



**ONEOHIO RECOVERY FOUNDATION
PERSONNEL COMMITTEE MINUTES**

The OneOhio Recovery Foundation (the “Organization”) Personnel Committee (the “Committee”) held a meeting on February 20, 2023, via Zoom.

Board Members in Attendance:

Julie Ehemann (Committee Chair), Judy Dodge, Mircea Handru, Larry Kidd, Duane Piccirilli

Non-Board Members in Attendance:

Kathryn Whittington (Interim Executive Director), Mike Garcar (Callender Law Group)

I. Call to Order

The Meeting was called to order by Chairman Ehemann at 3:07 p.m.

II. Personnel Handbook

a. Non-Harassment Policy

Chairman Ehemann stated that the Committee has a goal of presenting a draft Personnel Handbook (the “Handbook”) to the Board of Directors at the May meeting.

Section 202, Non-Harassment Policy, was updated to reflect that the Organization will not discriminate against any employee based on federally protective classes.

b. Narcan Policy

Chairman Ehemann stated a draft Narcan Policy was sent to members of the Committee for their review. Ms. Whittington stated that, based on the anticipated number of employees, the Organization will likely have only one (1) AED machine in its office. As such, it would make sense to have Narcan available right next to the AED machine.

Chairman Ehemann stated that the Policy states all employees will be trained on administering Narcan. Director Kidd asked if all Directors were required to be trained to administer Narcan. Ms. Whittington stated that not all Directors would need to be trained.

c. Classification and Compensation of Employees

Section 5 of the Handbook was discussed. Chairman Ehemann stated that much of this section will be finalized after the Committee receives greater direction from the Executive Committee.

Salary ranges were discussed. Director Kidd stated he did not believe the Board of Directors should establish salary ranges for all positions. Instead, the Executive Director should have the latitude to develop these ranges for staff within the confines of the Board-approved budget.

Ms. Whittington stated that not all employee compensation information needs to be finalized before the Committee submits the Handbook to the Board of Directors in May. This is because there will still be information the Organization will not have such as insurance costs.

Director Dodge asked if the Executive Director job position had been posted. Ms. Whittington stated the job posting is live.

d. Employee Benefits

Section 6 of the Handbook was discussed. Chairman Ehemann stated that this section will be subject to changes once more information from the Executive Committee is provided.

Medical marijuana use was discussed. Director Kidd asked whether employees would be allowed to use medical marijuana. Chairwoman Ehemann stated that employees using marijuana for any purpose would not be exempt based on the Handbook.

Organization-owned vehicles were discussed. Ms. Whittington stated that the use of company vehicles will need to be discussed in greater detail at a future date. However, the Policy should reflect that any mileage reimbursement is in line with the federal mileage rates set by the Internal Revenue Service. Chairman Ehemann and Director Dodge agreed.

At-home internet connection was discussed. Chairman Ehemann stated the section would permit the Organization to reimburse a portion of an employee's at-home internet connection costs if the employee worked a hybrid schedule. Ms. Whittington stated this provision should be discussed in greater detail at a later date.

III. Open Discussion

Chairman Ehemann stated the Committee will review Section 7 at the next meeting.

Ms. Whittington stated that an action list should be created noting areas in the Handbook that the Executive Committee needs to make decisions on in order for the Handbook to be finalized. Chairman Ehemann stated she would make the action list.

Director Handru stated that the Committee should consider developing a table of organization once the permanent Executive Director has been hired.

Director Handru stated that the Committee should consider providing employees with a vehicle stipend rather than the Organization owning vehicles. Doing so would likely be less expensive than if the Organization owned vehicles for employees to use for work.

Director Dodge thanked Chairman Ehemann for all her hard work in compiling the Personnel Handbook.

IV. Date, Time, and Location of Next Meeting

Chairman Ehemann will send out the dates and times for future meetings to Committee members via email.

V. Adjournment

Chairman Ehemann adjourned the Meeting at 3:38 p.m.