NOTICE OF A MEETING

EXECUTIVE COMMITTEE MEETING
MID-OHIO REGIONAL PLANNING COMMISSION
111 LIBERTY STREET, SUITE 100
COLUMBUS, OH 43215
SCIOTO CONFERENCE ROOM

Thursday, March 5, 2020
1:30 p.m.

AGENDA

1. Welcome – Karen Angelou, Chair

2. Consent Agenda
   • Approval of February 6, 2020 minutes

3. Executive Director’s Report – William Murdock

4. Diversity & Inclusion Plan Update – Niel Jurist

5. Committee Updates
   • Regional Policy Roundtable – Joe Garrity
   • Sustainability Advisory Committee – Kerstin Carr
   • Transportation Policy Committee – Thea Walsh

6. Nominating Committee – Erik Janas, Chair

7. Benefits & Compensation Committee – Eric Phillips, Chair
   • Proposed Resolution EC-01-20: “Adopting updated General Procurement Policies and Guidelines for the Mid-Ohio Regional Planning Commission (MORPC)” – Shawn Hufstedler

   • Proposed Resolution EC-02-20: “Authorizing the executive director to make relevant changes to the Mid-Ohio Regional Planning Commission’s Employee Guidebook” – Shawn Hufstedler

8. **Proposed Resolution 03-20**: “Authorizing the executive director to enter into, administer, and/or sub-allocate contracts for approximately $2.2 million from the Federal Transit Administration (FTA) Section 5310 funding” – Thea Walsh

9. Draft Commission Agenda

10. Other Business

    PLEASE NOTIFY SHARI SAUNDERS AT 614-233-4169 OR ssaunders@morpc.org IF YOU REQUIRE SPECIAL ASSISTANCE.

The next Executive Committee Meeting is
Thursday, April 2, 2020 at 1:30 p.m.
111 Liberty Street, Suite 100
Columbus, Ohio 43215

PARKING AND TRANSIT: When parking in MORPC's parking lot, please be sure to park in a MORPC visitor space or in a space marked with a yellow “M”. Handicapped parking is available at the side of MORPC’s building. Three electric vehicle charging stations are available for MORPC guests.

Indoor bike parking is available for MORPC guests.

MORPC is accessible by CBUS. The closest bus stop to MORPC is S. Front Street & W. Blenkner St. Buses that accommodate this stop are the Number 61 - Grove City, the Number 5 - West 5th Ave. /Refugee, and the Number 8 - Karl/S. High/Parsons.

MEETING ROOM ACCESS: When you arrive in MORPC’s lobby, a video screen will display the day’s meetings. Each meeting will list a phone extension. Use the phone in the lobby to call the extension and someone will come escort you to the meeting.
Welcome – Karen Angelou
Chair Karen Angelou called the meeting to order at 1:34 p.m. Chair Angelou announced that MORPC was awarded the Certificate for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA). This is the 31st straight year MORPC has earned the certificate. Executive Committee members applauded MORPC for the achievement.

Consent Agenda
Chris Amorose Groomes made a motion to approve the Consent Agenda, second by Franklin Christman; motion passed.

Executive Director’s Report – William Murdock
William Murdock expressed his pride in the Finance Team for the work they have done. Overall the agency has navigated the new budget and is doing well.

Organization is moving forward. Project sponsors and the advisory board are meeting February 7 to prioritize 100 recommendations. This is the first time the two groups will meet together. The goal is to have final recommendations by this summer.

MORPC has been working with the Ohio University (OU) Voinovich School of Public Policy on ways that MORPC and OU can collaborate. Eileen Leuby and Joe Garrity are the MORPC leads. Ms. Leuby worked with OU to create an agreement that any MORPC employee, or any employee of a MORPC member, working toward their BA in Ohio University’s public policy program qualifies for a $1,000 scholarship for their first semester. Ms. Leuby will send the official information. The Voinovich School is also helping pay for some of the local government summer interns in the Appalachian distressed rural counties. Mr. Garrity is working with Ohio University on a longer-term project that involves something more structured around best practices and training for elected or government officials.

Registration is open for the State of the Region on April 30. Mr. Murdock encouraged Executive Committee members to register their communities as soon as possible. Early Bird Registration ends March 26. MORPC is still accepting sponsors. Mr. Murdock asked members to complete the State of the Region award ballots provided and turn them in before they leave today’s meeting.
MORPC, Clean Fuels Ohio and Smart Columbus are hosting a free EV-Ready Policy Workshop, February 21, at the Smart Columbus Experience Center. Thea Walsh is Chair of the Clean Fuels Ohio Board.

Legacy & Leadership Lunches for Employees is a new monthly brown bag lunch for staff. Community leaders who have a legacy and/or a connection with MORPC are invited for a roundtable discussion led by MORPC staff. Confirmed guests include Marilyn Brown (January), Bill Habig (February), and Jack Marchbanks. Mr. Murdock welcomes suggestions for guests.

MORPC Team Members and Officers are attending the National Association of Regional Councils (NARC) National Conference of Regions next week and will spend an entire day on the Hill visiting Central Ohio’s representatives and senators. Mr. Murdock and the Executive Director of the Atlanta Council of Regions are leading the NARC board through a future of regional councils discussion on Sunday and Tuesday.

Mr. Murdock gave an update on MORPC’s Residential Services Department. The department reorganized the intake center and is looking at stresses and opportunities. The biggest cost concern is with the Columbia Gas program. The Columbia Gas program pays MORPC less per unit than they pay to their other providers. MORPC and Columbia Gas are meeting to try to resolve the issue while the program continues. There is no resolution yet, however, Mr. Murdock is cautiously optimistic. Overall, the Residential Services Department made overhauls and the program is heading in a good direction.

Robert Williams reported the department was able to identify two major components that MORPC could impact and change immediately: the intake team and the customer base. Residential Services is working with other agencies to create a pipeline for long-term referral services. The department is also working on outreach initiatives to increase the client base. The department has done a full scale reset on the intake team through changed job duties and titles. The staff is decreased but more efficient (two full-time and two part-time customer service/intake positions).

Mr. Williams reported the department has aspiration goals that are higher than the goals set by Columbia Gas. He is also looking for other funding opportunities to leverage the Columbia Gas funding. Please let Mr. Williams know of grant opportunities. He is working on a substantial grant application through the Federal Home Loan Bank.

**Benefits & Compensation Committee – Shawn Hufstedler**

Shawn Hufstedler gave an update on the Benefits and Compensation Committee. The health care benefit analysis will pick up next month. The committee is trying to get answers from the current benefits team for the health care broker to help them analyze the data. Minor Employee Guidebook changes mentioned last year will be brought to the Executive Committee in March for consideration and approval. A minor update to MORPC’s Procurement Policy will also be presented for approval.

**Nominating Committee Update – Erik Janas**

Erik Janas reported the Nominating Committee had two conversations. The committee has two Executive Committee slots to fill as well as selecting the next secretary. Chris Amorose Groomes agreed to serve as the secretary. Michelle Crandall, City of Hilliard, and Dave Scheffler, City of Lancaster, agreed to serve on the Executive Committee. The Nominating Committee will...
Committee will officially vote to approve the nominations tomorrow. The next step is to present the nominations to the Executive Committee and the Commission in March. Matt Greeson and Eric Phillips are cycling off the Executive Committee this spring. Mr. Janas thanked the Nominating Committee members and those who are willing to serve.

Central Ohio Regional Planning Organization – Thea Walsh
Chair Mark Forrest plans to give an update on CORPO at the commission meeting.

MORPC staff submitted a revised State Planning and Research Planning proposal to ODOT for a study to access freeways from Knox and Morrow Counties. It focuses around the Village of Marengo and the new Dollar Tree facility off I-71.

Trail studies are going on with other rural planning organizations. MORPC Team Members have helped Union and Pickaway Counties with information on transportation improvement districts.

Rural transit work overlaps with new work in the urbanized area called mobility management. Mobility management is all about coordinating transit services for the elderly. The state is interested in using MORPC’s Gohio platform to provide these services across the state.

Transportation Policy Committee – Thea Walsh
Thea Walsh reported outreach continues for the Metropolitan Transportation Plan. The interactive web map tool is now available. The Open House is February 26. Comments are being accepted through April 3.

There is no entity in Franklin County doing mobility management work. Section 5310 funding can be used for this and MORPC can provide this service. MORPC is working with the FTA to ensure we can provide the service in Franklin County with the support of COTA.

The Rapid Speed Transportation Initiative update at the Commission meeting will include the report outcome. Team Members are still working with Virgin Hyperloop One (VH1) on certification center proposals. Seventeen proposals were submitted across the nation. MORPC is in a group of less than ten states VH1 is still considering. The next step is the coordination of MORPC and folks in the economic development community. The high-speed rail study is complete, and we are ready for the next step. We are trying to talk to Virgin Trains. They are the same company as Virgin Hyperloop One.

The INFRA opportunity, a major transportation route award, typically focuses around freight corridors. INFRA proposals are due the end of February. Proposals being considered in the region:
- 70/71 Phases 4B and 4H – of highest priority and on ODOT’s list
- Far East Freeway – may be a better candidate for a BUILD grant
- 36/71 Interchange – sponsored by Delaware County Engineer
- 33/161/Post Road Interchange – inquired about by Union County Engineer

Team Members are working with the Community Advisory Committee (CAC) to look at a broader focus. MORPC is required to have a CAC in the transportation process based on our Public Involvement Plan. Team Members are developing the Regional Community Collaborative (RCC) to share MORPC’s message to a broader audience. The CAC would be inside the RCC, much like the Transportation Policy Committee is within the Commission. The CAC will meet six
times a year. The RCC will meet quarterly. Team Members have worked with the CAC to form a good model. The Regional Collaborative Committee will be a broader regional representation than the CAC and represent the diversity of our community.

**Regional Policy Roundtable – Joe Garrity**
While MORPC leaders are at NARC next week they will meet with Central Ohio delegations to discuss infrastructure. Joe Garrity will share talking points and an overview of the Hill meetings with the Executive Committee.

The BUILD, a discretionary grant focusing on economic development, notice of funding opportunity will be released February 18.

HB 476, a substitute bill related to restricting eminent domain for local governments regrading trails, received a hearing February 5. The bill would expand veto authority for a property owner. MORPC is concerned about restricting eminent domain rights and wants Central Ohio Greenways to expand. This bill will make that more difficult.

Two other bills MORPC is watching are on curbing distracted driving and expanding broadband.

The new Regional Policy Roundtable officers are Plain Township Administrator Ben Collins, Chair and City of Lancaster Mayor David Scheffler, Vice Chair.

**Sustainability Advisory Committee Update – Kerstin Carr**
MORPC completed 208 plans for the 7-county region last year. Ohio EPA asked MORPC to continue the work through maintaining those plans and expanding to Morrow and Knox Counties in 2020.

New members of the Sustainability Advisory Committee include Megan O’Callaghan, City of Dublin; Kyle O’Keefe, SWACO; and Robin Duffee, Violet Township. The Central Ohio Water Resources Working Group is transitioning to the Sustaining Scioto Board.

