

Executive Committee Meeting

BUCKEYE HILLS
regional
council



EXECUTIVE COMMITTEE MEETING

MARCH 4, 2022

Buckeye Hills Regional Council

AGENDA

- I. Call to Order | Ron Moore, President
- II. Roll Call | Misty Crosby, Executive Director, Secretary (per BHRC Bylaws)
- III. Governor's Office of Appalachia Update | John Carey, Director
- IV. Consent Agenda | Ron Moore, President
- V. Ratification of Action by President on the Executive Search Firm for Executive Director Recruitment Contract | Ron Moore, President
- VI. Date Change: General Policy Council Meeting - May 6, 2022 | Ron Moore, President
- VII. Bylaw Review Committee Update
 - a. Recommendation of Bylaw Changes to the General Policy Council
- VIII. Fiscal Director Update | Denise Keyes
 - a. Perry & Associates Single Audit Agreement Extension
 - b. Medibag Pharmacy Outreach Agreement
- IX. Regional Transportation Planning Organization Update | Melissa Zoller, Transportation Manager
 - a. Resolution to Approve the 2022 Monroe County Coordinated Transit Plan
 - b. ODOT Authorizing Resolution: Enhanced Mobility of Seniors & Individuals with Disabilities
 - c. ODOT Authorizing Resolution: Capital Cost of Contracting Non-Emergency Medical Transportation
- X. Executive Director Update | Misty Crosby
- XI. Citizen Participation
- XII. Other Business
- XIII. Adjournment

NEXT MEETING IS SCHEDULED FOR APRIL 1, 2022



SUMMARY OF ACTIONS

CONSENT AGENDA	
MOTION: Minutes; Statement of Activities; Division & Director’s Reports	PAGES: 4-21
PRESIDENT RON MOORE	
RATIFICATION OF ACTION BY PRESIDENT: Executive Search Firm for Executive Director Recruitment Contract	
MOTION: Date Change: General Policy Council Meeting – May 6, 2022	
BYLAW REVIEW COMMITTEE	
MOTION: Recommendation of Bylaw Changes to the General Policy Council	PAGES: 22-36
FISCAL DIRECTOR UPDATE	
MOTION: Perry & Associates Single Audit Agreement Extension	PAGES: 38-45
MOTION: Medibag Pharmacy Outreach Agreement	PAGES: 45-46
REGIONAL TRANSPORTATION PLANNING ORGANIZATION	
MOTION: Resolution to Approve the 2022 Monroe County Coordinated Transit Plan	PAGE: 49
MOTION: ODOT Authorizing Resolution: Enhanced Mobility of Seniors & Individuals with Disabilities	PAGE: 50
MOTION: ODOT Authorizing Resolution: Capital Cost of Contracting Non-Emergency Medical Transportation	PAGE: 51

CONSENT AGENDA

- **MINUTES OF THE JANUARY 7, 2022 MEETING**
- **STATEMENT OF ACTIVITIES**
 - **ADMINISTRATIVE EXPENSE REPORT**
 - **QUARTERLY BUDGET REPORT**
 - **AGING & DISABILITY PROGRAM SERVICE REPORT**
 - **GRANT AGREEMENTS**
- **DIVISION & DIRECTOR'S REPORTS**
 - **ASSISTANT EXECUTIVE DIRECTOR**
 - **AGING & DISABILITY DIVISION**
 - **COMMUNICATIONS DIRECTOR**
 - **DEVELOPMENT DIVISION**
 - **HUMAN RESOURCES**

**Minutes of the January 7, 2022
Buckeye Hills Regional Council Executive Committee Meeting**

The Buckeye Hills Regional Council Executive Committee meeting was held January 7, 2022. The meeting was held at Buckeye Hills, Marietta, Ohio.

In attendance were:

OFFICERS:	Ron Moore, President	Morgan County (Private Sector)
	Lenny Eliason, Vice President	Athens County
	Kevin Ritter, Treasurer	Washington County
EXECUTIVE COMMITTEE:	Steve Patterson	City of Athens
	Brian Howard	Meigs County (Private Sector)
	Mick Schumacher - Alternate	Monroe County
	Diane Ullom	Monroe County (Private Sector)
	Adam Shriver	Morgan County
	Josh Schlicher	City of Marietta
GENERAL POLICY COMMITTEE:	James Booth	Washington County
GUESTS:	Amber Kohler	Office of Congressman Johnson
	Cody Pettit	Office of Ohio Treasurer Sprague
	Bryn Stepp	Office of Lt. Governor Husted
	Fred Vogel	ODOT Division of Jobs & Commerce
	Peter Voderberg	Broadband Ohio – Ohio Department of Development
	Bret Allphin	Sixmo City Services
	Sam Tuten	Sixmo City Services
STAFF:	Misty Crosby	Executive Director
	Rick Hindman	Assistant Executive Director
	Ryan Collins	Broadband Coordinator
	Denise Keyes	Fiscal Director
	Sam Miller	Development Director
	Jason Pyles	GIS Coordinator
	Jenny Simmons	Executive Assistant
	Drew Tanner	Communications Director
	Jennifer Westfall	Aging & Disability Director
	Melissa Zoller	Transportation Manager

CALL TO ORDER

Ron Moore, President, called the meeting to order.

ROLE CALL

Misty Crosby, Executive Director, conducted roll call.

CONSENT AGENDA

Kevin Ritter moved to approve the consent agenda which included the Minutes from the December 3, 2021 meeting; Statement of Activities, Administrative Expense YTD; Aging and Disability Programs Services and Funding Report for period July 1, 2021 through November 30, 2021, Grant Agreements Received and Executed and Division and Director's Reports. Lenny Eliason seconded the motion. All yeas. Motion carried.

STATE BROADBAND FUNDING SUPPORT UPDATE

Peter Voderberg, Chief, Broadband Ohio, Ohio Department of Development, provided updates on the state broadband funding support to the members.

LEGISLATOR AND PARTNER AGENCY UPDATES

Amber Kohler, Field Representative, provided updates to the members from the Office of Congressman Johnson.

Bryn Stepp, Southeast Ohio Representative, provided updates to the members from the Office of Ohio Lt. Governor Husted.

Cody Pettit, Southeast Ohio Representative, provided updates to the members from the Office of Ohio Treasurer Sprague.

Fred Vogel, Regional Manager, ODOT Division of Jobs & Commerce, provided updates to the members to the members.

APPROVAL OF SAMS SOFTWARE LICENSE

Steve Patterson moved to approve the annual SAMS Software License in the amount of \$14,446.84. Brian Howard seconded the motion. All yeas. Motion carried.

BUCKEYE FIELDS UPDATE

Rick Hindman, BHRC Assistant Executive Director, provided a Buckeye Hills Support Services Buckeye Fields update to the members. He reported the project received an extension for completion to the end of 2023. The new timeline indicates the construction will begin in June 2022, begin accepting residency applications on July 4, 2022 and residents may begin moving in the end of August 2022, while construction continues on the other units. Hindman also provided telehealth updates, communication updates, and lessons learned on the project.

REGIONAL TRANSPORTATION PLANNING ORGANIZATION UPDATE

Melissa Zoller, Transportation Manager, reported that Kelly Isaly is the new Monroe County Mobility Manager. Isaly will be housed in Monroe County following her in-house training.

Zoller announced the Regional Transportation Planning Committee meeting is scheduled for January 21, 2022 at 10:30 am at the Buckeye Hills office.

Zoller reported that Madelyn Brewer, Development Specialist III, will be the contact for Appalachian Regional Commission (ARC) projects. The deadline to submit the ARC Project Profiles is March 31, 2022 and can be found on the Buckeye Hills website.

EXECUTIVE DIRECTOR UPDATE

Brian Howard moved to approve the Resolution Authorizing Application to Appalachian Regional Commission for the Creation of an Economic Feasibility Development Strategy. Diane Ullom seconded the motion. All yeas. Motion carried.

Crosby provided a regional wrap up of the Ohio BUILDS project which funds critical water projects in all of Ohio's 88 counties. Buckeye Hills region was awarded 15 projects totally more than \$30,000,000.

Crosby announced the Broadband USA virtual listening session dates to the members. The sessions will cover the Infrastructure Investment and Jobs Act Broadband Programs. More information can be found at the Broadband USA website.

Crosby stated that the Executive Search Firm RFP was published on December 15, 2021. Responses are due back on January 15, 2022. The Executive Committee will formally vote and enter into contract with a firm at the February meeting. The search will then begin for the next BHRC Executive Director.

The NADO Annual Policy Conference will take place this March in Arlington, VA. The House and Senate offices are closed to visitors so Buckeye Hills is working with the other LDD's and NADO to schedule an off-site meeting with the legislator's staff in hopes to advocate for the region. Washington DC will be putting in place a vaccine mandate beginning January 15 and more information can be found at vax.dc.gov.

Crosby provided federal updates to the members:

- Build Back Better Act is stalled and won't go forward as written. EDA and USDA funding proposals were included in the act.
- The current continuing resolution to fund the federal government expires on February 18.
- Momentum continues for the EDA Reauthorization.

CITIZEN PARTICIPATION

No citizens present wished to address the committee.

OTHER

Ron Moore asked the members to complete the Conflict of Interest and Code of Ethics found in the meeting binder.

ADJOURNMENT

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

Approved By: _____
Misty Crosby, Secretary

Date: _____



STATEMENT OF ACTIVITIES JULY 1, 2021 THROUGH JANUARY 31, 2022

YEAR TO DATE ADMINISTRATIVE EXPENSE DETAIL

Administrative Expenses for Fiscal Year 2022 totaled \$6,191,059.67 at January 31. This total represents 51.57% of the Council's administrative budget utilized. Total spending for this time period is budgeted to be 58%. Insurance, Software and Licenses and Subscriptions are above the 58% spending budget as most of these costs are paid in the beginning of the year. Employee/Governing Board expenses are higher due to gifts for the holidays. Spending for Advertising, Communications, Legal, Other, Printing, Supplies and Travel-Out of Town Expense is higher than anticipated and will be monitored closely and reconciled during our budget review process. Staff position vacancies also account for underspending in Salary and Fringe Benefits. As new projects and funds are awarded, budgets are adjusted and presented to the Committee quarterly. A Quarterly Budget adjustment is included. 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 January 31, almost \$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 - January 31, 2022

	2021 YTD Actual	2022 YTD Actual	2022 Budget	% of Budget
Salary	\$ 1,736,559.23	\$ 1,723,513.02	\$ 3,092,717.30	55.73%
Fringe Benefits	\$ 751,761.40	\$ 782,427.04	\$ 1,499,755.26	52.17%
Advertising	\$ 61,961.90	\$ 77,152.11	\$ 119,220.25	64.71%
Audit Costs	\$ 13,470.00	\$ 13,470.00	\$ 30,000.00	44.90%
Building Maintenance	\$ 5,238.00	\$ 5,262.00	\$ 11,000.00	47.84%
Communications	\$ 36,482.51	\$ 55,934.30	\$ 87,884.86	63.64%
Conference Registration Fee	\$ 6,786.00	\$ 14,934.00	\$ 26,200.00	57.00%
Contract Services	\$ 112,868.47	\$ 43,701.18	\$ 554,019.00	7.89%
Employee/Governing Board	\$ 10,518.24	\$ 10,200.80	\$ 15,000.00	68.01%
Equipment Purchase/Maintenance	\$ 10,168.63	\$ 4,757.69	\$ 23,350.00	20.38%
Insurance	\$ 33,884.56	\$ 42,062.93	\$ 35,000.00	120.18%
Legal Costs	\$ 3,139.75	\$ 7,141.25	\$ 10,000.00	71.41%
Organizational Dues	\$ 43,699.28	\$ 20,460.00	\$ 38,900.00	52.60%
Other Costs	\$ 6,522.92	\$ 7,568.12	\$ 9,730.00	77.78%
Postage	\$ 12,911.55	\$ 9,524.29	\$ 18,050.00	52.77%
Printing Costs	\$ 5,332.90	\$ 6,964.78	\$ 8,850.00	78.70%
Software & Licenses	\$ 42,189.14	\$ 59,938.51	\$ 104,665.00	57.27%
Space	\$ 148,948.86	\$ 148,948.88	\$ 255,342.00	58.33%
Staff Training Fees	\$ 6,297.91	\$ 1,534.35	\$ 8,000.00	19.18%
Subscriptions	\$ 2,146.57	\$ 2,222.80	\$ 3,000.00	74.09%
Supplies	\$ 96,474.11	\$ 109,252.87	\$ 126,376.00	86.45%
Travel - Mileage Reimbursement	\$ 1,642.14	\$ 18,960.85	\$ 79,800.00	23.76%
Travel - Out of Town Expense	\$ 630.96	\$ 26,810.99	\$ 34,200.00	78.39%
TOTAL EXPENSES FOR THE PERIOD	\$ 3,149,635.03	\$ 3,192,742.76	\$ 6,191,059.67	51.57%
INDIRECT COST RATE FOR THE PERIOD	42%	48%		



