



EXECUTIVE COMMITTEE MEETING

JUNE 4, 2021

Buckeye Hills Regional Council

AGENDA

- I. Call to Order | Ron Moore, President
- II. Roll Call | Misty Crosby, Executive Director, Secretary (per BHRC Bylaws)
- III. Consent Agenda | Ron Moore, President
- IV. Legislator and Partner Agency Updates
 - a. Governor Office of Appalachia | John Carey, Director
 - b. Office of Ohio Attorney General Yost | Danielle Mason, Eastern Regional Director – Regional Outreach Section
- V. Personnel Committee Report | Ron Moore, President
 - a. New Hires, Promotions, Transfers Report
 - b. Employee Years of Service Recognition
 - c. Employee Handbook Updates
 - d. Organizational Chart Update: Title Changes
- VI. Audit Budget Committee Report | Kevin Ritter, Chair
 - a. Purchasing Policy Updates
- VII. Agreement for Professional Services – Licensed Dietician | Jennifer Westfall, Aging & Disability Director
- VIII. Succession Plan Discussion Committee | Rick Hindman, Assistant Executive Director
- IX. Executive Director Update | Misty Crosby
- X. American Rescue Plan | Joe Recchie, Community Building Partners
- XI. Citizen Participation
- XII. Other Business
- XIII. Adjournment

NEXT MEETING IS SCHEDULED FOR AUGUST 6, 2021

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**Minutes of the May 7, 2021
Buckeye Hills Regional Council Executive Committee Meeting**

The Buckeye Hills Regional Council Executive Committee meeting was held by remote videoconference at 10:00 am on May 7, 2021. Citizens were encouraged to attend the meeting via Facebook Live and submit comments by May 5, 2021. The agenda was posted to the organization website prior to the meeting.

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
	Gary Waugh	Hocking County
	Tim Ihle	Meigs County
	Mick Schumacher	Monroe County Alternate
	Diane Ullom	Monroe County (Private Sector)
	Adam Shriver	Morgan County
	Brad Peoples	Noble County
	Ben Carpenter	Perry County
	Josh Schlicher	City of Marietta
GENERAL POLICY COUNCIL:	Paul Isherwood	Athens County
GUESTS:	Robert Sprague	Ohio Treasurer
	Brittany Halpin	Office of Treasurer Sprague
	Shannon Miller	Meigs County Commissioner
	Cody Pettit	Office of Treasurer Sprague
	LB Prevetie	Lead for America
	Tom Reid	Reid Consulting Group
STAFF:	Misty Crosby	Executive Director
	Rick Hindman	Assistant Executive Director
	Denise Keyes	Fiscal Director
	Sam Miller	Development Director
	Jenny Simmons	Executive Assistant
	Sam Wallace	Transportation Planning Manager
	Dawn Weber	Home Care Director
	Jennifer Westfall	Aging & Disability Director

CALL TO ORDER

Ron Moore, President, called the meeting to order.

ROLE CALL

Misty Crosby, Executive Director, conducted roll call.

GUEST SPEAKER - THE HONORABLE ROBERT SPRAGUE, TREASURER OF OHIO

Treasurer Robert Sprague provided updates on Results Ohio, STABLE Accounts Program and Ohio Market Access Program to the members.

CONSENT AGENDA

Steve Patterson moved to approve the consent agenda which included the Minutes from the April 2, 2021 meeting; Statement of Activities, Administrative Expense YTD Report, Quarterly Budget Review, and Aging and Disability Programs Services and Funding Report for period July 1, 2020 through March 31, 2021, and Division and Director's Reports. Kevin Ritter seconded the motion. All yeas. Motion carried.

RATIFICATION TO ENTER INTO CONTRACT WITH UNITED TALENT STAFFING

Kevin Ritter moved to ratify the action by Executive Committee to enter into contract with United Talent Staffing for two temps for front desk coverage in the amount not to exceed \$11,154 per agreement. Diane Ullom seconded the motion. All yeas. Motion carried.

THREE-PARTY AGREEMENT BETWEEN BUCKEYE HILLS REGIONAL COUNCIL (AS PASSPORT ADMINISTRATIVE AGENCY), OHIO DEPARTMENT OF AGING AND THE OHIO DEPARTMENT OF MEDICAID FOR SFY 2022 THROUGH 2023

Steve Patterson moved to approve the Executive Director to sign the Three-Party Agreement between Buckeye Hills Regional Council, Ohio Department of Aging and the Ohio Department of Medicaid for service delivery during SFY2022 through SFY2023, once all concerns have been discussed and addressed to the satisfaction and agreement of Buckeye Hills Regional Council. Kevin Ritter seconded the motion. All yeas. Motion carried.

OHIO DEPARTMENT OF TRANSPORTATION AUTHORIZING RESOLUTION - WASHINGTON COUNTY

Tim Ihle moved to approve the ODOT Authorizing Resolution - Washington County authorizing the Executive Director to file applications with the Ohio Department of Transportation for grants through the US DOT Federal Transit Administration, Enhanced Mobility of Seniors and Individuals with Disability, Ohio's Specialized Transportation Program, executing a contract with the Ohio Department of Transportation upon project approval and expending funds as necessary to complete the scope of work(s). Ben Carpenter seconded the motion. All yeas. Motion carried.

PRINCIPLES FOR BROADBAND EXPANSION

Tom Reid, Reid Consulting Group, provided the latest update on state and federal broadband funding to the members.

American Connection Corps

LB Prevette, Community Partnership Manager for Lead in America, an organization that exists to ensure that the nation's most dynamic and diverse leaders are working on communities' toughest challenges, provided information on the program and how they will be working in Meigs and Monroe counties to help communities close the digital divide in broadband.

Tim Ihle moved to approve the American Connection Corps Fellow Authorizing Resolution authorizing Buckeye Hills Regional Council to host Lead for America – American Connection Corps fellows – one each for Meigs and Monroe Counties. The resolution will also authorize the Executive Director to develop and negotiate the Broadband Fellows' scope of work and execute agreements with Lead for America, the American Connection Corps and other entities as may be required to host one fellow each for Meigs and Monroe counties for the two-year term of service beginning August 2021.

EXECUTIVE DIRECTOR UPDATE

Misty Crosby provided updated information on the Call to Action addressing the Community Infrastructure Line Item that was sent to members earlier in the week. Following the Call to Action, it was reported that the line item requested by the Governor did not make it into the House version for the budget. She will continue to analyze the budget bill to see if the Community Infrastructure

line item was rolled into another part of the budget, but this is highly unlikely. It is still possible that the Senate could add the line item back into the budget. The Development Services Agency (DSA) is currently taking public comment on a Community Infrastructure program that aligns very closely with the Governor's proposal. By Monday, BHRC will provide the members with a template and talking points that can be used to provide feedback to the DSA by their Friday, May 14 deadline, as well as information to use to reach out to the Senators requesting they add in the \$200M Community Infrastructure Line item for use by BHRC members to complete infrastructure projects – as well as insert language regarding the design of the program eligibility requirements to enable our region to compete successfully for the dollars.

Crosby reported that Vice Chair Lenny Eliason testified before the Subcommittee on Economic Development, Public Buildings and Emergency Management on the reauthorization of the US Dept of Commerce Economic Development Administration on behalf of the National Association of Counties. Eliason highlighted the key role county commissioners play in economic development by bringing new business and industries to their communities and did an outstanding job representing Athens County, the Council, the State of Ohio and Commissioners across the country.

SUCCESSION PLAN DISCUSSION COMMITTEE

President Ron Moore appointed the Executive Committee or their alternates to serve on the Succession Planning Committee, along with the Mayors of Belpre (Washington County) and Logan (Hocking County) who are also dues paying members of the council.

The Succession Planning Committee will meet at the BHRC office on May 21 (in person, following CDC guidelines) to take a deep dive into the feedback received during the stakeholder engagement process and provide some direction on where the emphasis should be placed going forward.

CITIZEN PARTICIPATION

No citizens wished to address the committee.

OTHER BUSINESS

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

Approved By: _____
Misty Crosby, Secretary

Date: _____



STATEMENT OF ACTIVITIES

July 1, 2020 through April 30, 2021

YEAR TO DATE ADMINISTRATIVE EXPENSE DETAIL

Administrative Expenses for Fiscal Year 2021 totaled \$4,338,068.73 at April 30. This total represents 84.10% of the Council's administrative budget utilized. Total spending for this time period is budgeted to be 83%. Some yearly expenses have been paid resulting in higher than budgeted utilization of funds. Insurance and Organizational Dues expenses are over budget due to a higher than anticipated premium increase. Conference Registration Fee, Legal Costs, Supplies and Mileage Reimbursement expenses are over budget due to unanticipated usage. Staff had the opportunity to attend virtual conferences that were not planned for and have needed to travel in a very limited capacity. While these individual line items are over the budgeted amount, the total Agency budget is on target. Budget revisions are presented on a quarterly basis and a final budget revision will be presented to the Committee once end of year totals are confirmed. We continue to monitor administrative spending closely in order to best utilize available funds.

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 April 30, more than \$10.6 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, 2020 - April 30, 2021

	2020 YTD Actual	2021 YTD Actual	2021 Budget	% of Budget
Salary	\$ 2,364,644.27	\$ 2,460,510.84	\$ 2,943,478.60	83.59%
Fringe Benefits	\$ 971,146.89	\$ 1,082,848.10	\$ 1,308,679.34	82.74%
Advertising	\$ 86,240.54	\$ 67,122.09	\$ 80,250.00	83.64%
Audit Costs	\$ 30,874.70	\$ 13,593.00	\$ 25,000.00	54.37%
Building Maintenance	\$ 8,803.80	\$ 7,781.00	\$ 10,000.00	77.81%
Communications	\$ 64,249.68	\$ 68,715.39	\$ 85,538.00	80.33%
Conference Registration Fee	\$ 20,254.21	\$ 10,506.00	\$ 8,510.00	123.45%
Contract Services	\$ 138,616.76	\$ 89,794.28	\$ 108,416.00	82.82%
Employee/Governing Board	\$ 20,830.32	\$ 10,518.24	\$ 14,000.00	75.13%
Equipment Purchase/Maintenance	\$ 24,562.14	\$ 12,587.92	\$ 14,450.00	87.11%
Insurance	\$ 35,270.26	\$ 39,448.80	\$ 37,000.00	106.62%
Legal Costs	\$ 10,575.12	\$ 5,353.50	\$ 3,500.00	152.96%
Organizational Dues	\$ 38,202.61	\$ 47,079.70	\$ 46,000.00	102.35%
Other Costs	\$ 9,085.97	\$ 8,610.18	\$ 10,000.00	86.10%
Postage	\$ 12,000.00	\$ 21,911.55	\$ 22,000.00	99.60%
Printing Costs	\$ 20,440.79	\$ 9,906.40	\$ 19,000.00	52.14%
Software & Licenses	\$ 76,748.49	\$ 81,714.27	\$ 82,114.00	99.51%
Space	\$ 234,062.51	\$ 212,784.09	\$ 255,342.00	83.33%
Staff Training Fees	\$ 5,890.56	\$ 6,297.91	\$ 6,500.00	96.89%
Subscriptions	\$ 2,941.38	\$ 2,372.71	\$ 3,100.00	76.54%
Supplies	\$ 65,570.06	\$ 74,756.54	\$ 71,410.20	104.69%
Travel - Mileage Reimbursement	\$ 101,896.42	\$ 3,225.26	\$ 3,000.00	107.51%
Travel - Out of Town Expense	\$ 39,903.22	\$ 630.96	\$ 650.00	97.07%
TOTAL EXPENSES FOR THE PERIOD	\$ 4,382,810.70	\$ 4,338,068.73	\$ 5,157,938.14	84.10%
INDIRECT COST RATE FOR THE PERIOD	46%	41%		



