



EXECUTIVE COMMITTEE MEETING

APRIL 2, 2021

Buckeye Hills Regional Council

AGENDA

- I. Call to Order | Lenny Eliason, Vice President
 - a. Roll Call
- II. Consent Agenda | Lenny Eliason, Vice President
- III. Annual Budget Recommendation to the General Policy Council | Denise Keyes, Fiscal Director
- IV. State of Ohio Broadband Update | Peter Voderberg, Chief, BroadbandOhio
- V. Executive Director's Report | Misty Crosby
- VI. COVID-19 Vaccine Update | Jennifer Westfall, Aging & Disability Director
- VII. Citizen Participation
- VIII. Other
- IX. Adjournment

DRAFT



SUMMARY OF ACTIONS

CONSENT AGENDA	
ACTION: Minutes; Statement of Activities: Administrative Expense Report, Aging & Disability Program Service Report	PAGES: 3 - 8
ANNUAL BUDGET RECOMMENDATION TO THE GENERAL POLICY COUNCIL	
ACTION: Annual Budget (July 1, 2021 to June 30, 2022)	PAGES: 10

CONSENT AGENDA

- MINUTES OF THE MARCH 5, 2021 MEETING
- STATEMENT OF ACTIVITIES
 - ADMINISTRATIVE EXPENSE YTD REPORT
 - AGING & DISABILITY PROGRAM SERVICE REPORT

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

The Buckeye Hills Regional Council Executive Committee meeting was held by remote videoconference on March 5, 2021. Citizens were encouraged to attend the meeting via Facebook Live and submit comments by March 3, 2021. The agenda was posted to the organization website prior to the meeting.

In attendance were:

OFFICERS:	Ron Moore, President Lenny Eliason, Vice President Kevin Ritter, Treasurer	Morgan County (Private Sector) Athens County Washington County
EXECUTIVE COMMITTEE:	Steve Patterson Andrew Chiki Gary Waugh Tim Ihle Adam Shriver Brad Peoples	City of Athens City of Athens Alternate Hocking County Meigs County Morgan County Noble County
GENERAL POLICY COUNCIL:	Scott Frank Diane Ullom Fred Redfern	City of Nelsonville Monroe County (Private Sector) Perry County (Private Sector)
STAFF:	Misty Crosby Rick Hindman Denise Keyes Sam Miller Jenny Simmons Sam Wallace Jennifer Westfall Melissa Zoller	Executive Director Assistant Executive Director Fiscal Director Development Director Executive Assistant Transportation Planning Manager Aging & Disability Director Interim Development Director

CALL TO ORDER

Ron Moore, President, called the meeting to order.

CONSENT AGENDA

Lenny Eliason moved to approve the consent agenda which included the Minutes from the February 5, 2021 meeting; Statement of Activities, Administrative Expense YTD Report, Administrative Quarterly Report; Aging and Disability Programs Services and Funding Report for period July 1, 2020 through January 31, 2021; and Division and Directors' Reports. Kevin Ritter seconded the motion. All yeas. Motion carried.

NEW DEVELOPMENT DIRECTOR INTRODUCTION

Misty Crosby, Executive Director, was pleased to introduce Sam Miller as the new Development Director to the committee. Director Miller shared her excitement of joining the Buckeye Hills Team and working with the members.

REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Steve Patterson moved to approve the Resolution to Approve FY 2022 RTPO Work Plan, as presented by Sam Wallace, Transportation Planning Manager. Tim Ihle seconded the motion. All yeas. Motion approved.

EXECUTIVE DIRECTOR

Lenny Eliason moved to approve the General Policy Council appointments of Private Sector to Executive Committee timeline and process, presented by Misty Crosby, Executive Director. Tim Ihle seconded the motion.

Crosby provided information on the current initiative ConnectingAppalachia.org. It is an effort to bridge the digital divide in Appalachia by 34 counties spanning 17,000 square miles in southern and eastern Ohio. The goal is to establish and expand broadband service to support the economic, educational and cultural well-being of the region.

