

The Center for Local Government Board of Directors Meeting

May 6, 2020

1:30pm – 3pm

Virtual

In attendance: Kristin Bitonte, Jim Lukas, Mike Rahall, Jack Cameron (by telephone), Vicky Earhart (Board); TJ White, Cody Smith (Staff)

Absent: None

- The meeting was called to order at 1:35pm
- January 8, 2020 board meeting minutes
  - Motion to approve by J. Lukas. Seconded by V. Earhart. Motion passed 5-0
- Update on CLG Covid-19 Responses
  - T. White updated the Board on CLG's Covid-19 response. CLG's virus responses hit on three main areas: Providing information to the governments to assist them with their Covid-19 responses, maintaining CLG operations, and ensuring a safe work environment.
  - T. White went on to state that CLG has created a Covid-19 resource page which is continually updated, and has also distributed Covid-19 benchmarking weekly. CLG is currently tracking reopening plans for governments and is attempting to track finance impacts. K. Bitonte thanked CLG staff for their efforts, noting their fast response times.
  - T. White went on to state that CLG has still been able to fully function even while working from home. He pointed out examples of how the Spring HR and AP Luncheons were held virtually, how work is continuing on the CLG website project, and how things like pay data are still being collected.
  - T. White shared his workplace safety policy with the Board. He stated that staff are allowed to return to the office, but that he is not requiring it. He also stated that CLG has a large cash reserve plus the endowment account, so the organization's financial position is safe. While membership renewals are lagging behind, the governments who have not yet paid are all high participants and he does not expect any drops. Hamilton County is one of the governments who have paid.
  - J. Lukas asked if CLG would offer training via Zoom in the future at a reduced price- as this may make it easier for governments like Trotwood to attend. T. White stated that they offered the AP / HR Luncheon for free, and that they could offer a combo "live / zoom" training in the future. The Zoom portion could be at a reduced price, since much of CLG's training charges go to food and room.
  - T. White did state though that if low cost virtual trainings were to remain a trend in 2020, that CLG would likely see training costs outweigh training revenues, since the training budget is designed to balance as a result of the aggregate of all trainings over the course of the year, and CLG lost money on the January Elected Officials training.
  - T. White stated that a fuller budget projection would be available at the July Board meeting. While he does not expect a revenue drop, he will better be able to project how expenses will change.
- CLG Website Project
  - CLG Assistant Director Cody Smith introduced himself to the Board and provided some background on his career to this point.

- C. Smith stated that he is working with CLG IT consultant Tom Schuetz and CLG Director of Operations Lori Stuckey on the new CLG website. At this point, Mr. Schuetz is developing a beta site which is being fleshed out with the consultation of Cody and Lori.
- J. Cameron asked if there would be a beta site for the Board to provide feedback on. C. Smith stated that there would, and that there would hopefully be something ready prior to the next Board meeting.
- Data Backup Proposal
  - T. White has been building a relationship with the Hamilton / Clermont Cooperative (HCC), which is an Information Technology Center for school districts. In the past, results of this have included 2019's cyber security training and a potential data backup program for local governments. T. White asked C. Smith to look into this.
  - C. Smith stated that he has formed a taskforce of four governments- Wyoming, Washington Township, Indian Hill, and Fairfield (in an advisory role), to study whether to partner with HCC and to study joint data backup in a larger sense. He is hoping to hold the first taskforce meeting virtually during the second week of May.
  - C. Smith stated that although this project originated as an opportunity to partner with HCC, CLG is beholden to what the governments want to do. If the governments want to move in a different direction, CLG will move in a different direction.
- The "Big Filing Project"
  - T. White stated that CLG staff has been working on a project to consolidate and eliminate old files, per the provisions of the CLG Records Retention policy.
- Motion to Amend the CLG Records Policy and Procedures Document
  - T. White stated that the CLG Records policy allows the elimination of financial records after three years, but the proper practice is actually seven years. CLG has been abiding by the 7 year practice. He therefore presented a motion to the Board to amend the policy accordingly.
  - T. White stated that he was going to amend the motion in the Board packet to include Employment Taxes, and Payroll registries / all other payroll records, as noted in Appendix A Section 2C.
  - Motion to approve by J. Cameron. Seconded by M. Rahall. Motion passed 5-0
  - (A copy of the official motion is available in the CLG Board packet for the 5/6/2020 meeting.
- Membership Renewal Update
  - T. White stated that CLG is still waiting on dues from 11 member governments. While there are always some governments who lag behind on dues payments, 11 is a much higher trend than normal. T. White suspects that this is Covid related, since CLG's March renewals were on pace with previous years. He also stated that the governments who have yet to pay are all high participating communities (e.g. CLGBP members), and he does not expect any governments to drop out.
  - Finally. T. White stated that Whitewater Township and Butler County have joined CLG, which bolsters dues income.
- The meeting moved into executive session at 1:58pm