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

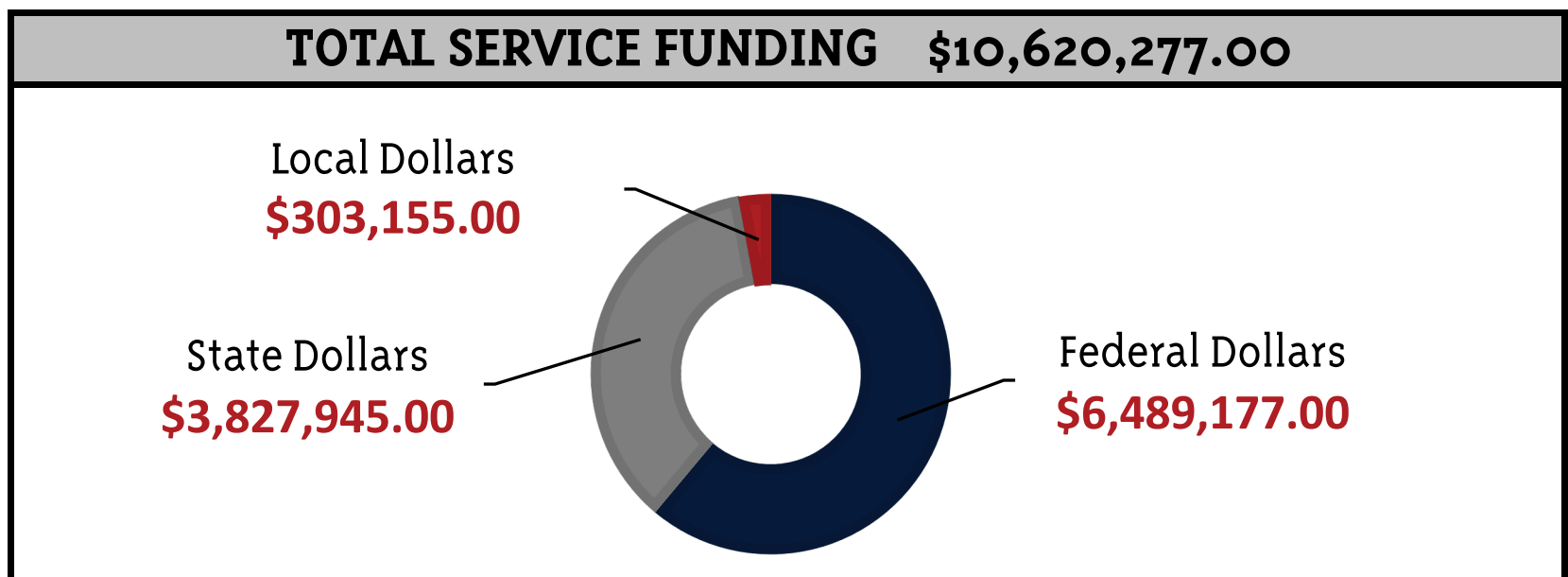
	Original Budget	07/20 - 09/20 Change	10/20 - 12/20 Change	01/21 - 03/21 Change	04/21 - 06/21 Change	Final Budget
Salary	\$ 3,908,179.60	\$ (995,708.00)	\$ 31,007.00			\$ 2,943,478.60
Fringe Benefits	\$ 1,546,156.34	\$ (237,477.00)				\$ 1,308,679.34
Advertising	\$ 57,949.00	\$ 2,301.00	\$ 20,000.00			\$ 80,250.00
Audit Costs	\$ 25,000.00	\$ -				\$ 25,000.00
Building Maintenance	\$ 12,500.00	\$ -		\$ (2,500.00)		\$ 10,000.00
Communications	\$ 63,300.00	\$ 13,238.00	\$ (12,000.00)	\$ 21,000.00		\$ 85,538.00
Conference Registration Fee	\$ 20,300.00	\$ 1,500.00	\$ (14,800.00)	\$ 1,510.00		\$ 8,510.00
Contract Services	\$ 73,350.00		\$ 35,066.00			\$ 108,416.00
Employee/Governing Board	\$ 9,000.00	\$ -	\$ 5,000.00			\$ 14,000.00
Equipment Purchase/Maintenance	\$ 105,950.00	\$ (88,500.00)		\$ (3,000.00)		\$ 14,450.00
Insurance	\$ 30,000.00		\$ 4,000.00	\$ 3,000.00		\$ 37,000.00
Legal Costs	\$ 250.00	\$ 1,750.00	\$ 1,500.00			\$ 3,500.00
Organizational Dues	\$ 38,544.00	\$ -	\$ 5,000.00	\$ 2,456.00		\$ 46,000.00
Other Costs	\$ 10,000.00	\$ 12,416.00	\$ (12,416.00)			\$ 10,000.00
Postage	\$ 14,000.00		\$ 3,000.00	\$ 5,000.00		\$ 22,000.00
Printing Costs	\$ 6,000.00	\$ (1,000.00)	\$ 4,000.00	\$ 10,000.00		\$ 19,000.00
Software & Licenses	\$ 109,580.00			\$ (27,466.00)		\$ 82,114.00
Space	\$ 255,342.00					\$ 255,342.00
Staff Training Fees	\$ 14,000.00	\$ 1,000.00	\$ (8,000.00)	\$ (500.00)		\$ 6,500.00
Subscriptions	\$ 4,100.00	\$ -		\$ (1,000.00)		\$ 3,100.00
Supplies	\$ 5,325.00	\$ 40,000.00	\$ 23,585.20	\$ 2,500.00		\$ 71,410.20
Travel - Mileage Reimbursement	\$ 86,000.00	\$ (50,000.00)	\$ (22,000.00)	\$ (11,000.00)		\$ 3,000.00
Travel - Out of Town Expense	\$ 40,000.00	\$ (39,000.00)	\$ (350.00)			\$ 650.00
TOTAL BUDGET	\$ 6,434,825.94	\$ (1,339,480.00)	\$ 62,592.20	\$ -	\$ -	\$ 5,157,938.14

Buckeye Hills Regional Council

Aging and Disability Programs Services & Funding Report

July 1, 2020 - April 30, 2021

SERVICES PROVIDED		
Direct Service Hours Provided	Transportation Trips	Adult Day Service Days Attended
383,840	7,326	455
Adult Day Service Miles Traveled	Meals Provided	Home Medical Equipment & Emergency Response Units
176	229,423	2,181
Legal Services Contacts	Home Accessibility Modification And Pest Control Jobs	Senior Farmers Market Coupons Redeemed
936	25	15,240
Grocery Shopping and Delivery	Telephone Reassurance	Evidence Based Classes
1,340	5,835	100
Assisted Living Days	Alzheimers Education Contacts	COVID 19 Wellness Kits
12,480	138	3,544



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

CURRENT INITIATIVES

The **Three-Party Agreement** is a two-year agreement between the Ohio Department of Aging, the Ohio Department of Medicaid and the Area Agency on Aging for Region 8 (BHRC). The 2022-23 Three-Party Agreement has been submitted to BHRC for signatures but upon review by BHRC and other AAAs across the state, issues have been brought forward that will be discussed with ODA and ODM prior to BHRC signing the agreement. Issues of concern include the addition of language placing excess liability on BHRC and omitted language surrounding the AAAs' ability to access data for program certification.

Update- ODA and ODM agreed to include language surrounding data accessibility and NCQA accreditation. ODA also edited the language regarding the erroneous enrollment of individuals into the PASSPORT waiver program. The O4A network determined the new language to be acceptable. The language is as follows;

“Ensure all PASSPORT and Assisted Living Program enrollments are done in accordance with all applicable program eligibility rules and requirements. In the event the PAA knowingly enrolls individuals ineligible for the program after notification from CDJFS, it is the responsibility of the PAA to recover or cover all costs of any service payments authorized and/or issued.”

American Rescue Plan Act (ARPA): \$1.434 billion to carry out the activities of the Older Americans Act (OAA) during the program year of **April 1st, 2021 to September 30th, 2024**. Funds will be distributed according to the funding formula established by the OAA.

Nationally allocated funding amounts;

- **\$750,000,000** to support nutrition programs such as **home delivered meals and congregate dining**;
- **\$460,000,000** for supportive services such as **transportation, homemaker**, etc. and additional services in support of vaccination and the prevention and mitigation activities related to COVID-19 including **addressing social isolation** through investment in technology
- **\$44,000,000** to support **evidence-based** programming
- **\$145,000,000** for **caregiver support** and programming
- **\$10,000,000** for Ombudsman support

The ARPA **did not waive match requirements** for services and administration of funds. The following match requirements will need to be met;

- | | |
|---|-------------------|
| • Supportive Services, Congregate Meals, Home Delivered Meals | 15% Match* |
| • Preventive Health, Evidenced-Based Programming | No Match Required |
| • Family Caregiver | 25% Match* |
| • State Plan/Area Plan Administration | 25% Match* |
| • Ombudsman and Elder Abuse | No Match Required |
- *match can include in-kind contributions, program income, levy*

2022-2023 Older Americans Act/Title-III Request for Proposals process is beginning. Over the next few weeks notices will be included in local newspapers announcing the opening of the bidding period and proposal due dates.

NEWS

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Program & Service Update

Aging front door staff continue to support all 8 counties in the region through the **COVID-19 vaccination process**. Staff responded to **300 COVID/Vaccine information calls and have registered 308 individuals for vaccine clinics** during the pandemic response.

OBLTSS (Ohio Benefits Long Term Services and Supports) completed **165 screening calls** into the OBLTSS database and **338 support calls** relating to **screening, service support, community referrals and waiver enrollment referrals** for May of 2021.

Staff have been in contact with the **Ohio National Guard to assist in the scheduling of vaccine clinics** throughout our 8-county region. Clinics were held in **Athens county** on May 19th (second dose clinic) and **Perry county** on May 25th (second dose clinic). The attendance at the congregate living locations has been low. The Ohio National Guard has agreed to begin partnerships with local American Legions and VFWs in an attempt to reach more individuals.

PASSPORT AND ASSISTED LIVING CASELOAD REGIONWIDE

Currently, we are managing services **for 847 individuals** enrolled on the PASSPORT waiver **and 54 individuals** on the Assisted Living Waiver.

According to the most recent ODA report which is able to show the number of enrolled individuals and their vaccination status; as of May 7th, there are **462 enrolled individuals fully vaccinated and 44 partially vaccinated individuals** (having had one injection).

In-person visits continue to be conducted only if there is an immediate health and safety issue that emerges. Home modifications are being completed in the same fashion with the consent of both the provider and the consumer. Precautions are being taken and COVID screening questions are being asked prior to the visit and upon arrival to the site.

As always, if you are aware of an individual in the community that maybe in need of assistance, a referral can be made by calling our Screening Department at 1-800-331-2644.

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

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

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CURRENT INITIATIVES

- **Vaccine Information** | As part of a Vaccine Support Initiative with Ohio Department of Aging and the CDC, Buckeye Hills is preparing to mail the region's 59,000 households with residents age 50+ a postcard encouraging them to call our 800 number for vaccination information and support. The reverse includes general information about our Aging & Disability programs. The mailer should drop by June 4 and be received by these households over the following 1-2 weeks.
- **Broadband Advocacy Website** | Buckeye Hills Regional Council and Reid Consulting Group introduced [ConnectingAppalachia.org](https://www.connectingappalachia.org) in conjunction with the May 11-13 State of the Region virtual conference. The website includes [surveys for individuals and businesses](#) regarding their broadband access, as well as recent media and the Commonsense Solutions to bridging the digital divide that were shared during the conference. I am in weekly meetings with the Connecting Appalachia team and other LDD communications staff to work on continued outreach to the media and general public.
- **General Outreach & Live Chat** | While overall office call volume year-to-date is about the same year-over-year, website visits year-to-date are up more than 30% from 12,359 in 2020 to 16,358 in 2021. Aside from our home page, our most frequently viewed pages are Vaccine Information (3,265 page views), Aging & Disability (2,652 page views), Our Mission (1,175 page views) and Senior Farmers Market Nutrition Program (1,013 page views). In June we will begin offering a Live Chat option at [buckeyehills.org](https://www.buckeyehills.org), allowing website visitors to engage with our Information & Assistance staff online to answer questions about our programs and services.
- **HEAP Outreach** | HEAP outreach is switching over to Summer Crisis mode. Outreach channels include billboards, radio and television, and weekly social media posts. Information is available on our website at [buckeyehills.org/heap](https://www.buckeyehills.org/heap)
- **Aging & Disability Outreach** | The Communications team is in the midst of implementing a major awareness campaign for our Aging & Disability services, which began mid-April and runs through September. We will have television spots on WTAP, billboards across all eight counties and weekly ads in several of the region's newspapers. The biggest push will come from radio ads, which proved successful in our 2020 campaign, in combination with ongoing social media advertising. In total we will have more than 3,000 radio spots across 17 different signals across all eight counties.
- **Mobility Management Outreach** | The Communications team continues to work with Mobility Manager Brandi Hesson to implement a comprehensive outreach campaign across Washington, Noble, and Monroe counties through June 30, with CARES Act support from ODOT. The campaign includes billboards, radio, television, newspaper, digital advertising, and promotion items to boost awareness of the Mobility Management program and connect individuals with transportation. Brandi has reported that the advertising has resulted in a marked increase in call volume and interest in the mobility management program.
- **MyRecoveryLink.org Outreach** | With the recent approval of 2021 funding for our Opioid Navigator program, the communications team is ramping up outreach and advertising for MyRecoveryLink, including development of a mobile app version of the website, billboard advertising, rack cards, social media ads, and promotional items. The MyRecoveryLink.org website has seen a doubling of traffic year-to-date over the previous 6 months.