**Proposed Resolution 01-20**: “Accepting the City of Chillicothe as a member of the Mid-Ohio Regional Planning Commission (MORPC)” – William Murdock
Kim Maggard made a motion to approve Resolution 01-20, second by Joe Stefanov; motion passed.

**Proposed Resolution 02-20**: “Accepting the City of Circleville as a member of the Mid-Ohio Regional Planning Commission (MORPC)” – William Murdock
Franklin Christman made a motion to approve Resolution 02-20, second by Joe Stefanov; motion passed.

**Quarterly Membership Update – Eileen Leuby**
Eileen Leuby presented the Membership Services Quarterly Update highlighting:
- MORPC membership
- April 17 breakfast about MORPC for newly elected officials
- December – February Forums
- Resources available to members
- Member visits
- Rural Service Strategy
Executive Committee Minutes
February 6, 2020
Page 5

- Summer Intern Program
- MORPC and Ohio University Voinovich School of Leadership & Public Affairs Partnership
- Upcoming events

**Quarterly Financial Statements – Shawn Hufstedler**
Shawn Hufstedler shared that the GFOA achievement is due not only to MORPC’s Finance Team but also to the people in this room who pay attention to the financials.

Mr. Hufstedler reviewed the [December 2019 Financial Report](#) highlighting:
- While the report is not what we wanted, it came out where we thought it would.
- The loss was expected, but we are on track to not repeat.
- The indirect rate is favorable, and the fringe rate is negative for the year. Both will be trued up in the 2021 ICAP.
- Dues almost breakeven, they were overspent by $3,800.
- We transferred $300,000 from the Operating Reserve into the main operating account. The Operating Reserve is at 41 days (below the 60-day target). Repayment to the Operating Reserve is contingent upon not recording losses in weatherization as we work toward increased production.

**Draft Commission Agenda**
The Executive Committee reviewed the draft February 13, 2020 Commission Meeting Agenda.

**Other**
William Murdock shared the Dispatch.com article, *Central Ohio considered for hyperloop test track.*

Niel Jurist keeps the Commission informed by sending out “MORPC in the News” updates on a weekly or bi-weekly basis.

The meeting adjourned at 2:51 p.m.

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Erik J. Janas, Secretary
Executive Committee
Memorandum

TO: Mid-Ohio Regional Planning Commission Executive Committee Officers and Board Members

FROM: Erik Janas, Nominating Committee Chair

DATE: March 12, 2020

SUBJECT: Nomination of Executive Committee Members

Background:
In accordance with the Mid-Ohio Regional Planning Commission Articles of Agreement, the Commission will be notified at least five (5) days prior to the Annual Meeting as to the nominees for MORPC’s Officers and Executive Committee members.

The Nominating Committee excerpt from the Articles is as follows:
"At least twenty (20) days prior to the annual meeting, the chair shall appoint the Nominating Committee. Said Nominating Committee having been duly appointed and confirmed shall, at least ten (10) days prior to the annual meeting of the COMMISSION, report the names of the candidates so nominated to the secretary. The secretary shall advise each member of the COMMISSION, in writing, at least five (5) days prior to the annual meeting as to the nominees so selected. At the annual meeting, the chair of the Nominating Committee shall report the names so nominated. After this report is presented, nominations from the floor shall be invited. Such nominations must be seconded. The secretary then shall prepare ballots properly identifying the nominees, said ballots shall be distributed and tallied during the annual meeting by a temporary committee appointed for that purpose."

The Nominating Committee Members:
At the December 12, 2019 Commission meeting, Commission Chair Rory McGuiness appointed five members of the Nominating Committee. The following members were affirmed by a vote of the Commission:

- Erik Janas, Committee Chair, Franklin County
- Jeff Benton, Delaware County
- Mike Schadek, City of Columbus
- Bonnie Michaels, City of Worthington
- Nancy White, Mifflin Township
Review of Current Members of Executive Committee:
Several Executive Committee positions do not have expiring terms this year and therefore require no action by the Nominating Committee. For information, these are listed below:

1) Immediate Past Chair: Rory McGuiness, (2012) City of Columbus

2) For second year of two-year renewal Executive Committee Term (expires 2021)
   a) Kim Maggard (2015), Mayor, City of Whitehall
   b) Jennifer Gallagher (2017), Director, Department of Public Service, City of Columbus
   c) Erik Janas (2017), Deputy County Administrator, Franklin County

3) For a second year of first two-year Executive Committee Term (expires 2021)
   a) Jeff Benton (2019), Commissioner, Delaware County

Nominating Committee Recommendations:
The Nominating Committee convened on January 30, February 4, and February 7 and made the following recommendations for Officer positions and Executive Committee positions, which will be reported at the March 12, 2020 Commission meeting and considered at the April 9, 2020 Commission meeting:

The nominees for Officers for renewed one-year Officer Terms (expires 2021)
- Chair: Karen Angelou, Council Member, City of Gahanna
- Vice-Chair: Erik Janas, Deputy County Administrator
- Secretary: Chris Amorose Groomes, Mayor, City of Dublin

The nominees for Executive Committee are:

1) For renewal of one-year Executive Committee Terms (expires 2021)
   a) Joe Stefanov (2008), Chair of Reserve & Investment Advisory Committee, City Manager, City of New Albany
   b) Michelle Crandall, City Manager, City of Hilliard
   c) David Scheffler, Mayor, City of Lancaster

2) Members for renewal of two-year Executive Committee Terms (expires 2022):
   a) Karen Angelou (2014), Council Member, City of Gahanna
   b) Nancy White (2017), Administrator, Mifflin Township
   c) Greg Lestini (2018), Bricker & Eckler LLP, Attorney, Franklin County representative
   d) Franklin Christman (2018), Administrator, Village of Ashville
   e) Chris Amorose Groomes (2018), Mayor, City of Dublin

Note: The year after each name refers to the first year of the member’s current service on the Executive Committee. For example, Joe Smith (2011) means that Joe Smith’s first term began in 2011 and he has served continuously since then.
Memorandum

TO: Mid-Ohio Regional Planning Commission
   Executive Committee

FROM: Shawn Hufstedler
      Chief of Staff & Director of Operations

DATE: February 28, 2020


The Mid-Ohio Regional Planning Commission’s (MORPC’s) general procurement policies were established in 1979. As it was well written, the last revision was proposed and adopted by the Commission in July 1998.

The Executive Committee systematically reviews general administrative policies of the agency and approves revisions and updates as needed. The recommended changes have been reviewed and updated for current regulations, requirements and practices. No major changes were made to the policies.

The highlights of the minor changes in the revised policy and general guidelines are as follows:

- Updated citations to current regulations.
- Improved wording regarding consideration of diverse vendors.
- Addition of consideration of sustainable purchasing guidance.
- Provision for a minimum of two weeks for development and submission of proposals. (More is usually expected as identified in management’s proposal procedures – this only sets the minimum.)
- Removed protest procedure notification at the suggestion of legal counsel.
- Minor language or policy clarifications.

The policies and general guidelines were reviewed by legal counsel and revised accordingly.

Attachment: Resolution EC-01-20
RESOLUTION EC-01-20

“Adopting updated General Procurement Policies and Guidelines for the Mid-Ohio Regional Planning Commission (MORPC)”

WHEREAS, MORPC adopted procurement policies on November 15, 1979, by Resolution 43-79 and updated April 22, 1994 by Resolution 22-94, and July 10, 1998 by Resolution AC-10-98; and

WHEREAS, the updated policies, standards, and guidelines have been reviewed by legal counsel; now therefore

BE IT RESOLVED BY THE EXECUTIVE COMMITTEE OF THE MID-OHIO REGIONAL PLANNING COMMISSION:

Section 1. That the attached general procurement policies and guidelines dated March 5, 2020 are hereby adopted.

Section 2. That the executive director is authorized to take such other action and execute and deliver such other documents as, acting with the advice of legal counsel, he shall deem necessary and appropriate to carry out the intent of this resolution.

Section 3. That this committee finds and determines that all formal deliberations and actions of this committee concerning and relating to the adoption of this resolution were taken in open meetings of this committee.

________________________________________
Karen Angelou, Chair
EXECUTIVE COMMITTEE

Effective date: March 5, 2020
Submitted by: Shawn Hufstedler, Chief of Staff & Director of Operations
Prepared by: Shawn Hufstedler, Chief of Staff & Director of Operations
Authority: Ohio Revised Code Section 713.21
For action date: March 5, 2020
Attachments: General Procurement Policies and Guidelines
General Procurement Policies and Guidelines – track changes
GENERAL PROCUREMENT POLICIES AND GUIDELINES

I. REGULATORY FRAMEWORK

The State of Ohio and the federal government regulate MORPC’s procurement activities. It is MORPC’s policy to comply with all applicable federal and state laws, including the following statutes and regulations as they apply to MORPC and as they are amended from time-to-time:

A. Ohio Revised Code, Sections 307.86 through 307.92, requiring competitive bidding by counties.
B. Ohio Revised Code, Section 713.23, requiring compliance with Sections 307.86 to 307.92 when entering into a purchase contract for a political subdivision.
C. Ohio Revised Code Section 102.01, et seq. dealing with ethical considerations.
E. Federal Transit Administration Circular 4220.1F, third-party contracting guidelines.
F. Federal Highway Administration Federal Aid Policy Guide, Part 172-administration of engineering and design-related service contracts.
G. The provisions of MORPC's By-laws.
H. The terms and conditions of MORPC's contracts and grant agreements.

II. GENERAL PROCUREMENT STANDARDS AND POLICIES

In order to comply with the above regulatory framework and promote competition in procurements, it is MORPC’s policy to conduct its procurement activities in accordance with the following standards, policies and guidelines:

A. Authorization of all procurements shall be made in accordance with MORPC's By-laws as amended from time to time.
B. Procurement transactions will be conducted in such a manner as to not unnecessarily or unduly restrict competition and to insure that all solicitations clearly and accurately describe the technical requirements for the material, product or service to be procured. Such description may include a statement of the qualitative nature of the material, product or service to be procured, and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended
use. Generally, however, detailed product specifications should be avoided if possible.

C. Staff will review proposed procurements to avoid purchase of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis will be made to determine the most economical approach.

D. MORPC will perform cost or price analysis in connection with every procurement action before receiving bids or proposals. Profit will be negotiated as a separate element of price for each contract. The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

E. Everyone involved in procurement must act in accordance with Section 102.01 et seq., Ohio Revised Code, and MORPC's Code of Ethics as adopted and amended by resolution of the Commission from time-to-time. No employee, officer or agent of MORPC shall participate in selection or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved.

F. To foster greater economy and efficiency, MORPC will use available intergovernmental agreements and arrangements for procurement or use of common goods and services, especially Franklin County and State of Ohio competitively bid master purchase agreements and other authorized cooperative purchasing arrangements.

G. MORPC will use federal excess and surplus property in lieu of purchasing new equipment and property, whenever such use is feasible, meets MORPC's needs and reduces costs.

H. The procuring department will maintain records sufficient to detail the significant history of procurement. These records will include, without limitation: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price, and all relevant documentation and contracts.

