

The Center for Local Government Board of Directors Meeting  
January 2, 2019

1:30pm – 3pm

CLG Conference Room  
(4015 Executive Park Dr. Suite 226)

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

Absent: Jeremy Worley (Staff)

- Call to order at 1:34pm
- Approve November 7, 2018 board meeting minutes
  - V. Earhart stated that the second bullet point on the second page of the minutes should be amended to state that “*the board broached raising dues in 2018.*” T. White made the change.
  - MOTION to approve as amended by J. Lukas. Seconded by M. Rahall. Motion carried 5-0
- Presentation on the 2019 Center for Local Government FINAL Budget
  - T. White stated that the only difference between the Final 2019 Budget and the one passed in November was that final year-end 2018 numbers were provided. He noted that the final budget also had been updated to include \$6 in additional interest on CLG’s checking and savings accounts.
  - T. White stated that this final budget document would be the basis for the semi-monthly financial updates that will be given to the Board.
  - T. White stated that \$50,000 of CLG’s savings was transferred into a CDs.
  - In that the Budget had been passed in November, and that no changes were made to the policies set forth, there was no need to vote on the Final Budget.
- Presentation of Proposed Amendment to CLG Conflicts of Interest Policy
  - T. White thanked Vicky Earhart for her revision of the Conflicts of Interest policy. T. White stated that the one area where he still needed guidance was on the issue of CLG Board membership for individuals who are CAOs but hold a position as an elected official elsewhere. He stated that if this issue comes up, if there is an elected official on the CLG Board, it will damage the Board’s credibility if they have to enforce this policy.
  - V. Earhart asked if the CLG bylaws define who is eligible for the CLG Board. T. White stated that the bylaws only define what governments are eligible to have Board members, but not what individuals may serve. However, in 2016, the CLG Board passed a “CLG Board of Trustees Succession and Terms Resolution,” (Succession Resolution) which outlined that only CAOs and Assistant CAOs from “Voting Member” CLG governments were eligible for Board membership.
  - J. Lukas asked if a person was an elected official in another member government, would that make them ineligible. T. White said no, since they would still also hold the CAO role in the government they would be representing on the Board.
  - V. Earhart stated that the issue of CLG Board eligibility for individuals who hold an elected position in another government may more appropriately be addressed in the Succession Resolution than in the Conflicts of Interest policy.

- MOTION: Approve the Amended Conflict of Interest Policy as presented in Appendix B of the Center for Local Government January Board Packet. Motion by J. Lukas. Seconded by V. Earhart. Motion passes 5-0.
- T. White stated that the Succession Resolution was a Board resolution and did not have to go to the CLG membership for a vote. The section to be amended would be Section 1: Eligibility. T. White typed up a draft paragraph for Section 1. M. Rahall stated that the policy must specify that this applies if a Board member is an elected official in another CLG member community. The Board concurred.
- MOTION: Amend the “CLG Board of Trustees Succession and Terms Resolution, Section 1: Eligibility; Paragraph 2 to state the following:
  - *Chief Administrative Officers or Assistant Chief Administrative Officers in “Voting Member” governments are ineligible to serve on the Board of Trustees if they serve as an elected official in another CLG member government. If a member of the CLG Board of Trustees is elected to public office in another CLG member government during their term on the CLG Board of Trustees, they must resign from the CLG Board of Trustees.*
  - Motion by V. Earhart. Seconded by K. Bitonte. Motion passed 5-0
  - Please note an original copy of this motion is in the CLG Board Binder.
- Mill Creek Valley Conservancy District Discussion
  - T. White stated that at the request of Greenhills and Springdale, CLG has volunteered to become an information sharing hub for information related to the upcoming transition of responsibility for Mill Creek flood control maintenance from the Army Corps of Engineers to the Mill Creek Valley Conservancy District. This includes creating a link on the CLG website titled “watershed documents,” where primary source information can be shared between governments, the creation of an e-mail list of all governments in the watershed, and an offer to do research if the governments request it.
  - J. Cameron strongly advised caution, and to limit CLG’s role to only convening meetings of the governments. J. Cameron stated that the issues related to the Mill Creek watershed are extremely complex, and it will be very easy for CLG to take a side in this issue without realizing it. CLG must avoid having opinions. T. White stated that he was trying to make sure CLG stayed as neutral as possible.
  - J. Cameron stated that this is a sensitive political issue, and that it could become a thing that consumes CLG’s time and resources. T. White stated that he would contact J. Cameron outside the Board meeting to review what CLG had done so far, in order to make sure that CLG stays out of the political fight and remains merely a convener.
- CLG Annual Meeting
  - Preparations for the Annual Meeting are ongoing. T. White has reached out to the United States Air Force Museum, as well as to Dave Elmer to get a contact for GE. He states that L. Stuckey is identifying alternative locations if the GE Learning Center is unavailable.
  - T. White stated that as always, there will be Board elections and Board Officer elections at the Annual Meeting. J. Lukas and J. Cameron are both up for re-election, and both stated that they would like to remain on the Board. T. White thanked them for continuing to be on the Board.
  - T. White stated that officer elections are also coming up, and that the rotation for this year would be J. Lukas to President, K. Bitonte to Vice President, and M. Rahall would become Secretary / Treasurer. T. White noted that the Board had the option of changing that or keeping everyone in the same position.

- V. Earhart stated that one of the potential speakers for 2018 was the Executive Director of the Greater Cincinnati Film Commission. They are currently working with Anderson Township, and she could see if the Director would be interested in speaking to CLG for the 2020 Annual Meeting. T. White stated that would be an exciting and relevant topic.
- T. White also stated that one of the ideas that had been discussed in the past was to have a training the same day as the Annual Meeting as a draw. This would be a morning training session that would then lead into the Annual Meeting. J. Lukas was the person who had the initial idea. T. White would work with staff to identify a topic that would be relevant and a draw.
- Cybersecurity Training
  - J. Lukas asked about the attendance for the Cybersecurity training. T. White stated that to date, 18 people had signed up for the training. T. White stated that his goal is 25, and that it is attainable. 30 is a stretch goal.
- Mental Health Training Series
  - T. White stated that they advertised the mental health training series in late December, but that the major advertising push would take place at the beginning of the second week in January, as not to interfere with advertising the Cybersecurity training.
- Road Salt Conveyor Belt Program
  - T. White stated that this program is progressing, and went on to state that this is a special project for Amberley Village and their selected partners. It is not going to become a CLG program, and as such, if Amberley wanted to partner with governments outside of the CLG membership, they were able to do so. In fact, both Symmes and Union Townships are potentially participating.
  - T. White also stated that Springdale and Springfield Township were interested in partnering with CLG to form a west side conveyor group. T. White stated that this would be a CLG program, and that it could be the harbinger of identifying more equipment sharing opportunities in the future.
  - J. Lukas asked how the governments handle the sharing of the conveyor, to ensure all have it when they need it. T. White stated that Anderson Township has historically shared a conveyor, and that the governments involved have an arrangement worked out that would continue with this new conveyor.
- CLG Member Participation Chart
  - T. White passed out the annual member participation chart, which provides a snapshot of how all member communities participated with CLG in the previous year. CLG has been tracking member participation for 5 years.
  - T. White also reminded the Board that other annual documents had been e-mailed, including the Strategic Plan Update, the Board Goals Update, and the Detailed Position Descriptions document that the Board requested as part of the 2018 Board Goals.
- Adjourn