ONEOHIO RECOVERY FOUNDATION
BOARD MEETING PACKET
February 8, 2023

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ONEOHIO RECOVERY FOUNDATION
BOARD MEETING
February 8, 2023

AGENDA

I. Call to Order

II. Welcome and Update from the Chair (L.Kidd)

III. Roll Call

IV. Items for Action

    a. Approval of January Meeting Minutes

V. Presentation by Kittleman on the Executive Director Search

VI. Items for Discussion

    a. Financial Report (J. Quinn)

    b. Interim Executive Director Report (K.Whittington)

    c. Grant Committee Report

VII. Discussion of Grant Making

VIII. Next Board Meeting

IX. Adjourn

Future Board Meetings will be held at the Ohio Chamber of Commerce

ONEOHIO RECOVERY FOUNDATION
BOARD MEETING
January 11, 2023

MINUTES

I. Call to Order

A meeting of the OneOhio Recovery Foundation Board was held at CoHatch, 1554 Polaris Parkway, 325, Columbus, OH 43240 on January 11, 2023

The meeting was called to order and a quorum confirmed by Chair, Larry Kidd.

II. Attendance

Present (in person):

Non-Metropolitan Regions: Bambi Baughn, Julie Ehemann, Jeff Fix, Mircea Handru, Don Mason, Greta Mayer, Jeffrey Simmons, Casey Kozlowski, Matt Bell

Metropolitan Regions: Josh Cox, Denise Driehaus, Keith Hochadel, Duane Piccirilli, Judy Dodge

Statewide Appointees: Larry Kidd, John Tharp,

Legislative Appointees: Richard Brown, Rob McColley, Evan Kleymeyer

Also present: Kathryn Whittington(Interim Director One Ohio Foundation), Jim Quinn (One Ohio Foundation), Michelle Parrish (One Ohio Foundation)

Present (virtual):

Non-Metropolitan Regions: None

Metropolitan Regions: David Matia

Statewide Appointees: Jane Portman, Chris Smitherman, Tom Gregoire

Michael Roizen entered meeting virtual 10 min after the meeting was called to order.

Legislative Appointees: None

Also present:

Absent: Glenn Miller, Jeanette Wierzbicki, Ilene Shapiro, Gail Pavliga

III. Old Business

Minutes from the meeting on December 14, 2022 were provided to the board for review prior to the meeting. A motion to approve the minutes from the December 14, 2022 meeting as presented was made Denise Driehaus and seconded by Jeff Fix. The motion passed.

IV. New Business

Chair's Update
New members were welcomed, as follows: Casey Kozlowski (Region 13 Representative), Dr. John Sprague Attorney General's appointment (member of the Expert Panel) and Dr. Greta Mayer, Region 14 (joined the Executive Committee).

Items for Action
a. Approve the Diversity, Equity and Inclusion (DEI)Policy to promote diversity and inclusion. Discussion was held regarding the policy with suggested changes to be incorporated. Motion made by Jeff Simmons, seconded by Jeff Fix. Motion Carried.

b. Approve the Expert Panel Application and Policy. Discussion was held regarding the application and the policy with suggested changes to be incorporated. Motion made by Denise Driehaus and seconded by Jeff Fix. Motion Carried.

No Executive Session was necessary.

Items for Discussion

a. *Interim Executive Director*
Kathryn Whittington provided an update on operations progress made since December. She asked that regional appointments to each of the boards be made and submitted to ensure the correct contact information is received, as meetings are being set with regional boards. The purpose of the in-person or virtual meetings is to ensure questions are answered, to share the mission, vision, current and future plans. Region 11, 14, 15, 7, 18 are scheduled and Region 17 needs to be rescheduled. The stakeholder piece of the communications strategic plan has begun and 9 meetings with different stakeholders have been confirmed, with more to come. She has been chosen to participate in the NACO Opioid Solutions Leadership Network. The goals are to evaluate rural counties effectively investing settlement funds statewide, to address the needs of people and to share knowledge across the country. She will bring back what other communities, stakeholders and states are doing with their settlement dollars. An outline for a strategic plan for the first 2 years is in process. Committee members are being sought to assist. The 3 to 5 year plan would be created after, as infrastructure needs to be in place before other goals can be set.

b. **Audit & Finance Report**
CFO Jim Quinn provided a summary of the 2022 expenses. He also discussed the

5 RFP's for accounting services have been received from various accounting firms that have been sent to the Audit & Finance Committee along with a score sheet to start the process of choosing a CPA firm. Once this has been accomplished, the search will begin for software systems for grant making and then the accounting system.