I. Diverse vendors shall be accorded maximum feasible opportunity to participate in procurement in accordance with MORPC's diversity program as adopted and amended by resolution of the Commission from time-to-time. MORPC will take all necessary affirmative steps to assure that minority business enterprises (MBEs), women-owned business enterprises (WBEs), small business enterprises (SBEs), disadvantaged business enterprises (DBEs), veteran business enterprises (VBEs), other diverse vendors and labor surplus area firms are used when possible.

J. MORPC encourages the purchase of products and services that support the region’s social, environmental, and economic sustainability. As such, vendors, products and services that meet the standards outlined in the adopted “MORPC Sustainable Purchasing Guidance” policy, subject to change over time, shall be accorded the maximum
feasible consideration when making any procurement decision.

K. MORPC will award bid contracts to the bidder making the lowest and best offer, unless federal funds are involved and there is a federal statute or regulation that imposes a different award standard. In that case, the federal standard will apply.

L. Staff of the procuring department will maintain a contract administration system to ensure that contractors perform in accordance with the terms, condition, and specifications of their contracts or purchase orders.

M. The Commission may reject all bids for sound documented business reasons.

N. Awards shall be made only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

O. Time and material type contracts shall be used only:
   a. After a determination that no other contract is suitable, and
   b. If the contract includes a ceiling price that the contractor exceeds at its own risk.

P. MORPC shall not enter into any contract with a period of performance exceeding five years inclusive of options without prior approval from the appropriate federal or state agency for any such contract.

Q. The terms and provisions of procurement contracts shall comply with all applicable federal and state laws and regulations.

III. METHODS OF PROCUREMENT AND GUIDELINE PROCEDURES

The following methods of procurement may be used as appropriate:

A. Minor Purchases:
   Minor purchases are those purchases up to a maximum of $2,500. Purchases under that threshold may be made without obtaining competitive quotations if MORPC determines that the price is fair and reasonable. Minimum documentation is required: a determination that the price is fair and reasonable and how this determination was derived.

B. Small Purchase Procedures:
   Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies or other property that cost more than $2,500 but less than the minimum required amount for bidding set forth in Ohio Revised Code, Section 307.86, as amended from time-to-time. When small purchase procurements are made, price or rate quotations must be obtained from an adequate number (usually three or more) of qualified sources to assure receipt of a fair price.
C. **Competitive Sealed Bids:**

1. Competitive sealed bids will be used when securing services, supplies or other property at a cost in excess of the minimum required bidding amount set forth in Ohio Revised Code, Section 307.86, as amended from time-to-time. (NOTE: the procurement of professional and certain consulting services is handled by the request for proposal method, not competitive sealed bids.)

   Procurement by competitive sealed bid is appropriate when:
   a. A complete, adequate, and realistic specification or purchase description is available;
   b. Two or more responsible bidders are willing and able to compete effectively and for the business;
   c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price;
   d. No discussion with bidders is needed; and
   e. The method is required by the Ohio Revised Code.

2. If competitive sealed bids are used, the following requirements will apply:
   a. Notice in accordance with Ohio Revised Code, Section 307.87 of the invitation for bids shall be published once a week for not less than two consecutive weeks preceding the day of the opening of bids in a newspaper of general circulation and by other means if deemed appropriate. MORPC shall maintain in a public place in its office or other suitable public place a bulletin board upon which shall be posted and maintained a copy of such notice for at least two weeks preceding the day of the opening of bids.
   b. Bids shall be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids.
   c. The invitation for bids will include any specifications and pertinent attachments, and shall define the items or services sought in order for the bidders to properly respond.
   d. The sealed bids will be publicly opened and read at the advertised time and place.
   e. Written notice will be made as appropriate to the bidder receiving an award of contract.
   f. Surety bonds should not be required unless conditions warrant otherwise.
   g. MORPC will award bid contracts to the bidder making the lowest and best bid, unless federal funds are involved and there is a federal statute or regulation that imposes a different award standard. In that case, the federal standard will apply.
h. The Commission will directly award a contract by resolution or will authorize the executive director, acting in accordance with these general procurement policies and guidelines and MORPC’s Bylaws, to award a contract.

i. Any or all bids may be rejected if there is a sound documented reason.

j. All documentation of each procurement will be maintained by the procuring department in accordance with MORPC’s records management system.

D. Request for Proposal (RFP):

1. Request for proposal procedures may be used to procure qualifications based services and other goods and services, as permitted by Ohio Revised Code, Section 307.86(M). RFP is appropriate when complete, adequate and realistic specifications are not available and when significant evaluation factors other than price are being used. R.C. 307.862(G) prohibits the use of competitive sealed proposals for construction services.

2. RFP procedures are used to procure professional and consulting services. Examples of services to be procured by the RFP process include, without limitation: services of an accountant, attorney, physician, construction project manager (Not at Risk), consultant, or appraiser.

3. If RFP is used, the following requirements will apply:
   a. The procuring department will develop a RFP including scope of work and weighted evaluation factors, in conjunction with the Operations Department.
   b. Notice of RFP shall be publicized and published in a newspaper of general circulation when cost is expected to exceed minimum required bidding amount set forth in Ohio Revised Code, Section 307.86.
   c. Proposals will be solicited from an adequate number of qualified and diverse sources.
   d. The procuring department will complete a RFQ/RFP Bid Summary Sheet.
   e. Appropriate evaluation factors will be selected and weighted based upon MORPC’s particular needs for each procurement. The following evaluation factors may be considered in reviewing proposals submitted; however, other appropriate evaluation factors may also be used:

   (1) Cost
   (2) Budgeted hours
   (3) Technical excellence
   (4) Personnel qualifications
   (5) Prior experience
(6) Understanding of work and schedule
(7) Prior performance for MORPC
(8) Presented workload
(9) Staffing capabilities
(10) Interview

f. The Notice of RFP shall identify all of such evaluation factors and their relative importance and specify methods of payment (lump sum, cost plus fixed fee, cost per unit of work, or specific rate(s) of compensation).
g. MORPC shall allow reasonable time for development and submission of proposals (a minimum of two weeks)
h. Two or more people with adequate background and without any direct interest in the contract will evaluate proposals in relation to the pre-established weighted evaluation factors.
i. Negotiations with proposers in the competitive range, coordinated with the Operations Department, are permitted if proposers are so notified in the Notice of RFP.
j. The final evaluation will be completed with recommendation for award.
k. Notice of proposed award will be made as appropriate.
l. Awards will be made to proposers whose proposal is most advantageous to MORPC
m. The Commission will directly award a contract by resolution or will authorize the executive director, acting in accordance with these general procurement policies and guidelines and MORPC’s Bylaws, to award a contract.

n. The contract will be developed in conjunction with the Operations Department; “Fixed Price” and “Cost Plus Fixed Fee” contracts are the preferred contract types.
o. All documentation of each procurement will be maintained by the procuring department in accordance with MORPC’s records management system.
p. The procuring department will review contractor invoices to assure that contractors have performed prior to payment. A review of progress reports and deliverable work products will be performed.

E. Professional Design Services:
Contracts for professional design services, as defined by R.C. 153.65(C) shall be procured by the qualifications based selection procedures set forth in R.C. 153.65 through R.C. 153.73.
F. **Alternative Delivery of Construction Services**
Nothing in this document shall preclude MORPC from using delivery methods different from sealed bids to procure construction services, such as but not limited to design-build and construction manager at risk, as long as counties are eligible to use the chosen methodology under the Ohio Revised Code.

G. **Other Methods of Procurement:**
Subject to the prior approval of the Director of Operations, in unusual situations, MORPC may use other methods of procurement which conform to the requirements of state and federal law, including without limitation, procurement by noncompetitive proposals.
GENERAL PROCUREMENT POLICIES AND GUIDELINES

I. REGULATORY FRAMEWORK

The State of Ohio and the federal government regulate MORPC’s procurement activities. It is MORPC’s policy to comply with all applicable federal and state laws, including the following statutes and regulations as they apply to MORPC and as they are amended from time-to-time:

A. Ohio Revised Code, Sections 307.86 through 307.92, requiring competitive bidding by counties.
B. Ohio Revised Code, Section 713.23, requiring compliance with Sections 307.86 to 307.92 when entering into a purchase contract for a political subdivision.
C. Ohio Revised Code Section 102.01, et seq. dealing with ethical considerations.
E. Federal Transit Administration Circular 4220.1F, third-party contracting guidelines.
F. Federal Highway Administration Federal Aid Policy Guide, Part 172 administration of engineering and design-related service contracts.
G. The provisions of MORPC’s By-laws.
H. The terms and conditions of MORPC’s contracts and grant agreements.

II. GENERAL PROCUREMENT STANDARDS AND POLICIES

In order to comply with the above regulatory framework and promote competition in procurements, it is MORPC’s policy to conduct its procurement activities in accordance with the following standards, policies and guidelines:

A. Authorization of all procurements shall be made in accordance with MORPC’s By-laws in effect as amended from time to time.
B. Procurement transactions will be conducted in such a manner as to not unnecessarily or unduly restrict competition and to insure that all solicitations clearly and accurately describe the technical
requirements for the material, product or service to be procured. Such description may include a statement of the qualitative nature of the material, product or service to be procured, and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Generally, however, detailed product specifications should be avoided if possible.

C. Staff will review proposed procurements to avoid purchase of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis will be made to determine the most economical approach.

D. MORPC will perform cost or price analysis in connection with every procurement action before receiving bids or proposals. Profit will be negotiated as a separate element of price for each contract. The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

E. Everyone involved in procurement must act in accordance with Section 102.01 et seq., Ohio Revised Code, and MORPC’s Code of Ethics as adopted and amended by resolution of the Commission from time-to-time. No employee, officer or agent of MORPC shall participate in selection or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved.

F. To foster greater economy and efficiency, MORPC will use available intergovernmental agreements and arrangements for procurement or use of common goods and services, especially Franklin County and State of Ohio competitively bid master purchase agreements and other authorized cooperative purchasing arrangements.

G. MORPC will use federal excess and surplus property in lieu of purchasing new equipment and property, whenever such use is feasible, meets MORPC’s needs and reduces costs.

H. The procuring department will maintain records sufficient to detail the significant history of procurement. These records will include, without limitation: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price, and all relevant documentation and contracts.

I. Disadvantaged Business EnterprisesDiverse vendors shall be accorded maximum feasible opportunity to participate in procurement in accordance with MORPC’s DBE diversity program as adopted and amended by resolution of the Commission from time- to-time. MORPC will take all necessary affirmative steps to assure that minority firms, business enterprises (MBEs), women-owned business enterprises (WBEs), small business enterprises (SBEs), disadvantaged business enterprises (DBEs), veteran business enterprises (VBEs), other diverse vendors and labor
surplus area firms are used when possible.

I.J. MORPC encourages the purchase of products and services that support the region’s social, environmental, and economic sustainability. As such, vendors, products and services that meet the standards outlined in the adopted “MORPC Sustainable Purchasing Guidance” policy, subject to change over time, shall be accorded the maximum feasible consideration when making any procurement decision.

