



EXECUTIVE COMMITTEE MEETING

MAY 3, 2024

Buckeye Hills Regional Council

AGENDA

- I. **Call to Order** | Lenny Eliason, President
- II. **Roll Call** | Chasity Schmelzenbach, Secretary
- III. **Consent Agenda** | Lenny Eliason, President **TAB #1**
- IV. **Management Committee Update** | Ron Moore, Chair **TAB #2**
 - a. Management Committee Report
 - b. Organizational Chart Update
 - c. Employee Handbook Update
 - d. Insurance Renewals
 - e. Staff Appreciation Gifts/Certificates/Resolutions
 - f. Ratification of Expenditure Request
- V. **Legislator and Partner Agency Updates**
- VI. **Aging & Health Division Update** | Jennifer Westfall, Aging & Health Director **TAB #3**
 - a. Renewal of Contract Service Agreement
 - b. NCQA Accreditation RFP
- VII. **Development Division Update** | Sam Miller, Development Director **TAB #4**
 - a. Resolution Granting Permission to Apply for a Communities Sparking Investment in Transformative Energy Grant
- VIII. **Planning Division Update** | Melissa Zoller, Planning Director **TAB #5**
 - a. Resolution to Approve FY2025 RTP0 Work Program
 - b. STBG Round 3 and Round 4 Project Approval
- IX. **Executive Director Report** | Chasity Schmelzenbach, Executive Director **TAB #6**
- X. **Citizen Participation**
- XI. **Other Business**
- XII. **Adjournment**

THE NEXT MEETING IS SCHEDULED FOR JUNE 7, 2024 AT 11:30 AM

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**Minutes of the March 1, 2024
Buckeye Hills Regional Council Executive Committee Meeting**

The Buckeye Hills Regional Council (BHRC) Executive Committee meeting was held March 1, 2024. The meeting was held at Buckeye Hills, Marietta, Ohio.

In attendance were:

OFFICERS:	Lenny Eliason, President	Athens County
	Ron Moore, Vice President	Morgan County (Private Sector)
	James Booth, Treasurer	Washington County
	Chasity Schmelzenbach, Secretary (non-voting member per Bylaws)	BHRC Executive Director
EXECUTIVE COMMITTEE:	Steve Patterson	City of Athens
	Jason D'Onofrio	Hocking County
	Allen Fraley	Noble County
	Ben Carpenter	Perry County
GENERAL POLICY COUNCIL:	Kevin Ritter	Washington County
GUESTS:	Clara Bone	Voinovich School of Leadership and Public Service, Ohio University
	Cara Harmon	Ohio Scholars in Aging
	Molly Taylor	Ohio Scholars in Aging
STAFF:	Kate Dunn	Senior Planner
	Jen Huck	Fiscal Assistant
	Dave Herbert	Program Assistant
	Michelle Hyer	Program Manager
	Denise Keyes	Fiscal Director
	Angie Lawrence	HR & Payroll Manager
	Aaron Martin	Program Assistant
	Christa Myers	Transportation Planning Manager
	Kylee Nichols	Development Specialist II
	Brad Peoples	Development Specialist II
	Amanda Reeder	Communications Specialist
	Jenny Simmons	Executive Assistant
	Drew Tanner	Communications Director
	Dawn Weber	Home Care Director
	Eric Wade	Senior Planner
	Jennifer Westfall	Aging & Health Director
	Emma Yeager	Development Specialist
	Melissa Zoller	Planning Director

CALL TO ORDER

Lenny Eliason, President, called the meeting to order.

ROLE CALL

Chasity Schmelzenbach conducted roll call.

CONSENT AGENDA

Steve Patterson moved to approve the consent agenda which included the minutes from the February 2, 2024, meeting; Statement of Activities; Administrative Expense YTD; Aging and Disability Programs Services and Funding Report for period July 1, 2023, through January 31, 2024, and Division and Director's Reports. James Booth seconded the motion. All yeas. Motion carried.

MANAGEMENT COMMITTEE UPDATE

James Booth moved to approve the Management Committee Report for February 3, 2024, to March 1, 2024. Allen Fraley seconded the motion. All yeas. Motion carried.

Ron Moore moved to approve the updated sick leave payout policy. Jason D'Onofrio seconded the motion. All yeas. Motion carried. Steve Patterson moved to approve the updated sick leave bank. Jason D'Onofrio seconded the motion. All yeas. Motion carried.

Steve Patterson moved to approve and recommend the Administrative Budget: July 1, 2024, to June 30, 2025, to the General Policy Council. Allen Fraley seconded the motion. All yeas. Motion carried.

James Booth moved to approve the request for approval of expenditure for advertising with WTAP-Gray Media Group in the amount not to exceed \$12,000. Ron Moore seconded the motion. All yeas. Motion carried.

RISE OHIO UPDATE

Clara Bone, Senior Project Manager, Center for Economic Development and Community Resilience, Voinovich School of Leadership and Public Services, Ohio University and Kate Dunn, Senior Planner, BHRC, presented the RISE Ohio final presentation.

STAFF SPOTLIGHT

Dave Herbert, Program Manager, provided an update on the Home Modification Program to the members.

Eric Wade, Senior Planner, provided an update on the Jobs EQ program by showing available data and stats, and provided county packets to each member.

LEGISLATIVE & PARTNER AGENCY UPDATES

No legislative representative or partner agencies were present at the meeting.

EXECUTIVE DIRECTOR REPORT

Chasity Schmelzenbach introduced the Ohio Scholars in Aging: Cara Harmon and Molly Taylor

Chasity Schmelzenbach provided announcements, current initiatives, state updates and federal updates to the members:

- Congratulations to:
 - The renovation of the Lostro Building. On the corner of South Court and Union Street in Athens, is among 15 projects across the state recently awarded in the third round of Ohio's Transformational Mixed-Use Development Program.
 - Outdoor Recreation Coalition of Appalachia (ORCA) will host an EDA Economic Recovery Corps (ERC) Fellow, Jess Leibson, to spearhead projects that advance new ways of doing economic development to build more resilient, inclusive, and equitable economies over the next two and half years.
- Current Initiatives:
 - Appalachian Community Grant Program Update: the hope is that the approved projects will be released at the March 25 State Controlling Board meeting.

- Appalachian Community Gateway Initiative: BHRC was approved for a regional project from Seneca Lake/Wolf Run in Noble County to Hocking Hills and everything in between. The program is about connecting communities to State and National Park and Recreation areas.
- State Updates:
 - Appalachian Community Innovation Centers Grant Program Announced
 - Senate Housing Committee Eyes April for Introduction of Omnibus Bill
 - March 8: WSRLA Program 2025 Nomination Deadline
 - Ohio Department of Development Releases Application Guidelines for Local Fair Funding
 - March 21: Industrial Site Development Webinar
 - House's \$2B Plan for Improvement Projects Advances to Senate
 - Ohio Launches Nursing Home Quality Navigator
- Federal Updates:
 - ARC POWER Applications Now Open
 - March 8: Assistance to Firefighters Grant Deadline
 - Office of Senator Brown Issues Congressionally Directed Spending Guidelines
 - Updates to Older Americans Act Program Regulations Finalized
- Upcoming Conferences & Events:
 - Buckeye Hills Forward: Noble County – is scheduled for March 4 starting at 6 pm located at OSU Extension, in Caldwell.
 - Buckeye Hills Forward: Washington County – is scheduled for March 7 starting at 6 pm located at BHRC.
 - BHRC General Policy Council (GPC) Annual Meeting is scheduled for April 5 starting at 11 am.
 - Highlights of the agenda include the approval of the annual budget, election of officers and appointment of private sector representatives to the Executive Committee. Schmelzenbach added that Hocking, Meigs, Monroe, Morgan and Noble counties have not filled all private sector seats and will be limited on representation at the GPC meeting.
 - 2024 Appalachian Ohio State of the Region Conference is scheduled for May 14, 2024, starting at 9 am, located at Ohio University.

CITIZEN PARTICIPATION

No citizens present wished to address the committee.

OTHER BUSINESS

Chasity Schmelzenbach asked the members to review the updated General Policy Council roster because there are still many vacancies listed.

Chasity Schmelzenbach asked the members to review, sign and leave at the table the annual Conflict of Interest and Code of Ethics forms.

ADJOURNMENT

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

Approved By: _____
Chasity Schmelzenbach, Secretary

Date: _____



STATEMENT OF ACTIVITIES July 1, 2023, through March 31, 2024

Year to Date Administrative Expense Detail

Administrative Expenses for Fiscal Year 2024 totaled \$4,850,621.03 on March 31. This total represents 74% of the Council's administrative budget utilized. Total spending for this time-period is budgeted to be 75%. Individual line-item budgets and expenses are monitored monthly to ensure funds are utilized appropriately and budget revisions are requested from funding agencies as needed. Agency-wide quarterly budget revisions are included for review and approval. Specific line-item expenses over the budgeted spending percentage are the result of yearly renewals paid and staff travel increases due to the end of the Public Health Emergency. The cumulative Indirect Cost rate for this period is 47%. Projected Total Indirect Costs for Fiscal Year 2024 are 46%.

Aging and Disability Programs Services & Funding Report

The Aging and Disability Division works with various service providers and administers a multitude of direct service programs to eligible residents of our eight-county region, and between July 1 and March 31, more than \$10.5 million in direct service dollars were utilized to provide the units of service listed in the report. BHRC continues to support our provider network to evaluate the needs of the communities and serve area seniors in the best way possible.



Quarterly Budget Adjustment
For the Period July 1, 2023 - June 30, 2024

	Original Budget	07/23 - 09/23 Change	10/23 - 12/23 Change	01/24 - 03/24 Change	04/24 - 06/24 Change	Final Budget
Salary	\$ 3,268,476.71					\$ 3,268,476.71
Fringe Benefits	\$ 1,749,214.57					\$ 1,749,214.57
Advertising	\$ 214,643.00					\$ 214,643.00
Audit Costs	\$ 32,000.00		\$ 12,000.00	\$ 18,300.00		\$ 62,300.00
Building Maintenance	\$ 11,500.00					\$ 11,500.00
Communications	\$ 104,550.00			\$ (20,000.00)		\$ 84,550.00
Conference Registration Fee	\$ 36,700.00			\$ 20,000.00		\$ 56,700.00
Contract Services	\$ 173,250.00		\$ (17,480.00)	\$ (50,000.00)		\$ 105,770.00
Employee/Governing Board	\$ 15,000.00		\$ 4,000.00	\$ 5,000.00		\$ 24,000.00
Equipment Purchase/Maintenance	\$ 24,500.00		\$ 30,000.00			\$ 54,500.00
Insurance	\$ 42,000.00			\$ 19,700.00		\$ 61,700.00
Legal Costs	\$ 4,000.00			\$ (1,000.00)		\$ 3,000.00
Organizational Dues	\$ 40,000.00					\$ 40,000.00
Other Costs	\$ 28,200.00			\$ (10,000.00)		\$ 18,200.00
Postage	\$ 15,000.00			\$ (4,000.00)		\$ 11,000.00
Printing Costs	\$ 15,600.00			\$ (8,600.00)		\$ 7,000.00
Software & Licenses	\$ 115,315.00					\$ 115,315.00
Space	\$ 255,342.00					\$ 255,342.00
Staff Training Fees	\$ 10,000.00			\$ 5,000.00		\$ 15,000.00
Subscriptions	\$ 6,520.00		\$ 1,480.00	\$ 1,000.00		\$ 9,000.00
Supplies	\$ 65,875.00			\$ 65,000.00		\$ 130,875.00
Travel - Mileage Reimbursement	\$ 105,698.00			\$ 45,000.00		\$ 150,698.00
Travel - Out of Town Expense	\$ 105,698.00					\$ 105,698.00
TOTAL BUDGET	\$ 6,439,082.28	\$ -	\$ 30,000.00	\$ 85,400.00	\$ -	\$ 6,554,482.28



Administrative Expense Detail

For the Period July 1, 2023 - March 31, 2024

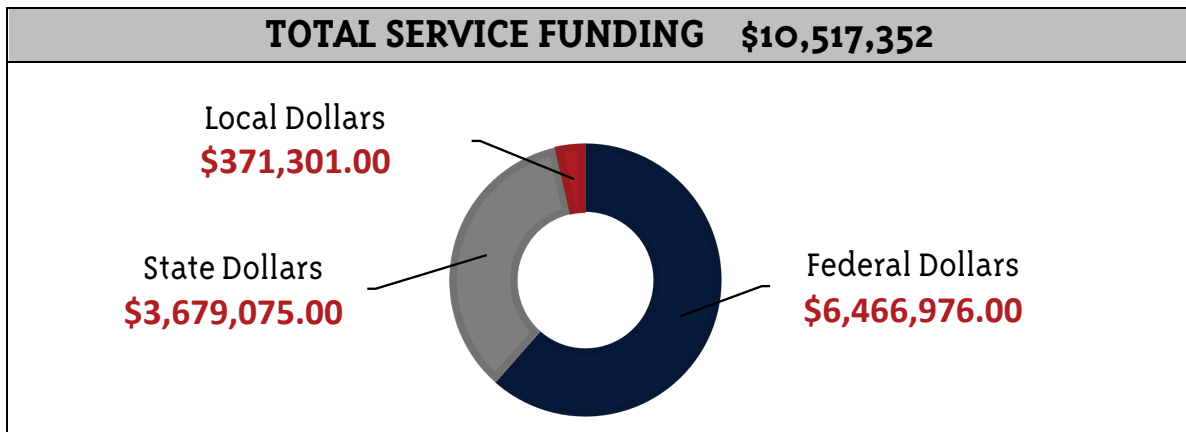
	2023 YTD Actual	2024 YTD Actual	2024 Budget	% of Budget
Salary	\$ 2,411,373.16	\$ 2,445,170.48	\$ 3,268,476.71	74.81%
Fringe Benefits	\$ 1,053,832.13	\$ 1,221,562.34	\$ 1,749,214.57	69.83%
Advertising	\$ 174,961.25	\$ 182,788.02	\$ 214,643.00	85.16%
Audit Costs	\$ 18,470.00	\$ 62,300.00	\$ 62,300.00	100.00%
Building Maintenance	\$ 8,965.80	\$ 7,016.00	\$ 11,500.00	61.01%
Communications	\$ 73,985.20	\$ 64,743.95	\$ 84,550.00	76.57%
Conference Registration Fee	\$ 40,972.00	\$ 34,971.55	\$ 56,700.00	61.68%
Contract Services	\$ 37,124.33	\$ 85,740.01	\$ 105,770.00	81.06%
Employee/Governing Board	\$ 25,053.06	\$ 20,256.22	\$ 24,000.00	84.40%
Equipment Purchase/Maintenance	\$ 42,934.03	\$ 49,072.15	\$ 54,500.00	90.04%
Insurance	\$ 33,415.16	\$ 61,694.74	\$ 61,700.00	99.99%
Legal Costs	\$ 2,167.50	\$ 2,207.50	\$ 3,000.00	73.58%
Organizational Dues	\$ 48,298.57	\$ 37,290.90	\$ 40,000.00	93.23%
Other Costs	\$ 16,866.76	\$ 11,998.05	\$ 18,200.00	65.92%
Postage	\$ 9,000.00	\$ 6,054.10	\$ 11,000.00	55.04%
Printing Costs	\$ 17,351.63	\$ 2,914.39	\$ 7,000.00	41.63%
Software & Licenses	\$ 85,178.05	\$ 85,390.88	\$ 115,315.00	74.05%
Space	\$ 191,505.71	\$ 191,505.63	\$ 255,342.00	75.00%
Staff Training Fees	\$ 15,080.31	\$ 13,779.72	\$ 15,000.00	91.86%
Subscriptions	\$ 7,604.39	\$ 8,845.88	\$ 9,000.00	98.29%
Supplies	\$ 101,360.36	\$ 71,283.04	\$ 130,875.00	54.47%
Travel - Mileage Reimbursement	\$ 76,987.15	\$ 115,683.56	\$ 150,698.00	76.77%
Travel - Out of Town Expense	\$ 79,702.49	\$ 68,351.92	\$ 105,698.00	64.67%
TOTAL EXPENSES FOR THE PERIOD	\$ 4,572,189.04	\$ 4,850,621.03	\$ 6,554,482.28	74.00%
INDIRECT COST RATE FOR THE PERIOD	47%	47%		

Buckeye Hills Regional Council

Aging and Health Programs Services & Funding Report

July 1, 2023 - March 31, 2024

SERVICES PROVIDED		
Direct Service Hours Provided	Transportation Trips	Adult Day Service Days Attended
263,218	13,111	2,034
Adult Day Service Miles Traveled	Meals Provided	Home Medical Equipment & Emergency Response Units
21,762	95,427	1,318
Legal Services Contacts	Home Accessibility Modification And Pest Control Jobs	Senior Farmers Market Coupons Redeemed
700	65	20,975
Grocery Shopping and Delivery	Telephone Reassurance	Evidence Based Classes
440	640	5,732
Assisted Living Days	Alzheimers Education Contacts	Senior Volunteer Hours
10,625	215	22,092



REGIONAL STATS		
Total Consumers Served	Total Population	Total Population Eligible for Services by Age (60+)
5,431	249,172	65,746

PROGRAM UPDATES

American Society on Aging Conference | Aging staff traveled to San Francisco for the American Society on Aging Conference in March. The conference focused on caregiving, new technology, aging initiatives and networking among the aging network, and additional information can be obtained from a member of the Aging Supervision Team if you are interested.

NCQA Accreditation | Aging staff is moving forward with NCQA Accreditation in preparation for the MyCare transition in 2026. Accreditation will assist in preparing the agency to work with managed care organizations by creating standards for care delivery. An RFP for implantation assistance is being drafted for release in the next few weeks. The process for accreditation will last approximately 12 months and will include a 6-month implementation and a survey on service delivery within aging case management programming.

MyCare Transition | The MyCare transition continues to move forward with aging staff participating in workgroups supporting the AAA network transition. Groups are meeting to work on common language for manage care, work duties and tasks, expectation of outcomes and software development. There have been "indications" that the transition will begin in 2026 with the larger AAAs and move to the rural regions later in the year.

Care Director | Care Director is a software system under development within the Ohio AAA Network to support the MyCare implementation. Currently, each managed care organization owns a software system that a AAA care manager/assessor is assigned to for care implementation. This creates a large work burden and impedes efficient staffing levels. With the development of Care Director within the network, the AAAs will own a single software system that the managed care organizations pull data from for support of their beneficiaries care. This will allow one care manager or assessor to work with beneficiaries from multiple plans and allow for staffing ease within the individual AAAs. There is a cost burden connected to the development of Care Director. The AAA Network is advocating and seeking funding support from multiple sources including legislative asks and grants. If additional funding is needed beyond what can be secured by outside sources, a financial commitment will need to be met by each individual AAA. The amount of the financial commitment will be determined by formula based on agency size, agency funding amounts and area population.

Housing Grant | BHRC received notification of award for the Housing Grant through the Ohio Housing Trust Fund. This grant supports home modifications for residents throughout the region to meet accessibility and emergent needs. Funding for the new grant cycle was reduced across the state including the allocation to BHRC, resulting in less individuals being served.

BHRC is working to find additional supplemental funding to support the program and increase service delivery. If you have any questions regarding the grant, please reach out to Dave Herbert at dherbert@buckeyehills.org.

Senior Farmers Market | Senior Farmers Market for the year 2024 is now live! Applications are available on BHRC's website or for pick up at the office, or they can be mailed when requested. The Ohio Department of Aging is moving the program to a digital/electronic format throughout 2024. BHRC advocated keeping our program traditional due to concerns of accessibility to broadband for the software and other detrimental outcomes with the rapid change late in the season. ODA has shared that in 2025 the program will be electronic and BHRC will be working over the next year to prepare our residents, communities, and farmers for this transition. The electronic program will include most of the engagement to be with ODA. The application will be on the ODA website, farmer contracts will be with ODA, electronic payment to farmers will be made by ODA, and electronic consumer payment to farmers must be via a specific card system not a typical merchant's account. If you have questions or concerns, please reach out to Janie Collins, Program Development Coordinator at jcollins@buckeyehills.org or Jenn Westfall, Aging and Health Director at jwestfall@buckeyehills.org.

PASSPORT AND ASSISTED LIVING CASELOAD REGIONWIDE

- Current PASSPORT caseload is **783 individuals and 56 individuals** on the Assisted Living Waiver.

CONTACT: Jenn Westfall, Aging and Health Director | jwestfall@buckeyehills.org | 740-376-1038
Dawn Weber, Home Care Director | dweber@buckeyehills.org | 740-376-1041

PROGRAM UPDATES

HEAP Outreach | The billboard campaign for the Home Energy Assistance Program ended in April. The remaining portion of the grant is being budgeted, and ad buys are underway to promote the HEAP Summer Crisis Program. This will include newspaper ads spread across each of our eight counties. The Summer Crisis Program begins July 1 and ends September 30. Social media continues to be used to promote the program weekly.

Aging Outreach | Outreach has been underway at numerous events across our region. Most recently, we attended:

- O'Neill Center Health Fair – April 19 – Washington County
- Matter of Balance Class Presentation – April 25 – Washington County
- Athens Senior Day 2024- May 2- Athens County

Upcoming events include:

- Noble County Community Baby Shower- May 16- Noble County
- Meigs Co. Elder Abuse Awareness Day- June 12- Meigs County

If there is an upcoming outreach event in your community that we should attend or a civic group that would like to have a speaker on Aging topics, please contact Amanda Reeder at areeder@buckeyehills.org.

PASSPORT Promotion | A month-long round of newspaper ads promoting PASSPORT started in March and concluded in late April. Half-page ads ran in the Noble Journal Leader, Monroe County Beacon, Morgan County Herald, and the (Meigs) River Cities News. These papers were specifically chosen due to the lower proportions of PASSPORT enrollment in these counties. The campaign continues in May and June with an email, streaming, and digital advertising push across all eight counties through LocaliQ (Gannet, USA Today) targeted toward 20,000-40,000 potential eligible individuals and caregivers in our region. Approximately 5,000 individuals who interact with digital advertising will receive a postcard in the mail encouraging them to call our 800 number to learn more about PASSPORT and schedule an assessment. This will dovetail into a television ad campaign on WTAP through mid-June that will air over 200 30-second commercials that will reach households in Washington, Noble, and Morgan counties, as well as a radio campaign targeting Noble and Monroe counties through KC105.

Medicare Outreach | General Medicare posts and information on Extra Help, Medicare Savings Programs, and Preventative Services run on a weekly basis across our social media channels. Medibag prescription bags have been distributed in the following pharmacies: B&W Pharmacy in Beverly, Shriver's Pharmacy in Logan, Bellwood Drugs in Woodsfield, Fruth Pharmacy in Pomeroy, Davis Drug in Caldwell, and Shriver's Pharmacy in McConnellsville. A Facebook ad campaign promoting the Extra Help program is up and running through August 31. So far, we've seen 10,873 impressions with a reach of 3,619 individuals.

CURRENT INITIATIVES

Government Social Media Conference | The Communications department attended the annual Government Social Media Conference. Artificial Intelligence was a central theme of many of the sessions. These sessions touched on copyright implications, fair use, data privacy, ethical use, and productivity benefits that can be leveraged through various AI platforms and the incorporation of AI into various industry-standard tools, including Canva, Grammarly, Photoshop, ChatGPT, Gemini, and more.

Website Redesign & Development | Our new website at buckeyehills.org was launched in mid-March and introduced to members at the General Policy Council annual meeting on April 5. The site features a host of improvements and updates that were informed by the feedback of our members, as well as individuals and stakeholders across our region. Developed by CH Web Agency, the website features a revamped menu with options geared toward older adults and their caregivers, local community leaders, and home- and community-based service providers. Most notably, buckeyehills.org now includes a searchable Funding Opportunities database for local leaders that is curated by our Development staff, as well as a searchable Service Provider Directory for older adults and caregivers seeking local aging resources. We welcome your feedback on the new website and hope that it will be a great tool and resource for our region for years to come.

Local Development District Report | The joint report of Ohio's Appalachian Local Development Districts was completed in March. The report features highlights from 2023 ARC- and GOA-funded projects and an overview of the return on investment of ARC and GOA funding. The report was presented in meetings with congressional staff and representatives during the March 2024 NADO/DDAA Washington DC Policy Summit. An electronic copy is available on our website at buckeyehills.org/about/impact.

Annual Report | The 2023 Annual Report was completed in March and presented at the General Policy Council annual meeting in April. An electronic copy is available on our website at buckeyehills.org/about/impact.

RECENT MEDIA

March 1, 2024 - The Times Leader: Buckeye Hills Forward Creates Economic Plan for Southern Ohio

March 1 – The Marietta Times: Healthy Aging: Grant Funds to Help Washington County Seniors

March 2 – The Marietta Times: Buckeye Hills looks at five-year plan

March 6 – Perry County Tribune: Senior Expo Returns for Fifth Year

March 11 – WOUB: Buckeye Hills Regional Council is asking residents to help shape southeast Ohio's future economic development

March 13 – Appalachian Regional Commission: Buckeye Hills Regional Council: Making Community Visions a Reality in Ohio

March 13 – Perry County Tribune: Buckeye Hills Regional Council holds community planning workshop

March 13 – US Army Corps of Engineers: Chauncey Section 594 Ground Breaking Ceremony

March 15 – The Marietta Times: SENIOR SERVICES: Commissioners approve grant agreements for programs to help seniors

April 2 – Logan Daily News: Following series of workshops, BHRC seeking feedback through survey

April 13-17 – Logan Daily News, River Cities News, Athens Independent, Morgan County Herald: Senior Farmers' Market Nutrition Program Returns for 2024

April 17 – Morgan County Herald: ARC pre-application now open for local projects

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

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CURRENT INITIATIVES

ARC Pre-Application for Area Development Funding | Buckeye Hills Regional Council has released its 2024 pre-application for communities and organizations seeking funding from the Appalachian Regional Commission's (ARC) Area Development Program. Completing the pre-application is the first step for local officials working with Buckeye Hills to pursue project funding from the Appalachian Regional Commission and other state and federal partners. Buckeye Hills Regional Council is committed to assisting stakeholders across Southeast Ohio with identifying and securing resources that strengthen the region's communities.

ARC projects should focus on supporting local business, workforce development, community infrastructure, or regional culture and tourism. Projects must serve residents in one or more of the eight counties served by Buckeye Hills: Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry, and Washington. Pre-applications may be submitted online at buckeyehills.org/arc. **Pre-applications must be submitted by May 31, 2024, at 4:00 p.m.**

Buckeye Hills to Submit Application to C-SITE | Issued by the US Department of Energy (DOE)'s Office of State and Community Energy Programs (SCEP), Communities Sparking Investments in Transformative Energy (C-SITE) is funded through SCEP's Local Government Energy Program (LGEP). It provides an anticipated \$18 million for local governments to implement municipally high-impact clean energy projects in disadvantaged communities, energy communities, small- and medium-sized jurisdictions, and Tribal communities. Buckeye Hills will submit the Building Efficiency in Appalachian Downtowns (BEAD) Fund. This project will be working with community organizations in small Appalachian jurisdictions to weatherize, modernize, and increase energy efficiency in privately held buildings in central downtowns. The direct outcome will be to cut energy costs, increase private investment that will allow for further leveraging of funding to revitalize downtowns.

