



Executive Committee Meeting

BUCKEYE HILLS
regional
council



EXECUTIVE COMMITTEE MEETING

MARCH 5, 2021

Buckeye Hills Regional Council

AGENDA

- I. Call to Order | President Ron Moore
- II. Consent Agenda | President Ron Moore
- III. New Development Director Introduction | Misty Crosby, Executive Director
- IV. Regional Transportation Planning Organization Update | Sam Wallace, Transportation Planning Manager
 - a. Resolution to Approve FY 2022 RTPO Work Plan
- V. Executive Director's Report | Misty Crosby
 - a. Approval to Conduct Electronic Nominations for Private Sector Seats
- VI. Round Table Discussion
- VII. Other Business
- VIII. Adjournment

NEXT MEETING IS SCHEDULED FOR APRIL 2, 2021 PRIOR TO THE GENERAL POLICY COUNCIL MEETING.



SUMMARY OF ACTIONS

CONSENT AGENDA	
ACTION: Minutes; Statement of Activities; Division & Director's Reports	PAGES: 4-19
REGIONAL TRANSPORTATION PLANNING ORGANIZATION	
ACTION: Resolution of the BHRC to Approve FY 2022 RTP0 Work Plan	PAGES: 46

CONSENT AGENDA

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

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

The Buckeye Hills Regional Council Executive Committee meeting was held by remote videoconference on February 5, 2021. Citizens were encouraged to attend the meeting via Facebook Live and submit comments by February 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	Morgan County (Private Sector) Athens County
EXECUTIVE COMMITTEE:	Tim Ihle Brian Howard Adam Shriver Ben Carpenter James Booth	Meigs County Meigs County (Private Sector) Morgan County Perry County Washington County Alternate
GENERAL POLICY COUNCIL:	Fred Redfern David Brown	Perry County Washington County
STAFF:	Misty Crosby Rick Hindman Denise Keyes Jenny Simmons Sam Wallace Jennifer Westfall Melissa Zoller	Executive Director Assistant Executive Director Fiscal 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

Brian Howard moved to approve the consent agenda which included the Minutes from the January 8, 2021 meeting; Statement of Activities, Administrative Expense YTD Report, Administrative Quarterly Report; Aging and Disability Programs Services and Funding Report for period July 1, 2019 through December 31, 2020; and Division and Directors' Reports. Tim Ihle seconded the motion. All yeas. Motion carried.

PERSONNEL COMMITTEE REPORT

Lenny Eliason, Chair, moved to approve the Resignation, Terminations, Retirement, New Hire, Promotions, Transfer Report for the time period of December 5, 2020 through February 5, 2021 as well as provide a Merit Increase to staff for evaluation period July 1, 2019 to June 30, 2020. Tim Ihle seconded the motion. All yeas. Motion carried.

REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Sam Wallace, Transportation Planning Manager, reported the Biennial Sub-Award Grant Agreement (FY 2022-23) for the RTPPO program were received from ODOT requesting comment and feedback by 2/28. BHRC will be providing feedback to ODOT making a case for a nominal budget increase that has not changed in 7 years to account for increased program scope and overhead costs since inception.

Wallace provided a Washington County Mobility Management update. Buckeye Hills has begun the development of a Coordinated Transportation Plan for Noble County and will begin the plan for Monroe County later this year.

Lenny Eliason moved to approve the Ratification of Action of Executive Director to contract with National Church Residencies for vaccination transportation services. Adam Shriver seconded the motion. All yeas. Motion approved.

Wallace announced that he was appointed to the Federal Highway Administration (FHWA) sponsored and ODOT administered State Innovation Council (STIC) as a voting member representing the RTPs of Ohio.

EXECUTIVE DIRECTOR

Misty Crosby spoke about the recent announcement made on the \$2.2 M EDA Grant to support the RISE project in the BHRC and OMEGA regions. This project is focused on economic diversification; Opportunity Zone Planning; development and investment; and assistance to communities impacted by coal fired power plant closures throughout the 18-county region.

Crosby reported on the number of vacancies on the General Policy Council. She reminded the members that the General Policy Council will meet in April to appoint the vacant private sector representatives to the executive committee.

Crosby reported that Samantha Miller was hired as the new Development Director and will start on February 22. She has experience from Rural Action, City of Athens and is currently serving as Senator Brown's representative for Appalachia.

Crosby announced that she was invited to serve as a panelist during the Virtual Kick-off meeting for the Midwestern Governor's Association's initiative to prepare Midwest communities for power plant closures.

Crosby reported that through robust advocacy efforts, the Ohio Development Services Agency will postpone the implementation of the proposed Community Development Program restructure until PY 2023.

Crosby spoke about the newly released Ohio's Executive Budget Fiscal Years 2022-2023. Governor DeWine's proposal includes \$250 million in expanding broadband service, \$200 million in infrastructure projects, \$70 million in workforce development, and substantial relief for small business. She will continue to update the members as more details is given on the budget.

Crosby reported on the Ohio Association of Regional Councils (OARC) Broadband budget and the request to designate regional councils as broadband councils to provide regional coordination, technical assistance and stewardship for communities.

ROUND TABLE DISCUSSION

Members shared their input on the FY 2022-2023 budget introduced by Governor DeWine.

OTHER BUSINESS

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



STATEMENT OF ACTIVITIES

July 1, 2020 through January 31, 2021

YEAR TO DATE ADMINISTRATIVE EXPENSE DETAIL

Administrative Expenses for Fiscal Year 2021 totaled \$3,139,989.23 at December 31. This total represents 60.88% of the Council's administrative budget utilized. Total spending for this time period is budgeted to be 58%. 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. Also attached is the Quarterly Budget Review. Budget numbers were recalculated due to the reinstatement of some PASSPORT Funding previously subtracted due to anticipated budget cuts. Those numbers are included in the 10/20 to 12/20 Change column and have been updated from the report presented during the February Executive Committee meeting.

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 January 31, over \$7.5 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 - January 31, 2021

	2020 YTD Actual	2021 YTD Actual	2021 Budget	% of Budget
Salary	\$ 1,657,648.44	\$ 1,736,559.23	\$ 2,943,478.60	59.00%
Fringe Benefits	\$ 718,203.78	\$ 811,673.92	\$ 1,308,679.34	62.02%
Advertising	\$ 75,084.07	\$ 61,961.90	\$ 80,250.00	77.21%
Audit Costs	\$ 13,470.00	\$ 13,470.00	\$ 25,000.00	53.88%
Building Maintenance	\$ 5,877.00	\$ 5,238.00	\$ 12,500.00	41.90%
Communications	\$ 38,853.72	\$ 36,482.51	\$ 64,538.00	56.53%
Conference Registration Fee	\$ 14,018.46	\$ 6,786.00	\$ 7,000.00	96.94%
Contract Services	\$ 112,863.76	\$ 76,374.43	\$ 108,416.00	70.45%
Employee/Governing Board	\$ 19,786.36	\$ 10,518.24	\$ 14,000.00	75.13%
Equipment Purchase/Maintenance	\$ 11,760.18	\$ 10,168.63	\$ 17,450.00	58.27%
Insurance	\$ 27,270.26	\$ 33,884.56	\$ 34,000.00	99.66%
Legal Costs	\$ 9,802.87	\$ 3,139.75	\$ 3,500.00	89.71%
Organizational Dues	\$ 37,559.61	\$ 43,699.28	\$ 43,544.00	100.36%
Other Costs	\$ 6,069.56	\$ 6,522.92	\$ 10,000.00	65.23%
Postage	\$ 6,000.00	\$ 12,911.55	\$ 17,000.00	75.95%
Printing Costs	\$ 3,426.79	\$ 5,332.90	\$ 9,000.00	59.25%
Software & Licenses	\$ 61,093.35	\$ 51,189.14	\$ 109,580.00	46.71%
Space	\$ 148,948.83	\$ 148,948.86	\$ 255,342.00	58.33%
Staff Training Fees	\$ 5,680.56	\$ 6,297.91	\$ 7,000.00	89.97%
Subscriptions	\$ 2,204.08	\$ 2,146.57	\$ 4,100.00	52.36%
Supplies	\$ 44,256.00	\$ 51,249.64	\$ 68,910.20	74.37%
Travel - Mileage Reimbursement	\$ 84,098.66	\$ 4,802.33	\$ 14,000.00	34.30%
Travel - Out of Town Expense	\$ 33,716.71	\$ 630.96	\$ 650.00	97.07%
TOTAL EXPENSES FOR THE PERIOD	\$ 3,137,693.05	\$ 3,139,989.23	\$ 5,157,938.14	60.88%
INDIRECT COST RATE FOR THE PERIOD	47%	42%		



