ONEOHIO RECOVERY FOUNDATION
PERSONNEL COMMITTEE MINUTES
April 4, 2024

The OneOhio Recovery Foundation (the "Organization") Personnel Committee (the "Committee") held a meeting on April 4, 2024.

Board Members in Attendance:
Julie Ehemann (Committee Chair), Duane Piccirilli

Non-Board Members in Attendance:
Alisha Nelson, Sarah Anstine, Jim Quinn

I. **Call to Order**
The meeting was called to order by Chairperson Julie Ehemann at 3:03 p.m.

II. **Meeting Cadence**
First Thursday of each month at 3 p.m. beginning in April

III. **Staffing Updates**
Executive Director Alisha Nelson shared that Laura Spires began her role as the Grants Manager last week. Lorrie Cockrell is joining OneOhio April 15th as the new Executive Assistant. Andy Jesson will also be joining the OneOhio team April 8th as the Partnership and Outreach Associate.

Director Duane Piccirilli asked if there is an established organizational chart for new employees to ensure clarity on who answers to who. Nelson shared a draft of an organizational chart and stated that each offer letter to prospective employees provides clear information regarding their direct superior. Nelson also detailed plans for expansion of the OneOhio staff, dependent on need and organizational evolvement over time.

Ehemann pointed out the need to be transparent with individual staff roles, especially considering the OneOhio staff budget is taken out of the settlement money.

IV. **Personnel Policy Feedback**

Nelson spoke with the Ohio Association of Nonprofit Organizations (OANO) regarding the formation of a personnel policy for OneOhio. OANO provided personnel employees and a new hire orientation policy that Nelson shared with the committee.

V. **Personnel Handbook Discussion**
In meeting with OANO and conversations with current OneOhio staff, language emerged as an important consideration when building an employee handbook (Ex. Staff v. Team). Nelson shared a draft version of the OneOhio Personnel Handbook during the committee hearing and plans to provide committee members with the policy for review prior to implementation. To create the draft policy, the OneOhio team combined CCAO handbook materials provided to OneOhio and information included in the organization's HR System Paychex. Discussions and changes to the personnel handbook remain ongoing.

Nelson and the committee discussed time management (tracking of hours), an area OneOhio will continue to consider. The committee agreed that flexibility remains important for new hires, but accountability should be an important consideration for OneOhio. Nelson said OneOhio will consider implementing a system through Paychex for tracking employee hours.

Nelson also brought forth the idea of combining sick time, personal time, and vacation time to all be classified under the same umbrella of paid-time-off. Ehemann and Piccirilli both agreed that this may be something worth implementing. The committee also discussed overtime pay and ensuring employees are fairly compensated based upon their pay level and hours worked.

VI. **Recovery Friendly Workplaces**
Nelson discussed the national movement, particularly strong in New Hampshire, of organizations becoming Recovery Friendly Workplaces. To become a certified Recovery Friendly Workplace, OneOhio could explore providing additional training to staff, making changes to drug policies, and adding programs like a health and wellness program staff are eligible to participate in.

Should OneOhio decide to pursue becoming a Recovery Friendly Workplace, these policies will be included in the draft personnel handbook.

VII. **Date, Time, and Location of Next Meeting: May 2, 2024, 3 p.m.**

VIII. **Adjournment**
Chairperson Ehemann adjourned the meeting at 3:54 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 April 4, 2024, Committee Meeting.

Julie Ehemann (May 16, 2024 13:14 EDT)

Signature

05/16/2024

Date