NEWS

Program & Service Updates

OneOhio Launches First Grant Cycle | The OneOhio Recovery Foundation has launched its first grant-making process with the release of its 2024 Regional Grant Cycle Request for Proposals (RFP). As part of its core mission, the Foundation will allocate as much as \$51 million in the 2024 Regional Grant Cycle, with funding opportunities for a diverse range of Ohio-based organizations, including non-profits, for-profits, and government entities who are on the frontlines of Ohio's opioid battle. The 2024 Regional Grant Cycle application window is now open. **All applications are due in the OneOhio Grant Portal by 11:59 p.m. EST on Friday, May 3, 2024.**

Buckeye Hills Forward: A Regional Economic Plan Update | BHRC used a mixed community engagement strategy to answer the questions: "Where are we now?" and "what factors and/or elements are in place (or need to be put in place) to ensure the long-term success, viability, and durability of the regional economy?" Utilizing an eight-part series with a workshop in each county and an online survey shared virtually, we heard the perspective of over 200 individuals on the strengths, weaknesses, opportunities and threats of the BHRC region. From that, over 2,000 unique data points were shared with identified trends from the counties. BHRC staff then took those trends and coded each data point to quantify the prevalence of the trends. We selected eight after looking at the number of other EDDs included in their CEDS. Eight is also significant as it represents the number of counties we cover and is in our branding. The SWOT analysis is provided as a handout.

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Appalachian Gateway Communities Initiative | Staff and members of the community attended the Appalachian Gateway Communities Initiative workshop in Decatur, AL. This workshop is sponsored (is that the right word) by ARC and the Conservation Fund. The team presented their project idea – Ohio’s Appalachian Foothills Corridor. This corridor will serve as a gateway to connect public lands to enhance access and increase economic activity. We hope to connect the four million yearly visitors of Hocking Hills to the broader Southeast Ohio region. A map of the project area is provided.

STAFF UPDATES

- **Michelle Hyer** has continued her work on the Appalachian Regional Commission (ARC) program from the past year and Community Development Block Grant (CDBG) programs for Meigs and Washington counties. Michelle has also been working alongside the Development Specialists with multiple other programs.
- **Kylee Nichols** has been researching various funding opportunities to help support energy and environmental projects in our region, learning to do environmental reviews, and working on BHRC’s Appalachian Gateway Communities Initiative project.
- **Brad Peoples** has been working in the Community Development Block Grant program regarding a project for the Reno Volunteer Fire Department to receive a new truck, and new equipment for daily operations. Peoples has been excited to offer BHRC’s assistance with meaningful tools to a local community partner.
- **Jada Riley** has been working on the CEDS rewrite and preparing reports for the Economic Development Administration.
- **Emma Yeager** has been helping with the ARC pre-application revamp and answering questions from the community about the application process.

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

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NEWS

Program & Service Updates

- RTPO Meeting will be held on May 22, 2024, at Buckeye Hills in Marietta at 11:30 a.m.
- Ohio Brownfield Conference is May 7, 2024. Three tracks are available for attendees: creative financing, the importance of community, and Ohio EPA VAP.
- The RTPO is engaged with ODOT in the beginning phases of the Ohio Maritime Plan.

Staff Updates

- **Melissa Zoller, Planning Director** | Melissa and Eric are working on the upcoming RTPO meeting. Redevelopment applications for Hocking demo, Noble demo, and Noble brownfield were submitted. She will be a panelist at the upcoming Ohio Brownfield Conference. She is working with Christa Myers, Transportation Planning Manager, to develop the regional plan with input from the mobility managers.
- **Christa Myers, Transportation Planning Manager** | Christa attended OSU Extension Noble County's Grant-writing Workshop with other Region 8 mobility managers, the NADO Policy Conference in Washington DC with other colleagues and representatives from BHRC, Region 8 Transportation Advisory Committee/Council meetings (Athens, Morgan, Hocking). She will attend Morgan County's Active Transportation Plan meeting, Region 7 OVRDC Regional Coordination Council meeting, MORPC's Transportation Policy Meeting. She participated in a ride-along on Athens Public Transit's electric bus with BHRC's intern collecting quotes from riders and the driver. She is working on a semi-annual Transportation/Mobility newsletter with BHRC Communication Team. The first release will be in July 2024. She led a Region 8 Mobility Management meeting at HAPCAP's main office in Glouster. She attended Transit study meetings with ODOT consultants in Morgan, Athens, and Washington counties.
- **Eric Wade, Senior Planner** | Eric attended the STEM Collaboration event in Cambridge, OH, and the Ohio Land Bank Conference in Akron. He completed multiple GIS maps for a local stakeholder's POWER application. He also completed a GIS project for the Buckeye Trail group presented at a workshop in Alabama. He is working on a GIS project that will serve as an identifier for Appalachia's driver's education programs and current childcare facilities. He and Melissa also developed multiple RTPO policies/procedures and are working on the upcoming RTPO meeting. He submitted quarterly reports for the Noble Brownfield projects and more ODOD applications for another round of funding for Noble and Hocking County brownfield sites. He and Melissa are also working on the Athens EDA project with the federal government (EDA) to provide administrative support and help with financial reimbursements. The RTPO also engaged with ODOT in the beginning phases of the Ohio Maritime Plan. The RTPO is working to finalize the required work plan as well. Eric and Melissa also met with ODOT and Roger Wright to discuss a path forward for regional project funding and creative pairing solutions with OPWC.
- **Kelly Isaly and Julia Hinzman, Mobility Managers** | Kelly and Julia attended training in Grant Writing 101 with the Noble OSU Extension Office. The Ohio Department of Transportation Mobility Roundtable call was held on March 13, 2024. Community Meetings and Outreach were conducted by Washington County

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Round Table, Marietta Coffee Chat, Noble Business Advisory Committee, Noble Cares Meeting, Matter of Balance in Washington, Lewisville Food Pantry, Sardis Food Pantry, Monroe County Farm Bureau, Joyce M Davis Senior Center, and Washington County Veterans 50th Anniversary Celebration. They are participating in the Transit Study being conducted in Noble County, Washington County, and Monroe County. They are working on Coordinated Transportation Plan updates in Noble, Monroe, Washington that will be completed by June 30, 2024.

CONTACT: Melissa Zoller, Planning Director | mzoller@buckeyehills.org | 740-376-1027

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**Minutes of the March 1, 2024
Buckeye Hills Regional Council Management Committee Meeting**

The Buckeye Hills Regional Council Management Committee meeting was held March 1, 2024. The meeting was held at Buckeye Hills, Marietta, Ohio.

In attendance were:

**MANAGEMENT
COMMITTEE:**

Ron Moore, Chair
James Booth, Vice Chair
Lenny Eliason
Steve Patterson

Morgan County (Private Sector)
Washington County
Athens County
City of Athens

STAFF:

Chasity Schmelzenbach
Denise Keyes
Drew Tanner
Angie Lawrence
Jenny Simmons

Executive Director
Fiscal Director
Communications Director
Human Resource/Payroll Manager
Executive Assistant

CALL TO ORDER

Ron Moore, Chair, called the meeting to order.

MINUTES OF THE OCTOBER 6, 2023, MANAGEMENT COMMITTEE MEETING

Lenny Eliason moved to approve the minutes of the October 6, 2023, meeting. James Booth seconded the motion. All yeas. Motion carried.

MANAGEMENT COMMITTEE REPORT

Lenny Eliason moved to recommend the Management Committee Report to the Executive Committee for approval. James Booth seconded the motion. All yeas. Motion carried.

SICK LEAVE PAYOUT AND SICK LEAVE BALANCE

Steve Patterson moved to recommend the sick leave payout to the Executive Committee for approval. Lenny Eliason seconded the motion. All yeas. Motion carried.

James Booth moved to recommend the sick leave balance to the Executive Committee for approval. Lenny Eliason seconded the motion. All yea. Motion carried.

RECOMMENDATION OF THE ADMINISTRATIVE BUDGET

Steve Patterson moved to recommend the Administrative Budget: July 1, 2024, to June 30, 2025, to the Executive Committee for approval. Lenny Eliason seconded the motion. All yeas. Motion carried.

REQUEST FOR APPROVAL OF EXPENDITURES

Lenny Eliason moved to recommend the Approval of Expenditures to the Executive Committee for approval. James Booth seconded the motion. All yeas. Motion carried.

CITIZEN PARTICIPATION

No citizens wished to address the committee.

OTHER BUSINESS

Chasity Schmelzenbach asked the committee how they would like the staff to handle approval on time sensitive projects. The committee said to continue emailing the President and Vice President

for permission and then ratify the action at the next Executive Committee.

ADJOURNMENT

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

Approved By: _____
Ron Moore, Chair

Date: _____

DRAFT



MANAGEMENT COMMITTEE REPORT

March 2, 2024 through May 3, 2024

RESIGNATIONS/TERMINATIONS

Gabrielle Smith	Communications Intern	4/30/24	\$15/hour
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RETIREMENTS

None

NEW HIRES

Joyce Withers	Provider Relations Specialist	3/11/24	\$42,500 per annum
Natasha Davis	Care Management Coordinator	4/10/24	\$45,500 per annum

PROMOTIONS

Sheila Weber	Provider Relations Assistant to Provider Relations Specialist	3/4/24	\$40,000 per annum
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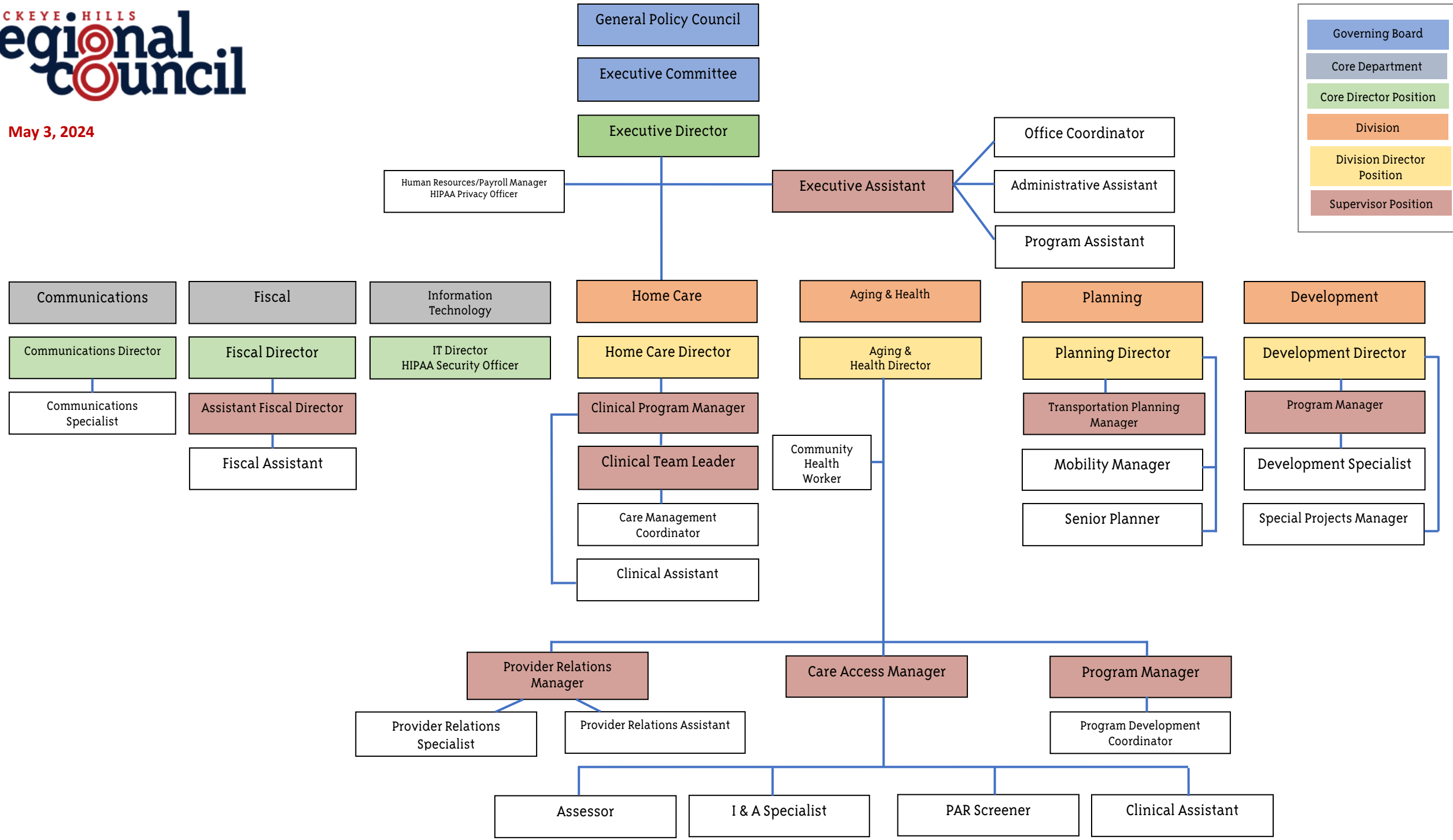
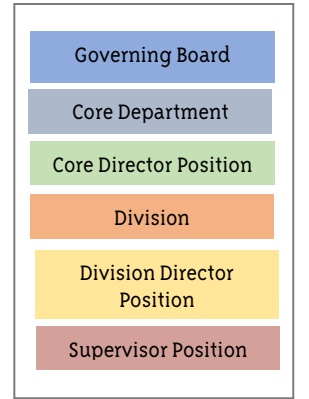
TRANSFERS

Brenda Buttrey	Provider Relations Specialist to part-time	4/1/24	\$41,127 per annum
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May 3, 2024





First Name	Last Name	Title
Vicki	Bennett	Care Management Coordinator
Christy	Braham	Clinical Assistant
Courtney	Briggs	Community Health Worker
Brenda	Buttrey	Provider Relations Specialist
Elizabeth	Cain	Assessor
Lori	Chesnet	Care Management Coordinator
Mary	Childress	Clinical Team Leader
Janie	Collins	Program Development Coordinator
Robert	Collins	Care Management Coordinator
Kristen	Conley	Care Management Coordinator
Megan	Coy	Care Management Coordinator
Natasha	Davis	Care Management Coordinator
Carolyn	Ditchendorf	Care Access Manager
Leslie	Dolan	Assessor
Angela	Dowler	Clinical Assistant
Katlyn	Dunn	Senior Planner
Tisha	England	Care Management Coordinator
Kaelly	Erb	Care Management Coordinator
Jamie	Fabian	Information & Assistance Specialist
Molly	Fiedler	Care Management Coordinator
Darlene	Hambel	Caregiver Advocate
Cheryl	Handschumaker	Clinical Assistant
David	Herbert	Program Manager
Brandi	Hesson	Information & Assistance Specialist
Julia	Hinzman	Mobility Manager
Jennifer	Huck	Fiscal Assistant II
Michelle	Hyer	Program Manager
Kelly	Isaly	Mobility Manager
Dorothy	Judson	Care Management Coordinator
Denise	Keyes	Fiscal Director
Judy	Kuhn	Assessor
Angela	Lawrence	Human Resources/Payroll Manager
James	Lewis	IT Director
Aaron	Martin	Program Assistant
Misty	McConnell	Assistant Fiscal Director
Samantha	Miller	Development Director
Christa	Myers	Transportation Planning Manager
Jennifer	Nedeff	Clinical Assistant
Kylee	Nichols	Development Specialist 2
Bradley	Peoples	Development Specialist 2

Christie	Piersol	Clinical Assistant
Kimberly	Porter	Fiscal Assistant II
Jodi	Rector	Office Coordinator
Amanda	Reeder	Communications Specialist
Beth	Richardson	Care Management Coordinator
Jessica	Rife	Care Management Coordinator
Jada	Riley	Development Specialist 3
Chasity	Schmelzenbach	Executive Director
Jeannette	Simmons	Executive Assistant
Gabrielle	Smith	Communications Intern
Sandra	Stoker	Care Management Coordinator
Jamie	Stropkai	Care Management Coordinator
Sarah	Swisher	Clinical Program Manager
Drew	Tanner	Communications Director
Steffany	VanFleet	Assessor
Geri	VanNoy	Information & Assistance Specialist
Rhonda	Varhola	Provider Relations Manager
Eric	Wade	Senior Planner
Sheila	Weber	Provider Relations Specialist
Dawn	Weber	Home Care Director
Jennifer	Westfall	Aging & Disability Director
Denise	Wheeler	Clinical Assistant
Scott	Winemiller	Provider Relations Specialist
Joyce	Withers	Provider Relations Specialist
Kara	Wright	(PAR) Screener/Assessor
Jayne	Yates	Clinical Team Leader
Emma	Yeager	Development Specialist 2
Denise	Young	Care Management Coordinator
Cynthia	Young	Administrative Assistant
Melissa	Zoller	Planning Director

WELCOME

Welcome to Buckeye Hills Regional Council! I trust that you will find your career with us a pleasant and rewarding experience.

You are now a part of a successful team who wants you to share our pride, accomplishments, and the realization that each job, and the manner in which it is performed, is important to the continued success of our agency.

Adjusting to a new job can be challenging. In addition to becoming familiar with the specific requirements of your job, and the physical surroundings in which you work, you will want to be aware of the many benefits and opportunities available to you. Of course, you will also be expected to follow policies and procedures that have been established for all employees.

You may have a number of questions concerning your benefits, opportunities, Agency policies, and procedures. In this handbook*, we have tried to anticipate some of these questions, as well as inform you about this agency. Please read the handbook carefully and you can view or print it from the shared drive at any time for future reference. When you have questions that are not answered here, do not hesitate to ask them. Take the questions to your immediate supervisor or Human Resources. You will then be directed to the appropriate person for clarification.

I would personally like to take this opportunity to welcome you to Buckeye Hills and to let you know that we are pleased to have you on our team!

Sincerely,



Chasity Schmelzenbach

Executive Director

* Neither this Employee Handbook, nor any rules, regulations or policies contained in this handbook or otherwise explained to you constitutes a contract of any kind between Buckeye Hills Regional Council and any or all of its employees. Your employment and compensation are “at will” and can be terminated by you or by the Agency at any time with or without cause. No representative of BHRC other than the Executive Director has the authority to alter or change any of the above. This Employee Handbook is the property of BHRC.

TABLE OF CONTENTS

TOPIC	PAGE
Welcome	1
General Information	5
Contact Information	5
State of Ohio Fraud Hotline	5
Introduction	5
Purpose of the Agency	6
Continuity of Policies	6
Employment	6
Selection Criteria	6
Employment-at-Will	7
Background Checks	7
Equal Employment Opportunity Commitment	8
Compliance with ADA	9
Affirmative Action	9
Immigration Law	9
Working Hours	9
Employee Relationships	10
Resignation or Termination	11
Employment Status & Records	11
Introductory Period	11
Employment Classifications	12
Performance Evaluations	12
Promotions	13
Personnel Records	13
Employee Benefits	14
Compensation	14
Insurance Benefits	15
COBRA Benefits	15
Retirement	16
Requesting Leave Time	16
Annual Leave	16
Personal Leave	17
National Holidays	18
Sick Leave	18
Payment for Unused Sick Leave	19
Bereavement Days	19
Professional Development	20
Jury Duty	20

Telecommuting	20
Unemployment Compensation	21
Worker's Compensation	21
Years of Service Recognition	21
Leave of Absence	22
Family and Medical Leave Act (FMLA)	22
Family Military Leave of Absence	26
Military Leave	26
Compensation	27
Payday	27
Tax Withholding	27
Extended Time and Overtime	28
Evaluations and Compensation Administration	28
Travel and Reimbursement	29
Business Travel	29
Methods of Transportation	30
Per Diem	31
Employee Conduct and Discipline	32
Professional Appearance	32
Time and Attendance	32
Attendance	34
Telephone Usage/Personal Calls	35
Safety and Security	35
Electronic Resources	35
Social Media Use	37
Vision and Purpose for Using Social Media	37
Social Media Guidelines	37
Prohibition of Certain Applications	40
Confidentiality and Non-Disclosure	40
Solicitation and Distribution	41
Tobacco Use	42
Harassment	43
Workplace Bullying	44
Alcohol and Substance Abuse/Drug Free Workplace	46
Workplace Searches	47
Threats and Violence	48
Weapons	48
Use of Agency Premises and Equipment	49
Outside Activities of Employees	49
Rules of Conduct	50
Conflict of Interest	52

Whistleblower Policy	53
Retraining and Discipline	54
Termination	56
Working Conditions	57
Emergencies & Inclement Weather	57
HIPAA Compliance	58
Fair Labor Standards Act (FLSA)	58
Other Policies, Forms & Signatures	58
Completion and Signing of Forms	58

GENERAL INFORMATION

CONTACT INFORMATION

In compliance with the Minimum Wage Law for the State of Ohio, listed below is the contact information for Buckeye Hills Regional Council:

Buckeye Hills Regional Council
1400 Pike Street
Marietta, Ohio 45750
(800) 331-2644

STATE OF OHIO FRAUD HOTLINE

In compliance with the State of Ohio's Fraud Law (HB 66), BHRC is notifying all of its employees of the following: If you suspect fraud, waste, or misuse of taxpayer funds, call the Auditor of State's Fraud Hotline: 1-866-FRAUD OH (1-886-372-8364). Or send your tip by e-mail at

<http://www.auditor.state.oh.us/fraudcenter/siu/complaint/complaint.aspx> or a letter addressed to:

Ohio Auditor of State's Office
Special Investigations
Unit 88 E. Broad Street
Columbus, OH 43215

What to include when reporting fraud?

- A detailed description of the suspected theft/fraud. Provide as much detail as possible, specify who, what, where, when, and how.
- The agency where suspected fraud is taking place.
- Copies of all available documentation.
- Identify any witnesses who may have knowledge of the suspected theft/fraud. Include their contact information whenever possible.
- Although anonymous complaints are welcome, we encourage you to leave your contact information in case additional information or explanation is required.

INTRODUCTION

This Employee Handbook contains policies and procedures that Buckeye Hills Regional Council ("BHRC" or the "Agency") expects all employees to read, understand and follow. The policies and procedures set forth in this Employee Handbook are intended as guidelines only and are subject to change. This Employee Handbook is presented for informational purposes only and can be changed

at any time at the sole discretion of BHRC with or without notice. In the event of any contradictions between the contents of the Employee Handbook and actual practice, the handbook will supersede.

We wish you the best of luck and success in your position and hope that your employment relationship with BHRC will be an enjoyable one.

PURPOSE OF THE AGENCY

The Buckeye Hills Regional Council was created as an agency established by agreement among its members pursuant to Chapter 167 of the Ohio Revised Code.

The Agency is organized as a voluntary organization of local government political subdivisions in Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry, and Washington Counties to foster a cooperative effort in regional planning, implementing regional plans and programs, and coordinating for the provision of long- term care services and supports. The Agency is also organized as a forum for the discussion and study of common problems of a regional nature and for the development of policy and action recommendations relating thereto.

CONTINUITY OF POLICIES

To preserve the ability to meet business needs under changing conditions, BHRC may modify, augment, delete, or revoke any and all policies, procedures, practices and statements contained in this Handbook at any time without notice. Such changes shall be effective immediately upon approval by management, unless otherwise stated. The Employee Handbook shall be updated as needed.

EMPLOYMENT

SELECTION CRITERIA

Vacant positions are open to all applicants who meet the minimum requirements for the positions. Positions are filled on a competitive basis; current Agency employees and/or outside applicants are welcome to apply. Human Resources will post openings in writing for a minimum of one (1) week to recruit candidates for current or newly-created positions. The in-house announcement includes a list of qualifications for the job and other information detailed in the Affirmative Action Policy. Current employees interested in the position shall follow the Agency's application procedures. The Executive Director may change existing positions, position responsibilities, and/or staff operating structure. The Executive Committee may add or eliminate positions. Applications are retained for consideration for a maximum of one year.

EMPLOYMENT-AT-WILL

It is the policy of BHRC that all employees who do not have a written, individual employment contract with the Agency for a specific fixed term of employment are employed “at will,” in which either party may end the relationship at any time and for any reason that is not prohibited by law.

Employees of the Agency are employed at the will of the Agency and are subject to termination at any time, for any reason, with or without cause or notice. Also, such employees may terminate their employment at any time for any reason.

No Agency representative, other than the Executive Director in a written agreement with a specified employee, is authorized to modify this policy for any employee or to enter into any agreement, oral or written, contrary to this policy. Supervisory personnel are not to, and have no authority to, make any representation to employees or applicants concerning the terms or conditions of employment with the Agency which are not consistent with this policy. No statement made in pre-hire interviews, or in recruiting materials of any kind, can alter the at-will nature of employment or imply that discharge will occur only for cause.

Any statements contained in this Employee Handbook, other employee handouts, employment applications, Agency recruiting materials, Agency memoranda, or other materials provided to applicants and employees in connection with conditions of employment may not modify this policy. None of these documents, whether singularly or combined, will create an express or implied contract concerning any terms or conditions of employment. Similarly, Agency policies and practices, with respect to any matter, are not to be interpreted as creating any contractual obligation on the Agency’s part. None of these documents, whether singularly or combined, create an express or implied contract concerning any terms or conditions of employment. Similarly, Agency policies and practices with respect to any matter are not to be considered as creating any contractual obligation on the Agency’s part.

At the time of hiring, employees are required to sign the written statement at the end of this handbook acknowledging that they are employed at the will of the Agency and are subject to termination at any time, for any reason, with or without notice, and with or without cause.

Completion of the introductory period or conferral of regular status does not change an employee’s status as an employee-at-will or in any way restrict the Agency’s right to terminate such an employee or change the terms or conditions of employment.

BACKGROUND CHECKS

Background checks on BHRC employees are required by Ohio Department of Aging and Ohio Department of Medicaid regulations upon hire and again every five (5) years.

Providing false, misleading, or incomplete information on an application, in a resume, during an interview process, for the mandatory background check, or for any other reason is grounds for disqualification from employment or termination. BHRC is not liable if you are terminated for providing false information, including but not limited to: modifying dates of employment; falsifying credentials, training or degrees; inflating prior earnings; hiding criminal history.

All employees and applicants for employment with BHRC are required, as a condition of employment, to submit, upon request, to a urinalysis, blood test, and/or Breathalyzer test to detect the presence of illegal drugs or alcohol in their system. The Agency reserves the right to initiate this request under any or all of the following circumstances:

- Pre-employment screening
- When BHRC has reasonable suspicion to believe that an employee is under the influence of drugs or alcohol in violation of this policy.
- Following a work-related accident, injury, or safety violation.

EQUAL EMPLOYMENT OPPORTUNITY COMMITMENT

It is the policy of the Agency to provide equal opportunities in employment to all employees and applicants for employment. No person is to be harassed or discriminated against in his/her employment or application for employment because of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), age (40 or older), national origin, ancestry, disability, genetic information, veteran status, military status, and sexual preference or orientation. These constitute classifications that are protected under applicable federal, state, or local laws or ordinances.

This policy applies to all terms, conditions, and privileges of employment, including but not limited to: recruitment, hiring, training, orientation, placement, employee development, promotions, transfers, compensation, benefits, continuing education, termination and retirement.