NEWS

- **Recent Press Releases & Notices**

- May 5, 2021 - [Southeast Ohio's Infrastructure Gap Tops \\$738,000,000](#)
- May 7, 2021 - [RALI Ohio, Recovery Ohio and Buckeye Hills Regional Council Unite to Help Older Residents Do Their Part to Help Reduce Substance Misuse](#)
- May 12, 2021 - [Mobility Management Surveys Will Assist Local Transportation in Noble County](#)
- May 14, 2021 - [Request for Proposals: RISE Ohio Legal and Technical Assistance for Regional Opportunity Zone Planning](#)
- May 26, 2021 - [Contractors Needed: Home Repair & Modification Program](#)

- **Notable Media Mentions**

- April 30, 2021 – The Post (Athens)
 - [House Bill 2 passes through Ohio Senate, gives Athenians hope](#)
- May 11, 2021 – The Parkersburg News & Sentinel
 - [Funding to help former substance abusers return to the workforce](#)
- May 17, 2021 – The Columbus Dispatch
 - [DeWine signs bill establishing broadband grant program, allocates \\$20 million](#)

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

CURRENT INITIATIVES

- An RFP for the **RISE Ohio Legal and Technical Assistance for Regional Opportunity Zone Planning** has been issued by Buckeye Hills Regional Council and the Ohio Mid Eastern Governments Association. Proposals are due by June 11, 2021 to smiller@buckeyehills.org. More information on the RFP can be found [here](#).
- The Development Department is beginning the **hiring process for a Special Project Manager for RISE Ohio**. For additional information, email smiller@buckeyehills.org
- **Myrecoverylink.org** serves as a tool for those suffering from substance use disorder as well as family members affected by the disorder residing in Monroe, Morgan, Noble, and Washington counties. To learn more about recovery resources in the region, visit www.myrecoverylink.org.

NEWS

Program & Service Updates

- **The Washington County Mobility Management Program 2022 Application was submitted as of April 30.** In addition, a Federal Transit Authority (FTA) Specialized Transportation Program (5310) grant for additional Mobility Management resources to meet the special needs of seniors and individuals with disabilities in Washington County was also submitted.
- **WealthWorks in Appalachia: Recreational Tourism Opportunities in the Buckeye Hills Region** was held on May 20. This was the first in a series of three workshops. Through EDA CARES dollars, Buckeye Hills Regional Council was able to partner with Rural Action to bring this training at no cost to our communities. The WealthWorks strategic capital framework emphasizes the creation of value chains, and is a proven tool for growing economic opportunities in rural communities. About 20 folks joined this first session.

Staff Updates

- **Melissa Zoller** is currently looking through submitted project profiles. We received 87 this year.
- **Michelle Hyer** is preparing to submit Critical Infrastructure applications for 4 of our communities. These applications will be submitted by June 15.
- The EDA CARES projects each county provided are currently being worked on by **Madelyn Brewer**. We are working to put our RFPs and RFQs for the work.
- **Brandi Beaver** is expanding outreach efforts and collecting recovery resources in Monroe, Morgan and Noble counties.
- **Jason Pyles** has been completing traffic counts in coordination with the Monroe County Engineer.
- **Nicole Gilliam** has recently been working with the Washington County Board of Elections to map out their current voting locations and their new proposed ones to ensure citizens won't need to drive more than 20 minutes to vote.
- **Sam Wallace** participated in conversations with ODOT and Meigs County about a four lane expansion project to US 33.
- **Brandi Hesson** has been fielding an increase of calls regarding mobility needs. She also has been working on a mobility survey in Noble County.

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

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CURRENT INITIATIVES

Employee Years of Service Recognition | Each year the Agency recognizes those employees celebrating 5, 10, 15, 20, 25, or 30 years of service with the organization. Employees will be recognized at the Annual Employee Appreciation Event on June 25 as the organization's way of expressing appreciation for their years of service. Employees celebrating anniversaries of 20, 25 or 30 years will also receive special recognition in the form of a resolution or letter signed by the President of the Executive Committee.

Employee Handbook Changes | The BHRC handbook plays a vital role in our organization's practices. It serves as a guide for office protocol and needs to be routinely updated. The management team has been working diligently on updating the employee handbook to stay current with state/federal regulations and to reflect the organization's current practices.

Evaluations | The current evaluation period ends June 30, 2021 and employee appraisals will start shortly thereafter. The 360 evaluation on the Executive Director will also commence at that time.

Insurance Renewals | Insurance renewals are September 1, 2021. We will start receiving insurance renewals in June. Employees will start the online applications for potential marketing early in June as well.

STAFF UPDATES

Effective July 1, 2021, **Cathy Ash** will be retiring with 31 years of service to BHRC. We will show our appreciation to Cathy on June 25 at the Employee Appreciation Event.

BHRC celebrated National Nurse's Week May 6 – May 12. At Buckeye Hills Regional Council, we have 19 dedicated nurses on staff making a positive difference every day to our clients.

Vicki Bennett	Erin Davis	Rebekah Lane	Terri Whitlatch
Elizabeth Cain	Tisha England	Lynn Linscott	Jessica Rife
Lori Chesnet	Judy Kuhn	Rhonda Varhola	Denise Young
Mary Childress	Jayne Yates	Elizabeth Miller	Kara Schoonover
Rebecca Conatser	April Labonte	Beth Richardson	

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

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PERSONNEL COMMITTEE REPORT
February 6, 2021 through June 4, 2021

RESIGNATIONS/TERMINATIONS

Dru Sexton	GIS Specialist	2/26/21
Anthony Iachini	Development Specialist	3/1/21

RETIREMENT

None

NEW HIRE

Samantha Miller	Development Director	2/22/21
Nicole Gilliam	GIS Specialist	5/10/21
Madelyn Brewer	Development Specialist	5/11/21

PROMOTIONS

Christy Braham	Clinical Assistant	5/31/21
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TRANSFERS

None



Appendix B

PURCHASING POLICY

Effective June 2021

PURPOSE

The purpose of this manual is to establish for the Buckeye Hills Regional Council (BHRC), a Council of Governments, policies and procedures to ensure an efficient, fiscally responsible purchasing system to provide service and support to all employees. The objectives, policies and procedures set forth in this manual were written and designed to assure our member agencies, the Executive Committee, and local citizens that BHRC is fiscally prudent and responsible with the contracts it awards and the purchases it makes.

The policy strives to define decision making with prudent review and internal control procedures and to maintain departmental responsibility and flexibility in evaluating, selecting, and purchasing supplies, equipment and services.

POLICY

General

It is the policy of BHRC that goods and services be acquired through a procurement process that provides full and open competition to the maximum extent feasible, consistent with federal and state statutes and regulations and that such procurements shall be consolidated, whenever possible, to ensure efficient use of BHRC staff resources.

No Executive Committee member, officer, employee or agent of BHRC shall, on the grounds of race, color, national origin, religion, disability, sex or age, discriminate or permit discrimination against any person or group of persons in connection with the procurement of goods and services.

It is the policy of BHRC that BHRC and its contractors shall take all reasonable steps to ensure that businesses within the region have the maximum opportunity to compete for BHRC contracting opportunities. BHRC will not obtain goods or services from any vendor or person who has been suspended or debarred by any Federal department or agency.

No Executive Committee member, officer, employee or agent of BHRC shall participate in the selection, award or administration of a contract (including purchase orders) if a conflict of interest, real or apparent, exists. Such a conflict would arise if any prospective vendor or contractor (or any subcontractor) considered for an award is:

- a. An employee, officer or agent;
- b. Any member of his / her immediate family (see BHRC Employee Handbook for definition of 'immediate family');
- c. His / her domestic or business partner;
- d. An organization that employs any of the above, or with which any of them has an arrangement concerning prospective employment.

No Executive Committee member, officer, employee or agent of BHRC may have a financial interest in any contract made or influenced by them in their official capacity.

No Executive Committee member, officer, employee or agent of BHRC shall solicit or accept gratuities, favors, or anything of monetary value from consultants, vendors, contractors, or potential

consultants, or parties to sub-agreements, excluding nominal or consumable gifts with a value of less than \$75.

It is BHRC's policy not to award to contractors and vendors when there is an organizational conflict of interest. An organizational conflict of interest exists when:

- a contractor or vendor, because of other activities, relationships, or contracts, is unable or potentially unable to provide impartial goods or services to BHRC;
- the contractor's or vendor's objectivity in performing the contract work is, or might be, otherwise impaired;
- a contractor or vendor has an unfair competitive advantage.

Violations of these standards may result in sanctions.

All purchases shall be made in keeping with the mission of the BHRC. Accordingly, no purchase shall be made nor any contract awarded until it has been determined there are funds available or provision for payment has been made.

Responsibilities

The Fiscal Director is responsible for administration of this policy and for ensuring sufficient funds are available. He/She may delegate responsibility for implementation to staff members of the Fiscal Department; however, the ultimate responsibility for proper administration rests with the Director.

The Fiscal Department shall develop and maintain standard purchasing processes necessary to implement this policy and the procedures identified. The Fiscal Department shall provide a financial report on administration and service funds to the Executive Committee at each meeting. The Fiscal Department shall work with Division and Program Directors to monitor project budgets and expenditures monthly.

Division and Program Directors are responsible for:

- becoming familiar with this policy
- adhering to and carrying out of this policy in their departments,
- ensuring that the procurement procedures are followed by their subordinates,
- recommending approval to Supervisors of the procurement of goods and services necessary to accomplish the goals of each department
- reviewing the proposed procurements to avoid the purchase of unnecessary or duplicative items.

All purchases must both be budgeted and have funding available, including obligation of funds from a grantor agency, prior to the purchase or beginning service date. It is the responsibility of the Division and Program Directors to contact the Fiscal Director or his/her designee to ensure sufficient budgeted funds are available prior to purchase. The Executive Director or Assistant Executive Director will have final approval on all purchases.

Unauthorized and Emergency Purchases

Except for emergencies or other authorized exemptions stated in these guidelines, no purchase of supplies, services not under contract, or equipment shall be made without an authorized purchase order. Purchase orders shall be issued prior to ordering supplies, equipment and services and not 'after the fact' for work already done or materials and/or services already ordered and/or received in the normal course of business. Otherwise, such purchases are void and not considered an obligation

of BHRC. BHRC Executive Committee will have the deciding opinion about whether a purchase was an emergency. If purchases are deemed not an emergency, the Executive Committee will decide the proper course of action. Invoices without an authorized purchase order may be returned to the vendor unpaid, and/or the person ordering the unauthorized purchase may be held personally responsible for costs of the purchase or contract.

Should BHRC's work be jeopardized or inhibited if the customary time period for competitive purchasing is followed, then written justification must be made to the Executive Director, or his/her designee, before either entering into a contract or ordering the goods or service. Funding must be available and appropriated and a purchase order must be completed after the fact.

