

VILLAGE OF NEWTON FALLS, OHIO
ORDINANCE No.: 2026-2029
SPONSOR: COUNCIL AS A WHOLE

**AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR OF THE
VILLAGE OF NEWTON FALLS TO ENTER INTO CONTRACT WITH JEREMY
SHAFFER FOR A THREE-YEAR TERM OF EMPLOYMENT AS CITY
MANAGER OF THE VILLAGE**

WHEREAS, the Village of Newton Falls has interviewed a qualified candidate for the position of City Manager.

WHEREAS, Jeremy R. Shaffer has completed all preemployment requirements of the Village of Newton Falls and was found fully qualified for this position.

NOW, THEREFORE, the Council of the Village of Newton Falls, State of Ohio, hereby ordains:

SECTION 1. The Newton Falls Village Council hereby authorizes the Mayor of the Village of Newton Falls to enter into an agreement for employment of Jeremy R. Shaffer, for a three-year term commencing July 6, 2026, as attached to this ordinance as Exhibit A and adopted by Reference as if fully rewritten.

SECTION 2. That all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council, and all deliberations of this Council or any of its committees that resulted in such formal action, were taken in meetings open to the public and/or in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this ordinance is declared to be an emergency measure to preserve and protect the health, safety and general welfare of the citizens of Newton Falls and specifically for the reason that the Village requires a qualified, full-time City Manager as soon as possible.

PASSED IN COUNCIL THIS ____ DAY OF _____, 2026.

David Hanson, Mayor

Attest:

Clerk of Council/Acting Clerk of Council

Approved as to Legal Form:

Gary Van Brocklin, Assistant Law Director

VILLAGE OF NEWTON FALLS, OHIO
CITY MANAGER EMPLOYMENT AGREEMENT

This **CITY MANAGER EMPLOYMENT AGREEMENT** (“Agreement”) is made and entered into this 6th day of July 2026 by and between the Village of Newton Falls, a municipal corporation organized and existing under the laws of the State of Ohio, hereinafter referred to as "Village", and Jeremy R. Shaffer, hereinafter referred to as the "City Manager".

WHEREAS, the Village desires to enter into a contract with the City Manager to engage the City Manager to perform those duties as required under the provisions of the City's Charter.

NOW THEREFORE, Village and City Manager hereby enter into this Agreement to serve as its City Manager under the supervision of City Council in accordance with the provisions of the Newton Falls Charter, the Newton Falls Employee Handbook, and the following terms and conditions.

Section 1: Duties.

(a) Village, through council, agrees to employ as City Manager to perform functions and duties specified in Article VI of the Newton Falls City Charter and by Ordinance 2026- 29 effective June 26 2026, and to perform legally permissible and proper duties and functions as assigned by Council, subject to the limitations set forth in this Section. City Manager shall not be required to accept Council’s assignment of any duties outside of the scope of the Newton Falls Charter, the Newton Falls Employee Handbook and those enumerated herein, and those functions customarily performed by a City Manager in the absence of City Manager’s express written consent to such assignment. Council may not assign the City Manager to another position in the absence of the City Manager’s express written consent to such assignment. Council shall not unreasonably interfere with the City Manager’s performance of such duties.

(b) The City Manager shall be the Chief Executive Officer of the Village and faithfully perform the City Manager duties with reasonable care, diligence, skill, and expertise in compliance with all applicable, lawful, governing body directives, and state, local and federal laws as well as Village policies, rules, and ordinances as they exist or may hereafter be amended.

(c) Except as may be provided otherwise by applicable law, regulation, or this agreement, the City Manager shall have the ultimate supervisory and managerial authority and responsibility to hire, direct, assign, reassign, evaluate, change the terms and conditions of employment of all other employees of the City, other than those positions specified in the Charter, consistent with the policies of City Council and the ordinances and charter of the Village, which authority may be delegated by the City Manager to such other employees as the City Manager deems appropriate.

(d) Except as may be provided otherwise by applicable law, regulation, or Village agreement with any other person, the City Manager shall have the authority to establish internal regulations, rules, and procedures which the City Manager deems necessary for the efficient and effective operation of the Village.