If you believe that you have been subjected to discrimination or harassment, you must immediately report the incident to Human Resources, the Executive Director or your immediate supervisor. All complaints about these matters will be kept as confidential as practicable. Only those individuals with a “need to know” will be informed.

All complaints of discrimination or harassment are treated seriously and will be thoroughly investigated by either this Agency or an outside investigator hired by management. Anyone determined to have harassed or conducted discriminatory actions against another employee in violation of this policy will be subject to discipline, up to and including discharge. No employee will be subjected to retaliation for making a good-faith report of a violation of this policy. Any employee found to have engaged in retaliation in violation of this policy will be subject to disciplinary action, up to and including discharge.

This policy is further supported by the Agency’s commitment and participation in an annual Affirmative Action Plan. This plan is documented in compliance with applicable federal and/or state law on an annual basis and establishes goals and methods for achieving these goals for the Agency in the areas where improvement may be needed.

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, AS AMENDED

We will not unlawfully discriminate against or tolerate unlawful discrimination against any employee because of his or her disability. BHRC will make reasonable accommodations for the employee, in accordance with the law, so long as the employee can work in a manner ensuring his or her safety and the safety of co-workers and clients. If you believe you are a person with a disability and need a reasonable accommodation to perform the essential functions of your position, contact Human Resources to begin the accommodation process. In all cases, confidentiality will be maintained unless the employee chooses to disclose his or her condition.

Any employee who violates this policy will be subject to discipline, up to and including termination.

AFFIRMATIVE ACTION POLICY

It is the policy of the Agency to comply with any applicable state and/or federal rules and regulations requiring this organization to develop and maintain, on an annual basis, a valid and active Affirmative Action Plan. Our commitment is to develop and implement a written affirmative action plan to increase the participation of members of protected classes (minorities and women) of employees. Each year the affirmative action plan will identify any conspicuous imbalances in our workforce and will outline the positive steps we will take in the upcoming year to positively adjust any underrepresentation of these protected classes.

The focus of our affirmative action plan will be on hiring, training and promoting protected classes for which our analysis indicates deficiencies. This determination will be based upon our annual workforce analysis as compared with the availability (internal and external to the organization) of minorities and women.

IMMIGRATION LAW COMPLIANCE

The Agency adheres to the Immigration Reform and Control Act of 1986, which is a federal law. The Act requires the Agency to complete prescribed forms to verify that every employee hired is authorized to be employed in the United States. The Act requires that: 1) all employees complete and sign a Form I-9, Employment Eligibility Verification Form; and 2) all employees present documents of identity and eligibility to work in the U. S. This policy applies to all full-time and part-time employees employed directly by the Agency.

If an employee cannot present the required documents within three (3) days of being hired (or within ninety (90) days if the employee can show within the three (3) days that he or she has applied for one of the documents), the Agency must terminate the employee.

WORKING HOURS

The standard workweek for employees will generally be thirty-five (35) hours worked between 8:00 a.m. and 5:00 p.m. (regular office hours). For all full-time employees, one (1) hour per day, unpaid,

will be provided for lunch. Working hours for each employee are determined by work load, service needs, and the specific needs of each particular job. The schedule of hours shall be determined by the Supervisor or Program Director to which the employee is assigned.

EMPLOYEE RELATIONSHIPS

Employees who are related to one another, live together, or are dating will not be given work assignments which would allow one to direct, review, or process the work of the other, or which permits one to have access to the personnel records of the other.

If an employee marries, begins to live with another employee, or date, both may retain their position if they do not: work in the same department or under the direct or indirect supervision of one over the other; occupy a position in which one has influence over the other's employment, promotion, salary administration, or other related management or personnel compensation considerations. It is within the Executive Director's discretion to override this policy and give his/her consent to such working relationships. However, if the Executive Director does not consent, an attempt will be made to reassign one or both employees so as not to be in conflict with this policy. If no reassignment is possible, the involved employees will have thirty (30) days to decide which employee will leave the agency. If the employees are unable to decide, the agency will terminate the least senior employee.

Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however is romantic or sexual relations between supervisors and subordinates. Any supervisor, manager, executive, or other agency official in a sensitive or influential position with Buckeye Hills must disclose existence of a romantic or sexual relationship with another co-worker. Disclosure may be made to the individual's immediate supervisor or Human Resources. Buckeye Hills will review the circumstances to determine whether any conflict of interest exists. Any concerns about the administration of this policy should be addressed to Human Resources.

Occasionally, problems arise in any workplace. To assist employees and promote a good working environment, we have created an Open-Door Policy which is outlined in the following procedure:

1. Discuss the issue privately with your immediate supervisor.
2. If your immediate supervisor does not resolve the issue to your satisfaction, or if he or she is the problem, you should meet privately with the next management level up or with Human Resources.
3. If you do not feel comfortable about discussing it with your immediate supervisor, you should go directly to the next level management person, Human Resources, or the Executive Director.
4. You may take a problem to any level of management, including the Executive Director.

We encourage you to utilize the above procedure to get your questions and concerns addressed. No employee will be criticized or retaliated against for exercising his/her rights by following this policy. The leadership places a high priority on resolving employees' concerns and issues.

The Open-Door Policy is not just for complaints. The Agency strives to continually improve. Employee suggestions and assistance as a member of the team are encouraged.

RESIGNATION OR TERMINATION

When an employee decides to resign, the following policies will apply: non-managerial employees should give a minimum of two (2) weeks advanced written notice; Directors, Supervisors and Managers should give at least a one (1) month advanced written notice.

The notice of resignation should be sent in writing to the employee's immediate supervisor with a copy provided to Human Resources. They will then forward the information to the appropriate staff.

If an employee resigns or his/her employment is terminated, he/she will be asked to participate in a confidential exit interview with Human Resources. This will give the employee an opportunity to comment freely about his/her experience with BHRC and give the Agency the opportunity to improve. The employee's exit interview will be scheduled prior to the last day of employment.

Employees will be paid for available but unused annual leave time upon leaving employment with the Agency, except for those employees who are terminated by the Agency or who resign without sufficient notice, as described above. Annual leave time can only be used during the notice period with Director approval. In some instances, management may determine that it is not advisable for some employees to continue work after giving notice. In that case, the employee will be paid during the notice period and receive all unused annual leave but will not be required to work. Failure to provide proper notice may be communicated to prospective employers upon request and may result in ineligibility for rehire with BHRC.

EMPLOYMENT STATUS & RECORDS

INTRODUCTORY PERIOD

Every new employee is considered to be in an introductory period for the first ninety (90) days after their most recent date of hire. During this period, the employee and BHRC have the opportunity to determine whether continued employment is desired. During this period the employee will be given job assignments which will indicate his/her ability to perform required duties and assume certain responsibilities.

During the introductory period, each new employee is interviewed and evaluated by his/her Supervisor and the appropriate Program Director. Evaluation sessions provide the supervisor and employee with opportunities to review and/or discuss areas of satisfactory performance, as well as those areas in which improvement is desired. BHRC can extend the introductory period one (1) or more times if it determines that such an extension is appropriate. The employment relationship can be terminated by the employee or BHRC during, or following, any introductory period without prior notice and for any reason not prohibited by applicable law.

EMPLOYMENT CLASSIFICATIONS

BHRC provides employment in a variety of classifications for employees. The following provides an overview of the different classifications of employees, the impact that a particular classification has on their eligibility for benefits with the Agency, and how the classification pertains to the Fair Labor Standards Act (FLSA), a federal law governing payment of minimum wage and overtime.

- ❖ **FULL-TIME STATUS** - An employee who is scheduled for thirty-five hours or more per week on a regular basis is considered a full-time employee.

Full-time employees are generally eligible to receive the following benefits paid in part or in full by BHRC: health insurance; life insurance; vision insurance; dental insurance; Workers' Compensation coverage; Medicare contributions; Public Employees Retirement System (PERS); and unemployment insurance. Full-time employees become eligible for health insurance, life insurance, dental insurance, and vision insurance on the first day of the month following sixty (60) days of employment.

- ❖ **PART-TIME STATUS AND STUDENT INTERNS** - An employee who is scheduled for less than thirty 30 hours each week on a regular basis is considered a part-time employee.

Part-time employees are generally eligible to receive the following benefits: Public Employees Retirement System (PERS); Workers' Compensation coverage; Medicare contributions; and unemployment insurance.

Part-time employees are not eligible for paid leave or paid sick time. Part-time employees and student interns will report to work at those hours agreed upon by the Supervisor or the Program Director to whom the employee is assigned.

Eligibility for any of the benefits listed above is subject to all terms, conditions and eligibility criteria for each of the listed benefits as set forth in the applicable plan documents and/or law as each may be amended from time to time.

- ❖ **EXEMPT EMPLOYEES** - An exempt employee is an employee who is exempt from the minimum wage and overtime requirements of federal and state law. Exempt employees do not receive additional compensation for overtime. In no case will an exempt employee have his or her pay reduced in violation of applicable wage and hour laws, even if any other policy in this handbook suggests otherwise.
- ❖ **NON-EXEMPT EMPLOYEES** - A non-exempt employee is paid additional compensation for overtime work, meaning hours worked in excess of 40 in a work week. Hourly Non-exempt, are employees who are paid an hourly wage for the exact hours worked plus overtime in accordance with applicable law.

PERFORMANCE EVALUATIONS

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted by the employee's supervisor at the end of the 60-day introductory period. Annual performance

evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is evaluated according to an ongoing 12-month period, beginning July 1 and ending June 30.

PROMOTIONS

BHRC is dedicated to career growth and development within its organization. With that in mind, employees are considered for promotional opportunities and to fill open positions along with outside candidates. Promotions will be based on skill, experience, past performance and any other relevant factors. Promotions shall be at the discretion of the Executive Director.

PERSONNEL RECORDS

Based upon the BHRC Record Retention Schedule, the Agency maintains personnel records and information for each applicant, employee and former employee. Accurate records are crucial for several reasons, but especially in cases of illness or injury for which the Agency may need to notify immediate family members. These records are kept confidential and in a secure location. The Agency will attempt to balance each individual's right to privacy with the Agency's need to obtain, use, and retain employment information.

Each employee has a responsibility to keep their personnel records up to date and is to notify Human Resources, in writing, of any changes in the following:

- Name;
- Address;
- Telephone number;
- Marital status (for benefits and tax withholding purposes only);
- Number of dependents (for benefits and tax withholding purposes only);
- Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only);
- Benefit designations for any of the Agency's insurance, and retirement plan;
- Persons to be notified in case of emergency;
- Information related to the status of current professional licensure(s) - including any pending licensure reviews or investigations.

Employees are allowed to review their own personnel file by appointment. A written request to do so should be directed to Human Resources stating the reason they wish to review their file. Once the request has been received, a time will be scheduled for the file review.

Employees who, after reviewing their personnel files, feel that any material is inaccurate or irrelevant may submit a written request to Human Resources to have the material revised or removed from the file. If such a request is not granted, the employee will be permitted to place a written statement of disagreement in the file and can pursue the matter further using the Open-Door Policy.

EMPLOYEE BENEFITS

COMPENSATION

The Agency has developed a wage structure in which all positions have been assigned pay ranges that are based upon: the level of the responsibility of each position in the organization; how it compares with similar jobs within the organization, and with similar jobs at other organizations. Employees will not receive a salary less than the minimum amount or more than the maximum amount of the pay range to which their position has been assigned. Employees who perceive themselves to be inaccurately compensated may submit a written request for review of their job position to their immediate supervisor. The Executive Director will make the final determination regarding any changes in employee compensation.

While the pay ranges and pay scales are stated in an annual amount for exempt employees, those in exempt positions will receive not less than the annual amount pro-rated on a bi-weekly basis without deduction, except as permitted by law. Exempt employees of the agency are not eligible for overtime pay for hours in excess of 40 in a work week. Exempt employees are considered exempt from overtime pursuant to the Fair Labor Standards Act.

Non-exempt employees are paid their regular non-exempt hourly rate for all hours actually worked and at time and one-half their non-exempt hourly rate for every hour worked in excess of forty (40) in a work week. However, no non-exempt employee shall work beyond thirty-five (35) hours in any work week without prior written authorization from their supervisor. Failure to secure written permission to work over 35 hours in a work week may result in disciplinary action.

Employees may receive salary increases or one-time merit pay for superior performance. Performance evaluations will be given yearly. Salary increases or one-time merit payments will be based on those evaluations, and will be approved and awarded as budgets allow. All salary increases or one-time merit payments are based on the performance evaluation and approved by the Executive Committee, to be made effective in January. Exceptional performance may be recognized by a supervisor through a pay increase at any point throughout the year. The supervisor will present the case for an employee pay increase in writing to the Executive Director who will make the final determination. However, any salary increase that exceeds the mid-point of the salary range for that position must obtain prior approval from the Executive Committee.

Employees who were promoted on any date between January 1 and June 30 (inclusive of those two days) of the evaluation period are eligible for an increase in pay associated with a promotion or a raise as a result of the performance evaluation process covering the second half of that evaluation period, but not both. The employee will receive whichever amount is the greater of the two, if within budget constraints.

However, employees promoted on December 31 or prior to that date back to, and including, July 1 of that same year of the evaluation period are eligible for any raise received as a result of their evaluation covering the first half of the evaluation period in addition to any increase in pay from their promotion, if within budget constraints.

New employees hired prior to September 1 will be eligible for a performance evaluation and any salary increase attached to the performance evaluation at the end of the evaluation period of June 30 the following year, within budget constraints.

Employees who are at the maximum rate of their position's pay range are not eligible for a salary increase. Instead, they may receive a one-time merit payment in lieu of a salary increase based on their performance evaluation and within budget constraints. This payment will not increase the employee's salary rate and will be paid in a one-time, lump-sum amount.

Questions about the Compensation Plan, pay ranges or salary increases should be addressed and/or directed to your supervisor, Human Resources, or the Executive Director. Timekeeping and direct deposit questions should be addressed to the Fiscal Department.

INSURANCE BENEFITS

The Agency offers employees varying fringe benefits and insurances, including those listed below; it may pay a percentage of the costs of such benefits. Benefit information in this Handbook, however, is merely a summary. The details of many of these programs are found in the Plan Documents maintained by Human Resources (or his/her designee) and in the summary plan descriptions (SPD). Plan Documents are the official documents regarding employee benefits plans and supersede all references to employee benefits in this handbook or the benefits summary. The Agency, in the course of business, or as mandated by federal or other government statutes, may choose or be required to amend or revise benefit plans offered to employees. Such amendments or revisions shall not be applied discriminatorily among similarly situated employees. To the extent permitted under applicable law, the Agency will deduct the employee portion of premiums for benefits elected by an employee from an employee's compensation on a pre-tax basis.

Only full-time employees are eligible to receive the following benefits, paid in part or in full by BHRC:

Medical, Dental, and Vision Insurance - All full-time BHRC employees may elect coverage under these plans, subject to the applicable eligibility criteria and other terms and conditions. Coverage goes into effect on the first (1st) day of the month following sixty (60) calendar days of continuous employment.

Life Insurance - Employee Life Insurance is provided to all full-time BHRC employees. Coverage goes into effect on the first (1st) day of the month following sixty (60) calendar days of continuous employment.

Detailed information relating to medical, dental, vision and life insurance and appropriate claim forms may be obtained from Human Resources.

COBRA BENEFITS

The Agency adheres to and follows the federal law as outlined in the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985. Employees in our medical, dental and vision plans are provided the opportunity to continue their medical, dental, and/or vision coverage for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. Human Resources is responsible for mailing the proper forms in a timely manner to the former employee for his/her consideration and decision. All questions concerning COBRA should be directed to Human Resources.

RETIREMENT

BHRC employees are covered by the Ohio Public Employees Retirement System (OPERS). OPERS offers **two** types of retirement plans. They are:

1. Traditional
2. Member Directed

Employees may check with Human Resources for more information concerning OPERS and the above types of plans offered.

REQUESTING LEAVE TIME

All requests for leave as described in the following sections will be made using the online time and attendance system, Insite, found at <https://buckeyehills.sdinsite.net/insite.php>. Log into your Insite account and select PTO from the menu bar. Click on the Requests tab and complete as appropriate. The request will be sent to the employee's supervisor for approval. The employee will receive notification by email when the request is approved or denied.

ANNUAL LEAVE

Full-time employees who are actively maintained on the Agency's payroll are entitled to the following types of paid leave:

Annual Leave is for the purpose of giving individuals a beneficial change and rest. BHRC believes it is important for employees to take annual leave for their mental and physical health. It is therefore suggested that all earned and accrued annual leave be used each year. Annual leave time that is not used or carried over is forfeited.

Up to five (5) days (one week) of unused annual leave may be carried over to the next employment year. Under no circumstances will annual leave time be carried over beyond the next employment year.

Time off should be planned as carefully as possible so as not to interfere with critical work schedules. Supervisors will attempt to grant annual leave requests as requested; however, final scheduling will be at the sole discretion of the Agency to assure orderly operations and clients' demands are met. Annual leave requests of five (5) or more days should be scheduled with as much advanced notice as possible, but at a minimum of two (2) weeks' notice. Annual Leave requests of one (1) to four (4) days should be made with as much advanced notice as possible, but with a minimum of one (1) day of notice.

In the event that you have an illness/injury while you are on Annual Leave you must continue to use the Annual Leave time and you are not allowed to convert your time off to Sick Leave.

Before commencing Annual Leave, it is the responsibility of each employee to submit a time and attendance report if the due date for its submission falls within the employee's vacation time frame.

Employees will be paid for available, but unused, Annual Leave time upon leaving employment with the Agency; however, employees who are terminated by the Agency or those who resign without sufficient notice may not be entitled to pay for any unused Annual Leave time.

All full-time employees earn Annual Leave based on their years of service with BHRC in accordance with the schedule below and their **most recent** hire date.

Continuous Service Time Amount of Vacation Time	
0-3 Months	No vacation
After 3 Months	Five (5) work days
On the First Anniversary	Fifteen (15) work days each year
On the Fifth Anniversary	Twenty (20) work days each year
On the Tenth Anniversary	Twenty-five (25) work days each year
On the Twentieth Anniversary	Thirty (30) work days each year (or the employee may take twenty-five (25) work days and be paid an additional five (5) work days at his/her current rate of pay).*

*Employees must request payment of their sixth (6th) week in writing to the Fiscal Director or Human Resources on or before their anniversary date each year they are eligible.

PERSONAL LEAVE

Each full-time employee will receive two (2) personal leave days at the time of hire, and for each year thereafter. Personal leave shall be defined as paid leave for such activities as, but not limited to, religious holidays, education purposes or for the purposes of appearing in court for non-agency business. Any personal leave that has not been used by the employee's anniversary date will be forfeited; personal time is not permitted to be carried over.

Employees are not entitled to pay for any earned but unused personal days upon resignation or termination of employment for any reason.

NATIONAL HOLIDAYS

The BHRC office observes the following ten (10) holidays and BHRC offices will be closed unless contractually obligated to remain open:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Juneteenth	June 19
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Columbus Day (Observed)	Friday Immediately after Thanksgiving Day
Christmas Day	December 25

Full-time employees will be paid for the above **eleven (11)** holidays. Part-time employees are not eligible for holiday pay.

When a holiday noted above falls on Sunday, BHRC offices will observe that holiday the following Monday. When a holiday falls on Saturday, BHRC offices will observe that holiday the preceding Friday.

SICK LEAVE

From the date of employment, all full-time employees shall accrue paid Sick Leave at a rate of fifteen (15) days per year. Sick Leave can be accumulated to a maximum of one-hundred-thirty-two (132) days which is equivalent to nine-hundred-twenty-four (924) hours. Employees who have reached the maximum will receive pay for accumulated days on a ratio of one-half (1/2) of accumulated days in excess of the one-hundred-thirty-two (132) days. Payment will be calculated at the employee's current rate of pay and made at the end of each fiscal year.

Employees who have reached 420 hours may elect to request time above 420 hours to be paid out, not to exceed 2 weeks. Payment for the days will be a ratio of one-half (1/2) of the days requested. Requests must be made prior to the anniversary and made to the HR Department. Payment will be calculated at the employee's current rate of pay and made on the pay date in which their anniversary falls.

A new full-time employee shall begin accruing Sick Leave from their first day of employment at the rate of four and four-one-hundredths (4.04) hours per pay period, which amounts to fifteen (15) days per year.

In the event that you have an illness/injury while you are on Annual Leave you must continue to use the Annual Leave and you are not allowed to convert your time off to Sick Leave.

Failure to secure the approval from your supervisor or in the event that a request is denied due to a valid business reason, the Sick Leave will not be paid and those days will be considered unexcused absences.

Upon an employee's anniversary, they may donate up to a maximum of 35 hours of unused sick leave to a leave bank. Any leave donated will be forfeited and deducted from the employee's time and not refundable. The employee must have at least 70 hours of unused sick leave remaining after making the contribution to the bank. The employee donating leave must complete and submit a 'Sick Leave Donation' form. This form must be submitted prior to the employee's anniversary.

The potential recipient of the donated sick leave must complete and submit a 'Sick Leave Request' form. The recipient must have exhausted all other leave options and have an extenuating medical circumstance to be eligible to receive time from the leave bank. The request will be reviewed by a committee and is not a guarantee of approval. Forms can be obtained and submitted through the Human Resources Department.

PAYMENT FOR UNUSED SICK LEAVE

An employee of BHRC may elect at the time of retirement from active service under Ohio Public Employees Retirement System, with ten (10) or more years of service with BHRC, be paid in cash for one-fourth (1/4) of the value of his/her accrued Sick Leave credit to a maximum of thirty-three (33) days. Such payment shall be based on the employee's rate of pay at the time of retirement. Payment of Sick Leave on this basis shall be considered to eliminate all Sick Leave credit accrued by the employee at that time. Such payment may be made only once to any employee. The maximum payment which may be made under this shall be one-fourth (1/4) of one-hundred-thirty-two (132) days.

Should an untimely death occur to any employee of the agency with ten (10) or more years of service, the employee's spouse, if living, or estate otherwise, will be paid in the manner described in the preceding paragraph.

Except as otherwise provided in this policy, the Agency will not pay an employee for any un-used Sick Leave upon resignation or termination of employment for any reason. However, should an employee transfer from full-time to part-time status, any unused sick leave will be held for the employee for one year from the date of the status change. The employee cannot use sick leave while in part-time status. If the employee returns to full-time status within that year, he/she may begin accruing sick leave again and use the banked sick leave. If they do not return to full-time status within a year, the sick leave will not be paid out and will be forfeited.

BEREAVEMENT DAYS

The Agency will give all full-time employees time off, with pay, up to a maximum of three (3) days to attend the funeral and make any necessary arrangements associated with the death that has occurred in his/her immediate family. For the purpose of this policy immediate family is defined as: the employee's parent, spouse, child, sibling, grandparent or grandchild; the employee's spouse's parent, child, sibling, grandparent or grandchild; the employee's child's spouse. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships. Employees are responsible for informing their supervisor of the need for this time off.

In the event there are extenuating circumstances (i.e., cross-country or out-of-country travel required to attend the funeral,) additional days off without pay may be requested and approved, in writing, by your supervisor at his/her sole discretion. Additionally, with your supervisor's approval, you can use any available paid time off benefits, if additional time off is needed.

PROFESSIONAL DEVELOPMENT

The Agency recognizes the benefit of continued learning and as such encourages participation in conferences and training within budget parameters. Employees are reminded that they are representing the Agency when participating in such events and that attendance is required at all conference and training sessions. Requests for financial assistance for participation in job-related training will be reviewed with the supervisor for initial approval and then submitted to the Executive Director for consideration and final approval.

JURY DUTY

Jury duty is a fundamental right and duty of all Americans and participation by all employees is encouraged.

All full-time employees who are summoned for jury duty must notify their immediate supervisor as soon as they receive such "notice-to-serve". Employees will be given time off to serve. Full-time employees will receive the difference between their regular salary and the jury fees received by the employee for the period of the jury duty service. Should jury duty continue for an extended period of time (longer than two (2) weeks), BHRC reserves the right to review the situation and alter the compensation paid during the remainder of the time served on jury duty.

Upon completion of service, employees shall provide Human Resources the appropriate documentation including the court receipt and records of actual time served and fee received. If the employee is released by the court from jury duty before the time employee would normally quit working for the day, the employee is expected to call his/her supervisor, who will determine if employee should report to work for the balance of the day.

TELECOMMUTING

The Agency considers telecommuting to be a viable alternative work arrangement in cases where individual, job and the direct supervisor's characteristics are best suited to such an arrangement. Telecommuting, remote work, telework, or teleworking is a work arrangement in which employees are not required to commute to the BHRC offices for all or part of the regular workweek. The Telecommuting policy allows eligible employees to work at home, on the road, or in a satellite location for all or part of their regular work week. Telecommuting is a voluntary work alternative

that may be appropriate for some employees and some positions. It is not an entitlement; it is not an organization-wide benefit; and it in no way changes the terms and conditions of employment with BHRC.

Employees wishing to determine if their position qualifies for telecommuting status must first discuss the desire to telecommute with their supervisor. Supervisors must apply on behalf of their staff for consideration for telecommuting. The supervisor must agree that the position and the individual employee are a good fit for the telecommuting policy. The supervisor should then contact Human Resources who will provide the relevant policies, agreements, and supporting documents for the supervisor to submit to the Executive Director for consideration. Final authorization for telecommuting will be provided by the Executive Director.

In addition to office supplies (as outlined in the Telecommuting Policy and Agreement), employees will be provided a laptop and cell phone. The employee is responsible for purchasing any additional equipment or services required, including their own high-speed internet connection.

UNEMPLOYMENT COMPENSATION

The Agency pays a percentage of its payroll to the State of Ohio Unemployment Compensation Fund. If an employee becomes unemployed, he/she may be eligible for unemployment compensation, under certain conditions, for a limited period of time based upon the reason for the termination as well as the earnings

accumulated while working for the Agency. This benefit is provided by the Agency at no cost to employees. All determinations regarding unemployment compensation benefits are made by the State of Ohio, not the Agency.

WORKER'S COMPENSATION

Worker's Compensation provides for payment of medical expenses and partial salary continuation to an employee for an injury or occupational illness arising out of and in the course of employment. The amount of benefits payable and the duration of payment depend upon the nature of the work-related injury or illness. The Agency pays the total cost of Worker's Compensation coverage for employees.

In addition, if the employee is injured on the job and must be taken in for medical care, the Agency will pay the employee for the balance of the scheduled workday on which the injury occurred, if it is not practical for the employee to return to work.

For an employee injured while at work, he/she must report the injury to the supervisor and Human Resources immediately. An Occupational Injury Report must be filled out and signed by the employee and the supervisor. Failure to take these actions may jeopardize the employee's right to benefits in connection with the injury, or result in disciplinary action, up to and including termination.

YEARS OF SERVICE RECOGNITION

Each year the Agency will recognize 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 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.

LEAVES OF ABSENCE

FAMILY AND MEDICAL LEAVE ACT (FMLA)

In accordance with the Family and Medical Leave Act (“FMLA”), Eligible Employee(s) may qualify for up to twelve (12) or twenty-six (26) work weeks of unpaid leave for the reasons specified below. However, the Agency requires an employee qualifying for FMLA leave to use all accrued paid sick, annual and personal leave concurrently for any part of the twelve (12) or twenty-six (26) week period. Once all paid leave is used, the remainder of FMLA will be unpaid.

