



**ONEOHIO RECOVERY FOUNDATION
PERSONNEL COMMITTEE MINUTES
May 2, 2024**

The OneOhio Recovery Foundation (the “Organization”) Personnel Committee (the “Committee”) held a meeting on May 2, 2024.

Board Members in Attendance:

Julie Ehemann (Committee Chair), Duane Piccirilli, Bambi Baughn, Don Mason

Non-Board Members in Attendance:

Alisha Nelson, Sarah Anstine

I. Call to Order

The meeting was called to order by Chairperson Julie Ehemann at 3:04 p.m.

II. Personnel Handbook

Executive Director Alisha Nelson discussed the updates for the Personnel Handbook. The goal remains to have a completed book by June 2024.

A. Section One: General Employee Guidelines

This section will serve as an introduction for new employees to the organization. The foundation is currently working on building a SharePoint site for employees to access this information. The foundation has worked with Andrew Ferris, General Counsel, to ensure that employees are properly informed about policies and procedures.

Nelson requested feedback from the committee regarding establishing a procedure for employee complaints or concerns being addressed by Board members. The committee will decide which types of concerns will be addressed by which board member or committee.

Nelson discussed the Staff Accommodations of the handbook and stated that this section complies with state and federal law. Nelson worked with Ferris to ensure it covers the accommodation for foundation staff regarding Pregnant and Nursing Staff, Religious Accommodation, and Reasonable Accommodations. Director Bambi Baughn agreed that it is best practice to keep the guidelines broad regarding Pregnant and Nursing Staff.

Director Julie Ehemann commented that the inclusion of Pregnant and Nursing staff shows an inclusive workplace.

B. Section Two: Foundation Employment, Wage and Hour

Nelson explained that the Training section has been updated. The foundation is exploring ways to offer educational opportunities to employees.

Current employees will be receiving a survey to gain their input regarding employee incentives (i.e. holidays, recognition, etc.)


Timekeeping options have been explored including a timekeeping system with current payroll vendor which will be costly to the foundation. Another option is reporting/tracking forms that employees submit.

C. Date, Time, and Location of Next Meeting: June 6, 2024, 3 p.m.

D. 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 May 2, 2024, Committee Meeting.


Julie Ehemann (May 16, 2024 13:12 EDT)

Signature

05/16/2024

Date