J.K. MORPC will award bid contracts to the lowest responsive and responsible contractor when federal funds are involved and to the contractor/bidder making the lowest and best offer, unless when federal funds are not involved and there is a federal statute or regulation that imposes a different award standard. In that case, the federal standard will apply.

K.L. Staff of the procuring department will maintain a contract administration system to ensure that contractors perform in accordance with the terms, condition, and specifications of their contracts or purchase orders.

L.M. The Commission may reject all bids for sound documented business reasons.

M. Value engineering may be used in clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions.

N. Awards shall be made only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

O. Time and material type contracts shall be used only:
   a. After a determination that no other contract is suitable, and
   b. If the contract includes a ceiling price that the contractor exceeds at its own risk.

P. MORPC shall not enter into any contract with a period of performance exceeding five years inclusive of options without prior approval from the appropriate federal or state agency for any such contract.

Q. The terms and provisions of procurement contracts shall comply with all applicable federal and state laws and regulations.

III. METHODS OF PROCUREMENT AND GUIDELINE PROCEDURES

The following methods of procurement may be used as appropriate:

A. Minor Purchases:
   Minor purchases are those purchases up to a maximum of under $2,500.00. Purchases under that threshold may be made without obtaining competitive quotations if MORPC determines that the price is
fair and reasonable. Minimum documentation is required: a determination that the price is fair and reasonable and how this determination was derived.

B. **Small Purchase Procedures:**

Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies or other property that cost more than $2,500 but less than the minimum required amount for bidding set forth in Ohio Revised Code, Section 307.86, as amended from time-to-time. When small purchase procurements are made, price or rate quotations must be obtained from an adequate number (usually three or more) of qualified sources to assure receipt of a fair price.

C. **Competitive Sealed Bids:**

1. Competitive sealed bids will be used when securing services, supplies or other property at a cost in excess of the minimum required bidding amount set forth in Ohio Revised Code, Section 307.86, as amended from time-to-time. (NOTE: the procurement of professional and certain consulting services is handled by the request for proposal method, not competitive sealed bids.) Procurement by competitive sealed bid is appropriate when:
   a. A complete, adequate, and realistic specification or purchase description is available;
   b. Two or more responsible bidders are willing and able to compete effectively and for the business;
   c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price;
   d. No discussion with bidders is needed; and
   e. The method is required by the Ohio Revised Code.

2. If competitive sealed bids are used, the following requirements will apply:
   a. Notice in accordance with Ohio Revised Code, Section 307.87 of the invitation for bids shall be published once a week for not less than two consecutive weeks preceding the day of the opening of bids in a newspaper of general circulation and by other means if deemed appropriate. MORPC shall maintain in a public place in its office or other suitable public place a bulletin board upon which shall be posted and maintained a copy of such notice for at least two weeks preceding the day of the opening of bids.
   b. Bids shall be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids.
   c. The invitation for bids will include any specifications and pertinent attachments, and shall define the items
or services sought in order for the bidders to properly respond.
d. The sealed bids will be publicly opened and read at the advertised time and place.
e. Written notice will be made as appropriate to the bidder receiving an award of contract.
f. Surety bonds should not be required unless conditions warrant otherwise.
g. **Award of contracts will be made to the lowest responsive and responsible bidder for federally funded contracts or to the lowest and best bidder for non-federally funded contracts.** MORPC will award bid contracts to the bidder making the lowest and best bid, unless federal funds are involved and there is a federal statute or regulation that imposes a different award standard. In that case, the federal standard will apply.

h. The Commission will directly award a contract by resolution or will authorize the executive director, acting in accordance with these general procurement policies and guidelines and MORPC’s By-laws, to award a contract.
i. Any or all bids may be rejected if there is a sound documented reason.
j. All documentation of each procurement will be maintained by the procuring department in accordance with MORPC’s records management system.

D. **Request for Proposal (RFP):**

1. Request for proposal procedures are may be used to procure qualifications based services and other goods and services, as permitted by Ohio Revised Code, Section 307.86(M). RFP is appropriate when complete, adequate and realistic specifications are not available and when significant evaluation factors other than price are being used. R.C. 307.862(G) prohibits the use of competitive sealed proposals for construction services.

2. RFP procedures are used to procure professional and consulting services. Examples of services to be procured by the RFP process include, without limitation: services of an accountant, architect, attorney, physician, professional engineer, construction project manager (Not at Risk), consultant, surveyor or appraiser.

3. If RFP is used, the following requirements will apply:
   a. The procuring department will develop a RFP including scope of work and weighted evaluation factors, in conjunction with the Finance and Human Resources Operations Departments.
   b. Notice of RFP shall be publicized and published in a newspaper of general circulation when cost is
c. Proposals will be solicited from an adequate number of qualified and diverse sources.

d. The procuring department will complete a RFQ/RFP Bid Summary Sheet.

d-e. Appropriate evaluation factors will be selected and weighted based upon MORPC’s particular needs for each procurement. Weight will total 100. The following evaluation factors may be considered in reviewing proposals submitted; however, other appropriate evaluation factors may also be used:

(1) Cost
(2) Budgeted hours
(3) Technical excellence
(4) Personnel qualifications
(5) Prior experience
(6) Understanding of work and schedule
(7) Prior performance for MORPC
(8) Presented workload
(9) Staffing capabilities
(10) Interview

(11) 2000 Compliance

e. The Notice of RFP shall identify all of such evaluation factors and their relative importance and specify methods of payment (lump sum, cost plus fixed fee, cost per unit of work, or specific rate(s) of compensation).

f. MORPC shall allow reasonable time for development and submission of proposals (a minimum of two weeks).

g. Two or more people with adequate background and without any direct interest in the contract will evaluate proposals in relation to the pre-established weighted evaluation factors.

h. Negotiations with proposers in the competitive range, coordinated with Finance the Operations Department, are permitted if proposers are so notified in the Notice of RFP.

i. The final evaluation will be completed with recommendation for award.

j. Notice of proposed award will be made as appropriate.

k. Awards will be made to proposers whose proposal is most advantageous to MORPC.

l. The Commission will directly award a contract by resolution or will authorize the executive director, acting in accordance with these general procurement policies and guidelines and MORPC’s By-laws, to
award a contract.

The contract will be developed in conjunction with the Finance Operations Department; “Fixed Price” and “Cost Plus Fixed Fee” contracts are the preferred contract types.

All documentation of each procurement will be maintained by the procuring department in accordance with MORPC’s records management system.

The procuring department will review contractor invoices to assure that contractors have performed prior to payment. A review of progress reports and deliverable work products will be performed.

E. Professional Design Services:

Contracts for professional design services, as defined by R.C. 153.65(C), shall be procured by the qualifications based selection procedures set forth in R.C. 153.65 through R.C. 153.73.

F. Alternative Delivery of Construction Services

Nothing in this document shall preclude MORPC from using delivery methods different from sealed bids to procure construction services, such as but not limited to design-build and construction manager at risk, as long as counties are eligible to use the chosen methodology under the Ohio Revised Code.

E-G. Other Methods of Procurement:

Subject to the prior approval of the directors of Finance and Human Resources Director of Operations, in unusual situations, MORPC may use other methods of procurement which conform to the requirements of state and federal law, including without limitation, procurement by noncompetitive proposals.

PROTEST PROCEDURES

In connection with all procurements, MORPC will consider all protests raised by any actual or prospective bidder or offerer whose direct economic interest would be affected by the award of the contract or by failure to award the contract on any issue regarding solicitation, proposed award, or award of a contract. Any protest must be in writing and meet the following requirements:

The protest must specifically identify the protesting party by name and address; it must specifically identify the contract and it must clearly state the grounds for protest. The protest must be filed personally or, by certified mail, by e-mail or other formats as specified in the procurement solicitation with the Director of Operations within three (3) business days of notice of proposed award of the contract.

The Director of Finance or Human Resources Operations may request an informal conference on the merits of the protest if he deems it necessary to its determination.

Commented [SS2]: No such ORC requirement in 307.86-92 or in federal regs; this appears to be at our discretion.
The Director of Finance or Human Resources Operations will respond in writing to such protest within three (3) business days of receipt of such protest. The decision of the Director of Finance and Human Resources Director of Operations shall be final when issued. Any appeal from such protest decision must be filed with the appropriate federal or state agency providing funding from the contract in accordance with the protest procedure of such agency. MORPC will not award the contract prior to five (5) business days after resolution of the protest, unless MORPC determines that: The items to be procured are urgently required; Delivery or performance will be unduly delayed by failure to make the award promptly; or Failure to make prompt award will otherwise cause undue harm to MORPC. MORPC will in all instances disclose information regarding a protest to the appropriate federal or state agency providing funding for the contract at issue.
Memorandum

TO: Mid-Ohio Regional Planning Commission
    Executive Committee

FROM: Shawn Hufstedler, Chief of Staff & Director of Operations

DATE: February 28, 2020

SUBJECT: Proposed Resolution EC-02-20: “Authorizing the executive director to make relevant changes to the Mid-Ohio Regional Planning Commission’s Employee Guidebook”

The Benefits & Compensation Committee’s last revision to the Employee Guidebook was in 2017. Systematic review of policies are scheduled to take place at least every four years by legal counsel. The last systematic review by legal counsel was in 2017. In other years, changes are recommended as needed. There are numerous updates, refinements and modifications to the guidebook proposed.

Note that all changes were reviewed by legal to ensure adequate compliance and consistency with MORPC and other reasonable practices.

The following is a brief highlight of the proposed updates to the guidebook, in addition to any minor clarifications and language clean-up. Specifically:

Section 1 – Classification Plan
    • Made explicit the Executive Director’s ability to add or remove positions within established grades.

Section 3 – Benefits
    • Copied language from the Grandfathered Sick Leave section to the Paid Time Off section for clarity.
    • Clarified training types (professional development; other) that fall within education opportunity types and increased maximum reimbursement amount to $5,000 for certifications and undergraduate work to be consistent with graduate level reimbursement. (This is in part to clarify when an additional approval is needed and when it is not.)
    • Updated H-1B Sponsorship language to note MORPC will pay for the costs, as required.
    • Incorporated the C-pass program in the Guidebook.

Section 4 – Wage & Salary Administration
    • Clarified language for flex time.
Section 8 – Reimbursement & Purchasing

- Removed restriction of allowing cost reduction due to an overnight stay for only Saturday nights, allowing the cost reduction if available for any night.
- Added paragraph for newly implemented Franklin County Auditor policy that employees who incur sales tax charges when making purchases out-of-pocket will not have such amounts paid reimbursed to them.
- Updated the Purchasing section language to better mirror the bylaws language and provide additional language for basic procurement requirements. (Except to be consistent with the next bullet below, this does not change current policies or practices within the agency, as the practices and policies were already consistent.)
- The Purchase Order Procedures section was updated to change the Department Head authorization limit from $2,000 to $2,500 to align with the “small purchase” limits included in the Purchasing section.
- Removed reference to the weatherization warehouse closed last year.