(e) The City Manager shall attend and be permitted to attend all regular, special, and other meetings as required by the City Council and perform all other necessary work in accordance with the scope of duties for the City Manager set forth in the Newton Falls Charter,

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with the exception of those closed meetings devoted to the subject of this Agreement, or any amendment thereto, or the City Manager's evaluation, unless otherwise provided by applicable law, regulation, or Council's agreement with any other person.

(f) Council agrees to promptly communicate and provide the City Manager a reasonable opportunity to cure all substantive criticisms, complaints, and suggestions with respect to the City Manager's performance of services pursuant to this Agreement.

(g) Except as may be provided otherwise by applicable law, regulation, or this Agreement, policy directives, goals, and objectives as communicated to the City Manager by City Council, while presenting information and recommendations that allow for fully informed policy decisions that both address immediate needs and anticipate future conditions.

(h) The Village expects the City Manager to adhere to the highest professional standards. The City Manager's actions must always comply with those standards. The City Manager agrees to follow the Code of Ethics of the International City/County Management Association (ICMA) and the ethics rules, regulations, and laws of the State of Ohio. Consistent with standards outlined in the ICMA Code, the City Manager shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fundraising activities for individuals seeking or holding elected office, nor shall the City Manager seek or accept any personal enrichment or profit derived from confidential information, nor shall the City Manager misuse public time. Council shall support the City Manager in keeping these commitments by refraining from any order, directive or request that would require the City Manager to violate the ICMA Code of Ethics. Neither the City Council nor any individual member thereof shall request that the City Manager endorse any candidate, make any financial contribution, sign or circulate any petition, or participate in any fundraising activity for individuals seeking or holding elected office, nor to handle any matter of personnel on a basis other than fairness, impartiality, or merit.

(i) Upon the acceptance of employment, the City Manager shall join and be an active member of the Newton Falls Commerce Association as well as the Youngstown-Warren Area Chamber of Commerce. Dues, if any are the responsibility of the Village of Newton Falls.

(j) The parties agree that the office of City Manager requires the Manager to be on site in the Village during working hours.

Section 2: Term

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The term of this Agreement shall commence on July 6, 2026, for a period of 36 months ending on July 5, 2029. As such, this Agreement shall be effective as of 6th day of July 2026.

Section 3: Compensation:

(a) The City shall pay a \$112,000.00 annual salary, prorated as of the effective date of this Agreement and payable in installments on a bi-weekly basis. The City Manager shall have no entitlement to overtime pay.

(b) This Agreement shall be automatically amended to reflect any salary adjustments which are provided to the administrative classification of employees each year.

(c) The Village shall annually consider an increase in compensation for the City Manager.

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(d) At any time during the term of the Agreement, City Council may in its discretion review and adjust the salary of the City Manager, but in no event shall the City Manager be paid less than the salary set forth in Section 3(a) of the Agreement except by mutual written agreement between the City Manager and the Village through City Council. Such adjustments, if any, shall be made pursuant to lawful Council action.

(e) Upon commencing employment, the City Manager shall be credited with accrued sick leave hours and four (4) weeks of accrued vacation leave. In addition, beginning the first day of employment, City Manager shall be eligible to accrue and use sick leave and vacation leave on an annual basis, at a minimum, at the highest rate provided or available to any other employees with the same years of service with the City and the same rules and provisions applicable to other employees, including any leave buy-back programs.

(f) The Village shall immediately, or at the first permissible opportunity, enroll the City Manager into the applicable state and local government retirement system, or alternative as allowed by State statute, and to make all the appropriate Employer and Employee contributions on the City Manager's behalf.

(g) The Village, shall, in the discretion of Council, agree to budget and pay for professional dues, including but not limited to ICMA, and subscriptions of the City Manager necessary for continuation and full participation in national, regional, state and local associations, and organizations necessary and desirable for the City Manager's continued professional development, growth, and advancement, and for the good of the Village.

(h) The Village, shall, in the discretion of Council, agree to budget and pay for travel and subsistence expenses of the City Manager for professional and official travel, meetings, and occasions to adequately continue the professional development of the City Manager and to pursue necessary official functions for the Village, including but not limited to ICMA annual, regional and affiliate conferences.

