, [REDACTED] is out sick and m [sic] just struggling here.

Ms. Woith, using her State email account, responded on March 18, 2014, at 10:21 a.m. and wrote: "I will try to get it out. No problem :)"

## **2. Series of Emails Sent on March 18, 2014 "Don't forget to Vote!"**

After reviewing her State email account and conducting an analysis, OEIG investigators discovered that Ms. Woith sent the March 18, 2014, email from her Illinois State University email account to over 70 State employees at their Illinois State University State email accounts.<sup>6</sup>

### **B. Anne Cook's Statements To Investigators Relating To Her Email**

On October 23, 2014, investigators interviewed ISU School of Social Work Office Manager Anne Cook, who is responsible for maintaining the School of Social Work website, handling social media, answering telephones, and conducting computer upgrades. Ms. Cook said she did participate in the 2013 ethics training but only vaguely recalled it.

Ms. Cook said she recalled receiving an email from ISU Office Manager Kelly Woith on March 17, 2014, asking her (Ms. Cook) to forward the email to a group of people. Ms. Cook was shown the March 17, 2014, "(please share to all members and fairshare) Fwd: Tuesday -- Stop Rauner in his tracks," email. In response, Ms. Cook said she did not see this email until around 10:00 a.m. on March 18, 2014, because she had already left work when Ms. Woith sent the email at 4:46 p.m.<sup>7</sup> Ms. Cook said she was working when she read the email and she used her State computer and State email account to respond to Ms. Woith's email. Ms. Cook said the reference to "all members and fairshare" in the email included approximately 100 to 200 ISU employees who were union members or entitled to union membership. Ms. Cook said she assumed Ms. Woith sent her this email because she (Ms. Cook) served as the Secretary for the local union at the time and Ms. Woith was the President. Ms. Cook said that, during a February 2013 AFSCME Executive Board meeting, it was decided that all union communication should go through the local union Secretary. Ms. Cook said she received things like local union meeting minutes, AFSCME Executive Board meeting minutes, and possibly legislative updates, which she then sent to union members using a laptop issued to her by the union. Ms. Cook said she did not conduct union business during State time and she did not send political emails from her State computer.

Ms. Cook was shown her March 18, 2014, 10:19 a.m. response to Ms. Woith in which she wrote, in part, "Social work day is tomorrow and Im [sic] extremely busy. Can you send this

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<sup>6</sup> The email did differ slightly but only in format.

<sup>7</sup> Ms. Cook previously told investigators she is assigned to work 7:30 a.m. to 4:00 p.m.

one?” In response, Ms. Cook said she reviewed the email Ms. Woith sent but did not read the entire email from Ms. Woith because she was too busy. Ms. Cook said that her response was her method of telling Ms. Woith “to stop bugging” her with something unrelated to her work.

Ms. Cook said that, now that she has read Ms. Woith’s email in full, she understands she “technically” violated both the Ethics Act and ISU policy by responding to Ms. Woith’s email. When asked if she distributed or prepared for distribution campaign material on behalf of a candidate for elective office, Ms. Cook said, “Yes.” Ms. Cook said that if she had read the entire email before responding, she would have replied that the email was inappropriate for her State email account. She also said that she might not have responded at all if she had noticed that the email mentioned the name of a political candidate for elective office.

### **C. Action Taken By ISU Regarding Kelly Woith**

The OEIG obtained and analyzed Kelly Woith’s disciplinary file, which contained a Performance Improvement Discussion memorandum dated May 22, 2014, from [ISU Official]. The memorandum documents an April 28, 2014, discussion between [ISU Official], ISU Ethics Officer Michael Shane McCreery, and Ms. Woith regarding Ms. Woith’s violation of ISU Policy on Appropriate Use of Information Technology Resources and Systems and the Ethics Act. According to the memorandum, Ms. Woith sent an email on March 18, 2014, at 10:34 a.m. using her State email account and the “email was clear that AFSCME Council 31 was recommending individuals vote for one specific candidate over another.” The memorandum stated that Ms. Woith held a position on the executive board with AFSCME Local 3236 when she sent this email. Ms. Woith was instructed to change her performance by fully adhering to ISU’s policy. The memorandum stated that:

During the meeting [Ms. Woith] took full responsibility for sending the email and stated [she] should have never sent it out. [She has] reviewed all of the email policies and accept[s] the consequences for a bad decision.

The memorandum also noted, “[n]o decision has been made regarding a potential violation of the State Employees Ethics Act . . . .”