Other Employee Guidebook Changes

- Updated logo
- Updated department names

Attachment: Resolution EC-02-20
RESOLUTION EC-02-20

“Authorizing the executive director to make relevant changes to the Mid-Ohio Regional Planning Commission’s Employee Guidebook”

WHEREAS, as part of our systematic review of personnel policies and procedures, this Employee Guidebook is revised and updated; and

WHEREAS, the current Employee Guidebook must be updated to reflect numerous updates, refinements, and modifications; and

WHEREAS, the Commission authorized the Executive Committee to act on behalf of the full Commission in the review and adoption of policies maintained in the Employee Guidebook periodically as needed; now therefore

BE IT RESOLVED BY THE EXECUTIVE COMMITTEE OF THE MID-OHIO REGIONAL PLANNING COMMISSION:

Section 1. That the updated Employee Guidebook becomes effective March 5, 2020, and will supersede all previous updates, and is hereby adopted by the Executive Committee.

Section 2. That the executive director is authorized to take such other action and execute and deliver such other documents as, acting with the advice of legal counsel, he shall deem necessary and appropriate to carry out the intent of this resolution.

Section 3. That this committee finds and determines that all formal deliberations and actions of this committee concerning and relating to the adoption of this resolution were taken in open meetings of this committee.

________________________________________
Karen Angelou, Chair
EXECUTIVE COMMITTEE

Effective date: March 5, 2020
Submitted by: Shawn Hufstedler, Chief of Staff & Director of Operations
Prepared by: Shawn Hufstedler, Chief of Staff & Director of Operations
Authority: Ohio Revised Code Section 713.21
For action date: March 5, 2020
Attachments: Proposed Employee Guidebook Changes
Proposed Employee Guidebook Changes – track changes
SECTION 1 – CLASSIFICATION PLAN

The Mid-Ohio Regional Planning Commission (“MORPC”, the “Commission” or “agency”) Classification Plan, which shall govern payroll and personnel matters, consists of the MORPC Staff Organizational Chart, the Pay Range and Authorized Staff Positions by Job Title Table, and position descriptions.

The Pay Range and Authorized Staff Positions by Job Title Table represents the annual pay range for each full-time position and the established positions as recommended by the Executive Director and authorized by the Executive Committee. No established position shall be assigned a pay rate higher than the maximum or lower than the minimum pay rate except by written authority of the Executive Director. For Department Heads, such an exception must be authorized by the Executive Committee. From time to time, the Executive Director may, based on agency needs, modify position descriptions or job titles, in a manner consistent with the current Pay Range and Authorized Staff Positions by Job Title Table.

For all positions including department head level, the Executive Director is authorized to determine the required number of authorized staff and their organization within the agency, and to hire, grant promotions and wage adjustments. All such changes must be in writing.

SECTION 3 – BENEFITS

LEAVES OF ABSENCE WITH PAY

Leaves of absence with pay include grandfathered sick leave, PTO, serious illness leave, parental or adoption leave, bereavement leave, special leave, jury duty, military leave, and official holidays observed by MORPC.

Paid Time Off (PTO):

PTO hours are for full-time and part-time employees, who are regularly scheduled to work at least 20 hours per week, and may be used for reasons such as observances of religious holidays not otherwise observed by MORPC; leave for deaths not covered by bereavement leave; time off for rest, vacation, and relaxation; or health reasons affecting the employee or a member of the employee’s immediate family, including illness, injury, appointments or treatment, and/or time off due to contagious disease, mental health, and/or other personal reasons.

Employees will be permitted to take PTO hours with the prior approval of the employee’s Supervisor and/or Department Head. Employees may not take more PTO hours than they have accrued as of the end of the pay period which includes the date of use (i.e., PTO balances may not be negative). Advanced notice of the PTO shall be given as practicable.

The PTO earnings schedule is shown below.

Except as may be required by law or authorized by the Director of Operations or Executive
Director, employees may not elect to take unpaid time off in lieu of using available PTO.

### Years of Service:

<table>
<thead>
<tr>
<th>PTO Leave Schedule</th>
<th>1st Year</th>
<th>2nd Year</th>
<th>3-7 Years</th>
<th>8-14 Years</th>
<th>15-20 Years</th>
<th>21+ Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td>96</td>
<td>120</td>
<td>160</td>
<td>184</td>
<td>224</td>
<td>264</td>
</tr>
<tr>
<td>Accrual Per Pay (26 pays)</td>
<td>3.69</td>
<td>4.62</td>
<td>6.15</td>
<td>7.08</td>
<td>8.62</td>
<td>10.15</td>
</tr>
</tbody>
</table>

### Holidays

The official holidays observed by MORPC shall be as follows:

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving Day
- Christmas Day

Each full-time employee in paid status shall be entitled to eight hours of pay for each of the listed holidays. Employees in Leave Without Pay status on either the last workday preceding the holiday or the first workday after the holiday are not eligible to receive holiday pay. Eligible part-time employees in paid status receive pro-rated amount of hours based on their scheduled average daily work hours per week. Holidays falling on a weekend will usually be celebrated on either the preceding Friday or the following Monday.

### FAMILY MEDICAL LEAVE

**Paid or Unpaid Leave:**

Employees are required to spend down any grandfathered sick leave, Parental or Adoption leave, Serious Illness leave, or special leave for any part of an FMLA-qualifying leave. Once all paid leave is used, the remainder of the FMLA shall be unpaid. Any absence related to illness for which the employee is receiving workers’ compensation or short- or long-term disability benefits shall run concurrently with an FMLA leave. PTO time shall not be used to extend any period of FMLA beyond the maximum 12 weeks permitted by law.

### EDUCATIONAL OPPORTUNITIES

**Tuition Reimbursement/Professional Development Program:**
MORPC encourages and supports employees’ efforts to broaden the skills and knowledge which lead to job enrichment at MORPC. Full-time employees who have completed their six (6) month introductory period are eligible for the MORPC Tuition Reimbursement/Professional Development Program. If approved, MORPC will reimburse staff up to a total of $5,000 per year for courses or instruction that are, in the sole discretion of the employee’s Department Head and Human Resources, directly related and beneficial to the employee’s job duties. The following activities are eligible for reimbursement:

- Working toward an Associate, Undergraduate, or Graduate Degree, provided by colleges, universities or other approved agencies
- Relevant extensive professional development programs (such as Leadership Columbus)
- Coursework and testing to achieve or maintain certification in their field of work (e.g. PE, SHRM, CPA, AICP, Housing Professional Certification, etc.)

For professional development programs, certification renewal, and coursework that does not require testing upon completion, reimbursement prior to course completion, or direct payment to the vendor is acceptable in a manner consistent with MORPC finance processes and procedures.

Some programs allow for students to test out of classes. MORPC will reimburse for the cost of these tests subject to and included within the same limits and parameters noted above and below including successful outcome of the test (i.e. placing out of the class).

Part-time employees (less than 30 hours per week) are eligible to participate at the expiration of their six-month introductory period and will be reimbursed up to $2,500 per year.

Human Resources is responsible for approving all professional development training whether paid from a department budget or the Human Resources budget. The Executive Director has final approval authority for all recommended actions. Approval must be requested on the “Travel Request/Authorization” form if out-of-town travel is required; otherwise a purchase order is required (see Section 8).

**Seminars, Conferences and Other Training:**
When MORPC determines, in its sole discretion that it would be a benefit to the agency and the employee, MORPC may pay the necessary expenses incurred by an employee to officially represent the agency by attending:

- Professional seminars
- Conferences
- Other training sessions, generally department-specific training, not covered by the Tuition Reimbursement/Professional Development Program section
- Other official meetings or gatherings

Department Heads are responsible for monitoring and recommending participation in seminars, conferences and training within departmental budgetary constraints.
As may be required by law, MORPC will cover the application and processing cost incurred in obtaining or renewing an H-1B visa if the employee has completed any six month introductory period, including for a transfer or promotion, and is satisfactorily meeting all of the requirements of the employee’s position. Certain restrictions and requirements may apply.

**EMPLOYEE COMMUTER BENEFITS**

**COTA Bus Pass Policy:**
If made available by COTA, MORPC will enroll all employees working the program required minimum hours in the “C-Pass” program, which gives the employee unlimited access to all COTA bus service, at no cost to the employee. The employee is responsible for obtaining their individual “C-Pass” either by downloading the smartphone application from the COTA website, or by obtaining a “C-Pass” card in person at the COTA Customer Service Center. This program is subject to change without notice.

If the C-Pass program is not offered by COTA, the agency will provide an 80% subsidy, as funds allow and subject to change, to assist employees with purchasing COTA one-day passes (minimum of 5) or monthly bus passes. This subsidy is designed to encourage alternative forms of transportation, increase the parking spaces available for MORPC guests and to be useful for the employee as a means of transportation to and from worksite. Bus passes must be used regularly by the employee for commuting to and from work and will not be available for purchase for employee’s family members or friends. If an employee purchases a monthly bus pass subsidized by MORPC and also drives a vehicle to work regularly, Human Resources will determine whether the employee’s privilege to purchase a bus pass will be withheld along with other disciplinary actions as warranted.

**SECTION 4 – WAGE AND SALARY ADMINISTRATION**

**MORPC’S TELECOMMUTING POLICY**

**The Review Process**

**Measuring Productivity of the Telecommuter:**
The employee who desires to participate in this program must explain how their productivity will be measured by their Supervisor. Examples of a participant measurement options would be measuring work-task output; focus groups to obtain hands-on feedback; evaluating communication efficiency and participation in surveys to measure perceptions. Annually the employee and Supervisor shall agree upon a regular review process, that is not in conflict with MORPC’s other Policies and Procedures.

MORPC reserves the right to periodically inspect a home office or remote work site, to ensure that all MORPC policies regarding remote work are being adhered to and that the work site ensures the employee’s safety.
FLEX TIME FOR EXEMPT EMPLOYEES

In certain instances, MORPC may award flex time to full-time exempt employees, who work more than 40 hours during a workweek. Flex time is awarded at a rate of one hour for one hour of work and must be used within the current 6 month period (i.e. the period ending June 30 or December 31).

Exempt employees may not have more than a 40 hour balance of flex time at any given time during a 6 month period. Allocation of hours must balance to zero hours of flextime at the end of the 6 month periods ending June 30 and December 31. Any negative flex time balances existing at the end of the 6 month periods noted above must be eliminated by using available PTO to eliminate the negative balance or having the number of hours equivalent to the negative balance deducted from actual hours paid for the then-current pay period. There is no carry-over or cash out for flex time hours not used during that 6 month period. Must have supervisory approval.

SECTION 8 – REIMBURSEMENT AND PURCHASING

Definition of Public Purpose for MORPC:
MORPC’s Public Purpose is set forth in O.R.C. Section 713-23 Powers and Duties of County and Regional Planning Commissions which states, “the regional or county planning commission may make studies, maps, plans, recommendations and reports concerning the physical, environmental, social, economic, and governmental characteristics, functions, services, and other aspects of the region or county, respectively.” As a practical matter, MORPC’s Public Purpose is defined at length in its annual work plans, mission statement, goals and objectives.

Activities which carry out, support or further these plans, mission, goals, and objectives are for a Public Purpose (however, not all expenses incurred in serving the Public Purpose are reimbursable).