Quarterly Budget Review

For the Period July 1, 2021 -December 31, 2021

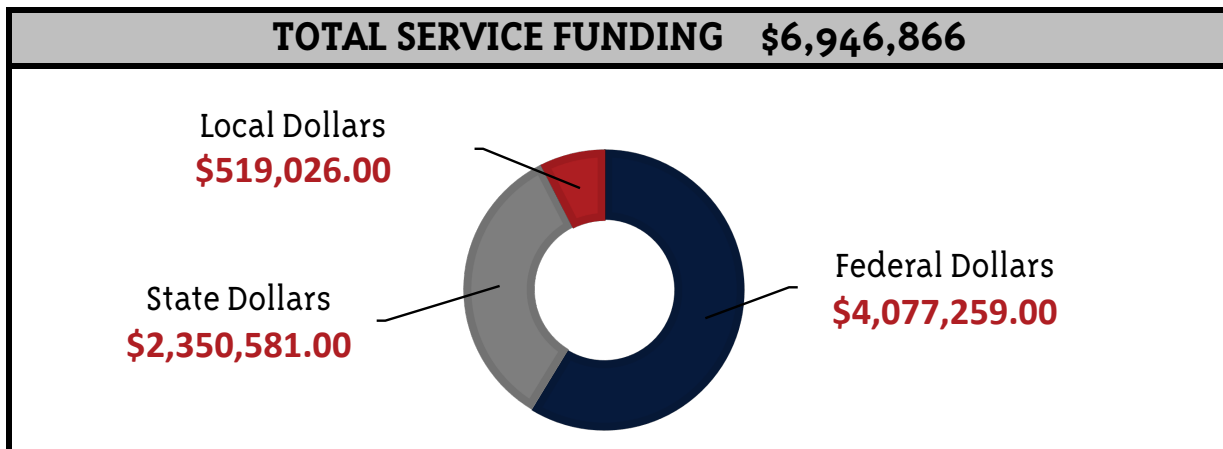
	Original Budget	07/21 - 09/21 Change	10/21 - 12/21 Change	01/22 - 03/22 Change	04/22 - 06/22 Change	Final Budget
Salary	\$ 3,092,717.30					\$ 3,092,717.30
Fringe Benefits	\$ 1,499,755.26					\$ 1,499,755.26
Advertising	\$ 69,220.25		\$ 50,000.00			\$ 119,220.25
Audit Costs	\$ 30,000.00					\$ 30,000.00
Building Maintenance	\$ 11,000.00					\$ 11,000.00
Communications	\$ 87,884.86					\$ 87,884.86
Conference Registration Fee	\$ 16,200.00		\$ 10,000.00			\$ 26,200.00
Contract Services	\$ 636,919.00		\$ (82,900.00)			\$ 554,019.00
Employee/Governing Board	\$ 15,000.00					\$ 15,000.00
Equipment Purchase/Maintenance	\$ 23,350.00					\$ 23,350.00
Insurance	\$ 35,000.00					\$ 35,000.00
Legal Costs	\$ 10,000.00					\$ 10,000.00
Organizational Dues	\$ 38,900.00					\$ 38,900.00
Other Costs	\$ 7,730.00		\$ 2,000.00			\$ 9,730.00
Postage	\$ 18,050.00					\$ 18,050.00
Printing Costs	\$ 8,850.00					\$ 8,850.00
Software & Licenses	\$ 104,665.00					\$ 104,665.00
Space	\$ 255,342.00					\$ 255,342.00
Staff Training Fees	\$ 8,000.00					\$ 8,000.00
Subscriptions	\$ 2,100.00		\$ 900.00			\$ 3,000.00
Supplies	\$ 56,376.00	\$ 50,000.00	\$ 20,000.00			\$ 126,376.00
Travel - Mileage Reimbursement	\$ 79,800.00					\$ 79,800.00
Travel - Out of Town Expense	\$ 34,200.00					\$ 34,200.00
TOTAL BUDGET	\$ 6,141,059.67	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 6,191,059.67

Buckeye Hills Regional Council

Aging and Disability Programs Services & Funding Report

July 1, 2021 - January 31, 2022

SERVICES PROVIDED		
Direct Service Hours Provided	Transportation Trips	Adult Day Service Days Attended
209,880	7,532	1,068
Adult Day Service Miles Traveled	Meals Provided	Home Medical Equipment & Emergency Response Units
534	206,023	9,307
Legal Services Contacts	Home Accessibility Modification And Pest Control Jobs	Senior Farmers Market Coupons Redeemed
795	31	16,345
Grocery Shopping and Delivery	Telephone Reassurance	Evidence Based Classes
387	434	438
Assisted Living Days	Alzheimers Education Contacts	Senior Volunteer Hours
9,078	110	54,720



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



GRANT AGREEMENTS RECEIVED AND EXECUTED JANUARY- FEBRUARY 2022

PROGRAM NAME	FUNDING AGENCY	GRANT PERIOD	AMOUNT
2021 Critical Infrastructure Program Village of Racine Sidewalk Project	Meigs County Commissioners	September 1, 2021 to October 31, 2023	\$30,000
Program Year 2022 Title III, Title VII of the Older Americans Act	Ohio Department of Aging	January 1, 2022 to September 30, 2023	To Be Determined
Program Year 2022 Senior Farmers' Market Nutrition Program	Ohio Department of Aging	January 1, 2022 to November 30, 2022	\$80,444
Clean Ohio Green Space Conservation Program	Ohio Public Works Commission	January 1, 2022 to December 31, 2022	\$15,000
District 18 Public Works Infrastructure Program	Ohio Public Works Commission	January 1, 2022 to December 31, 2022	\$65,000
Areawide Opioid Resource Navigation	Ohio Valley Employment Resource	Extension of current grant through February 28, 2022	\$7,000

CURRENT INITIATIVES

- **Age-Friendly/Athens:** This initiative is a 5-year process intended to ensure that people of all ages can grow healthfully, safely and independently in a supportive and inclusive community. Over 100 local people and partners are engaged in this process that involves addressing 9 domains of livability including: social participation/inclusion; outdoor recreation; housing; transportation; climate resilience; and employment/civic engagement.

BHRC is participating on the Housing Committee, which will resume regular meetings now that the input from the survey have been collected and analyzed.

- **Succession Planning:** We received bids from three firms (TES; Jobplugs; SERDI) to conduct the search for Misty Crosby's successor as Executive Director. The bid was awarded to SERDI through an evaluation process. SERDI will be on-site on March 24th to meet with the Search Committee.
- **SolSmart Designation:** BHRC has started the process to secure SolSmart designation for the region. SolSmart is a national program led by the International City/County Management Association and the Interstate Renewable Energy Council (IREC), along with a team of partners with deep expertise in solar energy and local governments. The designation program recognizes cities, counties, and regional organizations that foster the development of mature local solar markets. The BHRC currently has three communities that have secured designation. Through regional designation, BHRC seeks to influence other communities throughout our region to take advantage of the benefits of solar energy.
- **COVID Office Protocols:** We continue to strongly encourage masking, social distancing and working remotely (when feasible) for our employees
- **Community Health Workers (CHWs) initiatives:** We now have two CHWs active in connecting home-bound folks up to resources, services and programming. This initiative is in partnership with, and funded by, Ohio University.

We are investigating other potential CHW initiatives, including stationing a CHW in the Buckeye Fields senior housing facility and engaging in the HUB Pathways model, an evidence-based and Medicaid-reimbursable program in which CHWs serve as liaisons between health/social services and the community to facilitate better access to quality health services.

We are currently in discussions with two organizations, Access Tusc and COAD. Access Tusc is a certified Pathways HUB and COAD is seeking certification. HUBs work with community-based organizations, agencies, and providers, to build a Pathways network. The COAD HUB will cover 5 of our counties, and the Access Tusc HUB currently covers two of our counties. BHRC leadership is in the process of determining the feasibility of contracting for or employing CHWs (utilizing our LSWs/RNs as supervisors) to serve vulnerable populations throughout our region under the two Pathways administrative HUBs covering our region.

- **Substance Use Disorder Initiative:** The team that had collaborated on last year's DDAA SUD Learning Collaborative has been awarded \$500,000 from ARC's INSPIRE initiative. ARC's Investments Supporting Partnerships in Recovery Ecosystems (INSPIRE) initiative, which is a 3-year program, is providing funding for our team's efforts to further address the SUD (substance use disorder) crisis in Appalachia through assisting individuals in recovery in moving successfully toward securing employment; the focus is on support

services that enable and support an individual's successful entry or reentry into the workforce, thereby creating an employment recovery ecosystem. The project includes Wood, Washington and Athens Counties, but will also benefit the residents of bordering counties.

The team has applied for EDA's Good Jobs Challenge grant for funding to assist folks in recovery to secure higher-paying, career-oriented jobs. There were over 500 proposals submitted for funding, so competition is formidable. We have set aside funding in the Challenge application to support increased capacity for the Mobility Manager and Washington/Morgan CAP in securing reliable transportation so persons can better access workforce training, and secure and maintain employment.

The team has also started working with two employers, Profusion in Washington County and Simonton Windows in Wood County. Efforts are underway to assist those companies in making changes to work culture and improving their job retention rates through hiring folks in recovery.

- **BHSS, Inc./Buckeye Fields Status:** As part of the closing process, the team had submitted a proposal for project-based assistance in response to an RFQ issued by the local housing authority, and the project has been awarded the assistance. We are in the process of seeking HUD approval for the project-based assistance. We plan to commence construction activities in June of this year. The date for closing on the project has been delayed due to the need to perform HUD Part 58 and Section 106 environmental reviews prior to closing on the project. A consultant has been hired to perform those reviews. It is estimated that a minimum of 60 days will be required for completion. A Subsidy Layering Review will also be completed simultaneously with the environmental reviews.

We continue to work with HealthJay team, our provider for telehealth services for the Washington County Home and Buckeye Fields housing community. We are collecting data and monitoring the performance of the HealthJay tablets in the County Home setting in an effort to determine the best use of this product in our senior living facility. I will be presenting on the HealthJay product and the telehealth process at the LeadingAge Summit in Washington D.C. at the end of March.

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

CURRENT INITIATIVE/ NEWS

- The AAA network is working with ODA to determine if any actions can be taken to support the **home health workforce and provider shortage** throughout the state and our region. AAAs were tasked with gathering data that identifies gaps in services and were asked to provide recommendations to address these shortages.
- Aging staff has been discussing the possibility of implementing a **Community Health Worker (CHW) program** with local partners. Discussions have included the work being completed by the local PATHWAY hubs model. BHRC met with AccessTusc, the managing partner for a northern hub, about the PATHWAY program, payment and supportive funding. AccessTusc is currently serving Washington and Monroe counties as a hub.
- **Learning Opportunities:** Three conference opportunities are available in 2022. If you have any interest in attending please let Jenn Westfall (jwestfall@buckeyehills.org) or Jenny Simmons know.