An “Eligible Employee” is one who: (a) has been employed by the Agency for at least twelve (12) months;¹ (b) has worked at least 1250 hours in the twelve (12) months immediately preceding the beginning of the first day of the leave; and (c) works at a work site where 50 or more employees work within 75 miles.

Reasons for FMLA Leave

- A. Eligible Employees may qualify for up to twelve (12) work weeks of unpaid leave in a year for any of the following reasons:
1. For birth of a Son or Daughter, and to care for the newborn Son or Daughter (“Birth Leave”);
 2. For placement with the employee of a Son or Daughter for adoption or foster care (“PlacementLeave”);²
 3. To care for the employee’s spouse, Son or Daughter who has a Serious Health Condition (“Family Health Leave”);
 4. To care for the employee’s Parent who has a Serious Health Condition (“Parent Health Leave”);
 5. For an employee unable to perform the functions of his/her job (“Employee Health Leave”) because of a Serious Health Condition; or
 6. For a Qualifying Exigency while the employee’s spouse, Son, Daughter, or Parent (the military member) is on Covered Active Duty or Call to Covered Active-Duty Status (or has been notified of an impending call or order to Covered Active Duty) (“ExigencyLeave”).

¹ Time worked for the Agency prior to a break in service of 7 years or more is not counted.

² Birth Leave and Placement Leave must conclude within twelve (12) months of the birth or placement.

- B. Eligible Employees may qualify for up to twenty-six (26) work weeks of unpaid leave in a year for the following reason:

In order to care for a Covered Service Member with a serious illness or injury, if the employee is the Covered Service Member's spouse, Son, Daughter, Parent, or Next of Kin ("Covered Service Member Leave").

An employee who has taken FMLA leave to care for a Covered Service Member during a single twelve (12) month period is not eligible to take additional leave to care for the same Covered Service Member with the same injury or illness during any subsequent twelve (12) month period.

Definitions

Covered Active Duty or Call to Covered Active-Duty Status: In the case of a member of the Regular Armed Forces, this means duty during the deployment of the member with the Armed Forces to a foreign country. In the case of a member of the Reserve components of the Armed Forces, this means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.

Covered Service Member: means a member of the Armed Forces (including National Guard or Reserves) who is: undergoing medical treatment, recuperation, or therapy; in an outpatient status; on the temporary disability retired list for a serious injury or illness incurred by the member in the line of duty on covered active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating. It also includes a veteran of the Armed Forces who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness covered by the FMLA. The veteran must have been a member of the Armed Forces within the 5 years preceding the medical treatment, recuperation or therapy and must have been honorably discharged or released.

Next of Kin of a Covered Service Member: means nearest blood relative or the relative identified in writing by the service member.

Parent: means the biological, foster, or adoptive parent, a stepparent, or a legal guardian.

Serious Health Condition: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Son or Daughter: means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. For all leaves except Exigency Leave and Covered Service Member Leave, the Son or Daughter must also be either under 18 years old or age 18 or older and incapable of self-care because of a disability as determined under the ADA.

Qualifying Exigency. Qualifying exigencies may include: attending certain military events; arranging for alternative childcare; addressing certain financial and legal arrangements; attending certain counseling sessions; and attending post-deployment reintegration briefings.

Year. The Agency uses the “rolling” twelve-month period measured backward from the date an employee uses any FMLA leave, except in the case of Covered Service Member Leave, when the Agency uses a rolling forward twelve-month period.

Rules Applicable When Both Spouses Are Employed By the Agency

If both spouses are employed by the Agency and are Eligible Employees, they are entitled to a combined total of twelve weeks of leave, rather than twelve weeks each, for Birth Leave, Placement Leave, or Parental Health Leave.

When both spouses are employed by the Agency and are Eligible Employees, they are entitled to a combined total of up to 26 weeks of leave, rather than 26 weeks each, for (1) Covered Service Member Leave, or (2) Covered Service Member Leave in combination with Birth Leave, Placement Leave or Parental Health Leave, during the single twelve-month period in which the Covered Service Member Leave is first taken by either spouse.

When the leave taken includes both Covered Service Member Leave and Birth, Placement or Parental Health Leave, the limitation of a combined total of up to 12 weeks leave during any 12-month period applies to the portion of leave taken as Birth, Placement or Parental Health Leave.

Reduced Schedule or Intermittent Leave

Intermittent Leave

Exigency Leave may be taken intermittently (taking leave in blocks of time) or on a reduced leave schedule (reduction of normal weekly or daily work schedule). Employee Health Leave, Family Health Leave, Parent Health Leave or Covered Service Member Leave may be taken intermittently or on a reduced leave schedule when medically necessary. Birth or Placement Leave may only be taken intermittently or on a reduced leave schedule if approved by the Agency.

Except in the case of Exigency Leave, the Agency may require an employee taking scheduled leave intermittently, or on a reduced leave schedule, that is foreseeable based on planned medical treatments to transfer to another job position temporarily if the position has equivalent pay and benefits and better accommodates the scheduled intermittent or reduced leave schedule than the employee’s regular employment position. An employee must

make reasonable efforts to schedule intermittent or reduced leave planned medical treatment so as not to unduly disrupt the Agency’s operations.

Once intermittent leave or a reduced leave schedule is granted, the employee must specifically reference either the qualifying leave reason or the need for FMLA leave when scheduling leave or calling off work in order to qualify as FMLA leave.

Notice

An employee ordinarily must provide 30 days advance notice when the need for leave is foreseeable. If the need for leave is not foreseeable, the employee must give notice as early as practicable. If the need for leave is because of a Qualifying Exigency and is foreseeable, the employee must give notice

as soon as is reasonable and practicable. The Agency may deny or delay commencement of the leave period if the employee does not comply with the notice requirements.

Required Certifications Based on Health Issues

The Agency will require that a Family Health Leave, Parent Health Leave, Employee Health Leave, or Covered Service Member Leave be supported by certification from a bona fide health care provider. The certification form required to be completed by the healthcare provider is available from Human Resources and must be completed and returned to Human Resources within 15 calendar days after receipt of the certification paperwork, unless it is not practical to do so and the employee can provide a reasonable explanation for the delay. If the submitted certification is incomplete or insufficient, the Agency will provide such notice to the employee in writing and the employee will have 7 days (unless not practicable under the circumstances) to correct any deficiency. Unreasonable delay in submitting the required certification after the deadline for submission has passed will result in denial of FMLA leave. Additional medical opinions and/or recertification may be required under certain circumstances.

Certification for Exigency Leave and Covered Service Member Leave

If an employee is requesting Exigency Leave, the leave must be supported by a certification validating that the employee's covered family member is on Covered Active Duty or Call to Covered Active-Duty Status. Certification of additional relevant information may also be required in support of Exigency Leave and covered Service Member Leave in accordance with the FMLA. The certification forms are available from Human Resources or his/her designee.

Return to Work

Periodic reports during the leave regarding the employee's status and intent to return to work will be required. The employee must provide a return to work slip prior to returning to work from an Employee Health Leave of more than three (3) consecutive days.

Paid or Unpaid Leave

The Agency requires an employee qualifying for FMLA leave to concurrently use all accrued paid sick leave, annual leave and personal time, as applicable, for any part of the 12 or 26-week leave period. Once all paid leave is used, the remainder of the FMLA shall be unpaid. The Agency may designate as FMLA leave any absence related to injuries for which the employee is receiving workers' compensation or short- or long-term disability benefits.

Restoration to Position

An Eligible Employee who takes leave shall be entitled upon return from such leave: (a) to be restored to the position of employment held by the employee when the leave commenced; or (b) to be restored to a position with equivalent benefits, pay, and other terms and conditions of employment. If the employee fails to return to work at the end of the approved leave, the Agency may terminate his/her employment. The FMLA contains specific provisions that exempt highly compensated Employees from the above restoration provisions.

Maintenance of Health Benefits

Group health insurance will be maintained for the duration of the leave on the same terms as if the employee had not taken the leave, as long as the employee pays the premium amount normally paid by the employee. If possible, the employee should contact Human Resources concerning premium payments before taking leave. The Agency may recover the premium it paid to maintain health coverage for an employee who fails to return to work from the FMLA leave. Additionally, should the

employee return to work and the Agency has paid the employee's share of the health insurance premium during the employee's absence, the Agency retains the right to recover that sum from the employee.

Requests for FMLA Leave and Questions

If you are considering requesting leave under this policy, or if you have questions about the policy, please contact Human Resources.

Notice to Employees Regarding Genetic Information

The Genetic Information Non-discrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, **we are asking that you not provide any genetic information** when responding to any request for medical information by the Agency, except as noted below and/or as may be noted in any specific forms regarding employee requests for leave due to the health condition of a family member.

"Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Exception: GINA allows employers to request family medical history, defined as information about the manifestation of disease or disorder in family members of an individual, to substantiate an individual's need for leave. In cases where this exception applies, we are asking you not to provide any other genetic information when responding to a request for medical information, including the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

FAMILY MILITARY LEAVE OF ABSENCE

Ohio has a family military leave law that is similar to the FMLA's Exigency Leave and Covered Service Member Leave provisions. For details, please contact Human Resources.

MILITARY LEAVE

It is the policy of the Agency to fully comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 and its subsequent updates. Employees who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces or state militia groups or any other covered service member will be granted leaves of absence for military service, training, or other obligations in compliance with state and federal laws. At the conclusion of the leave, employees generally have the right to return to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status

and pay, as well as other rights and benefits determined by seniority. Employees are required to notify the Supervisor as soon as they are aware of the military obligation.

Agency employees who are required to work a regular schedule of 26 consecutive bi-weekly pay periods and who are members of the Ohio National Guard, the Ohio Defense corps, the Ohio Naval Militia, or members of other reserve components of the armed forces of the United States are entitled to leave of absence from their respective duties without loss of pay for such time as they are in the military service on field training or active duty for periods not to exceed thirty one (31) days in a calendar year.

However, these employees will receive only the difference between their regular salary and the military pay for that period.

COMPENSATION

PAYDAY

Buckeye Hills requires direct deposit for its payroll for all employees. Buckeye Hills pays on a bi-weekly basis with deposits made every other Thursday. If the payday falls on a holiday, then payments will be deposited on the preceding day. Pay periods run from Sunday through Saturday.

If you are classified as a non-exempt employee, you receive pay for all hours worked plus overtime compensation for hours worked in excess of 40 during a workweek in accordance with applicable law. If you are classified as an exempt employee, you receive a salary that is intended to compensate you for all hours you may work for the Agency. The salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform, except as provided by applicable law. Specifically, in addition to the customary tax and benefit withholdings, your salary can be reduced for the following reasons under applicable law:

- Full day absences for personal reasons, sickness or disability prior to eligibility for, or after exhaustion of, any applicable paid leave under the Agency's written paid leave policies;
- Full day disciplinary suspensions for infractions of our written policies and procedures; and
- Full or partial-day absences covered by the FMLA.

It is our policy and practice to accurately compensate employees in accordance with all applicable laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you are encouraged to review your pay record promptly. Any employee who finds a discrepancy in his/her pay record should immediately notify the Fiscal Director so that the necessary arrangements can be made to correct any errors. Also, any employee desiring further information or explanation concerning his/her pay record should consult with the Fiscal Director. Every report of incorrect or improper pay will be investigated and corrective action will be taken where appropriate. The Agency will not permit retaliation against individuals who report alleged violations of this policy or who cooperate in the Agency's investigation of such a report.

TAX WITHHOLDING

BHRC will deduct both state and federal taxes for appropriate payment on the employee's behalf. Each employee is required by law to have a completed, signed and dated W-4 form on file with the Agency. The W-4 form is a written instruction from the employee to the Agency describing how the employee wants to have his/her tax withholding handled by the Agency. These instructions are in force until replaced by a new W-4 form. Employees will be instructed to fill a W-4 form out as part of the Agency's orientation process. Employees will also complete a withholding form for the state of residence which also serves to instruct the Agency about employees' preferences in regard to their state tax withholding.

There are municipalities that require tax payments from citizens that live within the corporate boundaries. BHRC will not withhold nor pay municipal tax for employees. However, the Agency can take a deduction from the paycheck for direct deposit into a bank account of the employee's choice which can then be used to pay municipal taxes when due. Tax rates vary by municipality. Employees should check with their local government to estimate their tax liability. Employees can request a Payroll Deduction Form from the Fiscal Department or Human Resources in order to have any additional funds withheld.

Employees may request to change their tax withholdings by contacting the Fiscal Department or Human Resources. The Fiscal Department will use the most recently dated form when withholding taxes.

EXTENDED TIME AND OVERTIME

When it is deemed necessary by their supervisor, non-exempt employees may be required to work extended time, defined as thirty-five (35) hours to forty (40) hours worked in a workweek, or overtime, defined as more than 40 hours worked in a workweek. No non-exempt employee shall work over thirty-five (35) hours without the prior approval of his/her Supervisor. Non-exempt employees must not start work early, finish work late, work during a meal break or perform any extra or overtime work unless you are authorized to do so and that time is recorded in the time and attendance system. Although employees will be paid for all hours worked, any employee who works over thirty-five (35) hours without prior approval by their Supervisor or who fails to report or inaccurately reports any hours worked, will be subject to disciplinary action. For the purpose of overtime compensation, non-exempt employees will receive overtime pay only for hours actually worked in excess of forty (40) during a workweek. Leave time does not count toward hours worked for the calculation of overtime. Overtime will be compensated in accordance with all applicable Federal, State and local laws.

EVALUATIONS AND COMPENSATION ADMINISTRATION

The Agency utilizes a formal process in providing feedback to employees on their job performance. It is with this in mind that all employees will have their performance reviewed on an annual basis by their supervisor.

Performance evaluations will be written and will cover areas such as: quality of work, productivity, attendance, safety habits, attitude, and initiative. The Agency has included objective-setting and self-evaluation components into the evaluation process.

The results of these annual performance evaluations will be a factor in determining salary increases, job assignments and promotions/demotions. To be eligible for any salary increase associated with

the performance evaluation, an employee must be employed for a minimum of ten months during the current evaluation period and be employed by the Agency on the date the salary increases become effective.

Each employee will review, sign and receive a copy of his/her performance evaluation. The original evaluation document will become a part of the employee's personnel file.

The Executive Director, annually, will review staff salaries with consideration to these performance evaluations and will recommend adjustments of staff salaries to the **Management Committee** and subsequently to the Executive Committee for approval.

Performance evaluations are scored on a scale from 1 to 3 points. An employee whose evaluation score does not meet the minimum required score will not receive a salary increase or one-time merit increase for that evaluation period.

TRAVEL & REIMBURSEMENT

BUSINESS TRAVEL

Vehicle Usage - For employees deemed to have an appropriate need, the Agency permits those employees to drive their personal vehicles on Agency business, and reimburses employees for business use of their personal vehicles in accordance with the guidelines below. This reimbursement of expenses is not a component of the employees' compensation package.

Safe Driving of Personal Vehicles on Agency Business:

In order for employees to be approved to drive their personal vehicle on Agency business, the employee must show proof to Human Resources of: a current valid driver's license and auto insurance.

Employees holding jobs requiring them to drive on a regular basis must, as a condition of employment, be able to meet the driving qualifications of this policy at all times.

Employees must report to their Supervisor and Human Resources within 24 hours any and all driving-related convictions that result in a change to a valid driver's license (whether the driving violation occurred during work or private time). The Agency reserves the right to randomly or periodically check the employee's driving record for violations. Failure to report any conviction resulting in a change to a valid driver's license may result in disciplinary action up to and including termination.

Employees are required to inform their supervisor of any conditions or changes that may affect either their legal, physical, or mental ability to drive, or their continued insurability. This includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.

Employees who use their personal vehicle for Agency business must record all business mileage in the Agency's time and attendance software. Employees will be asked to record the beginning and ending odometer readings and the beginning and ending location for each trip. Commuting is not considered a business-related expense and should not be included in business mileage. The amount of the reimbursement for the business mileage claimed will be calculated using the established federal mileage rate.

Employees who drive their personal vehicle on Agency business must exercise due diligence in driving safely and in maintaining the security of the vehicle and its contents. In addition, such drivers must make sure that the vehicle meets all Agency or legal standards for insurance, maintenance, and drive-ability. Employees must comply with all applicable laws, regulations and traffic rules while driving on Agency business and will be held personally responsible for any infractions, fines, and insurance deductibles that result from their driving.

Cell phone usage (including texting or the use of any other mobile device) while driving on Agency business is strictly prohibited. If there is a need to make a phone call, the employee must pull off the road and park the car prior to making the call.

All employees and passengers are required to wear seatbelts at all times while in a moving vehicle on Agency business, including a personally-owned vehicle.

Accidents While Driving on Agency Business

If an employee is involved in an accident, theft, or damage involving an Agency vehicle or personal vehicle while on Agency time, or rental car used for Agency business, the employee must follow these steps:

- Summon immediate medical aid in cases of injury
- Notify police immediately.
- Discuss the accident only with the police officers, employee's supervisor, Human Resources, or the Agency's insurance carrier.
- Obtain, if possible, a police report detailing the accident or a case report number.
- Report the accident to the supervisor and Human Resources, regardless of the extent of damage or lack of injury.
- Complete and send an Accident Report to Human Resources.
- **Failure to report an accident on Agency business or in an Agency rented vehicle within twenty-four (24) hours of the accident is grounds for disciplinary action up to and including termination.**

Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement nor discuss blame other than in reply to questions posed by investigating officers.

Expense Reimbursement - Reasonable expenses incurred by employees conducting BHRC business are reimbursable. Each employee must record all information listed on the Expense Statement (*See Appendix*). Expenses should be submitted in a timely manner. Any expense reimbursement requests (mileage or otherwise) not submitted within sixty (60) days of the month the travel occurred will be forfeited and will not be reimbursed.

Travel requiring overnight stay will be requested in advance on the Travel Advance Request Form.

Employees are prohibited from using personal reward accounts or earning points for personal accounts for any BHRC travel. This includes, but is not limited to hotel, airfare and car rental.

BHRC does not permit unaccompanied or unsupervised minors to attend conferences/trainings with staff. Any minors traveling with BHRC staff MUST have adult supervision during travel and conference/training functions.

Methods of Transportation

1. **Air Travel** – Less than “First Class” accommodations must be used unless the carrier does not offer another option or other space is not available.
2. **Privately Owned Vehicles** – Use of personal cars on BHRC business will be reimbursed at a rate not to exceed the Federal Travel Regulations on a per mile basis. The allowance will be computed on a mileage basis through odometer readings or standard highway mileage guides. All employees will be required to maintain and provide a copy of a valid driver’s license and proof of auto insurance. Reimbursement will be provided only to those employees with a valid driver’s license and proof of auto insurance on file. Mileage must be recorded in the time and attendance software to request reimbursement.
3. **Local Public or Private Transportation** – Transportation by local bus, subway and taxi between terminal, place of lodging and place of business during out-of-town, official Agency business is allowable.

PER DIEM

Expenses Covered by Per Diem

The per diem in lieu of actual expenses includes all charges for: meals; lodging; fees for hotel service and for telephone calls reserving hotel accommodations, laundry and valet service; tips to waiters, porters, baggage carriers, bellhops, chambermaids and dining room stewards.

Lodging

When lodging is required for conducting Agency business, the Agency will pay for reasonable lodging costs. In instances where lodging is procured at a pre-arranged place (such as the hotel where the meeting, conference, or training session is being held), the Agency will pay the actual cost of lodging. Where higher than reasonable lodging costs are anticipated, advanced approval must be obtained from the Executive Director. Any charges for additional guests not related to Agency business are the responsibility of the employee. Receipts for lodging costs must accompany travel voucher.

Meals and Incidental Expenses (M&IE)

BHRC will pay the employee travelling overnight the federal per diem rate for meals and incidental expenses in accordance with the annual schedule of federal rates that can be found here: <http://www.gsa.gov/portal/content/104877>.

In computing per diem for M&IE, official travel begins at the time the traveler leaves his/her home, office, or other point of departure and ends when the traveler returns to his/her home, office or other point of arrival at the conclusion of his/her assignment. The schedule is as follows:

On the day of departure:

- If the employee leaves prior to 7:00 am, the employee will receive 100% of the per diem rate for that day.
- If the employee leaves after 7:00 am but before 12:00 noon, the employee will receive Lunch, Dinner and incidentals for that day.
- If the employee leaves after 12:00 noon, the employee will receive Dinner plus incidentals.

On the day of return:

- If the employee arrives home prior to 7:00 am, there will be no reimbursement for that day.
- If the employee arrives home between 7:00 am and 12:00 noon, the employee will receive Breakfast plus incidentals.
- If the employee arrives home between 12:00 noon and 6:00 pm, the employee will receive Breakfast, Lunch and incidentals.
- If the employee arrives home after 6:00 pm, the employee will receive 100% of per diem for that day.

The reasonable cost of lodging, plus the allowance for meals and incidental expenses for the employee are the only expenses/costs that can be applied to the traveler's Travel Advance Request Form. If for any reason the employee's plans are altered or cancelled, the appropriate advanced per diem and lodging amount must be returned to the fiscal office within five (5) business days of the traveler's return date. Questions about the per diem rates are to be directed to the Fiscal Department.

EMPLOYEE CONDUCT & DISCIPLINE

PROFESSIONAL APPEARANCE

Employees of BHRC are hired to provide services to the region and to perform specific tasks in a professional manner. As representatives of the Agency, employees are encouraged to meet high standards both in performing quality work and in presenting a professional image to the public.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions and schedule. Please remember that we often have visitors in the office. Personal items should be selectively displayed. At the sole discretion of management, employees who do not present a clean and neat appearance and/or appear for work inappropriately dressed will be sent home and directed to return to work in proper attire.

Employees are to consult their supervisor in advance if they have questions as to what constitutes appropriate attire.

TIME AND ATTENDANCE REPORT

All BHRC employees are required to keep accurate time and attendance reports. If an employee does not understand the procedure for completing the record, the employee must consult with his/her supervisor or the Fiscal Department.

Each employee shall make daily time entries in the time and attendance system. **Do not fill out your time record in advance.** Time records must indicate the following: leaving work before the end of the scheduled work day; taking a lunch break; arriving late for work; starting work early; leaving work late; returning from a temporary absence during the work day. Non-exempt employees must not perform any "off-the-clock" work, meaning work performed but not reported on the time record. Although employees will be paid for all hours worked, any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination.

The value of each hour worked is essential to the federal and state budget processes and to the audit procedures we are required to follow. Our time records are also used to assign the employee's time to various programs and projects, and to maintain payroll records. In order to comply with applicable wage and hour laws, accuracy and clarity are the responsibility of each employee. Therefore, the following policy must be observed in addition to the rules noted above:

- The hours worked and the hours entered for program work must match because each hour must be accounted for in the budget.
- Round the program hours worked and the times beginning and ending work to the quarter hour. Rounding to the quarter hour is permissible under DOL regulations. Minutes 1 to 7 would be rounded down and minutes 8 to 14 must be rounded up.
 - If the employee begins working at 8:03 am, he/she enters 8:00 am.
 - If the employee begins working at 8:22 am, he/she enters 8:30 am.
 - If the employee stops working at 4:03 pm, he/she enters 4:00 pm.
 - If the employee stops working at 4:09 pm, he/she enters 4:15 pm.
 - The rounding of time is necessary to ensure charged program hours and hours worked match. Both should be rounded to the quarterhour.
 - Tardiness is determined by the supervisor based on the needs of the position in question.
- The program hours worked should be entered in terms of the percentage of the hour:
 - 15 minutes = 0.25
 - 30 minutes = 0.50
 - 45 minutes = 0.75
- The clock in/out times are entered in minutes, as an actual clock time, i.e., 8:30 am, 8:45 am, etc., just like punching a time clock. The total program hours worked and the hours noted in the clock in and clock out feature must match.
- The total hours worked each day must be accurately entered in the time and attendance software.
 - If the employee checks email in the evening, he/she must clock in and out, and account for that time in the program hours worked.
 - If the employee begins working early, he/she must clock in early.
 - If the employee stops working for a personal appointment, he/she must enter the time working stopped and the time working commenced again.
- All time must accurately reflect the time worked. If it is determined that an employee is not entering all of their hours worked or entering hours not worked, that employee will be subject to disciplinary action up to and including termination.

- Never enter, alter or delete any other employee's time record.
- Do not allow another employee to enter or alter your time record.
- If an employee becomes aware of any violations of this policy, or if any manager or employee instructs an employee to incorrectly under-report or over-report hours worked or to alter another employee's time records to inaccurately report that employee's hours worked, such violations must be reported immediately to the Fiscal Director, Human Resources or the Executive Director. Every report will be investigated and corrective action will be taken where appropriate. The Agency will not permit retaliation against individuals who report alleged violations of this policy or who cooperate in the agency's investigation of such reports. Disciplinary action, up to and including termination, will be taken against any employee found to have participated in such retaliation.
- Any violation of this policy may result in disciplinary action up to and including termination.

Bi-weekly employee time records and mileage reimbursement requests for the corresponding pay period are to be finalized by the employee through the time and attendance system by close of business the Tuesday immediately following the end of the pay period. Failure to do so may result in disciplinary action. The Supervisor or his/her designee will approve the record within 24 hours and not later than 10:00 am the Thursday following the end of the pay period. It will then be submitted to the payroll department.

ATTENDANCE

Each employee plays an important role in the operations of BHRC, the employee is expected to work the hours required for his/her position. Situations may arise which will detain or prevent an employee from reporting to work, but the employee is expected to provide his/her immediate supervisor with advanced notice of any tardiness or absence, where possible. The employee is also expected to demonstrate professionalism and make up any work left undone due to tardiness or absence.

Tardiness is defined as reporting to work after the scheduled starting time. This applies only to positions with a scheduled start time.

If an employee is tardy six (6) times within a three (3) month period, the employee will receive a written warning. Two (2) written warnings for tardiness within a twelve (12) month period shall be grounds for termination.

An employee's immediate supervisor should make efforts to address an employee's tardiness behavior prior to it reaching the written warning stage.

Excused Absence are those approved by an employee's immediate supervisor for the use of paid time off for an acceptable reason (illness, vacation, personal or family emergency, etc.) Absences or leaves taken under FMLA or Military Leaves are considered "excused absences."

In the case of an unexpected absence (illness, emergency, etc.), employees are expected to contact their immediate supervisor no later than one (1) hour before the time they are scheduled to start work for that day. BHRC reserves the right to verify the nature of any absence.

Non-exempt employees will not be paid for excused absences (approved by their supervisor) once they have depleted all of their paid leave. The pay of exempt employees may be deducted in accordance with the Compensation policy.

We reserve the right to require a doctor's excuse along with a medical release to allow a return to work for any employee who misses more than three (3) consecutive workdays due to an illness or injury.

Unexcused Absence is an absence for reasons other than those mentioned above. If the request for the use of paid time is denied and the employee is absent, the absence will be considered unexcused.

If an employee has more than two (2) unexcused absences within a three (3) month period, the employee will be issued a written reprimand. Two (2) written reprimands within a twelve (12) month period shall be grounds for termination from employment.

Non-exempt employees will not be paid for unexcused absences. The pay of exempt employees may be deducted in accordance with the Compensation policy.