OVERNIGHT TRAVEL EXPENSE POLICY

Additional Night Stayovers:
If a total cost savings is realized by extending a business trip over an additional night, MORPC will reimburse the employee the cost of the additional night’s lodging and up to one additional day’s meals according to the Meal Allowance policy if the employee elects to stay the extra night. For a net cost savings, the amount saved in airfare for an additional night stayover must be greater than the cost of adding one night’s stay and up to one day’s meals to the cost of the travel. Substantiated documentation of this cost savings must be provided with the Travel Request form.

TAX-EXEMPT STATUS
MORPC is a governmental unit and is exempt from the payment of Ohio sales tax. This exemption does not extend to other assessed taxes, such as hotel lodging taxes,
telecommunications taxes or excise taxes. Employees shall provide tax-exempt certificates to businesses to avoid paying sales taxes on agency expenses when payment is to be made by MORPC directly to the business. The certificates can be obtained from Finance.

Employees who incur sales tax charges when making purchases out-of-pocket will not have such amounts paid reimbursed to them, in accordance with the allowable cost policy of the Franklin County Auditor. The policy does allow reimbursement for sales tax for certain costs specifically lodging and meals.

## PURCHASING

MORPC’s procurement policies and guidelines, set forth in the purchasing policy currently in effect as adopted by the Executive Committee, are based on federal, state and local laws and regulations and sound business practice to meet MORPC’s needs and obligations. Employees involved in purchasing goods and services shall read and be familiar with agency purchasing policies.

- All expenditures must be for a public purpose. The definition of a public purpose for MORPC can be found at the beginning of this Section (8) of this Employee Guidebook. As a practical matter, MORPC’s Public purpose is defined in our mission statement, annual work plans and goals.

- Expenditures for alcoholic beverages, personal gifts and entertainment are prohibited.

- All expenditures must be necessary and reasonable in the proper and efficient conduct of agency business.

- MORPC’s Diversity Plan encourages the use of minority-owned, women-owned and disadvantaged vendors, when practical, to help obtain our diversity procurement goals. Employees are encouraged to use the diversity vendor lists on the intranet when seeking vendors.

- Procurement policies applicable to small purchases shall be followed:
  
a) Cost or price must be reasonable (see CFR 2 Part 200).
b) Avoid purchase of unnecessary or duplicate items.
c) Purchase through Franklin County and State of Ohio competitively bid master purchaser agreements whenever possible.
d) Deal with responsible suppliers.
e) Respect open competition, MORPC’s DBE goals and code of ethics when selecting suppliers.

All expenditures must be consistent with other MORPC policies and any applicable contractual terms and conditions and state or federal regulations.

Minor purchases of goods or services for amounts not exceeding $2,500 in total may be made without obtaining competitive quotations, as long as a determination that the price is fair and reasonable is documented.
Small purchases of goods or services for amounts greater than $2,500 but less than $50,000 may be made after obtaining price or rate quotations from at least three qualified sources. Quotes may be verbal or written, but verbal quotes must still be documented. These limits are subject to change based on Ohio Revised Code limits. See MORPC’s purchasing policy for more information.

Competitive biddings, or RFQ’s/RFP’s are required for purchases of goods or services totaling $50,000 or more. Allowable exceptions to the bidding requirement are described in Ohio Revised Code Section 307.86. See MORPC’s purchasing policy for more information.

Subject to an approved budget and legal appropriation, the following have the authority to enter into agreements:

a) Executive Director for agreements up to $75,000
b) Executive Director plus an Executive Committee resolution for agreements greater than $75,000

The following individuals have authority to approve obligations (Purchase Orders):

a) Department Heads for obligations up to $2,500
b) Chief of Staff or Director of Operations for obligations greater than $10,000
c) Executive Director for all obligations greater than $25,000
d) Commission Chair (or alternate officer) for all obligations greater than $50,000
e) Finance Director shall authorize all obligations regardless of dollar amount.
f) Commission resolution is needed for obligations not in the current budget.
g) All contracts need to be reviewed by the Chief of Staff & Director of Operations, or designee, and approved by the Executive Director.

Expenditures must be properly documented under MORPC’s procedures and approval of payments must be authorized as follows:

a) Department Heads for all expenditures.
b) Finance Director authorizes all expenditures.
c) Chief of Staff & Director of Operations authorizes all expenditures over $10,000.
d) Executive Director for expenditures greater than $25,000.
e) Commission Chair for expenditures greater than $50,000.

**PURCHASE ORDER PROCEDURES**

**Purchase Order Request:**
Entry form must be submitted in the online purchase order approval system to request that a purchase order be issued to authorize a purchase.
**Purchase Order:**
Legal document titled “Purchase Order” which, when fully approved, encumbers funds and authorizes a purchase. Purchases are not authorized until an approved purchase order is completed.

**Purchases of $2,500 or less:**
Purchases of $2,500 or less may be authorized by the appropriate Department Head and the purchase can then be made. When such purchases are requested, a Purchase Order Request must first be entered and submitted online, and then approved online by the Department Head. A physical printout of the approved purchase order is not required unless one is requested by the vendor. This purchase must comply with the policies of Section 8 of this manual. If a vendor requires a purchase order, it should be noted in the description section of the Purchase Order Request when submitted. The Finance team will then provide an approved purchase order.

Toward the end of the calendar year, the Finance team closely monitors appropriation balances to insure that agency legal spending limits are not exceeded. This will include monitoring all new incoming Purchase Order Requests. If it appears the agency appropriation balances may not be adequate to allow the Department Head to authorize further purchases, notification may be given that all purchases for the balance of the calendar year must have an approved purchase order from the Finance team prior to creating an obligation or making a purchase.

**Purchases in excess of $2,500:**
All purchases in excess of $2,500 must have a fully approved purchase order. No purchases are to be made or orders placed for amounts in excess of $2,500 without a fully approved purchase order. Employees may request a purchase order by completing and submitting a Purchase Order Request online.

After a purchase order has been prepared and fully approved, the requesting employee will receive an electronic notification that the Purchase Order has been approved. This copy will serve as authorization for the employee to make the purchase. Purchases shall be planned in advance. It may take one to two weeks to obtain a fully approved purchase order.

**How to obtain a purchase order:**
A purchase order is required for all purchases greater than $2,500.

1. Complete a Purchase Order Request online, including the vendor name, a description of the purchase, G/L account number, program number, and task number to charge. At the moment an online Request is submitted, the first approver is notified by e-mail and the requestor is notified as successive approvals are made in real time.

2. The Finance team will enter a purchase order in the Franklin County MUNIS system; once all necessary approvals have been obtained online and the online Purchase Order has been generated.

3. Funds are encumbered for the purchase, and the purchase order is issued in MUNIS.
**PROCEDURES FOR SPECIFIC PURCHASES**

**Subscriptions:**
Complete a *Purchase Order Request* form online; obtain online approval and forward the subscription order form to Finance to process the payment.

**Weatherization Materials:**
While working at a job site, it may be necessary for a weatherization crewmember to make a minor miscellaneous purchase for a material to efficiently complete the job. These miscellaneous materials may be purchased on an open account. These purchases must be monitored by the project supervisor.

**SECTION 9 – OPERATING POLICIES AND PROCEDURES**

**E-MAIL AND INTERNET ACCEPTABLE USE POLICY**

**Purpose:**
This policy is intended to establish guidelines and procedures relating to the use of the agency’s computers, network, e-mail and Internet system and archival procedures (collectively referred to as the “Electronic Systems”), implemented and administered by IT in consultation with Human Resources. Users are required to adhere to the IT Use Agreement as provided by IT.

**APPENDIX**

**Updates Since September 9, 2017**

March 5, 2020 – Resolution EC-03-20 (Clarified Executive Director’s ability to add or remove positions; clarified PTO language; clarified professional development; updated H-1B sponsorship language; clarified flex time language; included paragraph regarding Franklin County Auditor’s new policy on sales tax; better aligned purchasing language with bylaws; updated Department Head authorizations; removed reference to weatherization warehouse)

**Last Full Update**
September 9, 2017 – Resolution EC-01-17
SECTION 1 – CLASSIFICATION PLAN

The Mid-Ohio Regional Planning Commission ("MORPC", the "Commission" or "agency") Classification Plan, which shall govern payroll and personnel matters, consists of the MORPC Staff Organizational Chart, the Pay Range and Authorized Staff Positions by Job Title Table, and position descriptions.

The Pay Range and Authorized Staff Positions by Job Title Table represents the annual pay range for each full-time position and the established positions as recommended by the Executive Director and authorized by the Executive Committee. No established position shall be assigned a pay rate higher than the maximum or lower than the minimum pay rate except by written authority of the Executive Director. For Department Heads, such an exception must be authorized by the Executive Committee.

The Executive Director may add or remove positions within pay ranges in a manner consistent with the current Pay Range and Authorized Staff Positions by Job Title Table based on agency needs. From time to time, the Executive Director may, based on agency needs, modify position descriptions or job titles, in a manner consistent with the current Pay Range and Authorized Staff Positions by Job Title Table.

For all positions including department head level, the Executive Director is authorized to determine the required number of authorized staff and their organization within the agency, and to hire, grant promotions and wage adjustments. All such changes must be in writing.

SECTION 3 – BENEFITS

LEAVES OF ABSENCE WITH PAY

Leaves of absence with pay include grandfathered sick leave, PTO, serious illness leave, maternity, paternity, parental or adoption leave, bereavement leave, special leave, jury duty, military leave, and official holidays observed by MORPC.

Paid Time Off (PTO):

PTO hours are for full-time and part-time employees, who are regularly scheduled to work at least 20 hours per week, and may be used for reasons such as: observances of religious holidays not otherwise observed by MORPC, leave for deaths not covered by bereavement leave, and/or time off for rest, vacation, and relaxation; or, any of the following health reasons affecting the employee or a member of the employee's immediate family, including: illness, injury, appointments medical, dental, or optical examination or treatment, and/or quarantining because off time due to contagious disease, or mental health illness, and/or other personal reasons.

Employees will be permitted to take PTO hours with the prior approval of the employee’s Supervisor and/or Department Head. Employees may not take more PTO hours than they have accrued as of the end of the pay period which includes the date of use (i.e., PTO balances may not be negative). Advanced notice of the PTO shall be given as practicable.
The PTO earnings schedule is shown below.

To comply with applicable laws and except in rare circumstances authorized by Operations Except as may be required by law or authorized by the Director of Operations or Executive Director, employees may not elect to take unpaid time off in lieu of using available PTO.

### Years of Service:

<table>
<thead>
<tr>
<th>PTO Leave Schedule</th>
<th>1st Year</th>
<th>2nd Year</th>
<th>3-7 Years</th>
<th>8-14 Years</th>
<th>15-20 Years</th>
<th>21+ Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td>96</td>
<td>120</td>
<td>160</td>
<td>184</td>
<td>224</td>
<td>264</td>
</tr>
<tr>
<td>Accrual Per Pay (26 pays)</td>
<td>3.69</td>
<td>4.62</td>
<td>6.15</td>
<td>7.08</td>
<td>8.62</td>
<td>10.15</td>
</tr>
</tbody>
</table>

### Holidays

The official holidays observed by MORPC shall be as follows:

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving Day
- Christmas Day

Each full-time employee in paid status shall be entitled to eight hours of pay for each of the listed holidays. Employees in Leave Without Pay status on either the last workday preceding the holiday or the first workday after the holiday are not eligible to receive holiday pay. Eligible part-time employees in paid status receive pro-rated amount of hours based on their scheduled average daily work hours per week. Holidays falling on a weekend will usually be celebrated on either the preceding Friday or the following Monday.