April 11 th to the 14 th	American Society on Aging	New Orleans, Louisiana
July 10 th to the 13 th	USAgging Conference	Austin, Texas
March 29 th – 30 th	USAgging’s Policy Conference	Washington, DC

Program & Service Update

- BHRC has been notified of continued funding for the **Housing Grant program**. This will permit the program to continue for another 2 years. This grant funds home modifications that are emergent or needed for accessibility reasons for the residents of our 8-county region. BHRC was awarded **\$300,000** to continue programming for the 24-month program.
- Total of 69 Completed Assessment in the past 30 days

Athens	13
Hocking	10
Meigs	7
Monroe	3
Morgan	1
Noble	2
Perry	7
Washington	26
TOTAL	69

- **Title III Contracts** have been delivered to providers for signatures and many have been returned. Thank you to our community partners and commissioners for the timely response.
- **Regional Advisory Council** is planning on meeting **March 25th at 10:00 am**. This is an open meeting for any community member, professional or interested party to attend. The group serves as advisors to the state in support of aging issues that exist within our communities. We hope to provide a virtual option for attendance.

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PASSPORT AND ASSISTED LIVING CASELOAD REGIONWIDE

- Current PASSPORT caseload is **769 individuals and 60 individuals** on the Assisted Living Waiver. PASSPORT enrollment has been impacted by the death of enrolled individuals
- *In-person visits will resume March 1st for initial assessments, annual reassessments and for health and safety reasons. Staff are being provided with appropriate PPE and have been given universal precautions directives.*

CONTACT: 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

- **HEAP Outreach** | Regular HEAP outreach continues for the winter months. New billboard messages are running in seven counties. Radio and television spots are airing on local stations throughout the region. Weekly social media posts will continue. Information is available on our website at buckeyehills.org/heap.
- **Aging Outreach** | Buckeye Hills is scheduled to be a sponsor or participate in outreach events throughout the spring. These include Senior Fairs, Health Fairs, virtual presentations, and speaking engagements with community groups. A number of new promo materials have been ordered to distribute throughout our communities.
- **Medicare Savings Outreach** | In an effort to further promote Medicare Savings Programs and Extra Help prescription drug care discounts, the Communications team has planned a round of advertisements through Medibag. This campaign features a full size prescription drug bag ad, distributed by 9 different pharmacies that serve 7 of our 8 counties, encouraging older adults to call our 800 number for information about Medicare Saves, Extra Help, and our Aging & Disability programs.
- **Vaccine Hesitancy Grant** | The first of a series of direct mail pieces was distributed the third week of January. Subsequent mailers are scheduled for every other month: March, May, July, and September. These will be supplemented with local radio and additional promo items to be distributed to local health departments and senior centers.
- **LED Sign** | The deposit has been sent for the new LED sign to replace the 50th Anniversary sign boards at our parking lot entrance. The installation date will be set once the vendor has the materials in hand. Ongoing supply chain issues and the global chip shortage are impacting the delivery of the sign.
- **Appalachian Ohio Return on Investment Report** | The Communications Director has served as project manager for the annual Appalachian Ohio Return on Investment Report, working with the other LDDs (OVRDC, OMEGA, and Eastgate) to compile data and highlights from ARC funded projects in the state. Stonewall Group presented initial design concepts after the LDDs submitted their project information and content. The final draft was wrapped up on February 25. Production is on track for distribution at the March NADO-DDAA Washington Policy Conference.
- **Annual Report** | The Communications team is working with BHRC staff to compile the 2021 Annual Report, which will be presented at the General Policy Council Annual Meeting in April.
- **Caregiver Support** | The Communications team is working with Aging staff to develop a monthly caregiver support newsletter and supporting content on social media.
- **Mobility Management Video** | The Communications team is working with the Washington-Noble Mobility Manager to coordinate a "How to Ride the Bus" video with Community Action Bus Lines. Filming will be scheduled for May, depending on videographer availability and CABL schedules.
- **State of the Region Conference Planning Committee** | The Communications Director served on the State of the Region Conference Planning Committee with partners from OU, OhioSE, the Appalachian Ohio LDDs. A Save the Date notice was distributed on February 24. This year's theme is Models for Revitalization. The free conference is scheduled for May 10 at Ohio University's Baker University Center Ballroom. A virtual registration option is also available. Further updates and registration details will be available in the coming weeks.
- **RISE Ohio Resource Page** | The Communications team created a new resource page and PDF resource guide for RISE Ohio at buckeyehills.org/rise-ohio, in consultation with Special Project Coordinator Kate Perani. This page was introduced during the February 25 Ohio launch webinar for Opportunity Appalachia.
- **Earned Media** | Buckeye Hills Regional Council's earned media value for 2021 (the value of media exposure that was not paid advertising) totaled \$79,556. This was more than double the earned media value of *Serving Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry and Washington Counties in Southeast Ohio.*

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previous years and greatly augmented the paid advertising that was done to promote our programs and services.

NEWS

- **Recent Press Releases & Notices**

- January 3: [Help Available for Internet Service Bills](#)
- January 4: [ODOT Program Resource Guide & Local Funding Dates for 2022](#)
- January 5: [Call for Projects: Submit Project Profiles by March 31](#)
- January 7: [U.S. Treasury Releases Final Rule for ARPA Fiscal Recovery Fund](#)
- January 10: [USDA ReConnect Program FY2022 Application Workshops](#)
- January 14: [Ohio EPA Webinar: Water Supply Revolving Loan Account 2023 Updates](#)
- January 14: [Analysis: Broadband and the ARPA Final Rule](#)
- January 21: [RFP: RISE Ohio Technical Assistance for Opportunity Zone Projects](#)
- January 26: [NRAC Solicitation for Nominations](#)
- January 26: [Call for Transportation Projects](#)

- **Notable Media Mentions**

- January 24 – The Marietta Times: [WSCC grad propels into regional leader](#)
- January 26 – The Marietta Times: [New Affordable Connectivity Program created](#)
- January 29 – The Times Leader: [Buckeye Hills working to expand transportation services](#)
- February 14 – The Daily Sentinel: [State Board Approves Funding for SE Ohio](#)
- February 17 – Ohio Capital Journal: [Local leaders launch Broadband Access Ohio to advocate for municipal broadband services](#)
- February 18 – The Athens Messenger: [Regional nonprofit awarded \\$300K for home accessibility program](#)

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

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

CURRENT INITIATIVES

- **Monroe County Coordinated Transit Plan Permission Approval** - BHRC is planning to submit the coordinated transit plan to the Ohio Department of Transportation (ODOT). The plan has been reviewed and approved by the Monroe County Transportation Advisory Committee and Monroe County Commissioners.
- **Authorizing Resolution to Apply for Non-Emergency Medical Transportation** – After the success of request for proposals for non-emergency medical transportation services in Washington County, the Mobility Management Team is going to apply for dollars to award contracts to expand these services into Monroe and Noble counties.
- **Authorizing Resolution to Apply for Mobility Management Funds** – BHRC has seen many successes within the Mobility Management Team and applying for these grant dollars gives our intent to continue this program and the services it gives to members of our communities.

NEWS

Program & Service Updates

- **Specialized Transportation 5310 In and Out of County Non-Emergency Medical Contracts** – After releasing a Request for Proposals, BHRC has awarded three contracts for non-emergency medical transportation to: Morgan Public Transit, Green Cab and The Community Action Program Corporation of Washington-Morgan County. The amounts of each contract correspond with the score given in the rating process.
- **Increase to Appalachian Regional Commission Federal Allocation** – The federal allocation from the Appalachian Regional Commission increased to \$239,400 for FY2022. This is an additional \$30,400 from last year.
- **2022 ARC Project Profiles** – The online portal for 2022 Project Profiles opened on January 5 and will close March 31. The projects submitted will be scored for eligibility from the Appalachian Regional Commission and other state and federal partners.
- **ARC POWER 2022** – Last week, ARC issued a Request for Proposals for the POWER (Partnerships for Opportunity and Workforce and Economic Revitalization) Initiative. The request for proposals can be found [HERE](#). A virtual pre-application workshop will be held on March 10 at 10 a.m. and you can register [HERE](#).
- **Call for Transportation Projects** - If your community has a transportation project in the works or that your jurisdiction is working to make happen, please help us capture the details in our Regional Transportation Planning Organization Project Intake Form. Completion of this form is required for a project to be included in the Long-Range Transportation Plan and for potential access to capital funds to be distributed by the BHRC RTPO. Projects submitted here may also be used to demonstrate our region's transportation needs to ODOT and state and federal legislators.
- **Buckeye Hills Regional Council Broadband Committee** - The first BHRC Broadband Committee meeting was on February 7 at 1 p.m. via Zoom.
- **Opportunity Appalachia Ohio Launch** - As the lead partner in Ohio, OhioSE launched a meeting of community and economic development leaders, local elected officials, developers, and business owners to learn about the opportunity to obtain technical assistance for important development projects to move your community forward. The virtual meeting was on February 25

Staff Updates

- **Brandi Beaver** continues to utilize MyRecoveryLink to connect individuals in need with the necessary resources for the path to recovery.

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- **Madelyn Brewer** is working on transitioning to the ARC programming while continuing to work on EDA initiatives while the Development Specialist 3 position is vacant. Madelyn attended the International Economic Development Council Leadership Conference and brought back ideas and resources to enhance economic development of the region with a focus on outdoor tourism and recreation in the region.
- **Ryan Collins** is happy to share that BHRC is an official member of Broadband Access Ohio and will represent rural interests. He attended the NDIA conference in Portland, OR and spoke in a lightning round to introduce ourselves to that community which generated a lot of interest in our work and replicating it.
- **Carly Fitz** accepted the Development Specialist 1 position and will start with Buckeye Hills Regional Council on March 22.
- **Julia Hinzman** has been working on outreach to get her name out in Noble County to help them better understand her role as the mobility manager and has been helping Brandi, Melissa, and Kelly on the letter of intent for the mobility management program that will go to ODOT.
- **Michelle Hyer** received 10 Round 36 Ohio Public Works Commission Small Government applications. She reviewed, rated, and ranked those applications and the Small Government Committee met on February 2nd and selected 7 projects to forward to OPWC to compete with the other 18 districts for funding. Michelle also worked with the Meigs County Commissioners on the submission of a CDBG – CV Target of Opportunity application. She recently received confirmation that this project has been approved for \$549,000 and is awaiting the grant agreement from the Department of Development.
- **Kelly Islay** has been working on outreach to get her name out in the community to help them better understand her role as the mobility manager and has been helping Brandi, Melissa, and Julia on the letter of intent for the mobility management program that will go to ODOT.
- **Jason Pyles** completed several different internal and external data requests, and supported work of the Mobility Management and Transportation team. He continued work with Building Bridges to Careers, both in their data collection and analysis efforts, and in the expansion of their Network initiative.
- **Jada Riley** started at BHRC as Development Specialist 3 on February 28 and will cover the EDA programs. She can be reached at jriley@buckeyehills.org.
- **Melissa Zoller** has been working on the draft workplan and will be submitted in March for ODOT to review. The mobility managers and her have been working on the submission of the Letter of Intent for funding mobility management and non-emergency transportations in Monroe, Noble and Washington Counties.

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

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CURRENT INITIATIVE

- **W-2/1095** | The Fiscal Department has completed and distributed employee 2021 W-2 and 1095's
- **Vacancies** | Job postings and interviews are currently being conducted/scheduled for the following positions:
 - Assessor
 - Care Management Coordinator
 - Planning Director
 - GIS Specialist
 - Quality Improvement Assistant
- **Conflict of Interest forms** | Annual Conflict of Interest Forms are currently being collected from staff.

