



**ONEOHIO RECOVERY FOUNDATION
PERSONNEL COMMITTEE MINUTES**

The OneOhio Recovery Foundation (the “Organization”) Personnel Committee (the “Committee”) held a meeting on January 30, 2023, via Zoom.

Board Members in Attendance:

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

Non-Board Members in Attendance:

Kathryn Whittington (Interim Executive Director)

I. Call to Order

The Meeting was called to order by Chairman Ehemann at 3:00 p.m.

II. Personnel Handbook

Chairman Ehemann presented a draft Personnel Handbook to the Committee.

Information on the Organization's mission and vision is included in the introduction.

A discussion was had as to the job title of the executive in charge of the Organization. Director Kidd stated that the Executive Committee has discussed this and decided that the title of Executive Director will be the employee tasked with leading the day-to-day operations of the Organization.

Social media usage was discussed. Director Baughn suggested that the list of social media sites that employees cannot access during work hours include an illustrative and not an exhaustive list.

Information technology was discussed. The draft handbook states that employees are only permitted to download software onto their work computer with approval from the Executive Director. Ms. Whittington stated that the Organization would likely outsource information technology services to a third-party vendor. As a result, the language should include that the information technology professional working with the Organization also be allowed to make such decisions. Chairman Ehemann stated that this change would be made.

Employment discrimination was discussed. Director Baughn recommended that the language around discrimination be expanded to cover all federally protected classes.

Employee complaints were discussed. Director Kidd recommended that the Board Chair and Executive Committee be listed in the handbook as individuals whom employees can contact to report a complaint.

Automated external defibrillators were discussed. Chairman Ehemann asked if this is relevant to the Organization. Director Kidd stated it is not relevant currently because the Organization is in a shared office, but it might be applicable when the Organization has its own office space.

Director Handru asked if there would be Narcan in the Organization's office. Chairman Ehemann stated this is a good idea and should be added to the handbook. Directors Baughn and Piccirilli agreed. Chairman Ehemann will insert language pertaining to Narcan, which will be presented at a future Committee meeting.

Hours of work were discussed. Ms. Whittington stated the Organization will need to revisit the hours employees are expected to be in the office and whether remote work will be permitted.

Requests for records from the public were discussed. Director Piccirilli stated concerns about this section since the Organization is a non-profit entity. Director Ehemann said that the Memorandum of Understanding "MOU" stated that the Organization would operate in a transparent fashion. Ms. Whittington stated that the outcome of the ongoing litigation will determine if this section is applicable.

Payroll was discussed. Director Kidd stated currently, the Organization is only utilizing independent contraction. This section will be refined once the Organization gets closer to hiring employees.

Inclement weather was discussed. Director Piccirilli recommended the language in the section be changed to reflect that if an employee cannot work in the office due to weather, they are either expected to work from home or take paid time off. Chairman Ehemann agreed.

Chairman Ehemann stated that the rest of the draft handbook will be discussed at the next Committee meeting.

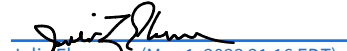
III. Date, Time, and Location of Next Meeting

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

IV. Adjournment

Chairman Ehemann adjourned the Meeting at 3:45 p.m.

The undersigned being the Chairman of the OneOhio Recovery Personnel Committee, hereby attests that these minutes are a true and correct original of the January 30, 2023, Committee Meeting.


Julie Ehemann (May 1, 2023 21:16 EDT)

Signature

May 1, 2023

Date