



## EXECUTIVE COMMITTEE MEETING

DECEMBER 3, 2021

Buckeye Hills Regional Council

### AGENDA

- I. Call to Order | Ron Moore, President
- II. Roll Call | Misty Crosby, Executive Director, Secretary (per BHRC Bylaws)
- III. Consent Agenda | Ron Moore, President **TAB #1**
- IV. Legislator and Partner Agency Updates
  - a. OhioSE Economic Development | Kristi Tanner, Senior Managing Director, Stuart Moynihan, Director, JobsOhio Network and Strategic Partnership, Destiny Bryson, Manager of Engagement and Partnerships
  - b. Office of U.S. Senator Brown | Beth Clodfelter, Appalachian Regional Representative
  - c. Office of Congressman Johnson | Amber Kohler, Field Representative
  - d. Office of Ohio Lt. Governor Husted | Bryn Stepp, Southeast Ohio Representative
  - e. Office of Ohio Attorney General Yost | Danielle Mason, Eastern Regional Director/Regional Outreach Section
  - f. Office of Ohio Treasurer Sprague | Cody Pettit, Southeast Ohio Representative
- V. Personnel Committee Report | Ron Moore **TAB #2**
  - a. New Hires, Promotions, Resignations, Terminations, Transfers Report
  - b. GIS Specialist Salary Range
- VI. Audit Budget Committee Report | Kevin Ritter, Chair **TAB #3**
  - a. Request for Approval of Expenditures-Annual Renewals 2022
  - b. Outside LED Display Signage
  - c. Cost Allocation Plan for FY July 1, 2022 to June 30, 2023
- VII. Development Division | Sam Miller, Development Director **TAB #4**
  - a. Resolution Granting Permission to Accept and Implement the ODOD American Rescue Plan Act Supplement EDA Statewide Planning Grant Opportunity in the BHRC Region: Empowering Local Leaders in Ohio's Appalachian Region to Make Data-Driven Strategic Investments that will Create Economic Opportunities
- VIII. EDA CARES Update | Madelyn Brewer, Development Specialist **TAB #5**
  - a. Resolution Granting Permission to Amend and Extend Contract for Meigs County EDA CARES Act Recovery Assistance Project
- IX. Resilience Initiative for Southeastern & Eastern (RISE) Ohio Update | Allison Gray-Gunsten, Vice President & Midwest Regional Leader & Joel Glasscock, Senior Project Manager, Steadfast City Economic & Community Partners
- X. Appalachia Drinking Water Accessibility Initiative Update & Map Review | Jason Pyles, GIS Coordinator **TAB #6**
- XI. Aging Division Update | Jennifer Westfall, Director
- XII. Executive Director Update | Misty Crosby **TAB #8**

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- a. Executive Search Firm for Executive Director Recruitment Request for Proposals
- XIII. Citizen Participation
- XIV. Other Business
- XV. Adjournment

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**NEXT MEETING IS SCHEDULED FOR JANUARY 7, 2022**

# CONSENT AGENDA

- **MINUTES OF THE NOVEMBER 5, 2021 MEETING**
- **STATEMENT OF ACTIVITIES**
  - **ADMINISTRATIVE EXPENSE REPORT**
  - **AGING & DISABILITY PROGRAM SERVICE REPORT**
- **DIVISION & DIRECTOR'S REPORTS**
  - **AGING & DISABILITY DIVISION**
  - **COMMUNICATIONS DIRECTOR**
  - **DEVELOPMENT DIVISION**
  - **HUMAN RESOURCES**

**Minutes of the November 5, 2021  
Buckeye Hills Regional Council Executive Committee Meeting**

The Buckeye Hills Regional Council Executive Committee meeting was held November 5, 2021. The meeting was held at Buckeye Hills, Marietta, Ohio.

In attendance were:

<b>OFFICERS:</b>	Ron Moore, President	Morgan County (Private Sector)
	Lenny Eliason, Vice President	Athens County
	Kevin Ritter, Treasurer	Washington County
<b>EXECUTIVE COMMITTEE:</b>	Gary Waugh	Hocking County
	Tim Ihle	Meigs County
	Brian Howard	Meigs County (Private Sector)
	Bill Bolon	Monroe County
	Diane Ullom	Monroe County (Private Sector)
	Adam Shriver	Morgan County
	Ben Carpenter	Perry County
<b>GENERAL POLICY COMMITTEE:</b>	James Booth	Washington County
<b>GUESTS:</b>	Mark Cappone	Voinovich Academy for Excellence in Public Service
	Beth Clodfelter	Office of U.S. Senator Brown
	Flite Freimann	Washington County Jobs & Family Services
	Joe McKinney	National Assoc. of Develop. Organizations
	Juli Stephens	Office of U.S. Congressman Johnson
	Austin Ward	Governor's Office of Appalachia
	Bonnie Ward	Office of Governor DeWine
	Rosita Wong	HealthJay Inc.
<b>STAFF:</b>	Misty Crosby	Executive Director
	Rick Hindman	Assistant Executive Director
	Brandi Beaver	Opioid Resource Navigator
	Mindy Cayton	Program Development Coordinator
	Ryan Collins	Broadband Coordinator
	Brandi Hesson	Mobility Manager
	Denise Keyes	Fiscal Director
	Angie Lawrence	Human Resource/Payroll Manager
	Sam Miller	Development Director
	Jason Pyles	GIS Coordinator
	Jenny Simmons	Executive Assistant
	Sarah Swisher	Clinical Program Manager
	Drew Tanner	Communications Director
	Dawn Weber	Home Care Director
	Jennifer Westfall	Aging & Disability Director
	Jayne Yates	Clinical Team Leader/Care Manager Coordinator
	Melissa Zoller	Development Specialist III

**CALL TO ORDER**

Ron Moore, President, called the meeting to order.



## **ROLE CALL**

Misty Crosby, Executive Director, conducted roll call.

Rick Hindman, Assistant Executive Director, introduced Rosita Wong, CEO and Co-founder of HealthJay, Inc, to the members. Buckeye Hills Regional Council and Buckeye Hills Support Services is partnering with HealthJay to increase telehealth capability to the Washington County Home residents by providing tablets to each resident. The residents will be able to connect directly to the nurse's station and family members face-to-face, as well as play games, watch videos and participate in yoga or exercise programs.

## **CONSENT AGENDA**

Kevin Ritter moved to approve the consent agenda which included the Minutes from the October 5, 2021 meeting; Statement of Activities, Administrative Expense YTD and Quarterly Reports; Aging and Disability Programs Services and Funding Report for period July 1, 2021 through September 30, 2021, Grant Agreements received and executed for August through September 30, 2021, and Division and Director's Reports. Brian Howard seconded the motion. All yeas. Motion carried.

## **LEGISLATOR AND PARTNER AGENCY UPDATES**

Beth Clodfelter, Appalachian Regional Representative, provided updates to the members from the Office of U.S. Senator Brown.

Bonnie Ward, Regional Representative, provided updates to the members from the Office of Ohio Governor DeWine.

Austin Ward, Appalachia Program Coordinator, provided updates to the members from the Governor's Office of Appalachia.

Joe McKinney, Executive Director, provided federal legislative updates from the National Association of Development Organizations (NADO).

## **PERSONNEL COMMITTEE REPORT**

Lenny Eliason moved to approve the New Hires, Promotions, Resignations, Terminations, Transfers Report for time period October 2, 2021 through November 5, 2021. Tim Ihle seconded the motion. All yeas. Motion carried.

Lenny Eliason moved to approve an \$80,000 increase to current salaries, provided to the staff individually based upon their performance appraisal score received for the evaluation period July 1, 2020 to June 30, 2021. Gary Waugh seconded the motion. All yeas. Motion carried.

## **LEADERSHIP ACADEMY RECOGNITION**

Mark Cappone, Executive in Residence, Voinovich Academy for Excellence in Public Service, recognized staff that completed the nine-month long Leadership Academy: Erin Davis; Jason Pyles; Jayne Yates; Jenny Simmons; Mindy Cayton; Rebecca Conatser; Sarah Swisher.

## **NADO INNOVATION AWARD PRESENTATION**

Misty Crosby informed the members that MyRecoveryLink.org received a NADO Innovation Impact Award. Brandi Beaver, Opioid Resource Navigator, designed, built and implemented the website. Crosby introduced Beaver to the members and presented the award.

## **AUDIT BUDGET COMMITTEE**

Tim Ihle moved to approve closing of the Revolving Loan Fund bank account and move the remaining funds of \$243,371.16 to the Operating Account. Ben Carpenter seconded the motion. All yeas. Motion carried.

Tim Ihle moved to approve the purchase of a new copier in the amount of \$13,600. Adam Shriver seconded the motion. All yeas. Motion carried.

### **AGING & DISABILITY DIVISION**

Kevin Ritter moved to approve the PY2022 Area Plan Annual Update presented by Jennifer Westfall, Aging and Disability Director. Brian seconded the motion. All yeas. Motion carried.

Kevin Ritter moved to approve the PY2022 Alzheimer Program Funding presented by Jennifer Westfall, Aging and Disability Director. Brian seconded the motion. All yeas. Motion carried.

### **DEVELOPMENT DIVISION**

Kevin Ritter moved to approve the Resolution Granting Permission to Apply for US EPA Brownfield Assessment Grant presented by Sam Miller, Development Director. Ben Carpenter seconded the motion. All yeas. Motion carried.

Diane Ullom moved to approve the Resolution to Approve the 2021 Noble County Coordinated Transit Plan presented by Sam Miller, Development Director. Adam Shiver seconded the motion. All yeas. Motion carried.

Sam Miller, Development Director, provided Washington County Coordinated Plan updates to the members.

### **EXECUTIVE DIRECTOR UPDATE**

Misty Crosby announced that on October 26, Ohio Governor DeWine and Lt. Governor Husted announced the first round of water infrastructure grant funding awards as part of a new, statewide initiative to help build a stronger foundation for improved quality of life for Ohio's families and continued economic growth for Ohio's communities. Crosby provided a list of projects in the Buckeye Hills region to the members.

Crosby informed the members that earlier in the week, the Ohio Department of Development awarded grants totaling more than \$6 million to 13 communities through the Community Development Critical Infrastructure program and awarded grants totaling more than \$6 million to nine communities through the Neighborhood Revitalization program. Crosby provided a list of projects in the Buckeye Hills region to the members.

Crosby provided updates on the EDA Build Back Better Regional Challenge to the members. Buckeye Hills will continue to work with a coalition of ten villages across the region. Buckeye Hills will also continue to partner with six Central Appalachian states on the Outdoor Recreation Industry and Vibrant Economic Strategy (Outdoor RIVERS) on the initiative lead by ARC's Federal Co-Chair, Gayle Manchin.

Crosby provided upcoming conference and important dates.

Crosby announced that she was selected to be the first Ohio University Regional Trustee, which is a non-voting position. This position will help strengthen the relationship between the Ohio University board and communities.

Crosby announced that on October 19, 2021, she was named President of the National Association of Development Organizations (NADO) at NADO's Annual Business Meeting. She stated that she is looking forward to continuing to advocate for the region on a national level. She thanked the Executive Committee and Ron Moore, President, for their support.

### **CITIZEN PARTICIPATION**

No citizens present wished to address the committee.

**OTHER**

Ben Carpenter requested that the members hear regular project updates from more staff.

**ADJOURMENT**

With no other business, Lenny Eliason moved to adjourn the meeting. Tim Ihle seconded the motion. All yeas. Motion carried.

Approved By: \_\_\_\_\_  
Misty Crosby, Secretary

Date: \_\_\_\_\_

DRAFT



## **STATEMENT OF ACTIVITIES** July 1, 2021 through October 31, 2021

### **YEAR TO DATE ADMINISTRATIVE EXPENSE DETAIL**

Administrative Expenses for Fiscal Year 2022 totaled \$1,830,164.87 at October 31. This total represents 29.56% of the Council's administrative budget utilized. Total spending for this time period is budgeted to be 33%. Insurance, Software and Licenses and Subscriptions are above the 33% spending budget as most of these costs are paid in the beginning of the year. Supplies and Software and Licenses are above 33% due to the purchase of computers for new staff. Spending for Advertising, Printing and Legal costs is higher than anticipated and will be reconciled during budget review and revision. As new projects and funds are awarded, budgets are adjusted and presented to the Committee quarterly. The cumulative Indirect Cost rate for this period is 48%. Projected Indirect Costs for Fiscal Year 2022 are 53%.

### **AGING AND DISABILITY PROGRAMS SERVICES & FUNDING REPORT**

The Aging and Disability Division worked with various service providers and helped administer a multitude of direct service programs to eligible residents of our eight-county region. Between July 1 and October 31, more than \$3.7 million in direct service dollars were utilized to provide the units of service listed in the report. BHRC continues to support our provider network to evaluate the needs of the communities and serve area seniors in the best way possible during the current pandemic.



**Administrative Expense Detail**  
**For the Period July 1, 2021 - October 31, 2021**

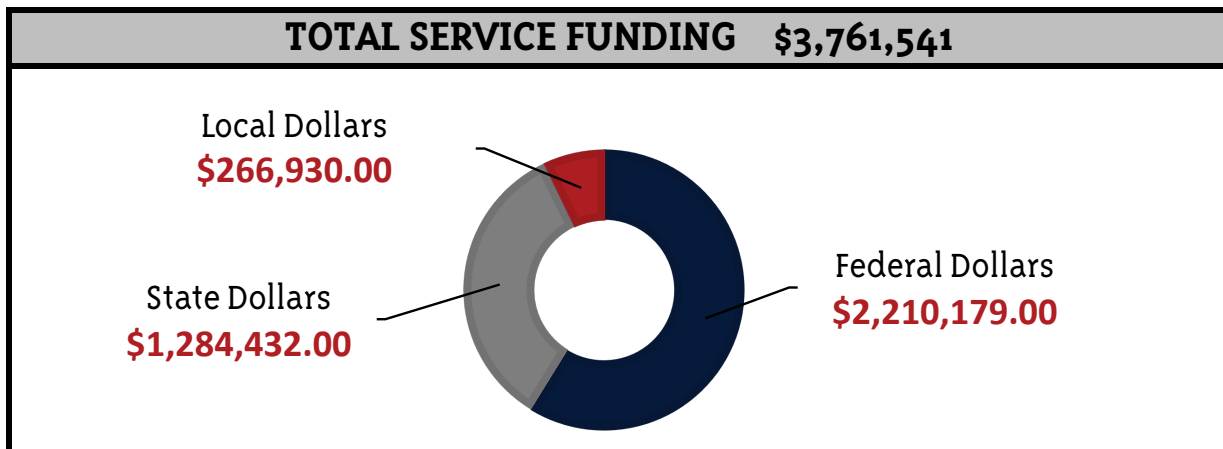
	2021 YTD Actual	2022 YTD Actual	2022 Budget	% of Budget
Salary	\$ 1,003,038.25	\$ 988,111.82	\$ 3,092,717.30	31.95%
Fringe Benefits	\$ 448,634.17	\$ 415,273.76	\$ 1,499,755.26	27.69%
Advertising	\$ 34,277.11	\$ 52,101.24	\$ 69,220.25	75.27%
Audit Costs	\$ -	\$ -	\$ 30,000.00	0.00%
Building Maintenance	\$ 2,651.00	\$ 2,644.00	\$ 11,000.00	24.04%
Communications	\$ 24,039.77	\$ 34,430.04	\$ 87,884.86	39.18%
Conference Registration Fee	\$ 3,236.00	\$ 5,834.00	\$ 16,200.00	36.01%
Contract Services	\$ 53,597.32	\$ 31,551.18	\$ 636,919.00	4.95%
Employee/Governing Board	\$ 1,698.68	\$ 1,264.40	\$ 15,000.00	8.43%
Equipment Purchase/Maintenance	\$ 9,274.29	\$ 2,866.41	\$ 23,350.00	12.28%
Insurance	\$ 29,710.16	\$ 34,195.93	\$ 40,000.00	85.49%
Legal Costs	\$ 396.00	\$ 3,402.25	\$ 5,000.00	68.05%
Organizational Dues	\$ 12,153.42	\$ 1,700.00	\$ 38,900.00	4.37%
Other Costs	\$ 3,027.95	\$ 3,883.15	\$ 7,730.00	50.23%
Postage	\$ 6,909.90	\$ 6,000.82	\$ 18,050.00	33.25%
Printing Costs	\$ 5,066.50	\$ 6,919.78	\$ 8,850.00	78.19%
Software & Licenses	\$ 34,227.79	\$ 41,874.59	\$ 104,665.00	40.01%
Space	\$ 85,113.63	\$ 85,113.65	\$ 255,342.00	33.33%
Staff Training Fees	\$ 105.00	\$ 120.00	\$ 8,000.00	1.50%
Subscriptions	\$ 1,990.65	\$ 2,060.70	\$ 2,100.00	98.13%
Supplies	\$ 23,213.50	\$ 81,460.21	\$ 106,376.00	76.58%
Travel - Mileage Reimbursement	\$ 2,968.28	\$ 11,978.68	\$ 79,800.00	15.01%
Travel - Out of Town Expense	\$ 630.96	\$ 17,378.26	\$ 34,200.00	50.81%
<b>TOTAL EXPENSES FOR THE PERIOD</b>	<b>\$ 1,785,960.33</b>	<b>\$ 1,830,164.87</b>	<b>\$ 6,191,059.67</b>	<b>29.56%</b>
<b>INDIRECT COST RATE FOR THE PERIOD</b>	<b>41%</b>	<b>48%</b>		

