



## EXECUTIVE COMMITTEE MEETING

AUGUST 4, 2023

Buckeye Hills Regional Council

### AGENDA

- I. Call to Order | Lenny Eliason, President
- II. Roll Call | Ron Moore, Vice President
- III. Consent Agenda | Lenny Eliason, President **TAB #1**
- IV. Legislator and Partner Agency Updates
  - a. Juli Stephens, Office of Congressman Wenstrup
  - b. Cody Pettit, Office of Ohio Treasurer Sprague
  - c. Danielle Mason, Office of Attorney General Yost
  - d. Susanne Simpson, Office of Ohio Auditor of State Faber
- V. Management Committee Update | Ron Moore, Chair **TAB #2**
  - a. Management Committee Report for May 6, 2023 through August 4, 2023
  - b. Ratification of Action by President on Employee Years of Service Awards & Resolutions
  - c. Health Insurance Contract Approval
  - d. Request for Approval and Ratification of Expenditures
  - e. Financial Statement Preparation RFP Approval
- VI. Planning Division Update | Melissa Zoller, Planning Director **TAB #3**
  - a. ODOT Authorizing Resolution Enhancing Mobility for Seniors and Individuals With Disabilities, Ohio's Specialized Transportation Program for Monroe, Noble and Washington Counties
  - b. ODOT Authorizing Resolution Capital Cost of Contracting for Monroe, Noble and Washington Counties
- VII. Development Division Update | Ryan Collins, Program Manager **TAB #4**
  - a. Resolution of Support for ARC 2024 Projects
- VIII. Executive Director Report | Denise Keyes, Fiscal Director **TAB #5**
  - a. Resolution for ACGP RFQs Under TA Grant
- IX. Citizen Participation
- X. Other Business
- XI. Adjournment

---

**THE NEXT REGULAR EXECUTIVE COMMITTEE MEETING IS SCHEDULED FOR SEPTEMBER 1, 2023**

**Serving Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry and Washington Counties in Southeast Ohio**

1400 Pike Street | Marietta, OH 45750 | 1.800.331.2644 | 740.373.6400 | fax: 740.373.1594

[buckeyehills.org](http://buckeyehills.org)



## MANAGEMENT COMMITTEE REPORT

June 3, 2023 through August 4, 2023

### **RESIGNATIONS/TERMINATIONS**

Brandi Beaver	Opioid Resource Navigator	6/23/2023
---------------	---------------------------	-----------

### **RETIREMENT**

N/A

### **NEW HIRE**

Chris Judson	Care Management Coordinator	7/5/2023
--------------	-----------------------------	----------

### **PROMOTIONS**

None

### **TRANSFERS**

None



YEARS OF SERVICE RECOGNITION AS OF JULY 1, 2023

**5+ YEARS**  
**CERTIFICATE**

---

- |                    |                       |
|--------------------|-----------------------|
| 1. Tisha England   | 9. Sheena Childress   |
| 2. Rhonda Varhola  | 10. Molly Fiedler     |
| 3. Christy Braham  | 11. Lori Chesnet      |
| 4. Brenda Buttrey  | 12. Beth Richardson   |
| 5. Kimy Porter     | 13. Steffany VanFleet |
| 6. Misty McConnell | 14. Jennifer Westfall |
| 7. Dawn Weber      | 15. Beth Cain         |
| 8. Kaelly Erb      | 16. Angie Lawrence    |

**10+ YEARS**  
**CERTIFICATE & \$100 GIFT CARD**

---

- |                        |                    |
|------------------------|--------------------|
| 1. Carolyn Ditchendorf | 4. Brandi Hesson   |
| 2. Gerri VanNoy        | 5. Terri Whitlatch |
| 3. Jayne Yates         |                    |

**15+ YEARS**  
**CERTIFICATE & \$150 GIFT CARD**

---

- |                   |                    |
|-------------------|--------------------|
| 1. Sarah Swisher  | 4. Jennifer Nedeff |
| 2. Janie Collins  | 5. Judy Kuhn       |
| 3. Darlene Hambel | 6. Jenny Simmons   |