STAFF UPDATES

- **Julia Hinzman** has accepted the Mobility Manager position for Washington & Noble Counties effective January 24, 2022
- **Rebecca Conatser**, Assessor, resigned effective January 26, 2022
- **Brenda Buttrey**, QI Assistant, accepted a promotion to Provider Development Risk Assessment Specialist effective February 7, 2022
- **Cristie Piersol**, Intern, who is currently seeking her degree in Social Services Technology from Washington State Community College is completing her 112 practicum hours with our Aging division effective Monday February 14, 2022.
- **Kara Schoonover**, Care Management Coordinator, resigned effective February 18, 2022
- **Jada Riley** has accepted the Development Specialist 3 position effective February 28, 2022
- **Carly Fitz** has accepted the Development Specialist 1 position effective March 22, 2022

CONTACT INFO: Angie Lawrence, Human Resources Manager | alawrence@buckeyehills.org | 740-376-1031

BYLAW REVIEW COMMITTEE

- **RECOMMENDATION OF BYLAW CHANGES TO
GENERAL POLICY COUNCIL**



BY-LAWS

PREAMBLE

The Buckeye Hills-Hocking Valley Regional Development District, hereinafter referred to as Buckeye Hills Regional Council or BHRC, is hereby created as an agency established by agreement among its members pursuant to Section 167.01-08 of the Ohio Revised Code. The agency 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 to implement regional plans and programs. The agency is also organized as a forum for discussion and study of common problems of a regional nature, and for the development of policy and action recommendations relating thereto.

ARTICLE I - FUNCTIONS

- A. The functions of the agency shall include but not be limited to:
1. To foster, develop, and review plans for regional growth, development, and conservation; and to aid in coordinating plans among local governments.
 2. To perform planning directly by personnel of the agency, or under contracts with other public and private planning agencies. To undertake studies, collect data, develop regional plans and programs, and engage in such other activities as the Agency finds necessary or desirable for the solution of regional problems. Said planning and studies shall include, but will not be limited to, those relating to land use, transportation, housing, environmental controls, aging, health, economic development, and community and public facilities.
 3. To serve, upon the request of the local governments, as a representative of such governments in such matters as may affect the region as a whole.
 4. To promote communication and cooperation among area governmental units and agencies.
 5. To review, evaluate, comment upon, and make recommendations relating to the planning and programming, and the location, financing, and scheduling of programs in the region.
 6. To administer State, Federal, and private programs that provide for services to the region's citizens.
 7. To serve as an Area Agency on Aging to administer programs set forth in the Older American's Act; a Local Development District for the federal Appalachian Regional Commission; an Economic Development District for the U.S. Department of Commerce Economic Development Administration; a Regional Transportation Planning Organization for the State of Ohio; the lead agency for the southeast Ohio Aging & Disability Resource Network; and in other capacities as approved by the members.

- B. The Agency may perform common functions and services characteristic of its individual political subdivisions as described in ORC 167.03.
- C. The Agency may enter into special purpose contracts or agreements with one or more local government units or private non-profit organizations within the District to act on their behalf in applying for, administering, and coordinating grants and contracts available for programs authorized by state and federal laws for physical, economic, and human resources planning and development.
- D. The authority granted to the agency by this article or in any agreement by the members shall not supersede any existing municipal, county, or regional planning commission in the exercise of its statutory powers.

ARTICLE II - MEMBERSHIP

A. Eligibility

All political subdivisions within the counties of Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry and Washington (the Region) are eligible for membership in BHRC. Membership may be extended to other local political subdivisions, government agencies, and quasi-governmental agencies located both within and outside the Region if said membership is conducive to facilitating federal, state, or regional planning objectives.

Temporary associate membership may be extended for a special project lying partially outside the boundaries of the Region. The latter membership authorization and its scope shall be made upon majority approval of the Executive Committee.

B. Conditions

Membership shall be contingent upon the adoption of a formal resolution of membership by the governing body of the political subdivision or governmental agency, wherein the member pledges its support of the formation, maintenance, and operation of BHRC, as well as its commitment to value and support cooperative efforts in regional planning, programming, and implementing of regional plans and programs.

C. Withdrawal

A member local political subdivision, or member governmental agency of BHRC may withdraw membership upon a formal, written notice stating the reasons for withdrawal, to be effective one year (365 days) after the submission of written notice. Upon receipt of written notice, BHRC shall do the following:

1. The General Policy Council shall appoint a three-member panel (the panel) taken from its membership to investigate the conditions, reasons, and allegations associated with the proposed member withdrawal. The Panel shall file a timely report of facts, observations, and recommendations to the General Policy Council. The General Policy Council is empowered to take any necessary corrective action. However, they may not prohibit member withdrawal.

2. If the causes precipitating the member withdrawal are not satisfactorily resolved by the procedure in C (1) above, the member political subdivision or governmental agency may legally withdraw from the agency 365 days following the filing of official formal, written notice. The formal withdrawal of a member political subdivision or governmental agency shall cause the General Policy Council President to send a certified letter to the withdrawing member or agency enumerating the agency services which will no longer be provided to the withdrawn member.

ARTICLE III – REMOTE ATTENDANCE

Members may attend BHRC Council or Committee meetings remotely if remote meeting authority for public bodies is permissible and the option to attend remotely is made available. Members will continue to make every attempt to be present in person at the place where the meeting is conducted. Members may attend Board and Committee meetings via electronic communication provided the following minimum standards are met:

- A. When any voting member attends the meeting via electronic communication, all votes taken at the meeting shall be taken by roll call vote; and
- B. A member who intends to attend a meeting via means of electronic communication must notify the chair of that intent not less than one week before the meeting, except in the case of an emergency, as determined by the chair; and
- C. The public can observe and hear the discussions and deliberations of all the members of the public body, whether the member is participating in person or electronically.

A member who attends a meeting via means of electronic communication will be considered to be present at the meeting. A voting member will also be counted for purposes of establishing a quorum, and may vote at the meeting. For the purposes of these By-Laws, “electronic communication” means live, audio-enabled communication including teleconference, livestreaming by means of the internet, local radio, television, cable, or public access channels, or by means of any other similar electronic technology.

ARTICLE III IV- GENERAL POLICY COUNCIL

There shall be a General Policy Council of BHRC which shall be organized and shall be responsible for the functions as hereinafter set forth:

D. Representation

The General Policy Council (hereinafter referred to as the Council) shall be comprised of 2/3 duly elected public officials. Public officials shall be apportioned on the basis of 1 representative for each 10,000 population or fraction thereof. The remaining 1/3 of the Council shall be composed of private citizens who are neither elected public officials of, nor employees of, a general-purpose unit of local government. These appointments may be composed of citizens who represent principal community or regional interests or groups, including but not limited to: commerce, industry, labor, agriculture, education, health, senior citizens, and low- income and minority groups. Every effort should be made to ensure minorities within the Boundaries of the Region are afforded the opportunity to serve as a representative to the General Policy Council. If nominees are chosen from community, regional or minority interests or groups, they shall be representatives of their

respective policy making bodies and cannot be paid or volunteer staff of those bodies.

Representation shall be apportioned to each member political subdivision based on the last official U.S. Census of Population. The county's representation shall be apportioned based on that portion of the county's total population residing outside cities and county seats. Representation shall include the mayor of each city and county seat and one county commissioner from each county maintaining membership. Additional public official representatives shall be appointed by the County Commissioners in respect to county representatives, and by the City Council in respect to city representatives.

The County Commissioners of each county shall appoint, in addition to their allotted number of public official appointments, 1 non-public representative for every 3 public officials representing the county or any political subdivision within the county. Each group of County Commissioners shall make at least 1 non-public official appointment. At the request of members, BHRC staff are permitted to make recommendations for non-public representation.

Additional at-large non-public representatives may be appointed by a majority vote of the Council. Such representatives shall be persons who represent low-income and minority groups; or persons having special familiarity with community issues such as housing, education, economic development, transportation, health, recreation, energy and environment. The total number of non-public representatives, including those appointed by the County Commissioners, shall not exceed 1/3 of the total Council representation.

E. Quorum

Contingent upon proper written notice, a quorum of the Council shall consist of those member representatives present and voting.

F. Voting

Each representative of participating jurisdictions shall be entitled to one vote in the deliberations of the Council. Unless otherwise specified by agency By-Laws, voting in the Council on any question for passage will require an affirmative simple majority of those present and voting. Voting in Council meetings may be either by voice or roll call vote. A roll call vote shall be conducted upon the demand of an official representative present, ~~or~~ at the discretion of the presiding officer, **or when any voting member attends the meeting via teleconference, video conference, or by any other similar electronic technology.**

G. Meetings

The Council shall hold one regular meeting each year on the first Friday of the month of April and shall be held at a time and place designated by the President. Written or email notice of the time and place of regular meetings shall be given **to** official representatives of the Council at least ten (10) days prior to each meeting. Concurrently, the Secretary shall mail **or email** to the members a tentative agenda of business to be transacted at the meeting, however, business need not be limited to those items on the agenda.

Special meetings of the Council may be called for any purpose or purposes at any time by the

President or twenty (20) percent of the voting representatives of the Council.

Persons authorized to call a special meeting shall make a request in writing, which will be mailed or delivered in person to the President of the Council or to the Secretary. It shall be the duty of the Secretary to provide notice to all members of a meeting to be held at such time and place as the officer may fix. Such notice shall state the purpose or purposes of the meeting and shall fix the date of such meeting not less than ten (10) days after the receipt of such request by the President or Secretary. No business may be transacted at a special meeting apart from business described in the notice.

Notices of meetings (regular or special) as provided, herein shall be mailed and/or emailed to each member of the Council at his/her last known address as it appears in the last available Council records. Meeting materials shall be mailed, emailed, or made available for download and viewing on the BHRC website.

Duties of the General Policy Council

Major duties include:

1. Approve the budget and annual work program.
2. Approve the annual member assessment or fee schedule.
3. Elect the officers of the General Policy Council, who shall serve as the officers of the BHRC Executive Committee
4. Address membership questions.
5. Approve the applications for membership from political subdivisions and agencies outside the prescribed eight county area.
6. Recommend and approve amendments to the agency By-Laws.
7. Elect non-public official representatives to the Executive Committee.
8. Select any action of the Executive Committee for review.

I. Removal

A representative may be removed by a 2/3 vote of the Council in one of the following circumstances:

1. Conflict of Interest
2. Violation of Ethics Law/Code of Conduct/BHRC policy related to same.

E. Roster

A detailed roster of each Council representative shall be updated at least annually and shall be made available to the membership at the annual meeting.

ARTICLE ~~IV~~ V - COMMITTEES

A. Executive Committee

There shall be an Executive Committee which shall act on behalf of the Council between Council sessions. All such actions may be subject to review by the Council and shall be overruled by a 2/3 vote of voting members present at a duly called Council meeting.

1. Representation

The Executive Committee shall be chosen from among the Council representatives and shall consist of 15 persons comprised of: 2/3 duly elected public officials; and 1/3 non-public

official representatives who are neither elected public officials nor employees of a general purpose unit of government.

Each county political subdivision member shall designate an elected public official and an alternate to serve on the Executive Committee.

The mayors of the two largest city members or their designated alternates shall serve as representatives on the Executive Committee. The Council shall elect from among its representatives 5 non-public officials. However, at no time shall any county have more than two representatives on the Executive Committee.

Each representative's alternate must be designated by written authorization of the member. The alternate shall have full voting privileges for all matters in the absence of the appointed representative. It shall be the responsibility of the appointed representative to notify his/her alternate of their inability to attend a meeting.

2. **Emeritus Position(s)**

The Executive Committee may establish an Emeritus Position(s) to recognize members of the governing body and/or past BHRC staff who have made significant contributions to BHRC over many years of public service. The Emeritus member may not vote but may participate fully in any and all meeting discussions of the governing body, at his or her discretion, with the exception of meetings closed to discuss matters that are exceptions to the Ohio Open Meetings Act.

Members of the governing body or BHRC staff may submit nominations for the Emeritus position to the President of the Executive Committee, who will entertain a motion on the nomination at the next regular meeting. The Emeritus position may be called on to attend conferences and trainings, serve on committees or act as liaison to represent the organization and report on connections and opportunities back to the organization.