# Buckeye Hills Regional Council

## Aging and Disability Programs Services & Funding Report

July 1, 2021 - October 31, 2021

SERVICES PROVIDED		
Direct Service Hours Provided	Transportation Trips	Adult Day Service Days Attended
<b>122,206</b>	<b>4,700</b>	<b>452</b>
Adult Day Service Miles Traveled	Meals Provided	Home Medical Equipment & Emergency Response Units
<b>330</b>	<b>99,176</b>	<b>1,028</b>
Legal Services Contacts	Home Accessibility Modification And Pest Control Jobs	Senior Farmers Market Coupons Redeemed
<b>453</b>	<b>16</b>	<b>12,792</b>
Grocery Shopping and Delivery	Telephone Reassurance	Evidence Based Classes
<b>212</b>	<b>344</b>	<b>192</b>
Assisted Living Days	Alzheimers Education Contacts	Senior Volunteer Hours
<b>5,251</b>	<b>0</b>	<b>0</b>



REGIONAL STATS		
Total Consumers Served	Total Population	Total Population Eligible for Services by Age (60+)
<b>3,375</b>	<b>260,084</b>	<b>55,147</b>

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## CURRENT INITIATIVE

- **Build Back Better Act |**
  - **\$1.2 billion for new Older Americans Act funding** that is in addition to regular annual appropriations to build capacity.
  - retroactive waiver of state and local match requirements on the American Rescue Plan Act relief funding.
  - ACL Technical Assistance Center for Supporting Direct Care and Caregiving - \$20,000,000 to develop and disseminate evidence-based strategies for recruitment, education and training, retention, and career advancement of direct care workers and provide recommendations for activities to further support paid and unpaid family caregivers.
  - Funding to Support Unpaid Caregivers- \$40,000,000 to establish, enhance, or expand programs to address behavioral health needs of unpaid caregivers of older individuals and older relative caregivers.
  - **\$150 billion investment in Medicaid home and community-based services (HCBS)**
    - 6% increase in federal medical assistance percentage (FMAP) for activities that will increase access and strengthen the workforce.
    - Additional 2% increase for supporting self-directed care programs.
    - FMAP rate of 80% for administrative costs for HCBS programs (currently at 50%).
    - “strengthening and expanding” the workforce: states must “update and, as appropriate, increase payment rates for home and community-based services to support recruitment and retention of the direct care workforce,” and they must also ensure that increases in payment rates “at a minimum, result in a proportionate increase to payments for direct care workers.”
  
- **Ohio FMAP and HCBS Initiative |**
  - One-time direct payment to providers to be completed before March 2022; required to invest directly into staff through retention/sign-on bonus.
  - Multi-agency workforce recruitment initiative that will identify and implement data-driven strategies for recruitment, including efforts that acknowledge and incorporate the opinions and suggestions from the HCBS workforce.
  - Create a center of excellence partnership (with sister-state agencies) to implement, train, and evaluate best practices for HCBS case managers and providers across programs.
  - Increase access to self-direction in all HCBS waivers, with particular attention to expanding informal supports, family caregivers, and other workforce-oriented strategies.
  - Improve access to HCBS by developing the Golden Buckeye Connector, a digital bridge to all things useful including a consumer-driven mobile application that connects consumers, care managers, and service providers. ODA and ODM will develop and carry out a marketing strategy to inform the community, providers, stakeholders where to visit (website, 800 #, text, OBLTSS agencies).
  - ODA will establish The Caregiver Center to provide evidence-based research training to caregivers and serve as a central hub of knowledge to drive public policy and optimize health and well-being for family caregivers and their care recipients across Ohio.
  - ODA will use one-time funds to support strategies to expand current adult day services settings to or develop new capacity as these services are a significant need for Ohio’s elderly citizens.
  
- **American Rescue Plan Act (ARPA) |** \$1.434 billion to carry out the activities of the Older Americans Act (OAA) during the program year of **April 1<sup>st</sup>, 2021 to September 30<sup>th</sup>, 2024**. Funds will be distributed according to the funding formula established by the OAA.

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**UPDATE- The Federal Government passed legislation that included a waiver to the state and local match requirements for ARPA. This will allow BHRC and local providers to draw down these funds. More information will be coming.**

## **NEWS**

### **Program & Service Update**

Assessments completed: Region total: *42 from November 1<sup>st</sup> to November 17<sup>th</sup>*

<b>Athens</b>	<b>12</b>	<b>Hocking</b>	<b>2</b>	<b>Perry</b>	<b>7</b>	<b>Meigs</b>	<b>5</b>
<b>Morgan</b>	<b>5</b>	<b>Monroe</b>	<b>1</b>	<b>Noble</b>	<b>0</b>	<b>Washington</b>	<b>10</b>

BHRC's **OBLTSS staff** supported **106 calls totaling 64 hours** (questionnaire Screening, I and R activities which are non-Medicaid related activities like Medicare/OHSHIP help, walk-ins etc., follow up on Waiver referrals, support navigation which is research, mailing info etc.) from **November 1<sup>st</sup> to November 22<sup>nd</sup>**. This time does not include additional duties such as scheduling assessments, managing assessment schedules and other tasks not built into the OBLTSS database.

## **PASSPORT AND ASSISTED LIVING CASELOAD REGIONWIDE**

Current PASSPORT caseload is **787 individuals and 58 individuals** on the Assisted Living Waiver. The decrease in PASSPORT individuals is a result of disenrolling individuals who have been institutionalized for greater than 90 days.

In-person visits continue to be conducted only if there is an immediate health and safety issue that emerges. ODA has requested each AAA provide a plan for BHRC's return to face to face visits. BHRC has determined that staff will return to a normal face to face schedule once infection rates drop below "red" on the State's COVID-19 Dashboard. Management does not feel that it is in the best interest of the region's high-risk elderly population to return to face to face with high COVID-19 infections rates active in the region.

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**CONTACT:** Jennifer Westfall, Aging and Disability Director | [jwestfall@buckeyehills.org](mailto:jwestfall@buckeyehills.org), 740-376-1038  
Dawn Weber, Home Care Director | [dweber@buckeyehills.org](mailto:dweber@buckeyehills.org), 740-376-1041

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## CURRENT INITIATIVES

- **HEAP Outreach** | Regular HEAP outreach continues for the fall and winter months. New billboards will be going up starting in November in seven counties. Radio and television spots will be airing with a new voiceover actor that we hope to continue using in the future for consistent branding. Weekly social media posts will continue. Information is available on our website at [buckeyehills.org/heap](http://buckeyehills.org/heap).
- **Medicare Outreach** | Medicare Open Enrollment promotions will be ending on December 7<sup>th</sup> along with the Open Enrollment period. These promotions included radio, newspaper and social media. The 24,000 prescription medication bags at Davis Drug in Caldwell are likely still being circulated and will continue promotion of Medicare Savings Programs like Extra Help.
- **Vaccine Hesitancy Grant** | The Communications team and Aging Program Development staff have finalized plans for the Vaccine Hesitancy Grant from the Ohio Department of Aging with an awareness ad campaign to be implemented across our eight counties using direct mail and radio advertising from January through September 2022.
- **November Conferences** | Buckeye Hills Regional Council collaborated with the OU Voinovich School on the November 8 Appalachia Forward Conference at the Lodge at Hocking College, providing facilitation of a session on recent federal relief and infrastructure spending and providing materials for the resource table. The following week, BHRC sponsored the Impact Ohio Southeast Regional Conference at Stuart's Opera House, in Nelsonville, on November 19 and provided facilitation of a session on leveraging the region's natural assets for economic development.
- **Caregiver Month Speakers** | The Communications team worked with Caregiver Advocate Darlene Hambel to present two virtual discussion sessions for National Family Caregivers Month on November 3 and November 10. Both sessions were well-attended. The first 25 participants were each mailed a caregiver's care package with a variety of helpful items and information on BHRC services. The sessions were sponsored by AT&T.
- **Development Team Support** | The Communications Team has been providing support to the development team for State of the Region and other conference/event planning for 2022, as well as a Dominion Impact Award submission, and several recent RFPs and meeting notices.

## NEWS

- **Recent Press Releases & Notices**
  - November 4: [Buckeye Hills Regional Council and HealthJay Announce Tech Initiative for Older Adults](#)
  - November 23: [RFP: In- and Out-of-County Non-Emergency Medical Transportation Services \(Washington County\)](#)
  - November 23: [Heating Assistance Available](#)
- **Notable Media Mentions**
  - November 4, PR Newswire: [Buckeye Hills Regional Council and HealthJay Announce Tech Initiative for Older Adults](#)
  - November 5, Marietta Times: [Residents, Staff, Administrators at WC Home Get Tablets](#)
  - November 6, Logan Daily News: [County talks broadband updates, signs letter of support](#)
  - November 12, Columbus Dispatch: [Here's how Columbus and Ohio could benefit from infrastructure bill](#)
  - November 17, WOSU: [The Impact Of The Infrastructure Bill In Ohio](#)
  - November 23, Logan Daily News: [Regional Impact Ohio conference explores economic development](#)

**CONTACT INFO:** Drew Tanner, Communications Director | [dtanner@buckeyehills.org](mailto:dtanner@buckeyehills.org) | 740-376-1030

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## CURRENT INITIATIVES

- **Contract Amendment and Extension for EDA CARES Project** – After unsuccessfully putting the Meigs County Waterfront District Flood Zones EDA CARES Project out for proposals twice, BHRC reached out to American Structurepoint to amend and extend their contract to include the scope of the Meigs County project.

## NEWS

### Program & Service Updates

- **Hiring within the Development Division** includes the positions of the Monroe Mobility Manager, Washington/Noble Mobility Manager, Transportation Manager and GIS Specialist.
- **The Ohio Grants Summit** is a unique online event offering the opportunity to connect local government leaders and financial managers to resources and education to support their management of federal grant funds. This will take place on Tuesday, December 7 from 9 a.m. to 4 p.m.
- **The District 18 Ohio Public Works Fiscal Year 2023 (Round 36) Executive Committee meeting** will be held at 10 a.m. on Tuesday, December 7, 2021 at Buckeye Hills Regional Council. The purpose of this meeting is to review and approve the Fiscal Year 2023 (Round 36) State Capital Improvement Program (SCIP) and the Local Transportation Improvement Program (LTIP) slate of projects. Questions regarding this program should be directed to Michelle Hyer, Development Specialist III/District 18 Liaison, via email at [mhyer@buckeyehills.org](mailto:mhyer@buckeyehills.org) or phone at 740-376-1025.

### Staff Updates

- **Brandi Beaver** utilized the resources collected for MyRecoveryLink to get a young mother into treatment. Brandi worked over the course of a weekend to find the best option for treatment and supported this woman every step of the way.
- **Madelyn Brewer** continues to work with the EDA to move traditional projects forward and projects funded from the CARES Act, including the individual projects in each of the eight counties. See the document in your binder for more information on these projects.
- **Ryan Collins** has been providing updates to members for the Infrastructure Investment and Jobs Act, keeping counties updated on Ohio Broadband Expansion Grant, and working on an environmental review for Washington Coop Make Ready work.
- **Carly Fitz** is working on sharing infrastructure bill updates with residents, elected officials and various entities in Perry County. She is also working with Laurie McKnight, Area 14 workforce coordinator, to possibly bring a fiber technician program to surrounding career centers.
- **Brandi Hesson** completed and posted a request for proposals to expand In- and Out-of-County Non-Emergency Medical Transportation Services in Washington County.
- **Michelle Hyer** hosted the Fiscal Year 2022 (Round 16) committee meeting of the Natural Resources Assistance Council on Thursday, November 18. The purpose of this meeting was to rate and rank the Fiscal Year 2022 (Round 16) application submissions.
- **Jason Pyles** performed and the GIS team conducted 23 traffic counts on a variety of township roads for the ODOT Township Stimulus funding applications that were due on Nov. 19. He and others also located about a half dozen more existing counts for roads that also had requested counts.

- **Melissa Zoller** is working on the USEPA Brownfield application submission, reviewing, revising and submitting the ARC and GOA applications, writing the Federal LDD Admin grant.

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**CONTACT:** Sam Miller, Development Director | [smiller@buckeyehills.org](mailto:smiller@buckeyehills.org) | 740-376-1028

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## CURRENT INITIATIVES

- **GIS Specialist Salary Range** | It is the policy of BHRC to review and adjust the salary scale every three years after January 2020, by increasing the midpoint of the staff positions and salary ranges by the cost of living percentage for the most recent calendar year, adjusting the minimum to 20% below the adjusted midpoint, and adjusting the maximum to 20% above the adjusted midpoint.

We are requesting the salary range for the GIS Specialist position be adjusted now. The current and recommended salary ranges for the GIS Specialist position are:

<u>Current</u>		<u>Recommended</u>	
Minimum:	\$31,753	Minimum:	\$35,980
Mid-Point:	\$39,691	Mid-Point:	\$44,075
Maximum:	\$47,629	Maximum:	\$53,970

- **Interviews** | Job Posting and interviews are currently being conducted/scheduled for the following positions:
  - Special Projects Manager – RISE OH
  - Mobility Managers - Washington/Noble & Monroe Counties
  - Transportation Manager
  - Care Management Coordinator – Athens County area
  - Planning Director

## STAFF UPDATES

- Congratulations goes out to **Brandi Hesson**. She has been offered and has accepted the transfer to Information and Assistance Specialist.
- Congratulations goes out to **Scott Winemiller, LSW**. He has been offered and has accepted the promotion to Provider Development Risk Assessment Specialist.
- **Erin Davis** has resigned effective November 12, 2021.
- **Nicole Gilliam** has resigned effective November 26, 2021.

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**CONTACT INFO:** Angie Lawrence, Human Resources Manager | [alawrence@buckeyehills.org](mailto:alawrence@buckeyehills.org) | 740-376-1031

*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

## CURRENT INITIATIVES

- **GIS Specialist Salary Range** | It is the policy of BHRC to review and adjust the salary scale every three years after January 2020, by increasing the midpoint of the staff positions and salary ranges by the cost of living percentage for the most recent calendar year, adjusting the minimum to 20% below the adjusted midpoint, and adjusting the maximum to 20% above the adjusted midpoint.

