

ONEOHIO RECOVERY FOUNDATION

TRANSPARENCY POLICY

I. Purpose

The OneOhio Recovery Foundation (the “Foundation”) is a nonprofit corporation under Ohio Revised Code Chapter 1702 and shall be operated exclusively for charitable, educational, and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”), or the corresponding section of any future United States Internal Revenue Law.

The Foundation aims to work with government entities and private organizations to carry out its purpose of promoting the health and safety of Ohioans through implementing evidence-based forward-looking strategies, programming, and grantmaking to organizations directly involved in the treatment and prevention of substance use disorder.

The engagement of the public, government, experts, and key stakeholders such as those with lived experiences, is essential in order to successfully achieve the Foundation’s charitable mission.

To that end, the Foundation staff, Board, Committees, and Expert Panel hereby adopt this policy that will ensure openness, access, and transparency in our work. Meetings shall be accessible to the public and certain records shall be made available upon reasonable written request.

II. Request for Records

A “record” generally refers to a document in any format – paper, electronic (including, but not limited to, business e-mail) – that is created or received by the Foundation, regarding the Foundation’s functions, policies, decisions, procedures, operations, or other activities. All Foundation Staff, Board Members, Committees, Expert Panelists, and contractors are required to retain records in accordance with this policy and the Foundation’s Record Retention Policy.

This policy does not require us to turn over the following: records made pertaining to an executive session of the Board, personal information, confidential documents protected by the attorney-client privilege, trade secrets, proprietary information, protected health and medical records, donor profile records and other confidential donor information, records relating to sensitive employment issues, tax issues, the purchase or sale of property, and other similar records, as determined by the Executive Director or the Board.

A “meeting” includes the following: meetings of the Foundation Board and Expert Panel.

The Foundation’s most recent financial audit report conducted by an independent accounting firm shall be posted on the website on an annual basis.

III. Handling Requests

No specific language is required to make a request for records. However, the requester must at least identify the records requested with sufficient clarity to allow the Foundation to identify, retrieve, and review the records.

It is the Foundation's general policy not to ask for the requester's identity, and/or the intended use of the information requested but may do so if disclosure of identity or intended use would benefit the requester by enhancing the office's ability to identify, locate, or deliver the public records that have been requested.

In processing the request, the Foundation does not have an obligation to create new records. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through the office's standard use of sorting, filtering, or querying features.

In processing a request for inspection of a record, a Foundation employee may accompany the requester during inspection to make certain original records are not taken or altered.

Records need only be retained in accordance with the Records Retention Policy. Records requested outside of the time period outlined in the schedule need not be provided if unavailable.

IV. Denial and Redaction of Records

If the requester makes an ambiguous or overly broad request or has difficulty in making a request such that the office cannot reasonably identify what records are being requested, the request may be denied, but the office must then provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office.

If the office withholds, redacts, or otherwise denies requested records, it must provide an explanation for the denial(s). When making records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible.

V. Copying and Mailing Costs

A requester may be required to pay in advance for the actual costs involved in providing a copy of the record. The requester may choose whether to have the record duplicated upon paper, upon the same medium on which the public record is kept, or upon any other medium on which the office determines that the record can reasonably be duplicated as an integral part of the office's normal operations.

If a requester asks that documents be delivered to them, they may be charged the actual cost of the postage and mailing supplies, or other actual costs of delivery. There is no charge for e-mailed documents.

VI. Meeting Transparency

Meetings of the Foundation Board, Committees, and Expert Panel shall be accessible by the general public, other than the meetings, or portions thereof, in which the Board is in executive session or if the Board otherwise determines materials discussed therein are sensitive or confidential material that is not appropriate for the general public. Reasons for entering executive session include, but are not limited to sensitive employment issues, tax issues, the purchase or sale of property, conferences with an attorney regarding pending or imminent legal action or other matters that require confidentiality.

Meeting notices shall be posted on the Foundation website and sent using an email subscription listserv.