TELEPHONE USAGE/PERSONAL CALLS

Professionalism is important to BHRC, and the manner in which an employee speaks with clients and the public on the telephone reflects directly upon the Agency's reputation. We expect employees to conduct themselves in a professional manner at all times. All callers are to be treated with respect.

Telephones should be used primarily for conducting BHRC business. Personal calls, both in-coming and out-going, should be kept to a minimum. Personal calls should be limited to lunch hour and breaks whenever possible.

SAFETY AND SECURITY

Safety is the responsibility of both the Agency and its employees. It is the intention of the Agency to establish a safe work environment for all employees. Employees are expected to work in a safe and responsible manner during the performance of their duties. The Agency's Safety Committee consists of BHRC Directors and is responsible for establishing policies and procedures regarding safety practices and precautions, and arranges for training in safety methods. Department heads and supervisors are responsible for ensuring that safe work practices are observed by all employees and for supporting necessary safety training opportunities. All Agency employees will be issued identity badges and access cards for entry into the building.

ELECTRONIC RESOURCES

In order to assist each of us in successfully carrying out our business, BHRC provides and maintains computers, computer software and hardware, telephone and voicemail systems, mobile and

cellular telephones and other wireless equipment and related accessories, an electronic mail system (E-mail) and access to the Internet (collectively the “Electronic Resources”). Electronic Resources are BHRC property. They have been provided by the Agency for use in the conduct of Agency business. Use of the Electronic Resources for personal purposes, other than incidental use, is prohibited. Additionally, all communications and/or other content composed, maintained, stored, sent or received through use of the Electronic Resources are and remain the property of the Agency.

This policy applies to all individuals who use the Electronic Resources. Users are reminded to behave in a courteous and professional manner when using the Electronic Resources. The Electronic Resources shall **not** be used to:

- Create any offensive or disruptive messages. Among those considered offensive or disruptive are any messages which contain sexual implications, racial/ethnic slurs, offensive gender specific comments or any other comment that offensively addresses someone’s age, color, gender, race, veteran status, religious beliefs, national origin, disability or any other characteristic protected by applicable law.
- Send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior written authorization of the Executive Director of the Agency.
- Access, transmit, retrieve, display or store illegal materials or engage in any illegal activity.
- Conduct unauthorized business.
- Engage in non-job-related commercial activity.
- Violate any other policy of the Agency. The Agency’s policies apply fully to the Electronic Resources, and any violation of those policies will be grounds for disciplinary action, up to and including termination.

Although the Agency’s Electronic Resources are intended solely for use in the conduct of Agency business, incidental personal use of the Electronic Resources is permitted, subject to all aspects of this policy and all other Agency policies, including provisions relating to monitoring of usage and access to information. Incidental personal use, however, shall not be allowed to: (i) impede the user’s ability or the ability of others to work, or (ii) adversely impact access to or use of the Electronic Resources by others for business purposes.

BHRC reserves and intends to exercise the right to review, audit, intercept, access, and disclose all communications or other content created, maintained, stored, received, or sent through the Electronic Resources at any time, with or without notice, and for any purpose. The contents of electronic mail may be disclosed within or outside the organization without the permission of the employee. There is no right to, and users should have no expectation of, privacy in the use of the Electronic Resources. The confidentiality of any message should not be assumed. Even when a message is erased or deleted, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality.

No employee shall use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's message without the latter's permission. All employees are to keep their pass codes confidential.

Employees are responsible for the proper care and use of any equipment issued to them by the Agency, e.g., mobile device, computer, etc. All such equipment must be immediately returned to the Agency upon request or termination of employment for any reason, whichever occurs first. An employee must report loss or damage of any Agency-issued equipment to his or her supervisor immediately. When applicable, an employee must file a police report and submit a copy of such report to his or her supervisor before replacement of equipment can be issued.

When using a mobile device, safety must remain the employee's paramount concern. Mobile devices must not be used while driving. If an employee needs to make or receive a call and/or send or receive a message, he or she must pull off to the side of the road or otherwise safely stop their vehicle before doing so. Any employee who discovers a violation of this policy must notify the IT Director immediately. Violations of this policy as a whole, or any individual component thereof, will result in discipline up to and including discharge. The Agency may also seek reimbursement from an employee for expenses associated with damage to, or misuse of, the Electronic Resources.

SOCIAL MEDIA USE

Vision & Purpose for Using Social Media

BHRC recognizes that online interactions can benefit the organization and staff members in fulfilling our mission in the region. BHRC is the place where visions and ideas about our region are created, designed, discussed, and embraced. By expanding our presence online, we are expanding opportunities for the creation, design, discussion and adoption of ideas.

To learn: As a community-focused agency, we believe in the importance of open exchange and learning—between BHRC and our clients and the general public. The rapidly growing phenomenon of user-generated web content is an important arena for community-focused engagement and learning.

To contribute: Each day we are researching, discussing and working on issues important to our region and our constituents. Online and mobile interactions provide an opportunity to further contribute our experiences and knowledge to public dialogue.

Social Media Guidelines

The Agency does not seek to control, through this policy or otherwise, the purely personal online content posted by staff members if that content is: posted during non-working time; posted using the staff member's own equipment; unrelated to, and does not identify, a matter of public concern involving Buckeye Hills or the staff member's position with Buckeye Hills; not otherwise disruptive to Buckeye Hills' mission.

This policy also is not intended, and will not be applied in a manner, to limit or discourage employee discourse or communications which are protected by applicable federal, state or local law,

including but not limited to communications related to working conditions, pay and/or other terms and conditions of employment under R.C. 4117 and/or constitutionally protected communications.

This policy applies to the use of Social Media (defined below) by Agency employees with respect to Agency information or Agency representation, both on and off-duty, and whether using Agency equipment or personal equipment.

As technology changes or as new opportunities or challenges emerge relating to Social Media, this Policy will evolve, and the Agency reserves the right to modify this policy.

DEFINITIONS:

As used in this policy, “Social Media” means interactive websites such as but not limited to Facebook, Twitter, LinkedIn, YouTube, TikTok and Instagram, as well as personal weblogs (“blogs”), other personal websites, and/or “media sites” that are offered by television networks, newspapers, and magazines, and permit readers to post comments (i.e., blogs and message boards). “Social networking” refers to the act of accessing or posting content on Social Media.

RULES:

1. Social Media access and/or use during working hours or using Agency equipment must be primarily business related. Incidental personal use is permitted; however, personal use must not impede the staff member’s or other staff members’ work, violate this or any other Agency policy, or adversely impact access to or the use of Agency electronic resources for business purposes.
2. Respect your audience. Don’t use religious, racial or ethnic slurs, personal insults, or obscenity. Don’t engage in any form of unlawful harassment or in any conduct that would not be acceptable in any other work situation.
3. Show proper consideration for others’ privacy and for topics that may be considered objectionable or inflammatory—such as politics, religion and personal life.
4. Do not participate in any partisan political activity or partisan political communication during working hours and/or using Agency resources (such as computers, cellphones and recording devices).
5. BHRC staff members are personally responsible for the digital content they publish. Be mindful that what you publish will be public for a long time.
6. BHRC employees are strongly encouraged not to list Buckeye Hills Regional Council as their place of employment. There may be instances in which your personal viewpoint is perceived by others as being in conflict with, or in some way contradictory to, the mission of the Agency; such instances may have the consequence of reflecting negatively upon the Agency.

If an employee determines that it is necessary to list BHRC as his/her employer, the employee is required to add the following disclaimer: ‘Views

and opinions expressed are my own and not necessarily those of Buckeye Hills Regional Council.'

7. Protect privacy. Before posting any content, determine what personal information you are comfortable sharing. Remember content can be removed but it can also be forwarded, digitally and manually. Though not directly business-related, background information you choose to share about yourself, such as information about your family or personal interests, may be useful in helping establish a relationship between you and your readers, but it is entirely your choice whether to share this information.

Also, staff should not publish any specific client information unless all of the appropriate releases for photos and/or information have been signed and put in the client's permanent case file.

8. Identify yourself. Anonymous postings are rarely beneficial to anyone. When discussing BHRC or BHRC related issues, be sure your role at BHRC is clear and state whether you are speaking for BHRC or yourself.
 - a. Do not represent yourself as speaking or posting on behalf of BHRC without express written authorization to do so from the Executive Director.
 - b. Unless you are posting on behalf of BHRC with express written authorization to do so from the Executive Director, any comments directly or indirectly relating to BHRC must include a disclaimer such as this: "The views in this post are my own and don't necessarily represent my employer's positions, strategies or opinions."
 - c. If you identify yourself as a BHRC staff member, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and partners.
 - d. The lines between public and private, personal and professional are blurred in online and mobile interactions. In identifying yourself as a staff member, you are in effect associating yourself with your colleagues and the region we serve. Ensure that content associated with you is consistent with the work of the Agency and to its mission.
9. Respect copyright, fair use and public records laws.
 - a. For the Agency's protection as well as your own, it is critical that you show proper respect for the laws governing copyright and fair use of copyrighted material owned by others.
 - b. You should never quote more than short excerpts of someone else's work. Always give credit where credit is due, and it is good general practice to link to others' work.

- c. Where applicable, staff members must follow Ohio's public records procedures and must not delete content and items without backing up these publicrecords.
10. Protect confidential and proprietary information. Social media blurs many of the traditional boundaries between internal and external communications. For example, ask permission before posting someone's picture or publishing a conversation that was meant to be private. Your Social Media use must comply with the Agency's policies regarding Confidential Information and HIPAA.
11. Do not post false information about the Agency, its employees, clients or those doing business with the Agency.
12. Your Social Networking activity must not violate any federal, state or local laws or any Agency policy.
13. Avoid engaging in unproductive disagreements. Be the first to correct your own mistakes. Don't alter previous posts without indicating that you have done so. When responding to a negative post, state facts and provide supporting documentation. Avoid ongoing conversations that do not progress toward greater understanding. Consider the purpose of the social media use. Online communications must not negatively impact achievement of your assigned tasks and goals or the Agency's mission.

Monitoring

The Agency has the ability to monitor and record all usage of its Electronic Resources, including e-mail and Internet use, and we want you to be aware that we reserve the right to do so for any reason and at any time, with or without notice. Employees are further cautioned that the Internet is generally a public forum, and therefore, your Internet postings, whether on or off duty, are subject to review by anyone, including the Agency.

Reporting Violations/Questions

The Agency expects employees to report any violations, to include potential and perceived violations, of this policy to their supervisor or to Human Resources. If you have any questions about this policy or whether certain content is appropriate to post on a Social Media site, contact the Communications Director.

Discipline for Violators

Violations of this policy may result in disciplinary action up to and including immediate termination. The Agency reserves the right to take legal action where appropriate against employees who engage in prohibited or unlawful conduct.

Prohibition of Certain Applications, Platforms, and Websites

BHRC recognizes the necessity of maintaining a safe and effective operation of cybersecurity for both employees and contractors. The following initiatives are following the State of Ohio Executive Order 2023-03D and are to protect cybersecurity vulnerabilities and threats.

Under China's 2017 National Intelligence Law, businesses located in China are required to assist the Chinese government in intelligence work, including data sharing with the Chinese Communist Party ("CCP"). Social media applications and platforms operating in China engage in surreptitious data privacy and cybersecurity practices to include collecting personal information, behavioral use data, biometric data, and other data contained on the devices of its users. These social media applications and platforms are known to directly or indirectly act as an intelligence gathering mechanism for the CCP by sharing sensitive personal and business information and data obtained from its users and their devices with the CCP. These surreptitious data privacy and cybersecurity practices pose national and local security and cybersecurity threats to users of these applications and platforms and the devices storing the applications and platforms.

BHRC will not permit its owned or leased devices to act as a source to provide information to the CCP. BHRC prohibits the download, accessing, and/or using of any social media application, channel, and platform that is owned by an entity located in China. If you are unsure of the origin of an app you wish to download, please check with the IT Director before downloading and using.

CONFIDENTIALITY AND NON-DISCLOSURE

In the context of employment with the Agency, employees will have access to client and Agency information that must be kept confidential. Employees agree that they will protect all confidential information and that they will use it and/or disclose it only as required for purposes of performing their job for the Agency and as may be required by applicable law. Employees may be required to sign a non-disclosure agreement.

I. CONFIDENTIAL INFORMATION. The term "Confidential Information" means any information or material that is proprietary to the Agency or those doing business with the Agency, whether or not owned or developed by the Agency, and which is not generally known to the public.

- a. Confidential Information includes, but is not limited to, the following examples: Business records and plans, financial statements, client lists and records, technical information, inventions, services design information, pricing structures, discounts, costs, computer programs and listings, source code and/or object code, copyrights and other intellectual property, website access codes/passwords, entry codes, specifics of client contracts, client statistical information and any other proprietary information.
- b. Confidential Information does not include:
 - (i) matters that become publicly known, other than through wrongful disclosure by Agency employees;
 - (ii) documents or information required to be disclosed by Ohio's Open Meetings Act and/or Public Records law or any other applicable state or federal law; and
 - (iii) any other information that both parties agree in writing is not confidential.

II. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION. Confidential Information is a valuable, special, and unique asset of the Agency that has been developed or obtained by the Agency through the investment of significant time, effort and expense. Employees must agree to hold in confidence and not disclose Confidential Information to any person or entity. Additionally, employees must agree:

- To protect and safeguard the Confidential Information against unauthorized use, publication or disclosure.
- Not to use Confidential Information except for Agency business purposes.
- Not to – directly or indirectly – reveal, report, publish, disclose, transfer (manually or electronically) or otherwise make use of Confidential Information except as authorized by the Agency.
- Not to use Confidential Information to unfairly compete or obtain an unfair advantage against the Agency in any commercial activity.
- Not to restrict access to the Confidential Information to Agency officers, directors and employees who clearly need such access to carry out normal business purposes.
- To comply with any other reasonable security measure requested by the Agency.

SOLICITATION AND DISTRIBUTION

In the interest of maintaining a productive business environment and of preventing interference with work and inconvenience to others, the Agency reserves the right to limit and prohibit solicitation and distribution activities in the workplace.

Solicitation refers to oral communications designed to obtain financial and/or other types of support for an organization, cause, event or issue. Examples include, but are not limited to, soliciting memberships, contributions, or individual enlistment in an outside organization or cause or engaging in solicitation activities for personal or other non-Agency business purposes.

Distribution refers to the sharing or posting of written or electronic materials designed to obtain financial and/or other types of support for an organization, cause, event, or issue.

No distribution may occur through the use of any Agency-wide communication systems, such as the Intranet, e-mail, mail delivery, employee publications, payroll stuffers, bulletin boards, etc., unless the material is approved in advance by the Executive Director and/or the Communications Director. The posting of materials on bulletin boards is restricted and subject to approval by the Executive Director and/or Communications Director.

Solicitation and Distribution by Non-Employees: Non-employees shall not solicit or distribute material (including literature) on Agency-owned or controlled property (including parking lots) at any time. The only exception to this shall be those authorized in writing by the Executive Director. Violators shall be subject to prosecution.

Solicitation and Distribution by Employees: In order to maintain an efficient, safe work environment which is free of disturbances to employees, solicitation and distribution by employees must be subject to limitations of time and place.

Time: No employee shall engage in solicitation of another employee or engage in distribution of materials if either employee is on working time (defined below).

Place: No employee shall engage in distribution of material at any time in any working area of the Agency (defined below).

“Working time” is defined as the time assigned for the performance of an employee’s job duties and responsibilities, but does not include break periods, meal periods, and other instances of downtime when an employee is, justifiably, not actively performing his or her job duties, whether or not these time periods are paid.

“Working area” includes all work areas within the Agency’s buildings and facilities where employees customarily work, such as remote work areas, cubicles, conference rooms and offices; and it excludes such areas as break rooms, bathrooms, and storage space.

TOBACCO USE

It is Agency policy that all employees must refrain from vaping, smoking or the use of any tobacco products while on Agency property (including parking lots). While the decision to smoke or chew tobacco is a personal decision, it is our policy to prohibit it during working time.

This policy is intended to provide all employees and clients with a tobacco free workplace. The breathing of secondhand smoke has been shown through medical evidence to be a health hazard. Therefore, as a safety hazard, smoking infringes upon the rights of workers and clients. Additionally, the State of Ohio has enacted legislation forbidding smoking in work environments.

Therefore, this policy is designed to provide for the creation of a healthier/safer workplace environment for employees and clients, and protecting Agency assets, while maintaining compliance with state law.

Any employee who is found to be in violation of this policy will be subject to disciplinary action up to and including termination.

HARASSMENT

Any and all forms of harassment are prohibited.

BHRC and its employees value a professional environment where each employee is treated with respect and dignity. BHRC expressly prohibits any form of harassment based on race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), age (40 or older), national origin, ancestry, disability, genetic information, veteran status, military status, and sexual preference or orientation. Interference with the ability of our employees to perform their expected job duties will not be tolerated. If, after a thorough investigation, it is determined that an employee has engaged in any form of harassment, he/she will be subject to prompt disciplinary action, up to and including termination. This policy applies to employees at all levels and positions within BHRC, and pertains to conduct in the workplace and at BHRC functions. This policy also prohibits harassment of Agency employees by vendors, customers or other third parties.

It is impractical to attempt to list within the constraints of this format all behaviors that could constitute harassment. Sexual harassment is defined as: Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:

- Agreement to such conduct is made, explicitly or implicitly, a term or condition of employment;
- Agreement to, or rejection of, such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Both males and females can have culpability in sexual harassment.

Harassment may also include offensive conduct directed at a person because of the person's race, color, religion, sex, age (40 and older), national origin, ancestry, disability, military status, genetic information or any other characteristic protected by applicable law.

Acts of harassment can take a variety of forms, including, applying subtle pressure to compel someone to engage in sexual activity, committing physical assault, engaging in racial or ethnic slurs. Some examples of the kinds of conduct that may be defined as harassment include:

- Verbal abuse, offensive gestures or leering, sexually degrading words, offensive comments, jokes, innuendos, sexual content added to work-related conversations, and other sexually oriented statements.
- Graphic, degrading, condescending, or suggestive comments about an individual's body or body parts.
- Unwanted flirtations, propositions, or physical contact or any threats of undesired contact.
- Repeated invitations when the recipient has indicated that he or she is not interested.
- The display of sexually suggestive drawings, posters, or pictures.
- Improper questions about an employee's private life.
- Circulating material (electronically or otherwise) which ridicules a gender or which is sexually suggestive, regardless of whether it is directed at specific individuals or not.
- Verbal kidding or jokes regarding race, age, etc.
- Racial, ethnic or religious epithets.

Prohibited harassment may involve individuals of the same gender, race, national origin, etc.

Harassment complaint procedure

Employees are expected to treat their co-workers with respect and to refrain from any conduct which may be construed as harassment. If employees experience or witness any job-related harassment based on sex, race, or any other characteristic listed above, or believe they have been treated in an unlawful, discriminatory manner, they are to promptly report the incident to the immediate supervisor, Program Director, Human Resources, or to the Executive Director. The incident may also be reported to the presiding officer of the governing body if the Executive Director is the subject of the grievance. Any supervisor or member of management who is aware of harassment is obligated to report the matter immediately to the Executive Director.

Due to the need to conduct a thorough investigation, complaints cannot be kept totally confidential. However, as much discretion as possible will be maintained. Only those individuals who have a "need to know" will have access to the information.

All employees are required to cooperate in investigations of harassment complaints by providing truthful information in response to any inquiry. BHRC prohibits any form of retaliation against any

employee for filing a good faith complaint under this policy or for assisting in a complaint investigation.

Any and all claims of harassment will be investigated promptly, impartially, and thoroughly. The organization reserves the right to conduct the investigation either internally or with the assistance of an external investigator. Since these investigations are conducted in a thorough manner, they may take some time to complete. Investigations will be conducted as quickly as possible, but not to the extent that the thoroughness and fairness of the investigation is compromised.

During the investigation, both the person filing the complaint and the individual whom the complaint was filed against will be kept informed of the progress of the investigation when feasible. Once the investigation is concluded and a decision is reached, the decision will be covered with both individuals involved.

If an employee is not satisfied with the way a complaint is handled, he or she should bring this to the attention of the Executive Director.

Any employee found to be in violation of this policy will be subject to disciplinary action, up to and including termination.

WORKPLACE BULLYING

The Agency will not, under any circumstances, tolerate bullying. The Agency defines bullying as repeated inappropriate verbal or physical behavior carried out (directly or indirectly) by one or more persons against another. Bullying may be intentional or unintentional. However, where an allegation of bullying is made, the intention of the alleged bully is irrelevant. It is the effect of the behavior on the individual who is the object of the bullying that is the determining factor.

The following types of behaviors are examples of bullying and will be treated as a violation of this policy:

- **Verbal Bullying:** slandering, ridiculing or maligning an Employee or his/her family; persistent name calling which is hurtful, insulting or humiliating; using an Employee as the butt of jokes; abusive and offensive remarks.
- **Physical Bullying:** pushing; shoving; kicking; poking; tripping; assault or threat of physical assault; damage to an Employee's work area or property.
- **Gesture Bullying:** non-verbal threatening gestures or glances which can convey threatening messages.
- **Exclusion:** socially or physically excluding or disregarding an Employee in work-related activities.

The following are additional examples of conduct that may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person
- Shouting or raising voice at an employee in public and/or in private

- Using verbal or obscene gestures
- Not allowing the employee to speak by ignoring or interrupting
- Personal insults and use of offensive nicknames
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the employee's job performance
- Ignoring or interrupting the employee during meetings
- Public reprimands
- Repeatedly accusing an employee of errors that cannot be documented
- Spreading rumors and gossip regarding an employee
- Interfering with the ability of an employee to do his or her work (e.g., overloading, underloading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, deliberately giving ambiguous instructions)
- Assigning menial tasks which are inconsistent with the Employee's job duties
- Denying reasonable requests for leave in the absence of work-related reasons to deny leave

Employees are expected to resolve their differences in a professional and respectful manner. If an Employee has a complaint about a fellow Employee that cannot be resolved by the Employee's own efforts, Employees are encouraged to resort to the following procedure:

- An Employee may present to his or her Supervisor a written or verbal complaint. If the Employee's complaint concerns his or her Supervisor, the Employee should direct the complaint to the next higher management level or Human Resources.
- The recipient of the complaint will attempt to resolve the dispute through discussion with the parties and, within a reasonable time after receiving the complaint, issue a written statement of the resolution of the dispute.
- In the case of a complaint of bullying, the recipient of the complaint will notify the Executive Director, or Human Resources of such complaint. The Executive Director will then direct an investigation and, within a reasonable time after receiving the complaint, issue a written statement of the resolution of the complaint of bullying.

Employees who are determined to have violated this policy will be subject to disciplinary action, up to and including termination.

ALCOHOL AND SUBSTANCE ABUSE/DRUG FREE WORKPLACE

BHRC is committed to maintaining an efficient workplace with a safe environment for our employees. It is our policy that, in accordance with the Drug-Free Workplace Act of 1988, our workplace shall be drug-free. This means that all full-time, part-time, temporary, and contract employees are prohibited from unlawfully manufacturing, using, possessing, selling, distributing, dispensing or transporting drugs, alcohol or other controlled substances on our premises, in BHRC vehicles or in their own personal vehicle while on BHRC business, regardless of the location. Prescription or over-the-counter drug use must be within the limits of a valid prescription and/or manufacturer's guidelines and must not adversely impair the individual's ability to function safely and effectively or adversely affect judgment or perception. At all times, employees must be able to safely and effectively perform the essential functions of their job.

Employees are strictly prohibited from being under the influence of alcohol or illegal substances while on work time.

If the Agency determines that off-the-job possession, sale, use or involvement with drugs (or alcohol) has led to adverse publicity, has had an adverse impact upon the Agency's credibility with any outside concern, or has the potential to do so, such situations will be dealt with on a case-by-case basis.

All employees and applicants for employment with BHRC are required, as a condition of employment, to submit, upon request, to a urinalysis, blood test, and/or Breathalyzer test to detect the presence of illegal drugs or alcohol in their system. The Agency reserves the right to initiate this request under any or all of the following circumstances:

- Pre-employment screening
- When BHRC has reasonable suspicion to believe that an employee is under the influence of drugs or alcohol in violation of this policy.
- Following a work-related accident, injury, or safety violation.

All test results will be provided to Human Resources, who will notify only those Agency employees with a need to know about the test results. The Agency will make a reasonable effort to treat the test results as confidential medical records, but the Agency has no liability to an applicant or any Agency employees as a result of any disclosure of such test results. Test results are maintained in the employee's medical file. Because we are a service organization and many employees are required to use their vehicles for work to conduct business, we take this policy very seriously. There will be disciplinary action for an alcohol level of .02 to .039 (In a rolling 12-month period):

- 1st offense: Suspended one month without pay.
- 2nd offense within the previous 12 months: Termination.

Employees experiencing problems resulting from drug, narcotic, or alcohol abuse or dependency should voluntarily contact a member of management who will assist them in obtaining counseling assistance. Failure to voluntarily report these problems will result in the abuse being identified as a work rule violation.

If an employee is convicted of a criminal drug violation, he or she must notify the Agency within five calendar days of the conviction. If an employee is convicted of any criminal drug activities, the

Agency will take appropriate action against the employee (up to and including termination) and may require the employee to participate in an approved drug-abuse assistance or treatment program.

This policy applies to all employees and to contractors or subcontractors working on BHRC property. Violation of this policy may result in discipline, up to and including discharge. Any employee with confirmed positive test results or who refuses to consent to being administered a test is subject to immediate termination.

If an employee has a drug problem, a care center can help through individual and family counseling. A list of available resources by county can be viewed on the company Intranet or obtained from Human Resources.

WORKPLACE SEARCHES

BHRC reserves the right to question and conduct personal searches of employees and all other persons entering and leaving our premises, and to inspect any package, parcels, purses, handbags, lunchboxes, vehicles or any other personal possessions or articles located on BHRC property. Such searches will only be conducted on the condition that they are reasonable in manner and scope. Searches will be conducted for the purposes of: safeguarding the property of our employees, the public, and of BHRC; preventing the possession, use, and sale of illegal drugs on BHRC premises; any other legitimate business reason.

In addition, we reserve the right to search, at any time and for any reason, all BHRC property, including but not limited to, desks, lockers, vehicles or any other workspaces, all of which remain Agency property at all times.

Employees who refuse to cooperate in an inspection, as well as employees who are found to be in possession of weapons, stolen property, alcohol, illegal drugs, or any other prohibited substance will be subject to appropriate disciplinary action, up to and including termination.

THREATS AND VIOLENCE

Our policy is to strive to maintain a safe work environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical assault or abuse, vandalism, arson, sabotage, use of weapons, carrying weapons (beyond what is permitted by law) on BHRC property or into consumers' homes, or any other act, which, in management's opinion, is inappropriate to the workplace. In addition, bizarre or offensive comments regarding violent events and/or behavior are not tolerated. Under no circumstances are the following items permitted on BHRC property, including parking areas: firearms (beyond what is permitted by law) dangerous chemicals, explosives (including blasting caps), or any other objects intended to be used for the purpose of injuring or intimidating.

Employees who are subjected to any of the behaviors listed above must immediately report the incident to any Supervisor, Manager or Director. Complaints will receive immediate attention and the situation will be investigated. Based upon the results of the inquiry or of direct observation, disciplinary action, up to and including termination, will be taken against the offender if management deems it appropriate. Law enforcement authorities will be involved on an as-needed basis.