### **D. Kelly Woith’s Statements To Investigators Relating To Her Emails**

On November 10, 2014, investigators interviewed ISU Office Manager Kelly Woith who is responsible for managing the daily operations of ISU’s Psychological Services Center. Ms. Woith said she completed the ethics training in 2013. Ms. Woith said, in March 2014, she was the president of AFSCME Union Local 3236 and her assigned working hours were 9:00 a.m. to 5:30 p.m. She said she receives two 15-minute paid break periods during the workday. Investigators then asked her about the series of emails she sent from her State computer. Below was what she stated to investigators.

**1. The March 17, 2014, Email: “(please share to all members and fairshare) Fwd: Tuesday - - Stop Rauner in his tracks”**

Ms. Woith was shown the first email, namely “(please share to all members and fairshare) Fwd: Tuesday -- Stop Rauner in his tracks” sent March 17, 2014, at 4:46 p.m. In response, Ms. Woith said that, as union President, she did not usually send emails to union members. Ms. Woith said she sent Anne Cook, who was the union secretary, this email so that Ms. Cook could send out the email after hours using the union’s laptop computer. Ms. Woith said she sent the email to Ms. Cook using her (Ms. Woith’s) State email account and State computer. Ms. Woith said she got off work at 4:30 p.m. on March 17, 2014, and that she thought she sent the email to Ms. Cook after work hours.<sup>8</sup> Ms. Woith said Ms. Cook did not send the email as she had requested, so she (Ms. Woith) sent the email.

**2. The Series of Emails Sent on March 18, 2014, “Don’t Forget to Vote!”**

Ms. Woith was shown the March 18, 2014, “Don’t forget to Vote!” email. In response, Ms. Woith said she sent seven identical emails in a five-minute period to all 200 to 250 union members.<sup>9</sup> Ms. Woith said she had been receiving emails from the union telling her to remind members to vote, so she notified her supervisor that she was taking a break and used her State computer to forward the email to all of the union members. Ms. Woith said that sending the email was outside of what she usually does and she did not really think about sending the email from her State computer. Ms. Woith said she only viewed a portion of the email, up to the portion stating “It’s our time to stop billionaire Bruce Rauner in his union-busting tracks and end his efforts to become the next Scott Walker on steroids.” and then said to herself “ok forward.”

Ms. Woith said she did not think about sending the email from her State computer. Ms. Woith said if she had thought about it she would have realized the email was political because everything AFSCME was sending her was political. Ms. Woith said that sending the email was bad judgment on her part. She said that when she was later asked by ISU staff about sending the email, she admitted she did send a political email and accepted full responsibility.

**IV. ANALYSIS**

**A. Violation Of The State Officials And Employees Ethics Act**

The Ethics Act prohibits employees from intentionally “perform[ing] any prohibited political activity during any compensated time” and from intentionally “misappropriat[ing] any State property or resources by engaging in any prohibited political activity for the benefit of any campaign for elective office . . . .”<sup>10</sup> “Prohibited political activity” includes “[s]oliciting votes on

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<sup>8</sup> Ms. Woith previously told investigators she was assigned to work 9:00 a.m. to 5:30 p.m. during March 2014. ISU employees are not required to document their actual arrival and departure times so investigators could not verify her time of departure on that day.

<sup>9</sup> According to Ms. Woith, ISU’s email system allows employees to send emails to about 25 to 30 people at a time before the system states that the email is too big.

<sup>10</sup> 5 ILCS 430/5-15(a).

behalf of a candidate for elective office . . .”<sup>11</sup> and “preparing for distribution . . . campaign literature . . . or other campaign material on behalf of any candidate for elective office . . . .”<sup>12</sup>

Illinois State University is a public institution of higher learning.<sup>13</sup> As such, it is a State agency,<sup>14</sup> and the individuals employed by Illinois State University are State employees. Because Anne Cook and Kelly Woith are employed by Illinois State University, they are State employees.

The evidence in this investigation reveals that, on March 17, 2014, Ms. Woith used her State computer and State email account to engage in prohibited political activity in violation of the Ethics Act. The evidence further reveals that, on March 18, 2014, Ms. Woith again used her State computer and State email account to engage in prohibited political activity during compensated time in violation of the Ethics Act.

The evidence in this investigation also reveals that, on March 18, 2014, Ms. Cook used her State computer and State email account to engage in prohibited political activity during compensated time in violation of the Ethics Act.