Quarterly Budget Review
For the Period July 1, 2020 -January 31, 2021

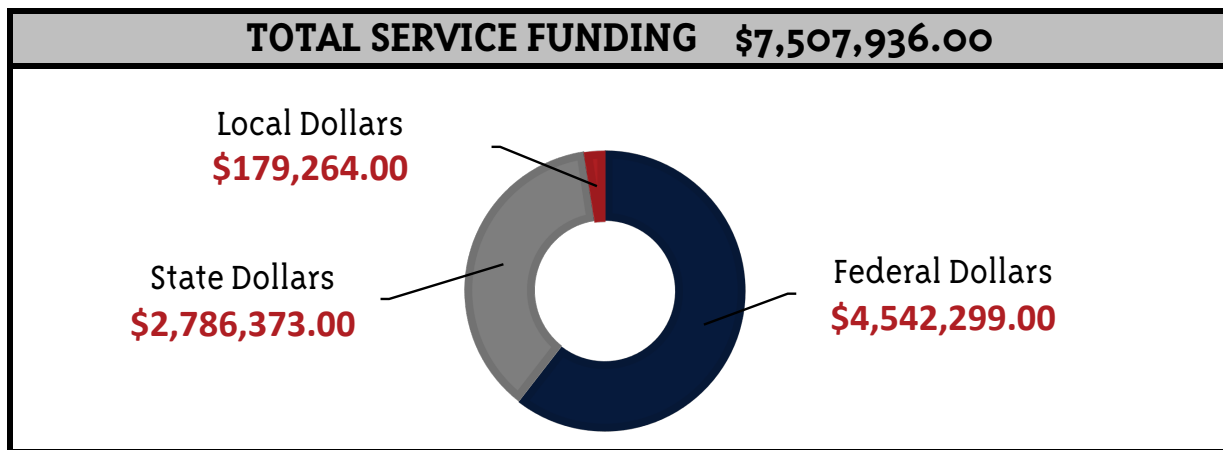
	Original Budget	07/20 - 09/20 Change	10/20 - 12/20 Change	01/21 - 03/21 Change	04/21 - 06/21 Change	Final Budget
Salary	\$ 3,908,179.60	\$ (995,708.00)	\$ 31,007.00			\$ 2,943,478.60
Fringe Benefits	\$ 1,546,156.34	\$ (237,477.00)				\$ 1,308,679.34
Advertising	\$ 57,949.00	\$ 2,301.00	\$ 20,000.00			\$ 80,250.00
Audit Costs	\$ 25,000.00	\$ -				\$ 25,000.00
Building Maintenance	\$ 12,500.00	\$ -				\$ 12,500.00
Communications	\$ 63,300.00	\$ 13,238.00	\$ (12,000.00)			\$ 64,538.00
Conference Registration Fee	\$ 20,300.00	\$ 1,500.00	\$ (14,800.00)			\$ 7,000.00
Contract Services	\$ 73,350.00		\$ 35,066.00			\$ 108,416.00
Employee/Governing Board	\$ 9,000.00	\$ -	\$ 5,000.00			\$ 14,000.00
Equipment Purchase/Maintenance	\$ 105,950.00	\$ (88,500.00)				\$ 17,450.00
Insurance	\$ 30,000.00		\$ 4,000.00			\$ 34,000.00
Legal Costs	\$ 250.00	\$ 1,750.00	\$ 1,500.00			\$ 3,500.00
Organizational Dues	\$ 38,544.00	\$ -	\$ 5,000.00			\$ 43,544.00
Other Costs	\$ 10,000.00	\$ 12,416.00	\$ (12,416.00)			\$ 10,000.00
Postage	\$ 14,000.00		\$ 3,000.00			\$ 17,000.00
Printing Costs	\$ 6,000.00	\$ (1,000.00)	\$ 4,000.00			\$ 9,000.00
Software & Licenses	\$ 109,580.00					\$ 109,580.00
Space	\$ 255,342.00					\$ 255,342.00
Staff Training Fees	\$ 14,000.00	\$ 1,000.00	\$ (8,000.00)			\$ 7,000.00
Subscriptions	\$ 4,100.00	\$ -				\$ 4,100.00
Supplies	\$ 5,325.00	\$ 40,000.00	\$ 23,585.20			\$ 68,910.20
Travel - Mileage Reimbursement	\$ 86,000.00	\$ (50,000.00)	\$ (22,000.00)			\$ 14,000.00
Travel - Out of Town Expense	\$ 40,000.00	\$ (39,000.00)	\$ (350.00)			\$ 650.00
TOTAL BUDGET	\$ 6,434,825.94	\$ (1,339,480.00)	\$ 62,592.20	\$ -	\$ -	\$ 5,157,938.14

Buckeye Hills Regional Council

Aging and Disability Programs Services & Funding Report

July 1, 2020 -January 31, 2021

SERVICES PROVIDED		
Direct Service Hours Provided	Transportation Trips	Adult Day Service Days Attended
262,401	4,847	289
Adult Day Service Miles Traveled	Meals Provided	Home Medical Equipment & Emergency Response Units
138	163,103	1,749
Legal Services Contacts	Home Accessibility Modification And Pest Control Jobs	Senior Farmers Market Coupons Redeemed
577	19	15,242
Grocery Shopping and Delivery	Telephone Reassurance	Evidence Based Classes
1,217	4,627	37
Assisted Living Days	Alzheimers Education Contacts	COVID 19 Wellness Kits
8,974	143	3,544



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

CURRENT INITIATIVES

- **Age Friendly/Athens** | I am continuing to work with Ohio University and several organizations throughout Athens County on this 5-year initiative that will help the city of Athens and the county as a whole to prepare, through planning and social and structural improvements, for rapid population aging. We have established nine committees around 9 domains of livability. We are in the process of conducting a Community Needs Assessment which will be followed by the development of an action and evaluation plan.
- **Succession Planning** | We are continuing work on the succession plan for BHRC. The plan will be based on input received from surveys, one-on-one conversations, stakeholder group discussions, and focus group discussions. We are looking at the implications of the regional mission we were designed to fulfill as it relates to the clarity of focus on the mission, roles of the Agency in the region, capacity, staffing, expertise, and filling leadership positions going forward.
- **Community Health Workers initiative** | We are implementing an initiative in partnership with Ohio University to utilize Community Health Workers (CHW) who are in the process of obtaining their certification to augment our aging programs in serving our elderly and persons with disabilities. This initiative is funded by Ohio University.

We are working to develop a mechanism and appropriate format in which to provide Misty Crosby with information from the field in support of her work with the state on ways to address social isolation and loneliness of seniors.

- **BHSS, Inc./Buckeye Fields Status** | The Buckeye Fields development team has secured the Housing Development Loan of \$1.25 million to assist in financing the project from the Ohio Housing Finance Agency (OHFA). The development team has also secured an investor, and has begun bi-weekly site development meetings to firm up the construction schedule, division of labor, and site plan. BHRC housing and clinical staff members will be involved in a discussion around accessibility of the housing units.
- **COVID Office Protocols** | We continue to enforce prescribed operating procedures throughout the office building and property through restricting the number of employees in the office at any given time and ensuring a clean and sanitary environment. Workplace policies have been consistently updated in response to changes in CDC guidelines and to changes in the demands of our work in serving our communities and our most vulnerable residents.
- **Rural Action/True Pigments** | I am continuing to actively engage with members of the Rural Action team and members of the Ohio CDC Association and the Center for Non-profit Management on the Innovation Catalyst model program to assist a social enterprise called True Pigments to develop into a viable, for-profit business. True Pigments is currently a pilot venture that involves removing pollution (in the form of iron oxide) due to acid mine drainage from streams and converting it into a product for sale to be used in the manufacturing of pigments used in paints, fertilizer, and construction materials. The Innovation Catalyst program began on November 5, 2020 and will continue into October of 2021.

Currently, we are identifying local, regional, statewide and national markets for this product. We are

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also determining whether the product should be sold exclusively in its raw form, or whether we should also engage in processing the product for specific uses. Uses of the product extend to construction materials/manufacturing, art, dyes for fabrics, cosmetics, and fertilizer.

- **DDAA Substance Use Disorder/INSPIRE** | I continue to serve on the DDAA substance use disorder (SUD) project's core team and I am heading up one its two committees. The purpose of the initiative is to establish a recovery-to-work ecosystem serving Wood County, WV and Washington and Athens Counties in Ohio and surrounding counties. Our initial emphasis is on developing a path for individuals in recovery from addiction to obtaining and maintaining gainful employment. We are engaging employers, expanding successful recover-focused job training programs, and providing education and incentives through employer outreach programs. We are also targeting transportation as a major need in enabling persons to maintain employment.

We have received notification that we are very likely to be awarded the \$500,000 INSPIRE funding. ARC's Investments Supporting Partnerships in Recovery Ecosystems (INSPIRE) initiative for \$500,000. This initiative, which has a maximum of 3 years, involves an effort to further address the SUD crisis in Appalachia through assisting the movement of individuals from substance abuse treatment to recovery to employment; the focus is on support services that enable and support individual successful entry or reentry into the workforce, thereby creating an employment recovery ecosystem. INSPIRE falls right into line with what the DDAA SUD team has been engaged in for the last seven months.

CONTACT INFO: Rick Hindman, Assistant Executive Director | rhindman@buckeyehills.org | 740-376-1029

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CURRENT INITIATIVE

Staff continue to work with the O4A Network to support budget initiatives during this important budget year. Changes/issues that we are following are listed below. This is not an exhaustive list.

The Department of Aging may develop and offer training programs

- may charge fees
- Amounts collected from charging the fees shall be deposited into the state treasury
- Deposited into new senior community outreach fund
- Money credited to the fund may be used by the department to administer this section and to develop and offer additional training programs.

*(Amended) ODA provider certification PASSPORT and Assisted Living
May require other providers providing any other services ODA administers to be certified (beyond "Community-based long-term care services" in section 173.14 of the Revised Code.)*

*(Amended) Requires ODA to certify providers under the provisions of Chapter 119
Adds language that would seem to expand certification requirement to additional providers – not clear who is intended.*

SECTION 209.20. LONG-TERM CARE 51240

Pursuant to an interagency agreement, the Department of Medicaid may designate the Department of Aging to perform assessments under section 5165.04 of the Revised Code. The Department of Aging shall provide long-term care consultations under section 173.42 of the Revised Code to assist individuals in planning for their long-term health care needs.

The Department of Aging shall administer the Medicaid waiver-funded PASSPORT Home Care Program, the Assisted Living Program, and PACE as delegated by the Department of Medicaid in an interagency agreement.