Employees who observe or have knowledge of any violation of this policy must immediately report it to BHRC management. Management will act when such events occur and expect employees to support this policy. In the event of an emergency, employees should always contact proper law enforcement authorities; it is not necessary to first inform management if there is a threat to anyone's personal safety.

WEAPONS

BHRC prohibits anyone from possessing or carrying weapons of any kind on Agency property, regardless of whether the person is licensed to carry the weapon under applicable Ohio law, except as provided in Ohio Revised Code 2923.1210.

A business entity, property owner, or public or private employer may not establish, maintain, or enforce a policy or rule that prohibits, or has the effect of prohibiting, a person who has been issued a valid concealed handgun license from transporting or storing a firearm or ammunition when both of the following conditions are met:

- If the licensed person is not physically present in the vehicle, each firearm and all of the ammunition must be locked within the trunk, glove box, or other enclosed compartment or container within or on a privately-owned motor vehicle;
- While the licensed person is physically present in the vehicle, each firearm and all the ammunition must remain inside the privately-owned vehicle;
- The vehicle is in a location where it is legally permitted to be.

This rule applies to employees, volunteers, visitors, vendors, and any other person entering Agency premises. This policy shall not prohibit law enforcement officers from carrying a firearm on Agency property.

No Agency employee shall carry on his/her person a firearm during work hours or in the performance of the employee's work responsibilities. This policy also prohibits the carrying of a firearm on his/her person at any Agency-sponsored events.

The Agency reserves the right to investigate potential violations of this policy in a reasonable manner, including undertaking property searches as provided in the Workplace Searches policy. Any weapon uncovered in a search may be confiscated. When warranted confiscated items may be turned over to appropriate law enforcement authorities.

Nothing in this policy shall be construed as creating any duty or obligation on the part of the Agency to take any actions beyond those required of an employer by existing law.

The Agency intends to prosecute all violators of this policy.

USE OF AGENCY PREMISES AND EQUIPMENT

BHRC equipment may not be removed from BHRC premises without a Program Director's or the Executive Director's consent. The equipment must be promptly returned without any damage. BHRC equipment must be properly cared for at all times. Employees will be responsible for any damage or misuse of property.

Any request for use of BHRC's real property (office space, parking lots, etc.) for non-BHRC business purposes must be approved by the Executive Director. BHRC reserves the right to grant or deny permission and to require the requesting individuals or groups to provide adequate liability insurance while using BHRC's facilities.

OUTSIDE ACTIVITIES OF EMPLOYEES

Outside Activities - Employees are welcome to participate in service clubs and other personal activities during non-working time. However, they should only do so in such manner that these activities do not interfere with BHRC-related work.

Due to the nature of BHRC's work and funding sources, employees are prohibited to pursue certain public offices while employed with BHRC. These public offices include, but are not limited to, elected positions and political appointments to particular types of public entities. These public entities include those that: are members of BHRC; provide funding to BHRC; may require a workload or level of attendance, outside of BHRC work hours, that could interfere with an employee's ability to effectively discharge his/her duties to BHRC and its clients; otherwise adversely influences (or creates a perception of adverse influence upon) the work of our agency.

Employees interested in serving on local non-profit boards or commissions should first consult with the Executive Director to confirm that doing so does not create any conflict with this or other workplace rules.

Outside Employment - Outside employment shall not be in conflict with the normal duties and goals of the individual as an employee of BHRC and must not create a conflict of interest that is noted below in the Conflict of Interest/Code of Ethics Policy and entered into only with the prior written approval and at the sole discretion of the Executive Director. Employees will not be compensated during an absence that results from an injury that occurs during non-BHRC related employment, nor will the injury be covered by BHRC's Worker's Compensation Insurance.

To request approval for employment outside of BHRC, please use the "Outside Employment Request and Approval" form found on the Agency intranet or available from Human Resources.

RULES OF CONDUCT

The Agency believes that the primary reason for corrective action is to modify the behavior of the employee, not to punish them. We also recognize that certain infractions and performance problems are more serious than others, and that repeated violations need to be dealt with differently than isolated breaches of conduct. However, the Agency cannot tolerate the following types of major misconduct. Any incident which falls into the "Major Misconduct" category is grounds for immediate termination.

MAJOR MISCONDUCT

- Theft or unauthorized removal of Agency property or the property of others, destroying or intentionally defacing or damaging Agency property or the property of others.
- Bringing in or possessing any unauthorized type of weapon or explosives on the Agency premises (including parking lots) or client's premises.
- Conviction of a felony.
- Possessing, distributing, or selling illegal substances.
- Possessing, distributing, or selling alcohol during working hours or on BHRC property.
- Refusing to take or failing a drug or alcohol test or otherwise violating the Agency's Alcohol and Substance Abuse Policy.
- Working/driving on Agency time in an impaired condition due to the consumption of alcohol, illegal substances, or the abuse of legal drugs.
- Fighting or willfully causing bodily harm to another employee, supervisor, vendor, or client.
- Insubordination - Defined as the refusal to perform a reasonable job assignment that is not hazardous, illegal, immoral, or unethical including, but not limited to, refusal to cooperate in any investigation.
- Assisting any person in gaining unauthorized entrance to or exit from the Agency premises.
- Falsifying any Agency documents, including but not limited to: employment application, expense reports, mileage information, or timesheets.
- Revealing confidential information (as defined in this handbook) to anyone or misusing confidential information for personal reasons.
- Repeated violations of other Agency policies and procedures.

The following areas of misconduct, while not being considered "Major Misconduct" are still violations of the accepted conduct at the Agency and will result in disciplinary action up to and including termination.

OTHER AREAS OF MISCONDUCT

- Misrepresenting or omitting facts to the Agency on any document, record, or report including but not limited to, employment documents, medical documents, security documents or related to current professional licenses.
- Disorderly conduct on our premises.
- Recording time for another employee, or allowing another employee to record your time without management authorization.

- Criminal, immoral, or indecent conduct, which occurs away from the workplace, but which, could be related back to the workplace or the Agency.
- Disrespectful treatment, offensive treatment, or the use of abusive language verbally, via fax, by e-mail or text messages toward a consumer, co-worker, or supervisor.
- Making false statements concerning the Agency, its employees, or clients.
- Any violation of the Agency's Equal Employment Opportunity Commitment and/or Harassment policies.
- Violation of safety rules such as: carelessness in regard to safety; creating a dangerous situation or environment; causing injury to fellow employees.
- Habitual tardiness, abuse of sick leave, unauthorized or excessive absence from duty without providing notice to, or permission from, your Supervisor.

The preceding rules of conduct do not alter your employment-at-will relationship with BHRC. BHRC may terminate your employment at any time, for any reason not prohibited by law. Likewise, you may also terminate the employment relationship at any time, for any reason or for no reason.

CONFLICT OF INTEREST

All BHRC grant award and procurement practices will be conducted in a manner such as to provide, to the maximum extent possible, open and free competition. The BHRC will be prepared to identify and respond to organizational conflicts of interest. (See Firewall Provision Policy 118.0). Identification and disclosure of situations that may create a potential, existing or perceived conflict of interest will be evaluated and appropriate remedies identified to mitigate the potential, existing or perceived conflict of interest, on a case-by-case basis.

A conflict of interest is a situation where a BHRC Executive Committee member, any other BHRC governing member or BHRC staff member has competing professional or personal interests. Such competing interests may make it difficult for the individual to fulfill duties impartially; even situations in which there are no improper actions, the mere appearance of impropriety can undermine confidence in the ability of the person or agency to carry out job duties ethically. A conflict may be a one-time event, of limited duration or ongoing.

1. BHRC Executive Committee members, any other BHRC governing members and BHRC staff members may have outside business interests and outside employment so long as they do not: interfere with job performance; impede the performance of the Agency; utilize

Agency finances or resources; earns a profit directly resulting from affiliation with the Agency.

2. No individual employed by BHRC may also be employed by, or provide contract services to, any service provider who is either under contract with the Agency or with any Ohio Department of Medicaid (ODM) waiver program or PASSPORT Administrative Agency providing services to consumers enrolled in an HCBS waiver program.
3. No individual employed by BHRC who works in the program areas of Screening, Assessment, Care Management, or Provider Network Management may be:
 - Related by blood or marriage to any individual or any paid caregiver served by the staff member.
 - Financially responsible for any individual served by the staff member
 - Empowered to make financial or health related decisions on behalf of an individual served by the staff member
 - Providers of any home and community-based services
 - Serving in a policy or decision-making position for any entity that provides direct services
 - In a relationship, of any kind, with an entity to which they refer or from which the BHRC provides reimbursement services.
4. No individual employed by BHRC may serve on BHRC-funded Agency boards in an official capacity.
5. No individual employed by BHRC may participate in any political campaign on behalf of any candidate for public office in a manner which could be construed as representing the views, attitudes or opinions of the agency.
6. No individual employed by BHRC will solicit or accept gratuities, favors or anything of substantial monetary value (>\$75.00) from persons receiving benefits or services from the agency, grant recipients, potential grant recipients, contractors, potential contractors or parties to sub-agreements.
7. BHRC recognizes that its employed staff members may hold a wide range of personal beliefs, values and commitments. These beliefs, values and commitments constitute a conflict of interest when: they prevent staff members from fulfilling job responsibilities; they are furthered through the use of Agency time and facilities; or they cause staff members to annoy co-workers by aggressively imposing those values and beliefs on them.

Employees are asked to disclose any potential conflicts on the Conflict-of-Interest agreement when hired. Employees may have something to disclose that does not necessarily adversely impact employment, but the potential conflict must be reviewed. Employees are then asked to sign the agreement annually. Completion of this form does not substitute for the requirement to obtain written permission from the Executive Director to pursue outside employment.

WHISTLEBLOWER POLICY

Buckeye Hills takes the reporting of waste, fraud or abuse as an extremely urgent and serious matter. As part of our ongoing vigilance, we have adopted the Ohio Revised Code section on Whistleblower Protection as our Whistleblower Policy. It is as follows:

124.341 Violation or misuse - whistleblower protection.

(A) If an employee in the classified or unclassified civil service becomes aware in the course of employment of a violation of state or federal statutes, rules, or regulations or the misuse of public resources, and the employee's supervisor or appointing authority has authority to correct the violation or misuse, the employee may file a written report identifying the violation or misuse with the supervisor or appointing authority. In addition to or instead of filing a written report with the supervisor or appointing authority, the employee may file a written report with the office of internal audit created under section 126.45 of the Revised Code or file a complaint with the auditor of state's fraud-reporting system under section 117.103 of the Revised Code.

If the employee reasonably believes that a violation or misuse of public resources is a criminal offense, the employee, in addition to or instead of filing a written report or complaint with the supervisor, appointing authority, the office of internal audit, or the auditor of state's fraud-reporting system, may report it to a prosecuting attorney, director of law, village solicitor, or similar chief legal officer of a municipal corporation, to a peace officer, as defined in section 2935.01 of the Revised Code, or, if the violation or misuse of public resources is within the jurisdiction of the inspector general, to the inspector general in accordance with section 121.46 of the Revised Code. In addition to that report, if the employee reasonably believes the violation or misuse is also a violation of Chapter 102, section 2921.42, or section 2921.43 of the Revised Code, the employee may report it to the appropriate ethics commission.

(B) Except as otherwise provided in division (C) of this section, no officer or employee in the classified or unclassified civil service shall take any disciplinary action against an employee in the classified or unclassified civil service for making any report or filing a complaint as authorized by division (A) of this section, including, without limitation, doing any of the following:

- (1) Removing or suspending the employee from employment;
- (2) Withholding from the employee salary increases or employee benefits to which the employee is otherwise entitled;
- (3) Transferring or reassigning the employee;
- (4) Denying the employee promotion that otherwise would have been received;
- (5) Reducing the employee in pay or position.

(C) An employee in the classified or unclassified civil service shall make a reasonable effort to determine the accuracy of any information reported under division (A) of this section. The employee is subject to disciplinary action, including suspension or removal, as determined by the employee's appointing authority, for purposely, knowingly, or recklessly reporting false information under division (A) of this section.

(D) If an appointing authority takes any disciplinary or retaliatory action against a classified or unclassified employee as a result of the employee's having filed a report or complaint under division (A) of this section, the employee's sole and exclusive remedy, notwithstanding any other provision of law, is to file an appeal with the state personnel board of review within thirty days after receiving actual notice of the appointing authority's action. If the employee files such an appeal, the board shall

immediately notify the employee's appointing authority and shall hear the appeal. The board may affirm or disaffirm the action of the appointing authority or may issue any other order as is appropriate. The order of the board is appealable in accordance with Chapter 119. of the Revised Code.

(E) As used in this section:

(1) "Purposely," "knowingly," and "recklessly" have the same meanings as in section 2901.22 of the Revised Code.

(2) "Appropriate ethics commission" has the same meaning as in section 102.01 of the Revised Code.

(3) "Inspector general" means the inspector general appointed under section 121.48 of the Revised Code.

RETRAINING AND DISCIPLINE

Purpose

Buckeye Hills Regional Council's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

Outlined below are the steps of BHRC's progressive discipline policy and procedures. Buckeye Hills reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite retraining; the employee's work record; and the impact the conduct and performance issues have on the organization.

Nothing in this policy provides any contractual rights regarding employee discipline or retraining, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Buckeye Hills Regional Council and its employees.

Procedure

Step 1: Retraining and verbal warning

Retraining and a verbal warning creates an opportunity for an immediate supervisor to bring attention to the existing performance, conduct or attendance issue. The supervisor will discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor will clearly describe expectations and steps the employee must take to improve his or her performance or resolve the problem. The supervisor will prepare written documentation of the retraining and verbal warning. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action. Written documentation will be placed in the employee's personnel file.

Step 2: Written warning

A written warning will involve an immediate supervisor and a Division Director or Human Resources. They will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan requiring the employee's immediate and sustained corrective action will be issued. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken. Written documentation will be placed in the employee's personnel file.

Step 3: Suspension and final written warning

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal sequence of the progressive discipline policy and procedures are subject to approval from the Executive Director and Human Resources.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage and hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance to ensure that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline process is a recommendation to terminate employment. Generally, Buckeye Hills Regional Council will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, Buckeye Hills Regional Council reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by the Executive Director and Human Resources.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's personnel file.

TERMINATION

It is the policy of the Agency that no employee's employment will be involuntarily terminated without the circumstances first being reviewed by the Executive Director and Human Resources. The purpose of this review is to ensure that all employees are receiving fair treatment and where circumstances warrant, that termination is appropriate. This policy is for the protection of the employee as well as the supervisor and the Agency. This policy does not apply in instances where the employee has voluntarily resigned their position.

In the event that a supervisor feels that it is in the best interest of the Agency for an employee to be terminated, they will need to contact the Executive Director, his/her supervisor and Human Resources prior to implementing the termination. The Executive Director will review the information with the supervisor and Human Resources and make a final determination. If the Executive Director does not concur with the decision to terminate the employee, another course of disciplinary action will be determined.

In the event that the supervisor is unable to reach the Executive Director and the supervisor feels strongly that the employee should be removed from the Agency premises, the supervisor shall confer with his/her immediate supervisor and Human Resources. If they reach agreement that removal of the employee is in the best interest of the Agency, then the employee shall be "suspended pending investigation." This suspension will be without pay and shall be conveyed as soon as possible to the Executive Director along with the reasons why the suspension was necessary. The Executive Director and Human Resources will conduct the investigation, and convey the results of the investigation to the employee's supervisor. At this point the employee will be informed of the outcome of the investigation. The results will typically be termination, resignation, return to work without back pay (as a part of the disciplinary measure), or return to work with back pay.

As with any disciplinary measures, it is the policy of the Agency that all terminations and resulting investigations shall be recorded in writing. Any terminated employee may make a request to the Executive Director for review of the termination decision. This request must be made in writing within seven (7) calendar days of the conveyance of the termination decision.

WORKING CONDITIONS

EMERGENCIES & INCLEMENT WEATHER

The decision to modify the BHRC office hours due to an emergency or inclement weather will be made solely and at the discretion of the BHRC Executive Director.

The announcement of such a decision will be communicated as outlined below, and will become the responsibility of each employee to check the message and respond in accordance with the announcement.

Announcement utilizing the Noble County Emergency Management Agency

To improve communication with staff during unforeseen office closures, Buckeye Hills has partnered with Noble County Emergency Management Agency to utilize their emergency alert system to send out notifications to BHRC employees. These emergency alerts will inform staff about the nature of the incident affecting the agency's facility access and recommended actions. These emergency notifications will come via text, voice (via voice-to-text), and email. The phone number used for these alerts is your agency-issued mobile; however, if a staff member would also like to have the alerts come to a personal mobile number, they have the option for providing that as well. To ensure that the alerts are delivered promptly to your mobile device, please ensure that the "Emergency Alerts" option is on.

Any alerts intended for Buckeye Hills employees will be clearly marked as a BHRC message.

1. These procedures in no way replace or supersede the uniform statewide system for winter weather advisories established by the Ohio Sheriff's Association and the Inclement Weather policy set forth here. It is the responsibility of each employee to monitor and abide by the uniform statewide system for winter weather advisories established by the Ohio Sheriff's Association and the Inclement Weather policy set forth in the BHRC Employee Handbook. The levels are as follows:

Level I – Hazardous driving conditions with blowing snow and icy roads exist; use caution.

Level II – Increased intensity of conditions exist and driving should be done cautiously and with discretion.

Level III – Driving is permitted only for emergency reasons; when announced for Washington County, Buckeye Hills' offices will be closed until the Level III is lifted.

Once a Level III has been declared in Washington County, the offices will be closed until it has been lifted and conditions permit safe driving. With the exception of a Level III having been declared in Washington County, employees are expected to report to work as usual.

Once the Level III has been lifted, each individual is expected to assess his/her individual level of risk in traveling it to work. Those individuals who have determined that they are not able to travel safely to the workplace regardless of the fact that current conditions don't warrant a Level III designation, are expected to contact their immediate supervisor at the earliest possible time.

Time away from the work station during these conditions must be charged as leave time for the day or part thereof.

The Washington County Sheriff's Office's Facebook page provides helpful updates on snow emergency levels for Washington County: <https://www.facebook.com/pages/Washington-County-OH-Sheriffs-Office/142170542496216>.

HIPAA COMPLIANCE

It is the policy of this Agency to comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 as it pertains to the Agency staff and the preservation of the privacy and the

confidentiality of protected health information (PHI), as that term is defined by HIPAA. Human Resources has been designated as the HIPAA Privacy Officer for the Agency and the IT Director is designated as the HIPAA Security Officer. Employees will be required to review and familiarize themselves with various HIPAA- related policies of the Agency and to sign an acknowledgment of having done so.

FAIR LABOR STANDARDS ACT (FLSA)

BHRC shall abide by all applicable provisions of the Fair Labor Standards Act (FLSA) relating to (1) Exemptions; (2) Minimum Wage; (3) Overtime and (4) Records.

You may view your employee rights and employer responsibilities at the U.S. Department of Labor's website at <http://www.dol.gov/whd/flsa/>.

OTHER POLICIES, FORMS & SIGNATURES

COMPLETION AND SIGNING OF FORMS

All businesses use forms and other documents to conduct their business, and BHRC is no exception. Some of our forms and documents are used in determining and describing employee wages and benefits, such as insurance applications and claim forms. Other forms are used to document employees' conduct and performance in the form of performance appraisals and warning notices. Documents are required for federal, state or local governments, e.g., tax withholding forms and retirement account reports.

When presented a form or document and asked by the Agency to complete or sign it, employees are encouraged to read it carefully, and are required to complete it accurately and sign it. BHRC policy prohibits employees from failing or refusing to complete or sign any of these important records and documents. An employee's signature on any disciplinary form does not necessarily indicate consent or agreement; it is merely an acknowledgement of the receipt of the document.



EMPLOYEE HANDBOOK UPDATE SUMMARY

PAGE 12: PERFORMANCE EVALUATIONS

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted by the employee's supervisor at the end of the 60-day introductory period.

PAGE 16: RETIREMENT

BHRC employees are covered by the Ohio Public Employees Retirement System (OPERS). OPERS offers two types of retirement plans. They are:

1. Traditional
2. Member Directed

PAGE 17: ANNUAL LEAVE

All full-time employees earn Annual Leave based on their years of service with BHRC in accordance with the schedule below and their most recent hire date.

PAGE 18-19: SICK LEAVE

Employees who have reached 420 hours may elect to request time above 420 hours to be paid out, not to exceed 2 weeks. Payment for the days will be a ratio of one-half (1/2) of the days requested. Requests must be made prior to the anniversary and made to the HR Department. Payment will be calculated at the employee's current rate of pay and made on the pay date in which their anniversary falls. *Approved 03/01/2024

Upon an employee's anniversary, they may donate up to a maximum of 35 hours of unused sick leave to a leave bank. Any leave donated will be forfeited and deducted from the employee's time and not refundable. The employee must have at least 70 hours of unused sick leave remaining after making the contribution to the bank. The employee donating leave must complete and submit a 'Sick Leave Donation' form. This form must be submitted prior to the employee's anniversary.

The potential recipient of the donated sick leave must complete and submit a 'Sick Leave Request' form. The recipient must have exhausted all other leave options and have an extenuating medical circumstance to be eligible to receive time from the leave bank. The request will be reviewed by a committee and is not a guarantee of approval. Forms can be obtained and submitted through the Human Resources Department. *Approved 03/01/2024

PAGE 30-31: BUSINESS TRAVEL

Employees are prohibited from using personal reward accounts or earning points for personal accounts for any BHRC travel. This includes, but is not limited to hotel, airfare and car rental.

BHRC does not permit unaccompanied or unsupervised minors to attend conferences/trainings with staff. Any minors traveling with BHRC staff MUST have adult supervision during travel and conference/training functions.



EMPLOYEE HANDBOOK UPDATE SUMMARY



Buckeye Hills Regional Council

Group Medical Plan Analysis
July 1, 2024 Renewal

Prepared: April 24, 2024

	Current Jefferson Health Plan HDHP w/HSA		Renewal Jefferson Health Plan HDHP w/HSA	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Benefits				
Annual Deductible				
Single	\$3,000	\$9,000	\$3,200	\$9,600
Family	\$6,000	\$18,000	\$6,400	\$19,200
Coinsurance	0%	30%	0%	30%
Out-of-Pocket Maximum (Includes Deductible in OOP)	RX Copays apply to the additional \$1,000 / \$2,000 OOP		RX Copays apply to the additional \$1,000 / \$2,000 OOP	
Single	\$4,000	\$12,000	\$4,200	\$12,600
Family	\$8,000	\$24,000	\$8,400	\$25,200
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited
Physician Office Visit				
Primary Care	Ded, then 0% Coins	Ded & Coins	Ded, then 0% Coins	Ded & Coins
Specialist	Ded, then 0% Coins	Ded & Coins	Ded, then 0% Coins	Ded & Coins
Preventative	No Cost Share	Ded & Coins	No Cost Share	Ded & Coins
Hospital Services				
Inpatient Hospital	Ded, then 0% Coins	Ded & Coins	Ded, then 0% Coins	Ded & Coins
Outpatient Hospital	Ded, then 0% Coins	Ded & Coins	Ded, then 0% Coins	Ded & Coins
Emergency Services				
Urgent Care	Ded, then 0% Coins	Ded & Coins	Ded, then 0% Coins	Ded & Coins
Emergency Room	Ded, then 0% Coins		Ded, then 0% Coins	
Prescription Drugs				
Retail	Medical Deductible then,		Medical Deductible then,	
Tier 1	\$10 Copay		\$10 Copay	
Tier 2	\$40 Copay		\$40 Copay	
Tier 3	\$70 Copay		\$70 Copay	
Tier 4	25% Coins \$350 Max		25% Coins \$350 Max	
Mail Order				
Tier 1	\$25 Copay		\$25 Copay	
Tier 2	\$120 Copay		\$120 Copay	
Tier 3	\$210 Copay		\$210 Copay	
Tier 4	25% Coins \$350 Max		25% Coins \$350 Max	
Rates	Counts	Current	Original Renewal	Renewal with \$139,071 Reserve Deposit
EE Only	32	\$1,143.43	\$1,329.35	\$1,257.77
ES	7	\$2,513.26	\$2,921.90	\$2,764.59
EE + Child(ren)	10	\$1,930.11	\$2,243.94	\$2,123.12
Family	3	\$3,529.77	\$4,103.69	\$3,882.75
Estimated Monthly Premium		\$84,072.99	\$97,742.97	\$92,480.22
Estimated Annual Premium		\$1,008,875.88	\$1,172,915.64	\$1,109,762.64
Percentage Change From Current		NA	16.26%	10.00%
Annual Dollar Change From Current		NA	\$164,039.76	\$100,886.76

Contract counts taken from Renewal.

Rates calculated by the Schwendeman Agency.
Final rates from JHP may differ slightly.

This is a summary of information and does not guarantee benefits; it is not a detailed overview of benefits, limits and/or exclusions may apply. In the event a discrepancy exists, the policy provisions will prevail.