**1. The March 17, 2014 Email: “(please share to all members and fairshare) Fwd: Tuesday -- Stop Rauner in his tracks”**

On March 17, 2014, Ms. Woith used her State computer and State email account to send an email with the subject “(please share to all members and fairshare) Fwd: Tuesday -- Stop Rauner in his tracks” to Illinois State University employee Anne Cook asking that Ms. Cook send an email to between 200 and 250 State employees to encourage them to vote for Kirk Dillard in the March 18, 2014, primary election. Ms. Woith admitted that she sent the email from her State email account using her State computer. Thus, the allegation that Ms. Woith misappropriated State property, namely, her State computer, by engaging in prohibited political activity for the benefit of a campaign for elective office by sending the March 17, 2014, email with the subject “(please share to all members and fairshare) Fwd: Tuesday -- Stop Rauner in his tracks” is **FOUNDED**.

Additionally, the allegation that Ms. Woith misappropriated State resources, namely, her State email account, by engaging in prohibited political activity for the benefit of a campaign for elective office by sending the March 17, 2014, email with the subject “(please share to all members and fairshare) Fwd: Tuesday -- Stop Rauner in his tracks” is **FOUNDED**.

On March 18, 2014, Ms. Cook used her State computer and State email account to reply to this email during compensated time. In her reply, Ms. Cook informed Ms. Woith that she was too busy to distribute the email to all union members and asked Ms. Woith to distribute the email, which would encourage all recipients to vote for Kirk Dillard in the March 18, 2014 primary election. Ms. Cook said she did not read the entire email before responding to it and, if

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<sup>11</sup> *Id.* (Prohibited political activity (7)).

<sup>12</sup> *Id.* (Prohibited political activity (11)).

<sup>13</sup> 110 ILCS 220/2.

<sup>14</sup> 5 ILCS 430/1-5.

she had, she would have replied that the email was inappropriate for her State email account. Ms. Cook said, after reading the email in full, she understands she “technically” violated the Ethics Act. Thus, the allegation that Ms. Cook misappropriated State property, namely, her State computer, by engaging in prohibited political activity for the benefit of a campaign for elective office by sending the March 18, 2014, response to the email with the subject “(please share to all members and fairshare) Fwd: Tuesday -- Stop Rauner in his tracks” is **FOUNDED**.

Additionally, the allegation that Ms. Cook misappropriated State resources, namely her State email account, by engaging in prohibited political activity for the benefit of a campaign for elective office by sending the March 18, 2014, response to the email with the subject “(please share to all members and fairshare) Fwd: Tuesday -- Stop Rauner in his tracks” is **FOUNDED**.

Finally, the allegation that Ms. Cook performed prohibited political activity during compensated time by sending the March 18, 2014, response to the email with the subject “(please share to all members and fairshare) Fwd: Tuesday -- Stop Rauner in his tracks” is **FOUNDED**.

## **2. The Email Sent on March 18, 2014 “Don’t Forget to Vote!”**

On March 18, 2014, Kelly Woith used her State computer and State email account to send an email with the subject “Don’t forget to Vote!” encouraging recipients to vote for Kirk Dillard in the March 18, 2014, primary election. Kirk Dillard was a candidate for elective office as that term is defined by the Ethics Act. As such, Ms. Woith used her State computer for the prohibited political activity of soliciting votes on behalf of a candidate for elective office. Additionally, Ms. Woith used her State email account for the prohibited political activity of soliciting votes on behalf of a candidate for elective office.

During her interview, Ms. Woith admitted she sent the “Don’t forget to Vote!” email and said she sent seven identical emails in a five-minute period to all 200 to 250 union members.<sup>15</sup> She said she took a break and used her State computer to send these emails. She said sending these emails is outside of what she usually does and she did not really think about sending them from her State computer. She said she only viewed a portion of the email before deciding to forward it. Ms. Woith said, if she had thought about it, she would have realized that the email was political and sending it was bad judgment on her part. Ultimately, Ms. Woith admitted she sent the email from her State email account using her State computer during a paid break, which is compensated time as that term is defined by the Ethics Act. Thus, the allegation that Ms. Woith misappropriated State property, namely, her State computer, by engaging in prohibited political activity for the benefit of a campaign for elective office by sending the March 18, 2014, email with the subject “Don’t forget to Vote!” is **FOUNDED**.

Additionally, the allegation that Ms. Woith misappropriated State resources, namely, her State email account, by engaging in prohibited political activity for the benefit of a campaign for

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<sup>15</sup> Investigators’ review of Ms. Woith’s State email account only uncovered one instance of Ms. Woith sending the “Don’t Forget to Vote” email to more than 70 Illinois State University employees. Whether Ms. Woith was mistaken regarding the number of times she sent the email or there was some other explanation for the discrepancies neither possibility alters the finding of this report.

elective office by sending the March 18, 2014, email with the subject “Don’t forget to Vote!” is **FOUNDED**.