We are requesting the salary range for the GIS Specialist position be adjusted now. The current and recommended salary ranges for the GIS Specialist position are:

<u>Current</u>		<u>Recommended</u>	
Minimum:	\$31,753	Minimum:	\$35,980
Mid-Point:	\$39,691	Mid-Point	\$44,075
Maximum:	\$47,629	Maximum:	\$53,970

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



## PERSONNEL COMMITTEE REPORT

November 6, 2021 through December 3, 2021

### **RESIGNATIONS/TERMINATIONS**

Erin Davis	Provider Development Risk Assessment Specialist	11/12/21
Nicole Gilliam	GIS Specialist	11/26/21

### **RETIREMENT**

None

### **NEW HIRE**

None

### **PROMOTIONS**

None

### **TRANSFERS**

None



## REQUEST FOR APPROVAL OF EXPENDITURES

ANNUAL RENEWALS 2022\*

December 3, 2021

### Organization Dues

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\$18,307.00 Ohio Association of Area Agencies on Aging  
• Annual Membership Dues and Training Fees  
Funding Source: General Administration

### Insurance

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\$19,218.00 American Bankers Insurance Company  
• Annual Renewal of Flood Insurance on Building Contents  
Funding Source: Indirect

\$22,925.00 Philadelphia Insurance Companies  
• Annual Renewal of Liability and Property Insurance  
Funding Source: Indirect

### Professional Services

---

\$17,950.00 Perry and Associates CPAs, A.C.  
• Annual Agency Single Audit  
Funding Source: Indirect

\$13,470.00 Perry and Associates CPAs, A.C.  
• Compilation of Agency Financial Statements  
Funding Source: Indirect

### Software and Licenses

---

\$14,171.00 Wellsky  
• Annual Renewal of SAMS Program hosting and licensing  
• Used for service tracking for Title III Older American Act Programs  
• Renews licenses for BH staff and Title III Providers  
Funding Source: Title III Administration

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**\$106,041.00 Total Request**

*\*Estimated Not to Exceed. All amounts have a projected 3% increase from prior year.*

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

**buckeyehills.org**





# Quote

111 Industry Road, Suite 207  
 Marietta, OH 45750  
 Phone: (740) 371-5100

DATE 11/24/2021

Customer ID Buckeye Hills

**Customer information:**

Prepared by: Brian Guthrie  
 ordered by: Amanda Reeder

## Buckeye Hills Regional Council

**Comments or Special Instructions:**

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
					<b>Due on receipt</b>

QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE?	AMOUNT
1	Signs: Polaris 10mm 96x224 Double Sided Full Color LED Display	\$ 29,152.00	N	\$ 29,152.00
1	Install	\$ 1,000.00	N	\$ 1,000.00
			SUBTOTAL	\$ 30,152.00
			TAX RATE	7.25%
			SALES TAX	\$ -
			OTHER	\$ -
			TOTAL	\$ 30,152.00

*Excessive revisions are subject to design change fee and end pricing could change to reflect this.*

**THANK YOU FOR YOUR BUSINESS!**

The following Quote Terms and Conditions ("Terms") only apply to transactions that do not have a written agreement, duly executed by both parties. If there is such an agreement, then those terms shall be the terms that govern the transaction and relationship of the parties. In the absence of such a written agreement, duly executed by both parties, then these Terms provide you ("Purchaser") with the guidelines and legal stipulations of your purchase order ("Order") with Signality Signs and Graphics Specialists ("Seller") for the goods and/or services that are described on the face of the Quote.

**GOVERNING LAW AND JURISDICTION.** The statutes and laws of the State of Ohio, without regard to the conflicts of law principles thereof, shall govern this quote and all disputes and/or disagreements arising hereunder. Both parties agree and hereby submit to the exclusive jurisdiction and venue of the state or federal courts, in Washington County, Ohio, with respect to any and all disputes arising out of or relating to these Terms or any of the transactions contemplated hereby; and each party irrevocably submits to the jurisdiction of such court, waives any objection that it may now or hereafter have to the venue or convenience of such forum, and agrees that all such disputes shall be heard and determined in such court.

**LIMITATION OF LIABILITY.** SIGNALITY'S AGGREGATE LIABILITY ARISING FROM OR RELATING TO THIS QUOTE AND THESE TERMS IS LIMITED TO THE AMOUNT PAID BY PURCHASER FOR THE GOODS AND/OR SERVICES. TO THE MAXIMUM EXTENT ALLOWABLE UNDER APPLICABLE LAW, SELLER SHALL NOT BE LIABLE UNDER THIS QUOTE FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT, OR PUNITIVE DAMAGES INCLUDING, WITHOUT LIMITATION, LOST REVENUES, EVEN IF SELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE LANGUAGE OF THIS SECTION SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THIS QUOTE.

**PAYMENT TERMS.** Payment terms are the earlier of i) net thirty (30) days from the date of Purchaser's order, or ii) upon pick-up of Purchaser's order. All payments will be made in US Dollars. If Purchaser is delinquent in the payment of any invoice, Supplier may, in its discretion and without prejudice to its other rights, withhold shipment (including partial shipments) of any order and require

QUANTITY	DESCRIPTION		UNIT PRICE	TAXABLE?	AMOUNT
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Purchaser to prepay for further shipments until complete payment has been received. These payment terms apply to any order for any goods or services, including but not limited to, all finished goods, and all other invoicing by Signality or purchase orders or quotes issued by Signality. Invoices over thirty (30) days past due will be assessed a monthly 1.5% finance charge.



# **COST ALLOCATION PLAN**

**For Fiscal Year Beginning July 1, 2022 and Ending June 30, 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)

**Buckeye Hills Regional Council (EIN: 31-0843760)**

**1400 Pike Street**

**Marietta, Ohio 45750**

**Tel. (740) 374-9436, Fax (740) 373-1594**

**Contact Person(s):**

**Misty Crosby, Executive Director**

**Email: mcrosby@buckeyehills.org**

**Denise Keyes, Fiscal Director**

**Email: dkeyes@buckeyehills.org**

**A. INTRODUCTION**

**Buckeye Hills Regional Council was created as an agency established by agreement among its members pursuant to Section 167.01-08 of the Ohio Revised Code. The Council is organized as a voluntary organization of local government political subdivisions in Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry and Washington Counties to foster a cooperative effort in regional planning, programming, and implementing regional plans and programs. The Council is also organized as a forum for the discussion and study of common problems of a regional nature and for the development of policy and action recommendations relating thereto.**

**B. COST ALLOCATION METHODOLOGY**

**This proposal is for a Cost Allocation Plan (Plan) to cover the period beginning July 1, 2022 and ending June 30, 2023. This proposal is based on the Council's actual costs reconcilable to the audited financial statements for its fiscal year ending June 30, 2020. The status of our cost allocation plan is (please select one):**

- (a) This is our initial request for the approval of our cost allocation plan. None of the federal agencies have ever officially approved of our cost allocation plan.**
- (b) We have received an official written approval of our cost allocation plan from Department of Commerce Economic Development Administration and the Appalachian Regional Commission. Attached you will find our three (3) most recent approval letters.**
- (c) We have received an official written approval of our cost allocation plan from Interior Business Center, U.S. Department of the Interior.**

**This proposal addresses all elements of costs incurred by the Council and identifies shared costs that require allocation. The Council direct charges costs to programs when appropriate. Joint costs are prorated individually as direct costs to each category and to each award using a base most appropriate to the particular cost being prorated.**

**Buckeye Hills maintains adequate internal controls to ensure that no cost is charged both directly and indirectly to Federal contracts or grants.**

**C. DIRECT COSTS**

**Direct costs are costs that can be identified specifically with a project or activity and therefore are charged to that project or activity. The accounting system records these costs as they are incurred within the series of accounts assigned for that purpose. Further distribution is not required.**

#### D. INDIRECT COSTS

**Indirect costs are costs incurred for common or joint objectives and therefore cannot be readily and specifically identified with a particular project or activity. Indirect costs are (please select one)**

- (a) direct charged to all programs and grants, or
- (b) grouped into common pool(s) and then distributed to benefiting activities by a cost allocation process.
- (c) none of the above. Indirect costs are (fill in the blank) \_\_\_\_\_.

#### E. COST POOL AND BASE FOR DISTRIBUTION

**The Council has created an Administrative Services (Indirect) Pool consisting of salaries, fringe benefits, and other costs. The Administrative Services (Indirect) Pool is charged with all the indirect costs as defined above. The pool is distributed to the various program activities on the basis of direct salaries, including vacation, holiday, and sick pay but excluding other fringe benefits expended on those activities. Distribution of actual Administrative Services (Indirect) costs is performed on a monthly basis. Each category of non-salary expenditures has been analyzed based on the facts. The Elements of Cost (Schedule A) explains the allocation between Direct and Administrative Services (Indirect) Costs.**

#### F. SUPPORTING FINANCIAL STATEMENTS, SUMMARY SCHEDULE AND UNALLOWABLE COSTS

**NOTE: Organization must include a complete copy of the audited financial statements with their proposal submission. Audited financial statements for Fiscal Year 2020 are included as Attachment 1.**

**The Schedule of Total Expenditures (Schedule B) contained in this proposal is based on unaudited financial statements and expenditures for fiscal year 2021.**

**Unallowable and Excludable Costs – Unallowable costs are not included in this plan and are paid with unrestricted funds that do not include direct salary.**

#### G. DESCRIPTION OF ACCOUNTING SYSTEM

**Buckeye Hills Regional Council uses a modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e. when they become both measurable and available). “Measurable” means the amount of the transaction can be determined, and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related liability is incurred.**

**We have not made any significant changes during the proposal fiscal year (1) to our accounting system, or (2) to the definition or to the accounting treatment of any expense category (e.g. a change in building/equipment costing methodology, capitalization level, or a change in charging an expense from direct to indirect or visa versa).**

**H. INDIRECT SALARIES**

Listed below are the positions, functions, and annual salaries for the people who comprise the Administrative Services Pool. These positions are charged the applicable percentage to Administrative Services.

Position and % Indirect	Function	Salary
<b>Program Assistant (50%)</b>	<b>Clerical</b>	<b>\$20,088</b>
<b>Executive Director (100%) current</b>	<b>General Management</b>	<b>\$8,612</b>
<b>Executive Director (100%) to be hired</b>	<b>General Management</b>	<b>\$80,000</b>
<b>Administrative Assistant (50%)</b>	<b>Clerical</b>	<b>\$11,926</b>
<b>Assistant Executive Director (100%)</b>	<b>General Management</b>	<b>\$90,582</b>
<b>Fiscal Assistant (50%)</b>	<b>Accounting and Related Activities</b>	<b>\$15,225</b>
<b>Fiscal Director (100%)</b>	<b>Accounting and Related Activities</b>	<b>\$75,194</b>
<b>Assistant Fiscal Director (50%)</b>	<b>Accounting and Related Activities</b>	<b>\$32,381</b>
<b>HR/Payroll Manager (100%)</b>	<b>Human Resources and Payroll Accounting</b>	<b>\$61,063</b>
<b>IT Director (50%)</b>	<b>Information Technology</b>	<b>\$34,033</b>
<b>Fiscal Assistant (25%)</b>	<b>Accounting and Related Activities</b>	<b>\$8,737</b>
<b>Office Coordinator (50%)</b>	<b>Clerical</b>	<b>\$14,321</b>
<b>Communications Specialist (25%)</b>	<b>Communications</b>	<b>\$9,407</b>
<b>Executive Assistant (50%)</b>	<b>Clerical Support to Executive Director</b>	<b>\$25,696</b>
<b>Communications Director (100%)</b>	<b>Communications</b>	<b>\$63,075</b>
	<b>Total Administrative Services Pool Salaries:</b>	<b>\$550,340</b>

Buckeye Hills' time and attendance tracking system requires employees to select programs/funds to which to charge work time. Employees' time is tracked daily and totaled by fund to support compliance with the standards of 2 CFR 225 Appendix B Subsection 8.h.(4). A recently completed time sheet is included as Attachment 2.

**I. INDIRECT FRINGE BENEFITS**

**Fringe benefits associated with the positions within the Administrative Services (Indirect) Pool are as follows:**

<b>FICA</b>		<b>\$7,980</b>
<b>State Unemployment</b>		<b>\$694</b>
<b>State Workers Compensation</b>		<b>\$4,378</b>
<b>Health, Dental, Vision and Life Insurance</b>		<b>\$149,870</b>
<b>Retirement Plan</b>		<b>\$68,578</b>
<b>TOTAL</b>		<b>\$231,507</b>

**All employees of Buckeye Hills are provided the benefits listed above with the exception of Health, Dental, Vision and Life Insurance. Only full-time employees are offered the Health, Dental, Vision and Life Insurance package.**

**J. SCHEDULE OF FINANCIAL ASSISTANCE**

See Schedule C

**K. ORGANIZATION CHART**

See Schedule D

**L. COST ALLOCATION PLAN CERTIFICATION**

See Attachment 3

I certified that the above cost allocation plan is correct and accurate to the best of my knowledge.

**Signature:** \_\_\_\_\_

**Print Name:** Denise Keyes

**Title:** Fiscal Director

**Date:** 12/03/2021

SCHEDULE A – Elements of Cost

Elements of Cost	Methodology of Allocation
<b>Advertising</b>	<b>Direct Program Cost and Indirect Cost</b>
<b>Audit</b>	<b>Indirect Cost</b>
<b>Building Maintenance</b>	<b>Indirect Cost</b>
<b>Communications</b>	<b>Direct Program Cost and Indirect Cost</b>
<b>Contract Services</b>	<b>Direct Program Cost and Indirect Cost</b>
<b>Equipment Lease/Purchase</b>	<b>Direct Program Cost and Indirect Cost</b>
<b>Equipment Maintenance</b>	<b>Direct Program Cost and Indirect Cost</b>
<b>Governing Board Expense</b>	<b>Indirect Cost</b>
<b>Insurance</b>	<b>Direct Program Cost and Indirect Cost</b>
<b>Legal</b>	<b>Direct Program Cost and Indirect Cost</b>
<b>Office Supplies</b>	<b>Direct Program Cost and Indirect Cost</b>
<b>Organizational Dues</b>	<b>Direct Program Cost and Indirect Cost</b>
<b>Other Costs</b>	<b>Direct Program Cost and Indirect Cost</b>
<b>Postage</b>	<b>Direct Program Cost and Indirect Cost</b>
<b>Printing</b>	<b>Direct Program Cost and Indirect Cost</b>
<b>Registration Fee</b>	<b>Direct Program Cost and Indirect Cost</b>
<b>Software and License</b>	<b>Direct Program Cost and Indirect Cost</b>
<b>Space</b>	<b>Direct Program Cost and Indirect Cost</b>
<b>Subscriptions</b>	<b>Direct Program Cost and Indirect Cost</b>
<b>Training Expense</b>	<b>Direct Program Cost and Indirect Cost</b>
<b>Travel</b>	<b>Direct Program Cost and Indirect Cost</b>