**20+ YEARS**  
**CERTIFICATE, RESOLUTION FROM BOARD, & \$200 GIFT CARD**

---

- |                   |                  |
|-------------------|------------------|
| 1. Kara Wright    | 3. Jamie Lewis   |
| 2. Melissa Zoller | 4. Vicki Bennett |

**25+ YEARS**  
**CERTIFICATE, RESOLUTION FROM BOARD, & \$250 GIFT CARD**

---

- |                   |                 |
|-------------------|-----------------|
| 1. Michelle Hyer  | 3. Denise Keyes |
| 2. Jamie Stropkai |                 |



**RESOLUTION OF BUCKEYE HILLS REGIONAL COUNCIL  
EXECUTIVE COMMITTEE IN RECOGNITION AND APPRECIATION  
OF SERVICE BY MELISSA ZOLLER**

RESOLUTION #2023/08-01

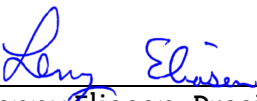
**WHEREAS**, Buckeye Hills Regional Council has been fortunate to have a dedicated staff committed to the mission of our organization; and

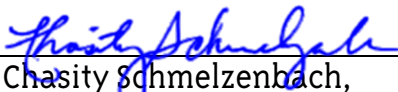
**WHEREAS**, we as members of the Buckeye Hills Regional Council Executive Committee wish to extend our utmost appreciation for the work and dedication of Melissa Zoller; and

**WHEREAS**, Melissa Zoller has served 20+ years for Buckeye Hills Regional Council.

**NOW THEREFORE, BE IT RESOLVED** that the Buckeye Hills Regional Council Executive Committee acknowledges and extends its gratitude to Melissa Zoller for her dedicated years of service.

Passed on this fourth day of August 2023.

  
\_\_\_\_\_  
Lenny Eliason, President

  
\_\_\_\_\_  
Chasity Schmelzenbach,  
Executive Director



**RESOLUTION OF BUCKEYE HILLS REGIONAL COUNCIL  
EXECUTIVE COMMITTEE IN RECOGNITION AND APPRECIATION  
OF SERVICE BY KARA WRIGHT**

RESOLUTION #2023/08-02

**WHEREAS**, Buckeye Hills Regional Council has been fortunate to have a dedicated staff committed to the mission of our organization; and

**WHEREAS**, we as members of the Buckeye Hills Regional Council Executive Committee wish to extend our utmost appreciation for the work and dedication of Kara Wright; and

**WHEREAS**, Kara Wright has served 20+ years for Buckeye Hills Regional Council.

**NOW THEREFORE, BE IT RESOLVED** that the Buckeye Hills Regional Council Executive Committee acknowledges and extends its gratitude to Kara Wright for her dedicated years of service.

Passed on this fourth day of August 2023.

A handwritten signature in blue ink that reads "Lenny Eliason".

Lenny Eliason, President

A handwritten signature in blue ink that reads "Chasity Schmelzenbach".

Chasity Schmelzenbach,  
Executive Director



**RESOLUTION OF BUCKEYE HILLS REGIONAL COUNCIL  
EXECUTIVE COMMITTEE IN RECOGNITION AND APPRECIATION  
OF SERVICE BY JAMIE STROPKAI**

RESOLUTION #2023/08-03

**WHEREAS**, Buckeye Hills Regional Council has been fortunate to have a dedicated staff committed to the mission of our organization; and

**WHEREAS**, we as members of the Buckeye Hills Regional Council Executive Committee wish to extend our utmost appreciation for the work and dedication of Jamie Stropkai; and

**WHEREAS**, Jamie Stropkai has served 25+ years for Buckeye Hills Regional Council.

**NOW THEREFORE, BE IT RESOLVED** that the Buckeye Hills Regional Council Executive Committee acknowledges and extends its gratitude to Jamie Stropkai for her dedicated years of service.