Finally, the allegation that Ms. Woith performed prohibited political activity during compensated time by sending the March 18, 2014, email with the subject “Don’t forget to Vote!” is **FOUNDED**.

## **B. Violation Of Illinois State University Policy**

Illinois State University has a policy governing the use of technology resources and systems, which states that “[i]nappropriate [c]ommunications include any use of ISU Information Technology Resources and Systems that violates local, [S]tate, or federal law, University policies or procedures, or interferes with the University mission.”<sup>16</sup> The policy states that inappropriate communications includes unethical communications, which are defined as “any communication in violation of the State Officials and Employees Ethics Act, as determined by the University Ethics Officer.”<sup>17</sup>

The evidence in this investigation reveals that Kelly Woith and Anne Cook sent emails that violated the Ethics Act, which in turn violates the Illinois State University policy concerning Appropriate Use of Information Technology Resources and Systems. On March 17, 2014, Ms. Woith sent an email with the subject “(please share to all members and fairshare) Fwd: Tuesday - Stop Rauner in his tracks” to Anne Cook asking her to forward the email to State employees encouraging them to vote for Kirk Dillard in the March 18, 2014 primary election. As such, Ms. Woith sent an unethical communication in violation of the Ethics Act. Thus, the allegation that Ms. Woith violated Illinois State University Policy by sending an unethical communication in violation of the Ethics Act is **FOUNDED**.

Additionally, on March 18, 2014, Ms. Woith sent an email with the subject “Don’t forget to Vote!” to over 70 State employees encouraging them to vote for Kirk Dillard in the March 18, 2014, primary election. As such, Ms. Woith sent an unethical communication in violation of the Ethics Act. Thus, the allegation that Ms. Woith violated Illinois State University Policy by sending an unethical communication in violation of the Ethics Act is **FOUNDED**.

Finally, on March 18, 2014, Ms. Cook responded to an email with the subject “(please share to all members and fairshare) Fwd: Tuesday -- Stop Rauner in his tracks” and asked that Ms. Woith send an email encouraging all union members to vote for Kirk Dillard, as she (Ms. Cook) was too busy to send the email. As such, Ms. Cook sent an unethical communication in violation of the Ethics Act. Thus, the allegation that Ms. Cook violated Illinois State University Policy by sending an unethical communication in violation of the Ethics Act is **FOUNDED**.

## **V. FINDINGS AND RECOMMENDATIONS**

Following due investigation, the OEIG issues these findings:

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<sup>16</sup> Illinois State University Policy & Procedure, Policy on Appropriate Use of Information Technology Resources and Systems 9.2(III)(B)(1).

<sup>17</sup> *Id.*

- **FOUNDED** – In a March 17, 2014, email with the subject “(please share to all members and fairshare) Fwd: Tuesday -- Stop Rauner in his tracks,” Kelly Woith violated the Ethics Act when she intentionally misappropriated her State computer by engaging in prohibited political activity.
- **FOUNDED** – In a March 17, 2014, email with the subject “(please share to all members and fairshare) Fwd: Tuesday -- Stop Rauner in his tracks,” Kelly Woith violated the Ethics Act when she intentionally misappropriated her State email account by engaging in prohibited political activity.
- **FOUNDED** – In a March 18, 2014, email with the subject “Don’t forget to Vote!”, Kelly Woith violated the Ethics Act when she intentionally misappropriated her State computer by engaging in prohibited political activity.
- **FOUNDED** – In a March 18, 2014, email with the subject “Don’t forget to Vote!”, Kelly Woith violated the Ethics Act when she intentionally misappropriated her State email account by engaging in prohibited political activity.
- **FOUNDED** – In a March 18, 2014, email with the subject “Don’t forget to Vote!”, Kelly Woith violated the Ethics Act when she intentionally engaged in prohibited political activity during compensated time.
- **FOUNDED** – In a March 17, 2014, email with the subject “(please share to all members and fairshare) Fwd: Tuesday -- Stop Rauner in his tracks,” Kelly Woith violated Illinois State University “Policy on Appropriate Use of Information Technology Resources” when she sent an email in violation of the Ethics Act.
- **FOUNDED** – In a March 18, 2014, email with the subject “Don’t forget to Vote!” Kelly Woith violated Illinois State University “Policy on Appropriate Use of Information Technology Resources” when she sent an email in violation of the Ethics Act.
- **FOUNDED** – In a March 18, 2014, response to the email with the subject “(please share to all members and fairshare) Fwd: Tuesday -- Stop Rauner in his tracks,” Anne Cook violated the Ethics Act when she intentionally misappropriated her State computer by engaging in prohibited political activity.
- **FOUNDED** – In a March 18, 2014, response to the email with the subject “(please share to all members and fairshare) Fwd: Tuesday -- Stop Rauner in his tracks,” Anne Cook violated the Ethics Act when she intentionally misappropriated her State email account by engaging in prohibited political activity.

