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December 12, 2022

BY REGULAR MAIL AND HAND DELIVERY

Jodi K. Rickard
[redacted]

RE: Notice of Paid Administrative Leave

Dear Jodi:

I am writing to inform you that the Athens Metropolitan Housing Authority Board of Commissioners has placed you on paid administrative leave, effective December 9, 2022. As you know, investigators from the Ohio Auditor of State and the United States Department of Housing and Urban Development Office of Inspector General executed search warrants at the AMHA office on December 8, 2022, as part of an ongoing investigation. It is the Board's understanding that this investigation concerns your activities as Executive Director, and accordingly, you have been placed on leave as a precautionary measure.

While you are on leave, you are to have no contact with AMHA or to perform any duties relating to your position with AMHA. Without limitation, this includes the following:

- You are not to have any contact with any person now or previously associated with AMHA, including any current or former employee, Board member or appointing authority of any Board member, contractor or service provider, client, Housing Choice Voucher program participating landlord, public housing authority of another jurisdiction, HUD office or representative (other than designated investigators from the Office of Inspector General acting within the scope of the investigation), or any organization or member of any organization that supports or partners with AMHA (whether officially or unofficially) or regularly interacts with AMHA on matters concerning mutual clients.

- You are not to enter any property or premises owned, leased, managed, operated, or controlled by AMHA.

- You are not to access or attempt to access any AMHA files, records, or systems, including any and all information technology systems utilized by AMHA.

- You are not to access or attempt to access any AMHA funds, accounts, or other assets.

- You are not to have discussions with or provide comment to any member of the public, including news media, on any matter or topic concerning AMHA or its business and operations, or to assert, suggest, or imply that you are authorized to speak for AMHA.

Additionally, you are to immediately return to AMHA all notes, records, documents, files, passwords, technological devices, vehicles, equipment, or other material, whether tangible or intangible, in your possession relating to your duties as an employee of AMHA or otherwise relating to AMHA business or operations. Should you have any such items or material, contact me immediately to make arrangements for their return.

Please note that these restrictions remain in place until further notice. For the duration of the leave, your pay and benefits will continue uninterrupted. During that time, the AMHA Board will review the matter. Once the Board reaches a further decision, you will be informed.

Also, as you know, my firm's representation of AMHA generally precludes the firm and its attorneys from representing any officer or employee of AMHA, in that person's individual capacity, in any related matter. If you desire representation by legal counsel concerning this matter, you will need to obtain representation from another firm.

Should you desire to communicate with AMHA while you are on leave, please direct your communication either to the full Board or to me, and I will pass along the communication to the full Board. If you choose to engage an attorney, pursuant to the Ohio Rules of Professional Conduct, that attorney should direct communication only to me.

Very truly yours,

David J. Mott

Cc: AMHA Board of Commissioners