

The Center for Local Government Board of Directors Meeting  
January 3, 2018

1:30pm – 3pm

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

In attendance: Mark Schlagheck, Vicky Earhart, Jim Lukas, Kristen Bitonte, Mike Rahall (Board); TJ White, Andrew Lanser (staff)

Absent: None

- Call to order at 1:30pm
- Approve November 1, 2017 board meeting minutes
  - Motion to approve by J. Lukas. Seconded by M. Schlagheck. Motion passed 5-0
- 2018 Final Budget
  - T. White presented the final 2018 Budget. This budget included final 2017 financial numbers, as well as a proposed amendment to reallocate \$2,000 for the purchase of new laptop computers. The money was partially reallocated from the mileage/parking fund, and partially allocated from potential new membership revenue.
  - T. White also stated that on Monday January 15<sup>th</sup>, the CLG accountant would be in to do the final 2017 book closing. 2018 membership dues invoices will be distributed on Tuesday January 16<sup>th</sup>.
  - T. White stated that since the new computer money was an amendment, it would have to be passed by the Board. M. Schlagheck motioned passage. M. Rahall seconded. The motion carried 5-0
- Board member transitions
  - T. White stated that one of the areas of planning for the Annual Meeting is Board member transitions. T. White stated that V. Earhart's term was expiring, and asked if she was interested in serving another 3 year term. She stated that she was interested. He then asked M. Schlagheck if he was interested in remaining President. M. Schlagheck stated that he would transition out of that role. T. White stated that per the Board Succession Policy, that would move V. Earhart into the President role, J. Lukas into the vice President role, and K. Bitonte into the Secretary / Treasurer role.
  - M. Schlagheck asked about the nominating procedure at the Annual Meeting. T. White stated that the script that is provided reflects the Board Succession Policy, but the he would try to simplify the procedure for the 2018 Annual Meeting.
- Input requested: 2018 CLG Annual Meeting
  - T. White asked for input on the CLG Annual Meeting. He stated that the CLG staff met on Tuesday January 2<sup>nd</sup> to discuss, and had identified Liberty Center, Summit Park in Blue Ash, and Montgomery Inn in Montgomery as potential locations. Due to OCMA being in March in 2018, staff also recommended that the Annual Meeting be pushed back to later in March or early in April, preferably on a Wednesday or Thursday.
  - J. Lukas asked if there staff had reached out to any of these facilities yet. A. Lanser responded that at this point, staff had only brainstormed. K. Bitonte pointed out that a later March meeting

would likely interfere with Spring Breaks or Easter vacations for some of the members. T. White stated that there is no requirement to hold the meeting in March, and that CLG could look at April dates. J. Lukas stated that the weather in April may not be conducive to Summit Park. M. Schlagheck stated that the Liberty Center location would be better for the northern members. T. White stated that they could always conduct the 2018 Fall Luncheon / Leadership Academy graduation at Summit.

- J. Lukas asked if who CLG had reached out to for speakers, and if the speaker could be someone related to Liberty Center. T. White stated that staff had brainstormed speakers, and had three in mind: Eric Avner (Haile Foundation and People's Liberty), Kristen Schlotman (Greater Cincinnati Film Commission), and Dan Lincoln (Director of the Greater Cincinnati Convention and Visitor's Bureau). J. Lukas stated that Mr. Lincoln had retired. Other speakers were also discussed.
  - The Board liked the idea of bringing in Ms. Schlotman of the film commission. T. White stated that he would reach out to her and have staff reach out to Liberty Center. He went on to state that they could potentially set up a tour after the luncheon for those who are interested.
  - T. White stated that his goal is to make the program shorter this year. It would consist of a brief update on CLG, a short presentation on CLGBP (likely by CLGBP President Bill Kocher), and a recognition of new, transitioning or retiring CAOs.
  - J. Lukas stated it would be interesting to have a raffle or other fun event during the Annual Meeting. Movie trivia for prizes was also recommended. A. Lanser stated that the prize could be a gift card to a Liberty Center shop.
- Program Development Fund
    - T. White stated that the main reason that the Program Development Fund has not yet been used is that the programs that have been developed since its inception have simply not needed a large sum of startup money. He stated that this may change though, as there is a chance that the proposed residential energy aggregation program may need startup money. Additionally, if the proposed analytics forum comes to fruition with the City of Cincinnati, that may also be a worth Program Development Fund project.
    - T. White stated that to get better utilization from the program, marketing material will be developed and distributed. However, he needed input from the Board as to whether a program expansion (where the design of the program itself does not necessarily change) would be eligible for Fund money. The Board's opinion was that this would be eligible, as it helps spread CLG's programming to new governments and furthers its mission.
    - T. White then asked if governments applied for a Program Development Fund grant that would further CLG's mission, but would not be done in a way where CLG was involved, would be eligible. V. Earhart stated that she was concerned that opening it up to programs without CLG involvement may cause a deluge of applications. The Board agreed. However, if a program were government led, but did involve CLG (e.g. Evendale's purchase of an incinerator, where CLG would function as an intermediary for other member communities to use it), then that would be allowable.
    - T. White asked A. Lanser if he had enough guidance to write up marketing material for the Program Development Fund. A. Lanser said that he did.
  - CLG Strategic Plan First Year Update
    - T. White stated that this update will take place every January during the duration of the Strategic Plan's lifespan. He stated that he would give the Board time to read over the update report.
    - M. Schlagheck stated that the first goal (CLG becoming the premier information sharing hub) needs to be a focus area. We need to move on from Knack. It is not particularly intuitive. T.

- White concurred. He asked if this could be a potential Program Development Fund opportunity. T. White also warned that upgrading the information sharing system may be a drawn out process.
- A survey will be conducted to determine how CLG's information sharing system is utilized. Among other questions will be who gets the username and password in each jurisdiction.
  - V. Earhart suggested messages to the members (in the Newsletter, Annual Meeting, or other format) reminding them of the resources in the CLG member log-in. T. White stated that this is done in the Newsletter, and multiple Board members stated that they do not always see this article. It was suggested that there may be too much information in the Newsletter.
  - T. White suggested a short monthly update e-mail to the members, listing the spot surveys that had been conducted, the governments who had submitted pay data, and a reminder of any events or trainings. This would not replace the newsletter, but would allow staff to simplify it.
  - M. Schlagheck stated that the "TJ's Topics" and "Andy's Topics" sections of the Newsletter were redundant, and eliminating them could also help streamline the newsletter. T. White and A. Lanser concurred.
  - T. White also stated that the updates in the strategic plan update do not represent finished goals, but merely snapshots. Many of the goals in the Strategic Plan are designed to be ongoing.
- Elected Officials Training
    - A. Lanser stated that CLG is now at 40 attendees for the Elected Officials training. M. Schlagheck asked if CLG looked at partnering with MVRMA or MVCC for this training. T. White stated that this could be pursued for the 2019 training (assuming that this takes place every other year). K. Bitonte stated that with 40 attendees, it's important that the training provide value.
  - Board Goals Update
    - T. White stated that he would turn in a "year-end" version of this document with his performance self-evaluation.
  - Adjourn at 2:48pm