Passed on this fourth day of August 2023.

Handwritten signature of Lenny Eliason in blue ink.

Lenny Eliason, President

Handwritten signature of Chasity Schmelzenbach in blue ink.

Chasity Schmelzenbach,  
Executive Director



**RESOLUTION OF BUCKEYE HILLS REGIONAL COUNCIL  
EXECUTIVE COMMITTEE IN RECOGNITION AND APPRECIATION  
OF SERVICE BY DENISE KEYES**

RESOLUTION #2023/08-04

**WHEREAS**, Buckeye Hills Regional Council has been fortunate to have a dedicated staff committed to the mission of our organization; and

**WHEREAS**, we as members of the Buckeye Hills Regional Council Executive Committee wish to extend our utmost appreciation for the work and dedication of Denise Keyes; and

**WHEREAS**, Denise Keyes has served 25+ years for Buckeye Hills Regional Council.

**NOW THEREFORE, BE IT RESOLVED** that the Buckeye Hills Regional Council Executive Committee acknowledges and extends its gratitude to Denise Keyes for her dedicated years of service.

Passed on this fourth day of August 2023.

A handwritten signature in blue ink that reads "Lenny Eliason".

\_\_\_\_\_  
Lenny Eliason, President

A handwritten signature in blue ink that reads "Chasity Schmelzenbach".

\_\_\_\_\_  
Chasity Schmelzenbach,  
Executive Director



**RESOLUTION OF BUCKEYE HILLS REGIONAL COUNCIL  
EXECUTIVE COMMITTEE IN RECOGNITION AND APPRECIATION  
OF SERVICE BY MICHELLE HYER**

RESOLUTION #2023/08-05

**WHEREAS**, Buckeye Hills Regional Council has been fortunate to have a dedicated staff committed to the mission of our organization; and

**WHEREAS**, we as members of the Buckeye Hills Regional Council Executive Committee wish to extend our utmost appreciation for the work and dedication of Michelle Hyer; and

**WHEREAS**, Michelle Hyer has served 25+ years for Buckeye Hills Regional Council.

**NOW THEREFORE, BE IT RESOLVED** that the Buckeye Hills Regional Council Executive Committee acknowledges and extends its gratitude to Michelle Hyer for her dedicated years of service.

Passed on this fourth day of August 2023.

A handwritten signature in blue ink that reads "Lenny Eliason".

\_\_\_\_\_  
Lenny Eliason, President

A handwritten signature in blue ink that reads "Chasity Schmelzenbach".

\_\_\_\_\_  
Chasity Schmelzenbach,  
Executive Director





**RESOLUTION OF BUCKEYE HILLS REGIONAL COUNCIL  
EXECUTIVE COMMITTEE IN RECOGNITION AND APPRECIATION  
OF SERVICE BY JAMIE LEWIS**

RESOLUTION #2023/08-06

**WHEREAS**, Buckeye Hills Regional Council has been fortunate to have a dedicated staff committed to the mission of our organization; and

**WHEREAS**, we as members of the Buckeye Hills Regional Council Executive Committee wish to extend our utmost appreciation for the work and dedication of Jamie Lewis; and

**WHEREAS**, Jamie Lewis has served 20+ years for Buckeye Hills Regional Council.

**NOW THEREFORE, BE IT RESOLVED** that the Buckeye Hills Regional Council Executive Committee acknowledges and extends its gratitude to Jamie Lewis for his dedicated years of service.

Passed on this fourth day of August 2023.

A blue ink signature of Lenny Eliason.

Lenny Eliason, President

A blue ink signature of Chasity Schmelzenbach.