In an instance when an employee encounters the need for supplies or minor equipment necessary for an event he/she is hosting, the employee may purchase the needed item(s) and submit a petty cash expense reimbursement form along with an explanation of why the emergency purchase was necessary. These expenses should not exceed \$50.00 per occurrence.

Solicitation Requirements

It shall be BHRC's practice to solicit bids from prospective vendors for goods and services in order to obtain the highest quality product and service at the best price. No purchase shall be divided in such a manner as to avoid any of these requirements. Funding must be available and appropriated prior to awarding a contract and issuing a purchase order.

- 1) **Formal bid.** For goods or services where an estimated value is **in excess of \$50,000**, a formal bidding process must take place. The Executive Committee will be informed of the intent to issue a Request for Proposal (RFP). The Program Director will initiate the process.
 - a) A Request for Proposal (RFP) must be developed that identifies the goods or services to be solicited at allows at minimum, 10 days for prospective bidders to respond.
 - b) Management staff shall normally select the lowest cost bidder meeting the minimum qualifications, unless it can be demonstrated that accepting a higher cost proposal will provide substantially better product or service that would justify the higher cost.
 - c) Once a successful vendor has been identified, a contract must be negotiated. Once a contract has been negotiated, the Executive Committee must approve it.
 - d) No work shall commence or goods ordered until a contract has been approved by the Executive Committee and executed by the Executive Director.

- 2) **Informal bid.** For goods and services where the estimated value **is between \$10,000 and \$49,999**, an informal bidding process may take place, although a formal bid process may be used. The Program Director will initiate the process.
 - a) A list of criteria for the material or services must be developed.
 - b) Three written (original, fax, email, etc.), verbal, or online quotes must be obtained and documented based on the criteria developed.
 - c) Management and staff shall normally select the lowest cost quote meeting the minimum qualifications, unless it can be demonstrated that accepting a higher cost proposal will provide substantially better product or service that would justify the higher cost.
 - d) No work shall commence or goods ordered until the purchase has been approved by the Executive Committee.
 - e) Once a successful vendor has been identified, the typical purchase order process will be utilized

Information from the informal bid process must be included in the vendor contract file.

- 3) **Small purchases.** For goods or services where the estimated value is **between \$3,000 and \$10,000**, no bidding, either formal or informal, is required. BHRC staff will utilize comparative pricing when practical and follow the typical purchase order process.
- 4) **Micro purchases.** Micro purchases with an estimated value **below \$3,000** may be made without utilizing comparative pricing when BHRC staff considers the price to be reasonable based on research, experience, purchase history or other information.

Sole Source Procurement

Goods and services where the estimated value is between **\$10,000 and \$49,999** that can be obtained from only one vendor are exempt from competitive bidding. Sole source purchases may include proprietary items sold directly from the manufacturer, items that have only one distributor authorized to sell in this area, or a certain product or service for which no acceptable alternative should be available.

Other needs for sole source procurement may include compelling urgency such that BHRC's work progress would be inhibited or jeopardized if the competitive bidding process were observed. Should this be the case, the Division Director must furnish to the Executive Director a precise statement, in writing, of the advantages to the work of the Agency, and the potential adverse consequences of using competitive bidding.

All sole source purchases shall be supported by written documentation signed by the Division Director and approved by the Executive Director and the Executive Committee. Documentation must then be included in the vendor contract file.

PURCHASING AUTHORITY

The Executive Committee approves all expenditures of funds not delegated to the Executive Director. The approval of the BHRC budget constitutes delegation of purchasing authority under the following guidelines:

1. For purchases of less than \$10,000, the authority is with the Executive Director. Comparative pricing is not required but shall be used when practical. Prudent judgment shall be used at all times. All routine supplies and services require a purchase order, regardless of price.
2. All Division Directors are authorized signatories.
3. Purchases in amounts greater than \$10,000 must be approved by the Executive Committee.
4. Purchase orders shall be issued for the entire amount of service contracts or goods and shall not be divided into any smaller amount. If a contract amount changes because of change in the scope of work or other reason, an amendment to the purchase order must be authorized.
5. **The authority to sign contracts and agreements is delegated to the Executive Director (see Minutes of the March 6, 2009 meeting). The Executive Director will seek permission from the Executive Committee when new grant or contract opportunities are applied for and accepted. Recurring grants and contracts may be signed by the Executive Director when received. BHRC will update the Executive Committee as these are accepted.**

EXCEPTIONS TO REQUIREMENTS FOR PURCHASE ORDER AND/OR EXECUTIVE COMMITTEE APPROVAL

(All purchases require written documentation of payment amount but may not require issuance of a purchase order.)

- Utilities including, but not limited to, telephone, electricity, rent, water service, cable service, Internet service
- Ongoing building maintenance
- Insurance claims and premiums
- Payroll liability and benefit payments and service provider fees
- Membership dues
- Contributions to co-sponsor or participate in conferences, workshops or similar activities
- Petty cash reimbursement
- Subscriptions
- Travel expenses, reimbursements and advances (a travel authorization or mileage statement must be completed)
- Postage, courier, delivery, and messenger service
- Purchases under \$100
- Copying charges
- Attorney services
- Trade circulars or books
- Fuel
- Payment to other governmental entities
- Education and/or seminar registrations (a travel authorization must be completed)
- Monthly board and committee meeting expenses
- Agency sponsored trainings, meetings and events

CREDIT CARD PURCHASES

There are four credit cards issued to BHRC and assigned to the Executive Director, Assistant Executive Director, IT Director and Development Director. The Program Assistant and Executive Assistant shall have privileges to use cards as necessary for purchases made on behalf of other employees. All presentation instruments related to the Agency account shall list the Agency's legal name.

Agency credit cards may be used for the following expenses:

- Purchase of supplies and publications
- Educational seminar registration
- Advance hotel registration
- Travel tickets for airlines or other public transportation
- Rental car
- Other expenses, if approved for by the Executive Director or Fiscal Director

The Fiscal Director shall serve as the Compliance Officer for the Agency credit card account. The Compliance Officer shall be responsible for monthly reconciliation of the account payment, routine maintenance of the online credit card account, reporting lost or stolen cards, quarterly review of cards and accounts issued, quarterly review of all cards' expiration dates and spending limits.

Itemized receipts for all purchases shall be submitted to the Compliance Officer as transactions are complete. These receipts may be submitted by email or original document. The officer or employee is liable in person to reimburse BHRC the amount for which the officer or employee does not provide itemized receipts listing allowable expenses.

Cash advances on BHRC credit card accounts are prohibited for any reason. Maximum spending limits for individual cards will not exceed the amounts set in the Purchasing Authority of this policy.

Individual Employee cards will be issued at the discretion of the Executive Director. The Compliance Officer will be responsible for issuance, reissuance or cancellation of Agency cards at the direction of the Executive Director. The Compliance Officer will not have spending authority on the Agency credit card account.

If an Agency credit card is lost or stolen, the employee is required to report the situation to the Executive Director and Compliance Officer immediately. The card will be cancelled and a reissuance will be requested.

Any and all rewards points earned on either credit or debit card purchases will be redeemed only for items or services pertaining to BHRC Agency business. BHRC Fiscal office shall provide an annual report to the BHRC Executive Committee during the first meeting of each calendar year detailing all rewards received based on the use of the Agency's credit card account.

All credit cards shall be used solely for business conducted on behalf of BHRC and shall not under any circumstances be used for personal expenses. Charges to the Agency credit cards for personal use or unallowable expenses constitutes misuse of the credit card account. An officer or employee of BHRC who knowingly misuses a credit card account held by BHRC violates section 2913.21 of the Revised Code: Misuse of Credit Cards and will be subject to disciplinary action not limited to termination and legal action.

PURCHASE ORDERS

Purchase Orders are a form of legal contract between a vendor who promises to deliver certain goods and/or services and BHRC who agrees to pay for those goods and/or services. Because purchase orders are binding to BHRC, care must be given in their issuance. For this reason, Purchase Orders are not valid until the entire process is complete and final approval has been given by the Executive Director.

A purchase request is initiated through the time and attendance software utilized by BHRC. The request is routed electronically for approval to the Director of the Division funding the request. Once approved by the Division Director, the request is routed to the Fiscal Department for coding and approval. After approval by the Fiscal Department, the request is routed to the Executive Director for final approval. The purchase requestor then receives an email that the process is complete and the purchase order has been created. At that time, the order may be placed.

PETTY CASH

BHRC shall retain a petty cash fund in an amount not greater than \$100.00 to be used for incidental costs when the more formal purchasing procedures are not efficient. Purchases should be limited to \$50 per instance when feasible and each instance must be substantiated with a receipt.

Petty Cash Reimbursement policies are as follows:

- Reimbursement must be for current receipts (within 5 days of expenditure).
- Reimbursement will not be made from petty cash for purchases made for conferences, travel or where there is another policy or procedure in place.
- Reimbursement from petty cash must be approved by the Fiscal Director or Assistant Fiscal Director.

All Petty Cash transactions will be reviewed and approved by the Executive Director or Assistant Executive Director at the time of replenishment. Any breach of this policy will result in disciplinary action.

OTHER

Use of Personal Credit Cards

Employees are discouraged from using personal credit cards to purchase goods, services, refreshments for BHRC meetings and functions, etc. and subsequently requesting reimbursement. This option should be the course of last resort and should occur only after a Division Director or the Executive Director has granted permission.

Employees who wish to use a personal credit card for travel costs must first have a completed travel authorization. Employees must use prudence and due care to purchase the best rates available and document such costs (e.g. Utilization of self-parking instead of valet when available, hiring taxi cabs versus limousines, etc.). Under no circumstances will an employee be reimbursed for first class fares. Should the employee choose to travel via first class, he/she will be reimbursed only for the amount of the lowest cost fare for the travel destination. Employees should reference the BHRC Employee Handbook and direct travel related payment/reimbursement questions to the Fiscal Director.

Agreements for Service with Member Governments

BHRC may enter into an agreement to provide service to a Member Government without need to participate in a public bid or RFP process. According to Ohio Revised Code 167.08, "*a political subdivision may contract with any council established pursuant to sections 167.01 to 167.07, inclusive, to receive any service from such council or to provide any service to such council*". In this situation, BHRC will assume and comply with all statutory requirements imposed upon the member political subdivision in the performance of such duties.



Service Agreement

THIS AGREEMENT, made by and between **BUCKEYE HILLS REGIONAL COUNCIL** (hereinafter referred to as "Agency") whose principal place of business is 1400 Pike Street, Marietta, Ohio and **Rhonda Davisson** (hereinafter referred to as "Contractor") whose principal place of business is **1458 Coakley Drive, Lima, OH 45801**. This Agreement is made for the purpose of providing payment by the Agency to the Contractor for services rendered by the Contractor to eligible Agency contracted service providers and consumers at the request of the Agency in accordance with the terms of this Agreement.

1. Term. The term of this agreement shall commence on JULY 1, 2021 and shall continue, unless terminated as provided herein, through JUNE 30, 2022.
2. Duties of Contractor. Contractor shall, in consideration of the payment for services as provided herein, review and approve menus and nutrition education plans which have been submitted to Agency for approval by catering and nutrition providers in contract with Agency, and shall further provide nutrition-related technical assistance to Agency as may be requested by Agency. In connection with duties as set forth above, Contractor will:
 - a. Work in cooperation with Agency's Provider Development/Risk Assessment Manager and keep said Manager apprised of Contractor's work schedule and availability so as to enable Agency to obtain the services of Contractor as provided herein;
 - b. Write or make corrections to menus and nutrition education plans submitted to Contractor for review so as to conform such menus and nutrition education plans to service specifications and/or guidelines established by Agency and the Ohio Department of Aging.
 - c. Give written and/or signed approval upon corrected and/or approved menus and nutrition education plans and return same to Agency within fourteen (14) calendar days of the date the menus or nutrition education plans were received for review by Contractor.
 - d. Provide technical assistance in preparation and review of Request for Proposal (RFP) relating to Nutrition services.
 - e. Review annual on-site inspections of food preparation facilities and congregate

nutrition sites within the Agency service areas and conduct on-site visit as needed.

