317 Board
Executive Committee
Minutes
February 2, 2026

Executive Committee Members Present: Rhea Hopstetter Chair, JoAnna Carter, Dr. Ron Luce, and Robert Orth

Executive Committee Members Absent: Heather Batin

Board Members Present: None

Guests: None

Staff Present: Amanda Conrath, Svea Maxwell, Beth Mohammed, and Diane Pfaff, and Tisha Springer, Board COMCorps Volunteer

The meeting was called to order at 5:04 p.m.

I. Approval of Agenda

Dr. Luce moved to approve the agenda; Ms. Carter seconded. The motion unanimously approved.

II. Approval of Minutes

Dr. Luce moved to approve the October 27, 2025 minutes with one correction of section 6 having an extra "a" in the paragraph; Ms. Carter seconded. The motion unanimously approved.

III. Contracts and Construction

Contracts Report

Ms. Pfaff reported that she signed two new contracts. The first is with Mikeal Van Cleave for guardianship services in the amount of $15,000. This expense is included in the current budget and will not require additional funding. The second contract is with Fishel Downey Albrecht & Riepenhoff, a Columbus-based law firm that works with many Boards on specialty projects such as policy development. The estimated contract amount is $5,525, billed hourly based on services provided.

Construction Report

Ms. Maxwell reported that the acoustic solution has been installed.

IV. Old Business

There was no old business to come before the committee.

V. New Business

A. Financials

Ms. Pfaff reviewed the SFY 2026 October, November, and December financial reports. Dr. Luce inquired about a payment listed as "No Vendor Invoice." Ms. Pfaff stated she would consult with Ms. Conrath regarding the payment and report back to the Board. Dr. Luce moved to recommend approval of the October, November, and December financial reports to the full Board. Ms. Carter seconded the motion. The motion was unanimously approved.

B. Policies

Ms. Pfaff reviewed the Internal Control, Subrecipient Monitoring, and Procurement policies. Following a brief explanation and discussion of each policy, Dr. Luce moved to recommend the policies to the full Board. Ms. Carter seconded the motion. The motion was unanimously approved.

VI. Other

A. Ms. Pfaff reported that there are two Board member vacancies in Athens County and two in Hocking County due to Justin Wheeler accepting a position at ISBH and Tom Williamson resigning his position. She noted that an application form for individuals interested in Board membership is available on the Board's website.

B. Ms. Pfaff discussed the Serenity Village apartments, which are affiliated with HUD. Referrals are received through the Region 17 prioritization list, with individuals on the HUD homeless list receiving priority placement. Due to evictions over the past year, staff determined that the current program is not adequately meeting residents' needs. Ms. Pfaff recommended transitioning away from the continuum of care program and partnering with My Sister's Place to make the apartments available to women who have stayed at the shelter and need permanent housing. Under the previous HUD program, rental assistance was provided; however, this assistance will not be available under the proposed partnership with My Sister's Place. The fund balance for this project will be redirected to support My Sister's Place in subsidizing new residents.

VII. Adjournment

Ms. Hopstetter adjourned the meeting at 5:55 p.m.

Submitted by:

Diane Pfaff
Executive Director