### FAMILY MEDICAL LEAVE

**Paid or Unpaid Leave:**

MORPC requires an employee to substitute spend down any grandfathered sick leave, PTO, Parental or Adoption, Maternity, Paternity, or Adoption leave, Serious Illness leave, or special leave for any part of the 12 or 26 week period of an FMLA qualifying leave. Once all paid leave is used, the remainder of the FMLA shall be unpaid. MORPC may designate as FMLA leave any absence related to illness for which the employee is receiving workers’ compensation or short- or long-term disability benefits shall run concurrently with an FMLA leave. Any PTO time shall not be used to extend an employee's FMLA qualifying leave.
EDUCATIONAL OPPORTUNITIES

**Tuition Reimbursement/Professional Development Program:**
MORPC encourages and supports employees' efforts to broaden the skills and knowledge which lead to job enrichment at MORPC. Full-time employees who have completed their six (6) month introductory period are eligible for the MORPC Tuition Reimbursement/Professional Development Program. If approved, MORPC will reimburse staff up to a total of $35,000 per year for courses or instruction that are, in the sole discretion of the employee's Department Head and Human Resources, directly related and beneficial to the employee’s job duties. The following activities are eligible for reimbursement:

- Working towards an Associate or Undergraduate Degree or $5,000 per year for Graduate Degree, provided by colleges, universities or other approved agencies
- Extensive professional development programs (such as Leadership Columbus) may be approved for up to $5,000 per year as well.
- Coursework and testing to achieve or maintain certification in their field of work (e.g. PE, SHRM, CPA, AICP, Housing Professional Certification, etc.)

Employees working to achieve or maintain a certification in their field of work (e.g. PE, SHRM, CPA, AICP, Housing Professional Certification, etc.) are also eligible for up to $3,000 reimbursement for the cost of coursework and testing upon completion of certification. For professional development programs, certification renewal, and coursework that does not require testing upon completion, reimbursement prior to course completion, or direct payment to the vendor is acceptable in a manner consistent with MORPC finance processes and procedures.

Some programs allow for students to test out of classes. MORPC will reimburse for the cost of these tests subject to and included within the same limits and parameters noted above and below including successful outcome of the test (i.e. placing out of the class).

Part-time employees (less than 30 hours per week) are eligible to participate at the expiration of their six-month introductory period and will be reimbursed up to $12,500 for Undergraduate Degree or Certification and $2,500 for Graduate Degree per year.

Human Resources is responsible for approving all professional development training whether paid from a department budget or the Human Resources budget. The Executive Director has final approval authority for all recommended actions. Approval must be requested on the "Travel Request/Authorization" form if out-of-town travel is required; otherwise a purchase order is required (see Section 8).

**Seminars, Conferences and Other Training:**
When MORPC determines, in its sole discretion that it would be a benefit to the agency and the employee, MORPC may pay the necessary expenses incurred by an employee to officially represent the agency by attending:

- Professional seminars
- Conferences
- Other training sessions, generally department-specific training, not covered by the Tuition Reimbursement/Professional Development Program section
- Other official meetings or gatherings

Department Heads are responsible for monitoring and recommending participation in seminars, conferences and training within departmental budgetary constraints.

Human Resources is responsible for approving all professional development training whether paid from a department budget or the Human Resources budget. The Executive Director has final approval authority for all recommended actions. Approval must be requested on the “Travel Request/Authorization” form if out-of-town travel is required; otherwise a purchase order is required (see Section 8).

**H-1B SPONSORSHIP**

As may be required by law, MORPC will pay up to $1,000 of an existing employee's costs incurred in obtaining or renewing an H-1B visa if the employee has completed any six month introductory period, including for a transfer or promotion, and is satisfactorily meeting all of the requirements of the employee’s position. Certain legal restrictions and requirements may apply.

**COTA Bus Pass Policy:**

If made available by COTA, MORPC will enroll all employees working the program required minimum hours in the “C-Pass” program, which gives the employee unlimited access to all COTA bus service, at no cost to the employee. The employee is responsible for obtaining their individual “C-Pass” either by downloading the smartphone application from the COTA website, or by obtaining a “C-Pass” card in person at the COTA Customer Service Center. This program is subject to change without notice.

If the C-Pass program is not offered by COTA, the agency will provide an 80% subsidy, as funds allow and subject to change, to assist employees with purchasing COTA one-day passes (minimum of 5) or monthly bus passes. This subsidy is designed to encourage alternative forms of transportation, increase the parking spaces available for MORPC guests and to be useful for the employee as a means of transportation to and from worksite. Bus passes must be used regularly by the employee for commuting to and from work and will not be available for purchase for employee’s family members or friends. If an employee purchases a monthly bus pass subsidized by MORPC and also drives a vehicle to work regularly, Human Resources will determine whether the employee’s privilege to purchase a bus pass will be withheld along with other disciplinary actions as warranted.
SECTION 4 – WAGE AND SALARY ADMINISTRATION

MORPC’S TELECOMMUTING POLICY

The Review Process

Measuring Productivity of the Telecommuter:
The employee who desires to participate in this program must explain how their productivity will be measured by their Supervisor. Examples of a participant measurement options would be measuring work-task output; focus groups to obtain hands-on feedback; evaluating communication efficiency and participation in surveys to measure perceptions. Annually the employee and Supervisor shall agree upon a regular review process, that is not in conflict with MORPC’s other Policies and Procedures.

MORPC reserves the right to periodically inspect a home office or remote work site, to ensure that all MORPC policies regarding remote work are being adhered to and that the work site ensures the employee’s safety.

FLEX TIME FOR EXEMPT EMPLOYEES

In certain instances, MORPC may award flex time to full-time exempt employees, who work more than 40 hours during a workweek. Flex time is awarded at a rate of one hour for one hour of work and must be used within the current 6 month period (i.e. the period ending June 30 or December 31).

Exempt employees may not accumulate more than a 40 hour balance of flex time at any given time during a 6 month period. Allocation of hours must balance to zero hours of flextime carried at the end of every 6 month periods ending June 30 or December 31. Any negative flexible time balances existing at the end of these 6 month periods noted above that time must be eliminated by a combination of offsetting available PTO to eliminate the negative balance or having the number of hours equivalent to the negative balance deducted from hours charged, or by a reduction in actual hours paid for the then-current pay period. There is no carry-over or cash out for flex time hours not used during that 6 month period. Must have supervisory approval.

SECTION 8 – REIMBURSEMENT AND PURCHASING

Definition of Public Purpose for MORPC:
MORPC’s Public Purpose is set forth in O.R.C. Section 713-23 Powers and Duties of County and Regional Planning Commissions which states, “the regional or county planning commission may make studies, maps, plans, recommendations and reports concerning the physical, environmental, social, economic, and governmental characteristics, functions, services, and other aspects of the region or county, respectively.” MORPC’s Public Purpose is generally
limited to planning, studying, and improving functions, with express power to promote measures, which implement plans.

As a practical matter, MORPC’s Public Purpose is defined at length in its annual work plans, mission statement, goals and objectives.

Activities which carry out, support or further these plans, mission, goals, and objectives are for a Public Purpose (however, not all expenses incurred in serving the Public Purpose are reimbursable).

**OVERNIGHT TRAVEL EXPENSE POLICY**

**Saturday-Additional Night Stayovers:**
If a total cost savings is realized by extending a business trip over a Saturday night, MORPC will reimburse the employee the cost of the additional night’s lodging and up to one additional day’s meals according to the Meal Allowance policy if the employee elects to stay the extra night. For a net cost savings, the amount saved in airfare for a Saturday night stayover must be greater than the cost of adding one night’s stay and up to one day’s meals to the cost of the travel. Substantiated documentation of this cost savings must be provided with the Travel Request form.

**TAX-EXEMPT STATUS**
MORPC is a governmental unit and is exempt from the payment of Ohio sales tax. This exemption does not extend to other assessed taxes, such as hotel lodging taxes, telecommunications taxes or excise taxes. Employees shall provide tax-exempt certificates to businesses to avoid paying sales taxes on agency expenses when payment is to be made by MORPC directly to the business. The certificates can be obtained from Finance.

Employees who incur sales tax charges when making purchases out-of-pocket will not have such amounts paid reimbursed to them, in accordance with the allowable cost policy of the Franklin County Auditor. The policy does allow reimbursement for sales tax for certain costs specifically lodging and meals.

**PURCHASING**
MORPC’s procurement policies and guidelines, set forth in the purchasing policy currently in effect as adopted by the Executive Committee Resolution AC-10-98, are based on federal, state and local laws and regulations and sound business practice to meet MORPC’s needs and obligations. Employees involved in purchasing goods and services shall read and be familiar with agency purchasing policies.

- All expenditures must be for a public purpose. The definition of a public purpose for MORPC can be found at the beginning of this Section (8) of this Employee Guidebook. As a practical matter, MORPC’s Public purpose is defined in our mission statement, annual work plans and goals.

- Expenditures for alcoholic beverages, personal gifts and entertainment are prohibited.
• All expenditures must be necessary and reasonable in the proper and efficient conduct of agency business.

• MORPC’s Diversity Plan encourages the use of minority-owned, women-owned and disadvantaged vendors, when practical, to help obtain our diversity procurement goals. Employees are encouraged to use the diversity vendor lists on the intranet when seeking vendors.

• Procurement policies (MORPC Resolution AC-10-98) applicable to small purchases shall be followed:
  
a) Cost or price must be reasonable (see CFR 2 Part 200).
b) Avoid purchase of unnecessary or duplicate items.
c) Purchase through Franklin County and State of Ohio competitively bid master purchaser agreements whenever possible.
d) Deal with responsible suppliers.
e) Respect open competition, MORPC’s DBE goals and code of ethics when selecting suppliers.

All expenditures must be consistent with other MORPC policies and any applicable contractual terms and conditions and state or federal regulations.

Minor purchases of goods or services for amounts not exceeding $2,500 in total may be made without obtaining competitive quotations, as long as a determination that the price is fair and reasonable is documented.

Small purchases of goods or services for amounts greater than $2,500 but less than $50,000 may be made after obtaining price or rate quotations from at least three qualified sources. Quotes may be verbal or written, but verbal quotes must still be documented. These limits are subject to change based on Ohio Revised Code limits. See MORPC’s purchasing policy for more information.

Competitive bidding, or RFQ’s/RFP’s are required for purchases of goods or services totaling $50,000 or more. Allowable exceptions to the bidding requirement are described in Ohio Revised Code Section 307.86. See MORPC’s purchasing policy for more information.