FY 2023 Schedule B

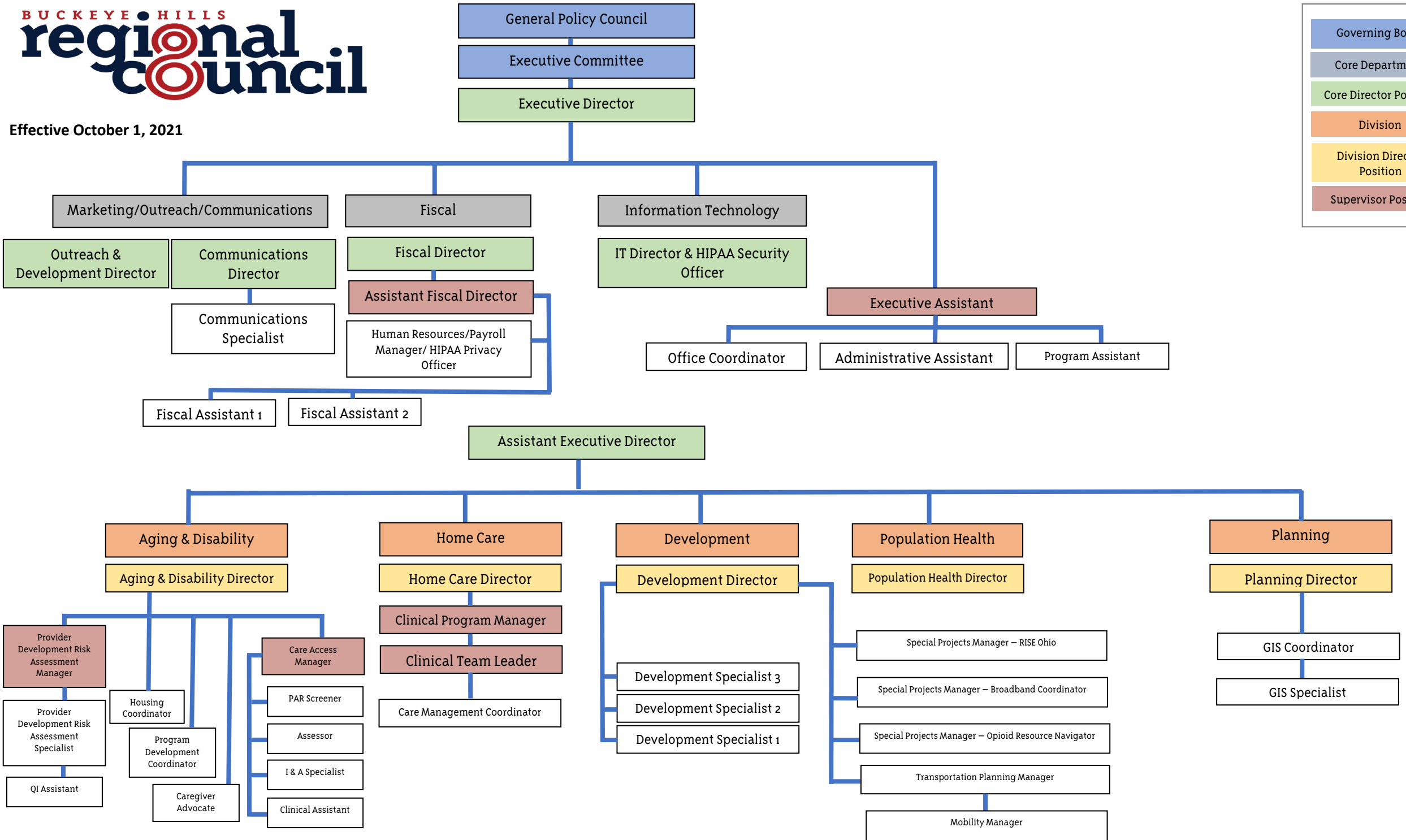
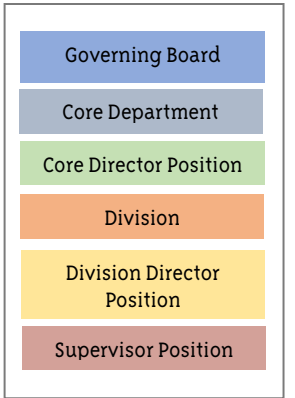
BUDGET CATEGORY	ECONOMIC DEVELOPMENT ADMIN.	APPALACHIAN REGIONAL COMMISSION	COMMUNITY DEVELOPMENT	REGIONAL TRANSPORTATION PLANNING	AGING ADMINISTRATION	PASSPORT & ASSISTED LIVING PROGRAMS	HOUSING	CARE COORDINATION	GENERAL ADMINISTRATION	INDIRECT	TOTAL
Salaries and Wages	159,603.59	131,334.06	153,656.83	147,697.78	118,710.39	1,645,292.63	22,448.20	28,762.06	226,499.75	563,258.69	3,197,263.98
Fringe Benefits	86,614.19	51,550.02	72,076.41	107,754.42	46,072.52	723,685.19	6,509.04	12,519.10	96,539.12	264,252.55	1,467,572.56
Advertising	1,000.00	0.00	824.89	10,000.00	46,979.00	0.00	0.00	0.00	0.00	0.00	58,803.89
Audit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00
Building Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,000.00	11,000.00
Communications	1,650.00	3,100.00	4,000.00	2,850.00	2,000.00	51,000.00	500.00	500.00	7,500.00	18,000.00	91,100.00
Contract Services	300,000.00	0.00	0.00	0.00	7,000.00	7,000.00	0.00	0.00	30,000.00	20,000.00	364,000.00
Equipment Lease/Purchase	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,350.00	1,350.00
Equipment Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	12,000.00	17,000.00
Governing Board Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00	40,000.00
Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
Office Supplies	1,500.00	3,977.19	2,874.35	4,500.00	4,000.00	51,815.29	500.00	1,372.44	2,300.00	10,000.00	82,839.27
Organizational Dues	550.00	0.00	500.00	2,500.00	0.00	200.00	0.00	0.00	15,500.00	20,000.00	39,250.00
Other Costs	100.00	500.00	200.00	980.00	0.00	1,050.00	0.00	0.00	200.00	300.00	3,330.00
Postage	0.00	0.00	1,908.08	0.00	0.00	17,500.00	0.00	0.00	1,000.00	4,000.00	24,408.08
Printing	0.00	500.00	0.00	0.00	5,000.00	0.00	500.00	0.00	0.00	750.00	6,750.00
Registration Fee	900.00	2,500.00	1,500.00	2,000.00	1,200.00	3,000.00	200.00	0.00	1,500.00	5,500.00	18,300.00
Software and Licenses	2,068.33	1,400.00	3,215.00	4,026.19	5,000.00	7,000.00	0.00	0.00	1,000.00	65,000.00	88,709.52
Space	10,658.00	13,017.00	6,355.00	11,404.00	19,161.00	80,212.00	4,019.00	4,078.00	50,859.00	55,579.00	255,342.00
Subscriptions	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,100.00
Training Expense	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	2,500.00	2,500.00	10,000.00
Travel	4,200.00	8,000.00	10,000.00	6,746.44	6,000.00	90,000.00	4,312.45	2,000.00	2,500.00	24,000.00	157,758.89
Subtotal Other	322,626.33	32,994.19	31,477.32	45,006.63	96,340.00	313,777.29	10,031.45	7,950.44	119,859.00	323,479.00	1,303,541.65
<b>Total</b>	<b>568,844.11</b>	<b>215,878.27</b>	<b>257,210.56</b>	<b>300,458.83</b>	<b>261,122.91</b>	<b>2,682,755.11</b>	<b>38,988.69</b>	<b>49,231.60</b>	<b>442,897.87</b>	<b>1,150,990.24</b>	<b>5,968,378.19</b>

**FY 2023 Schedule C**

<b>Department of Commerce</b>			<b>Federal</b>	<b>3,781,543.77</b>
	<b>Economic Development - Support for Planning Organizations</b>	<b>70,000.00</b>	<b>State</b>	<b>2,052,566.88</b>
	<b>Economic Development - Opportunity Zone</b>	<b>421,262.83</b>	<b>Fee for Service</b>	<b>93,267.54</b>
	<b>Economic Development ARPA</b>	<b>107,218.23</b>	<b>Local Cash</b>	<b>41,000.00</b>
<b>Appalachian Regional Commission</b>				<b>5,968,378.19</b>
	<b>Appalachian Research, Technical Assistance and Demonstration Projects</b>	<b>209,000.00</b>		
<b>Ohio Development Services Agency</b>				
	<b>Appalachian Local Development District</b>	<b>170,000.00</b>		
	<b>Broadband Support</b>	<b>117,595.00</b>		
	<b>ODSA Housing Grant</b>	<b>25,000.00</b>		
<b>Ohio Public Works Commission</b>				
	<b>Clean Ohio Green Space Conservation Program</b>	<b>15,000.00</b>		
	<b>Infrastructure Administration</b>	<b>65,000.00</b>		
<b>Ohio Department of Transportation</b>				
	<b>Federal Highway Administration</b>	<b>296,856.64</b>		
	<b>State Transportation Planning</b>	<b>16,607.08</b>		
<b>Ohio Department of Aging</b>				
	<b>Federal Medicaid</b>	<b>2,322,469.20</b>		
	<b>State Medicaid Waiver</b>	<b>1,548,312.80</b>		
	<b>Title III of the Older Americans Act</b>	<b>310,757.87</b>		
	<b>Low Income Home Energy Assistance</b>	<b>20,979.00</b>		
	<b>Medicare Improvements for Patients and Providers Act</b>	<b>23,000.00</b>		
	<b>Senior Community Services Block Grant</b>	<b>89,441.00</b>		
	<b>Alzheimer's Respite</b>	<b>2,861.00</b>		
<b>Ohio Arts Council</b>		<b>2,750.00</b>		
<b>Fee for Service Contract Revenue</b>		<b>93,267.54</b>		
<b>Local Cash Match</b>		<b>41,000.00</b>		
<b>Total</b>		<b>5,968,378.19</b>		



Effective October 1, 2021



**Buckeye Hills Regional Council**  
Report: Time details with approvals

**Status codes**  
**N** = Entered   **F** = Finalized   **A** = Approved  
**R** = Rejected   **X** = Exported

Details for **Simmons, Jeannette**  
inSITE #: **1159** Employee #: **1159**  
Payroll status: **Non-exempt**  
inSITE user group: **Supervisor**  
For the period **10/31/2021** to **11/13/2021**

Status	Date	Amount	Prog Elem Code	Entered
Approved	11/1/21	4.00	3220 : ARC	Simmons, J 11/3/21 7:57 AM
Approved	11/1/21	4.00	9990 : INDIRECT COST POOL	Simmons, J 11/3/21 7:57 AM
Approved	11/2/21	1.25	9990 : INDIRECT COST POOL	Simmons, J 11/3/21 7:58 AM
Approved	11/2/21	4.50	9990 : INDIRECT COST POOL	Simmons, J 11/3/21 7:58 AM
Approved	11/2/21	1.25	3220 : ARC	Simmons, J 11/3/21 7:58 AM
Approved	11/3/21	3.00	9990 : INDIRECT COST POOL	Simmons, J 11/5/21 3:34 PM
Approved	11/3/21	2.00	9990 : INDIRECT COST POOL	Simmons, J 11/5/21 3:34 PM
Approved	11/3/21	2.00	3220 : ARC	Simmons, J 11/5/21 3:34 PM
Approved	11/4/21	8.00	9990 : INDIRECT COST POOL	Simmons, J 11/5/21 3:35 PM
Approved	11/5/21	6.50	9990 : INDIRECT COST POOL	Simmons, J 11/5/21 3:34 PM
Approved	11/5/21	1.00	9990 : INDIRECT COST POOL	Simmons, J 11/5/21 3:34 PM
Approved	11/5/21	1.00	3220 : ARC	Simmons, J 11/5/21 3:34 PM
Approved	11/8/21	7.00	Time Off -Other	Crosby, M 10/4/21 10:22 AM
Approved	11/9/21	7.00	Time Off -Other	Crosby, M 5/14/21 11:34 AM
Approved	11/10/21	7.00	Time Off -Other	Crosby, M 10/6/21 9:44 AM
Approved	11/11/21	7.00	Time Off -Other	McConnell, M 1/14/21 7:58 AM
Approved	11/12/21	7.00	Time Off -Other	Crosby, M 10/6/21 9:44 AM
	<b>Totals</b>	<b>Hours</b>	<b>73.50</b>	

**FY 2023 Attachment 3**

**Cost Allocation Plan Certification**

**This is to certify that I have reviewed the indirect cost rate proposal prepared and maintained herewith and to the best of my knowledge and belief:**

- (1) All costs included in the proposal dated December 3, 2021 to establish indirect costs rate for July 1, 2022 through June 30, 2023 are allowable in accordance with the requirements of the Federal awards to which they apply and OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F.R. Part 200). Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.**
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or casual relationship between the expenses incurred and the agreements to which they are allocated in accordance with the applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.**
- (3) The provisional indirect cost rate calculated with the proposal is 47.8084%, which was calculated using a direct cost base type of Salary. The calculations were based on actual costs from fiscal year 2021 to obtain a federal indirect cost billing rate for fiscal year 2023.**
- (4) All documentation supporting the indirect cost rate identified above must be retained by the Recipient. This rate should be reviewed and validated as part of the Recipient's annual financial audit.**

**Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729); and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.**

**Organization Name: Buckeye Hills Regional Council**

**Signature**

**Name of Authorized Official:**

**Misty Crosby**

**Title:**

**Executive Director**

**Email Address and Phone:**

**[mcrosby@buckeyehills.org](mailto:mcrosby@buckeyehills.org) 740.376.1034**

**Date of Execution:**

**12/03/2021**



**A RESOLUTION GRANTING PERMISSION TO ACCEPT AND IMPLEMENT THE OHIO DEPARTMENT OF DEVELOPMENT AMERICAN RESCUE PLAN ACT SUPPLEMENTAL EDA STATEWIDE PLANNING GRANT OPPORTUNITY IN THE BHRC REGION: EMPOWERING LOCAL LEADERS IN OHIO'S APPALACHIAN REGION TO MAKE DATA-DRIVEN STRATEGIC INVESTMENTS THAT WILL CREATE ECONOMIC OPPORTUNITIES**

Resolution #2021/12-02

**Whereas**, Buckeye Hills Regional Council (BHRC) is designated as a Local Development District by the federal Appalachian Regional Commission and as an Economic Development District by the US Department of Commerce Economic Development Administration; and

**Whereas**, BHRC is a multi-county planning organization, or council of governments, that facilitates community-based, regionally driven economic development; and

**Whereas**, the Economic Development Administration (EDA) – Chicago Regional Office extended an invitation to the State of Ohio Department of Development (ODOD) to apply for \$1,000,000 in American Rescue Plan Act Supplemental Awards for Statewide Planning; and

**Whereas**, the ODOD's proposes to address the needs in Ohio's Appalachian region, which covers more than 39 percent of the state and includes the 8-county BHRC Region; and

**Whereas**, the ODOD plans to disburse funding to the Local Development Districts serving the Appalachian region to elevate project development and coordinate planning for large-scale projects that utilize various funding sources to position disadvantaged communities for additional investment and growth.

**NOW THEREFORE, BE IT RESOLVED BY BUCKEYE HILLS REGIONAL COUNCIL** Misty Crosby, Executive Director, is authorized to complete, sign, submit, and/or execute a grant agreement or contract with the Ohio Department of Development in the amount of \$250,000 and to prepare and submit any additional documentation necessary to signify acceptance of an offer of award and to perform actions necessary to enable successful execution of project deliverables.

Passed on this third day of December 2021.

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Ron Moore, President

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Lenny Eliason, Vice President

## **American Rescue Plan Act Statewide Planning Awards Project Narrative**

### **Project Title: Empowering Local Leaders in Ohio's Appalachian Region to make data-driven strategic investments that will create economic opportunities**

#### Introduction

Prior to the COVID-19 pandemic, Ohio's strategic economic and community development framework targeted areas of the state colored by poverty, the loss of good-paying jobs associated primarily with mining and manufacturing, and the related personal and community instability that has implications for health and education delivery systems. These problems have been exacerbated by the opioid crisis and now the worldwide pandemic. The historic infusion of federal dollars creates an opportunity for Ohio to leverage the existing economic development framework and advance large-scale strategic planning to make a difference where we need it most.

Much of this need is concentrated in Ohio's Appalachian region, covering more than 39 percent of the state, following the eastern and southern borders in 32 contiguous counties. The region is sparsely populated with about 125 persons per square mile compared with 388 in the rest of the state (2017 American Community Survey). The Ohio Appalachian counties include medium- and large-sized cities, small villages, unincorporated communities, farmland, and rural and industrial areas. Historically characterized as economically depressed and geographically isolated, the Appalachian region has been home to a self-reliant and independent people with strong ties to the land and their families. Historically, this region has experienced higher unemployment rates than the rest of the country. Additionally, these counties have lower incomes and higher rates of poverty.

Appalachia Ohio is served by four Economic Development Districts (EDDs) as designated by the U.S. Economic Development Administration. The four EDDs also serve as Local Development Districts (LDDs) for the Appalachia Regional Commission (ARC). Buckeye Hills Regional Council, Eastgate Council of Governments, Ohio Mid-Eastern Government Association (OMEGA) and Ohio Valley Regional Development Commission (OVRDC) serve the 32 designated ARC counties and one additional county designated under EDA. The EDDs are multi-county planning organizations, or council of governments, that facilitate community-based, regionally driven economic development. Through this grant award, Ohio will use the EDDs to expand existing services and coordinate planning for large-scale projects that utilize other federal dollars, and state and local funds to empower our poorest communities to succeed.

Ohio's EDDs have helped guide the activities of this grant to align with their Comprehensive Economic Development Strategy (CEDS) plans. The scope of work aligns with the goals and focus areas of the four CEDS documents and compliments the work Ohio's State Strategy and Four-Year Planning Document provided to ARC. The EDDs are well equipped to carry out the activities outlined in this application. As noted in the Ohio 2020 Appalachian Return on Investment Report, across the four EDDs/LDDs, the \$4.3 million investment by the Governor's

Office of Appalachia (GOA), coupled with \$5.8 million investment of the Appalachian Regional Commission, helped Appalachian Ohio leverage more than \$71.9 million through 46 projects in the region.