(i) The Village shall, in the discretion of Council, agree to budget and pay for travel and subsistence expenses of the City Manager for Short Courses, institutes, and seminars that are necessary for the City Manager's professional development and for the good of the City.

(j) The Village acknowledges the value of having the City Manager participate and be directly involved in the Newton Falls Area Commerce Association and the Youngstown-Warren Area Chamber of Commerce. Accordingly, the Village shall pay the membership fees and/or dues to enable the City Manager to become an active member in these local civic clubs and organizations.

(k) The City Council agrees to supply a vehicle to the City Manger for use in the performance of his duties as City Manger.

(l) The City Manager agrees to waive health coverage by the Village.

Section 4: Performance Evaluations:

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(a) The City Council shall annually review the performance of the City Manager in the month of July as required by Newton Falls City Charter Section 11.

(b) The annual evaluation process, at a minimum, must include the opportunity for both parties to:

(1) have a session to establish goals and objectives for the upcoming 12 months and to measure progress towards the previous 12-month goals.

(2) have a written evaluation of the past 12 months, measuring progress of the City Manager of the previous 12-month goals. This evaluation must be delivered to the City Manager within 30 days of the evaluation session.

(3) unless expressly requested by the City Manager and agreed to by Council, the evaluation of the City Manager shall be conducted in executive session of the City Council and shall be considered confidential to the extent permitted by law. Nothing herein shall prohibit either party from sharing the annual evaluation with respective legal counsel.

Section 5: Termination:

1. Termination with cause.

(a) Termination for cause is defined as termination for misfeasance, malfeasance, or nonfeasance as those terms are defined in the Ohio Revised Code.

(b) If the majority of the governing body votes to terminate the City Manager in accordance with Section 11 of the Newton Falls Charter at a properly posted and duly authorized meeting for cause, Council must state its reasons for finding misfeasance, malfeasance, or nonfeasance on the record.

(c) No severance package shall be due to the City Manager if terminated for cause.

2. Termination without cause.

(a) If the majority of the governing body votes to terminate the City Manager in accordance with Section 11 of the Newton Falls Charter at a properly posted and duly authorized meeting without cause the City Manager shall be entitled to a severance package as follows: (a) At a minimum six months, severance pay, pay out of all outstanding sick leave, vacation leave and payments to OPERS.

Section 6: Modification:

This Agreement may be modified only by mutual agreement of the parties hereto and all such modifications shall be reduced to writing in order to take effect.

Section 7: Bonding:

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The Village shall bear the full cost of any bonds that the City Manager is required to obtain by any law or ordinance.

Section 8: Indemnification:

The City Manager shall be covered under the Village public officials' liability insurance policy. The Village shall indemnify and hold the City Manager harmless for any claim, damages, and liability arising out of the exercise of the City Manager's authority and within the scope of the City Manager's duties and services provided herein.

Section 9: General Provisions:

(a) This Agreement sets forth and establishes the entire understanding between the Village and the City Manager relating to the employment of the City Manager by the Village. Any prior discussions or representations by or between the parties are rendered invalid by this Agreement. The parties, by mutual written agreement, may amend any provision of this Agreement during the term of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.

(b) This Agreement shall be binding on the Village and the City Manager.

(c) This Agreement shall be binding on the Village only if the City Manager passes a comprehensive background check as determined by the Village, prior to the effective date of this agreement.

(d) This Agreement shall have an effective date of the passage of an ordinance or the date delineated in the ordinance.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed this _____ day of _____ 2026.