PERFORMANCE-BASED REIMBURSEMENT

The Department of Aging may design and utilize a payment method for PASSPORT administrative agency operations that includes a pay-for-performance incentive component that is earned by a PASSPORT administrative agency when defined consumer and policy outcomes are achieved

SENIOR COMMUNITY SERVICES

The foregoing appropriation item 490411, Senior Community Services, may be used for programs, services, and activities designated by the Department of Aging, including, but not limited to, home-delivered meals, congregate dining, transportation, personal care, respite, adult day services, home maintenance and chores, minor home modification, care coordination, evidence-based disease prevention and health promotion, and decision support systems. Funds may also be used to provide grants to community organizations to support and expand older adult programming. Services priority shall be given to low-income, high-need persons, and/or persons with a cognitive impairment who are sixty years of age or over.

(NEW) STATEWIDE AGING INITIATIVES

Of the foregoing appropriation item 490507, Statewide Aging Initiatives, up to \$5,000,000 in fiscal year 2022 shall be used in coordination with the Department of Health to incentivize quality improvement initiatives in or regarding long-term care facilities or to connect long-term care facilities with technical assistance programming that includes training on infection control, elder abuse, or other topics identified by the Department of Health and informed by trends in citation data from the Bureau of Nursing Home Survey and Certification. On July 1, 2022, or as soon as possible thereafter, the Director of Aging may certify to the Director of Budget and Management an amount up to the unexpended, unencumbered balance of the foregoing appropriation item 490507, Statewide Aging Initiatives, at the end of fiscal year 2022 to be re-appropriated to fiscal year 2023. The amount certified is hereby re-appropriated to the same appropriation item for fiscal year 2023.

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NEWS

Program & Service Update

- **New PPE Delivery** | Buckeye Hills Regional Council (BHRC) is accepting the delivery of approximately 29,000 N90 Masks from the state of Ohio. If anyone is in need, please contact the office and we can arrange a pick up. Local agencies will be contacted to see if a need exists. We do have some agencies who are awaiting the delivery. We have also received word that EMA will once again conduct a statewide PPE needs survey. Please be on the lookout or contact your local EMA.
- **Local Health Departments Vaccination Process** | Jennifer Westfall, Aging Director and Dawn Weber, Homecare Director are in contact with the local health departments regarding the vaccination process and any needs.
- **Governor DeWine Vaccination Process** | Front door staff continue to support all 8 counties in the region through the COVID-19 vaccination process. Governor DeWine identified the AAA network as the point of contact for vaccination information and support. If anyone needs assistance with resources they can call BHRC. BHRC is not responsible for administering the vaccinations, but can provide resources and support.
 - As of February 23, staff have responded to 324 vaccination related calls
 - ODA continues to have calls with the AAA Network to discuss the statewide vaccination process. We will continue to keep the board informed of changes.
 - AAAs and local Mobility Managers have developed partnerships to address transportation needs to vaccination sites.
 - Preliminary discussions are being held by ODA to discuss potential vaccination clinics being held at congregate senior housing
 - The state continues to work on developing a comprehensive plan to address the vaccination of homebound individuals and will share the plan once complete.

PASSPORT AND ASSISTED LIVING CASELOAD REGIONWIDE

- **Consumer Contacts** | Case managers continue to contact enrollees by telephone at a minimum of every 90 days. Currently, we are managing services for 858 individuals enrolled on the PASSPORT waiver and 54 individuals on the Assisted Living Waiver. During their scheduled contacts, the Case Managers are also discussing COVID vaccinations and assisting with providing information, resources, and arranging of transportation as needed. They continue to work with individuals and providers in the community to assist with meeting needs and assuring health and safety.
- **Home Visits** | In-person visits continue to be conducted only if there is an immediate health and safety issue that emerges. Home modifications are being completed in the same fashion with the consent of both the provider and the consumer. Precautions are being taken and COVID screening questions are being asked prior to the visit and upon arrival to the site.
- **Referrals** | As always, if you are aware of an individual in the community that maybe in need of assistance, a referral can be made by calling our Screening Department at 1-800-331-2644.

CONTACT INFO: Jennifer Westfall, Aging and Disability Director | jwestfall@buckeyehills.org | 740-376-1038

Dawn Weber, Home Care Director | dweber@buckeyehills.org | 740-376-1041

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CURRENT INITIATIVES

- **Vaccine Information** | As our region's Area Agency on Aging and a primary resource for older adults in our region, our Communications team has compiled a regional COVID-19 vaccination resource page [HERE](#), with the latest updates we've received from health departments across our eight counties, as well as links to the latest updates and resources from the Ohio Department of Health and Centers for Disease Control. Buckeye Hills Regional Council also promoted the Ohio Department of Health's recent series of online Town Hall events.
- **Broadband Advocacy Website** | Buckeye Hills Regional Council is working with Reid Consulting Group on the development of [ConenctingAppalachia.org](#) to house broadband access scorecards, advocacy messaging, and stories about access in our region.
- **Annual Report & LDD Reports** | Work continues on the Annual Report and Appalachian Local Development District report for presentation this spring.
- **HEAP Winter Outreach** | Winter HEAP outreach is ongoing throughout our eight counties through May 31. Outreach channels include billboards, advertising on radio and television, and weekly social media posts.
- **MyRecoveryLink.org** | An outreach campaign for MyRecoveryLink.org is underway on social media. A press release about the website was distributed to local media on February 11. Opioid Resource Navigator Brandi Beaver will also be appearing on WMOA's Talk of the Town on March 11 to discuss the resources available to those recovering from substance use disorder in Monroe, Morgan, Noble, and Washington Counties.
- **Washington County Mobility Management** | The Communications team is working with Mobility Manager Brandi Hesson on social media and radio messages for an awareness campaign for the Washington County Mobility Management program.
- **Senior Farmers Market Nutrition Program** | Materials were revised for the 2021 Senior Farmers Market Nutrition Program and application materials have been posted to buckeyehills.org/sfmnp as outreach gets underway.

NEWS

- **Recent Press Releases & Notices**
 - February 10, 2021: Regional Transportation Planning Organization Committee meeting notice
 - February 11, 2021: MyRecoveryLink.org: **Recovery Resource Website Connecting Community**
 - February 17, 2021: HEAP Winter Crisis Program Continues Through March
 - February 22, 2021: Natural Resources Assistance Council Project Ranking Committee notice
 - February 22, 2021: Ohio Public Works Commission Small Government Committee notice
 - February 24, 2021: Sam Miller Joins Buckeye Hills Regional Council as Development Director
- **Notable Media Mentions**
 - February 2, 2021 – Columbus Dispatch
 - ['The time is now': What does a \\$290 million broadband investment mean for Ohio?](#)
 - February 6, 2021 – Coshocton Tribune
 - [RISE Ohio focused on economic growth in Coshocton and elsewhere](#)
 - February 11, 2021 – The Post (Athens)
 - [Voinovich School receives \\$2.2 million USED A grant for economic development in Appalachia](#)
 - February 12, 2021 – The Center Square (Statehouse Reporting)
 - [Ohio moves toward establishing grants to expand broadband access](#)

CONTACT INFO: Drew Tanner, Communications Director | dtanner@buckeyehills.org | 740-376-1030

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CURRENT INITIATIVES

- **State of the Region Conference** | The conference will be virtual and is scheduled for May 11-13. We will share more details as they are released.
- **Myrecoverylink.org** | Serves as a tool for those suffering from substance use disorder as well as family members affected by the disorder residing in Monroe, Morgan, Noble, and Washington counties. To learn more about recovery resources in the region, visit www.myrecoverylink.org.
- **ARC Projects Revisions** | Project submission revisions for the following projects: East of I-77 Water Project with Regional Interconnect will increase by \$72,000 to a total request of \$322,000; submission of the Middleport Water Distribution Improvements for a total request of \$322,000; submission of Somerset Streetscape for a total request of \$250,000.
- **OCD Partner Information Limited PPE** | Available through the Ohio Department of Public Safety (ODPS). They have a limited quantity of personal protective equipment (PPE) available to communities and nonprofit organizations. To request PPE, email esf6@dps.ohio.gov with the following information:
 - Type and quantity of PPE requested
 - Contact information: Names of your organization's contact person, phone number or e-mail address, Organization's hours of operation and any special delivery instructions, date and time of pick up or delivery for PPE deliveries
 - Answer the following questions:
 - Is there a loading ramp at the delivery location?
 - Does the delivery location have personnel to unload the PPE?
 - Does the delivery location have equipment to unload the PPE?
 - For additional information or questions, e-mail esf6@dps.ohio.gov.
- **Appalachia Ohio: Telling Our Story** | The first of two session was held on March 3. This was a continuation of a series of meetings on tourism and investment in the region the Governor's Office of Appalachia hosted early 2020. While much has changed since then, the opportunities present in the region remain. This virtual session was on shifting the narrative surrounding our region and connecting businesses with the resources and partnerships to help them succeed. We'll take a look back at the 2020 Appalachia tourism campaign and what's ahead for tourism and business alike.

NEWS

Program & Service Updates

- **Project Profiles Due April 2, 2021** | Profiles can be submitted through Buckeye Hills website portal at buckeyehills.org/project-profiles.

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- **Appalachian Regional Commission POWER 2021**
 - Application portal opens: February 16, 2021
 - Letter of intent due: March 5, 2021 (5 PM ET)
 - Proposal due date: April 16, 2021 (5 PM ET)
- **CDBG Allocation** | A webinar will be held April 21, 2021 from 1:30 to 3:30 p.m. to review the PY 2021 budget and grant deadlines, programmatic changes, and revisions to application documents. Information on how to register will be posted to OCD's Technical Assistance website by April 1, 2021.
- **Ohio Public Works Commission (OPWC)** | Meeting was held on February 3 for review and approval of Round 35 Projects for Fiscal Year 2022. Twenty-two projects were awarded total grant funding of \$7,144,818 and \$2,678,142 in loans through the State Capital Improvement Program and the Local Transportation Improvement Program. The projects represent \$34,729,124 in local infrastructure investment for our region.