Chasity Schmelzenbach,  
Executive Director



**RESOLUTION OF BUCKEYE HILLS REGIONAL COUNCIL  
EXECUTIVE COMMITTEE IN RECOGNITION AND APPRECIATION  
OF SERVICE BY VICKI BENNETT**

RESOLUTION #2023/08-07

**WHEREAS**, Buckeye Hills Regional Council has been fortunate to have a dedicated staff committed to the mission of our organization; and

**WHEREAS**, we as members of the Buckeye Hills Regional Council Executive Committee wish to extend our utmost appreciation for the work and dedication of Vicki Bennett; and

**WHEREAS**, Vicki Bennett has served 20+ years for Buckeye Hills Regional Council.

**NOW THEREFORE, BE IT RESOLVED** that the Buckeye Hills Regional Council Executive Committee acknowledges and extends its gratitude to Vicki Bennett for her dedicated years of service.

Passed on this fourth day of August 2023.

A handwritten signature in blue ink that reads "Lenny Eliason".

Lenny Eliason, President

A handwritten signature in blue ink that reads "Chasity Schmelzenbach".

Chasity Schmelzenbach,  
Executive Director



## **REQUEST FOR APPROVAL OF EXPENDITURE**

August 2023

### **Supplies**

\$14,280.00

reMarkable

- 24 Digital Notebooks that convert handwritten notes to typed text and organizes in the Cloud
- 7 have been purchased and 17 more requested

Funding Source: Indirect, General Administration, PASSPORT, Caregiver Program, Community Development, Appalachian Regional Commission, American Connection Broadband Project, EDA ARPA, RTPO, EDA RISE, Mobility Management

## **RATIFICATION OF EXPENDITURE REQUEST**

### **APPROVED BY BOARD PRESIDENT AND VICE-PRESIDENT**

June 29, 2023

### **Computer Software Subscription**

\$12,422.64

Unitrends Forever Cloud Retention

- Moved from one year subscription to three-year subscription to take advantage of reduced pricing per year

Funding Source: Indirect

**\$26,702.64**

**Total Request**

**PERRY**

**& Associates CPAs**

**PASSION** *Beyond the Numbers*

**BUCKEYE HILLS REGIONAL COUNCIL**

**Cost Proposal  
For the Year Ended June, 2023**



July 27, 2023

Buckeye Hills Regional Council  
1400 Pike Street  
Marietta, Ohio 45750

In response to your Request for Proposal for non-audit services for the **Buckeye Hills Regional Council**, for the fiscal period July 1, 2022 through June 30, 2023, Perry & Associates Certified Public Accountants, A.C. is pleased to provide to you our fixed fee bid of \$20,000 for compilation service. This includes our hourly fees and out-of-pocket expenses as detailed in Exhibit A. Our fees for additional consulting services will be based on an estimated hourly rate of \$150 per hour.

#### **Requested Non-Audit Services**

The objective of our engagement is to:

- a. Prepare financial statements in accordance with accounting principles generally accepted in the United States of America and the related notes to the financial statements based on information provided by you;
- b. Apply accounting and financial reporting expertise to assist you in the presentation of financial statements, and

I hereby certify that I am entitled to represent Perry & Associates CPAs, A.C., empowered to submit this bid and authorized to sign a contract with the Bureau. We look forward to working with you.

Respectfully submitted,

A handwritten signature in black ink that reads "Brett M. Burns".

Brett M. Burns, CPA, CGFM  
Advisory Manager of Perry & Associates Certified Public Accountant, A.C.

BUCKEYE HILLS REGIONAL COUNCIL  
 COMPILATION REPORT

COST PROPOSAL  
 July 27, 2023

	Hours	Total
Partner	2.75	\$400
Managers	60.00	\$9,000
Supervisory Staff	50.00	\$5,000
Staff	70.00	\$5,600
Out-of-pocket Expenses		<u>Included</u>
Total Fixed Fee Bid for the Fiscal Period Ending June 30, 2023		<u><u>\$20,000</u></u>

	Hours	Average Hourly Rate	Out-of- Pocket Expenses	Total Fixed Fee
Total for Fiscal Period Ending 2023	200.00	\$100.00	Included	<u><u>\$20,000</u></u>



## **OHIO DEPARTMENT OF TRANSPORTATION AUTHORIZING RESOLUTION**

Enhanced Mobility of Seniors and Individuals with Disabilities, Ohio's Specialized Transportation Program  
**MONROE, NOBLE AND WASHINGTON COUNTIES**

Resolution #2023/08-08

A resolution authorizing the filing of applications with the Ohio Department of Transportation by Buckeye Hills Regional Council for grants through the US DOT Federal Transit Administration (FTA), as authorized under Federal Transit Laws, as codified, 49 USC Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities, Ohio's Specialized Transportation Program and executing a contract with the Ohio Department of Transportation upon project approval.