VILLAGE

CITY MANAGER

Mayor David Hanson

Jeremy R. Shaffer

Date

Date

VILLAGE OF NEWTON FALLS, OHIO
CITY MANAGER EMPLOYMENT AGREEMENT

JEREMY SHAFFER

SUMMARY OF QUALIFICATIONS

- 26 years of Leadership, Management & Supervisory Experience within government and military organizations.
- Experience with public budgets upwards of \$35 million
- Successfully managed complex projects in Public & Private Sector with multiple stakeholders, multiple government funding sources & multiple agency requirements
- Executive Team Leader directly managed 18+ FTE's, which supervised 240 FTE's
- Experience navigating State & Federal legislative process with successful grant awards, Federal appropriation awards, & State budget allocations equating to \$8M in 2024
- Expert knowledge of Local, State, and Federal Legislation and Public Policy
- Pioneered the nationally recognized & award winning 'Immersion Planning' model for towns
- 11 yrs. Air National Guard w/ Deployment Experience in Materiel Management and advanced training as a JAG Paralegal
- Experience building quality working relationships with multiple levels of stakeholders at local, regional, state, and federal level
- Experience as Planning & Zoning Director and Code Enforcement Official rewriting & simplifying the Geneva-on-the-Lake zoning code and map.
- Experience managing a Resort Community with seasonal tourist influx of more than 1.8M visitors and balancing public service demands.
- Experience with Infrastructure Projects involving complicated funding scenarios and public private partnerships with Federal & State oversight to include the Army Corps of Engineers.
- Experience managing emergency responses as EMA Board member & during real world state of emergencies as a public servant.

EDUCATION

Master of Public Administration, MPA, Park University, Parkville, MO, 2021

B.A, Social and Political Studies, Wilmington College, Wilmington, Ohio, August 2002- May 2004

Certification, Public Sector Human Resources Senior Certified Professional, PSHRA-SCP, Expires October, 14, 2028

PROFESSIONAL EXPERIENCE

Public Administration Experience

City of Wilmington, Ohio

Director of Human Resources

May 2025-Present

- Direct and oversee all HR functions for a full-service municipal government, including recruitment, civils service, labor relations, benefits administration, policy compliance, and employee engagement for over 200 employees.
- Serve as chief advisor to department heads and elected officials on personnel matters, civil service, disciplinary actions, and organizational development strategies.
- Spearhead updates to HR policies and procedures to ensure compliance with state and federal employment laws, including ADA, FMLA, FLSA, and Ohio Revised Code.
- Lead collective bargaining efforts with unionized departments, fostering collaborative labor relations and negotiating fair, sustainable agreements.
- Implement employee wellness initiatives, training programs, and performance management systems to enhance retention, morale, and service delivery across departments.

Geneva-on-the-Lake, Ohio

Village Administrator

February 2019-May 2025

- Manage the Daily Operations and budgetary requirements of the municipality under the authority provided within Ohio Revised Code for Public Works, Wastewater, Park & Recreation, Planning & Zoning, Code Enforcement, Business Registration, Economic Development.
- Support public service delivery to the municipalities 916 full time residents and the more than 2.2M annual visitors

JEREMY SHAFFER

- Created and implemented infrastructure planning leading to more than \$10M grant funded projects, \$8M in 2024 **Result:** \$3M 2024 Construction on sanitary trunkline with WPCLF loan forgiveness funding, to reduce infiltration and allow for future development & \$2.5M 2024 engineered/2025 construction sanitary sewer expansion to eliminate failing septic and allow for residential development of approximately 1,200 parcels of buildable land. Completed construction of 2024 sanitary siphon replacing 100-year-old infrastructure with Federal & State grant funding having a local community match of less than \$1,000.00
- Spearheaded shoreline protection, mitigation, and public access planning over 5 years. **Result:** Stakeholder supported project areas along the shoreline and a joint Twp and public partnership project funded with private funding, State Capital Budget, and Appalachian Community Grant funding currently in engineering for 2026 construction.
- Drafted hundreds of pieces of local legislation and updated local codified ordinances to include zoning, utilities, and administrative.
- Created public private partnership bringing development to the Geneva-on-the-Lake resort community through hospitality growth, amenity growth, and housing growth. Development supported through various funding methods to include TIF and CRA tax reduction.
- Led the GOTL municipal Golf Course and Park system from being subsidized to revenue growth without additional tax. **Result:** Budget supports operations and sustainability without General Fund subsidization while adding value to programs and public collaboration.

