

The Center for Local Government Board of Directors Meeting
July 3, 2019

1:30pm – 3pm

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

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

- The meeting was called to order at 1:35pm
- Approve May 1, 2019 board meeting minutes
 - Motion to approve by J. Cameron, seconded by K. Bitonte. Minutes approved 3-0.
- Membership Renewals Update
 - T. White stated that the final two governments had renewed. CLG had 100% membership renewal in 2019.
- CLG Credit Card Policy / CAMA Credit Card MOU
 - T. White sought input for the draft CLG credit card policy.
 - J. Cameron stated that he was ok with the policy, but that he thinks it can be simplified, which would give CLG more flexibility for unforeseen instances down the road. One suggestion was to eliminate the provision relating to authorized expenses, and replace it with “authorized expenses are any expenses related to CLG business, examples include but are not limited to...” and then proceed with the current list. It was also recommended by the Board to place the word “Any” before the phrase “personal purchases” in the “Unauthorized Expenses” category of the policy.
 - V. Earhart asked for clarification on the possession of the card. T. White stated that he possesses the card, but gives it to Lori or Jeremy as needed. That only happens if they are ordering food for a training, etc., and that in most instances the credit card information is saved on the computer for places we order from often (e.g. Panera). The Board and staff discussed whether to obtain multiple cards in the event that the Executive Director is unavailable and a card is needed. T. White stated that those situations are exceedingly rare, and that more cards potentially means more issues with controlling the cards.
 - The Board recommended that T. White simplify the provision of the policy referring to who possesses the credit card, and that it may make sense to retain the card at the CLG offices.
 - T. White then asked the Board what input they had regarding the sections of the CLG Credit Card policy related to CAMA and regarding the CAMA MOU draft. J. Cameron asked if T. White had discussed this with CAMA President Mark Wendling. T. White stated that he had discussed it with Mr. Wendling and provided a draft copy of the MOU, but that CAMA had not yet signed it.
 - T. White stated that he could make the recommended changes to the credit card policy and then present it to the CLG Board for an e-mail vote. V. Earhart stated that she would be comfortable voting on it now, with the recommended edits.
 - MOTION from V. Earhart, Seconded by J. Cameron: The CLG Board moves to approve the CLG Credit Card Policy with the recommended edits of rewriting the “Authorized expenses” section to state “authorized expenses are any expenses related to CLG business, examples include but are not limited to” the list of expenses outlined in the draft; adding the word “any” in front of “Personal Expenses” in the “Unauthorized Expenses” section; replacing the phrase “paid invoices” with “Credit Card Statements” and simplifying the “Possession of the Card” provision of the policy. Motion passed 3-0.

- MOTION by V. Earhart, Seconded by K. Bitonte: To approve and authorize the Memorandum of Understanding between the Center for Local Government and the Cincinnati Area Management Association Pertaining to Credit Card Use. Motion passed 3-0.
- J. Cameron stated that CLG would need to make sure CAMA credit card expenses were part of a separate statement. T. White concurred
- CLG Potential New Members and Membership Dues Levels
 - T. White stated that per the input from the Board at the May meeting, he met with the City of Cincinnati about joining CLG at a rate of \$7,500 / yr. T. White and Jim Lukas also met with Hamilton Township (Warren County), and Trenton inquired about membership. T. White feels confident that Trenton will join, but unsure about Hamilton Township or Cincinnati.
 - T. White refreshed the Board on an e-mail conversation from late May about reducing Hamilton County's dues for 2020 from \$15,000 to \$7,500 with the assumption that Cincinnati would join the organization. So far, Cincinnati has not indicated they intend to join, but the tone of the aforementioned e-mail conversation was angling toward reducing Hamilton County's dues regardless. T. White stated that he wrote a resolution to eliminate the \$15,000 dues level, and merely have any government with a budget greater than \$100 million pay \$7,500.
 - J. Cameron stated that the \$3,825 level currently stretches from \$4 million to \$100 million, while all of the other dues levels move at \$2 million increments. T. White stated that was because the \$7,500 and \$15,000 dues levels under the current scale were implemented specifically to raise \$30,000 when Cincinnati and Hamilton County originally joined CLG in 2009 in order to raise money for a Management Analyst position.
 - J. Cameron asked why the amounts are set at specific intervals like \$3,825 or \$1,225. T. White stated that the Board last raised dues in 2007, and they did so through an across the board \$225 increase. Originally the amounts would have been \$1,000 and \$3,600. J. Cameron stated that it is possible that dues may be too high in a general sense, and that this could be reviewed as well.
 - J. Cameron asked why budget size was used to determine dues amount. T. White stated that was done by the founders of the organization in order to ensure that CLG membership was affordable by all governments. T. White went on to state that there is not a correlation between dues amount and how much a government participates however. That is often up to the individual CAOs. T. White went on to state that a possible solution was to cap the CLG dues level at \$3,825, but then create a "metro rate" for metropolitan cities and counties of \$7,500
 - K. Bitonte suggested lowering Cincinnati and Hamilton County's dues to \$7,500 and then reassessing the dues structure at large during the budget meeting in the fall.
 - MOTION by J. Cameron, seconded by K. Bitonte: To utilize \$7,500 as the CLG membership dues rate for Cincinnati and Hamilton County
- Information Sharing Redesign
 - J. Worley provided a demonstration of the new CLG Annual Survey instrument. The Board felt that the new survey instrument was an easier user experience than the previous system. V. Earhart recommended adding a provision for governments to select what departments they had. J. Worley stated that he would add that section.
- Public Works Mutual Aid Review
 - T. White stated that he is going to form a taskforce to look at refreshing the Public Works Mutual Aid legal agreement. He also stated that Springboro and Washington Township were intending to join the pact.
- The meeting adjourned at 2:55pm