Crosby informed the members that the Ohio Association of Regional Councils (OARC) is hearing the call for long-term, equitable and organized system for deploying broadband state investments that ensures local needs are elevated and that Ohio can remain a competitive contender for forthcoming federal dollars. Next week, OARC will request that the House members submit the OARC Budget request as an amendment to House Finance Chair Oelslager's office. Crosby will include the BHRC Executive Committee on the communications.

Crosby provided several state and federal budget updates to the members. She specifically addressed the American Rescue Plan Act recently released by the Biden Administration. This is a \$1.9 trillion coronavirus relief proposal. If passed, the final bill could contain \$3 billion for EDA and \$350 billion in state and local relief funding. The National Association of Development Organizations (NADO) and legislative teams are monitoring all action on this plan. As she receives information she will pass it along to the members.

ROUND TABLE DISCUSSION

Members shared their input on the FY 2022-2023 Executive Budget Community Infrastructure Line Item.

OTHER BUSINESS

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



STATEMENT OF ACTIVITIES

July 1, 2020 through February 28, 2021

YEAR TO DATE ADMINISTRATIVE EXPENSE DETAIL

Administrative Expenses for Fiscal Year 2021 totaled \$3,517,311.64 at December 31. This total represents 68.19% of the Council's administrative budget utilized. Total spending for this time period is budgeted to be 67%. Some yearly expenses were paid in the first six months of the year resulting in higher than budgeted utilization of funds. We continue to monitor administrative spending closely due to current pandemic conditions

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 February 28, almost \$8.2 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. Providers continue to utilize CARES Act funding to tailor service delivery.



Administrative Expense Detail
For the Period July 1, 2020 - February 28, 2021

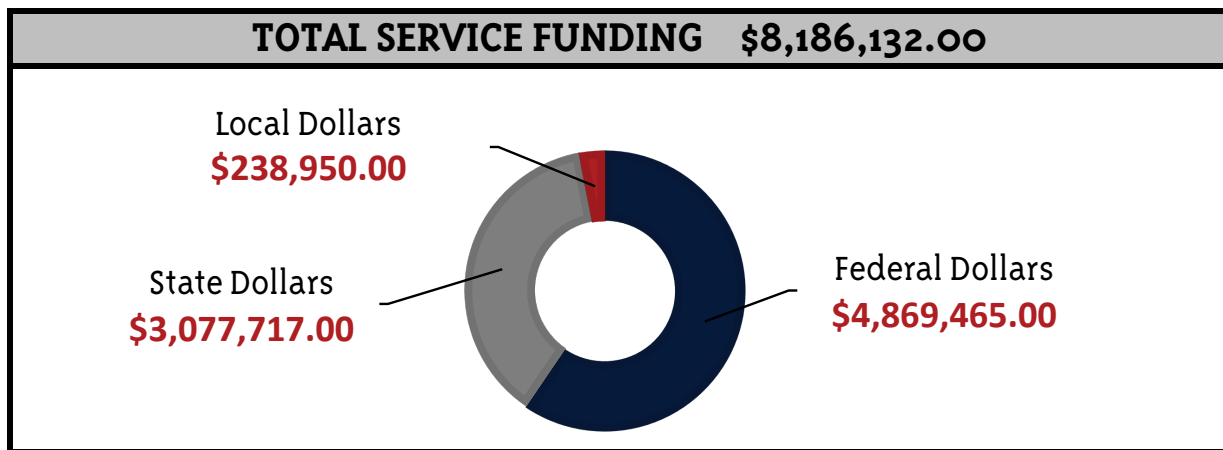
	2020 YTD Actual	2021 YTD Actual	2021 Budget	% of Budget
Salary	\$ 1,874,640.53	\$ 1,962,062.42	\$ 2,943,478.60	66.66%
Fringe Benefits	\$ 806,742.21	\$ 897,899.73	\$ 1,308,679.34	68.61%
Advertising	\$ 81,742.90	\$ 62,937.90	\$ 80,250.00	78.43%
Audit Costs	\$ 13,470.00	\$ 13,470.00	\$ 25,000.00	53.88%
Building Maintenance	\$ 6,846.40	\$ 6,166.00	\$ 12,500.00	49.33%
Communications	\$ 49,783.56	\$ 53,565.48	\$ 64,538.00	83.00%
Conference Registration Fee	\$ 18,423.46	\$ 6,786.00	\$ 7,000.00	96.94%
Contract Services	\$ 124,848.88	\$ 92,432.00	\$ 108,416.00	85.26%
Employee/Governing Board	\$ 20,215.11	\$ 10,518.24	\$ 14,000.00	75.13%
Equipment Purchase/Maintenance	\$ 13,395.62	\$ 11,773.87	\$ 17,450.00	67.47%
Insurance	\$ 27,270.26	\$ 33,884.56	\$ 34,000.00	99.66%
Legal Costs	\$ 9,890.87	\$ 3,304.75	\$ 3,500.00	94.42%
Organizational Dues	\$ 37,877.61	\$ 44,699.28	\$ 43,544.00	102.65%
Other Costs	\$ 7,443.18	\$ 6,675.90	\$ 10,000.00	66.76%
Postage	\$ 6,000.00	\$ 12,911.55	\$ 17,000.00	75.95%
Printing Costs	\$ 15,370.79	\$ 5,332.90	\$ 9,000.00	59.25%
Software & Licenses	\$ 61,707.36	\$ 58,181.78	\$ 109,580.00	53.10%
Space	\$ 170,227.25	\$ 170,227.27	\$ 255,342.00	66.67%
Staff Training Fees	\$ 5,680.56	\$ 6,297.91	\$ 7,000.00	89.97%
Subscriptions	\$ 2,659.07	\$ 2,159.56	\$ 4,100.00	52.67%
Supplies	\$ 54,236.46	\$ 53,654.62	\$ 68,910.20	77.86%
Travel - Mileage Reimbursement	\$ 95,457.57	\$ 1,738.96	\$ 14,000.00	12.42%
Travel - Out of Town Expense	\$ 39,347.14	\$ 630.96	\$ 650.00	97.07%
TOTAL EXPENSES FOR THE PERIOD	\$ 3,543,276.79	\$ 3,517,311.64	\$ 5,157,938.14	68.19%
INDIRECT COST RATE FOR THE PERIOD	41%	41%		