- f. Provide technical assistance to contracted service providers to develop and improve service delivery systems.
- g. Serve as a liaison to the Ohio Department of Aging (ODA) nutrition staff and participates in nutrition coordinator's meetings as appropriate.
- h. Provide technical assistance in developing nutrition policies and procedures in accordance with ODA guidelines and specifications.
- i. Coordinate and participate in nutrition training for providers for providers, staff, clients, etc as directed by Provider Development/Risk Assessment Manager

3. Duties of Agency. Agency shall enable Contractor to perform same:

- a. Serve as the liaison between the Contractor and Providers
- b. Provide and/or update Contractor with all service specifications, guidelines and information from Agency and/or the Ohio Department of Aging necessary to enable Contractor to correct and/or approve menus and nutrition education plans as provided herein;
- c. Forward all menus and nutrition plans submitted to Agency by providers to Contractor for review, correction, and approval
- d. Notify providers of pending reviews and monitoring issues, review Contractor's documentation to be forwarded to providers, and follow up on plans of corrections to be returned to Agency

4. Contractor assertions. The contractor shall have the following qualifications in order to perform work under this contract:

- a. Licensed Registered Dietitian in the State of Ohio- Contractor agrees during term of this agreement to maintain in full force and effect such professional licensures as shall be required for Contractor to remain qualified to render the services called for herein. Contractor shall provide proof of such licensure to the Agency upon the execution of this Agreement and as requested from time to time thereafter. Contractor agrees further to notify Agency immediately in the event of any loss of licensure or qualification required to render the services called for herein.
- b. Contractor agrees to carry and maintain in full force and effect throughout the

term of this Agreement, and provide proof thereof to Agency upon request, professional liability insurance in such amounts and upon such terms as the Agency may require to insure both Contractor and the Agency against any liability, loss, damage or injury or claim thereof arising out of Contractor's performance of the duties hereunder.

- b. Experience in menu preparation/writing and review
 - c. Knowledge of social service delivery system and OAA Title III food service delivery
 - d. Knowledge of and experience meeting nutritional needs of the elderly
 - e. Good verbal and written communication skills
 - f. Ability to establish and maintain working relationships with Agency employees, contracted providers and the public
 - g. Organizational skills
 - h. Willing and available to attend trainings, meetings, and workshops
 - i. Ability to travel independently throughout the state as well as having to access to a vehicle if necessary
 - j. Submit to a Criminal Background check which includes fingerprinting at the expense of BHRC
 - k. Computer skills, fax, and email availability required
5. Compensation. Agency agrees to compensate Contractor for the time Contract expends in performing the services contemplated hereunder at an hourly rate of **\$50.00**, but not to exceed an amount equivalent to **250 hours for the contract period** unless previously approved in writing by the Agency's Executive Director. Contractor shall submit an invoice to Agency for work performed on a monthly basis, and Agency agrees to pay Contractor within thirty (30) days of receipt of the invoices from Contractor. **In the event of an on-site visit, on the approval of the agency director, mileage will be reimbursed at the federal travel reimbursement rate.**
6. Status as Independent Contractor. The parties hereto agree that Contractor is an independent contractor and is not an employee of the Agency. Agency will not control mode, method or manner by which contractor will perform the services called for hereunder, and Contractor shall bear all expenses for supplies, telephone, transportation, taxes nor the like, incurred by contractor in the furtherance of

performance hereunder. Contractor further agrees that, as an independent Contractor, he/she is not eligible for any employment benefits from Agency and that Contractor is not covered by Agency for any worker's compensation costs, benefits, or compensation, nor is Agency responsible therefore. It is further agreed that Agency shall not be obligated to withhold any local, state or federal taxes from the compensation paid to Contractor, and Contractor agrees to be responsible for payment of any income taxes, payroll taxes, unemployment compensation taxes, workers compensation premiums, franchise taxes, sales taxes, or social security taxes which may be required by law.

7. Confidentiality. Contractor acknowledges and understands that in the course of performing the service for Agency as contemplated herein, the Contractor may acquire confidential and/or proprietary information belonging to Agency and/or various nutrition and catering providers with whom Agency is contracted, including but not limited to confidential or privileged information concerning individual clients serviced by said providers or Agency. Contractor agrees not to disclose, divulge, publish or disseminate such information and that information will be kept confidential at all times without the prior written consent of Agency. Unauthorized use, disclosure or dissemination of confidential or proprietary information by Contractor shall be grounds for immediate termination of this Agreement.

Contractor must be HIPAA compliant and conform to all Agency HIPAA regulations. Contractor acknowledges that the requirements of the Federal Health Insurance portability Act of 1996 ("HIPAA") are in effect during this contract period and that the Contractor is ultimately responsible for any and all conformance that may relate to performance under this Agreement, including but not limited to patient rights and the collection, handling, storage, communication and transmission of personal information about individuals. The Agency will consider the Contractor to be a "covered entity" under HIPAA with all responsibilities to protect confidentiality of personal information, in the event such information is observed, obtained or used in the performance of duties under this Agreement. The Agency agrees only to provide information regarding achieving such conformance as may be provided by the Ohio Department of Aging and/or the Federal Administration of Aging directly to the Agency and specifically regarding HIPAA implementation for the programs funded through both the Agency and the Ohio Department of Aging.

8. Termination and Renewal. Either party to this agreement may terminate same upon thirty (30) days written notice to the other. Upon termination of this Agreement for any reason, Contractor shall return and/or deliver to Agency any and all document, papers, equipment or other information (including information stored on computer disks or other electronic means) which Contractor had accumulated in furtherance of any services provided to Agency as provided hereunder.

Renewal of services may continue for 30 days after the end date of this agreement if renewal rates are in negotiation.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures.

BUCKEYE HILLS REGIONAL COUNCIL

Misty Crosby
Executive Director

CONTRACT AGENT



Buckeye Hills Regional Council

DRAFT - Succession Plan

June 2021

Informed by the Regional Council Assessment
conducted by the
SouthEast Regional Directors Institute
Winter-Spring 2020



The Buckeye Hills Regional Council (BHRC)
DRAFT Succession Plan
June 2020

About the Buckeye Hills Regional Council (BHRC)

Buckeye Hills Regional Council (BHRC) is a council of governments dedicated to improving the lives of residents in southeast Ohio .By working collaboratively with elected officials across Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry, and Washington counties, BHRC grow strong communities through their five divisions: Aging & Disability, Community Development, Mapping & Data, Population Health, and Transportation Planning.

About the SouthEast Regional Directors Institute (SERDI)

The SouthEast Regional Directors Institute (SERDI) is a professional development association for regional council executive directors and when applicable their councils and state associations in the states of Alabama, Arkansas, Florida, Georgia, Kentucky, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia. Associate Memberships are open to any regional council executive director in any of the other non-SERDI states. One of the on-going services provided by SERDI is conducting the strategic council assessment process at the request of a member regional council.

Introduction

A strategic assessment of Buckeye Hills Regional Council (BHRC) was completed by the SouthEast Regional Directors Institute (SERDI) in February 2020. The succession plan that follows is in large part based on the strategic assessment as well as an exhaustive review of current BHRC personnel credentials and experiences and a study of the current staffing and supervisory structure of BHRC. Additionally, discussions with the BHRC Executive Director and BHRC Assistant Director provided insight on leadership qualities that exist within the current staff members. The timing of the strategic assessment and this succession plan are important due to the fact that the BHRC Executive Director and Assistant Executive Director will be retiring in two years and there are a number of current staff members who will be retiring within the next few years.

In analyzing the overall responses during the assessment process, it was evident that there was a fundamental difference in opinion among members about BHRC's role around community and economic development, and the value placed upon that role. On the one hand, some respondents placed a higher value on BHRC staff assisting local communities with locally-generated and locally-identified projects by supplementing the local community's capacity to manage and administer projects; on the other hand, other respondents placed a higher value on BHRC staff putting much more emphasis on, and activity toward, regional initiatives and the broader, multi-jurisdictional projects that grow out of those initiatives.

The perceptions of BHRC's strained capacity, as well as criticisms of unfairness and lack of transparency, appear to stem from BHRC staff being unable to respond simultaneously to local needs from across the region. Attempting to satisfy this expectation, while also

fulfilling the more proactive role of addressing regional issues and needs through convening and advocacy, was recognized as a source of frustration that contributed to a lack of focus and direction for the staff. These dual roles were recognized as being often in conflict with one another and contradictory in purpose.

The BHRC Executive Director presented this conclusion to members of the Succession Planning Committee formed by President Ron Moore at the May, 2021 Executive Board Meeting who gathered for a discussion on May 21st, 2021 at the BHRC offices. **In general, the attendees expressed the opinion that, given the choice, BHRC should begin evolving toward an emphasis and a focus on developing projects based on regional initiatives that have been identified through a regional planning process conducted by a committee comprised of representatives from local communities throughout the BHRC region. It was agreed that, as an organization created as a regional entity, this broader approach would continue to move the region toward parity with other areas of the state and nation.**

BHRC Essential Roles: Regional Planning/Convening/Advocacy

Regional Planning: During the SERDI assessment process it was suggested by several members that we should take the approach of convening county-level committees to determine what the local needs and challenges of the county are, and then proceed to take all the counties' needs and issues and combine them into a strategic plan for the region. This approach does not constitute a regional plan; it tends not to represent the broad-based, multi-jurisdictional projects and initiatives that make an impact that is visible to, and therefore acknowledged by, legislators; nor are these the types of initiatives that funders and investors readily get behind and foundations recognize as valuable; these are not the broad initiatives that benefit various communities, are amenable to advocacy, and move the region toward parity.

A truly regional approach would involve representatives from the local communities meeting in a region-wide forum to identify and designate four to six regional initiatives that local communities can benefit from as a whole (e.g. broadband, asset-based development; arts/tourism; shared water and sewer systems). Each county will meet in a county-level forum to discuss how their local communities can best engage with, and benefit from, the designated regional initiatives based upon the assets and needs of their community. This information on local communities' needs, assets and challenges will inform BHRC staff for the process of developing projects that emerge out of the regional initiatives.

Regional Convening: Those who express support for the regional emphasis tend to directly associate BHRC's role in convening members, partners, and subject-matter

experts around regional issues/challenges (such as broadband, shared water and sewer systems, transportation, energy in response to the post coal-powered economy, asset-based development, etc.) and the advocacy around such issues, as the driving force required to move the region toward parity with the more densely-populated and urbanized areas of the state and country.

As described above, a truly regional strategic approach (rather than locally-generated needs of each of our counties cobbled together) that is implemented locally is the agreed-upon direction that BHRC will begin evolving toward. BHRC's proven ability to work around controversial and potentially divisive issues will continue to be beneficial in addressing issues that impact the region as a whole.

By convening its members, partners, and subject-area experts around these bigger, fundamental issues to begin to address them in a collaborative way together, BHRC is fulfilling a role that no other organization is taking on. These issues are broad, overarching, at times unpalatable, and tend to be unwieldy and very difficult to be adequately addressed or confronted by one community or entity; these are the issues that local officials are, understandably, reluctant to confront and are therefore habitually placed on the back-burner to be handled, hopefully, by someone else at a later, more opportune date.

These are the types of issues that BHRC, as a regionally-based entity, convene folks around in order to address them. And BHRC is best positioned to represent this collaborative work to state and federal funders and officials, and to advocate for the support of the initiatives and projects that emerge from this strategic process.

Regional Advocacy: Along with BHRC's role as convener around regional issues that benefit multiple communities, its advocacy role for the region has been, time and again, acknowledged by Council members, partners, and legislators as an essential aspect of BHRC's value and key to its relevance to the region in addressing its needs and challenges. BHRC's ability to maintain neutrality on potentially controversial and divisive issues, while at the same time attaining consensus among the members on how best to secure the most benefit and least harm to the region from the effects of such issues.