**WHEREAS**, the Director of the Ohio Department of Transportation is authorized to make grants for the Specialized Transportation Program;

**WHEREAS**, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program;

**WHEREAS**, it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under 49 USC Section 5310 the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

### **NOW, THEREFORE, BE IT RESOLVED BY BUCKEYE HILLS REGIONAL COUNCIL**

1. That Chasity Schmelzenbach, Executive Director is authorized on behalf of Buckeye Hills Regional Council to execute and file:
  - a. Proposals to aid in the financing of capital and operating assistance projects.
  - b. Grant agreements with the Ohio Department of Transportation for aid in the financing of capital and operating assistance projects.
  - c. An assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.
  - d. Set forth affirmative disadvantage business policies in connection to any procurement made as part of the project.
2. That Chasity Schmelzenbach, Executive Director is authorized to furnish such additional information as the Ohio Department of Transportation may require in connection with the proposal for the program of projects submitted to the Federal Transit Administration.
3. The undersigned duly qualified and acting of the Buckeye Hills Regional Council certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Buckeye Hills Regional Council.

Passed on this fourth day of August 2023.

---

Lenny Eliason, President

---

Ron Moore, Vice President



## OHIO DEPARTMENT OF TRANSPORTATION AUTHORIZING RESOLUTION

### Capital Cost of Contracting MONROE, NOBLE AND WASHINGTON COUNTIES

Resolution #2023/08-09

A resolution authorizing the filing of applications with the Ohio Department of Transportation by Buckeye Hills Regional Council for grants through the US DOT Federal Transit Administration (FTA), as authorized under Federal Transit Laws, as codified, 49 USC Section 5310, Capital Cost of Contracting Non-Emergency Medical Transportation and executing a contract with the Ohio Department of Transportation upon project approval.

**WHEREAS**, the Director of the Ohio Department of Transportation is authorized to make grants for the Specialized Transportation Program;

**WHEREAS**, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program;

**WHEREAS**, it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under 49 USC Section 5310 the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

#### **NOW, THEREFORE, BE IT RESOLVED BY BUCKEYE HILLS REGIONAL COUNCIL**

1. That Chasity Schmelzenbach, Executive Director is authorized on behalf of Buckeye Hills Regional Council to execute and file:
  - a. Proposals to aid in the financing of capital and operating assistance projects.
  - b. Grant agreements with the Ohio Department of Transportation for aid in the financing of capital and operating assistance projects.
  - c. An assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.
  - d. Set forth affirmative disadvantage business policies in connection to any procurement made as part of the project.
2. That Chasity Schmelzenbach, Executive Director is authorized to furnish such additional information as the Ohio Department of Transportation may require in connection with the proposal for the program of projects submitted to the Federal Transit Administration.
3. The undersigned duly qualified and acting of the Buckeye Hills Regional Council certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Buckeye Hills Regional Council.

Passed on this fourth day of August 2023.