U.S. Air Force National Guard, Springfield, Ohio

TSgt – Judge Advocate General Paralegal

SSgt - Materials Management (Logistics)

September. 2014–Present

- Possess federal Security Clearance, Responsible to Maintain High Ethical and Code of Conduct Standards
- Manage, administer and operate supply systems and activities to provide the necessary equipment and supplies for Air Force operations
- Perform item and monetary accounting and inventory stock control
- Responsible for financial planning, funds control, requirements computation, allowances determination, research and identification of supplies and equipment
- Responsible for demand processing, mission support, the customer service unit, retail sales, mobility and training
- Reviews and coordinates the development of Integrated Logistics Support (ILS) plans for major, complex systems that encompass new and emerging technologies or complicated fielding requirements
- Responsible for planning, managing, and coordinating total, cradle to grave logistics management to support a complex, major weapons system from concept through field development
- Developed, refined, analyzed, and issued logistics policies applicable to one or more DoD components
- Conduct legal research and analyze policy and documents for various recommendation & objective
- Maintain and create legal materials and resources for support of attorneys and clients
- Apply interview skills for research and information gathering
- Military Justice: Assist with cases involving courts-martial, nonjudicial punishment (Article 15s), and administrative actions. This includes preparing paperwork, managing evidence, arranging witnesses, and providing support for both prosecution and defense.
- Deployed to undisclosed location in southwest Asia

Highland County Board of Commissioners, Hillsboro, Ohio

County Commissioner

January. 2011– December. 2014

- Act within Chief Budgetary Office for Highland County, Ohio, Population 43,549. **Result:** Appropriate, Administer, & Approve \$32.8M Budget with a \$8.2M General Fund. 2012 Budget Cycle Allowed for first positive cash carryover in three years. Provide Management & Vision for County Departments, including more than 240 FTEs
- Facilitator of Regional Collaboration Creating Public - Private Partnerships **Result:** Assisted with development of Displaced Worker Training Programs through local Community with support of prospective Employers, and County One Stop .
- Carry out Community Development Functions. **Result:** Administer State & Federal CDBG monies, award & provide oversight for 10+ projects.
- Coordinate Strategic Economic Development Planning. **Result:** Led the Way to Job creation assisting PAS Technologies, an aerospace company, to expand manufacturing facility, with State Tax credit assistance. Saved the Greenfield Rail Line, fighting for State and Federal

JEREMY SHAFFER

funding for rail upgrades which saved the rail integrity and more than 1,000 manufacturing jobs supporting three major local manufacturers.

- Facilitate communication between lawmakers and regulators, with community stakeholders regarding policy and law. **Result:** Brought together leadership from Help Me Grow with State Legislators changing Ohio Dept. Health policy to allow use of program money without penalty. Supported 6 area Superintendents during a meeting with Legislators to set standards for E-School and to set clear truancy guidelines. Garnered support for Care Flight and safety services partnership from State Officials, for operation in rural region.
- Promoter of Ohio Internationally, accompanying Ohio Trade Delegation to Turkey. **Result:** Paved the way for export of livestock from local market by Airplane to international destinations. Marketed Ohio's Agriculture export capabilities. Fostered business import and export opportunities.

Village of Lynchburg, Lynchburg, Ohio Mayor

January 2008 – December 2010

- Pioneered an 'immersion planning' model program for small towns in collaboration with the University of Cincinnati, School of Planning-with Lynchburg, Ohio being the first of its kind. **Result:** The program was noted in testimony before the US Senate Agriculture Committee as a best practice for pragmatic small-town visioning and the University of Cincinnati has implemented the model in other small towns including Lagrange, KY and Oil City, PA.
- Led the way for Town Planning around the nation. **Result:** The 'immersion planning' model was part of the Clinton County Regional Planning Commission's 5 Links Strategy which has won various local, state and national awards including being a 2012 Finalist for Best Innovation in Economic Development from the Ohio Economic Development Association (OEDA) and a 2013 National Planning Award from the American Planning Association (APA).
- Developed More than 150 Pieces of Legislation. **Result:** Led to State and Federal funding for Parks, Wastewater Facility, and Police funding through grants and private donations. Instituted first Building Department, implementing State & local code enforcement with collaboration of neighboring Clinton Co.
- Led Community Work Groups, and Public Hearings; Setting forth an Action Plan & Community Vision. **Result:** Successful passage of two local levy ballot issues and community donations. Named and dedicated two Community Ball Fields and New Playground.
- Managed 6 Departments including Public Safety, Infrastructure, & Utilities **Result:** Analyzed and created 5yr Street upgrade and Maintenance program, Implemented comprehensive mapping program for all Street Lights, Storm Drainage, Water, and Wastewater Infrastructure.
- Created and Implemented upgraded to Water Meter Reading System. **Result:** Improved Meter reading system to high efficiency radio read reporting system, allowing history of use reporting, leak detection through wireless technology
- Managed a \$3M Mandated EPA Wastewater Improvement Project with Findings & Orders. **Result:** Managed a complicated project and timeline, stopping EPA fines, and resulting in ARRA federal funding.
- Successfully applied and received Grants and Federal Appropriations. **Result:** Received ODNR grants, Received \$45k in Federal Appropriations for Police Communications, Received 1.7M+ in Federal ARRA with State EPA 0% loan funding for utilities projects, Received State & County CDBG funding for street and drainage improvements.