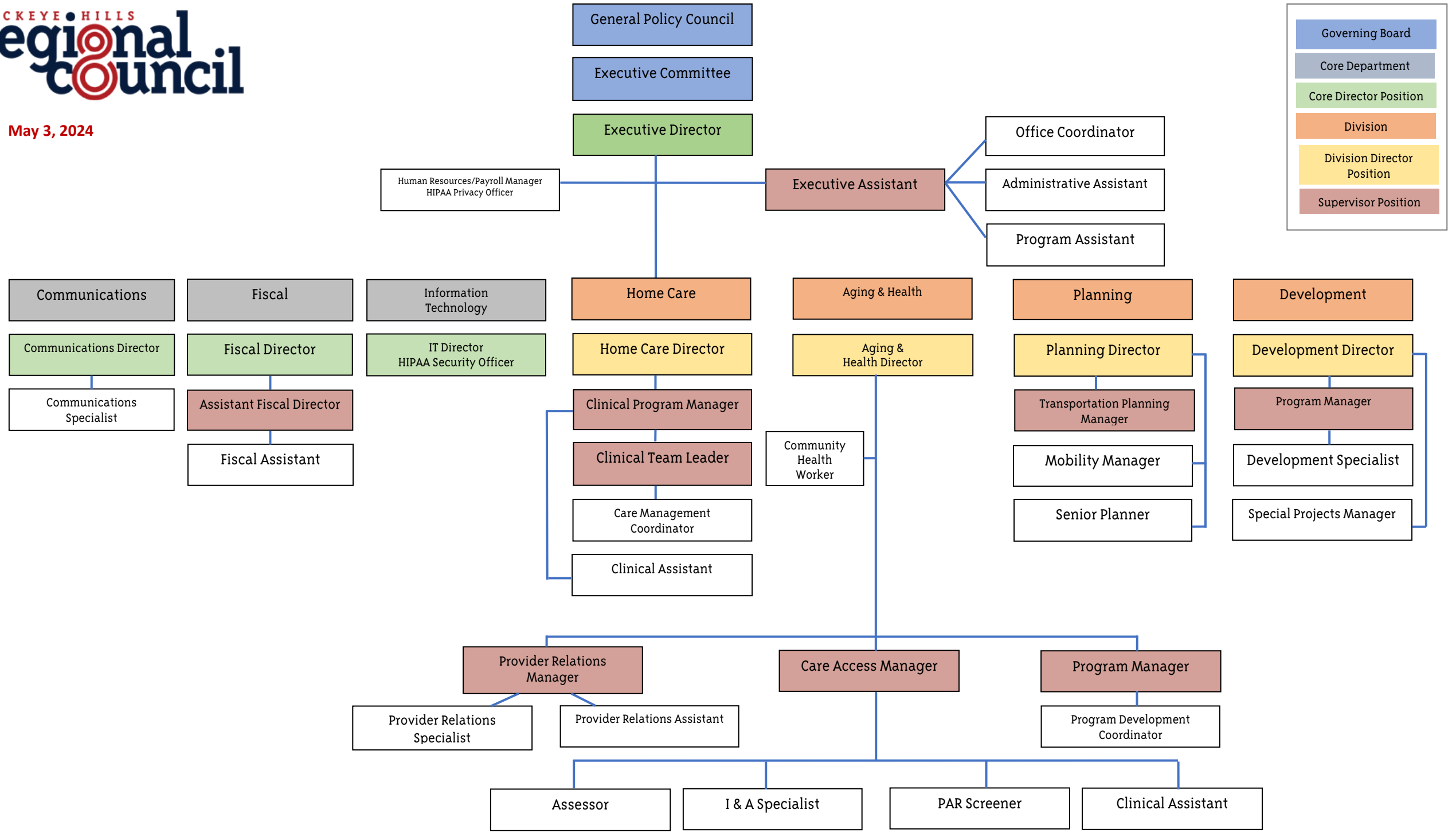
Buckeye Hills Regional Council Dental Plan

July 1, 2024 Renewal

Prepared: April 24, 2024

		Current Ameritas	Renewal Ameritas
Benefits			
UCR Allowance		95th Percentile	95th Percentile
Annual Deductible			
Individual		\$25- Waived for Preventive	\$25- Waived for Preventive
Family		\$75 - Waived for Preventive	\$75 - Waived for Preventive
Annual Maximum		\$1,000	\$1,000
Preventive		100%	100%
Basic Services		80%	80%
Major Services		50%	50%
Orthodontic Services		50%	50%
Lifetime Maximum		\$1,000	\$1,000
Periodontic		Basic	Basic
Endodontic		Basic	Basic
Oral Surgery		Basic	Basic
Rates	Counts		
EE Only	18	\$32.72	\$34.36
ES	15	\$66.92	\$70.28
EE + Child(ren)	7	\$86.00	\$90.32
Family	12	\$120.20	\$126.24
Combined Est. Monthly Premium		\$3,637.16	\$3,819.80
Combined Est. Annual Premium		\$43,645.92	\$45,837.60
Increase to Current Premium			5.02%

May 3, 2024





YEARS OF SERVICE RECOGNITION

as of July 1, 2024

5+ years Certificate

- | | |
|---------------------|-----------------------|
| 1. Christy Braham | 8. Molly Fiedler |
| 2. Brenda Buttrey | 9. Lori Chesnet |
| 3. Kimy Porter | 10. Beth Richardson |
| 4. Sheila Weber | 11. Jennifer Westfall |
| 5. Beth Cain | 12. Steffany VanFleet |
| 6. Kaelly Erb | 13. Angie Lawrence |
| 7. Sheena Childress | |

10+ years Certificate & \$100 Gift Card

- | | |
|------------------------|--------------------|
| 1. Tisha England | 4. Misty McConnell |
| 2. Rhonda Varhola | 5. Dawn Weber |
| 3. Carolyn Ditchendorf | 6. Chris Judson |

15+ years Certificate & \$150 Gift Card

- | | |
|--------------------|------------------|
| 1. Sarah Swisher | 4. Gerri VanNoy |
| 2. Janie Collins | 5. Brandi Hesson |
| 3. Jennifer Nedeff | 6. Jayne Yates |

20+ years Certificate & \$200 Gift Card

- | | |
|-------------------|------------------|
| 1. Kara Wright | 4. Vicki Bennett |
| 2. Melissa Zoller | 5. Judy Kuhn |
| 3. Darlene Hambel | 6. Jenny Simmons |

25+ years Certificate & \$250 Gift Card

- | | |
|-------------------|-----------------|
| 1. Michelle Hyer | 3. Jamie Lewis |
| 2. Jamie Stropkai | 4. Denise Keyes |

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buckeyehills.org



**RESOLUTION OF BUCKEYE HILLS REGIONAL COUNCIL
EXECUTIVE COMMITTEE IN RECOGNITION AND APPRECIATION
OF SERVICE BY MELISSA ZOLLER**

RESOLUTION #2024/05-01

WHEREAS, Buckeye Hills Regional Council has been fortunate to have a dedicated staff committed to the mission of our organization; and

WHEREAS, we as members of the Buckeye Hills Regional Council Executive Committee wish to extend our utmost appreciation for the work and dedication of Melissa Zoller; and

WHEREAS, Melissa Zoller has served 20+ years for Buckeye Hills Regional Council.

NOW THEREFORE, BE IT RESOLVED that the Buckeye Hills Regional Council Executive Committee acknowledges and extends its gratitude to Melissa Zoller for her dedicated years of service.

Passed by roll-call vote this third day of May 2024.

Lenny Eliason, President

Chasity Schmelzenbach,
Executive Director



**RESOLUTION OF BUCKEYE HILLS REGIONAL COUNCIL
EXECUTIVE COMMITTEE IN RECOGNITION AND APPRECIATION
OF SERVICE BY KARA WRIGHT**

RESOLUTION #2024/05-02

WHEREAS, Buckeye Hills Regional Council has been fortunate to have a dedicated staff committed to the mission of our organization; and

WHEREAS, we as members of the Buckeye Hills Regional Council Executive Committee wish to extend our utmost appreciation for the work and dedication of Kara Wright; and

WHEREAS, Kara Wright has served 20+ years for Buckeye Hills Regional Council.

NOW THEREFORE, BE IT RESOLVED that the Buckeye Hills Regional Council Executive Committee acknowledges and extends its gratitude to Kara Wright for her dedicated years of service.

Passed by roll-call vote this third day of May 2024.

Lenny Eliason, President

Chasity Schmelzenbach,
Executive Director



**RESOLUTION OF BUCKEYE HILLS REGIONAL COUNCIL
EXECUTIVE COMMITTEE IN RECOGNITION AND APPRECIATION
OF SERVICE BY DARLENE HAMBEL**

RESOLUTION #2024/05-03

WHEREAS, Buckeye Hills Regional Council has been fortunate to have a dedicated staff committed to the mission of our organization; and

WHEREAS, we as members of the Buckeye Hills Regional Council Executive Committee wish to extend our utmost appreciation for the work and dedication of Darlene Hambel; and

WHEREAS, Darlene Hambel has served 20+ years for Buckeye Hills Regional Council.

NOW THEREFORE, BE IT RESOLVED that the Buckeye Hills Regional Council Executive Committee acknowledges and extends its gratitude to Darlene Hambel for her dedicated years of service.

Passed by roll-call vote this third day of May 2024.

Lenny Eliason, President

Chasity Schmelzenbach,
Executive Director



**RESOLUTION OF BUCKEYE HILLS REGIONAL COUNCIL
EXECUTIVE COMMITTEE IN RECOGNITION AND APPRECIATION
OF SERVICE BY VICKI BENNETT**

RESOLUTION #2024/05-04

WHEREAS, Buckeye Hills Regional Council has been fortunate to have a dedicated staff committed to the mission of our organization; and

WHEREAS, we as members of the Buckeye Hills Regional Council Executive Committee wish to extend our utmost appreciation for the work and dedication of Vicki Bennett; and

WHEREAS, Vicki Bennett has served 20+ years for Buckeye Hills Regional Council.

NOW THEREFORE, BE IT RESOLVED that the Buckeye Hills Regional Council Executive Committee acknowledges and extends its gratitude to Vicki Bennett for her dedicated years of service.

Passed by roll-call vote this third day of May 2024.

Lenny Eliason, President

Chasity Schmelzenbach,
Executive Director



**RESOLUTION OF BUCKEYE HILLS REGIONAL COUNCIL
EXECUTIVE COMMITTEE IN RECOGNITION AND APPRECIATION
OF SERVICE BY JUDY KUHN**

RESOLUTION #2024/05-05

WHEREAS, Buckeye Hills Regional Council has been fortunate to have a dedicated staff committed to the mission of our organization; and

WHEREAS, we as members of the Buckeye Hills Regional Council Executive Committee wish to extend our utmost appreciation for the work and dedication of Judy Kuhn; and

WHEREAS, Judy Kuhn has served 20+ years for Buckeye Hills Regional Council.

NOW THEREFORE, BE IT RESOLVED that the Buckeye Hills Regional Council Executive Committee acknowledges and extends its gratitude to Judy Kuhn for her dedicated years of service.

Passed by roll-call vote this third day of May 2024.

Lenny Eliason, President

Chasity Schmelzenbach,
Executive Director



**RESOLUTION OF BUCKEYE HILLS REGIONAL COUNCIL
EXECUTIVE COMMITTEE IN RECOGNITION AND APPRECIATION
OF SERVICE BY JENNY SIMMONS**

RESOLUTION #2024/05-06

WHEREAS, Buckeye Hills Regional Council has been fortunate to have a dedicated staff committed to the mission of our organization; and

WHEREAS, we as members of the Buckeye Hills Regional Council Executive Committee wish to extend our utmost appreciation for the work and dedication of Jenny Simmons; and

WHEREAS, Jenny Simmons has served 20+ years for Buckeye Hills Regional Council.

NOW THEREFORE, BE IT RESOLVED that the Buckeye Hills Regional Council Executive Committee acknowledges and extends its gratitude to Jenny Simmons for her dedicated years of service.

Passed by roll-call vote this third day of May 2024.

Lenny Eliason, President

Chasity Schmelzenbach,
Executive Director



**RESOLUTION OF BUCKEYE HILLS REGIONAL COUNCIL
EXECUTIVE COMMITTEE IN RECOGNITION AND APPRECIATION
OF SERVICE BY JAMIE STROPKAI**

RESOLUTION #2024/05-07

WHEREAS, Buckeye Hills Regional Council has been fortunate to have a dedicated staff committed to the mission of our organization; and

WHEREAS, we as members of the Buckeye Hills Regional Council Executive Committee wish to extend our utmost appreciation for the work and dedication of Jamie Stropkai; and

WHEREAS, Jamie Stropkai has served 25+ years for Buckeye Hills Regional Council.

NOW THEREFORE, BE IT RESOLVED that the Buckeye Hills Regional Council Executive Committee acknowledges and extends its gratitude to Jamie Stropkai for her dedicated years of service.

Passed by roll-call vote this third day of May 2024.

Lenny Eliason, President

Chasity Schmelzenbach,
Executive Director



**RESOLUTION OF BUCKEYE HILLS REGIONAL COUNCIL
EXECUTIVE COMMITTEE IN RECOGNITION AND APPRECIATION
OF SERVICE BY DENISE KEYES**

RESOLUTION #2024/05-08

WHEREAS, Buckeye Hills Regional Council has been fortunate to have a dedicated staff committed to the mission of our organization; and

WHEREAS, we as members of the Buckeye Hills Regional Council Executive Committee wish to extend our utmost appreciation for the work and dedication of Denise Keyes; and

WHEREAS, Denise Keyes has served 25+ years for Buckeye Hills Regional Council.

NOW THEREFORE, BE IT RESOLVED that the Buckeye Hills Regional Council Executive Committee acknowledges and extends its gratitude to Denise Keyes for her dedicated years of service.

Passed by roll-call vote this third day of May 2024.

Lenny Eliason, President

Chasity Schmelzenbach,
Executive Director



**RESOLUTION OF BUCKEYE HILLS REGIONAL COUNCIL
EXECUTIVE COMMITTEE IN RECOGNITION AND APPRECIATION
OF SERVICE BY MICHELLE HYER**

RESOLUTION #2024/05-09

WHEREAS, Buckeye Hills Regional Council has been fortunate to have a dedicated staff committed to the mission of our organization; and

WHEREAS, we as members of the Buckeye Hills Regional Council Executive Committee wish to extend our utmost appreciation for the work and dedication of Michelle Hyer; and

WHEREAS, Michelle Hyer has served 25+ years for Buckeye Hills Regional Council.

NOW THEREFORE, BE IT RESOLVED that the Buckeye Hills Regional Council Executive Committee acknowledges and extends its gratitude to Michelle Hyer for her dedicated years of service.

Passed by roll-call vote this third day of May 2024.

Lenny Eliason, President

Chasity Schmelzenbach,
Executive Director



**RESOLUTION OF BUCKEYE HILLS REGIONAL COUNCIL
EXECUTIVE COMMITTEE IN RECOGNITION AND APPRECIATION
OF SERVICE BY JAMIE LEWIS**

RESOLUTION #2024/05-10

WHEREAS, Buckeye Hills Regional Council has been fortunate to have a dedicated staff committed to the mission of our organization; and

WHEREAS, we as members of the Buckeye Hills Regional Council Executive Committee wish to extend our utmost appreciation for the work and dedication of Jamie Lewis; and

WHEREAS, Jamie Lewis has served 25+ years for Buckeye Hills Regional Council.

NOW THEREFORE, BE IT RESOLVED that the Buckeye Hills Regional Council Executive Committee acknowledges and extends its gratitude to Jamie Lewis for his dedicated years of service.

Passed by roll-call vote this third day of May 2024.

Lenny Eliason, President

Chasity Schmelzenbach,
Executive Director



RATIFICATION OF EXPENDITURE REQUEST

APPROVED BY EXECUTIVE COMMITTEE OFFICERS

May 3, 2024

Professional Services

\$25,760.00

Cassie's Cleaning Company

- Weekly, Monthly and Quarterly Office Cleaning

Funding Source: Indirect

\$25,760.00

Total Request



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, 2024 and shall continue, unless terminated as provided herein, through JUNE 30, 202.
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.

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buckeyehills.org

- 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 **\$53.00**, 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.

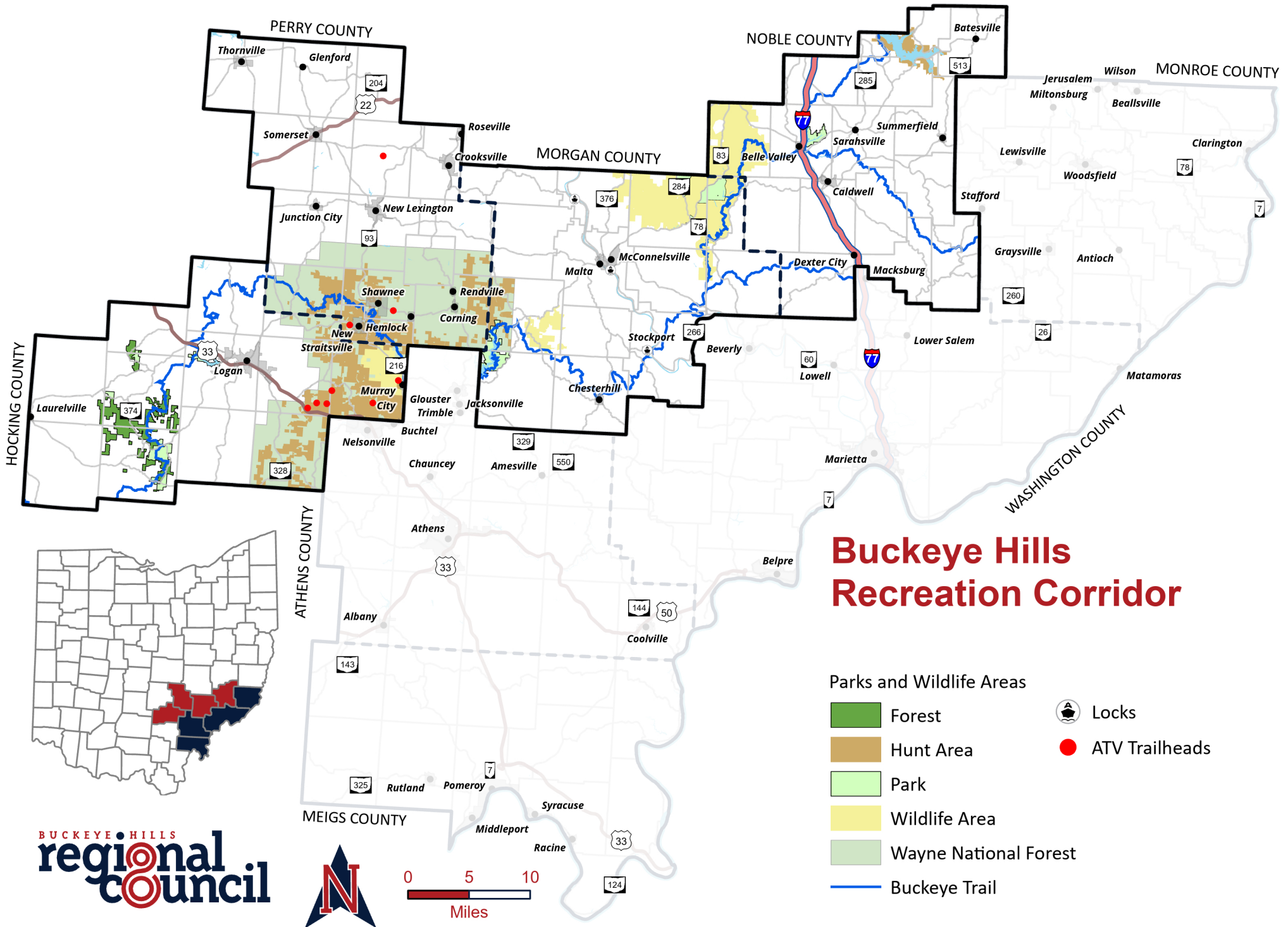
Renewal of services may continue for 30 days after the end date of this agreement if renewal rates are in negotiation.

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

BUCKEYE HILLS REGIONAL COUNCIL

Chasity Schmelzenbach
Executive Director

CONTRACT AGENT





Buckeye Hills Forward Identified SWOT Analysis

Strengths:

- Appalachian Culture and Heritage
- Agriculture & Natural Resources
- Educational Assets
- Rail, River and Road Access
- Outdoor Recreation & Tourism Assets
- Collaborative Communities
- Small Business Core
- Low Cost of Living

Opportunities:

- Natural Asset-Based Economy
- Proximity to Major Developments
- Energy Development & Transition
- Transportation Corridor & State Route 33
- River Development
- Collaborative Planning
- Remote Workforce
- Surge of Regional Investment

Weaknesses:

- Lack of Workforce Enablers
- Utility & Infrastructure Access
- Housing Supply
- Broadband Access
- Healthcare Access
- Brain Drain/Aging Population
- Lack of Zoning
- Environmental Degradation

Threats:

- Regional Retention of Business, Talent and Workforce
- Low Wage Job Growth
- Extractive Cultural & Economic Practices
- Climate Change
- Declining & Diminishing Tax Base
- Economic & Culture Stress from External Investment
- Impact of Opioid Epidemic
- Risk & Change-Averse Culture

Buckeye Hills Regional Council

ARC Pre-Application Checklist

To help you fill out the BHRC ARC Pre-Application, which you can find [here](#), you will need the information below. Remember, you can start your application and finish it at another time. Just save your work and you can come back to it!

- Respondent Information (Who is filling out the application?)
- Applicant Information (Who is the project for?)
- Point of Contact Information
- Employer Identification Number (EIN)
 - Unsure of your EIN? Follow this [link](#).
- Unique Entity Identifier (UEI?)
 - Unsure of your UEI? Follow this [link](#).
- Project Name
- Project Description
 - Address who, what, where, when, and how.
- Strategic Rationale
 - Identify problems and/or opportunities the project will address.
- Counties Served
- Counties Served Documentation
 - Upload a letter of support/email from community partners within each county served.
- ARC Goal Areas Alignment
 - [ARC Investment Priorities](#)
- State Goal Alignment
 - [Ohio Strategy Statement](#)
- Core Performance Measures
 - Expected paired outputs and outcomes of the project.
 - [Guide to ARC Project Performance Measures](#)
- Stand Alone Performance Measures
 - Expected stand-alone outputs and outcomes of the project.
 - [Guide to ARC Project Performance Measures](#)
- Total Project Cost
- Amount Requested from ARC (not to exceed \$750,000)
- Project Cost Breakdown
 - Information to demonstrate how other funds are contributing to the total project cost.

If you have any questions about the above checklist, please contact Emma Yeager at eyeager@buckeyehills.org.



A RESOLUTION GRANTING PERMISSION TO APPLY FOR A COMMUNITIES SPARKING INVESTMENTS IN TRANSFORMATIVE ENERGY GRANT

Resolution #2024/05-11

WHEREAS, the U.S. Department of Energy (DOE)'s Office of State and Community Energy Programs (SCEP) through its Local Government Energy Program (LGEP) created the Communities Sparking Investments in Transformative Energy (C-SITE), and

WHEREAS, C-SITE will provide up to \$18 million for local governments to implement high-impact clean energy projects in disadvantaged communities, energy communities, small- and medium-sized jurisdictions, and Tribal communities, and

WHEREAS, Chasity Schmelzenbach in her role as Executive Director of Buckeye Hills is designated and authorized to represent Buckeye Hills in all matters related to this application and subsequent project activity.

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

1. Chasity Schmelzenbach through cooperation with internal staff, is authorized to complete, sign, and submit an application for funding to U.S. Department of Energy for up to \$3 million as part of the Communities Sparking Investments in Transformative Energy (C-SITE) program.
2. Upon an offer of funding from the U.S. Department of Energy, Mrs. Schmelzenbach is also hereby authorized to execute the grant agreement and any other documentation necessary to signify acceptance of an offer of award.

Passed on this third day of May, 2024.

Lenny Eliason, President

Ron Moore, Vice President



**RESOLUTION OF THE BUCKEYE HILLS REGIONAL COUNCIL
TO APPROVE FY 2025 RTPO WORK PLAN**

Resolution #2024/05-12

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

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

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

WHEREAS, Buckeye Hills has reviewed the State Fiscal Year 2025 Work Plan and budget and finds the prescribed elements to be consistent with the required items identified by ODOT as part of the development and maintenance of a comprehensive transportation plan and related planning activities for the Buckeye Hills region;

NOW THEREFORE, be it resolved by the Executive Board of the Buckeye Hills Regional Council hereby approves the SFY 2025 Transportation Work Plan for the period of July 1, 2024, through June 30, 2025, and authorizes the provision of 10% of the total cost of the RTPO program in local matching funds as required.

Passed on this third day of May 2024.

Lenny Eliason, President

Ron Moore, Vice President

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**BUCKEYE HILLS
RTPO WORK PROGRAM
SFY 2025**

MAY 2024

DRAFT

BUCKEYE HILLS
**regional
council**

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

February 2024

Please direct all questions and comments regarding this document
to:

Planning Director

1400 Pike Street Marietta, Ohio 45750

Voice: 740.374.9436

Fax: 740.374.8038

[https://www.buckeyehills.org/transportation-
planning](https://www.buckeyehills.org/transportation-planning)

TABLE OF CONTENTS

INTRODUCTION _____ 2

TRANSPORTATION PLAN SUMMARY _____ 5

WORK CATEGORY DESCRIPTIONS _____ 7

NOTES _____ 16

NOTE:

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

INTRODUCTION

INTRODUCTION

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

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

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

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

VISION STATEMENT

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

MISSION STATEMENT

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

INTRODUCTION

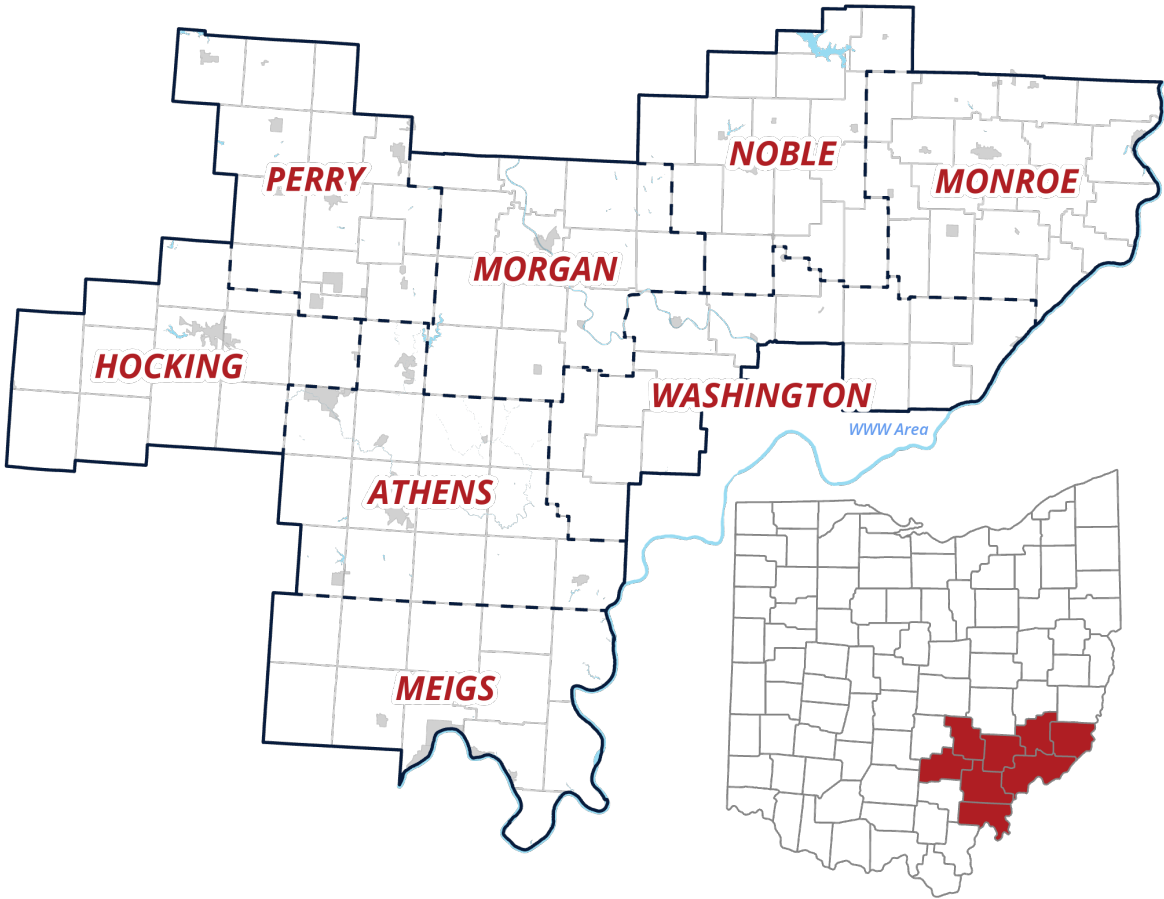
Buckeye Hills participates in the Regional Transportation Planning Organization (RTPO) program, in partnership with The Ohio Department of Transportation (ODOT). Local participation is critical to the success of this program, and is at the center of the program as offered by ODOT. The Buckeye Hills Executive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

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

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

INTRODUCTION

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



TRANSPORTATION PLAN SUMMARY

TRANSPORTATION PLAN SUMMARY

Buckeye Hills completed and adopted a comprehensive long-range regional transportation plan in March of 2023. This plan captured a wide range of condition and analysis information regarding transportation assets and conditions in the region.

