

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

1:30pm – 3pm

Virtual

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

Absent: None

- The meeting was called to order at 1:30pm
- September 2, 2020 board meeting minutes
  - Motion to approve by J. Lukas, seconded by M. Rahall. Motion passed 5-0
- 2021 Center for Local Government Budget
  - T. White presented the 2021 CLG budget. He stated that the budget assumed a loss of 2 member communities due to financial issues involving Covid. However at this time, no community has indicated that they do not intend to renew. Due to this \$7,650 loss in revenue, a need to utilize \$8,967 of CLG's cash reserve will take place in the 2020 budget. That said, CLG will end 2020 with a projected \$3,000 budget surplus.
  - T. White stated that the major assumptions of the budget included a 3% raise for staff, a renewal of CLG's lease at Executive Park, and that costs and revenues will be consistent with the number from CLG's budget projection report from the September Board meeting.
  - T. White stated that the budget assumes that the Leadership Academy will be partially virtual.
  - J. Lukas asked if there had been discussion in the past about not holding the Leadership Academy. T. White stated that there was discussion during the early years of the Academy, but at this point the program breaks even on tuition alone and has a waiting list.
  - K. Bitonte asked about CLG's dues and subscriptions. The amount budgeted was over \$2,000 but only \$130 had been spent. T. White stated that the vast majority of CLG's subscriptions renew at the end of the year.
  - J. Cameron asked about the amount budgeted for staff professional development, and stated that if worthwhile professional development opportunities arise, CLG staff should take advantage. Money can always be diverted into that fund.
  - MOTION: To approve the 2021 CLG Budget. Moved by J. Lukas, seconded by J. Cameron. Motion passed 5-0.
- CLG Business Continuity Plan Document
  - T. White presented the Center for Local Government Business Continuity Plan. This document provides a detailed overview of how to operate the Center for Local Government in the event of staff incapacitation or departure.
  - MOTION: To Adopt the CLG Business Continuity Plan. Moved by V. Earhart, seconded by J. Cameron. Motion passed 5-0.
- 2021 CLG Board Meeting Dates
  - T. White proposed that the Board meet on the first Wednesday of every other month at 1:30pm in 2021. This is consistent with the current practice. The Board concurred.
- Community Fire Department Resolution

- T. White introduced a resolution stating that 501c3 community fire departments are eligible for membership under the “Affiliate Member” category. This resolution came about due to a request from the Milford Community Fire Department. The “Affiliate Member” category only allows participation in the CLG Benefits Pool (CLGBP). As a result, community fire departments would also need to be deemed eligible by Jefferson Health Plan (JHP). At the time of the meeting, JHP had not yet made a determination on eligibility.
- T. White explained that these community fire departments are different from Joint Fire Districts, which are already eligible for CLG membership in the “Non-Voting Member” category.
- T. White stated that passage of this resolution would not guarantee entry into the pool for Milford Community Fire Department. JHP would still need to allow it, they would still need to apply for pool membership, be accepted by the pool, and pass underwriting. It should be noted that if they are not accepted into the pool itself, they also would not be able to retain their CLG membership since Affiliate Members are for CLGBP governments only.
- J. Lukas asked if there would be any pushback from Milford if the community fire department was not accepted. T. White said no. Based on his conversations with the fire department and with Milford, it appeared they were trying to determine what all of their options were.
- V. Earhart noted that the motion was narrowly tailored to Community Fire Departments, but that this could cause a slippery slope into other quasi-governmental organizations.
- V. Earhart proposed that in practice, if a community fire department were to join, they would need to provide their Tax ID, 501c3 letter, and have their host community (e.g. Milford) vouch for them and their specific mission.
- MOTION to pass the resolution. Resolution passed with a vote of 4-1. J. Cameron voted no and did not agree that the entity was appropriate per our membership guidelines.

*Editor’s note: After the conclusion of the 11/4/2020 Board meeting, JHP responded that they do NOT consider community fire departments eligible for Affiliate membership. Since a CLGBP member has to be able to join BOTH CLG and JHP, it renders the 11/4/2020 resolution moot.*

- Southwest Ohio Regional Refuse Consortium
  - T. White updated the Board on the SWORRE Program. The bid was published on November 2<sup>nd</sup> with results due on November 24<sup>th</sup>. It is expected there will be a cost increase. The average combined total cost of solid waste and recycling collection (per household per month) in the Cincinnati area is \$14.46 for contracts signed after June of 2019 to present. This is an increase from \$13.71 from contracts signed June of 2018 to present.
- Grant Program
  - This program is on hold since the CLG website update and SWORRE project took immediate precedence.
- Website Update
  - CLG’s new website is live. The website project went over budget by roughly \$1,100 dollars due to a redesign mid-project and due to the large amount of information transferred over from the previous website.
- CLG Datacenter: Student Consulting Underway
  - The University of Dayton accepted a proposal from CLG for students to assist with an upgrade to the CLG Datacenter. This project is underway.
- The meeting adjourned at 2:27pm