Subject to an approved budget and legal appropriation, the following have the authority to enter into agreements:

  a) Executive Director for agreements up to $75,000

  ab) Executive Director plus an Executive Committee resolution for agreements greater than $75,000

The following individuals have authority to make approve obligations: (Purchase Orders) or enter into agreements:

  a) Department Heads for obligations up to $2,050

  b) Chief of Staff or Director of Operations for obligations greater than $10,000
c) Executive Director for all obligations greater than $25,000

(d) Commission Chair (or alternate officer) for all obligations greater than $50,000

(a)(e) Finance Director shall authorize all obligations regardless of dollar amount.

b) Executive Director for obligations up to $75,000.

c) Executive Committee resolution is needed for obligations and agreements greater than $75,000 and in the current budget.

d) Commission resolution is needed for obligations and agreements not in the current budget.

e)(g) All contracts need to be reviewed and approved by the Chief of Staff & Director of Operations, or designee, and approved by the Executive Director.

Expenditures must be properly documented under MORPC’s procedures and approval of payments must be authorized as follows:

a) Department Heads and directors for all expenditures.

b) Finance Director authorizes all expenditures.

c) Chief of Staff & Director of Operations authorizes all expenditures over $10,000.

d) Executive Director for expenditures greater than $25,000.

e) Commission Chair for expenditures greater than $50,000.

PURCHASE ORDER PROCEDURES

Purchase Order Request:
Entry form must be submitted in the online purchase order approval system to request that a purchase order be issued to authorize a purchase.

Purchase Order:
Legal document titled “Purchase Order” which, when fully approved, encumbers funds and authorizes a purchase. Purchases are not authorized until an approved purchase order is completed.

Purchases of $2,500 or less:

Purchases of $2,500 or less may be authorized by the appropriate Department Head and the purchase can then be made. When such purchases are requested, a Purchase Order Request must first be entered and submitted online, and then approved online by the Department Head. A physical printout of the approved purchase order is not required unless one is requested by the vendor. This purchase must comply with the policies of Section 8 of this manual. If a vendor requires a purchase order, it should be noted in the description section of the Purchase Order Request when submitted. The Finance team will then provide an approved purchase order.

Commented (SH5): Changed to $2,500 to be consistent with “small purchase” limit above.
Toward the end of the calendar year, the Finance team closely monitors appropriation balances to ensure that agency legal spending limits are not exceeded. This will include monitoring all new incoming Purchase Order Requests. If it appears the agency appropriation balances may not be adequate to allow the Department Head to authorize further purchases, notification may be given that all purchases for the balance of the calendar year must have an approved purchase order from the Finance team prior to creating an obligation or making a purchase.

**Purchases in excess of $2,500:**
All purchases in excess of $2,500 must have a fully approved purchase order. No purchases are to be made or orders placed for amounts in excess of $2,500 without a fully approved purchase order. Employees may request a purchase order by completing and submitting a Purchase Order Request online.

After a purchase order has been prepared and fully approved, the requesting employee will receive an electronic notification that the Purchase Order has been approved. This copy will serve as authorization for the employee to make the purchase. Purchases shall be planned in advance. It may take one to two weeks to obtain a fully approved purchase order.

**How to obtain a purchase order:**
A purchase order is required for all purchases greater than $2,500.

1. Complete a Purchase Order Request online, including the vendor name, a description of the purchase, G/L account number, program number, and task number to charge. At the moment an online Request is submitted, the first approver is notified by e-mail and the requestor is notified as successive approvals are made in real time.

2. The Finance team will enter a purchase order in the Franklin County MUNIS system; once all necessary approvals have been obtained online and the online Purchase Order has been generated.

3. Funds are encumbered for the purchase, and the purchase order is issued in MUNIS.

**PROCEDURES FOR SPECIFIC PURCHASES**

**Subscriptions:**
Complete a Purchase Order Request form online; obtain online approval and forward the subscription order form along with the approved Purchase Order Request form to Finance to process the payment.

**Weatherization Materials:**
An inventory of weatherization materials is stocked in the weatherization warehouse. These materials are purchased following normal MORPC purchasing procedures. While working at a job site, it may be necessary for a weatherization crewmember to make a minor miscellaneous purchase for a material to efficiently complete the job. These miscellaneous materials may be purchased on an open account. These purchases must be monitored by the project supervisor.

**SECTION 9 –OPERATING POLICIES AND PROCEDURES**
**E-MAIL AND INTERNET ACCEPTABLE USE POLICY**

**Purpose:**
This policy is intended to establish guidelines and procedures relating to the use of the agency’s computers, network, e-mail and Internet system and archival procedures (collectively referred to as the "Electronic Systems"), implemented and administered by IT in consultation with Human Resources. Users are required to adhere to the IT Use Agreement as provided by IT.

**APPENDIX**

*Last Full Update*
September 9, 2017 – Resolution EC-01-17

*Updates Since September 6, 2013*

March 5, 2020 – Resolution EC-03-20 (Clarified Executive Director’s ability to add or remove positions; clarified PTO language; clarified professional development; updated H-1B sponsorship language; clarified flex time language; included paragraph regarding Franklin County Auditor’s new policy on sales tax; better aligned purchasing language with bylaws; updated Department Head authorizations; removed reference to weatherization warehouse)

*Last Full Update*
September 9, 2017 – Resolution EC-01-17

January 1, 2016 – Resolution EC-08-16 (Revised health care benefits [good health incentive, flexible spending accounts]; revised leave policy [transition to PTO, serious illness leave, personal leave hours]; revised parking policy; clarified language regarding Executive Director’s authority to give raises within appropriate pay grade and range; updated MORPC vehicle policy)

November 6, 2014 – Resolution EC-13-14 (Eliminated prior public service sick leave)

July 10, 2014 – Resolution EC-09-14 (Revised special leave policy)

June 5, 2014 – Resolution EC-05-14 (Updated cellular phone policy)

February 6, 2014 – Resolution EC-02-14 (Revised meal reimbursement policy for overnight travel; updated terminology per the revised Articles of Agreement and Bylaws; changed Administrative Committee to Executive Committee and Policy Committee to Transportation Policy Committee; changed Employee Expense Report form to Employee Reimbursement Request form)

*Full Update*
September 6, 2013 – Resolution AC-10-13
Memorandum

TO: Mid-Ohio Regional Planning Commission
Executive Committee
Officers and Board Members

FROM: Thea J. Walsh, Director
Transportation & Infrastructure Development

DATE: February 28, 2020

SUBJECT: Proposed Resolution 03-20: “Authorizing the executive director to enter into, administer, and/or sub-allocate contracts for approximately $2.2 million from the Federal Transit Administration (FTA) Section 5310 funding”

This resolution authorizes the executive director to enter into and administer contracts with subrecipients receiving Federal Transit Administration (FTA) Section 5310 funds.

MORPC is the Designated Recipient and administrator for the Federal Transit Administration’s (FTA) Section 5310 to enhance the mobility of older adults and persons with disabilities pursuant to 49 U.S.C. for the Columbus, Ohio urbanized area. Staff is obligated to receive and expend two federal fiscal years of funds for projects approved by MORPC's Transportation Policy Resolution T-2-20.

The Central Ohio Transit Authority (COTA) and Delaware County Transit Board (DCT) are Direct Recipients with FTA. They administer Section 5310 funds that have been awarded by MORPC creating a sub-allocation agreement to pass-through Section 5310 funds to an eligible transit entity. Their awards are approximately $1 million.

- Approximately $647,397 was directed to COTA and DCT for operating costs.
- Approximately $385,600 was directed to DCT capitalized maintenance and Mobility Management programs.

MORPC’s procedures with FTA are documented in MORPC’s Program Management Plan to administer funds between FTA and approved subrecipients. All federal requirements will be met with federal oversight. Based on signed contracts, MORPC will reimburse subrecipients or make purchases with budgeted MORPC funds for approved capital items purchased according to proper procurement policies.

Below is an overview of the remaining $1.2 million.

- Over $758,000 was awarded to private non-profits, local governments, and other public transportation providers to purchase capital items such as lift equipped vehicles, purchase transportation and preventative maintenance.
- MORPC Administration will receive $222,368
MORPC Mobility Management will receive $208,000

MORPC, COTA, DCT, and FTA will have $2.2 million in executed agreements awarding Section 5310 funds to direct and subrecipients. These awards include lift equipped vehicles, acquisition of transportation services, and preventive maintenance on existing Section 5310 vehicles.

Attachment: Resolution 03-20
RESOLUTION 03-20

“Authorizing the executive director to enter into, administer, and/or sub-allocate contracts for approximately $2.2 million from the Federal Transit Administration (FTA) Section 5310 funding”

WHEREAS, the Mid-Ohio Regional Planning Commission (MORPC) is the Designated Recipient and administrator for the Federal Transit Administration’s (FTA) Section 5310 program for enhancing the mobility of older adults and persons with disabilities pursuant to 49 U.S.C. in the Columbus, Ohio urbanized area; and

WHEREAS, these projects and programs were approved and amended to MORPC’s Transportation Program by MORPC’s Transportation Policy with resolution T-2-20; and

WHEREAS, The Central Ohio Transit Authority (COTA) and Delaware Area Transit Board (DCT) are Direct Recipients with FTA and will administer $1 million in Section 5310 funds that were awarded by MORPC creating a sub-allocation agreement to pass-through Section 5310 funds to an eligible transit entity; and

WHEREAS, the Section 5310 funds for subrecipients have been recommended and approved by MORPC and are expected to be accepted by FTA according to MORPC’s approved FTA Program Management Plan to receive over $758,000 for the purchase of vehicles and other capital items under FTA Grant numbers; and

WHEREAS, MORPC is an authorized Designated Recipient and will administer funds between FTA and approved subrecipients according to MORPC’s Program Management Plan; and

WHEREAS, purchases performed pursuant to these contracts for vehicle and other capital items using Section 5310 and local match funds will be under the oversight of MORPC and be implemented through a combination of MORPC staff, approved subrecipients, and FTA; now therefore

BE IT RESOLVED BY THE MID-OHIO REGIONAL PLANNING COMMISSION:

Section 1. That the executive director is authorized to enter into, administer, and/or sub-allocate contracts for approximately $2.2 million from the Federal Transit Administration (FTA) Section 5310 funding.

Section 2. That, as part of the $2.2 million, the executive director is authorized to enter into and administer contracts with subrecipients receiving over $758,000 in FTA Section 5310 funding.

Section 3. That the executive director is authorized to approve change orders for amounts up to the financial authorization levels in the MORPC bylaws without further authorization from this Commission.

Section 4. That the executive director is authorized to take such other action and execute and deliver such other documents as, acting with the advice of legal counsel, he shall deem necessary and appropriate to carry out the intent of this resolution.

Section 5. That this Commission finds and determines that all formal deliberations and actions of this Commission concerning and relating to the adoption of this resolution were taken in open meetings of this Commission.
Effective date: March 12, 2020
Submitted by: Thea Walsh, Director, Transportation Systems and Funding
Prepared by: Transportation Systems and Funding Staff
Authority: Ohio Revised Code Section 713.21
For action date: March 12, 2020