- **ARC Project List**

Project Title	County	Project Grantee	Funding Requested	Total Project Cost
Access Road				
West Union Street Access Road	Athens	City of Athens	\$500,000	\$983,733
Projects For Potential Submission				
Ohio River Valley Innovation and Technology E-Lab	Monroe	Switzerland of Ohio Local School District	\$250,000	\$300,000
*East of I-77 Water Project with Regional Interconnect	Noble	Noble County Water Authority	\$322,000	\$3,700,000
Tri-County Phase 6 Waterline Extension	Morgan	Tri-County Rural Water & Sewer District	\$250,000	\$2,728,900
Upgrade the HVAC/R Laboratory	Washington	Washington County Career Center	\$75,000	\$150,000
Laurelville WWTP Improvements	Hocking	Village of Laurelville	\$250,000	\$2,386,500
Downtown Sidewalk Improvements Phase 2	Hocking	City of Logan	\$250,000	\$2,000,000
West Side Additional Water Capacity	Washington	City of Belpre	\$158,500	\$317,000
New Monroe Family Health Center	Monroe	Ohio Hills Health Services	\$200,000	\$3,897,200
Appalachian Smart Rural Autonomy and Mobility	Athens	Ohio University	\$245,000	\$320,000
*Streetscape Phase 3-State Route 13	Perry	Village of Somerset	\$250,000	\$750,000
Well Head Field & VFD Improvement Project	Perry	Village of Thornville, OH	\$62,500	\$125,000
*Middleport Water Distribution and Well #4, #7, and #8 Improvements	Meigs	Village of Middleport	\$322,000	\$4,799,270

CONTACT INFO: Sam Miller, Development Director | smiller@buckeyehills.org | 740-376-1028

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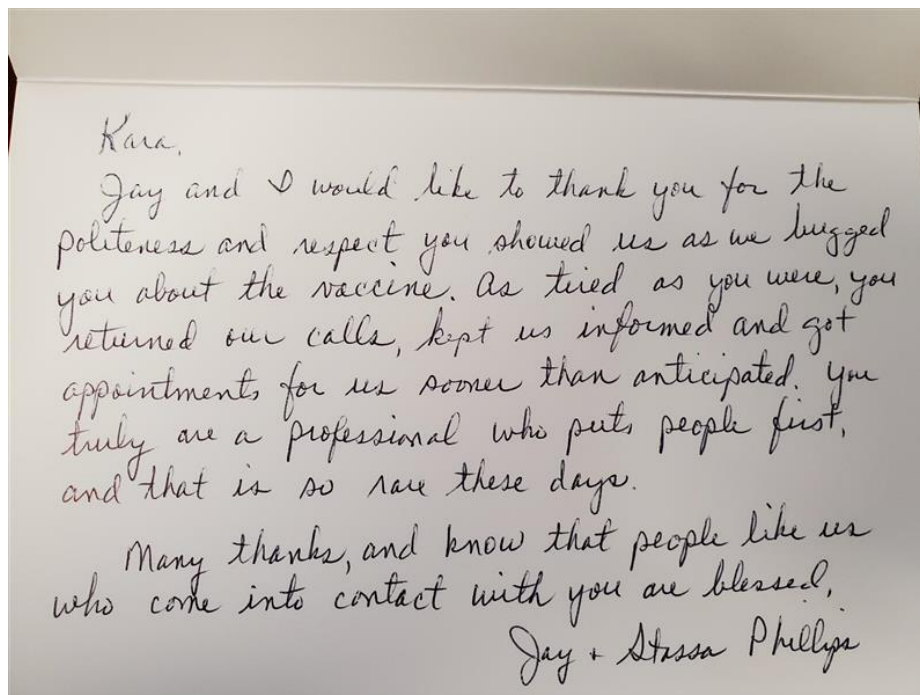
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CURRENT INITIATIVES

- **Employee Handbook** | We are currently in the process of reviewing our employee handbook to make necessary updates and/or changes.
- **Conflict of Interest Forms** | Annual conflict of interest forms have recently been completed by all staff.
- **All- Staff Meeting** | We held an all-staff zoom meeting on February 25 with directors providing highlights of major projects/initiatives currently happening at BHRC.

STAFF UPDATES

- **Thank You Kara** | Kara received the below thank you letter for her efforts on scheduling COVID-19 vaccines.



- **New Hire** | Sam Miller joined the BHRC team on Monday, February 22. She will be serving in the role of Development Director, leading the Community & Economic Development team in planning, implementing, and evaluating programs and projects within BHRC's eight-county region.
- **Resignation** | Dru Sexton, GIS Specialist, has tendered his resignation to accept a GIS position at Ohio University. His last day with BHRC was February 25. We wish Dru all the best on his new journey.

- **Current Job Opportunities**

- Care Management Coordinator
- GIS Specialist
- Clinical Assistant
- GIS Intern

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RTPO UPDATE

CURRENT INITIATIVES

- **Mid-Ohio Valley Workforce Committee (a.k.a. Development District Association of Appalachia (DDAA) Substance Use Disorder (SUD) initiative)** | the BHRC RTPO team joined the work group for the committee's Goal #3 to Develop innovative solutions to reduce transportation barriers for high risk individuals when seeking and/or maintaining employment. Group activities include the better alignment of existing services to the needs of employers and high-risk individuals, and identifying network enhancement opportunities and best practices. Update: The work group for Goal #3 has begun engagement with a focus group of social service case managers with an on-line survey and interview to identify key gaps, barriers, and best practices.

NEWS

Program & Service Updates

- **The Biennial Sub-Award Grant Agreement (FY 2022-23)** | The grant agreement for RTPO program has been received from ODOT requesting comment and feedback by 2/28. Board acceptance, signatures, and resolution are not required at this time. BHRC will be providing feedback to ODOT making a case for a nominal budget increase that has not changed in 7 years to account for increased program scope and overhead costs since inception.
- **2020 Long-Range Transportation Plan (LRTP) Development Update**
 - Plan section, data, and mapping updates underway with roughly 95% completed.
 - On 12/15 a conversation with ODOT Central confirmed that there is no official deadline for LRTP submission, and that Buckeye Hills can take whatever time is needed.
 - Regardless, Buckeye Hills RTPO is motivated to preserve the 5-year cycle of the LRTP as much as possible so will move forward as quickly as possible to finalize.
 - The plan is to finalize as quickly as possible; upon internal completion, the public comment process, RTPO Committee approval, and Board approval will then take place. ODOT will be provided a final draft prior to public comment and Board approval to demonstrate progress with the final version submitted following any public comment revisions and subsequent Board approval.
 - A number of competing agency business priorities for the RTPO and GIS have hindered dedicated time to the LRTP.
- **RTPO Work Plan SFY2022 Update**
 - ACTION ITEM: Resolution of Approval for the SFY2022 RTPO Work Plan.
 - ODOT has requested submission of the 2022 RTPO Work Plan due on 3/3, 2021.
 - Internal budget and work allocations are complete.
 - The Work Plan document and Title VI documentation is complete and included in the Board packet.
 - The total budget of the RTPO Work Plan FY2022 remains the same as previous years with no change at \$166,070.80.
 - The only changes to the Work Plan from 2021 are the internal individual resource time allocation for particular work classifications based upon program element cycles, past charged labor analysis, coordination with the GIS Team, and informed forecast projections of RTPO activities likely in 2022.
- **Washington County Mobility Management Update**
 - ODOT approved the 2021 funding application with an A+ score.
 - The 2020 update of the Coordinated Transportation Plan was completed and submitted on time to ODOT on 12/1; submitted to Washington County Board of Commissioners and approved on 11/19; ODOT

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- approved the plan on 12/1; the BHRC Executive Board approved a resolution on 12/4; ODOT has been updated with all required resolutions and signature pages.
- The BHRC Mobility Management, RTPO, and GIS groups are actively supporting Mobility Management programs in Athens-Hocking, Perry, Meigs, Morgan Counties. The Meigs County Coordinated Transportation Plan was developed with BHRC participation on the advisory/technical assistance committee and was approved by ODOT on 12/16.
 - Update: the aforementioned BHRC groups have begun the development of a Coordinated Transportation Plan (CP) for Noble County with the first task of researching and creating a transportation stakeholder committee was conducted with the first committee meeting on 2/18. The development of a commuter user survey to identify local needs and gaps in transportation has begun. Completion and submission to ODOT must be occur by 11/20 of 2021. The Morgan County CP development is anticipated to begin in 2021 as well, but planning and start-up has not yet been coordinated with the County's Mobility Manager.
 - The BHRC Mobility Management team has been tasked with coordinating transportation for COVID-19 phase 1B vaccinations in Washington County. At this present time, senior citizens 80+ years of age are being coordinated, expansion to ages 75+ and to those with severe congenital, developmental, or early-onset medical disorders, and who have a developmental or intellectual disability is anticipated in the coming week(s). Thus far, transportation service provider National Church Residences has been an exemplary partner in providing vital transportation; other transportation providers have been unwilling/unable to provide flexible transportation options for the at-risk citizens.
- **Perry County - Short Range Planning & Project Development**
 - Village of New Lexington: BHRC RTPO is leading the reset and development of the Carroll Street Corridor Safety Improvement Project to increase safety in a high volume commercial and school area on Carroll Street. Update: the project scope modifications have been finalized; a preliminary cost estimate has been acquired (\$450K). The next step is ODOT D5 coordination to finalize cost estimate considerations and any other remaining preliminary activities. Then the local match fundraising will commence, the success of which will determine when the project grant application can be submitted to ODOT D5 and then scheduled into the capital improvement work plan.
 - Village of New Lexington: BHRC RTPO is assisting with the project development of a Safe Routes to School (SRTS) project and application to ODOT D5 for the construction of a safety walking path on Panther Dr connecting the New Lexington High and Middle schools with Carroll St as a countermeasure to minimize safety risks to student-related pedestrian and bicycle traffic. RTPO tasks have been funding source application research, writing and requirements communication, engineering firm support, and ODOT D5 coordination.
 - Village of Somerset: BHRC RTPO is providing regional stakeholder support for an Intersection Safety Study for US 22 & SR 13. The project kick-off meeting is on March 1, but RTPO tasks are anticipated to be providing traffic and safety data germane to the project area, consulting, and community/stakeholder engagement coordination and support.
 - **FEMA Hazard Mitigation Grant |** The Washington County Engineer has requested BHRC RTPO/GIS operational and stakeholder committee support of a Hydrologic Study to be conducted for 1.47 square miles of the Muskingum Watershed on the southeast side of Marietta as well as within County around Morris Run Loop and along SR 7 to determine the causes of recurrent flooding. Funding for the study was awarded as part of a FEMA Hazard Mitigation Grant. The study will be conducted in 2021. BHRC GIS will provide mapping and data assistance to the consultant; RTPO will support the study on a stakeholder committee and assist with strategic engagement with other public/private stakeholders. Update: Kick-off meeting was held on 2/22; exact RTPO task responsibilities are TBD.