Nominees for the Emeritus position shall:

- a) Have made significant contributions to BHRC during his or her years or term of service;
- b) Have served as an officer of the governing body or been a past Executive Director; or
- c) Have completed 10 years or more of service to BHRC.

3. **Quorum**

Upon proper written or email notice of the meeting, subject to the below exceptions, a quorum of the Executive Committee shall consist of those members present and voting.

4. **Voting**

Voting in the Executive Committee shall be conducted in the following manner:

- a) Each voting member of the Executive Committee shall have one vote.
- b) If both the member and the members' duly appointed alternate are in attendance,

only the member is allowed to vote.

- c) In order to recommend the annual budget and work program to the Council, the affirmative vote of not less than a majority of the entire Executive Committee Membership is required.
- d) In order to appoint or remove the Executive Director of the District, the affirmative vote of not less than a majority of the entire Executive Committee membership is required.

5. **Meetings**

The Executive Committee shall hold regular meetings on the first Friday of each month at the time and place specified by the President. Written or email notice of the time and place of regular meetings shall be given to official representatives of the Executive Committee at least ten (10) days prior to each meeting. Members may attend telephonically or via video conference. If there is no business to discuss, or if circumstances so dictate, the BHRC Executive Director, with the consent of the President of the Executive Committee, may cancel this meeting.

Special meetings of the Executive Committee may be called for any purpose or purposes at any time by the President or at least twenty (20) percent of the voting representatives of the Executive Committee members five (5) days prior to the date of such meeting specifying the purpose or purposes of the meeting. No business may be transacted at the special meeting aside from the business described in the notice. Members may attend telephonically or via video conference.

6. Attendance for Purposes of Travel Eligibility

Members are encouraged to attend training and seek professional development opportunities directly related to improving their skills and abilities to better serve the BHRC. From time-to-time, members may wish to attend trainings or policy-related events with or on behalf of the BHRC Executive Director or staff. Eligibility for BHRC member training travel-related expense reimbursement include the following:

- a) Availability of funds. The Executive Director shall be responsible for reviewing budgets and authorizing Member travel.
- b) Service time. The Member must have served a minimum of 12-months on the Executive Committee.
- c) Attendance. The Member must have personally attended at least 80% of the regularly scheduled monthly Executive Committee meetings during a Calendar Year.

7. **Duties of the Executive Committee**

Major Duties Include:

- a) Recommend the Annual budget and work program to the Council.
- b) Recommend the annual member assessment and/or fee schedule to the Council.
- c) Approve the hiring of an Executive Director by majority vote of the entire Executive Committee membership.

- d) Recommend amendments to the By-Laws to the Council.
- e) Approve plans, policy statements, and service programs for implementation by the BHRC staff, member agencies, or contractors, so far as it does not restrict the statutory powers of the members.
- f) Adopt personnel policies and procedures, including the establishment of additional standing, ad hoc, or temporary committees.
- g) Select a Certified Public Accountant in conjunction with the Auditor of State to conduct the annual audits of the District's Administrative and Programmatic grants. Review and approve the audits and authorize submission to appropriate state and federal agencies as required or requested.
- h) Nominate 4 non-public officials from among the Council membership for election by the council to the Executive Committee.
- i) Nominate a slate of officers from the Executive Committee to be voted on at the April annual General Policy Council meeting.
- j) Serve as the Policy Committee for the Regional Transportation Planning Organization (RTPO) Program and act on items related to policy or transportation activities being undertaken by BHRC as part of the RTPO program; and adopt RTPO planning documents, plans and other publications.
- k) ~~In the event a vacancy occurs on the Executive Committee in a seat held by a non-elected official, the Executive Committee shall~~ Appoint a non-elected public member of the General Policy Council member to fill this a vacancy in a seat held by a non-public official until the next meeting of the General Policy Council.

8. **Removal**

An Executive Committee representative may be removed by a 2/3 vote of the Executive Committee in one of the following circumstances:

- a) Conflict of Interest
- b) Violation of Ethics Law/Code of Conduct/BHRC policy related to same.

B. **Standing Committees**

For the purposes of these By-Laws, the ~~Management Committee serves as the sole~~ Standing Committees ~~are Audit/Budget and Personnel of the Council. Each~~ ~~The Management Standing Committee shall be structured as follows and~~ submit to the Executive Committee for approval, recommendations in ~~the following its~~ areas of responsibility. These recommendations may be either written or oral.

1. **Membership**

~~The Management Committee shall consist of a minimum of five (5) members of the Executive Committee. The Vice Chairperson shall serve as the Chairperson and the Treasurer shall serve as the Vice Chairperson of the Management Committee. The President shall appoint the remaining members of which one can be him/her self.~~

2. **Duties of the Management Committee**

Major Duties Include:

- a) ~~Reviewing the annual audits and providing an analysis to the Executive Committee for~~

their action.

- b) In conjunction with the Executive Director and Fiscal Director, review the budgetary process of the Agency's operations and from time to time, make appropriate recommendations to the Executive Committee.
- c) Consult with the Executive Director in the areas of hiring, promotion, and discharge of Council personnel, working conditions, compensation and similar matters pertinent to employment by the Council and make appropriate recommendations to the Executive Committee.

3. **Audit/Budget Committee**

The Audit/Budget Committee shall consist of a minimum of five (5) members of the Executive Committee. The Treasurer shall serve as Chairperson. The President shall appoint the remaining members.

The Audit/Budget Committee shall be responsible for reviewing the annual audits and providing an analysis to the Executive Committee for their action. The Audit/Budget Committee shall, in conjunction with the Executive Director, review the budgetary process of the Agency's operations and from time to time, make appropriate recommendations to the Executive Committee.

4. **Personnel Committee**

The Personnel Committee shall consist of a minimum of five (5) members of the Executive Committee appointed by the President. The Vice President will serve as the chairperson. The President shall appoint the remaining members. The Personnel committee shall consult with the Executive Director and act as necessary in areas of hiring, promotion, and discharge of District personnel, working conditions, compensation and similar matters pertinent to employment by the District. The Personnel Committee will make appropriate recommendations to the Executive Committee.

C. **Advisory Committees**

The President may establish Advisory Committees to serve in an advisory capacity to both the Executive Committee and the General Policy Council. Sub-committees may be formed at the discretion of the Chairperson. The committee may meet as often as it, or its sub-committees deem necessary.

1. **Regional Advisory Council on Aging and Disability**

The Regional Advisory Council on Aging and Disability (RAC) shall be comprised of 35 voting members and appointed by the BHRC Executive Committee as follows: each County Council on Aging shall appoint one (1) regular voting member and the County Council President, one of which must be 60 years of age or older and must be either a participant of Older Americans Act Programs or a person of social or economic need. Each County Council must

also appoint one (1) alternate who votes in the absence of a regular voting member. Each County Board of Commissioners shall appoint one (1) regular voting member and five (5) members shall be appointed by the BHRC Executive Committee. BHRC Staff will recommend six (6) at large members, for appointment to the RAC. The at large members will be representatives of the health care system, the long-term care system, public benefits organizations or the private sector and will be geographically representative of the district.

The RAC shall be responsible for the following: provide input to BHRC staff in the development and administration of an Area Plan for Aging Programs; participate and assist BHRC staff to conduct public hearings to gather input from the community; review and make recommendations for provider contracts to the Executive Committee; represent the interests of older Americans; review and comment on community policies, programs and actions which affect older Americans and make recommendations to the BHRC Executive Committee on issues that affect older Americans.

2. **Regional Loan Review Committee (RLRC)**

The Regional Loan Review Committee (RLRC) shall consist of an odd number of voting members from the Region, appointed by the BHRC Executive Committee. BHRC staff shall make recommendations to the Executive Committee for member appointments. RLRC members shall consist of representatives from financial institutions; business community; educational institutions; energy/public utilities; and/or local governments. The RLRC shall be representative of the women and minority population of the district.

The RLRC shall be responsible for reviewing, selecting and advising the BHRC staff on loan applications; recommending policies and procedures for the Revolving Loan Fund (RLF) program and reviewing/revising such policies and procedures, as necessary; reviewing all RLF program loans and reviewing final disposition of assets; approving/denying RLF applications for loans submitted by BHRC staff; advertising the RLF program in conjunction with BHRC staff.

The BHRC Executive Committee shall ratify all loan approvals of the RLRC.

2. **Regional Transportation Planning Organization (RTPO) Advisory Committee**

The RTPO Advisory Committee shall provide perspectives and input to policies, projects and other issues related to transportation planning in the region. The RTPO Advisory Committee shall consist of local officials, organizations, clubs and outdoor organizations, special interests, environmental groups or other citizens or groups with relevant experience, interest, or expertise in technical fields related to any mode of transportation. This committee shall be geographically representative of the region and include representation of various modes of transportation.

3. **Broadband Advisory Committee**

The BHRC Broadband Committee shall provide perspectives and input to policies, projects

and other issues in support of improved access, affordability, and/or adoption of broadband in the BRHC region. The Broadband Advisory Committee shall consist of local officials, organizations, groups and/or private citizens with relevant experience interest or expertise in technical fields related to broadband infrastructure and/or adoption. The committee shall be geographically representative of the region.

D. AD HOC Committees

The President may establish Ad Hoc Committees to advise the Council and Executive Committee. The membership, voting privileges, duties and committee rules will be determined by the President when creating them. Ad Hoc Committees powers will not extend beyond the authority to make recommendations to the Council or Executive Committee.

ARTICLE VI - OFFICERS, ELECTION, TERM OF OFFICE, AND VACANCIES

A. Officers

Officers of BHRC shall consist of a President, Vice-President, Treasurer, and Secretary. The officers shall serve for the Council and the Executive Committee. President, Vice-President and Treasurer shall be elected annually from the members of the Executive Committee. The Director of BHRC shall be the non-voting secretary of the Agency.

B. Duties of Officers

1. President

The President will be the chief elected officer of BHRC. The President may also serve on affiliated boards or organizations which compliment or supplement the mission of BHRC. The President shall have the following responsibilities:

- a) Oversee the execution of policies by BHRC
- b) Represent BHRC as required; and
- c) Call Special Business Meetings as may be necessary for the benefit of BHRC.

2. Vice President

The Vice President may also serve on affiliated boards or organizations which compliment or supplement the mission of BHRC. The Vice President shall have the following responsibilities:

- a) Perform such duties as may be delegated or required of him/her by the Board of Directors, or the President, or by the Members.

3. Treasurer

The Treasurer may also serve on affiliated boards or organizations which compliment or supplement the mission of BHRC, including as the appointed fiscal officer or said board or organizations. The Treasurer shall have the following responsibilities:

- a) Keep an account of all monies received and expended for the use of BHRC and approve such disbursements as are authorized by the Board of Directors;
- b) Make an annual financial report, and more frequently when requested, to the General Policy Council;
- c) Oversee the annual audit

4. **Secretary**

The Secretary may also serve on affiliated boards or organizations which compliment or supplement the mission of BHRC. The Secretary shall have the following responsibilities:

- a) Give notice of an attend meetings of BHRC;
- b) Maintain a record of the proceedings at BHRC meetings; and
- c) Conduct such correspondence and maintain such other furtherrecords as may be required for BHRC business.

C. **Elections**

Elections shall be held during the April Semi-Annual meeting of the Council. Newly elected officers shall take office at the conclusion of this meeting.

D. **Term of Office**

All non-elected public official appointments by the county commissioners and by the City Council shall be for a two (2) year term effective the first day of January.

All elected officials shall serve for their elected term of office or until ceasing to represent the political subdivision.

The at-large non-elected appointments shall be for a two (2) year term.

E. **Removal**

An Officer may be removed at any time, with or without cause, by action of the Executive Committee by at least a two-thirds majority vote.