### Activities, Outputs, and Outcomes

The impact of the COVID-19 pandemic and resulting economic recession has been devastating for Ohio's poor communities that were already struggling. An ongoing challenge is the lack of infrastructure and human capacity to adequately address economic development issues. Our goal is to position communities with increased organizational capacity and access to experts, organizations, and processes that enable them to advance their communities. The grant will empower the EDDs to collaborate and support long-term planning efforts, better connecting them to funding.

COVID-19 also brought opportunity for the region. Our natural resources and laid-back, small-town lifestyle were an instant draw to people wanting to escape the stresses of pandemic life in a large city. Visitors to our state parks and nature preserves increased in 2020. Additional assistance will help Ohio develop a more regional approach to attracting visitors to our communities and natural resources and expand the regional Broadband network.

With this additional investment from the Economic Development Administration, Ohio will be able to expand the services currently provided to the communities in the region by retaining experts and consultants for more focused planning and project development. The expansion of these services will strengthen the region's economy by providing access to resources for needed infrastructure improvements to include broadband, downtown revitalization, brownfields, workforce and entrepreneurship development.

Each EDD will take a localized approach tailored to their organization and counties. Buckeye Hills will create a planning director position and a position to support the work of their Development Director. The two positions will collaboratively support the long-term planning efforts of communities and better connect them with funding opportunities. Eastgate will establish a Broadband Technical Assistant Coordinator and an ARPA Technical Assistance Coordinator, as well as look at ways to utilize brownfield development resources and increase tourism. OMEGA will retain consultants with broadband and workforce experience, as well as those able to provide community technical assistance and project planning activities. They will also look at ways to provide recovery to work solutions and other workforce activities that will increase employment opportunities. And OVRDC team will also work with consultants with broadband expertise and consultants who can assist with large-scale transformational broadband, infrastructure, industry cluster, downtown revitalization asset-based development and park/recreation projects.

Through this grant, Ohio will:

- Provide specialized, regional technical assistance



- Increase the ability for disadvantaged communities to access data to better inform decision making
- Generate locally driven revitalization plans
- Connect communities to Ohio's state parks and nature areas
- Identify high-priority community and economic development projects
- Coordinate across communities for comprehensive regional use of ARPA funding
- Focus planning to take advantage of all available funding sources including federal and state programs

The product of this work will include:

- Identification of unique assets
- Addressed needs of downtown revitalization for disadvantaged communities
- Improvement on existing or the development of new area industry clusters
- Assistance in the expansion of broadband resources
- Workshops to assist communities in obtaining affordable internet
- Comprehensive strategies to capitalize on regional assets
- Identify and facilitate working relationships between the communities and outside partners
- Coordinated regional planning that will assist in large-scale community projects
- Capitalization on the increase draw of visitors to our region

Through this work, we will instill pride and a sense of hope in our struggling communities. We will empower local leaders to make data-driven strategic investments that will create economic opportunities.

### Partners and Cross Collaboration

The Governor's Office of Appalachia will provide the EDDs with support and additional assistance as needed. In addition to the close working relationship with GOA, the EDDs also will partner with their regional chambers, port authorities, local economic development partners and foundations, education institutions, labor unions and federal/state/and local governments. Our EDDs also have a strong relationship JobsOhio, the state economic development entity, and their local partner network which includes Team Neo, Redi Cincinnati and Ohio Southeast.

### Budget

Each EDD will receive \$250,000 for project activities. A detailed budget is provided with this application and a more specific budget for each EDD is available.

### Proposed Schedule and Subawards

The work of this grant will commence upon receipt of funds. Ohio will create an opportunity for regional economic development planning with a focus on targeted struggling communities and incentivizing large-scale regional work. The opportunity will be released within 60 days of receipt of award and subawards will be made within 120 days to EDD's or other eligible regional

economic development organizations that serve Ohio's poorest communities. The strategic planning will commence immediately with final plans due by the end of the federal grant period.

The EDDS will aim for an October 1, 2021, date to hire staff, consultants or others to begin implementation of the deliverables.

### Conclusion

This grant opportunity will provide the framework to ensure our economic development initiatives are data-driven, take full advantage of all available one-time funding, and maximize collaboration for large scale regional results to turn around struggling communities that have been disproportionately impacted by the pandemic.



## INVESTING IN SOUTHEAST OHIO

# EDA CARES UPDATE

Buckeye Hills Regional Council was awarded funding in June 2020 from the U.S. Economic Development Administration through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. BHRC divided these dollars equally to each of the eight counties, allowing each county the opportunity to choose a planning project with a budget of up to \$27,500. A synopsis of each project is below.

**Athens County** is undergoing an industry diversification study with Red Tiger Investments, LLC. This effort has been led by the Athens County EDC and has included meetings and in-person tours of available and developable sites throughout Athens County. This study is slated for completion by the end of 2021.

**Hocking County** CIC is working with OHM Advisors on an update to their land use plan, inclusive of education surrounding zoning and potential for zoning as the county continues to see exponential growth due to tourism in the Hocking Hills. This project has a completion date of March 2022.

In **Meigs County**, BHRC is seeking to expand the contract of American Structurepoint to complete a Downtown Flood Zone study. American Structurepoint, which was the successful bidder for Monroe County's project, is confident in its ability to perform the scope of work, given some minor modifications. This project will be completed by March 2022.

**Monroe County** has undergone a downtown building assessment with the firm American Structurepoint. This included a visit to five sites in downtown Woodsfield resulting in recommendations for remediation or demolition. This project will be completed by the close of 2021.

**Morgan County** is working with Burgess and Niple on a plan to develop a county-owned site on SR 60 for the potential of light manufacturing. The initial kick-off meeting and site visit will be on December 8. This project will be completed before March 2022.

**Noble County** is pursuing a plan for the revitalization of the county seat, Caldwell. This has included a visit to the town with the consultants at Designing Local, who created a community survey and suggested updates to signage, including wayfinding signage. Designing Local specializes in historic tax credits and is providing guidance on how best to pursue the utilization of these programs. This project will be completed in March 2022.

**Perry County** will work with the firm Ice Miller and the BHRC Broadband team to expand their efforts towards broadband access throughout the county. A kick-off meeting is scheduled for the coming weeks. This project will be completed by March 2022.

**Washington County** has worked with IBI Group on a plan to remediate or remove and install a wastewater treatment plant on the site of a previous industrial facility. This project will be completed by the end of 2021.

Questions about these projects may be directed to Madelyn Brewer at 740-516-5909 or [mbrewer@buckeyehills.org](mailto:mbrewer@buckeyehills.org).



**A RESOLUTION GRANTING PERMISSION TO AMEND AND EXTEND CONTRACT FOR MEIGS COUNTY  
EDA CARES ACT RECOVERY ASSISTANCE PROJECT**

Resolution #2021/12-01

**Whereas**, the Economic Development Administration – Chicago Regional Office awarded Buckeye Hills Regional Council an EDA CARES Act Recovery Assistance grant in the amount of \$398,247; and

**Whereas**, Buckeye Hills Regional Council collaborated with local economic development agencies in the 8 counties to create and fund county-wide planning projects that will inform the development of the Regional Comprehensive Economic Development Strategy; and

**Whereas**, Buckeye Hills Regional Council allocated \$27,500 per county to procure proposals through a formal request for proposals process; and

**Whereas**, after two rounds of request for proposals solicitation, the Meigs County Downtown Flood Zone study did not receive any responses; and

**Whereas**, pursuing another round of request for proposals solicitation would delay this project from the designated completion date of March 2022; and

**Whereas**, Buckeye Hills Regional Council entered into a contract with American Structurepoint to conduct a similar scope of work in Monroe County; and

**Whereas**, American Structurepoint has agreed to take on an approved revised scope of work for the Meigs County Downtown Flood Zone study.

**NOW THEREFORE, BE IT RESOLVED BY BUCKEYE HILLS REGIONAL COUNCIL** Misty Crosby, Executive Director, is authorized to amend and extend the current contract with American Structurepoint to include an additional \$27,500 to complete the revised Meigs County Downtown Flood Zone study scope of work to ensure all county projects stay on the timeline to be completed by March 2022.

Passed on this third day of December 2021.

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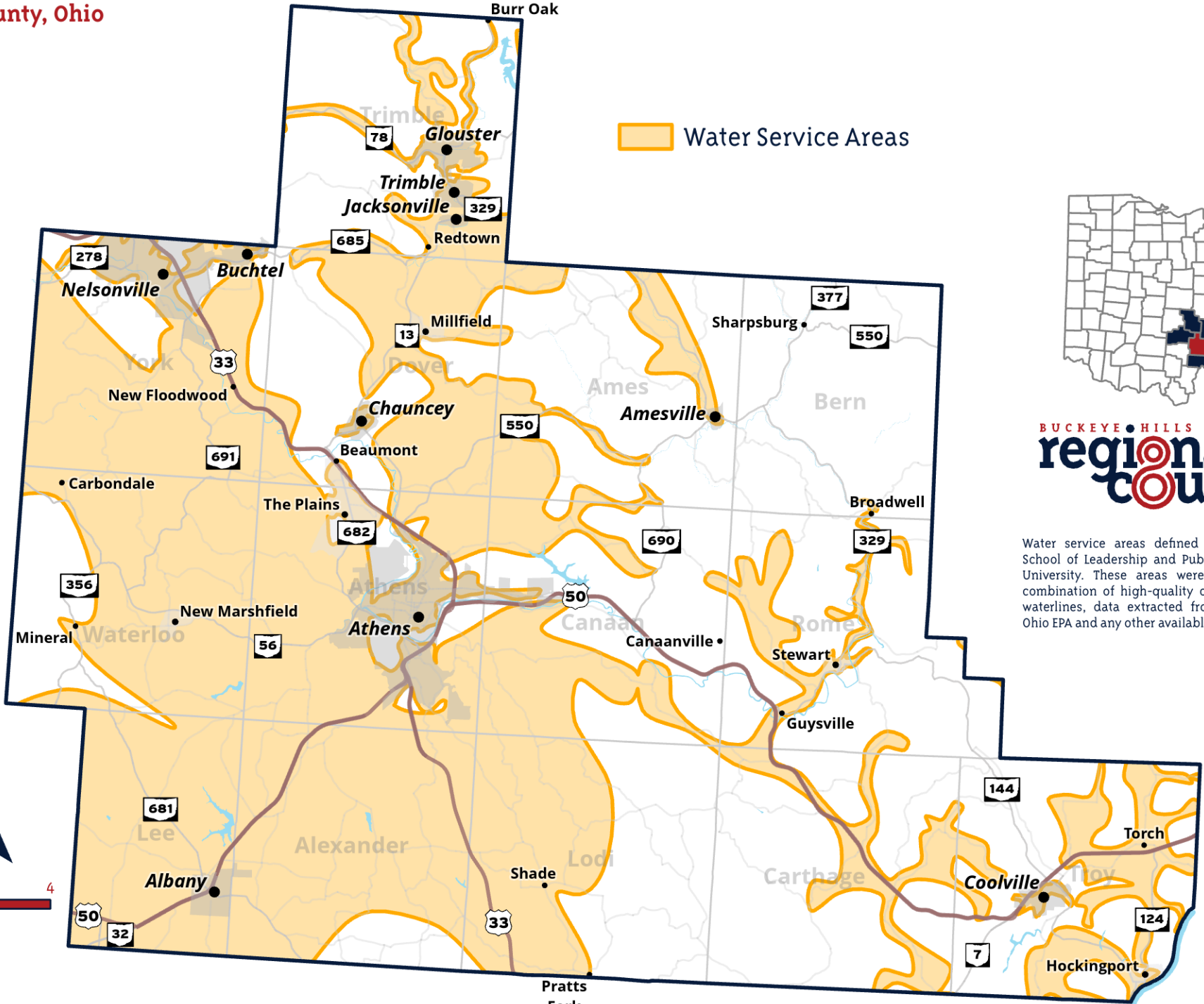
Ron Moore, President

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Lenny Eliason, Vice President

# Areas Served by Public Water

Athens County, Ohio



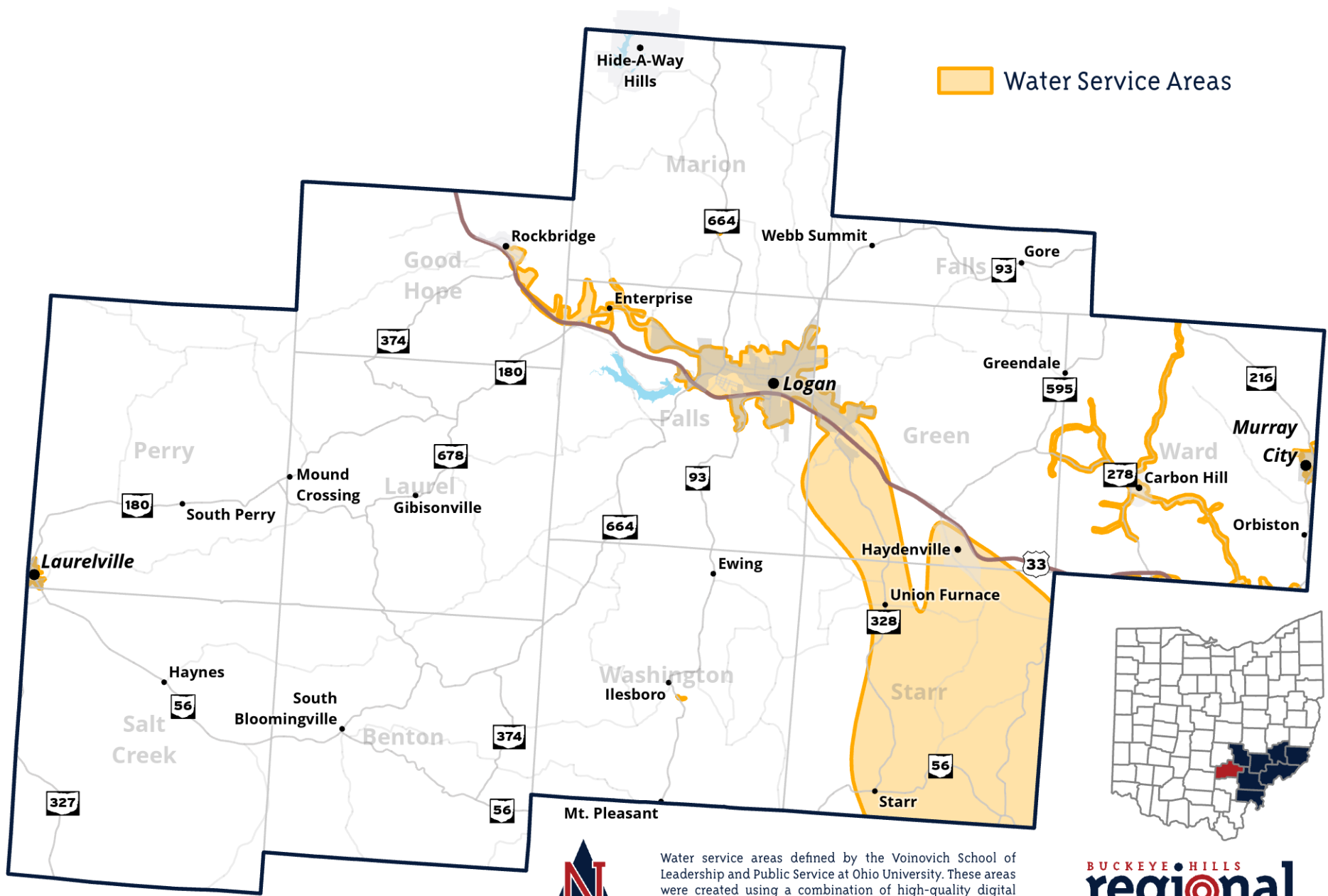
BUCKEYE HILLS  
**regional  
council**

Water service areas defined by the Voinovich School of Leadership and Public Service at Ohio University. These areas were created using a combination of high-quality digital drawings of waterlines, data extracted from records at the Ohio EPA and any other available sources.