OTHER

- STIC Sub-committee for Incentive Funding** | RTPO Transportation Planning Manager, Sam Wallace, has been appointed to the FHWA sponsored and ODOT administered State Innovation Council (STIC) as a voting member representing the RTPOs of Ohio. The mission of the STIC is to facilitate the rapid implementation of technology, tactics and techniques among transportation program delivery professionals at the local, state, and federal levels throughout the private and non-profit sector to ensure smart, efficient investment in their state's transportation infrastructure. The objectives and duties of the STIC shall be to identify and recommend ways to ensure that Ohio responds to key issues and challenges that impact the transportation program. In addition, Sam has also become a member of the STIC sub-committee for Incentive Funding who is tasked to administer, review, and score STIC incentive funding applications for presentation to the Council for approval. This role will allow Buckeye Hills to be well-positioned to inform and promote any funding innovation and incentive opportunities to our membership. Update: the Incentive Funding sub-committee has developed an application and scoring matrix for applicants, full committee approval is TBD.

	<p>Participate in alignment efforts that aim to achieve sufficient community transportation options and a supportive infrastructure for all residents</p>	<p>Washington County Mobility Management successfully completed developing community transportation needs data via Mobility Surveys; completed and submitted a full re-write of the Coordinated Transportation Plan; successfully awarded 2021 Mobility Management funding with an A+ rating by ODOT; administered and distributed transportation supplies and subsidizing expanded services with CARES Act funding; Washington Co COVID-19 vaccine transportation coordination. Athens HOPE Grant award project contribution for transit expansion and technology enhancements. Involvement in the Rural Smart Communities Work Group; Mid-Ohio Valley Workforce Committee (a.k.a. Development District Association of Appalachia (DDAA) Substance Use Disorder (SUD) initiative): work group tactical support for the committee's Goal #3 to Develop innovative solutions to reduce transportation barriers for high risk individuals when seeking and/or maintaining employment. Meigs Co Coordinated Transit Plan contributor and transportation committee stakeholder representation; Meigs Co coordination for USDA grant for rural transportation technical assistance. Noble Co Coordinated Transit Plan development oversight and primary contributor. Morgan Co Active Transportation Plan development guidance with the county Mobility Manager as well as primary contribution.</p>
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**BUCKEYE HILLS
RTPO WORK PROGRAM
SFY 2022**

FEBRUARY 2021



This document produced by Buckeye Hills Regional Council, in partnership with the Ohio Department of Transportation.

February 2021

Please direct all questions and comments regarding this document to:

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NOTE:

This report was funded in part through grant[s] from the Federal Highway Administration [and Federal Transit Administration], U.S. Department of Transportation and the Ohio Department of Transportation. The views and opinions of the authors [Buckeye Hills Regional Council] expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation or the Ohio Department of Transportation.

INTRODUCTION

INTRODUCTION

For the past 50 years, Buckeye Hills Regional Council has helped communities in Southeastern Ohio work cooperatively to improve the region. A voluntary organization of local government political subdivisions, Buckeye Hills serves eight counties securing financial resources to translate ideas into action (Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry, & Washington). This region is populated by approximately 260,000 residents, and spans 3,695 square miles.

Whether reaching out to the region's aging in need of in-home assistance, providing communities with planning support, or serving as advocates on the state and national level, the professional staff at Buckeye Hills serves with dedication and compassion.

Since its inception, Buckeye Hills has secured over \$1 billion for education, health care, infrastructure, training and social services programs in the region.

Buckeye Hills assists communities in identifying urgent needs and securing grant and loan dollars to improve infrastructure and the overall quality of life for residents. The staff often acts as 'adjunct staff' for communities in the District by providing technical assistance, grant writing, and project administration.

VISION STATEMENT

The effective utilization of public and private resources for an improved quality of life for our constituents.

MISSION STATEMENT

Buckeye Hills will improve the socioeconomic conditions of the region by promoting the interests and needs of our constituents to persons and agencies empowered to create positive change.

INTRODUCTION

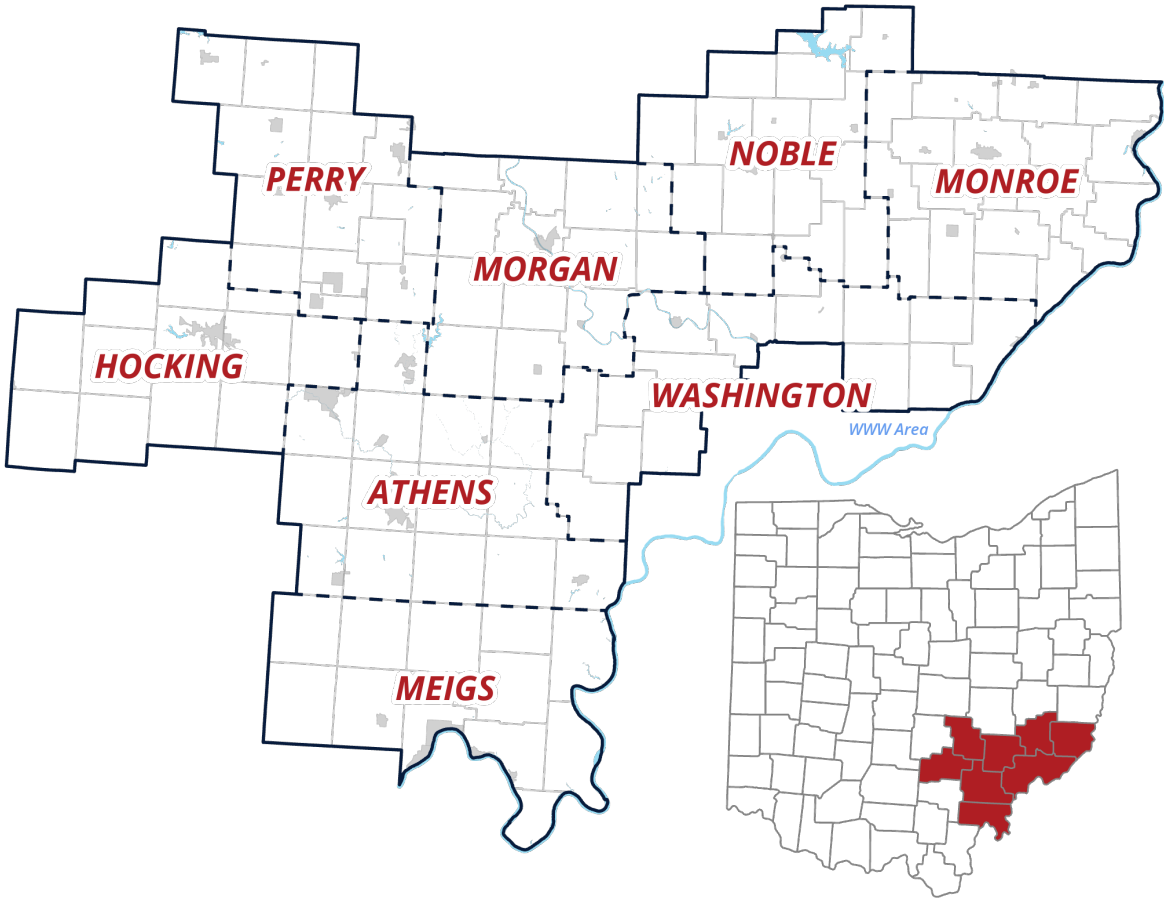
Buckeye Hills participates in the Regional Transportation Planning Organization (RTPO) program, in partnership with The Ohio Department of Transportation (ODOT). Local participation is critical to the success of this program, and is at the center of the program as offered by ODOT. The Buckeye Hills Executive Committee serves as the RTPO Policy Committee. The Executive Committee is made up of public officials, private business representatives, and engaged citizens from across the region. The Policy Committee is charged with taking official action on all RTPO documents, policies, and other activities which require signatory approval.

An RTPO Advisory Committee was formed to advise the Executive Committee on items related to transportation. The RTPO Advisory Committee is made up of individuals representing communities and organizations within the district that have an expressed interest in transportation matters facing the region. This committee includes representatives from neighborhood organizations, clubs and outdoor organizations, special interest groups, environmental groups, as well as individuals with specific transportation related expertise or professional experience. The RTPO Advisory Committee currently encompasses thirty-five (35) representatives, but efforts are being made to solicit even more participation from regional stakeholders.