F. **Vacancies**

A vacancy shall immediately occur in the office of President, Vice-President, or Treasurer upon the resignation or death of the person holding such office or upon his ceasing to be an official representative of a member city, county, village, governmental agency, or organization. Upon a vacancy occurring in the office of President, the Vice-President shall automatically become President for the balance of the unexpired term. Upon a vacancy occurring in the Office of Vice-President or Treasurer, the Executive Committee shall select a Vice-President or Treasurer from among its membership to serve for the balance of the unexpired term.

VII - EXECUTIVE DIRECTOR

The **Executive** Director shall be the Chief Administrative officer of BHRC. The powers and duties of the **Executive** Director are:

1. Annually prepare and present a proposed budget to the **Audit/Budget Committee** and to control the agencies approved budget(s).
2. Purchase supplies, equipment, maintenance agreements, personnel services and authorize meeting expenditures related to agency functions, if the unit cost of such purchases does not exceed \$10,000 in amount. When such costs exceed \$10,000 the purchase must be approved by the Executive Committee.

3. Make recommendations to the ~~Personnel Committee~~ Management Committee concerning staff employees of the Agency.
4. Serve as Secretary of the Council and Executive Committee.
5. Provide any necessary staff support of committees.
6. Prepare an annual report of BHRC activities for submission to member governments and various federal and state agencies.
7. Perform such other duties as the Council and Executive Committee shall direct.
8. Appoint, from time to time, staff members to serve on committees and/or boards of organizations affiliated with, funded by, or created by BHRC or its Executive Committee and whose various missions are complimentary to or supplement the purposes and programs of BHRC. To the extent such staff of BHRC serves in these additional capacities, they shall do so within the terms of their employment with BHRC and not as independent contractors.

ARTICLE VII - FINANCE

A. Fiscal Year and Budget Submission and Adoption

The fiscal year of BHRC, along with budget submission and adoption dates shall be July 1 – June 30.

B. Membership Assessment

Each year upon adoption of the annual budget and work program, the Executive Committee shall review the membership assessment and make recommendations for any changes, if necessary.

C. Annual Audit

The Executive Committee shall cause an annual audit of the financial affairs of BHRC to be executed by a certified public accountant at the end of each fiscal year. The audit report shall be made available to all members of BHRC upon request.

D. Disbursements

All checks issued on behalf of BHRC shall be signed by any two of the three elected officers.

ARTICLE VIII IX - AMENDMENTS

These By-Laws may be amended by a majority vote of the Council membership present at any legally constituted regular or special meeting provided that such proposed amendment be stated in writing and mailed to the membership thirty (30) days prior to the meeting at which the amendment would be presented for consideration. Notice of such meeting shall be given to all members as provided for in section IV.A. 5.

ARTICLE IX X - RELATIONSHIP TO THE METROPOLITAN PLANNING ORGANIZATION (MPO)

In addition to membership in BHRC, political subdivisions in Washington County may participate in and contribute to the MPO established to perform transportation planning for the Washington County, Ohio; and Wood County, West Virginia Metropolitan Statistical Area (MSA).

BHRC shall cooperate fully with the MPO including providing technical assistance under contract with the MPO if necessary. BHRC staff shall review all plans and programs prepared by the MPO and shall make timely reports to the Executive Committee concerning the compatibility of those plans and programs with the plans and programs developed by BHRC.

ARTICLE XI - EFFECTIVE DATE

These By-Laws were shall go into effect upon adoption by the Council.

Revised Effective: ~~April 5, 2019~~ March 4, 2022

DRAFT

FISCAL DIVISION

- **PERRY & ASSOCIATES SINGLE AUDIT AGREEMENT EXTENSION**
- **MEDIBAG PHARMACY OUTREACH AGREEMENT**

OHIO AUDITOR OF STATE KEITH FABER



88 East Broad Street
Columbus, Ohio 43215
IPACorrespondence@ohioauditor.gov
(800) 282-0370

EXTENSION AGREEMENT

This Agreement between Auditor of State Keith Faber (Auditor), Buckeye Hills Regional Council, Washington County (Public Office), and Perry & Associates, CPAs, A.C. an independent public accountant (IPA), extends an existing agreement between these parties as identified in SECTION I below and incorporated herein by reference. These parties agree to abide by all terms and conditions of the original agreement, except as specifically identified in Section II below, and that **no remuneration will be granted in relation to work performed under this modification/extension prior to the execution of this Agreement by all parties.**

SECTION I – ORIGINAL CONTRACT INFORMATION

Public Office Name on RFP	<u>Buckeye Hills Regional Council</u>		
Original Contract Period	<u>July 1, 2018 through June 30, 2021</u>		
Date RFP was issued	<u>1/22/2019</u>	Date MOA Executed	<u>2/8/2019</u>
Public Office Contact	<u>Denise Keyes, Fiscal Director</u>	E-mail	<u>dkeyes@buckeyehills.org</u>
IPA Contact	<u>Jodey Altier, CPA</u>	E-mail	<u>jaltier@perrycpas.net</u>

SECTION II – EXTENSION INFORMATION

Extension Period: 7/1/2021 to 6/30/2024
 Check one: Annual Audit or Biennial Audit

The RFP and related contract are hereby amended for the audit periods noted above as follows:

Work Papers, Work Product, and Records Retention

The IPA will maintain all engagement documentation in segregated files. The IPA agrees to provide the Auditor of State unconditional access to examine and review engagement documentation created or obtained by the IPA involving its performance under the contract. The IPA agrees to provide copies of any engagement documentation determined necessary by the Auditor of State. The Auditor of State is bound by ORC 4701.19, which provides that an IPA’s engagement documentation remains the property of the IPA, even in the possession of the Auditor of State’s office, and are not public records available for public disclosure. In the case of support for a finding for recovery, the Auditor of State may request the IPA to sign a limited waiver of this statutory provision. The IPA also will maintain and provide access to timesheets and expense reports that support the IPA’s invoices under the contract. All such engagement documentation, timesheets, and expense reports shall be retained by the IPA for a period of five (5) years from the date of completion of the contract.

Review of Reports and Work Papers - Access to / Retention Thereof

Furthermore, should it be necessary for AOS to send a notice of proposed finding regarding a potential finding for recovery, AOS will require the IPA to execute a limited waiver, to be prepared by AOS. It is the AOS’ policy to allow the individual subject to the proposed FFR to review the engagement documentation (i.e. work papers) on which the proposed finding is based. Since Ohio Rev. Code § 4701.19 provides that an IPA’s engagement documentation remains the property of the IPA, even in the possession of the AOS, it is necessary for the IPA to execute the limited waiver for the sole purpose of permitting AOS to show supporting documents (i.e. work papers) to those subject to proposed findings for recovery.

SECTION II – EXTENSION INFORMATION (continued)

Federal Awards

The IPA firm anticipates 1 major programs to be included in the Single Audit testing for each year of the contract.

Contract Modifications

Modifications should only be requested for issues which were not known at the time of the original proposal, including but not limited to, changes in accounting or professional standards, changes in reporting entity, significant changes in funding, due date changes, etc. IPAs must utilize the Contract Modification application via the IPA Portal, after any necessary discussions with the Auditor of State representative, and obtain the Public Office's approval per the Auditor of State's contract modification policy. The Auditor of State will review, and if determined appropriate, approve the signed contract modification, which will set forth the terms of the contract between the Auditor of State, the Public Office and the firm. **Such agreement must be executed by the Auditor of State prior to the performance of any additional work. No remuneration will be granted in relation to work performed prior to execution of such agreement.** Any additions or reductions to the work agreed to between the Public Office and the firm shall be at an hourly rate that will not exceed the average hourly rate for the corresponding fiscal period set forth in the schedule of fees and expenses included in the original dollar cost bid, except in limited circumstances approved by the Auditor of State where the total cost for the audit period does not exceed the original proposed amount.

The IPA agrees to work closely with the Auditor of State's office and the Public Office to resolve issues as they arise prior to performance of additional procedures perceived to be beyond the scope of a prudent proposal submitted in response to this Request for Proposals.

Note: If the contract requires MBE/EDGE participation (Section I.E), any change in hours must be evaluated to determine the impact on the 15% cost requirement. Any change in cost would impact the dollar amount required to be set aside for the MBE/EDGE firm. If the modification causes the hours to exceed 800, a MBE/EDGE firm must be added to the engagement for the affected period.

Hinkle Annual Financial Data Reporting System (Hinkle System)

As required by Ohio Revised Code 117.38, local public offices must file their annual financial reports with the Auditor of State (AOS). As described in Auditor of State Bulletin 2015-007, all entities required to file with the AOS must file electronically via the Hinkle Annual Financial Data Reporting System (Hinkle System).

As required by the Bulletin, any independent public accounting (IPA) firms contracted to perform audits for the AOS will audit the financial statements uploaded and submitted to the AOS via the Hinkle System. At the commencement of the audit, the IPA will verify with the entity that the financial statements submitted via the Hinkle System are the final, unaudited financial statements for the audit period. If the financial statements required modification, the entity must contact the AOS at HinkleSystem@ohioauditor.gov in order to re-file.

When financial statements filed via the Hinkle System are audited by the IPA firm, the Hinkle System will include an audit adjustment application which requires the IPA firm to key in audit adjustments for cities, counties, schools, community schools, townships, libraries and villages to Hinkle System data as part of the audit finalization procedures. The adjustments should be entered prior to submitting the final report package to ipareport@ohioauditor.gov.

Manner of Payment

The Auditor of State requires that electronic invoices be submitted for Auditor of State approval via the IPA Portal billing process prior to presenting the invoice to the Public Office for payment. No payments should be processed by the Public Office without Auditor of State approval.

Progress payments should be made on the basis of **work completed during the billing period** incurred in accordance with the firm's cost proposal. Interim billings shall cover a period of not less than a calendar month. Billings for work completed must be submitted to the Auditor of State timely.

For the final billing, invoices will be processed as above; however, they must provide total actual hours for the engagement. In addition, invoices must be submitted no later than 90 days after the release of the report by the Auditor of State's Clerk of the Bureau. Invoices may NOT be permitted to be submitted and accepted for processing after the 90 days have expired.

All invoices must certify that all amounts set forth therein are properly due and payable for work performed by the IPA and/or by the specified qualified subcontractors, if applicable.

Subject to approval of the billing, the amount paid to the IPA for each billing shall be the total amount billed. However, under no circumstances shall the total amount paid prior to final acceptance of the engagement work for the fiscal period in question exceed eighty (80) percent of the total fee for the current engagement fiscal period, as specified in the contract. Upon approval of the final reports by the Auditor of State, the IPA may submit an invoice for the remainder due for the current engagement fiscal period. No payment shall be construed as acceptance of the engagement work or of any reports by the Auditor of State.

The Auditor of State may inspect the records and work papers of the IPA and of any subcontractor to determine the validity of billings. Adequate records shall be maintained by the IPA to support all billings.

Date Final Report is Due

It is anticipated this process will be completed and the final report delivered by December 31st for each engagement period of the contract. The final report package should be e-mailed to ipareport@ohioauditor.gov no later than this date.

Affirmations

The IPA shall mark "Affirmed" or "N/A," as applicable, for each of the affirmations noted in the attached Mandatory Elements Form.

Cost: Refer to the attached Schedule of Professional Fees and Expenses for details related to the costs associated with this Extension.

Indemnification

The IPA shall indemnify, defend, and hold harmless the Auditor of State, and its personnel, officers, and employees from and against any claims, liabilities, expenses or suits relating to this Agreement or the services provided by the IPA under this Agreement as to any suit, action, or claim asserted or prosecuted by third parties solely for death, bodily injury, or physical damage to real or tangible personal property to the extent directly and proximately caused by the negligent acts or intentional misconduct of the IPA or its subcontractor while engaged in the performance of the Services; and, at its own expense in any such instances, the IPA shall pay all attorneys' fees, damages, court costs, and other expenses arising out of any such litigation or claim; and, at its own expense, the IPA shall satisfy and cause to be discharged any judgments as may be obtained against the Auditor of State or any of its personnel, officers, or employees pursuant to any such litigation or claim, provided, however, if there is also fault on the part of any entity or individual indemnified hereunder or any entity or individual acting on the Auditor of State's behalf, the foregoing indemnification shall be on a comparative fault basis.