BHRC's ability to educate and consistently update legislators on the needs of the region and gain the support of legislators regardless of political affiliation, has been acknowledged as essential to BHRC's value as an asset to the region. Also held in high regard is the BHRC leadership's (particularly the Executive Director's) success in gaining the attention of state and federal legislators and officials, getting them to acknowledge Appalachian Ohio's needs in regard to such issues as broadband and transportation, and to recognize the inequity inherent in the status quo. 'Putting us on the map', and phrasing similar to this, was used by several respondents during the course of the assessment process.

Board Structure and Engagement

The issue of working committees and increased engagement by General Policy Council and Executive Committee members was raised at the May 21st meeting. If the approach the Council is moving toward involves a region-wide collaborative process through which four to six broad regional initiatives are identified, then discussions and planning will be necessary around how the local communities can best engage in, and gain the most benefit from, these initiatives. Also, the types of projects that best meet the needs of the local communities that these members represent must be determined. Although Development Division staff will work on developing projects, significant contribution from the representatives of the local communities will be essential to the success of the process.

Will this new emphasis and approach make it necessary to restructure the Executive Committee and General Policy Council and/or look at a different mix of representation that is more appropriate to the task at hand? The members will have to determine that in the future.

Additionally, there has also been a lot of discussion of continuing to provide, and improving the quality of, orientation and training for incoming Executive Committee members and General Council members on the mission, purpose and roles of BHRC. This process could be more focused and targeted around: the regional initiatives that BHRC is leading on, and the types of project being generated; the programming and projects that BHRC is partnering on; the region-wide programs that BHRC coordinates and administers (e.g. OPWC, NRAC, Workforce).

Budget and Future Stability

A review of the current BHRC operating budget reveals that 80% is dedicated to wages and benefits. The budget relies to a great extent on federal and state funding. Local government financial contributions make up less than 10% of the budget. The largest portion of the budget is comprised of federal/state pass-through dollars to fund personnel costs associated with the Area Agency on Aging's home care programming. As a result, the Council has to rely to a great extent on federal and state funding, which does not lend itself to future funding stability.

BHRC has taken some steps in the pursuit of alternative funding sources, and has some opportunities on the horizon:

- The Council has established a BHRC Foundation. The focus of the Foundation is to establish alternative funding sources for BHRC.
- Buckeye Hills Support Services, Inc. (BHSS) is a separate non-profit that was spun off from BHRC and works in tandem with BHRC on establishing a model of senior housing fully integrated with support services. BHSS is moving forward with its first housing project financed with private investment dollars. As the model is replicated throughout the region, accumulated revenue could benefit BHRC.
- Going forward, the Population Health Division can be structured to take advantage of private and/or state-sponsored revenue-generating possibilities in the current managed care environment. Examples of such possibilities are: our evolving partnerships with Medical Mutual of Ohio and Anthem managed care organizations.
- Taking advantage of future opportunities to establish private care coordination/case management and care transitions business lines

Another approach is to conduct a thorough search of foundations, and identify those whose focus aligns with the current and evolving purposes and goals of BHRC, with special emphasis on foundations whose interests are in rural areas of Appalachia.

Work needs to continue through the BHRC Foundation to explore new revenue streams for the Council. The Foundation Board, which is comprised of the Officers of the BHRC Executive Committee, should explore funding streams based on what services and initiatives they have determined will make BHRC even more relevant to the local governments in the region.

If the owners of BHRC, the region's local governments, find themselves in a position in which they feel they can no longer financially support the Council, that would not necessarily result in a complete cessation of assistance provided by BHRC staff. While it might be considered somewhat unorthodox, professional guidance and support could be provided to the local governments by adjusting by-laws to reflect that BHRC serves the municipal and county governments of Washington, Athens, Perry, Hocking, Meigs, Morgan, Noble, and Monroe through state of Ohio, federal government, and local government contract work. This would eliminate the need for local per capita dues. The BHRC could restructure the Board to best accommodate representation from state and federal representatives/agencies (major funding sources), and fill the remaining seats on the Board by some combination of local government appointed/elected officials and other regional partners. The Board's major responsibility would then be to consider proposed projects and how they might be funded.

Organizational Structure

Refer to the tables of organization attached for a representation of the current and near-term structure of the organization including the divisions and departments with leadership positions, direct reports and other staff positions. Attachment #1 depicts the current organizational structure, and attachment #2 depicts potential near-term changes in structure and job positions based upon the results of the SERDI assessment.

Additional positions include: Program Development Manager (in the Development Division); IT specialist (Information Technology Department); GIS Specialist/IT Specialist (embedded within the Information Technology Department); Aging Programs Manager (Aging & Disability Division); Aging & Disability Assistant Director (Aging and Disability Division [replacing the current Home Care Director position]).

There is one structural change; as depicted in the chart at attachment #2, the Home Care Division is slated to collapse in under the Aging & Disability Division in order to better align programming.

For the more distant future, the plan is to establish a Planning Division under the Assistant Executive Director. This division will represent the achievement of the merging of the Development Division's and Aging & Disability Division's planning activities. This will bring together areas like transportation, mobility and safety and eliminate arbitrary and meaningless categories like 'senior housing' and senior transportation'.

Directors and managers have been consulted in regard to the ideal staffing numbers, qualifications, and roles for their departments and divisions. This information will be made available to the Succession Planning Committee.

Current Employees Tenure and Leadership Positions

There are several employees at BHRC who have 20 or more years of service with the organization. A number of them are in supervisory roles. Full retirement in the state of Ohio retirement system is 32 years. Based on the results derived from the review of employees' credentials and discussions conducted with key staff, it is apparent that there are strong leaders among the staff members, and leadership potential is clearly observable. Historically, there have been numerous occasions in which informal leaders have shown reluctance to assume formal leadership roles. The reasons for this reluctance have not been determined with certainty. Possible reasons are that the increase in salary is not perceived as sufficient to justify the additional responsibility, that employees are simply not comfortable taking on that responsibility, or they do not feel that they will be adequately supported in that role. There have also been indications that employees have been unwilling to give up their travel reimbursement for a position that requires much less travel.

At the appropriate time, a discussion should take place with those staff who have been identified as emerging leaders to gauge their interest in moving up into leadership roles within the Council. Based on past experience with employees, as detailed above, sufficient monetary incentive will have to be offered to persuade some employees to accept the promotion and additional responsibility, and assurance that they will be supported in their leadership roles and their decisions will be backed up by the Council's leadership. These discussions will reveal the remaining gaps in experience and skill sets that will need to be filled through external searches.

The Succession Planning Committee/Executive Search Committee will likely determine who the next Executive Director will be and in what manner that search/appointment will be carried out. As mentioned above, the Assistant Executive Director will be retiring at or about the same time as the Executive Director. One viewpoint is that the next Executive Director should provide input, if not outright choose, his/her Assistant Executive Director; there is also the idea that either the Executive Director or the Assistant Executive Director should be hired from within the organization so that organizational experience is possessed by at least one of those positions.

Staffing Leadership and Key Positions

The information gleaned from the assessment, and the discussion and decisions that followed, will have the most direct impact on the competencies, qualifications and roles of staff members working with communities on community and economic development initiatives and projects. Though job responsibilities and duties for the majority of positions throughout the Agency will not change significantly in the near future, placing more of an emphasis on developing projects out of agreed-upon initiatives will make that process central to Agency operations as time goes on, and will have ramifications throughout the organization on the evolving roles of staff members and the nature of the working relationships among them.

SERDI reviewed the credentials of each staff member, his/her time in the organization, etc. The Executive Director and Assistant Executive Director were asked specific questions on current division/department/program heads and those that report to those heads at the time of review. They were asked about potential leadership roles of current staff and the need to conduct external searches for leadership positions based upon future retirement and/or lack of appropriate skill sets. Following are brief descriptions of the status and succession implications of key personnel and job positions:

Leadership planning to retire within *one to two years*:

- Executive Director

This position requires a thorough and comprehensive knowledge of public programming and initiatives. Experience/competencies: working with various types of non-profit, government, health and human services, social services, health, and utilities agencies and organizations at the local, regional, state and federal level; managing and directing broad, overarching and complex initiatives, programs and projects and working with various funding agencies; effectively communicating strategy, priorities and needs of the region to legislators and funders; an appreciation of, and insight into, the subtleties and nuances of the political and cultural environment. Private sector and business experience is a plus.

Though it is possible, an internal succession scenario for this position is unlikely based upon an assessment of the probability that any current employees will apply for this position. This position will most likely require an external search for candidates to fill it. However, SERDI strongly urges, based on experience working with regional councils in executive transitions, that the policy board conduct an external search even in the event that an internal candidate applies. If an internal candidate rises to the top in conjunction with an external search of candidates interviewed and considered for the position, it provides that person with immediate credibility and validates that he/she is the best candidate for the position. A direct appointment by the BHRC Executive Committee that is then ratified by the BHRC Policy Board (in the absence of conducting an external search and considering external candidates), does not give that individual the same level of validation.

In the future, the Assistant Executive Director is a possible successor to this position. Although the Executive Director tends to focus more on factors external to the organization, and the Assistant Executive Director should have more of an internal focus, these positions should work closely together and there is some overlap in responsibilities as well as a sharing of the vision for the agency.

- Assistant Executive Director

This position requires experience in overseeing and directing supervisory level personnel and managing public programming, initiatives, and projects. Experience working with various public and government organizations and funding agencies.

An internal succession scenario for this position is possible for the Development Director and the Aging & Disability Director, provided they have at least 3-5 years of service with the Agency.

- **Housing Coordinator**

The responsibilities and competencies as laid out in the job description for this position are not likely to change significantly for the foreseeable future.

There is no likely internal succession plan for this position. The hiring for this position will require an external search. There are no other positions within the Agency that have similar competencies/responsibilities.

Leadership or key positions likely to retire in 5-7 years:

- **Fiscal Director**

The requirements and qualifications of this position will not change significantly in the foreseeable future. However, with the addition of two non-profits and the potential to develop private and state-sponsored business lines under the Population Health Division, this position and the fiscal department as a whole will likely take on additional responsibilities.

The Assistant Fiscal Director is fully qualified to move into the Fiscal Director position on retirement of the Fiscal Director. The Assistant Fiscal Director works closely with the Fiscal Director on all aspects of the Fiscal Department's operations, including the work of the non-profits. The Assistant Fiscal Director has expressed a willingness to succeed into this position when it opens up.

Leadership or key positions likely to retire in 8-10 years:

- **Development Specialist**

The duties and responsibilities of this position, including managing and administering projects as well as administering region-wide programs like OPWC, Workforce, and NRAC, will not change significantly in the near term. However, in the near future, a position with different competencies and requirements, the Program Development Manager, (see attached #2, table of organization) will be added to the Development Division. This new position will require specific subject area expertise (e.g. arts/tourism; energy; infrastructure/shared services; broadband; transportation), and this person will be responsible for developing projects related to that area of expertise. The

Program Development Director will oversee and work in conjunction with the Development Specialists in assisting communities in engaging with, and participating in, projects that have been developed around a designated regional initiative.

- **IT Director & HIPAA Security Officer**

The basic responsibilities of this position will not change, but some of the duties ideally should be transferred to a new position that would have to be created, namely an IT Specialist position. This would free up the IT Director to take a more strategic approach in anticipating and responding to the technology and security needs and challenges of the Agency.

The GIS Coordinator possesses many of the competencies required to move into this position upon retirement of the IT Director. The GIS Coordinator has a lot of broad knowledge of internet technology and equipment. However, the competencies and experience required for the GIS position itself are very specialized and don't include a requirement of a broader knowledge of IT. The GIS Specialist currently backs up the IT Director when he/she is out of the office. The GIS Coordinator position could continue to serve as the back-up to the IT Director. This relationship would ensure that the person holding the GIS Coordinator position is receiving the training necessary to eventually succeed the IT Director.

Other leadership and key positions:

- **Development Director**

The Development Director's job responsibilities are not expected to change significantly in the near future, but there is a plan to establish a position with subject matter expertise within the Division that will be responsible for developing projects out of regional initiatives. The person in this position is expected to work closely with the Development Director and, considering the expertise and competencies expected of this new position, has the potential to succeed to the Development Director position.