# Areas Served by Public Water

Hocking County, Ohio



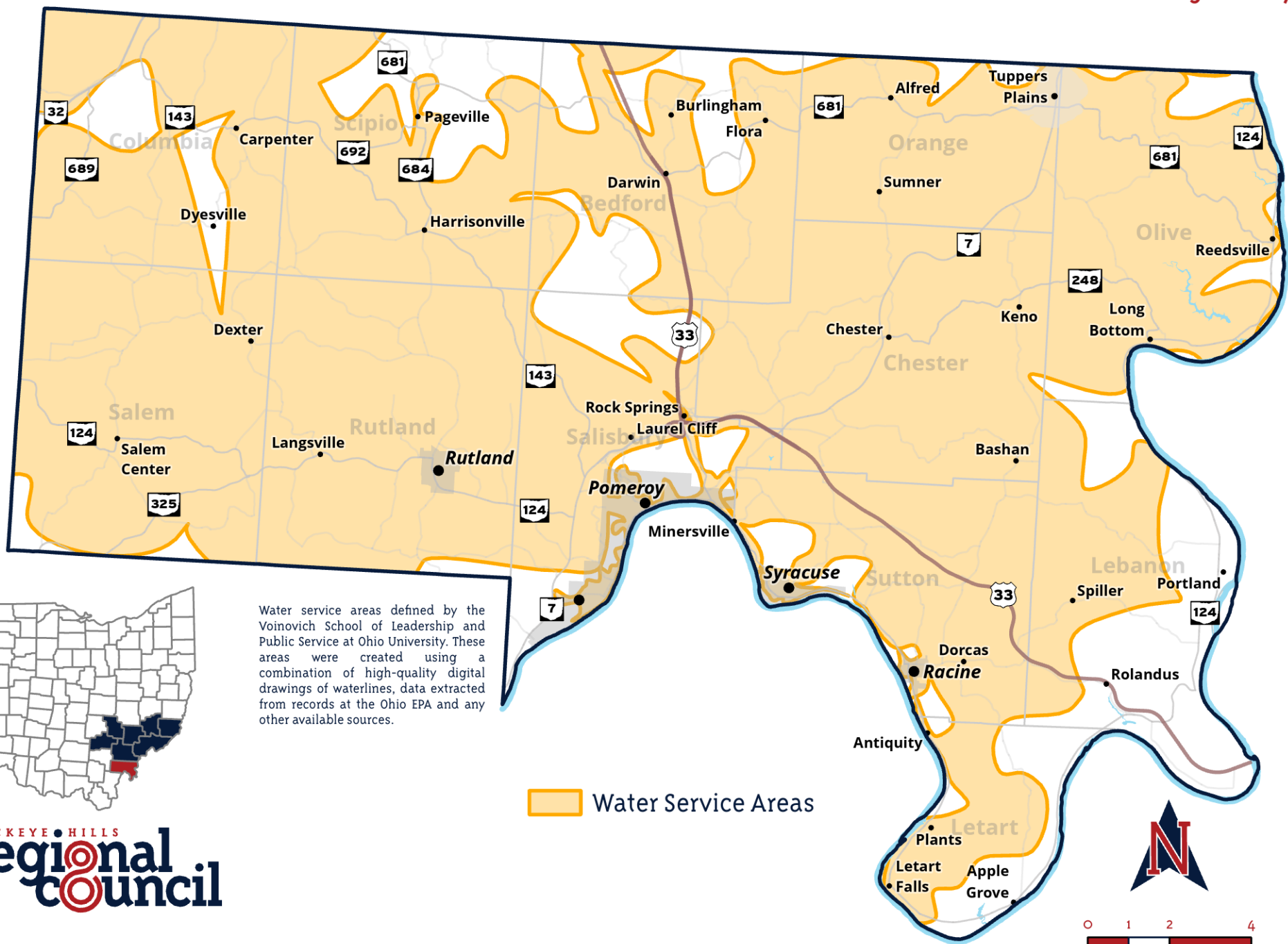
Water service areas defined by the Voinovich School of Leadership and Public Service at Ohio University. These areas were created using a combination of high-quality digital drawings of waterlines, data extracted from records at the Ohio EPA and any other available sources.





# Areas Served by Public Water

## Meigs County, Ohio

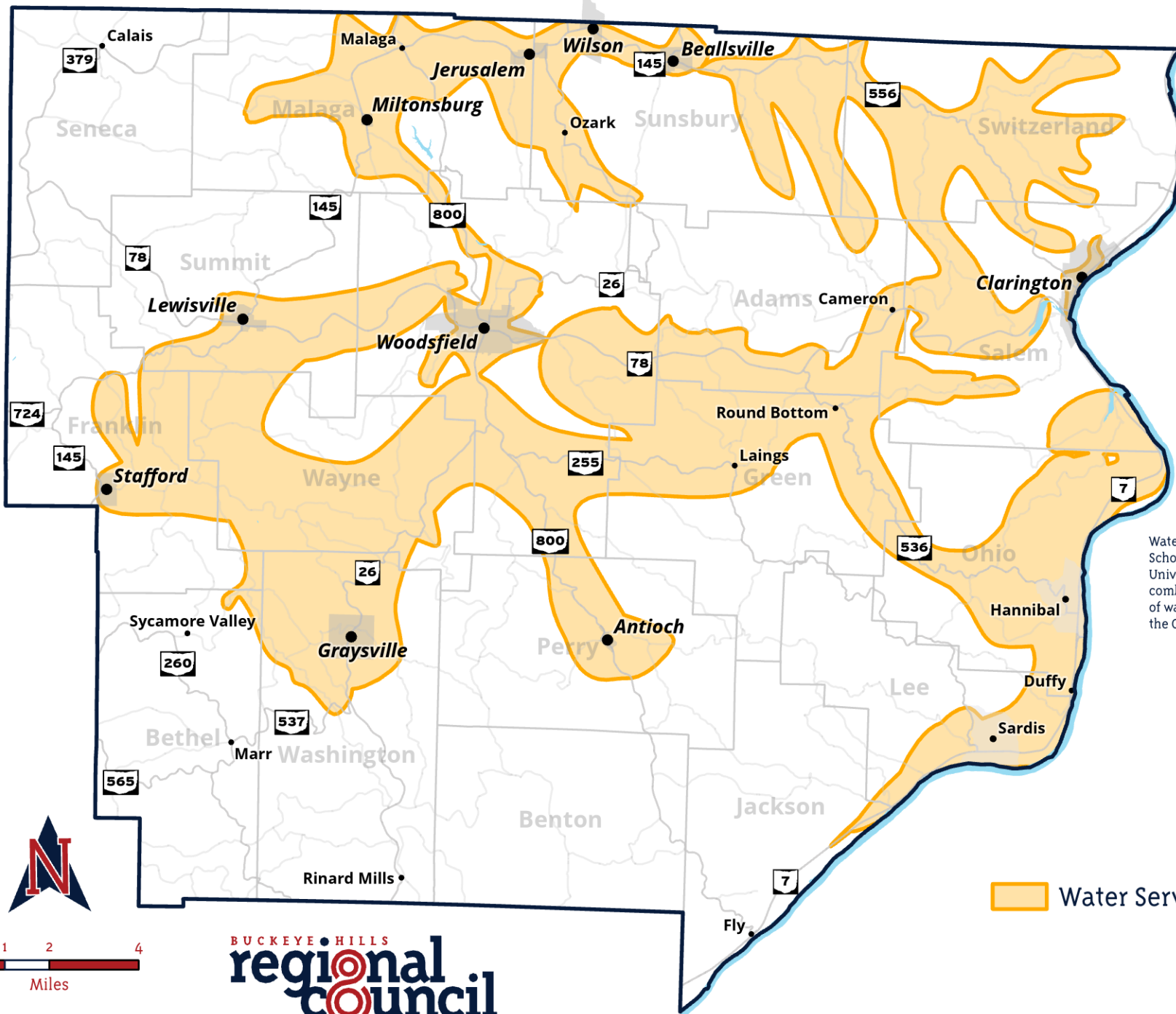


Water service areas defined by the Voinovich School of Leadership and Public Service at Ohio University. These areas were created using a combination of high-quality digital drawings of waterlines, data extracted from records at the Ohio EPA and any other available sources.



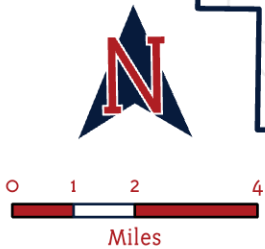
# Areas Served by Public Water

## Monroe County, Ohio



Water service areas defined by the Voinovich School of Leadership and Public Service at Ohio University. These areas were created using a combination of high-quality digital drawings of waterlines, data extracted from records at the Ohio EPA and any other available sources.

 Water Service Areas

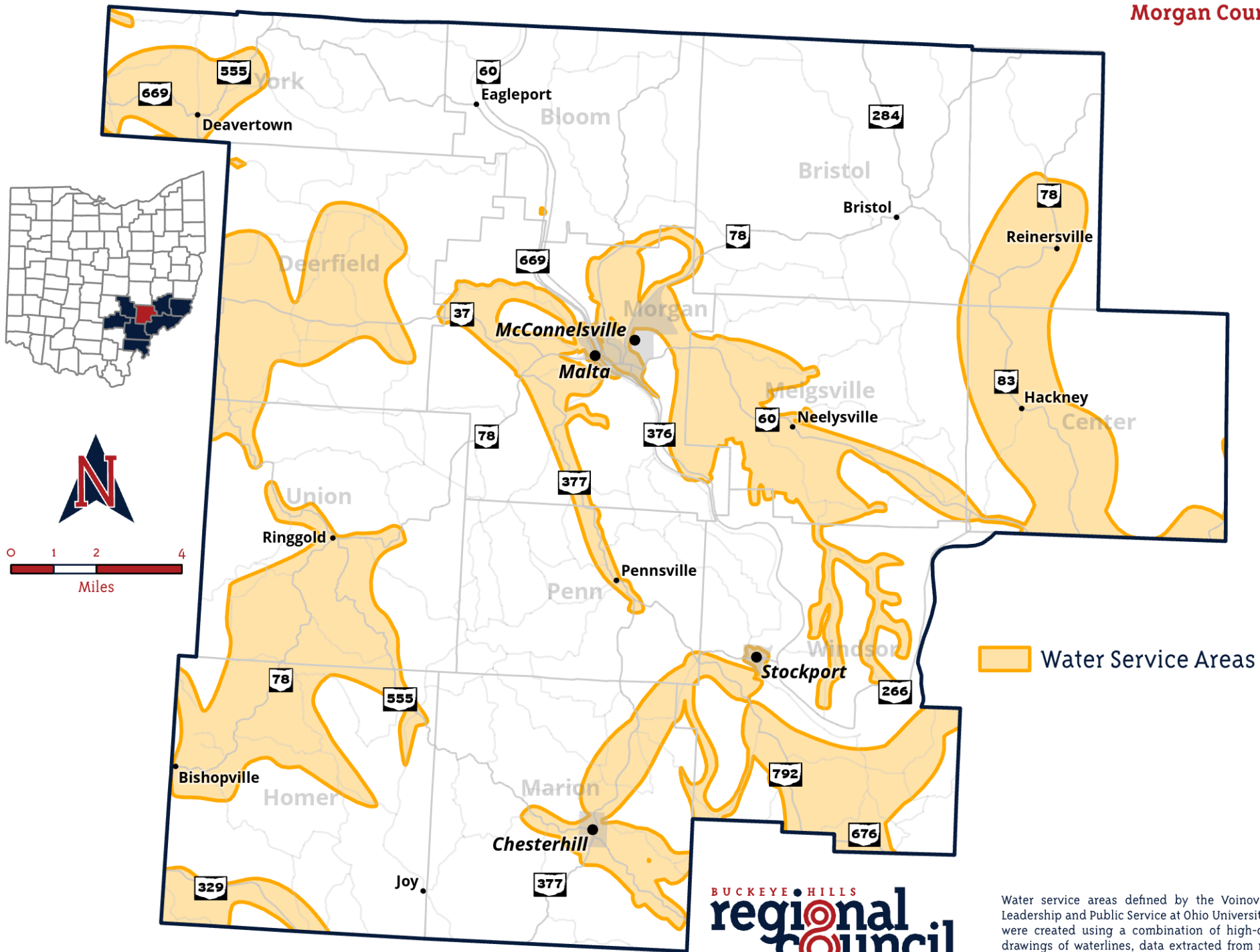


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council**



# Areas Served by Public Water

## Morgan County, Ohio

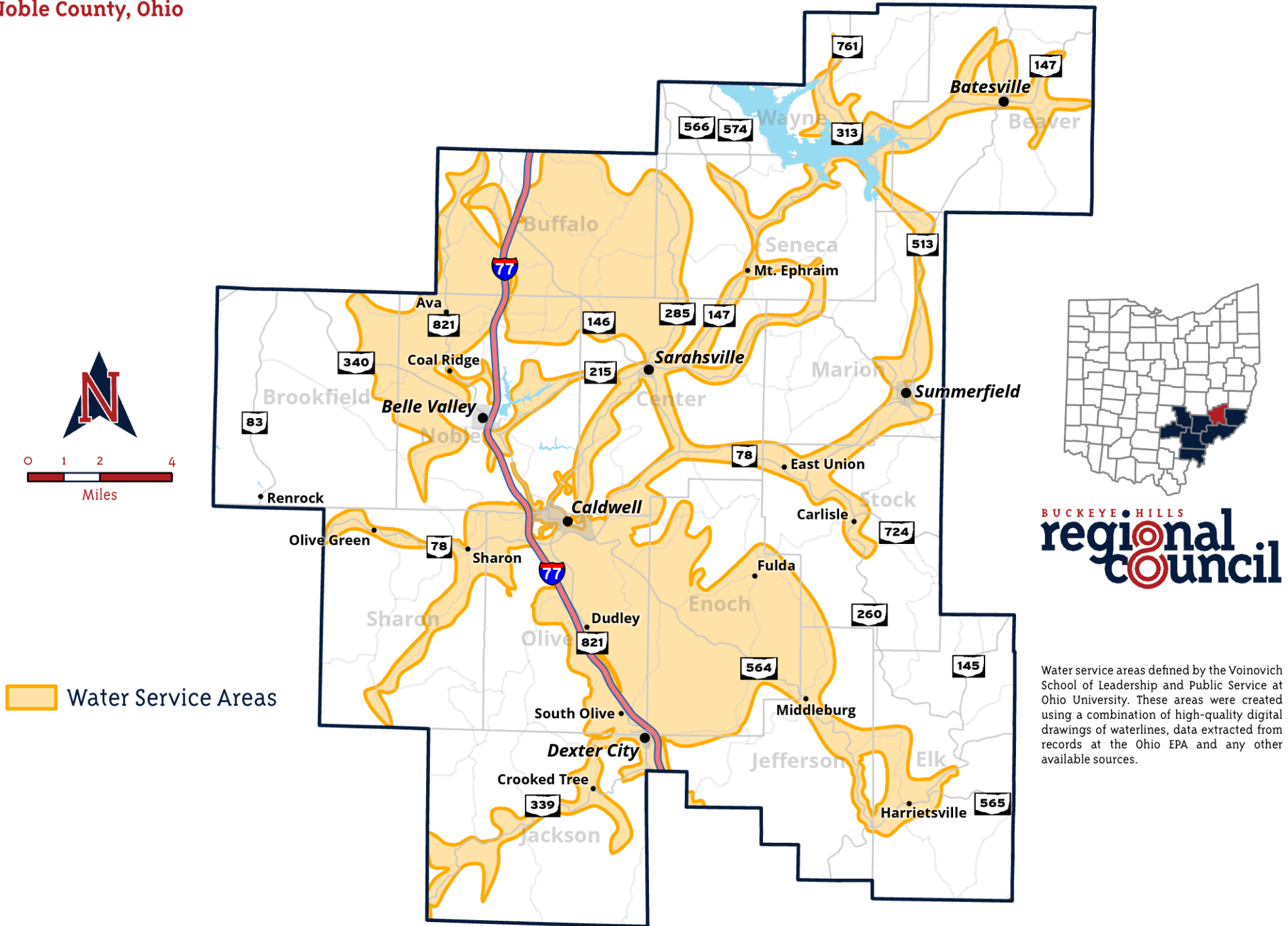


Water service areas defined by the Voinovich School of Leadership and Public Service at Ohio University. These areas were created using a combination of high-quality digital drawings of waterlines, data extracted from records at the Ohio EPA and any other available sources.