SECTION II – EXTENSION INFORMATION (continued)

The IPA shall indemnify, defend and hold harmless the Auditor of State and its personnel from all Claims attributable to the claims or suits asserted or prosecuted by third parties for infringement by a Deliverable of any patent existing at the time of delivery and known to the IPA or copyright or any unauthorized use of any trade secret, except to the extent that such infringement or unauthorized use arises from, or could have been avoided except for (i) modification of such Deliverable other than by the IPA or its subcontractors or use thereof in a manner not contemplated by the Agreement, (ii) the failure of the indemnified party to use any corrections or modifications made available by the IPA, (iii) information, materials, instructions, specifications, requirements or designs provided by or on behalf of the indemnified party, or (iv) the use of such Deliverable in combination with any platform, product, network or data not provided by the IPA. If the Auditor of State or the Client's use of any such Deliverable, or any portion thereof, is or is likely to be enjoined by order of a court of competent jurisdiction as such an infringement or unauthorized use, the IPA, at its option and expense, shall have the right to (x) procure for Auditor of State and Client the continued use of such Deliverable, (y) replace such Deliverable with a non-infringing Deliverable, or (z) modify such Deliverable so it becomes non infringing; provided that, if (y) or (z) is the option chosen by the IPA, the replacement or modified Deliverable is capable of performing substantially the same function. In the event the IPA cannot reasonably procure, replace or modify such Deliverable in accordance with the immediately preceding sentence, the IPA may require the Auditor of State and Client to cease use of such Deliverable and refund the professional fees paid to the IPA with respect to the Services giving rise to such Deliverable.

The foregoing provisions of this Section constitute the sole and exclusive remedy of the indemnified parties, and the sole and exclusive obligation of the IPA, relating to a claim that any of the IPA's Deliverables infringes any patent, copyright or other intellectual property right of a third party.

As a condition to the foregoing indemnity obligations, the IPA shall be given written notice of the assertion of such claims or suits for which indemnification is sought (an "Indemnity Claim") promptly after such matters are brought to the attention of the Auditor of State and shall cooperate in all reasonable and customary respects with the IPA in connection with any such Indemnity Claim, suit or claim covered by the indemnity obligation. The IPA shall be entitled to defend, settle, and control the handling of any such Indemnity Claim, in its sole discretion, with counsel of its own choosing. The IPA, however, shall not settle any such Indemnity Claim without the prior written consent of the Auditor of State (which shall not be unreasonably withheld) except such consent is not required if (1) the sole relief provided is the payment of monetary damages by the IPA or, to the extent that any non-monetary relief is provided, such non-monetary relief is applicable only to the IPA, (2) there is no admission of any fault or wrongdoing on the part of the Auditor of State, and (3) the compromise or settlement contains a full and unconditional release (other than a condition of receipt of payment from the IPA) of the Auditor of State from liability in respect of such Indemnity Claim. Subject to the assent of the Attorney General of Ohio, the Auditor of State shall be permitted to participate in (but not control) the defense and settlement of any such Indemnity Claim that impacts the interest of the state of Ohio and to employ separate counsel in connection with such Indemnity Claim. The fees and expenses of such separate counsel shall be at the Auditor of State's expense. Nothing contained herein, however, is intended to confer to any third party any right or benefits hereunder; nor is the foregoing indemnification obligation intended to alter or extend the IPA firm's liability for failure to comply with the terms of the Agreement or for professional negligence or misconduct.

The IPA shall be solely responsible to Auditor of State and the Client for the performance of the services provided by the IPA under this Agreement. The Client agrees that it will not bring any claims or suits arising from or relating to the IPA's performance of the services under this Agreement against the Auditor of State.



SECTION III – RECITALS/APPROVAL

Due to the need for a contract extension, as stated in SECTION II above, the parties with intent to be legally bound agree as follows:

1. IPA shall, in the performance of its engagements related to the Public Office for the fiscal period(s) set forth in the original Contract, previous Modification Agreements, and in this Agreement, perform all engagement work as set forth in the original Memorandum of Agreement, previous Modifications Agreements and in this Agreement;
2. The performance of the engagement work provided for in this Agreement, and all related payments provided for herein, shall in all respects be subject to the terms and conditions set forth in the original Contract;
3. Should this extension result in the total hours of the contract to exceed the threshold established for use of a MBE/EDGE subcontractor, the IPA shall follow all minority participation and other relevant requirements of the original contract. If applicable, the required MBE/EDGE subcontractor with respect to this Agreement will be:
Subcontractor: _____
Address: _____
4. Should this extension involve the use of other subcontractors, the IPA shall follow all relevant requirements of the original contract. If applicable, the other subcontractor with respect to this Agreement will be:
Subcontractor: _____
Address: _____

In the event of any conflict or inconsistency between the provisions of this Agreement and the parties' prior contract, the provisions of this Agreement shall control in all respects.

IN WITNESS WHEREOF, Auditor, Public Office and IPA have executed this agreement.

 _____ Perry & Associates, CPAs, A.C.	 Digitally signed by Jodey Altier Date: 2022.02.10 12:41:53 -05'00' _____	_____ 2/10/2022 _____ Date
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_____ Legislative Authority or Designee for Buckeye Hills Regional Council	_____ Date
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_____ Auditor of State	_____ Date
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Buckeye Hills Regional Council
Washington County



SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
 TO SUPPORT THE TOTAL ALL-INCLUSIVE FIXED FEE
 FOR AUDIT SERVICES – 7/1/2021 through 6/30/2024 EXTENSION

		<u>Hours</u>	<u>Average Hourly Rate</u>	<u>Total Fixed fee</u>	<u>Amount attributed to MBE/EDGE (if applicable)</u>
Partners		<u>9</u>			
Managers		<u>18</u>			
Supervisory staff		<u>37</u>			
Staff		<u>302</u>			
Other (specify):		<u> </u>			
<hr/>					
Total for period ending	2022	<u>366</u>	\$ <u>50.00</u>	\$ <u>18,300.00</u>	\$ <u> </u>
		<u>Hours</u>	<u>Average Hourly Rate</u>	<u>Total Fixed fee</u>	<u>Amount attributed to MBE/EDGE (if applicable)</u>
Fiscal period ending	2023	<u>368</u>	\$ <u>50.00</u>	\$ <u>18,400.00</u>	\$ <u> </u>
Fiscal period ending	2024	<u>370</u>	\$ <u>50.00</u>	\$ <u>18,500.00</u>	\$ <u> </u>
Fiscal period ending	20xx	<u> </u>	\$ <u> </u>	\$ <u>0.00</u>	\$ <u> </u>
Fiscal period ending	20xx	<u> </u>	\$ <u> </u>	\$ <u>0.00</u>	\$ <u> </u>
<hr/>					
Total for fiscal periods	<u>2021 - 2024</u>	<u>1104</u>	\$ <u> </u>	\$ <u>55,200.00</u>	\$ <u>0.00</u>

MANDATORY ELEMENTS Required Affirmations

PUBLIC OFFICE: Buckeye Hills Regional Council COUNTY: Washington

CONTRACT NUMBER: 7FCB5-86862 CONTRACT PERIOD: 7/1/2021 through 6/30/2024

To be considered, the proposal must address every one of the elements. When these are not fully addressed, proposals will be considered non-responsive to the RFP and will not be evaluated further. Please ensure these affirmations are the first element of your firm's proposal and indicate your firm's agreement with the affirmation by checking the respective box for each affirmation.

1.	<p><u>CPA Licensure Laws</u> Our firm is licensed by the Ohio Accountancy Board to do business in Ohio and will remain in compliance with Ohio CPA licensure laws and rules.</p>	<input checked="" type="checkbox"/> Affirmed
2.	<p><u>CPE requirements</u> Our firm and all assigned key professional staff are, and will remain, in compliance with governmental qualification standards, including governmental continuing education requirements.</p>	<input checked="" type="checkbox"/> Affirmed
3.a.	<p><u>Peer Review (Opt. 1)</u> Our firm has undergone an external quality control peer review, conducted in accordance with generally accepted government auditing standards, within the last three years and received a pass rating. The current report is on file with the Auditor of State's Office.</p>	<input type="checkbox"/> Affirmed <input checked="" type="checkbox"/> N/A
3.b.	<p><u>Peer Review (Opt. 2)</u> In accordance with GAGAS 3.97, our firm is not yet required to have an external quality control peer review, conducted in accordance with generally accepted government auditing standards. When required, our firm will have the appropriate peer review conducted and provide a copy of the report to the Auditor of State's Office.</p>	<input checked="" type="checkbox"/> Affirmed <input type="checkbox"/> N/A
4.	<p><u>Ohio Ethics Laws</u> Our firm and all assigned key professional staff are, and will remain, in compliance with the requirements of Ohio's Ethics Law, as applicable and found at § 2921.42 and in Chapter 102 of the Ohio Revised Code.</p>	<input checked="" type="checkbox"/> Affirmed
5.	<p><u>Rules and Laws Regarding Conflicts of Interest</u> Our firm and all assigned key professional staff are, and will remain, in compliance with laws and rules regarding conflicts of interest.</p>	<input checked="" type="checkbox"/> Affirmed
6.	<p><u>Unresolved Findings for Recovery</u> Our firm is not subject to any unresolved finding for recovery issued by the Auditor of State under Ohio Rev. Code § 9.24, or our firm has taken appropriate remedial steps required under R.C. § 9.24. Our firm agrees that if this statement is deemed to be false, the contract shall be declared "void ab initio" between the parties, and <u>Buckeye Hills Regional Council</u> will not be obligated to pay for goods or services rendered under the contract. Any funds paid under the contract shall be remitted by our firm to <u>Buckeye Hills Regional Council</u> or an action for recovery of such payments may result.</p>	<input checked="" type="checkbox"/> Affirmed
7.a.	<p><u>Independence - Nonaudit Services Provided (Opt. 1)</u></p> <ul style="list-style-type: none"> ➤ Our firm has listed and described in our proposal any and all nonaudit services that have been provided to <u>Buckeye Hills Regional Council</u> over the previous five (5) years from the date of our proposal or are expected to be provided during the contract term; ➤ Our firm and all assigned key professional staff are independent of <u>Buckeye Hills Regional Council</u> as defined by U.S. Government Accountability Office's <i>Government Auditing Standards</i>; ➤ Our firm and all assigned key professional staff are, and will remain, in compliance with GAO rules relating to auditor independence; and ➤ In providing such nonaudit services, our firm did not perform management functions, make management decisions for <u>Buckeye Hills Regional Council</u>, nor led reasonable third parties, with knowledge of the relevant facts and circumstances, to conclude our firm would be auditing our own work. 	<input type="checkbox"/> Affirmed <input checked="" type="checkbox"/> N/A
7.b.	<p><u>Independence - Nonaudit Services NOT Provided (Opt. 2)</u></p> <ul style="list-style-type: none"> ➤ Our firm and all assigned key professional staff are independent of <u>Buckeye Hills Regional Council</u> as defined by U.S. Government Accountability Office's <i>Government Auditing Standards</i>; ➤ Our firm has not provided nonaudit services affecting the audit periods that involved performing management functions or making management decisions for <u>Buckeye Hills Regional Council</u>; and ➤ If selected, our firm will not provide nonaudit services to <u>Buckeye Hills Regional Council</u> during the term of the contract that would require our firm to perform management functions or make management decisions for the entity, or would lead reasonable third parties, with knowledge of the relevant facts and circumstances, to conclude that our firm would be auditing our own work. 	<input checked="" type="checkbox"/> Affirmed <input type="checkbox"/> N/A
8.	<p><u>Independence - Entity's Components</u></p> <ul style="list-style-type: none"> ➤ Our firm and all assigned key professional staff are independent of the entity's components listed in Section III (G); of the Request for Proposal. 	<input type="checkbox"/> Affirmed <input checked="" type="checkbox"/> N/A

