



**ONEOHIO RECOVERY FOUNDATION
PERSONNEL COMMITTEE MINUTES**

January 10, 2024

The OneOhio Recovery Foundation (the “Organization”) Personnel Committee (the “Committee”) held a meeting on January 10, 2024 (the “Meeting”).

Directors in Attendance:

Chairperson Julie Ehemann, Judy Dodge, Duane Piccirilli, Bambi Baughn, Mirceau Handru

Non-Directors in Attendance:

Alisha Nelson, Jim Quinn, Sarah Anstine

I. Call to Order

The Meeting was called to order by Chairwoman Ehemann at 1:03 p.m.

II. Welcome and Updates from the Chairperson

Chairperson Ehemann welcomed directors and guests in attendance.

Chairperson Ehemann turned the meeting over to Executive Director Alisha Nelson to update on the Personnel Handbook draft. The organization has a human resources vendor that will support the organization’s creation of a handbook that reflects the legal requirements and standards that must be included in the final product. Nelson showed the committee a crosswalk that was developed to compare what the committee created with what Paychex recommends.

Nelson shared a draft of a Personnel Policy consistent with the practice of other nonprofit organizations. The bulk of the Committee’s time will be spent reviewing the Personnel Policy draft.

Nelson shared that the organization is hiring a Grants Manager and an Executive Assistant. Interviews will begin in the next few weeks. The goal is to have the Personnel Policy in place before the newly hired staff join the organization.

III. Draft Personnel Policy Review

Nelson began a line-by-line review of the draft Personnel Policy:

- 1) Proposed Addition: Include language from the Code of Regulations that states the purpose of the Committees. Nelson opened the floor to discussion:
 - a) Chairperson Julie Ehemann stated that the original thought was that the Personnel Committee was to assist with hiring, but that may no longer be necessary now that the organization has an Executive Director. Director Mircea Handru stated that the committee should be responsible for budgeting, but that hiring should be the sole decision of the Executive Director. Nelson stated that employee grievances would be brought to the Executive Committee. There was discussion about the Committee's role in annually reviewing the personnel manual for updates and changes.
- 2) General Employment Practices: overview and statement of compliance with mandated federal and state employment policies (i.e., EEO, Discrimination, etc.,)
- 3) Safety and Health: same approach as above.
- 4) Operational Policy: will review computer usage policy at future meetings
- 5) Hiring and Managing Employees: Nelson stated that she will provide the Committee with information on how job descriptions were created for feedback as hiring continues.
- 6) Work and Compensation: Nelson highlighted the language regarding work hours, remote work, criteria for classification of part-time/full-time employment status, salaries, vacation leave, and maternity/paternal leave. Nelson stated that she will share salary tables with the Committee for a future discussion. Handru proposed that jury leave be added. Nelson said she wants flexibility match for vacation leave for senior-level employees as a hiring incentive.


Nelson stated that, as the committee provides clarity for the Personnel Policy, it will enable the team to reflect those modifications in the handbook.

IV. **Date, Time, and Location of Next Meeting:** Ms. Nelson will send a Doodle Poll to identify a meeting date and time that is convenient for all members of the Committee

V. **Adjournment**

Chairperson Ehemann adjourned the Meeting at 1:55 p.m.

The undersigned being the Chairperson of the OneOhio Recovery Foundation Personnel Committee Meeting, hereby attests that these minutes are a true and correct original of the January 10, 2024, Committee Meeting.


Julie Ehemann (May 16, 2024 13:17 EDT)

Signature

05/16/2024

Date