In January 2016, Ohio Governor John Kasich designated Buckeye Hills Regional Council as an Ohio Regional Transportation Planning Organization (RTPO), formalizing the program that started as a pilot and helped spur better and more informed transportation decision making in Ohio.

INTRODUCTION

The transportation planning boundaries in which Buckeye Hills conducts transportation planning processes includes Athens, Hocking, Meigs, Morgan, Monroe, Noble, Perry, and Washington counties (except the townships of Belpre, Dunham, Fearing, Marietta, Muskingum, Newport, and Warren). Below is map of the Buckeye Hills Region.



TRANSPORTATION PLAN SUMMARY

TRANSPORTATION PLAN SUMMARY

Buckeye Hills completed and adopted a comprehensive long-range regional transportation plan in June 2015. This plan captured a wide range of condition and analysis information regarding transportation assets and conditions in the region.

A 5-year cyclical full re-write has been underway since 2020 and is anticipated to be completed in the Spring of 2021. The analysis included sections on goals and objectives, existing conditions, future conditions, needs analysis, and general plan recommendations for all modes of transportation in the region. A summary of the goals and objectives, regional trends, and plan recommendations is included below.

REGIONAL TRANSPORTATION GOALS AND OBJECTIVES

Buckeye Hills staff worked closely with the Transportation Committee, local public officials, and residents of the region to craft a series of goals that took in to consideration the results of the analysis activities, was cognizant of public input, and consistent with MAP-21, and subsequently FAST Act objective

Buckeye Hills RTPO LRTP Goals & Objectives		
GOAL	OBJECTIVE	DESCRIPTION
#1	Maintain & Preserve the Region's Transportation System	Identify deficiencies and recommend improvements to the region's transportation system; Develop and promote strategies to improve and maximize the life-cycle of regional transportation systems; Identify high-risk safety areas in the multi-modal transportation networks, explore and advance countermeasures locally and/or with ODOT; Explore, devise and pilot methods and processes for two-way reporting of transportation network conditions between the public/stakeholders and the local government/ODOT.
#2	Strengthen the Region's Economic Vitality	Promote and support initiatives and projects that work to fortify and/or advance the region's global competitiveness, productivity, and efficiency; Identify and support the maintenance and/or improvement of core transportation systems that connect facilities, economic assets, and the varied transportation networks in Ohio and neighboring states of the region; Increase transportation education opportunities for public awareness including financing and improvement costs
#3	Promote & Support Safety Improvements, Advance Mobility and Accessibility	Improve driver and transportation user awareness and education, and advocate for system enhancements that improve general user safety; Promote and advance additional options for moving people and goods from place to place, and increase access to available public transportation options; Investigate the establishment of additional public transportation assets; Seek to strengthen intermodal links between bicycle and pedestrian facilities, public transportation, motorized transport, and recreation; Coordinate outreach and communications with all interested parties, including local governments, communities, organizations, and individuals to advance transportation safety and accessibility.

The emphasis areas of Access Ohio 2045 Implementation and Walk.Bike.Ohio are being incorporated into the re-write of the long range transportation plan. Buckeye Hills was a member of the A045 Steering Committee, and the plan's Goals & Objectives are designed to align with A045 objectives. The plan development approach is using the A045 objectives, themes and strategies as a guide to maintain alignment with the A045 vision. Additionally, Walk.Bike.Ohio is incorporated into the Active Transportation section of the plan, and the plan's evaluations and recommendations align with the WBO themes, strategies, and analysis.

WORK CATEGORY DESCRIPTIONS

WORK CATEGORY DESCRIPTIONS

This section contains detailed information on the activities to be completed by Buckeye Hills staff as part of this work program. The activities below are listed by category, as identified and required by the Ohio MPO Administration Manual, section 8.4. Identified work items are in the following subcategories:

601 - Short Range Planning: The identification and analysis of near-term transportation problems/needs and the development of recommended solutions.

602 - Transportation Improvement Program: The development, monitoring, and revision of the biennial Transportation Improvement Program (TIP) and project delivery activities associated with projects included in the 4-year program of transportation system improvements.

605 – Continuing Planning – Surveillance: Maintenance of basic data files or input to other aspects of the ongoing transportation planning process.

610 – Transportation Plan: The development, evaluation, revision, and updating of the Comprehensive Long-Range Transportation plan document.

625 – Services: Provide planning assistance, data, information, and reports to individuals and organizations that involves community development, planning, and implementation activities.

630 – Participation in Statewide Planning: Assistance provided to ODOT in the development of Access Ohio and other statewide transportation planning activities.

665 – Special Studies: Efforts and activities which do not meet the qualifications to be categorized elsewhere, such as research activity and special project assistance.

674 – Transit: Activities and assistance to develop, monitor, analyze, and improve mass transit services and systems including the development of short and long-range plans and programs to improve operational efficiencies and forecast the need for capital improvements.

697 – Transportation Program Reporting: Includes the preparation of reports and documents that facilitate communication of transportation related issues to the region's transportation stakeholders. All other reports shall be included within the proper subcategories.

WORK CATEGORY DESCRIPTIONS

601 – SHORT RANGE PLANNING

Buckeye Hills staff will complete a review of the existing transportation system and the following activities which will support the identification and analysis of near-term transportation problems/needs, as well as the development of recommended solutions for those identified items.

Work Item	Responsible Entity	Schedule
Identify Transportation Projects: Work with local partners to identify transportation related projects which would improve local transportation systems. Includes safety studies, safe routes to school plans, active transportation plans, and corridor studies.	Buckeye Hills	Ongoing
Identify Funding Sources: Work with local project sponsors to identify potential sources of funding for transportation related projects.	Buckeye Hills	Ongoing
Prepare Funding Applications: Work with local project sponsors to complete, or assist with completion, of necessary applications for identified funding resources.	Buckeye Hills	Ongoing

Items identified as ‘ongoing’ will take place continuously throughout the entire work program period. With efforts culminating for reporting purposes by July 2022. The status of all activities will be updated in the annual report due in September 2022.

601 – SHORT RANGE PLANNING – BUDGET

Fund Type	Amount	Note
Federal Funds	\$11,036.18	Federal SPR
State Funds	\$1,379.52	ODOT
Local Matching Funds	\$1,379.52	Local Cash
Total Subcategory Budget	\$13,795.23	
Direct Labor	\$7,125.30	
Other Direct	\$625.97	
Indirect	\$3,159.65	
Fringe	\$2,884.31	
Total Subcategory Budget	\$13,795.23	

WORK CATEGORY DESCRIPTIONS

602 – TRANSPORTATION IMPROVEMENT PROGRAM

Buckeye Hills staff will develop, monitor, and revise the biennial Transportation Improvement Program (TIP) and project delivery activities associated with projects included in the four-year program of transportation system improvements.

Work Item	Responsible Entity	Schedule
RTIP Document: Create TIP documents and project maps, including unfunded RTPPO projects. Hold TIP rural consultation and public comment meetings throughout the region. Work with ODOT District 5 and 10, as well as local governments to record and disseminate any updates, changes, or other modification to the RTIP document and project listings completed.	Buckeye Hills, ODOT	October 2021 - May 2022

602 – TRANSPORTATION IMPROVEMENT PROGRAM – BUDGET

Fund Type	Amount	Note
Federal Funds	\$18,143.46	Federal SPR
State Funds	\$2,267.93	ODOT
Local Matching Funds	\$2,267.93	Local Cash
Total Subcategory Budget	\$22,679.32	
Direct Labor	\$11,491.88	
Other Direct	\$1,009.58	
Indirect	\$5,095.97	
Fringe	\$5,081.90	
Total Subcategory Budget	\$22,679.32	

WORK CATEGORY DESCRIPTIONS

605 – CONTINUING PLANNING - SURVEILLANCE

Buckeye Hills staff will maintain basic data files, mapping data, and other information used to contribute to all aspects of the ongoing transportation planning process. This activity pertains to the creation and maintenance of GIS information, maps, data, statistics, and any other related media that describes the transportation system and its condition in the eight-county region.

Work Item	Responsible Entity	Schedule
Data Creation and Maintenance: Buckeye Hills staff will actively maintain and develop (as necessary) data sets necessary to carry out regional transportation planning activities. Examples include, traffic counts, bridge information, crash data, pavement ratings, land use, applicable demographics, rail assets, and other similar information. Align with and encourage AO45 data sharing goals.	Buckeye Hills	Ongoing
Transportation Count Data Collection: Buckeye Hills staff will continue to provide traffic counting services to member governments and other interested parties in the region upon request. This includes vehicle and bike and pedestrian data collection. Buckeye Hills will maintain data collected and share with ODOT and local parties/governments.	Buckeye Hills	Ongoing

605 – CONTINUING PLANNING – SURVEILLANCE – BUDGET

Fund Type	Amount	Note
Federal Funds	\$20,133.71	Federal SPR
State Funds	\$2,516.71	ODOT
Local Matching Funds	\$2,516.71	Local Cash
Total Subcategory Budget	\$25,167.14	
Direct Labor	\$9,293.96	
Other Direct	\$7,316.49	
Indirect	\$4,121.32	
Fringe	\$4,435.36	
Total Subcategory Budget	\$25,167.14	

WORK CATEGORY DESCRIPTIONS

610 – TRANSPORTATION PLAN

Buckeye Hills staff will update the RTPO Long Range Comprehensive Transportation Plan. The referenced plan completed by Buckeye Hills in early 2021, and covers the reference period of 2020 to 2045.