Buckeye Hills Regional Council

Aging and Disability Programs Services & Funding Report

July 1, 2020 - February 28, 2021

SERVICES PROVIDED		
Direct Service Hours Provided	Transportation Trips	Adult Day Service Days Attended
304,984	5,543	340
Adult Day Service Miles Traveled	Meals Provided	Home Medical Equipment & Emergency Response Units
138	186,215	2,320
Legal Services Contacts	Home Accessibility Modification And Pest Control Jobs	Senior Farmers Market Coupons Redeemed
753	21	15,240
Grocery Shopping and Delivery	Telephone Reassurance	Evidence Based Classes
1,265	5,274	48
Assisted Living Days	Alzheimers Education Contacts	COVID 19 Wellness Kits
10,186	148	3,544



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

ANNUAL BUDGET RECOMMENDATION TO GPC



ADMINISTRATIVE BUDGET July 1, 2021 to June 30, 2022

REVENUE

Federal Grants and Awards	\$4,016,689
State Grants and Awards	\$ 1,825,073
Contract Income	\$ 65,513
Local Cash	\$ 40,200
Total Revenue	\$5,947,475

EXPENDITURES

Personnel	\$2,930,726
Fringe Benefits	\$ 1,419,058
Operating Expenses	\$ 1,047,691
Program Specific Contract Services	\$ 550,000
Total Expenditures	\$5,947,475

REVENUE SOURCES

Appalachian Regional Commission	\$ 209,000
Economic Development Administration Planning	\$ 70,000
Economic Development Administration CARES Act	\$ 371,022
Economic Development Administration RISE Program	\$ 426,350
Fee for Service Contracts	\$ 65,513
Local Cash	\$40,200
Ohio Department of Aging	\$4,095,493
Ohio Department of Transportation	\$ 237,464
Ohio Development Services Agency	\$ 170,000
Ohio Public Works Commission	\$ 80,000
Ohio Valley Employment Resource	\$ 182,433

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