---

Lenny Eliason, President

---

Ron Moore, Vice President





## **RESOLUTION OF SUPPORT FOR APPALACHIAN REGIONAL COMMISSION 2024 PROJECTS**

**Recommendation to the State of Ohio Governor's Office of Appalachia and Ohio Development of Development to Support Funding of the Buckeye Hills Regional Council Pre-Application Priority of Projects in Fiscal Year 2024 for the Ohio Department of Development/Appalachian Regional Commission**

Resolution #2023/08-10

**WHEREAS**, The Buckeye Hills Regional Council serves as the designated Local Development District (LDD) for the eight counties of Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry & Washington; and

**WHEREAS**, Buckeye Hills has received, reviewed, evaluated and rated pre-applications for the LDD region; recommended the following project applications for funding based on the Buckeye Hills Fiscal Year 2024 ARC Pre-application Guidelines; and

**WHEREAS**, the subsequent project pre-applications are eligible ARC applicants and are being recommended by Buckeye Hills leadership to the Governor's Office of Appalachia and ARC as listed in the table; and

**WHEREAS**, the project pre-applications will advance one or more strategic goal as identified in the ARC Strategic Plan, including increasing economic opportunities; building a ready workforce; investing in critical infrastructure; strengthening natural and cultural assets, and developing leadership and community capacity.

**NOW THEREFORE BE IT RESOLVED:** that the Executive Committee of Buckeye Hills Regional Council hereby recommends Fiscal Year 2024 ARC Pre-application priority of projects presented, be approved as submitted and identified in this resolution to the Governor's Office of Appalachia, for their consideration and approval.

Passed on this fourth day of August 2023.

---

Lenny Eliason, President

---

Ron Moore, Vice President

<b>Projects for Potential Submission</b>			
<b>Project Title</b>	<b>County</b>	<b>Project Grantee</b>	<b>Total Project Cost</b>
Noble School Building Demolition	Noble	Noble County Commissioners	\$ 370,641.00
MT. Zion Baptist Church Preservation	Athens	Mt Zion Baptist Church Preservation Society	\$ 360,000.00



**A RESOLUTION AUTHORIZING THE CONTRACTING OF RESPONDENTS THROUGH THE REQUEST FOR QUOTATION PROCESS ASSOCIATED WITH SERVICES REQUIRED OF THE APPALACHIAN COMMUNITY GRANT PROGRAM BY BUCKEYE HILLS REGIONAL COUNCIL ON BEHALF OF MEMBER COUNTIES AND THE COMMUNITIES, NONPROFITS, AND OTHER STAKEHOLDERS WITHIN FOR THE PURPOSE OF OBTAINING EVIDENCE-BASED INFORMATION TO SUPPORT THE ROUND 2 DEVELOPMENT APPLICATIONS TO BE SUBMITTED IN THE FOURTH QUARTER OF 2023.**

Resolution #2023/08-11

**WHEREAS**, the Executive Director of Buckeye Hills Regional Council was authorized to apply for and received a Technical Assistance Grant in Round 1 of the Appalachian Community Grant Program authorized through the Ohio State Controlling Board on March 20, 2023, and executed through the Ohio Department of Development Governor's Office of Appalachia;

**WHEREAS**, the contract for financial assistance will impose certain obligations upon the applicant, including the requirements to comply with House Bill 377 and the American Rescue Plan Act.

**NOW, THEREFORE, BE IT RESOLVED BY BUCKEYE HILLS REGIONAL COUNCIL**

1. That Chasity Schmelzenbach, Executive Director, is authorized on behalf of Buckeye Hills Regional Council to award contracts to those qualified respondents to the following three Requests for Quote up to the amounts stipulated:
  - a. Legal Services up to \$150,000.00
  - b. Health Needs Assessment up to \$350,000.00
  - c. Building Assessment, including but not limited to theaters, museums, and other historic structures. The assessment includes but is not limited to specialty or period architecture needs, mechanical systems, and performance systems up to \$1,100,000.00
  - d. The cumulative total of the contracts to be paid shall not exceed the total of the awarded grant funds
2. That Chasity Schmelzenbach, Executive Director, is authorized to execute contracts for those respondents' receiving awards and shall ensure work is expedited to meet the impending application timelines in the best interest of the stakeholders in the region.
3. The undersigned is duly qualified and, acting for the Buckeye Hills Regional Council, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Buckeye Hills Regional Council.

Passed on this fourth day of August 2023.

---

Lenny Eliason, President

---

Ron Moore, Vice President