# Areas Served by Public Water

Noble County, Ohio

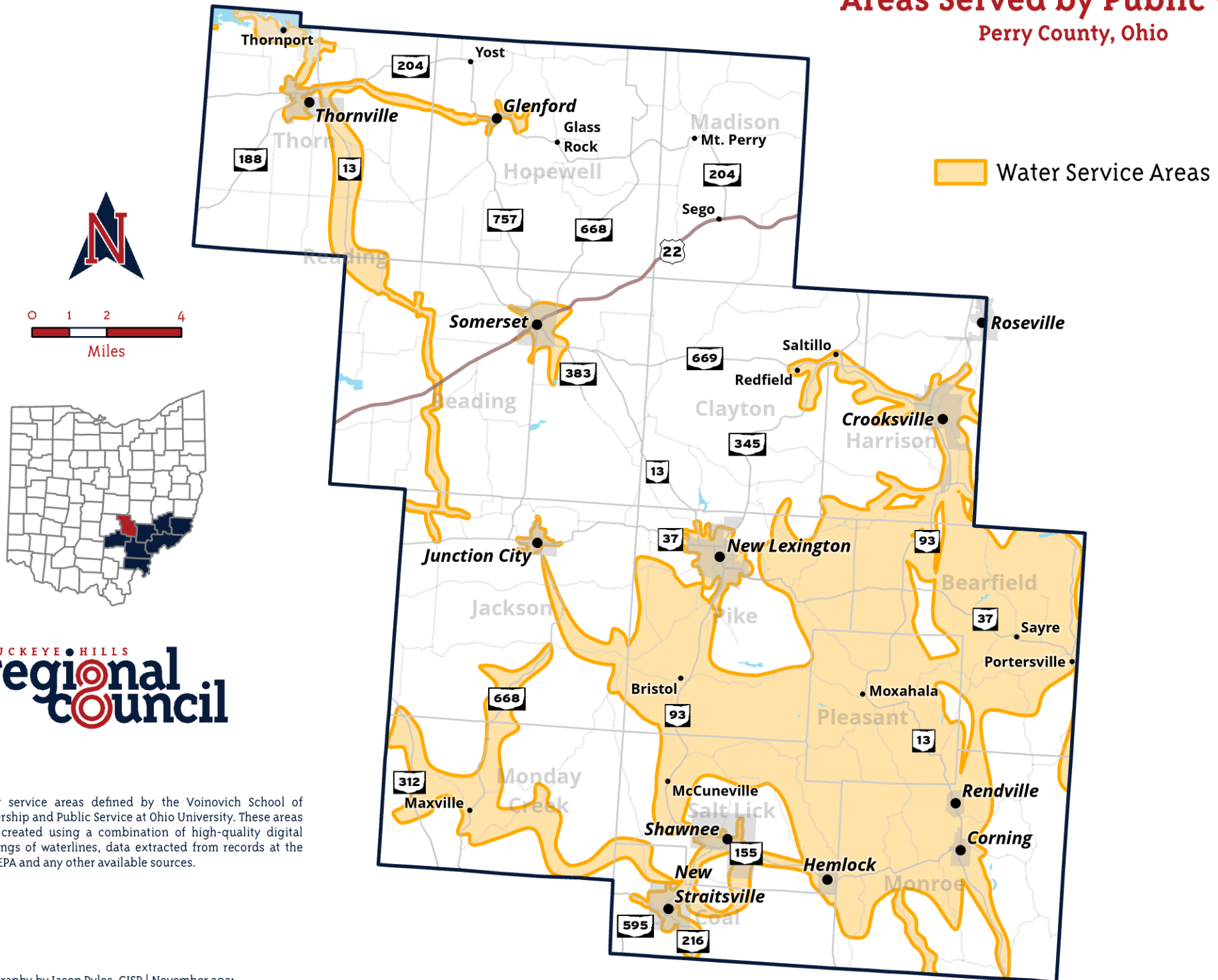


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Water service areas defined by the Voinovich School of Leadership and Public Service at Ohio University. These areas were created using a combination of high-quality digital drawings of waterlines, data extracted from records at the Ohio EPA and any other available sources.

# Areas Served by Public Water

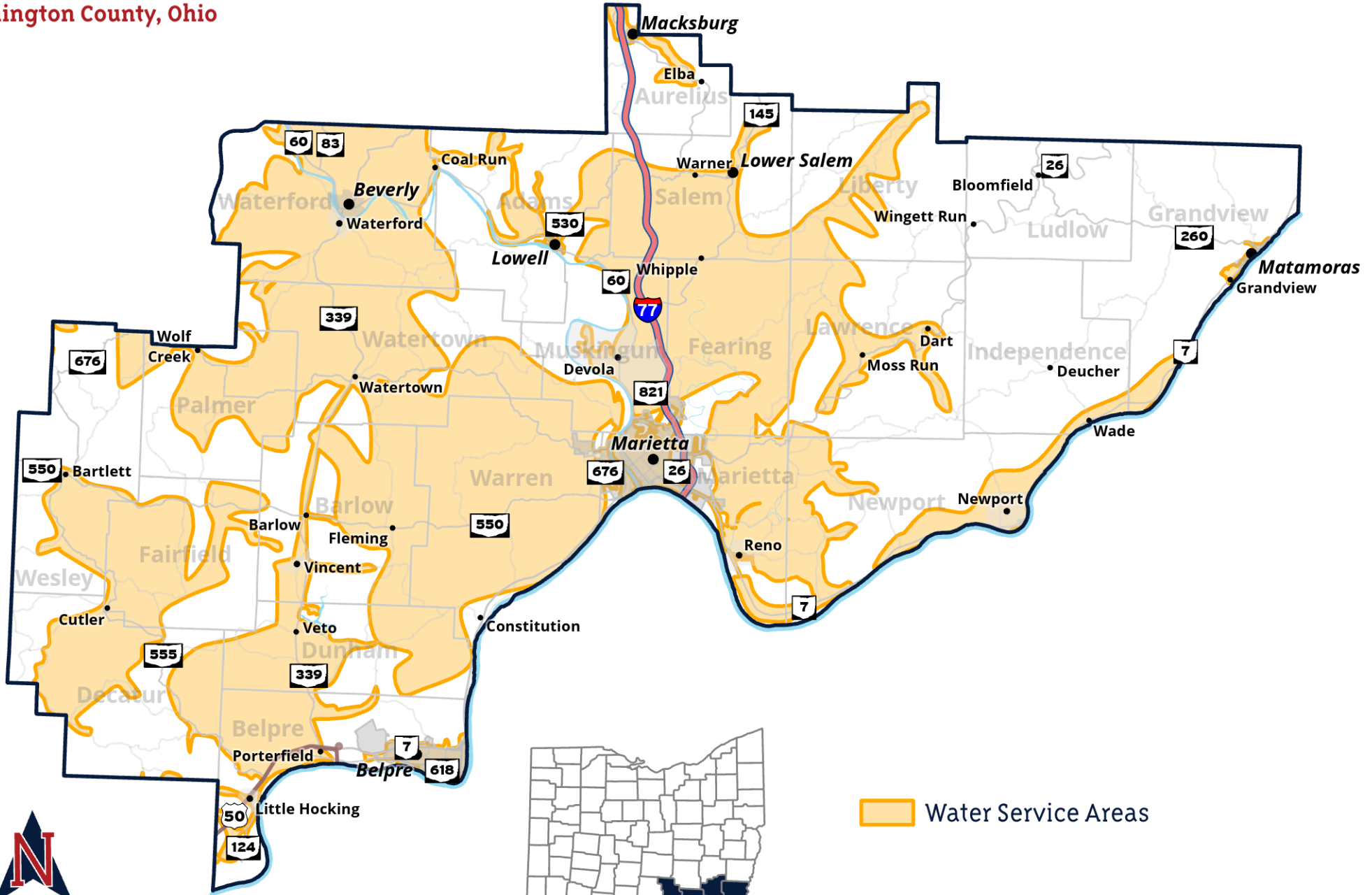
## Perry County, Ohio



Water service areas defined by the Voinovich School of Leadership and Public Service at Ohio University. These areas were created using a combination of high-quality digital drawings of waterlines, data extracted from records at the Ohio EPA and any other available sources.

# Places Served by Public Water

Washington County, Ohio



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**regional**  
**council**

Water service areas defined by the Voinovich School of Leadership and Public Service at Ohio University. These areas were created using a combination of high-quality digital drawings of waterlines, data extracted from records at the Ohio EPA and any other available sources.



## ANNOUNCEMENTS

- **Village of Amesville ARC Broadband Grant Award** | The Appalachian Regional Commission (ARC) has awarded a \$750,000 grant to Athens County Commissioners for the Amesville Ohio Broadband Project. The project will add 9.8 miles of fiber-optic network and contract an internet provider to offer broadband service to 124 households and 16 businesses. This improved service will enable remote learning, telehealth, and telework opportunities and expand economic investment in the county. Athens County will contract with Hocking Athens, Perry Community Action Agency (HAPCAP) to implement the grant, in partnership with Buckeye Hills Regional Council, the Governor's Office of Appalachia, and Broadband Ohio. In addition to the \$750,000 grant from ARC, local funds will provide \$216,320 to bring the total funding amount to \$966,320. The ARC's investment will bring 100 Mbps download, 20 Mbps upload speed service to the area, and will enable future upgrades to 1000 Mbps speeds.

## CURRENT INITIATIVES

- **Appalachia Forward** | BHRC partnered with the Voinovich School, GOA, and LDDs to present Appalachia Forward on November 8 at The Lodge at Hocking College. I facilitated a discussion on COVID Relief Opportunities for local governments. The agenda also included an overview of ARC's 2022 POWER Program, how to pull together fundable Creative Community Revitalization projects, and a winning Capital Bill request. Over lunch attendees heard discussions and highlights of advocacy efforts ongoing throughout the region. The day's sessions were recorded and may be viewed online here: <https://www.ohio.edu/voinovich-school/appalachia-forward>
- **Impact Ohio 2021 Southeast Regional Conference** | BHRC sponsored tables for staff and board members at the biennial Impact Ohio Southeast Regional Conference. Agenda topics included Boosting Small Business in Southeast Ohio, Leveraging Ohio's Natural Assets as a Strategy for Economic Development (moderated by BHRC's Development Director Sam Miller), Enhancing the Region's Workforce Ecosystem, as well as updates from Ohio Representative Jay Edwards, Ohio's Auditor of State, the Honorable Keith Faber, and Ohio's Secretary of State, the Honorable Frank LaRose.
- **Succession Planning: Executive Director Search** | Executive Committee and Succession Planning Committee members should have by now received a copy of the draft RFP developed to enable selection of a firm to assist the board to find the best possible candidate to serve as the next Executive Director of BHRC. If the board approves, the RFP will be issued on December 15, 2021 and responses will be due back to BHRC by January 15, 2022. The intent is to review the responses and bring a request to contract for services to the Executive Committee at its February 2022 meeting.

## STATE UPDATES

- **JobsOhio American Rescue Plan Guidebook** | With many local entities receiving a significant infusion of funds, JobsOhio set out in mid-April to work with local, regional, and state leaders to learn their plan for ARP funds, share best practices, and support leaders in maximizing the potential economic impact of ARP funds. The effort had the following objectives:
  - Identify investment ideas and initiatives intended to maximize long-term benefit to Ohio's economy
  - Ensure Ohio's competitiveness among states in the Midwest
  - Augment JobsOhio's economic development strategies

In order to achieve these objectives, JobsOhio and their Network Partners engaged more than 20 major partner organizations and over 200 local leaders and elected officials to understand their priorities and needs as well as opportunities for collaboration and co-investment. The Guidebook addresses what they learned from those conversations, national best practices, and Treasury guidance regarding the tools and information requested by local leaders. You can learn more and download a copy of the guidebook [HERE](#).

## FEDERAL UPDATES

- **Infrastructure Investment and Jobs Act** | Last month, the U.S. House passed the bipartisan Infrastructure Investments and Jobs Act (IIJA), sending the legislation to President Biden to be signed into law. The IIJA aims to help rebuild our nation's infrastructure and economy by investing in locally-owned infrastructure and preserving local decision-making. The package authorizes \$973 billion over five years from FY 2022 through FY 2026, including \$550 billion in new investments for all modes of transportation, water, power and energy, environmental remediation, public lands, broadband, and resilience. Buckeye Hills has created a [resource page on our website](#) examining the various pieces of the legislation as they relate to broadband, transportation, the Appalachian Regional Commission, drinking water and wastewater, and more.
- **\$1.75 Trillion "Build Back Better" Bill** | The House passed the [Build Back Better \(BBB\)](#) infrastructure reconciliation bill with a 220-213 vote along party lines on November 22. Now that the bill has passed in the house, BBB will be sent to the Senate where it is expected to be amended, and once passed in the Senate, sent back to the House for a final vote. The ultimate passage of the bill in the Senate remains uncertain, as negotiations continue to face hurdles. The House version of the BBB bill proposes \$5 billion in funding for the U.S. Department of Commerce Economic Development Administration (EDA), including funding for planning, project pre-development, technical assistance, and capacity building. A [recent analysis](#) by the National Association of Counties (NACo) of the \$1.75 trillion package provides an in-depth overview of the key provisions in the package of significance to county and local governments.

Key provisions include:

- \$5 billion to the Economic Development Administration, including the Economic Adjustment Assistance Program and new Recompete Grants for Persistently Distressed Communities program.
- Authorizes the Medicaid Reentry Act, a key priority for counties, which would allow incarcerated individuals to receive services covered by Medicaid 30 days prior to their release from jail
- Permanently extends post-partum Medicaid coverage from 30 days to 12 months, providing additional access to health services for county residents and reducing uncompensated care costs for county health entities
- New investments in child care and early learning programs with the opportunity for counties to receive direct funding to expand access, quality, and affordability for working families
- Establishes new Rural Partnership Program, which aims to enhance rural communities' access to federal community and economic development funding

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

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- Additional funding to support county efforts in expanding critical nutrition programs aimed at reducing child hunger
- Short-term extension of the Child Tax Credit, which will significantly reduce childhood poverty and lead to significant savings across county health, child welfare, criminal justice, and anti-poverty systems and services
- More than \$1 billion in additional Title III Older Americans Act funding in support of nutrition services, caregiver support, and home and community-based supportive services.
- \$150 billion toward the Medicaid Home and Community Based Support program over 10 years, with the aim of reducing waitlists, raising wages, and program improvements.
- \$4.2 billion in new funding to support efforts to prevent abuse and neglect of older Americans
- \$1 billion to support affordable housing for seniors and people with disabilities

## AFFILIATE PARTNERS MEETINGS/EVENTS/OTHER

- **Local Development Districts + Mayor's Partnership for Progress** | In order to facilitate more discussion and opportunities for collaboration and partnership among the organizations, the four Local Development Districts (BHRC, Eastgate, OMEGA, OVRDC) and the Executive Director of the Mayors Partnership for Progress have begun to schedule regular meetings to catch up on items of importance to our shared member local governments.
- **Buckeye Hills Support Services** | I continue to represent BHRC in regular site development and development team meetings regarding the Buckeye Fields Housing Project. Progress is being made and BHSS is hopeful to begin construction on the 64-unit senior housing complex early in 2022. A more detailed update will come from BHRC Assistant Executive Director and BHSS Executive Director Rick Hindman at the January meeting.
- **Ohio University Ridges Development Advisors** | Work continues, in partnership with Community Building Partners, to develop a master plan for the Ridges. The team has reviewed the existing Framework plan and numerous studies that have been completed in the past, and held meetings with interested parties, including the Ridges Advisory Committee, representatives and faculty of the University, and current occupants of the Ridges to gain their input. We have developed an initial pathway to produce a formalized Master Plan to redevelop the Ridges complex and will now seek financial assistance to complete market analysis, revenue modeling, economic modeling of similar developments in other states, site planning and public input and presentation preparation.
- **NADO Executive Committee** | Serving as President of the National Association of Development Organizations, I lead the monthly Executive Committee meeting, hearing updates from staff on their work to secure funding for the research foundation for work in support of members, as well as receive legislative briefings from staff on the efforts of both chambers to pass legislation of importance to NADO members and local governments across the country.
- **Ohio Advisory Council on Aging** | I continue to serve on the Ohio Advisory Council on Aging and as Chair of the Best Practices Committee. The leadership of the Council also meets to discuss administrative issues relating to the Council's work. Topics of conversation include implementation of the Strategic Action Plan on Aging and reducing social isolation among the state's seniors.