Work Item	Responsible Entity	Schedule
Project Ranking Criteria: Buckeye Hills staff will continue to work with local governments, ODOT District 5 and 10, ODOT central office, and other RTPO/MPO partners to develop project ranking criteria for locally identified projects that are not part of the TIP listing. This effort will continue work that was started during previous work periods.	Buckeye Hills	Ongoing
Long Range Transportation Plan Document: Buckeye Hills staff will update the 25-year comprehensive long-range transportation plan. Align goals, objectives, and strategies with AO45. Develop a community-oriented approach to be a technical resource.	Buckeye Hills	Full Finalization: April 2021

610 – TRANSPORTATION PLAN – BUDGET

Fund Type	Amount	Note
Federal Funds	\$12,354.66	Federal SPR
State Funds	\$9,883.73	ODOT
Local Matching Funds	\$1,235.47	Local Cash
Total Subcategory Budget	\$12,345.66	
Direct Labor	\$6,297.08	
Other Direct	\$553.21	
Indirect	\$2,792.38	
Fringe	\$2,712.00	
Total Subcategory Budget	\$12,354.66	

WORK CATEGORY DESCRIPTIONS

625 – SERVICES

Buckeye Hills will continue the provision of planning assistance, data, information, and reports to individuals and organizations involved in community development, planning, and implementation activities.

Work Item	Responsible Entity	Schedule
Technical Assistance: Buckeye Hills will provide technical assistance services to standing Buckeye Hills committees, member governments, and other interested parties. Examples of technical services include mapping services, or the creation of specialized data sets relevant to transportation planning objectives.	Buckeye Hills	Ongoing
Response and Recording of Local Issues: Buckeye Hills staff will continually communicate with local governments, citizens, and interested parties to understand and record issues of transportation related concern. As necessary, items will be incorporated in the relevant section of the transportation plan. This includes performing safety or traffic pattern studies.	Buckeye Hills	Ongoing
Local Expertise: The staff of Buckeye Hills is often referred to as subject matter experts on matters related to planning, public financing, transportation, GIS, and other related areas. Buckeye Hills RTPO staff will serve on boards, committees, and other groups both formal and informal as a resource to local governments and interested parties. The RTPO will review for compliance with federal and state highway functional classification criteria and make a determination of acceptance or disapproval based on local policies and procedures.	Buckeye Hills	Ongoing
Project Management: Buckeye Hills is involved in efforts managing special projects and activities that have transportation as a central aspect. The Transportation Planning Manager will be a logical individual to guide and oversee some of these efforts.	Buckeye Hills	Ongoing

WORK CATEGORY DESCRIPTIONS

625 – SERVICES – BUDGET

Fund Type	Amount	Note
Federal Funds	\$11,483.73	Federal SPR
State Funds	\$1,435.47	ODOT
Local Matching Funds	\$1,435.47	Local Cash
Total Subcategory Budget	\$14,354.66	
Direct Labor	\$6,297.08	
Other Direct	\$2,553.21	
Indirect	\$2,792.38	
Fringe	\$2,712.00	
Total Subcategory Budget	\$14,354.66	

WORK CATEGORY DESCRIPTIONS

630 – PARTICIPATION IN STATEWIDE PLANNING

Buckeye Hills staff will provide assistance to ODOT in the development of statewide transportation planning activities including items such as Ohio’s long-range transportation plan, freight plan, maritime plan, transit plan, and other similar activities or planning products.

Work Item	Responsible Entity	Schedule
Statewide Planning Activities: Buckeye Hills will serve as a regional stakeholder in the statewide transportation planning process, offering input on plans, and any other documents or initiatives as introduced by ODOT staff during the planning period. This includes serving on committees such as: ODOT’s Access Ohio 2045 Committee, ODOT & ODH AT Statewide Committee, ODOT’s TZD Safety Committee, and State Innovation Council. Per AO45, seek to expand or establish new transportation partnerships.	Buckeye Hills	Ongoing

630 – PARTICIPATION IN STATEWIDE PLANNING – BUDGET

Fund Type	Amount	Note
Federal Funds	\$12,098.35	Federal SPR
State Funds	\$1,512.29	ODOT
Local Matching Funds	\$1,512.29	Local Cash
Total Subcategory Budget	\$15,122.94	
Direct Labor	\$7,119.23	
Other Direct	\$1,625.44	
Indirect	\$3,156.96	
Fringe	\$3,221.32	
Total Subcategory Budget	\$15,122.94	

WORK CATEGORY DESCRIPTIONS

665 – SPECIAL STUDIES

Buckeye Hills staff will engage in efforts and activities which do not meet the qualifications to be categorized elsewhere, such as research activity and special project assistance. The items listed below are data related products aimed at providing deeper understanding of transportation conditions in the region. Additionally, staff will continue to work with ODOT Office of Maritime to create a Statistical Port District in the Mid-Ohio Valley – as well as work with a statewide Ohio River Users Group.

Work Item	Responsible Entity	Schedule
Crash Analysis: Buckeye Hills staff will continue to produce crash analysis products for local governments. These products can range from a comprehensive five-year crash analysis to detailed explorations such as alcohol-related crashes or senior-involved crashes. Align with and encourage AO45 data sharing goals.	Buckeye Hills	Ongoing
Statistical Port Working Group: Buckeye Hills will serve as the sponsor of a working group focused on the establishment of a maritime statistical port from Meigs to Columbiana County. Staff will also work to create a statewide Ohio River Users Group.	Buckeye Hills, ODOT, U.S. Army Corps of Engineers, Regional Partners	Ongoing
Data Exploration: Buckeye Hills will seek out raw data to transform into useful information, suggest conclusions, and support decision-making. Create data visualizations to make finding and retrieving information easy for users for transportation planning purposes: Produce data-driven reports for a quick view of facts and figures about communities and the region. Monitor and expand upon the available data.	Buckeye Hills	As Necessary

665 – SPECIAL STUDIES – BUDGET

Fund Type	Amount	Note
Federal Funds	\$15,279.01	Federal SPR
State Funds	\$1,909.88	ODOT
Local Matching Funds	\$1,909.88	Local Cash
Total Subcategory Budget	\$19,098.77	
Direct Labor	\$9,148.84	
Other Direct	\$803.74	
Indirect	\$4,056.97	
Fringe	\$5,089.22	
Total Subcategory Budget	\$19,098.77	

WORK CATEGORY DESCRIPTIONS

674 – TRANSIT

Buckeye Hills will participate in regional activities and provide assistance to develop, monitor, analyze, and improve mass transit services and systems including the development of short and long-range plans and programs to improve operational efficiencies and forecast the need for capital improvements.

Work Item	Responsible Entity	Schedule
Transit Planning: Buckeye Hills staff will continue to work with local member governments to investigate opportunities and resources that may lead to funding for transit or similar public transportation services and align with AO45's smart and connected strategy. Serve as a member of local transit committees or primary facilitator to prepare Coordinated Public Transit-Human Services Transportation Plans and work within ODOT's Human Services Transportation Coordinated Region.	Buckeye Hills	Ongoing
Mobility Management: Buckeye Hills is staffing a mobility management position for Washington County in order to continue and expand the mobility management program established in 2020, in addition to providing mobility management support to the 8 counties in the region. The Transportation Planning Manager will provide guidance and oversight, as well as strategic and tactical support to the mobility manager and program.	Buckeye Hills	Ongoing

674 – TRANSIT – BUDGET

Fund Type	Amount	Note
Federal Funds	\$14,674.10	Federal SPR
State Funds	\$1,834.26	ODOT
Local Matching Funds	\$1,834.26	Local Cash
Total Subcategory Budget	\$18,342.63	
Direct Labor	\$9,396.90	
Other Direct	\$825.53	
Indirect	\$4,166.97	
Fringe	\$3,953.23	
Total Subcategory Budget	\$18,342.63	

WORK CATEGORY DESCRIPTIONS

697 – TRANSPORTATION PROGRAM REPORTING

Buckeye Hills staff will continue to build their capacity to be an effective partner in transportation planning with ODOT, Ohio MPO's, and the other RTPO partner agencies. The building of this expertise will also allow Buckeye Hills to be a more effective advocate for local communities and their transportation needs. This activity encompasses all necessary reporting and other documentation necessary to comply with ODOT and other funding partner regulations. This item also includes professional development and training activities as RTPO staff enhance their management and related competencies necessary to be an accomplished employee of Buckeye Hills.

Work Item	Responsible Entity	Schedule
Transportation Expertise: Existing staff will work with transportation stakeholders including ODOT staff, MPO partners, and other RTPO organizations to continue building technical capacity and expertise. Staff will seek out and attend relevant training events and professional development opportunities.	Buckeye Hills	Ongoing
Communication/ Meetings: Buckeye Hills staff will participate with ODOT, RTPO partners, and other interested transportation planning entities in meetings and events during the project period. Engage and collaborate on AO45 strategies like safety and smart connectivity.	Buckeye Hills	Ongoing
Program Reporting: Buckeye Hills will complete all required reporting and documentation related to the RTPO program and will comply with all funding requirements enacted by ODOT and other funding partners.	Buckeye Hills	Ongoing
Statutory Compliance: Buckeye Hills staff will ensure conformity among regulatory obligations, i.e., Environmental Justice, Public Participation Plan, ADA, et. al. A Title VI Plan will be completed and approved by the Personnel and Executive Committees.	Buckeye Hills	Ongoing
Program Administration: Buckeye Hills will oversee technical and policy direction of activities to fulfill ODOT, FHWA, and FTA requirements. Facilitate the efficient administration of the RTPO program.	Buckeye Hills	Ongoing

WORK CATEGORY DESCRIPTIONS

697 – TRANSPORTATION REPORTING SYSTEM – BUDGET

Fund Type	Amount	Note
Federal Funds	\$20,124.36	Federal SPR
State Funds	\$2,515.55	ODOT
Local Matching Funds	\$2,515.55	Local Cash
Total Subcategory Budget	\$25,155.46	
Direct Labor	\$10,493.10	
Other Direct	\$5,376.96	
Indirect	\$4,653.07	
Fringe	\$4,632.33	
Total Subcategory Budget	\$25,155.46	

