

The Center for Local Government Board of Directors Meeting  
September 2, 2020

1:30pm – 3pm

Virtual

In attendance: Jim Lukas, Mike Rahall, Jack Cameron, Vickie Earhart (Board); TJ White, Cody Smith (Staff)

Absent: Kristen Bitonte

- The meeting was called to order at 1:32pm
- July 1, 2020 board meeting minutes
  - Motion to approve by J. Lukas. Seconded by M. Rahall. Motion passed 4-0
- 2021-2023 Revenue and Expense Projections Report
  - T. White presented the report. He stated that the methodology is that he and Assistant Director Cody Smith both independently projected 3 years of revenues and expenses, and then met to come to a consensus on the numbers. This was either a compromise number, TJ's number or Cody's number, depending on which methodology they thought was best when they compared notes.
  - T. White stated that CLG will have a projected cash reserve at the end of the year of \$202,000 roughly. For reference, the cash reserve at the end of 2019 was roughly \$199,000. That said, he is predicting a loss of \$7,000 in 2021. Staff assumed that due to Covid-19, there would be a reduction in membership in 2021, so 2 members worth of revenue (\$7,650) was subtracted.
  - J. Cameron asked if CLG was projecting a loss of 2 members per year, or just for 2020. T. White stated that it was just for 2020. T. White went on to state that there were no members who specifically stated they were not looking to re-join, but he wanted to play it safe with the numbers.
  - J. Cameron asked what the full potential for CLG membership in the region was. T. White stated that CLG could have over 100 members if all governments joined. J. Cameron asked how many were realistic. T. White said 15-16 additional members was realistic based on the demographics of what kind of government joins CLG. However he stated that 60 members is probably the tipping point where CLG is not able to provide the best services to all involved.
  - T. White stated that the type of member who usually leaves CLG is a "low participating" member. J. Cameron recommended CLG create a list of all current and potential members, and color code them based on likelihood to join or leave. T. White stated that a system exists for existing members, but that staff would develop a similar list for potential members.
  - T. White stated that Norwood expressed interest, but that they stated they weren't ready and it may be 1-2 more years before joining.
  - J. Lukas asked if Hamilton Township was going to reconsider joining. T. White stated that in his conversation with the Hamilton Township Administrator, it was indicated that they found similar services to what CLG offers elsewhere.
  - T. White stated that the next step is to utilize the information from the projections report to create the 2021 draft budget, which will be presented at the next meeting.
- Grant Writer Program
  - T. White stated that after the e-mail exchange with the Board in early August, no additional action has been taken on the grant writer program pending the board meeting. T. White also stated that based on the type of input received from the Board, CLG's role would consist of helping the governments create an RFP, as opposed to operating a new long-standing program.

- J. Lukas stated that he did not see value in CLG getting involved in the program, and that and RFP should perhaps be the extent of it.
  - M. Rahall stated how do we decided who gets to use the grant writer? J. Lukas added that most grants are competitive.
  - J. Cameron recommended having a list of grant writers for governments to choose from.
  - V. Earhart stated that she agreed with that sentiment- since CLG does not want to be involved in conflicts.
  - T. White stated that he could work with the interested governments (North College Hill, Milford, Wyoming, Deer Park, and Little Miami JFD), and they could develop an RFQ to select multiple grant writers- thereby forming J. Cameron's recommended list. These would be vetted by the governments through the RFQ process prior to joining the list, which would add credibility.
- Board Guidance on Program Development
    - T. White asked for guidance on how to incorporate the Board into program development. He stated that historically, CLG programs come from either patterns identified during outreach visits, ideas from outside, or ideas from the Board. Once an idea is formed, CLG floats it to the member governments to see if there is interest. At that point a taskforce is formed to flesh out the idea and to assess its feasibility. The Board is generally updated on progress as these meetings commence.
    - J. Lukas stated that he thinks it would be good to discuss new programs with the Board in advance. The Board could be used as a more immediate resource. J. Cameron stated that the Board President should also be used as a sounding board to get an idea of what needs to be presented and cleared with the Board in advance.
    - T. White asked where "the line" was- for example, if he was going to participate in the planning of something like Tom Carroll's first suburbs summit, would that be something that would need to be cleared? J. Cameron stated that the "line" is blurry, and that it will be figured out by bumping against it. He suggested using peers as a sounding board to help determine how others deal with this. Have an ongoing conversation. J. Lukas stated that a forum like the CAO forum is a good example of where a conversation like this can take place.
    - V. Earhart concurred, stating that this is common in the City Manager / Township Administrator realm to have to feel out what needs to be vetted through their respective boards and councils. She stated that T. White should continue to try to openly communicate with the Board as much as possible.
- Virtual Annual Meeting
    - T. White stated that the CLG Business Meeting / CAMA Fall Meeting is scheduled for September 18<sup>th</sup>. A "save the date" has been distributed, and an invitation is forthcoming as soon as CAMA clears it. T. White stated that in preparation for this meeting, the Board would need to pass motions to nominate Mike Rahall and Kristen Bitonte to new 3 year terms, and then to nominate a slate of officers. T. White stated that per the rotation, Kristen Bitonte would become President, Mike Rahall would become Vice President, and Jack Cameron would become Secretary Treasurer. That said, this would be up to the Board and there is no policy specifying this rotation.
    - T. White asked if the Officer vote should be held off since K. Bitonte was unable to attend the meeting. J. Cameron stated that it would be better to pass the motions today, and then we could go back and readjust if K. Bitonte did not want to serve as President.
    - MOTION by J. Cameron, seconded by V. Earhart: To nominate Kristen Bitonte and Mike Rahall to new 3-year terms on the Board, and to nominate the following slate of officers: Kristen Bitonte as President, Mike Rahall as Vice President, Jack Cameron as Secretary / Treasurer. The motion carried 4-0

- Southwest Ohio Regional Refuse Consortium (SWORRE)
  - T. White stated that work is underway on the next SWORRE bid. He stated that prices would be going up for this bid, reflective of the rising cost of solid waste and recycling in general. He stated that the benchmark for the consortium is a price of \$13.64/hh/m. This reflects a solid waste cost of \$10.02/hh/m and a recycling cost of \$3.62/hh/m.
  - M. Rahall asked how that price was determined. T. White stated that he took spot survey results and Hamilton County's solid waste chart's results, eliminated any bid before 2018, and then averaged the 5-year price of each service.
  - M. Rahall asked what the time window is for governments to join. T. White stated that it is more of a "household count" window, since too many households in the bid would make the bid uncompetitive.
  
- Public Works Mutual Aid Program
  - T. White stated that for 2021, he would like to form a taskforce to look at updating the Public Works Mutual Aid agreement. This was spurred by a discussion with the Emergency Management Director for Montgomery County, stating that some Dayton area governments may be interested. CLG received an opinion from the State of Ohio EMA as to whether this agreement was sufficient for financial reimbursements such as FEMA. The State EMA said that the agreement was sufficient, but that it may be a good idea to pursue a supplemental agreement that is more specific to financial reimbursement.
  
- CLG Leadership Academy Completed
  - J. Lukas asked if the Leadership Academy would have to proceed virtually next year, would CLG consider cancelling. T. White stated that although he hasn't spoken to all of the 2020 participants, the online version seemed to go smoothly and that it would be possible to repeat it in 2021. However, T. White hopes that next year's Academy can be at least partially conducted live.
  
- Website Update
  - C. Smith updated the Board on the development of the new CLG website. T. White screen shared the new website. Work is mostly completed, and now CLG has moved into the portion of the project where they are uploading copy, pictures, etc.
  
- The meeting adjourned at 2:25pm