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## UPCOMING CONFERENCES & EVENTS:

- **December 7, 2021: Ohio Grants Summit** | Presented by the Ohio Office of Budget and Management, the Ohio Grants Summit offers the opportunity to connect local government leaders and financial managers to resources and education to support their management of federal grant funds. This year, the Summit sessions include:
  - Ohio Broadband
  - Emerging Issues in Federal Funds
  - Allowable Uses of Fiscal Recovery Funds on Water and Wastewater Infrastructure
  - Preparing for a Single Audit and Accounting for COVID Funds
  - Federal Procurement
  - Compliance and Legal Considerations with Fiscal Recovery Funds

Register online [HERE](#).

- **December 7, 2021: District 18 Ohio Public Works Commission** | Executive Committee meeting 10:00 a.m. at the BHRC Office, 1400 Pike Street, Marietta.
- **December 9, 2021: Monroe County Coordinated Transportation Plan Meetings** | In Woodsfield, 10:00 a.m. - 12:00 p.m. at the Monroe County Senior Center and 4:00 - 6:00 p.m. at the Monroe County Public Library.
- **December 7-8, 2021: Financial Management of Grant Funds** | Ohio Conference of Community Development's training on Financial Management for Federal/State Grants will provide participants with an understanding of the administrative requirements, allowability of costs, and audit requirements as it relates to the financial compliance with federal funds and state grants from the Ohio Department of Development, Office of Community Development. It will also include the calculation and documentation for leveraged funds/match/cost share and the accurate reporting to OCD. This training is especially geared toward County/City Auditors, CFO/Finance Managers, Grant Administrators, Program Directors, and grant consultants for gaining a deeper understanding of financial grant compliance. Register [HERE](#).
- **December 15, 2021: Getting Ready for an ODOD Audit** | The Ohio Department of Development is conducting a financial compliance audit of the federal and state grants they awarded to you. Now what do you do? This session from the Ohio Conference of Community Development will provide guidance from the scheduling of the ODOD audit, through the auditing process and the issuance of the audit report. Register [HERE](#).
- **December 24 & 31, 2021** | BHRC offices closed for Christmas Eve and New Year's Eve.

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**CONTACT INFO:** Misty Crosby, Executive Director | [mcrosby@buckeyehills.org](mailto:mcrosby@buckeyehills.org) | 740-376-1034

*Serving Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry and Washington Counties in Southeast Ohio.*  
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## **REQUEST FOR PROPOSALS (RFP)**

### **Executive Search Firm for Executive Director Recruitment**

**Close of RFP – January 15, 2022**

December 15, 2021

### **Introduction & Background**

Buckeye Hills Regional Council (BHRC) is a council of governments established in 1968 and serves the counties of Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry and Washington in rural Appalachian Ohio. Buckeye Hills administers funding from multiple State and Federal sources in the areas of community and economic development, transportation planning and aging services in order to address the needs of member communities. The Executive Director is responsible for continuing the vision and leadership of an organization with approximately 65 employees and an operating and direct service budget of approximately \$20 million consisting primarily of state and federal grant funds.

BHRC is seeking an experienced Executive Search Firm to assist the BHRC Executive Director Search Committee in hiring an adept Executive Director. The BHRC Board of Directors will make the final Executive Director hiring decision. The Executive Director reports to a Board of Directors consisting of 2/3 public elected officials and 1/3 private sector individuals and is responsible for effectively leading BHRC as well as overseeing all financial and operational aspects of the agency. Reporting directly to the Executive Director are 5 key executive roles including the Assistant Executive Director, Communications Director, Executive Assistant, Fiscal Director, and IT Director. The BHRC Executive Director serves as the public face and voice of the agency and plays a leading role in building and maintaining collaborative relationships throughout our region with units of local governments and social services, economic, and community development organizations. Communicating the mission of BHRC is a priority for the Executive Director, as well as conveying the mission of BHRC and building support with state and federal funding agencies, local, state and federal elected officials, and the public. Working in concert with the Board of Directors, the Executive Director plays a key role in helping to define strategic opportunities and promote a shared vision for the future of this effective and successful agency.

### **Respondent Qualifications**

BHRC will consider proposals from Executive Search Firms with specific experience and success in recruiting Executive Directors for small to mid-size Regional Development Organizations (RDOs). "Regional Development Organization" is used generically to describe the national network of 540 multi-jurisdictional regional planning and development organizations. These public-based entities play an invaluable role in fostering intergovernmental collaboration among federal, state and local officials. They deliver and manage various federal and state programs. Most importantly, they work to

solve areawide issues and to address the fundamental building blocks required for competitive and sustainable communities and economies.

## **Proposal Submission Requirements**

The Board reserves the right to make the final hiring decision. The Proposal shall be prepared and submitted with the following listed sections completed as part of one singular document, in a digital format with print capabilities. BHRC reserves the right to solicit additional information at a later time.

1. Contact Info: Firm's name, address, telephone number, and contact person(s).
2. History & Success: Brief history of the Firm, including number of years' experience recruiting Regional Development Organization Executive leadership. List recent Firm experience with placements in regions comparable in size to the BHRC 8-county rural Appalachian footprint.
3. References: List of recruitments conducted, with contact names for reference checks, date conducted, (preferably within the last five years).
4. Schedule: A plan and schedule of how the Firm will conduct the selection process, including how the Firm plans to involve and communicate with the BHRC Executive Director Search Committee.
5. Services to Be Provided: Identification of specific services to be provided (i.e. candidate screening process, background check, reference check, etc.).
6. Longevity of Candidate: Information regarding the average number of years the Firms' top candidates have remained on the job after placement, and replacement service if the selected individual resigns or is terminated within a certain time frame.
7. Key Personnel/Team: List of Key Personnel with the Firm; individual consultant(s) designated for this project, including : official title(s); education; certifications/credentials; years and type of experience; related projects, and approximate dates of projects; and the role the individual will assume in this project.
8. FEE: TOTAL FEE FOR RECRUITMENT SERVICES

In the event it is determined by the BHRC and the selected Firm that a wage study is necessary in order to appropriately compensate the Executive Director, please provide the following:

9. Description of a wage study to determine Executive Director's comparable salary and broader compensation package, including the methodology utilized.
10. FEE\*: Total fee for wage study (optional, as determined by BHRC and selected Search Firm)

*\*This fee is not a factor for consideration during the rating process of this proposal.*

## Timeline and Deliverables

Interested firms should respond by email to Angie Lawrence, HR Manager, [alawrence@buckeyehills.org](mailto:alawrence@buckeyehills.org). The subject line should read “BHRC Executive Search Firm for Executive Director Recruitment”.

RFP Issued	December 15, 2021
Questions concerning the RFP due to <a href="mailto:alawrence@buckeyehills.org">alawrence@buckeyehills.org</a>	January 5, 2022
RFP DUE	January 15, 2022
Presentation of Ranked Firms and Selection of Firm	February 4, 2022
Notification of Award	February 4, 2022
Work Commences	February 7, 2022
Work Expected to be Completed	April 1, 2022

Any proposal received after the time and date specified, prepared or submitted, may not be eligible for consideration. ALL PROPOSALS MUST BE SIGNED.

Failure to provide complete information may result in rejection of the proposal.

BHRC reserves the right to reject any proposal not prepared and submitted according to the provisions herein outlined, and may reject any or all proposals.

**IMPORTANT NOTE:** The respondent is cautioned against last minute attempts to meet the due date & time and BHRC will not be responsible for network outages, and other related internet malfunctions on the part of the respondent in submitting their proposal.

## Evaluation Procedure

All properly submitted submissions will be reviewed, evaluated and ranked by BHRC staff on the basis of the quality of the information provided and the assigned point values of the rating criteria. After an evaluation of the written submissions, BHRC staff will rank the firms and present that ranking to the BHRC Executive Search Committee and they will formally select a Firm to negotiate a contract. If BHRC is not able to negotiate a contract with the selected Respondent, BHRC will negotiate with the next ranked Respondent. BHRC will consider key factors in awarding the contract:

1. The Respondent’s reputation and direct experience working on the behalf of Regional Development Organizations (RDOs) similar to BHRC.
2. The capabilities and experience of the personnel assigned to the project.
3. The extent to which the services meet BHRC’s needs.
4. The Pricing proposed by the Firm.

<b>BHRC's Executive Search Firm RFP Evaluation and Rating Criteria</b>	
<b>Factor</b>	<b>Point Range</b>
The Respondent's direct work experience and reputation with RDOs	50
The capabilities and experience of the personnel assigned to the project	10
The extent to which the services meets BHRC's needs	10
The Pricing proposed by the Firm	30
Total (Max of 100)	100

In order to be accepted, considered and evaluated, the proposal must be submitted electronically as one singular document, in a digital format with print capabilities to Angie Lawrence, HR Manager, via email at [alawrence@buckeyehills.org](mailto:alawrence@buckeyehills.org) with the subject line "BHRC Executive Search Firm for Executive Director Recruitment Proposal".

### **Disclaimers/Additional Conditions**

Buckeye Hills Regional Council reserves the right to accept or reject any and all responses received to this posted RFP and to re-advertise for new submissions.

Buckeye Hills Regional Council will not be responsible for any costs incurred by respondents in the preparation of a response to this RFP.

Buckeye Hills Regional Council reserves the right to delay or discontinue the selection process at any time.

Buckeye Hills Regional Council reserves the right to award all, part, or none of the project in the best interest of the overall project, and will not be held responsible for any adverse impacts on respondents resulting from this decision.

Buckeye Hills Regional Council reserves the right to request modifications to any documentation submitted if it is in the best interest of the project prior to the time of selection.

Buckeye Hills Regional Council reserves the right to request clarification or additional information from a respondent prior to selection.

If necessary and in the best interests of the project, Buckeye Hills Regional Council reserves the right to negotiate with the selected respondent to provide additional services not outlined in this RFP. The evaluation and selection of the Consultant will be based on the information submitted in the entity's proposal including: estimated cost; scope of work; and creativity. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response. Entities should respond clearly and completely to all requirements. Entities must be as concise as possible with respect to presenting a clear and complete proposal.

Deviations from, and exceptions to, the terms, conditions, or specifications of this RFP shall be described fully on a signed, separate document on the entity's letterhead attached to the response. In the absence of such statement, the proposal shall be evaluated within the strict guidelines of the evaluation process/criteria, and in accordance with all terms, conditions, and specifications.

This RFP is the official media governing proposal procedures. No other documents, letters, or oral instructions shall have any influence whatsoever, unless incorporated by reference herein, or unless an official AMENDMENT is made to this document by the issuing office.

Evaluation criteria contained herein shall be used in evaluating interested firms, groups, or persons for selection. BHRC may contact any RFP respondent after receiving its submittal to seek clarification on any portion thereof.

Proposals will not be returned to the RFP respondents. Ownership of all data, materials, and documentation originated and prepared for BHRC pursuant to the RFP shall belong exclusively to BHRC. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary, or trade secrets, is NOT ACCEPTABLE and may result in REJECTION of the proposal.

**Contact Information & Submissions to be sent to:**

Angie Lawrence, HR Manager  
[alawrence@buckeyehills.org](mailto:alawrence@buckeyehills.org)  
740-376-1031

Position Description attached.

**Department:** Administration  
**Reports To:** Board of Trustees  
**FLSA Status:** Exempt

**Prepared By:** Jim Sterling, SPHR  
**Prepared:** 11/05  
**Updated:** 11/13

**SUMMARY**

The Executive Director performs management and overall administrative duties within the Agency by performing the following duties personally or through subordinate Directors and employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Includes, but is not limited to the following:

**1. ADMINISTRATION**

- Determines agency needs.
- Ensures effective exchange of information with other provider agencies.
- Participates in the development of the annual budget for the agency
- Oversees administration of agency budget.
- Participates in long-range planning
- Prepares monthly program summaries.
- Coordinates services and activities.
- Determines necessary staffing and recommends staffing levels.
- Coordinates activities with other agencies
- Personnel policy development and implementation.
- Plans, implements and evaluates programs.

**2. SUPERVISION**

- Manages subordinate supervisors who supervise employees in the Fiscal Operations, Development, Area Agency on Aging, and Administrative departments. Interviews candidates for positions and makes final hiring decision.
- Is responsible for the overall direction, coordination, and evaluation of these units.
- Directly supervises one non-supervisory employee.
- Reviews employee time sheets and authorizes overtime.
- Monitors the work of employees and ensures compliance with policies and procedures.
- Ensures agency employees receive orientation, in-service and development training.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.  
This includes interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Ensures effective communication of information to all agency employees.
- Provides leadership and guidance to staff in fulfilling their responsibilities.
- Ensures work is completed in a timely manner.

**3. COMMUNITY RELATIONS**

- Develops and maintains a sound working relationship with all funding agencies.
- Works with public and private groups to obtain funding.
- Responds to citizen concerns and resolves conflicts.
- Informs citizens of available services.

**4. MISCELLANEOUS**

Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

**1. COMMUNITY RELATIONS**

- Represents the agency at public meetings, upon request
- Works cooperatively with community groups

**2. MISCELLANEOUS**

- Attends meetings and serves on temporary committees, as requested
- Performs additional duties and assignments, as they may be assigned

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree in Public Administration or five (5) years management experience, a demonstrated ability to plan and implement programs, and excellent communication skills, or an equivalent combination of education, training and experience.

**KNOWLEDGE**

Knowledge of the following areas is essential for the person to perform this job successfully:

- Agency goals and objectives
- Employee training and development methods
- Organizational development principles
- Budget development
- Budget administration
- Financial record keeping
- Personnel administration
- State and federal employment rules and regulations\*
- Interviewing techniques
- Supervisory methods
- Grant administration requirements
- Available community resources\*

\* Knowledge may be acquired after being hired

**SKILLS AND ABILITIES**

To perform this job successfully the person must be able to demonstrate that they possess the following skills and abilities:

- Develop and maintain effective working relationships with state and community leaders and the public
- Interpret and apply laws, regulations and policies
- Organize, prioritize and coordinate multiple tasks
- Develop and implement programs for the agency
- Identify future needs of the agency and develop plans to meet them
- Develop a budget for the agency
- Operate the agency within budgetary limits
- Allocate funds based upon availability and need
- Identify qualified employees through screening and interview methods
- Maintain a positive work environment for employees
- Identify employee behavior that requires discipline
- Improve employee performance through use of coaching and discipline
- Ensure that work is accomplished correctly
- Identify employee strengths and weaknesses
- Maintain confidentiality
- Resolve conflicts



**EXECUTIVE DIRECTOR  
Job Description**

**Approved: 10/05/07**

**CERTIFICATES, LICENSES, REGISTRATIONS**

A valid driver's license is required due to the vehicular travel that is an essential part of this position.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; sit; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions, extreme cold, and extreme heat. The employee is frequently exposed to wet and/or humid conditions and moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

**SIGNATURE AREA**

I have read and understand that this Position Description accurately reflects the knowledge, skills and abilities required to successfully fulfill the duties of this position. These duties are accurately described in the summary and list of essential and non-essential duties for this position.

\_\_\_\_\_

**Print Name**

\_\_\_\_\_

**Executive Director Signature**

\_\_\_\_\_

**Date**





## **2022 COMMITTEE MEETING DATES**

01/07/2022	Appalachian Development Corp. Meeting Executive Committee Special Meeting
02/04/2022	Executive Committee Regular Meeting
03/04/2022	Executive Committee Regular Meeting
04/01/2022	Appalachian Development Corp. Meeting Executive Committee Regular Meeting General Policy Council Annual Meeting
05/06/2022	Executive Committee Regular Meeting
06/03/2022	Executive Committee Regular Meeting
07/01/2022	Appalachian Development Corp. Meeting Executive Committee Special Meeting
08/05/2022	Executive Committee Regular Meeting
09/02/2022	Executive Committee Regular Meeting
10/07/2022	Appalachian Development Corp. Meeting Executive Committee Regular Meeting
11/04/2022	Executive Committee Regular Meeting
12/02/2022	Executive Committee Regular Meeting

*Unless noted, all meetings will take place at Buckeye Hills Conference Center.  
Meetings are subject to change and committee members will be notified.*