- **FOUNDED** – In a March 18, 2014, response to the email with the subject “(please share to all members and fairshare) Fwd: Tuesday -- Stop Rauner in his tracks,” Anne Cook violated the Ethics Act when she intentionally engaged in prohibited political activity during compensated time.
- **FOUNDED** – In a March 18, 2014, response to the email with the subject “(please share to all members and fairshare) Fwd: Tuesday -- Stop Rauner in his tracks,” Anne Cook violated Illinois State University “Policy on Appropriate Use of Information Technology Resources” when she sent an email in violation of the Ethics Act.

According to Kelly Woith’s disciplinary file, she has taken full responsibility for sending the emails at issue in this case and had a Performance Improvement Discussion with ISU personnel regarding her violation of ISU policy. However, ISU did not discipline Ms. Woith or determine whether she violated the Ethics Act. In light of these facts, the OEIG recommends that ISU take whatever additional action it deems appropriate in regards to the findings in this report.

The OEIG also recommends that ISU take appropriate action with regard to Anne Cook’s violations of the Ethics Act and ISU policy.

Date: **February 24, 2015**

Office of Executive Inspector General  
for the Agencies of the Illinois Governor

**Jamiela Kassem**  
Deputy Inspector General

**William Parker**  
Investigator #121

RECEIVED  
APR 02 2015



Office of Executive Inspector General  
for the Agencies of the Illinois Governor  
www.inspectorgeneral.illinois.gov

AGENCY OR ULTIMATE JURISDICTIONAL AUTHORITY  
RESPONSE FORM

Case Number: 14-00800

Return 20 Days After Receipt

Please check the box that applies. (Please attach additional materials, as necessary.)

We have implemented all of the OEIG recommendations. Please provide details as to actions taken:

Both Ms. Woith and Ms. Cook will be disciplined per the collective bargaining agreement by Human Resources for their violations of the Ethics Act and ISU Policy.

We will implement some or all of the OEIG recommendations but will require additional time to do so.

We will report to OEIG within \_\_\_\_\_ days from the original return date.

We do not wish to implement some or all of the OEIG recommendations. Please provide details as to what actions were taken, if any, in response to OEIG recommendations:

[Signature]  
Signature

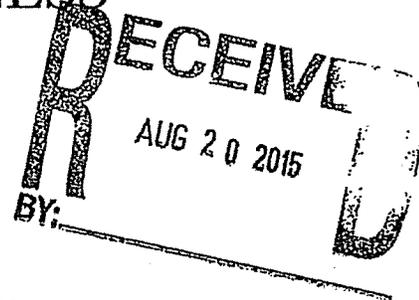
Illinois State University, Ethics Officer  
Print Agency and Job Title

M. Shane McCreery  
Print Name

3/26/15  
Date



OFFICE OF  
**EQUAL OPPORTUNITY,  
ETHICS, AND ACCESS**  
*Illinois State University*



August 17, 2015

*VIA FIRST CLASS MAIL*

Thomas H. Klein  
Deputy Inspector General & Chief of Springfield Division Office  
of Executive Inspector General for the Agencies of the Illinois Governor  
607 E. Adams, 14th Floor  
Springfield, IL 62701

**RE: OEIG Investigation Number 14-00800**

Dear Deputy Inspector General Klein,

I am writing in response to your July 22, 2015 email requesting notification of the disciplinary action taken against Illinois State University employees Kelly Woith and Anne Cook pursuant to OEIG investigation 14-00800.

Both Ms. Woith and Ms. Cook are Civil Service employees subject to discipline per Article VI of the University's contract with AFSCME Council 31 Local 3236.

As a consequence for her violation of the State Officials and Employees Ethics Act, Human Resources issued Ms. Woith "Step 2" discipline in which she received a "performance improvement discussion" by her supervisor and Human Resources.

As a consequence for her violation of the State Officials and Employees Ethics Act, Human Resources issued Ms. Cook "Step 1" discipline in the form of a "letter of verbal support".

Sincerely,

M. Shane McCreery, J.D.  
Director/Ethics Officer