The analysis included sections on goals and objectives, existing conditions, future conditions, needs analysis, and general plan recommendations for all modes of transportation in the region. A summary of the goals and objectives, regional trends, and plan recommendations is included below.

REGIONAL TRANSPORTATION GOALS AND OBJECTIVES

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

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

WORK CATEGORY DESCRIPTIONS

The emphasis areas of Access Ohio 2045 Implementation and Walk.Bike.Ohio are incorporated into the long-range transportation plan. Buckeye Hills was a member of the AO45 Steering Committee, and the plan's Goals & Objectives are designed to align with AO45 objectives. The plan development approach uses the AO45 objectives, themes and strategies as a guide to maintain alignment with the AO45 vision. Additionally, Walk.Bike.Ohio is incorporated into the Active Transportation section of the plan, and the plan's evaluations and recommendations align with the WBO themes, strategies, and analysis.

WORK CATEGORY DESCRIPTIONS

WORK CATEGORY DESCRIPTIONS

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

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

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

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

665 – Special Studies: These studies aim to gather detailed information, analyze specific challenges, and propose targeted solutions to enhance the efficiency, effectiveness, and sustainability of rural transportation systems in our region.

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

WORK CATEGORY DESCRIPTIONS

602 – TRANSPORTATION IMPROVEMENT PROGRAM

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

Work Item	Responsible Entity	Schedule
RTIP Document: Create TIP documents and project maps, including unfunded RTPPO projects. Hold TIP rural consultation and public comment meetings throughout the region. Work with ODOT District 5 and 10, as well as local governments to record and disseminate any updates, changes, or other modification to the RTIP document and project listings completed.	Buckeye Hills, ODOT	October 2024 - May 2025

602 – TRANSPORTATION IMPROVEMENT PROGRAM – BUDGET

Fund Type	Amount	Note
Federal Funds	14,025.42	Federal SPR
State Funds	1,753.18	ODOT
Local Matching Funds	1,753.18	Local Cash
Total Subcategory Budget	17,531.78	
Direct Labor	9,656.25	
Other Direct		
Indirect	4,649.06	
Fringe	3,226.47	
Total Subcategory Budget	17,531.78	

610 – TRANSPORTATION PLAN

Buckeye Hills staff will update the RTPPO Long Range Comprehensive Transportation Plan. The referenced plan will be updated by Buckeye Hills in FY 2025 and covers the reference period of 2020 to 2045.

Work Item	Responsible Entity	Schedule
Project Ranking Criteria: Buckeye Hills staff will continue to work with local governments, ODOT Districts 5 and 10, ODOT central office, and other RTPPO/MPO partners to develop project ranking criteria for locally identified projects that are not part of the TIP listing. This effort will continue work that was started during previous work periods.	Buckeye Hills	Ongoing
Long-Range Transportation Plan Document: Buckeye Hills staff will maintain and update the comprehensive long-range transportation plan. Will be used as a	Buckeye Hills	Ongoing

WORK CATEGORY DESCRIPTIONS

community-oriented approach to be a technical resource.		
Final Long-Range Plan document review to see if projects can be completed such as safety projects.	Buckeye Hills	Ongoing

610 – TRANSPORTATION PLAN – BUDGET

Fund Type	Amount	Note
Federal Funds	6,633.02	Federal SPR
State Funds	829.13	ODOT
Local Matching Funds	829.13	Local Cash
Total Subcategory Budget	8,291.28	
Direct Labor	4,666.01	
Other Direct		
Indirect	2,246.48	
Fringe	1,378.79	
Total Subcategory Budget	8,291.28	

625 – SERVICES

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

Work Item	Responsible Entity	Schedule
Technical Assistance: Buckeye Hills will provide technical assistance services to standing Buckeye Hills committees, member governments, and other interested parties. Examples of technical services include mapping services, or the creation of specialized data sets relevant to transportation planning objectives.	Buckeye Hills	Ongoing
Response and Recording of Local Issues: Buckeye Hills staff will continually communicate with local governments, citizens, and interested parties to understand and record issues of transportation-related concern. As necessary, items will be incorporated into the relevant section of the transportation plan. This includes performing safety or traffic pattern studies.	Buckeye Hills	Ongoing
Local Expertise: The staff of Buckeye Hills is often referred to as subject matter experts on matters related to planning, public financing, transportation, GIS, and other related areas. Buckeye Hills RTPO staff will serve on boards, committees, and other groups both formal and informal as a resource to local governments and interested parties. The RTPO will review for compliance with federal and state highway functional classification	Buckeye Hills	Ongoing

WORK CATEGORY DESCRIPTIONS

criteria and make a determination of acceptance or disapproval based on local policies and procedures.		
Project Management: Buckeye Hills is involved in efforts to manage special projects and activities that have transportation as a central aspect. The Planning Director will be a logical individual to guide and oversee some of these efforts.	Buckeye Hills	Ongoing
Identify Transportation Projects: Work with local partners to identify transportation-related projects which would improve local transportation systems. Includes safety studies, safe routes to school plans, active transportation plans, and corridor studies.	Buckeye Hills	Ongoing
Identify Funding Sources: Work with local project sponsors to identify potential sources of funding for transportation-related projects.	Buckeye Hills	Ongoing
Prepare Funding Applications: Work with local project sponsors to complete, or assist with the completion, of necessary applications for identified funding resources.	Buckeye Hills	Ongoing
Work with county Transportation Improvement Districts within the district to support project development.	County	Ongoing
Meeting with communities to plan upcoming projects. This may include working with communities that receive Appalachian Community Grant Fund planning funds.	Buckeye Hills	Ongoing
Data Creation and Maintenance: Buckeye Hills staff will actively maintain and develop (as necessary) data sets necessary to carry out regional transportation planning activities. Examples include traffic counts, bridge information, crash data, pavement ratings, land use, applicable demographics, rail assets, and other similar information. Align with and encourage AO45 data-sharing goals.	Buckeye Hills	Ongoing
Transportation Count Data Collection: Buckeye Hills staff will continue to provide traffic counting services to member governments and other interested parties in the region upon request. This includes vehicle bike and pedestrian data collection. Buckeye Hills will maintain the data collected and share it with ODOT and local parties/governments.	Buckeye Hills	Ongoing
Appalachian Community Grant funds will allow for planning activities throughout the district Planning Director and Senior Planners will participate in activities related to transportation	Buckeye Hills	As Necessary
Transportation Expertise: Existing staff will work with transportation stakeholders including ODOT staff, MPO partners, and other RTPo organizations to continue building technical capacity and expertise. Staff will seek out and attend relevant training events and professional development opportunities.	Buckeye Hills	Ongoing

WORK CATEGORY DESCRIPTIONS

Communication/ Meetings: Buckeye Hills staff will participate with ODOT, RTPO partners, and other interested transportation planning entities in meetings and events during the project period. Engage and collaborate on AO45 strategies like safety and smart connectivity.	Buckeye Hills	Ongoing
Program Reporting: Buckeye Hills will complete all required reporting and documentation related to the RTPO program and will comply with all funding requirements enacted by ODOT and other funding partners.	Buckeye Hills	Ongoing
Statutory Compliance: Buckeye Hills staff will ensure conformity among regulatory obligations, i.e., Environmental Justice, Public Participation Plan, ADA, et. al. A Title VI Plan will be completed and approved by the Personnel and Executive Committees.	Buckeye Hills	Ongoing
Program Administration: Buckeye Hills will oversee technical and policy direction of activities to fulfill ODOT, FHWA, and FTA requirements. Facilitate the efficient administration of the RTPO program.	Buckeye Hills	Ongoing

625 – SERVICES – BUDGET

Fund Type	Amount	Note
Federal Funds	121,105.59	Federal SPR
State Funds	15,138.20	ODOT
Local Matching Funds	15,138.20	Local Cash
Total Subcategory Budget	151,381.99	
Direct Labor	62,490.94	
Other Direct	41,763.35	
Indirect	30,086.64	
Fringe	17,041.06	
Total Subcategory Budget	151,381.99	

WORK CATEGORY DESCRIPTIONS

665 – SPECIAL STUDIES

The RTPPO identifies specific areas within its network where transportation improvement studies are needed. This identification is based on factors such as traffic congestion, safety concerns, infrastructure aging, or the need for new transportation projects.

The organization develops a detailed project proposal outlining the scope, objectives, and anticipated outcomes of the transportation improvement study. This proposal should align with the goals and priorities set by ODOT.

The two studies BHRC will fund and participate in are a master plan for Hocking County, OH, and a Washington County Port Study.

Work Item	Responsible Entity	Schedule
<p>Special Study – Hocking County AT Master Plan: Buckeye Hills will oversee the creation and development of a master plan by a consultant for Hocking County, Ohio, focusing on active transportation, community connectivity, and regional prosperity. This involved process will create a comprehensive strategy to enhance the overall well-being of the region through improved transportation, added safety, community connectivity, and economic development.</p> <p>An RFP process will be used, and a consultant will be chosen based on the agency's fiscally constrained goals and objectives.</p>	Buckeye Hills	Ongoing
<p>Special Study – Washington County Port Study: Buckeye Hills will oversee the creation and development of a port study in Washington County, Ohio, for a new port on the Ohio River to assess the feasibility, economic impact, and logistical considerations associated with establishing the port. The study would likely include an analysis of potential sites, transportation infrastructure requirements, environmental considerations, and economic benefits. By engaging a consultant for this purpose, the agency aims to make informed decisions regarding the development of the new port, ensuring that it aligns with regional goals, enhances transportation efficiency, and contributes positively to</p>	Buckeye Hills	Ongoing

WORK CATEGORY DESCRIPTIONS

<p>economic growth. The study provides valuable insights and recommendations, guiding the agency, county, and state in making strategic and well-informed choices for the successful establishment of the new port.</p> <p>An RFP process will be used, and a consultant will be chosen based on the agency's fiscally constrained goals and objectives.</p>		
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665 – SPECIAL STUDIES – BUDGET

Fund Type	Amount	Note
Federal Funds	70,786.60	Federal SPR
State Funds	8,848.33	ODOT
Local Matching Funds	8,848.33	Local Cash
Carryover – Contractual	65,000.00	Washington County Port Study
Total Subcategory Budget	88,483.26	
Direct Labor	12,919.52	
Other Direct		
Indirect	6,220.18	
Fringe	4,343.55	
Carryover – Contractual	65,000.00	
Total Subcategory Budget	88,483.26	

WORK CATEGORY DESCRIPTIONS

674 – TRANSIT

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

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

674 – TRANSIT – BUDGET

Fund Type	Amount	Note
Federal Funds	5,520.55	Federal SPR
State Funds	690.07	ODOT
Local Matching Funds	690.07	Local Cash
Total Subcategory Budget	6,900.69	
Direct Labor	3,587.50	
Other Direct		
Indirect	1,727.22	
Fringe	1,585.97	
Total Subcategory Budget	6,900.69	

WORK CATEGORY DESCRIPTIONS

BUDGET SUMMARY – WORK CATEGORIES

Category	Amount
602 – Trans. Imp. Program	17,531.78
610 – Trans. Plan	8,291.28
625 – Services	151,381.99
665 – Special Studies	23,483.26
665-Special Studies Carryover Contractual	65,000
674 – Transit	6,900.69
Total Work Category Budget	272,589.00

BUDGET SUMMARY – EXPENSE CATEGORIES

Category	Amount
Salary	93,320.22
Fringe Benefits	27,575.85
Travel	8,000.00
Registration Fees	2,000.00
Software & Licenses	4,300.00
Space	14,720.00
Supplies	4,743.35
Communications	8,000.00
Indirect Costs	44,929.58
Carryover – Contractual	65,000.00
Total Expense Category Budget	272,589.00

NOTES

Cost Allocation Plan/Indirect Costs: The provisional indirect rate established by this plan is 44.7014%. Following approval, the plan and methodology will be submitted to the Economic Development Administration (EDA), which is the federal cognizant agency for Buckeye Hills. The response letter from EDA dated December of 2023, is attached.

ANNOUNCEMENTS

ARC Area Development Pre-Applications Due May 31 | Buckeye Hills Regional Council has released its 2024 pre-application for communities and organizations seeking funding from the Appalachian Regional Commission's (ARC) Area Development Program. ARC pre-applications must be submitted by May 31, 2024, at 4:00 p.m. Projects should focus on supporting local business, workforce development, community infrastructure, and regional culture and tourism. Projects must serve residents in one or more of the eight counties served by Buckeye Hills: Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry, and Washington. Pre-applications may be submitted online at buckeyehills.org/arc.

BHRC Staff Attend NADO-DDAA and USAging Conferences in DC | In March Buckeye Hills staff, joined by BHRC President Lenny Eliason and Appalachian Development Corporation board member John Curtis, attended advocacy conferences in Washington, D.C., hosted by the National Association of Development Associations, Development Districts Association of Appalachia, and USAging. Joining with our fellow development districts and area agencies on aging from across Ohio, BHRC leadership met with Senate and House staff to discuss the impacts of the Appalachian Regional Commission's Area Development Fund in Southeast Ohio and the upcoming reauthorization of the Economic Development Administration and FY 2025 Older Americans Act reauthorization.

NACo Releases Action Guide for Counties to Support Family Caregivers | The National Strategy to Support Family Caregivers: Action Guide for Counties highlights survey findings, discusses challenges and opportunities for counties, and provides key strategies and recommendations. The nation's population is rapidly aging, and counties are meeting increased demand for comprehensive care for older residents and caregivers. In the summer of 2023, NACo conducted a survey of county leaders to learn more about the delivery of aging services and support available to caregivers. The guide aims to help counties raise public awareness and improve service delivery for aging adults and their caregivers and is available at naco.org/resource/national-strategy-support-family-caregivers-action-guide-counties.

Pomeroy Earns Fire Department of the Year Honor | Congratulations to the Village of Pomeroy, Mayor Don Anderson, and Fire Chief Derek Miller! The Ohio Department of Commerce Division of State Fire Marshal and Ohio Department of Public Safety Division of EMS honored the Pomeroy Fire Department as Ohio Fire Department of the Year at its 43rd Annual Ohio Fire Service Hall of Fame & Fire Awards on April 24. The Pomeroy Fire Department will be recognized for its contributions to fire education and community service. In partnership with the Pomeroy Firemen's Association, the department has enhanced fire prevention awareness and spearheaded various initiatives, including supporting local events, conducting food drives coupled with fire education, distributing smoke detectors, and participating in public service announcements on the topic of fire safety. The Pomeroy Fire Department is among 11 honorees from across the state to receive awards.

Meigs County, Village of Amesville to Receive ARC READY Local Government Training | Meigs County and the Village of Amesville have been named among 90 local governments across Appalachia to participate in the Appalachian Regional Commission's READY Local Government program. READY Local Government provides no-cost training to help local government officials better identify, secure, manage, and implement federally funded projects. Following completion of a nine-week virtual training program, participants will be eligible for up to \$50,000 in funding (no match required) to implement internal capacity-building projects to help them better serve communities. Learn more at arc.gov/ready/localgovs.

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Convention(al) Wisdom: A Primer on Ohio's Ethics and Election Laws - May 9 | Bricker Graydon will provide a series of presentations covering Ohio's ethics and campaign finance laws. Topics include recent advisory opinions, election trends, and legislative ethics updates in preparation for the upcoming election year. The May 9 seminar will take place from 1:30-4:30 p.m. at Bricker Graydon's office located at 100 South Third Street, Columbus, OH 43215. Topics include the latest advisory opinions issued by the Ohio Ethics Commission, Ohio's ethics law relating to gifts, meals, and travel, do's and don'ts related to national convention activities, and trends in Ohio Elections Commission cases and common violations of Ohio's campaign finance laws. Registration is available through brickergraydon.com.

Heritage Ohio is looking for the next great Ohio Main Street Community | Heritage Ohio received a two-year allocation from the State legislature, through which they hope to increase the number of Ohio Main Street communities. Heritage Ohio is interested in working with communities of all sizes that have an appreciation for historic preservation, economic development, and local businesses. The path to becoming an Ohio Main Street Program begins with a Downtown Assessment Resource Team (DART) visit. Heritage Ohio is currently able to offer scholarships up to 50% of the \$5,000 cost of the DART visit and Main Street pipeline planning process for up to five Ohio communities. A DART is a two-day, deep dive workshop in a community when Heritage Ohio staff conducts site visits, community visioning and input modeling, walking tours, and interviews with key community stakeholders to determine if there is capacity for a full Main Street program. To be considered for a reduced rate DART visit and see if the Main Street Approach is right for your community, fill out a pre-qualification questionnaire that may be accessed at <https://shorturl.at/hmyB1>. The deadline to apply for consideration is May 10, 2024. Semi-finalists will be announced on May 17, 2024, and will be invited to the next round.

CURRENT INITIATIVES

The Ridges | The New Community Authority continues work with Ohio University on the package to propose the land transfer to the State of Ohio. The survey is complete, and the condominium rules are being developed to govern building use. The City of Athens has simultaneously begun prioritizing and seeking funding for the infrastructure expansions needed.

Appalachian Community Grant Program Updates | On May 6, the State Controlling Board is expected to meet and approve the next award in the Appalachian Community Grant Program. Ohio Governor Mike DeWine is out announcing dozens of transformational projects throughout the region including the Ross County project that included these BHRC projects representing about \$38M of that:

- City of Athens Central Business District Beautification Project City of Athens (Athens) Award Amount: \$6,564,071
- Mount Zion Baptist Church Rehabilitation City of Athens (Athens) Award Amount: \$7,043,674
- Southeast Ohio History Center Building Upgrades & Repairs City of Athens (Athens) Award Amount: \$2,639,453
- Village of Chauncey Main Street (Converse Street) Streetscape Revitalization Village of Chauncey (Athens) Award Amount: \$1,964,135
- Monroe Theatre Restoration/Renovation Village of Woodsfield (Monroe) Award Amount: \$4,607,200
- Chesterhill Auction Site Improvements Village of Chesterhill (Morgan) Award Amount: \$977,635
- Gateway to the Heart of Hocking Hills: Revitalizing Downtown Logan (three projects) City of Logan (Hocking) Award Amount: \$14,328,481

We expect additional announcements to come next week as some of you have already been invited to attend an announcement here in Marietta on Monday. In the meantime, we continue to work with Planners, communities and lead applicants to move projects along through design. The BHRC TA funds are nearly spent with a few dollars remaining to continue the two contractors acting as our community project liaisons, a few final payments

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for reports recently received for technical evaluations and the legal contract supporting property acquisition and the RFP/RFQ process with the Lead Applicants awarded.

STATE UPDATES

Legislature Announces Housing Initiatives | Members of both the Ohio House and Ohio Senate announced action items to clarify their priorities related to the state's housing challenges. In the House, Rep. Adam Mathews (R-Lebanon) and Rep. Dani Isaacsohn (D-Cincinnati) held a press conference to announce the introduction of new legislation to provide incentives for local governments to further address the state's housing supply shortage. In the Senate, Sen. Michelle Reynolds (R-Canal Winchester), chair of the Senate Select Committee on Housing, along with other members of the committee, had a press conference and issued their official report, which outlines findings from 12 hearings held at the Ohio Statehouse and throughout the state. Video of the press conference announcing the report can be viewed on the Ohio Channel. The select committee has worked since August to further explore Ohio's housing challenges from multiple angles, including rentals, low-income housing tax credits, workforce housing, affordable housing, zoning, property taxes, and more. The select committee report makes 23 recommendations as a comprehensive suite of solutions to improve availability, affordability, and accessibility of housing. The analysis and proposed solutions for Southeast Ohio are outlined on pages 64-69 of the report, which is available in the April 25 Member & Partner Update

ODNR NatureWorks Applications Due June 1 | Natural Resources has launched the NatureWorks grant program. The NatureWorks grant program provides up to 75 percent reimbursement to local governmental subdivisions (townships, villages, cities, counties, park districts, joint recreation districts, and conservancy districts) for the acquisition, development, and rehabilitation of recreational lands. Since the inception of NatureWorks, the grant has funded over 2,300 public park projects in all 88 counties. Applications are due June 1, 2024. For more information and to apply, visit odnr.gov.

Meat Processing Grants Due June 3 | Applications for the Ohio Meat Processing Grant Program are now available on the program webpage development.ohio.gov/MeatProcessing. A total of \$14 million dollars is available through the Ohio Meat Processing Grant Program. Ohio livestock and poultry producers can apply for grants of up to \$500,000 through the program. Eligible costs include new and upgraded machinery, other equipment and technology products, and plant construction or expansion for confinement, processing, and refrigeration. Eligible applicants include federal or state-registered meat harvesting or processing facilities in Ohio. The application will close at 4 p.m. on Monday, June 3.

Ohio Township Safety Sign Grants Due June 7 | The Ohio Department of Transportation opened the application period for the Township Safety Sign Grant. FY 2025 begins July 1, 2024, and funded applications will be announced in late July. Any township that has not previously received funding is eligible to apply. There are currently 691 townships on the eligibility list. Townships may apply for up to \$50,000 for signs, posts, and hardware to improve the safety of their roadways based on their crash history over the past five years. View the township eligibility list and find more information on the Ohio Department of Transportation website. Submit applications electronically by June 7.

HB370: ODOT Maintenance of State Highways | House Bill 370, introduced by Rep. Jay Edwards (R-Nelsonville) would:

- Clarify that the Ohio Department of Transportation (ODOT) must do both of the following in consultation with a village: (1) Maintain and repair any section of a state highway within the village's limits; (2) Apply standard pavement marking lines on any section of a state highway within the village's limits.
- Eliminate the requirement that a village request and approve the maintenance, repair, and line marking prior to ODOT undertaking the work.
- Make substantial organizational changes for clarity regarding ODOT's responsibilities for state highways within a municipal corporation.

AG Yost Releases 2024 'Yellow Book,' With New Section on Law Enforcement Records | Ohio Attorney General Dave Yost has released the 2024 edition of the Sunshine Laws Manual, which has been made more user-friendly

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and expanded to include a new chapter on law enforcement records. The manual, affectionately known as the “Yellow Book,” is a guide to Ohio’s Public Records and Open Meetings laws – a resource designed to help Ohioans know their rights and public servants understand their obligations under the law. Because laws frequently change, the manual is continuously updated to ensure its relevance and accuracy. The 2024 manual is more user-friendly, with numerous links and hyperlinks added to provide direct access to the Ohio Revised Code, court rules, the Ohio Court of Claims, the Ohio Attorney General’s Office, other public offices, and more. In addition, the free Sunshine Laws training offered statewide by AG Yost’s office has been updated and reformatted. Public officials (or their designated representatives) must take this training at least once per elected term, but the sessions are also open to the public.

FEDERAL UPDATES

Safe Streets and Roads for All (SS4A) FY 2024 Funding Opportunity | The U.S. Department of Transportation’s Safe Streets and Roads for All (SS4A) FY 2024 Notice of Funding Opportunity is open for applications. The SS4A program funds regional, local, and tribal initiatives through grants to prevent deaths and serious injuries on our nation’s roadways. The FY 2024 SS4A NOFO has multiple application deadlines depending on the type of grant. Planning and Demonstration Grant applicants have three deadlines:

- April 4, 2024, 5 p.m.
- May 16, 2024, 5 p.m.
- August 29, 2024, 5 p.m.

Planning and Demonstration Grant applicants may apply during any of the three application rounds. Applications not received by the first or second deadline will be carried over to the next application round. All applications must be received by August 29, 2024, at 5 p.m. Implementation Grant applications must be submitted by May 16, 2024, at 5 p.m. Unsuccessful Implementation Grant applicants may apply for a Planning and Demonstration Grant application in the final application round on August 29, 2024, by 5 p.m. For more information, visit the Safe Streets and Roads for All (SS4A) website: transportation.gov/grants/SS4A.

Applications for Appalachian Leadership Institute Due June 1 | Applications for the ARC Appalachian Leadership Institute (ALI) are now open. This no-cost, nine-month leadership development training opportunity is centered on economic development. During six sessions in communities across the region, participants will learn how to better:

- Identify and implement strategies to strengthen their communities.
- Collaborate with a network of leaders across Appalachia.
- Recognize and utilize unique assets in their communities to build economic development plans.
- Appreciate the diversity and shared experiences of Appalachians.

Anyone living or working in Appalachia’s 423 counties is eligible to apply at arc.gov/academies-and-institutes/leadership/how-to-apply.

ARC Appalachian Regional Energy Hub Applications Due July 24 | The Appalachian Regional Commission is accepting applications for the new Appalachian Regional Energy Hub Initiative. The opportunity, made possible by the Bipartisan Infrastructure Law of 2021, is offering up to \$5 million for recipients to:

- Conduct research on natural gas and natural gas liquid supply and demand opportunities, or
- Support the implementation of an energy hub for hydrogen produced from natural gas using carbon capture technology.

Learn more at arc.gov/energyhub and apply by July 24. Eligible applicants are encouraged to review the notice of solicitation of applications and submit questions about the opportunity to energyhub@arc.gov.

Save the Date for Advancing Appalachia: September 4-5, 2024 | The Appalachian Regional Commission has announced that its annual conference will be held September 4-5, 2024. “Advancing Appalachia” is co-hosted by the state of Tennessee at the Chattanooga Convention Center. This event will highlight how our partners are

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advancing Appalachia's 13 states and 423 counties by building businesses and workforces, investing in infrastructure and tourism, and growing local leadership capacity. Registration for the 2024 conference opens in June.

UPCOMING CONFERENCES & EVENTS:

- **May 10, 10:00 a.m. – OneOhio Region 12 Committee** | Buckeye Hills Regional Council, Marietta
- **May 14, 9:00 a.m. – 2:30 p.m. – 2024 Appalachian Ohio State of the Region Conference** | Ohio University, Athens. Agenda and registration available at sotr.ohio.edu
- **May 14, 10:00 a.m. – Washington County Way2Go Transportation Advisory Committee** | Buckeye Hills Regional Council, Marietta
- **May 15, 10:00 a.m. – Washington County Way2Go Coordinated Transportation Plan Review** | O’Neill Senior Center, Marietta
- **May 22, Ohio Public Works Commission District 18** | Buckeye Hills Regional Council
 - Village CEO Appointments, 9:30 a.m.
 - Township Trustee Appointments, 9:45 a.m.
 - Round 38 Executive Committee, 9:45 a.m.
 - Round 39 Integrating Committee, 10:30 a.m.
- **May 22, 11:30 a.m. – BHRC RTP0 Committee** | Buckeye Hills Regional Council, Marietta
- **May 22, 9:00 a.m. – Monroe County Transportation Advisory Committee** | Generations Complex, Woodsfield
- **May 22, 10 :00 a.m. – Monroe County Coordinated Transportation Plan Review** | Generations Complex, Woodsfield
- **May 23, 10:00 a.m. – Noble County Transportation Advisory Committee** | Allwell Behavioral Health Services, Caldwell
- **May 23, 11:00 a.m. – Noble County Coordinated Transportation Plan Review** | Allwell Behavioral Health Services, Caldwell

CONTACT INFO: Chasity Schmelzenbach, Executive Director
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