9.a.	<p><u>Independence - Entity's Components - Nonaudit Services Provided (Opt. 1)</u></p> <ul style="list-style-type: none"> ➤ Our firm has listed and described in our proposal any and all nonaudit services that have been provided to <u>Buckeye Hills Regional Council</u> 's components listed in Section III(G) of the Request for Proposal over the previous five (5) years from the date of our proposal, or are expected to be provided during the contract term; ➤ Our firm and all assigned key professional staff are independent of <u>Buckeye Hills Regional Council</u> 's components as defined by U.S. Government Accountability Office's <i>Government Auditing Standards</i>; ➤ Our firm and all assigned key professional staff are, and will remain, in compliance with GAO rules relating to auditor independence; and ➤ In providing such nonaudit services, our firm did not perform management functions, make management decisions for <u>Buckeye Hills Regional Council</u> 's components nor led reasonable third parties, with knowledge of the relevant facts and circumstances, to conclude our firm would be auditing our own work. 	<input type="checkbox"/> Affirmed <input checked="" type="checkbox"/> N/A
9.b.	<p><u>Independence - Entity's Components - Nonaudit Services NOT Provided (Opt. 2)</u></p> <ul style="list-style-type: none"> ➤ Our firm and all assigned key professional staff are independent of <u>Buckeye Hills Regional Council</u> 's components as defined by U.S. Government Accountability Office's <i>Government Auditing Standards</i>; ➤ Our firm has not provided nonaudit services affecting the audit periods that involved performing management functions or making management decisions for <u>Buckeye Hills Regional Council</u> 's components; and ➤ If selected, our firm will not provide nonaudit services to <u>Buckeye Hills Regional Council</u> 's components during the term of the contract that would require our firm to perform management functions or make management decisions for <u>Buckeye Hills Regional Council</u> 's components, or would lead reasonable third parties, with knowledge of the relevant facts and circumstances, to conclude that our firm would be auditing our own work. 	<input type="checkbox"/> Affirmed <input checked="" type="checkbox"/> N/A
10.	<p><u>Personal and External Impairments</u></p> <ul style="list-style-type: none"> ➤ Our firm and all assigned key professional staff have no personal or external impairments to independence due to relationships with <u>Buckeye Hills Regional Council</u>, and have listed and described in our proposal all our firm's professional relationships that could affect our impartiality or the appearance of impartiality involving the <u>Buckeye Hills Regional Council</u> or any of its agencies/agencies or components /agencies, components or oversight unit, as applicable for the past five (5) years from the date of the proposal; ➤ If appropriate, our proposal has included a statement explaining why such relationships do not constitute an independence issue relative to performing the proposed audit. ➤ Our firm shall give <u>Buckeye Hills Regional Council</u> and the Auditor of State written notice of any professional relationships entered into during the period of this agreement, relative to parties connected to this proposed engagement that could affect our impartiality or the appearance of impartiality. ➤ Prior to entering into any new agreement to provide any nonaudit service to <u>Buckeye Hills Regional Council</u> during the term of the contract, our firm will notify the Auditor of State through completion of the IPA Nonaudit Service GAO Independence Notification/Evaluation (Exhibit E of the RFP). By filing this form, our firm asserts the non-audit service does not impair our firm's independence. 	<input checked="" type="checkbox"/> Affirmed
11.	<p><u>Inappropriate Public Office Contact</u></p> <p>Our firm and all assigned key professional staff have not made, and will not make, any contact with personnel of the <u>Buckeye Hills Regional Council</u> regarding this request for proposal other than allowed by Section I. C. of the RFP.</p>	<input checked="" type="checkbox"/> Affirmed
12.	<p><u>Subcontractors</u></p> <p>If subcontractors are engaged, our firm will ensure the subcontractor(s) have met all applicable elements listed in the affirmations above.</p>	<input type="checkbox"/> Affirmed <input checked="" type="checkbox"/> N/A
13.	<p><u>Irrevocable Offer</u></p> <p>Our firm's proposal is a firm and irrevocable offer for 90 days.</p>	<input checked="" type="checkbox"/> Affirmed



MEDIBAG COMPANY INC.
3779 DAYTON - XENIA RD.
BEAVERCREEK, OHIO 45432

PHONE (937) 426-0073

FAX (937) 426-6360

WWW.MEDIBAG.COM

ARTDEPT@MEDIBAG.COM





RESERVATION AGREEMENT

Date: 02-22-2022

DISTRIBUTION POINT: (9 Full Bag sponsorships see addendum) (or their successors)

Address: _____ City: _____ State: _____ Zip: _____
(The distribution point is not a party to this contract)

This agreement is entered into under the terms and conditions set forth.

PLATE WAIVER ALLOWED FOR PAYMENT IN FULL WITH THIS AGREEMENT	
MEDIBAGS WILL BE DISTRIBUTED WITH A CIRCULATION OF 24,000	 TOTAL PRICE PER AD SPACE \$19656.00  ARTWORK & PLATE CHARGE \$ 0.00 / Waived  TOTAL \$19656.00  DOWN PAYMENT \$0.00 BALANCE \$19656.00
SIZE PURCHASED <u>Whole Bag</u>	
artdept@medibag.com	

TERMS: The balance of **\$19656** will be billed and is payable at the time you receive a proof. If the balance is not remitted with the proof, Medibag has the right to refuse printing and will not refund the initial payment. Initial payment will be forfeited to cover administrative, processing and layout charges. **The balance due is not contingent on the approval of the proof.** In the event the advertiser fails to provide Medibag ad copy within ten (10) days of this contract, the advertiser gives Medibag permission to produce an ad to be printed on the bag.

THIS AGREEMENT IS NONCANCELABLE and contains my full and complete understanding of all terms and conditions. No copy changes whatsoever will be made during this agreement period.

Approval: All advertisers and advertising copy is subject to final approval by Medibag, who reserves the right to reject any advertising. Payment is refunded only if Medibag rejects the advertising. This decision to accept or reject advertisers is entirely at the discretion of Medibag and will be made at Medibag's corporate office.

Authority to Publish: You warrant that you have the authority to publish the entire content of the advertisement and that it does not infringe on any trademark, patent or copyright. If any claims arise from your publication of the advertisement, you must indemnify Medibag against any loss occasioned by the publication and hold Medibag harmless from any claims, damages, cost and attorney's fees.

In the event the original distribution point closes, or otherwise unavailable to distribute the bags, or is within the sound business judgement, Medibag has the exclusive right to transfer bags, whether printed or contracted to be printed, to the nearest available distribution point. In the event Medibag is unable to secure a distribution point, then a credit will be made to the advertiser, less the costs of production and commissions of the bag and less a pro rata amount for the bags already distributed.

Upon failure of the advertiser to pay according to the terms of this agreement Medibag has the option for the entire unpaid balance to become due and payable immediately. In the event a suit is initiated or a collection agency is retained to collect monies due on this agreement, advertiser agrees to pay reasonable attorney's fees or a collection agency fees of Medibag and other cost incurred by Medibag or its assignee. Jurisdiction and venue shall lie in the county of Medibag offices identified above.

Advertiser acknowledges that the undersigned has read and understands this agreement and has not relied on any statements or promise other than contained in this agreement and also acknowledges receiving a copy of this agreement. Any items not specifically written in this agreement are unenforceable, as there are no express or implied warranties.

Final acceptance of this agreement shall be made at Medibag's corporate office.

MAKE ALL CHECKS PAYABLE TO MEDIBAG COMPANY					
BUSINESS NAME Buckeye Hills Regional Council			AMOUNT PAID THIS DATE INVOICE/Renewal		
ADDRESS 1400 Pike Street			CHECK #		
CITY Marietta	STATE OH	ZIP 45750	CREDIT CARD #	EXP DATE	
PHONE 740-336-0716	FAX 740-373-1594	TITLE X			
E-MAIL areeder@buckeyehills.org			PRINT NAME X		
MEDIBAG REPRESENTATIVE Brittany Wagner 937-426-0073 ext 101			AUTHORIZED SIGNATURE X		

Noble County

- Davis Drug- 109 West Street Caldwell, OH 43724 (Green/Blue colors)

Monroe County

- Bellwood Drugs- 135 South Main Street Woodsfield, OH 43793 (Red/Blue colors)

Meigs County

- Fruth Pharmacy- 700 East Main Street Pomeroy, OH 45769 (Red/Blue colors)

Athens County

- Fruth Pharmacy- 8972 United Lane Athens, OH 45701 (Red/Blue colors)
- Kroger Pharmacy-919 East State Street Athens, OH 45701 (Red/Blue colors)
- Kroger Pharmacy- 19471 Lake Drive Trimble, OH 45782 (Red/Blue colors)
- Kroger Pharmacy- 965 Poplar Street Nelsonville, OH 45764 (Red/Blue colors)

Hocking County

- Kroger Pharmacy- 31550 Chiefton Drive Logan, OH 43138 (Red/Blue colors)

Perry County

- Kroger Pharmacy- 610 Carroll Street New Lexington, OH 43764 (Red/Blue colors)

Total of 9 Pharmacies

24,000 bags per location

All locations are Full Bag Sponsorships

Each location will be created with the pharmacies two colors or you can purchase an additional color for an additional \$85.00

Total Cost- \$19656.00

Signature _____

Date: _____

RTPO

- **RESOLUTION TO APPROVE THE 2022 MONROE COUNTY COORDINATED TRANSIT PLAN**
- **ODOT AUTHORIZING RESOLUTION:**
ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES, OHIO'S SPECIALIZED TRANSPORTATION PROGRAM
- **ODOT AUTHORIZING RESOLUTION:**
CAPITAL COST OF CONTRACTING NON-EMERGENCY MEDICAL TRANSPORTATION – MONROE, NOBLE AND WASHINGTON COUNTIES



RESOLUTION TO APPROVE THE 2022 MONROE COUNTY COORDINATED TRANSIT PLAN

Resolution #2022/03-01

WHEREAS, the Ohio Department of Transportation (ODOT) provides financial assistance for Mobility Management activities as funded by the Specialized Transportation Program (5310) and the Rural Transit Program (5311); and

WHEREAS, Buckeye Hills Regional Council has staffed the Monroe County Mobility Manager position on behalf of local partners including the Monroe County Transportation Advisory Committee; and

WHEREAS, funding support for the position was provided by ODOT through a CARES Act grant; and

WHEREAS, a Coordinated Transit Plan document must be created and updated as required in order to satisfy an ongoing condition of the grant agreement; and

WHEREAS, the 2022 Coordinated Transit Plan has been completed by Buckeye Hills Regional Council in partnership with the Monroe County Transportation Advisory Committee, and other stakeholder parties interested in transportation services; and

WHEREAS, the Coordinated Transit Plan for Monroe County has been completed in the manner and time frame prescribed by ODOT; and

WHEREAS, the 2022 Coordinated Transit Plan has been reviewed and approved by the Monroe County Commissioners.

NOW, THEREFORE, BE IT RESOLVED, The Buckeye Hills Regional Council Executive Committee hereby approves the submission of the 2022 Monroe County Coordinated Transit Plan document to the Ohio Department of Transportation.

Passed on this fourth day of February 2022.

Ron Moore, President

Lenny Eliason, Vice President



OHIO DEPARTMENT OF TRANSPORTATION AUTHORIZING RESOLUTION

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

Resolution #2022/03-02

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

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

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

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

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

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

Passed on this fourth day of March 2022.

Ron Moore, President

Lenny Eliason, Vice President

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

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OHIO DEPARTMENT OF TRANSPORTATION AUTHORIZING RESOLUTION

Capital Cost of Contracting Non-Emergency Medical Transportation
MONROE, NOBLE AND WASHINGTON COUNTIES

Resolution #2022/03-03

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

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

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

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

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

1. That Misty Crosby, Executive Director is authorized on behalf of Buckeye Hills Regional Council to execute and file:
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