c. **Grant Committee**
The committee will meet after today's board meeting to create guidelines for each region to submit their plan and to ensure criteria is met. Software will be obtained to process the grant applications as they are received. The goal is for the grant committee to meet by the end of the month to draft a policy.

d. **Audit & Finance Committee**
The Request for Proposals for the accounting firms is in process. A new account has been opened with Key Bank, details are being finalized.

e. **Executive Search Committee**
The committee is currently working on completing the interview process. The board would like Kettleman to attend a board meeting potentially in February or March to provide an update on their findings.

f. **Litigation Update**
Don Mason informed the board no decisions have been made yet regarding the two cases before the courts.

g. **Timeline Update**
The timeline included in the board packet was reviewed and discussed in depth. The timeline is very aggressive and sets goals. A meeting is set for January 17th to discuss the 1023 application, after which the 501C3 application will be filed. The scoring guide to choose the Expert Panel is in process, the application will be submitted for review by the board, potentially next week. There will be a meeting to discuss the process and variables regarding the allocation percentages between state and local. The board will need to determine what percentages are allocated and how they will be allocated. The deadline is 90 days from the date the money is deposited for a resolution to be adopted per the MOU. The percentage this board grants can change, the allocation percentages to the regions are set by the MOU. Discussion was held regarding funding, process and the MOU guidelines. A full working board will be needed in order for funds to be received, processes in place and funds distributed before next year. Ms. Whittington will send to the board members the list of committees in place and the list of committees the executive committee does not appoint and volunteers needed from, and put a final list out.

h. **Meeting Dates**
A poll was sent to all board members, based on the feedback, the meetings for 2023 will be held on the second Wednesday of each month. We will also look at another venue as the audio and space do not seem to be adequate for the board's

needs.

V. Next Meeting
The Board will meet on Wednesday, February 8, 2023 at 12:00 p.m. at the OneOhio Recovery Foundation offices, 1554 Polaris Parkway, Suite 325, Columbus.

VI. Adjourn
A motion to adjourn was made by Jeff Fix and seconded by Jeff Simmons. The meeting adjourned at 1:20

The undersigned, which includes the Secretary of the OneOhio Recovery Foundation Board and the Board Secretary, hereby attests that these minutes are a true and correct original of the meeting of [DATE] of the OneOhio Recovery Foundation Board. The Board Chair has abstained from all voting that occurred during this meeting.

Signature: _____ Date: _____

Signature: _____ Date: _____

ONEOHIO RECOVERY FOUNDATION

2023 Operating Budget - January Expenses

Category	Budget	Expenses	Balance
Operations			
Executive Director	83,417	0	83,417
Interim Executive Director	39,000	5,750	33,250
Board Secretary - Robert Half	108,160	3,699	104,461
CFO - Robert Half	160,655	8,133	152,522
Grant Position	0	0	0
Accountant	34,560	0	34,560
Staffing	**425,792**	**17,581**	**408,211**
Legal Counsel	75,000	0	75,000
Communications Contractor	120,000	10,000	110,000
Executive Director Search	125,000	25,000	100,000
IT Consulting	15,000	0	15,000
PEO - HR & Payroll Provider	20,000	0	20,000
Grant Advisor Contractor	30,000	0	30,000
CPA, Tax, Audit Contractor	50,000	0	50,000
Professional Services	**435,000**	**35,000**	**400,000**
Insurance	150,000	0	150,000
Banking/Investment Fees	10,000	221	9,779
Website-Related Expenses	42,000	3,730	38,270
Computers/Software	100,000	70	99,930
Supplies/Travel	25,000	2,172	22,828
Office/Meeting Space	30,000	1,372	28,628
Equipment/Furniture	3,000	0	3,000
Overhead	**360,000**	**7,565**	**352,435**
Total Operations Cost	**1,220,792**	**60,147**	**1,160,645**

Cash Balance - January 31, 2023

	Huntington	Key Bank	Total
Beginning Balance - 1/1/2023	621,884	0	621,884
Interest Income	1,522	0	1,522
Transfer Out-In	(1,500)	1,500	(3,000)
Fiscal Year 2022 Payables	(10,364)	0	(10,364)
Budget Year 2023 Expenses	(60,147)	0	(60,147)
Cash Balance - 1/30/2023	**551,395**	**1,500**	**549,895**

Potential Grants Software Comparison

Introduction

The Foundation will need to implement grant and accounting software to effectively manage its financial resources. e There are many potential suppliers of these systems, it is important for the Foundation to identify needs and requirements to be successful. While the Grant Committee crafts the Foundation's policies, we have been researching potential software systems. Two implementation options exist; 1) an all-in-one system that bundles finance and accounting management in with their CRM (Customer Relationship Management), grants, and donation tools, or 2) implement a grants management solution that includes fund management and payment tracking tools and then connect to accounting software, either through an integration or via manual download and upload of files. Below are a few software solutions, recommended by Foundation board members, for the purpose of understanding what these systems offer. The document focuses on grants and accounting functions. There are additional factors, like system security, implementation timeline, communication capabilities and cost to consider when selecting a solution.