WORK CATEGORY DESCRIPTIONS

BUDGET SUMMARY – WORK CATEGORIES

Category	Amount
601 – Short Term Planning	\$13,795.23
602 – Trans. Imp. Program	\$22,679.32
605 – Cont. Plan. - Surveillance	\$25,167.14
610 – Trans. Plan	\$12,354.66
625 - Services	\$14,354.66
630 – Statewide Planning	\$15,122.94
665 – Special Studies	\$19,098.77
674 - Transit	\$18,342.63
697 – Program Reporting	\$25,155.46
Total Work Category Budget	\$166,070.80

BUDGET SUMMARY – EXPENSE CATEGORIES

Category	Amount
Salary	\$76,663.35
Fringe Benefits	\$34,721.66
Travel	\$8,205.12
Registration Fees	\$1,000.00
Software & Licenses	\$3,500.00
Space	\$6,735.00
Supplies	\$500.00
Communications	\$750.00
Indirect Costs	\$33,995.67
Total Expense Category Budget	\$166,070.80

NOTES

Cost Allocation Plan/Indirect Costs: The provisional indirect rate established by this plan is 47.46%. Following approval, the plan and methodology will be submitted to the Economic Development Administration (EDA), who is the federal cognizant agency for Buckeye Hills. We anticipate a response letter from EDA in early summer 2021. A copy will be provided as soon as it becomes available.

NOTES

	0.9	0.45	0.1	0.1																	
	Transpo Mngr (90%)	GIS Coord. (45%)	GIS Tech (10%)	Director (10%)		Transpo Mngr	GIS Coord.	GIS Tech	Director	Totals	Salary Pct.		Fed.	State	Local						
601 - Short Range Planning	0.15	x	x	X		\$7,125.30	\$0.00	\$0.00	\$0.00	\$7,125.30	9.29%	\$13,795.23	\$11,036.18	\$1,379.52	\$1,379.52	Direct Labor	\$7,125.30				
Identify & Investigate Funding Sources					Fringe	\$2,884.31	n/a	n/a	n/a	\$2,884.31						Other Direct	\$625.97				
Identify Transportation Projects					Indirect					\$3,159.65						Indirect	\$3,159.65				
Prepare Funding Applications					Space					\$625.97						Fringe	\$2,884.31				
Stakeholder Coord., Meetings, Comms																Total	\$13,795.23				
602 - Transportation Improvement Program	0.15	0.15	x	0.25		\$7,125.30	\$2,996.33	\$0.00	\$1,370.25	\$11,491.88	14.99%	\$22,679.32	\$18,143.46	\$2,267.93	\$2,267.93	Direct Labor	\$11,491.88				
RTIP/STIP Documentation					Fringe	\$2,884.31	\$1,348.71	n/a	\$848.88	\$5,081.90						Other Direct	\$1,009.58				
Rural Consultation & Public Meetings					Indirect					\$5,095.97						Indirect	\$5,095.97				
Record & Report Any Modifications					Space					\$1,009.58						Fringe	\$5,081.90				
																Total	\$22,679.32				
605 - Continuing Planning - Surveillance	0.05	0.30	0.25	X		\$2,375.10	\$5,992.65	\$926.21	\$0.00	\$9,293.96	12.12%	\$25,167.14	\$20,133.71	\$2,516.71	\$2,516.71	Direct Labor	\$9,293.96				
Data Creation/Maintenance					Fringe	\$961.44	\$2,697.43	\$776.50	n/a	\$4,435.36						Other Direct	\$7,316.49				
Transpo. Count Collection Services					Indirect					\$4,121.32						Indirect	\$4,121.32				
Programmed Traffic Counts					Space					\$816.49						Fringe	\$4,435.36				
Includes Bike & Pedestrian Counts					Software					\$3,000.00						Total	\$25,167.14				
					Travel					\$3,000.00											
610 - Transportation Plan	0.10	0.05	x	0.10		\$4,750.20	\$998.78	\$0.00	\$548.10	\$6,297.08	8.21%	\$12,354.66	\$9,883.73	\$1,235.47	\$1,235.47	Direct Labor	\$6,297.08				
Project Ranking Criteria					Fringe	\$1,922.87	\$449.57	n/a	\$339.55	\$2,712.00						Other Direct	\$553.21				
Updating LRTP Document					Indirect					\$2,792.38						Indirect	\$2,792.38				
LRTP Data Collection					Space					\$2,792.38						Fringe	\$2,712.00				
Public/Stakeholder Engagement										\$553.21						Total	\$12,354.66				
625 - Services	0.10	0.05	x	0.10		\$4,750.20	\$998.78	\$0.00	\$548.10	\$6,297.08	8.21%	\$14,354.66	\$11,483.73	\$1,435.47	\$1,435.47	Direct Labor	\$6,297.08				
Technical Assistance					Fringe	\$1,922.87	\$449.57		\$339.55	\$2,712.00						Other Direct	\$2,553.21				
Response & Recording Local Issues					Indirect					\$2,792.38						Indirect	\$2,792.38				
Provide Local Expertise					Space					\$553.21						Fringe	\$2,712.00				
Special Projects Management					Travel					\$2,000.00						Total	\$14,354.66				
630 - Statewide Planning	0.10	0.05	x	0.25		\$4,750.20	\$998.78	\$0.00	\$1,370.25	\$7,119.23	9.29%	\$15,122.94	\$12,098.35	\$1,512.29	\$1,512.29	Direct Labor	\$7,119.23				
Statewide Planning Activities					Fringe	\$1,922.87	\$449.57		\$848.88	\$3,221.32						Other Direct	\$1,625.44				
Council and Committee Meetings					Indirect					\$3,156.96						Indirect	\$3,156.96				
Sub-Committee Participation & Tasks					Space					\$625.44						Fringe	\$3,221.32				
					Travel					\$1,000.00						Total	\$15,122.94				
665 - Special Studies	0.05	0.20	0.75	x		\$2,375.10	\$3,995.10	\$2,778.64	\$0.00	\$9,148.84	11.93%	\$19,098.77	\$15,279.01	\$1,909.88	\$1,909.88	Direct Labor	\$9,148.84				
County Crash Analysis					Fringe	\$961.44	\$1,798.28	\$2,329.50	n/a	\$5,089.22						Other Direct	\$803.74				
Statistical Port Working Group					Indirect					\$4,056.97						Indirect	\$4,056.97				
Data Exploration					Space					\$803.74						Fringe	\$5,089.22				
Sidewalk Inventory Analysis																Total	\$19,098.77				
674 - Transit	0.15	0.10	x	0.05		\$7,125.30	\$1,997.55	\$0.00	\$274.05	\$9,396.90	12.26%	\$18,342.63	\$14,674.10	\$1,834.26	\$1,834.26	Direct Labor	\$9,396.90				
Transit Planning					Fringe	\$2,884.31	\$899.14		\$169.78	\$3,953.23						Other Direct	\$825.53				
Mobility Management Oversight					Indirect					\$4,166.97						Indirect	\$4,166.97				
Strategic & Tactical Support					Space					\$825.53			\$18,342.63			Fringe	\$3,953.23				
Coordinated Transit Plans																Total	\$18,342.63				
697 - Trans. Program Report.	0.15	0.10	x	0.25		\$7,125.30	\$1,997.55	\$0.00	\$1,370.25	\$10,493.10	13.69%	\$25,155.46	\$20,124.36	\$2,515.55	\$2,515.55	Direct Labor	\$10,493.10				
Increase Expertise and Capacity					Fringe	\$2,884.31	\$899.14		\$848.88	\$4,632.33						Other Direct	\$5,376.96				
Meetings & Communications					Indirect					\$4,653.07						Indirect	\$4,653.07				
Program Reporting					Space					\$921.84						Fringe	\$4,632.33				
Statutory Compliance					Travel					\$2,205.12						Total	\$25,155.46				
Program Administration					Comm.					\$750.00											
					Regis. Fee					\$1,000.00											
					Supplies					\$500.00											
	1	1	1	1								100.00%									
						\$66,730.73	\$28,966.92	\$6,810.85	\$8,876.51	\$76,663.35			\$166,070.80								



**RESOLUTION OF THE BUCKEYE HILLS REGIONAL COUNCIL
TO APPROVE FY 2022 RTPO WORK PLAN**

Resolution #2021/03-01

WHEREAS, Buckeye Hills Regional Council is designated as the Regional Transportation Planning Organization (RTPO) for the eight counties making up the Buckeye Hills Region (Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry, and Washington counties) by the Governor of the State of Ohio, acting through the Ohio Department of Transportation (ODOT), and in cooperation with locally elected officials in the area pursuant to an Agreement between ODOT and Buckeye Hills; and

WHEREAS, Buckeye Hills has the authority and responsibility for the direction, coordination, and administration of the regional transportation planning process in accordance with state and federal laws; and

WHEREAS, the Work Plan establishes methodologies and a budget to implement the region's comprehensive transportation planning process and program activities for the upcoming fiscal year; and

WHEREAS, Buckeye Hills has reviewed the State Fiscal year 2022 Work Plan and budget and finds the prescribed elements to be consistent with the required items identified by ODOT as part of the development and maintenance of a comprehensive transportation plan and related planning activities for the Buckeye Hills region;

NOW THEREFORE, be it resolved by the Executive Board of the Buckeye Hills Regional Council hereby approves the SFY 2022 Transportation Work Plan for the period of July 1, 2021 through June 30, 2022, and authorizes the provision of 10% of the total cost of the RTPO program in local matching funds as required.

Passed on this fifth day of March 2021.

Ron Moore,
President

Lenny Eliason,
Vice President