Highland District Hospital, Hillsboro, Ohio Board of Governors

January 2002 – January 2011

- First Chair Person of Strategic Planning Committee. **Result:** Brought measurable timetables and accountability to move strategic vision from idle to action.
- Provided Oversight and Approval of Annual Budget, HR Policies, Staff Employment, and Capital Projects **Result:** Promoted outreach and recruitment to medical providers for specific areas of community need – OBGYN, and Pediatricians. Allowed for upgrade for IT system, creating faster and secure transfer of patient data from hospital and outlying medical centers. Improved ER, and moved Hospital designation to Critical Access.
- Improved Board Training with staff support **Result:** Reinstated Board Orientation, and supported regular education for Sarbanes-Oxley and HIPAA. Supported education and improvements that assisted with JACHO accreditation.

Dodson Township, Dodsonville, Ohio Township Trustee

January 2001 – December 2007

- Supported State Legislative Platform of Ohio Township Association **Result:** Advocate for Better Gas Tax formula, Supported Initial E911 Funding Bill in State House, as well as legislation protecting Township government and responsibility.
- Created the first long-term maintenance and upgrade program for infrastructure. **Result:** Upgraded and paved 50% of 36mi roadway on annual rotation.

JEREMY SHAFFER

- Maintained a balanced budget that provided for a budget surplus. **Result:** Budget surplus and planning led to the future acquisition of land and new Township facility.

Private Sector Experience

National Trailer Supply - Big Tex Trailers, Hamilton, Ohio

Store Manager

February 2017 - February 2019

- Manage the Daily Operations of a Retail Store Setting with Annual Sales Volume of \$3.5M
- Motivated collaborative leader, challenging and building a team at the Hamilton location
- Exhibit Strong interpersonal skills and ability to resolve issues ethically, and with minimal conflict

Home Depot, Lebanon, Ohio

Assistant Store Manager – Specialty Sales

August 2015 – February 2017

- Effectively Communicate with Contractors, Departments and Customers during installed sales and provide support for issue resolution
- Responsible for driving sales, customer service, associate development, and store profitability, in-stock and store appearance.
- Analyze trends, solve problems and develop themselves and their associates to maximize contribution to store success.
- Provide supervision and leadership to associates so that these strategies and objectives are executed successfully and ensure associates are equipped
- Support Operations functions to provide for positive cash flow on P&L statement

Lowe's #298, Wilmington, Ohio

Project Specialist

March 2014 – August 2015

- Managed multiple residential remodel projects through plan, design and completion
- Maintained communication with contractors and customers regarding status of project from beginning to end phases. Manage initial project meeting, build project binder, inspects job site through approval of final punch list.
- Responsible for meeting Budget goals, Sales Goals, Analysis & Reporting. **Result:** Increased Customer Special orders and exceeds company sales expectation. Increased sales exceeding quarterly goals supporting stores monthly 1M+ gross revenue.
- Awarded Employee of the Month for April 2014

Clinton Memorial Hospital, Wilmington, Ohio

Financial Representative

November 2013 – April 2014

Registration Representative – Management Team Liaison

March 2013 – November 2013

- Attend Daily Hospital Patient Report Meeting. **Result:** Report changes to proper department members and management regarding inpatient changes to registration or financial that affects billing or records
- Verify Commercial Health Plan, Medicaid and/or Medicare **Result:** Use State of Ohio MITS system and Commercial Health Carriers verification systems. Qualify various payers mixes and release for proper invoicing and reporting.