- **Aging and Disability Director**

This position's responsibilities are not expected to significantly change in the foreseeable future. The Home Care Director, Clinical Program Manager, and the Care Access Manager all work very closely together at the highest levels of Division operations. There is sufficient experience and expertise among the people currently holding these positions to readily succeed the Aging & Disability Director.

- **Provider Development Risk Assessment Manager**

This position responsibilities as laid out in the job description are not expected to change in the foreseeable future. However, ideally, hiring a third Provider Development Risk Assessment Specialist would free up the Manager to operate more strategically and spend more time on provider relations, provider development, and proactive coordination with state level agencies. Currently, the Manager must participate directly in on-site provider reviews, which is not preferable due to the fact that it is not the best use of time for a management level position.

The Provider Development Risk Assessment Specialist works closely enough with the Manager to potentially move into the Manager position. This holds true even in the event that the Manager position is freed up to enable the Manager to relinquish the site visit duties. Erin Davis, a current Provider Development Risk Assessment Specialist, is eminently qualified to succeed Rhonda Varhola, the current Manager, when the position becomes available.

- **Communications Director**

The responsibilities for this position are not likely to change significantly in the near future. The Communications Specialist works closely enough with the Director, and the responsibilities of both positions overlap enough, that there is a potential for a relatively smooth succession to the Director position.

Moving Forward from Here

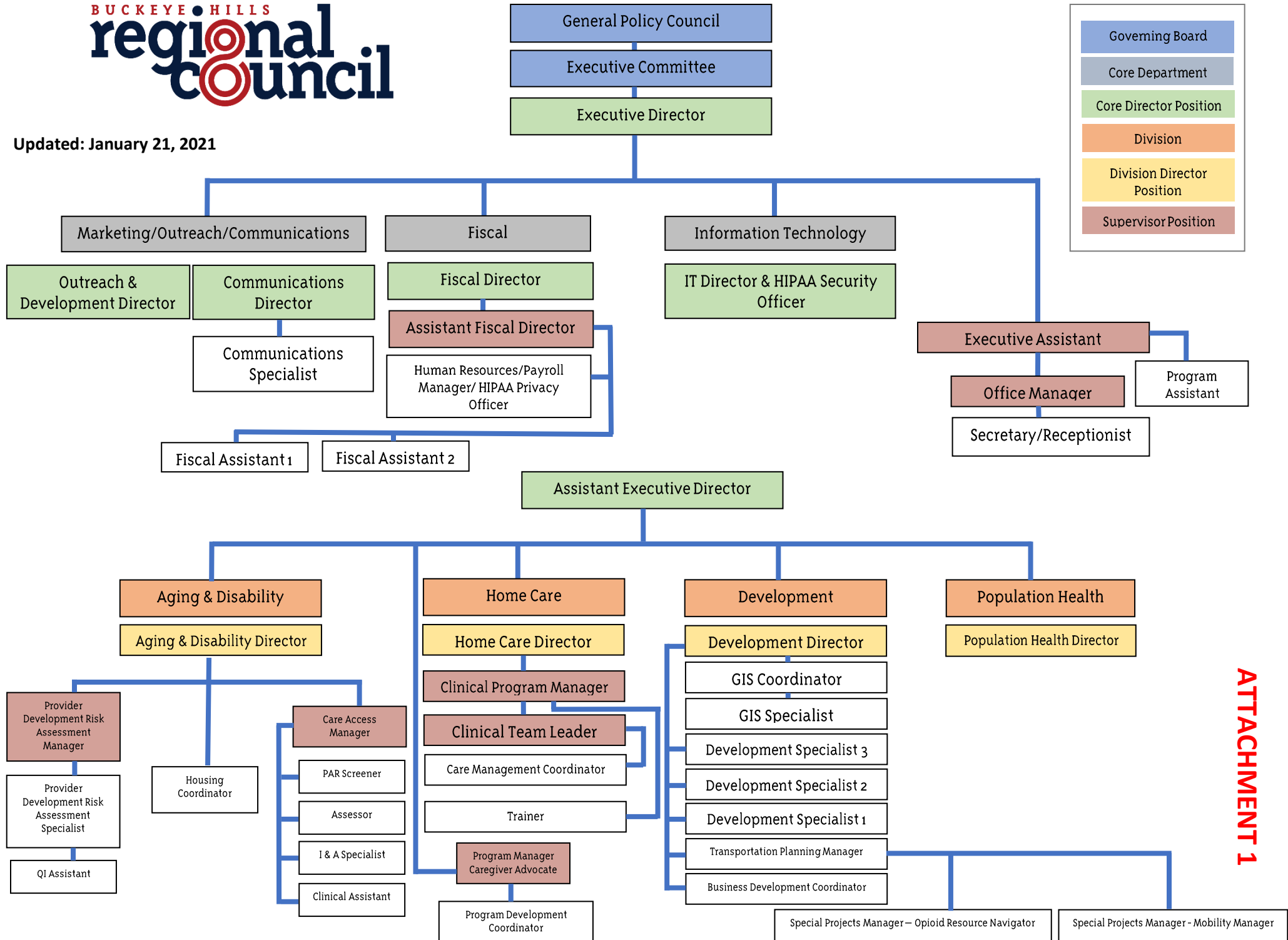
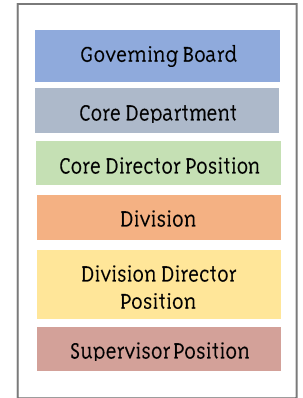
Inclusive of a review of issues pertaining to staffing, funding and operating BHRC in the years to come, this draft contains information that will assist the Executive Board to replace the long-serving and soon retiring Executive and Assistant Executive Director.

BHRC current leadership stand ready to provide clarification on the information contained in this plan. We pledge to convene the Succession Planning Committee to discuss the recommendations contained in the plan, assess their feasibility and viability, and formulate a final Plan that can be utilized by new or existing leadership as they work to move the region toward parity with other areas of the state and nation.

Misty Crosby and Frederick Hindman
BHRC Executive Director and Assistant Executive Director
June 2021

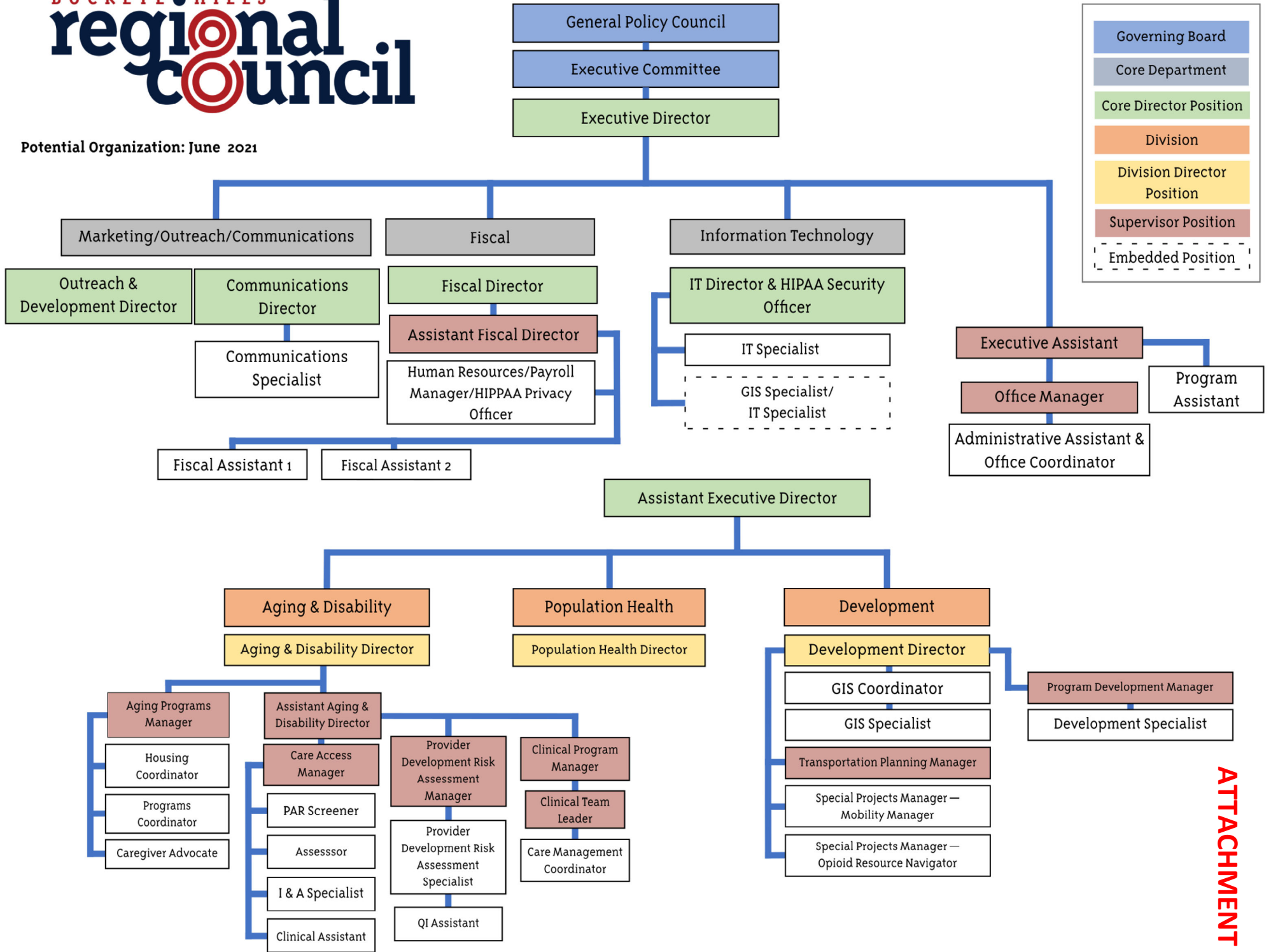


Updated: January 21, 2021



ATTACHMENT 1

Potential Organization: June 2021



Legend:

- Governing Board (Blue)
- Core Department (Grey)
- Core Director Position (Green)
- Division (Orange)
- Division Director Position (Yellow)
- Supervisor Position (Red)
- Embedded Position (Dashed border)

ANNOUNCEMENTS

- **Senator Brown Accepting Appropriations Requests** | Senator Brown will be accepting programmatic and congressionally directed spending appropriations requests for fiscal year 2022 (FY22) **through 11:59pm EST on Wednesday, June 9, 2021** [at this link](#).
- **BHRC Staff Returning to the Office This Month** | After 14 months of working remotely due to the COVID-19 pandemic, Buckeye Hills Regional Council staff will be returning to the office during the month of June.
 - Directors & Management will return to the office 5 days a week beginning June 7, with the exception of QI and Fiscal who will continue rotating days in the office.
 - Staff will return to the office at least 1 day a week beginning June 7.
 - All staff will return to the office 5 days a week beginning June 21.

Additionally:

- Vaccinated persons need not mask up or social distance, but unvaccinated persons are encouraged to do both.
- Maximum occupancy for offices and meeting rooms is no longer in force.
- Members of the public are permitted to meet with employees at the office building.
- Signs will be posted at the front entrance encouraging unvaccinated persons to wear a mask and social distance.

CURRENT INITIATIVES

- **Connecting Appalachia Broadband Survey and Speed Test Open** | During the Appalachian Ohio State of the Region conference session on Rural Broadband on May 13th, we unveiled [ConnectingAppalachia.org](#). The site features a quick, [5-minute survey](#) to help document the true extent of broadband need in rural Appalachian Ohio, as well as a [speed test](#) to help state and federal agencies verify broadband availability. Buckeye Hills Regional Council encourages all of our local government members to take and share the survey and speed test.