Software

akoyaGO is an all-in-one system built on Microsoft Dynamics that provides foundations with grants management, CRM, donor management, fund management, accounting, and business intelligence tools. akoyaGO has provided software solutions to the community foundation sector for more than 40 years and serves 200+ foundations. akoyaGO Foundations

Foundant, launched in 2007, is a software platform that offers foundations a variety of tools to manage all aspects of their work. Community Suite brings together CRM, fund accounting, online donations, donor portal, and events management functionality. Grant Lifecycle Manager is a grants management solution that allows foundations to manage the entire grant lifecycle. The Community Suite product is currently in use by more than 500 foundations and Grant Lifecycle Manager software by 400 foundations. Demo: Foundant for Grantmakers

Salesforce, the industry-leading CRM has expanded its native application to include Non-profit Grants Management and Nonprofit Success Pack for donation and CRM applications. Salesforce business intelligence and reporting capabilities are enhanced with Tableau (a leading data visualization tool. Salesforce does not include accounting modules; connectors exist for Sage Intacct and Oracle NetSuite financial solutions. Demos: Nonprofit Grant and Grantmaking

Comparison

Much of the grant and accounting software available will fill most of the Foundation's needs, although some will be a better fit than others. The key to successful implementation is identifying those requirements that cannot be compromised or worked around. The table below illustrates some of the capabilities of each system, based on our understanding.

Functional Area	akoyaGO	Foundant	Salesforce
Training & Support – Online training (video and in-person), In-person training, email support, chat support, user community forum	Yes $ - In-person	Yes $ - In-person	Yes $ - In-person
Grant Applications – Online Apps, grantee portal, multiple applications and stages, eligibility quizzes, administration create applications, auto-populate info, copy from previous apps,	Yes	Yes	Yes
▪ Two or more organizations can collaborate on application.	Custom	Work-around	Yes
▪ Multi-lingual content	Work-around	Yes-$	Yes
Application Review – reviewer portal, multi-reviewers, define default grant app summaries, allow reviews to see other comments/scores.	Yes	Yes	Yes
▪ Offline review of applications	Work-around	No	No
▪ Administrator defined multiple workflows for grant reviews.	Yes	Work-around	Work-around
▪ Assign reviewer at random based on workflows or other attributes.	Yes	No	Work-around
Grant Tracking and Reporting – view records, capture emails, perform status checks, dashboard reports, assign tasks to users, grantees portal for repots and due dates, track grantee under larger organizational units.	Yes	Yes work-around on record views	Yes
Budgeting & Payments – grant budgets, budgets by category/program, budget to actual, payment schedules, payments on conditions/requirements, audit controls, grantee can view payments/schedules.	Yes	Yes	Yes
▪ Split grants across more than one program, forecasting, predict cash needs.	Yes	No	Yes
Accounting – fund accounting, payment processing, bank account integration, general ledges, expense/credit card, customizable workflow, tax and audit preparation, drill-down reporting.	Yes Custom work for banking	Yes Work-around for investment Mgt	Third-party

Timeline Draft

January

File 501C3 Application

Update progress on the Grant Policy

Recommendation on a financial advisor – utilizing one of the 3 approved banks

Board approval of expert policy and application

Board approval of the DEI policy

ED will develop rubric for the expert panel and present to executive committee for review and changes and will present to the Board

February

~~Draft Grant Policy~~

ED will meet with executive committee to rank the expert panel applications

Expert Panel applications with ranking sent to board members for review before March board meeting

Grant Software presented to the board

March

Draft Grant Policy

~~Approval of Grant Policy~~

Executive and Finance Committee to meet and discuss recommendations for the appropriations split between statewide, regional, investment, and administration.

Expert panel to be chosen by board of directors

April

Approval of Grant Policy

Receive Funds – discussion: recommendation to the board from executive committee & finance committee on how the funds should be appropriated for statewide, regional, investment, and administration.

Personnel policy draft

May

Pass resolution to determine the amount of funds that will be allocated to be invested, administrative, regional and statewide

Announce Grant Cycle for Statewide Grants and Regional Grants

Open portal to receive projects for statewide and regional

Board approval of Personnel policy

June

Receive regional Grants

Receive statewide Grants

July

Review Process

August

Review Process

September

Approval by full board for funding

October

Disbursement of funds to the statewide and regional projects