Linguitek Global, Clear Lake, Minnesota

Government Affairs Consultant

November 2012 – March 2013

- Assisted advocates for policies and legislation that support business relationships and business innovation through existing community based structures. **Result:** Connected clients with local and State agencies to assist with simplifying regulatory policy allowing for free market growth.
- Analyze State and Federal proposed legislation and regulation for impact to various cultures, associations, and industries. **Result:** Initiate support for clients assisting with State Legislation that improves local investment.
- Develop and Advise Community Outreach Initiatives. **Result:** Plan and assist with execution of multimedia campaigns, grassroots campaigns, and support of specific political causes, economic advancement, cultural education.
- Catalyst for Economic Development. **Result:** Advise and assist clients with planning for development projects having industry specific, or cultural specific requirements including NIMBY skepticism.

Public Board Experience

Lynchburg Area Joint Fire and Ambulance District Board of Trustees, Lynchburg, Ohio

January 2002-February 2019

Past President

- Created Policies to lead to Increased District Wide Coverage. **Result:** District completed one new fire station in 2002, and since expanded to provide service to 4 Townships and 1 Municipality with a total of three stations.

JEREMY SHAFFER

- Developed better Safety Service, with Education and Training. **Result:** District increased Paramedics and cross trained staff able to respond quicker, and adequately covering 98% of runs and supporting more than 7 surrounding departments with mutual aid.
- Created Balanced Budget **Result:** Positive Cash flow allowing for strategic planning, and capital improvements. Progressively better financial picture with supporting State Audits since 2002. Created and Chairman of First Planning Committee and first District Finance Committee to provide oversight.

County Commissioners' Association of Ohio (CCAO), Columbus Ohio

Member

Board of Directors

Lifetime Member

January 2013 – December 2013

- Assisted with Development of Legislative Priorities for Respective Committees and provide Guidance to Organization as member of the Board of Directors. **Result:** Set forth a slate of legislative priorities with support from all 88 Counties in Ohio, including top priorities of Economic Development, Infrastructure Support, Energy Exploration.
- Supported Legislative Platform to Legislators and the Public. **Result:** Communicated legislative priorities to public through letters to editor, speaking engagements, and social media. Met with State Legislators on priority Legislation, such as the 911 Legislation, which passed during the 2012 lame duck session of the Ohio General Assembly and ODNR creation of the Model Road Use and Maintenance Agreements important for public-private partnerships within energy industry.
- Committee Member of Jobs, Economic Development, & Infrastructure, as well as Agriculture and Rural Affairs. **Result:** Met with Ohio EPA, State Legislators, and Energy companies to cut red tape and increase Oil and Natural Gas Exploration. Developed Rural Road funding Policies that assist in County infrastructure upgrades supporting Agribusiness and energy development.

Ross, Pickaway, Highland and Fayette County Joint Solid Waste Board, Chillicothe, Ohio

County Representative

January 2011-2014

- Worked on EPA waste reduction strategies for 4 county areas. **Result:** Met the EPA six requirements and creating a comprehensive waste management action plan that reduced or recycled 50% of created waste.

ADDITIONAL EDUCATION

Certificate of Completion, Paralegal Apprentice Course, Judge Advocate General's School, Maxwell AFB, Alabama, May 2024

A. S, Logistics, Community College of the Air Force, Maxwell AFB, Alabama, May 2020

FEMA Coursework, IS1-Emergency Manager, IS242 Effective Communication, Emergency Management Institute, Emmitsburg, MD, 2012

EETC Certification, Equipment and Engine Training Council, York, South Carolina, 2010

Mediation Training, Civic Leadership & Community Change Graduate Coursework, Antioch University McGregor, Antioch, Ohio, 2009

Systematic Development of Informed Consent, Institute of Participatory Management & Planning, Monterey, California, 2008

A. A, Liberal Arts, Chatfield College, Saint Martin, Ohio, August 2000- May 2002