The state and federal government are formulating funding programs to pay for extensions of high-speed broadband into areas that are unserved. Defining “unserved” areas is not so straightforward because broadband coverage maps frequently overstate coverage areas. If you want to report an address as unserved, go to someplace you can get service (a library, school or most McDonald’s locations) and [take this survey](#). Those with service can complete a speed test on their service [HERE](#). Areas with slow service may be deemed unserved and eligible for funding. A flyer about the speed test and survey is included in this month’s meeting packet.

Connecting Appalachia was launched as the online home for the region’s broadband advocacy efforts in partnership with Buckeye Hills Regional Council, Ohio Valley Regional Development Commission, Ohio Mid-East Governments Association, and Eastgate Council of Governments, with support from Ohio Southeast Economic Development, Foundation for Appalachian Ohio, Voinovich School of Leadership and Public Affairs, the Buckeye Hills Foundation, and Reid Consulting Group.

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- **American Connection Corps** | Thank you to our county members who participated our May 19 discussion on expanding Buckeye Hills Regional Council's participation in the American Connection Corps fellowship program to all eight of our region's counties. Executive Committee members subsequently voted by email to move forward with the region-wide effort, contingent on support from the State of Ohio Governor's Office of Appalachia.

AMERICAN RESCUE PLAN UPDATES

- **Treasury Releases ARPA Guidance for Townships and Municipalities; State to Determine Ohio Township Eligibility and Distribute Non-Metro City, Village Funds** | The Ohio Township Association (OTA) shared that the U.S. Treasury has issued new guidance regarding the distribution of funds to townships under the "non-entitlement" units of local government (NEU) definition in the American Rescue Plan. The guidance will allow the State of Ohio to decide whether to distribute funds to townships along with municipalities with a population under 50,000. In the Buckeye Hills region, all cities and villages—with the exception of Marietta, which is on Treasury's list of Metropolitan Cities—will receive their distributions from the state, rather than directly from Treasury. A copy of the OTA press release can be accessed [HERE](#). A copy of the Treasury guidance on this topic may be accessed [HERE](#). Treasury has previously announced that three large Ohio townships (2 in Hamilton, 1 in Butler) qualify as metropolitan cities and are eligible to receive funding directly from Treasury.

While Ohio will have its own process and requirements, Treasury has provided a [pre-submission checklist](#) with basic information that every NEU should expect to provide when requesting funding from the state.

The National Association of Counties (NACo) has released a new in-depth analysis of the U.S. Treasury's guidance for the Recovery Fund. A copy of the analysis is available [HERE](#). NACo also will be releasing a video and other materials related to the memo.

The following links will take you to key resources on the Treasury website:

- [U.S. Treasury State and Local Fiscal Recovery Funds landing page](#)
- [Interim Final Rule](#)
- [Quick reference fact sheet](#)

Buckeye Hills Regional Council will continue to provide periodic updates as more information becomes available.

- **OMB: Additional Information and Webinar series** | The U.S. Treasury released allocation information and guidance for distributing ARPA funds to non-entitlement units of local government (NEUs) on May 24. OBM is currently evaluating the Treasury guidance and determining the best approach for meeting the requirements. OBM has stated they will communicate more information very soon. In addition, it is important to note the funds must first be appropriated by the legislature prior to any distribution.

There are a few steps that an eligible NEU can take now to prepare to request funds:

- Obtain or confirm your local government's valid **DUNS** number
- Gather your local government's payment information:
 - Local government name, Entity's Taxpayer Identification Number, DUNS number, and address
 - Authorized representative name, title, and email

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- Contact person name, title, phone, and email
- Confirm your local government's top-line budget total (defined as your local government's total annual operating budget, including the general fund and other funds, in effect as of January 27, 2020)
- Review and have an authorized representative ready to sign the following:
 - [Award terms and conditions agreement](#) (as provided by the U.S. Treasury)
 - [Assurances of compliance with Title VI of the Civil Rights Act of 1964](#) (as provided by the U.S. Treasury)

The U.S. Treasury has advised that local governments should register in [SAM.gov](#) as soon as possible. Although this registration may not hold up a future distribution, it will be required after receiving the award. OBM has stated they remain committed to keeping NEUs informed on this funding and is working as quickly as possible to navigate this process in alignment with U.S. Treasury guidance.

The Office of Budget and Management (OBM) has been conducting a series of webinars for local governments with updates about the American Rescue Plan Act of 2021.

- **April 29** slides and webinar recording are available [HERE](#). The April 29 webinar provided initial information on the American Rescue Plan Act of 2021 (ARPA) Coronavirus State and Local Fiscal Recovery Funds, as well as an update on the Governor's Executive Budget, local government eligibility for Public Assistance Funds from the Federal Emergency Management Agency (FEMA), and additional information on Coronavirus Relief Funds.
- **May 18** slides and webinar recording are available [HERE](#). The May webinar provided additional details on the ARPA State and Local Fiscal Recovery Funds including provisions and requirements from the U.S. Treasury Interim Final Rule and Frequently Asked Questions document which were released on May 10.
- **You can register for the June 24 webinar [HERE](#)**. This webinar will provide a more in-depth discussion on eligible use of funds and non-entitlement local government unit funds.

STATE UPDATES

- **State Budget (HB 110)** | Last week, Senate President Matt Huffman announced the expected timeline for the remainder of the budget process for fiscal years 2022-2023. A Substitute Bill of House Bill 110, which will include the first round of Senate amendments to the House-passed budget, is expected to be released on Tuesday, June 1. Testimony will be accepted on Sub. HB 110 in the Senate Finance Committee next week, with the deadline to submit amendments for the omnibus bill on Friday, June 4. The omnibus amendment is expected to be revealed on Tuesday, June 8, after which the bill becomes known as the Amended Substitute Bill. Am. Sub. HB 110 is expected to be voted out of Senate Finance on Wednesday, June 9, with a full Senate floor vote on Thursday, June 10.

On the Senate floor, additional amendments can be proposed before the final bill passes out of chamber. Following a vote out of the Senate, the budget will be sent back to the House for a concurrence vote with the Senate's changes. Concurrence with the Senate's changes is not expected, after which the budget moves to Conference Committee. Conference Committee is made up of members from both the House and Senate who must reconcile differences between the House-passed budget and the Senate-passed budget.

After the Conference Committee's reconciled bill passes both the House and Senate chambers, the budget is sent to Governor Mike DeWine for his signature. The Governor may line-item veto provisions within the budget, meaning some provisions can be stricken while the remainder of the bill remains intact.

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The budget must be signed by the Governor by June 30, with the new fiscal year beginning on July 1.

- **Broadband Expansion (HB 2)** | Governor DeWine signed House Bill 2 into law on May 17, establishing the state of Ohio's Broadband Expansion program, which will initially offer \$20 million in grants to expand high-speed broadband internet service around the state.

House Bill 2, which passed in the legislature by overwhelming, bipartisan margins, also creates a system to help distribute far greater sums of money in the future toward helping parts of the state where it's currently cost-prohibitive for telecommunications companies to extend high-speed (or, in many cases, any) internet service.

The law provides \$20 million this fiscal year for broadband grants. At one point, the bill contained an additional \$190 million in grant funding for the next two years, but lawmakers removed that language and said they will instead work out details about that additional money in ongoing state budget negotiations. That's in part so lawmakers can wait to see how much Ohio will get in federal broadband grants. Learn more [HERE](#). See statements of support from local elected officials and associations, including the Ohio Rural Development Alliance and Ohio Association of Regional Councils, [HERE](#).

- **Community Infrastructure Program** | Earlier this month, Buckeye Hills Regional Council submitted our [feedback](#) on the Development Services Agency's proposed Community Infrastructure program and urged our region's state senators to include the program line item in HB 110. At this time, it does not appear the line item will make it into HB 110. The General Assembly may take up the program in a supplementary budget bill detailing how the state will spend the \$5.6 billion it will be receiving under the American Rescue Plan Act, and BHRC will continue its advocacy for the program when they do. The state is planning to use \$3 billion of its ARPA distribution to shore up its unemployment compensation program. These amounts are separate and in addition to the \$5.4 billion ARPA is directing to Ohio's local governments.
- **Additional Bill Tracking** | Buckeye Hills Regional Council is currently monitoring several additional bills that have implications for local governments, broadband connectivity, transportation, and older adults and their caregivers. You can find a current Bill Status Report [HERE](#).

FEDERAL UPDATES

- **FCC Opens Emergency Broadband Benefit Program** | Eligible households may begin applying for and enrolling in the **Emergency Broadband Benefit** program (EBB) at www.getemergencybroadband.org beginning May 12, 2021. There are several qualifying criteria, including being eligible for, or already participating in the **Lifeline program**. Once the application is approved consumers can choose a **participating provider** and enroll to receive the *temporary* monthly discount of up to \$50 towards broadband service and a one-time discount to purchase a laptop, desktop computer, or tablet. Consumers will be required to make a co-payment of more than \$10 but less than \$50. EBB will end when the funds are exhausted, or six months after the end of the public health emergency, whichever comes first. Current Lifeline customers do not need to apply for EBB but must opt-in with their existing provider or contact another participating broadband provider to choose an eligible service plan. Learn more, including eligibility criteria and the companies offering EBB, at www.getemergencybroadband.org. The EBB Program Support Center is available 7 days a week from 9:00 a.m. to 9:00 p.m. ET at (833) 511-0311 or via email at EBBHelp@usac.org. The Ohio Office of Consumer Council's **Telephone Lifeline Programs in Ohio** fact sheet provides Lifeline information.

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- **White House FY 2022 Budget Proposal and American Jobs Plan Include Increases for ARC, EDA** | President Biden's FY 2022 Budget Proposal, released May 28, requests \$235 million for the Appalachian Regional Commission (ARC), and the American Jobs Plan includes an additional \$1 billion for ARC's Partnerships for Opportunity and Workforce and Economic Revitalization (POWER) initiative. The funds for POWER would be spread over five years and would significantly scale up the impact of the initiative in communities hurt by job losses in the coal industry.

The annual discretionary appropriation of \$235 million includes \$118 million for ARC's base program (compared with \$68 million this year); \$72 million for POWER; \$32 million to bolster activities in Appalachia's distressed communities through work in broadband, infrastructure, and workforce development; and \$13 million for ARC's Investments Supporting Partnerships in Recovery Ecosystems (INSPIRE) initiative, which supports workforce reentry for those suffering from substance use disorders.

Additionally, the President's budget requests \$382.5 million for the Economic Development Administration (EDA), a nearly \$50 million increase over FY 2021 levels.

The proposed budget will serve as the basis for congressional discussion of funding for individual agencies, with the final decision on agency funding levels to be made by Congress as part of the regular appropriations process later this year. The House is expected to begin work on the FY22 appropriations bills in June. The Senate is not expected to take them up until later in the summer. To view the details of the President's FY 2022 budget request, click [HERE](#).

Negotiations on Infrastructure Legislation Continue | Infrastructure negotiations continue as Senate Republicans recently unveiled a [\\$928 billion infrastructure counteroffer](#) in an effort to reach a bipartisan agreement on infrastructure legislation. This counteroffer comes on the heels of the Biden Administration's concession to cut down spending on part of its infrastructure plan, the [American Jobs Plan](#), from over \$2 trillion to \$1.7 trillion. Infrastructure proposals that have been put forward thus far include the Biden administration's [American Jobs Plan](#) and \$1.8 trillion [American Families Plan](#) as well as Senate Republicans' counteroffers. The [American Jobs Plan](#) focuses primarily on more traditional forms of infrastructure and transportation priorities, while the [American Families Plan](#) focuses on broader priorities such as childcare, healthcare, and education. The Senate Republicans' counterproposals focus on narrower infrastructure priorities. Last week, top Republicans on the House Transportation and Infrastructure Committee also released the [STARTER Act 2.0](#), a \$400 billion surface transportation reauthorization proposal that proposes funding for roads, bridges, and other surface transportation infrastructure while the Senate Environment and Public Works Committee unanimously approved its [\\$311 billion surface transportation bill](#) on Wednesday.

CONTACT INFO: Misty Crosby, Executive Director | mcrosby@buckeyehills.org | 740-376-1034

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1



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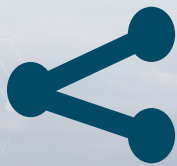
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