The Center for Local Government Board of Directors Meeting

May 5, 2021

1:30pm – 3pm

Virtual

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

Absent: Jim Lukas

* The meeting was called to order at 1:30pm
* March 3, 2021 board meeting minutes
	+ Motion to approve by V. Earhart, seconded by K. Bitonte. Motion passed 3-0
* Transition from Zoom Meetings
	+ T. White: Moved to Zoom starting May 2020, want to get a feel for how Board feels moving forward
	+ K Bitonte: Prefers in-person, but understands the possible need for hybrid. Possibly a mix of in-person and hybrid depending on meeting
	+ T. White: We have a big region, with varying travel times to CLG offices, we could possibly look at a procedure for videoing in to meetings.
	+ V. Earhart: There are situations previously in which Zoom would have been a nice alternative (i.e bad weather). However, opposes a hybrid model due to us being such a small group. Would rather prefer to split some meetings on Zoom and some in-person.
	+ M. Rahall: Meetings in which especially important items are discussed, such as the Annual Meeting, should be held in person.
	+ T. White: Next meeting will be large one due to Heisel discussion. The plan moving forward will be to hold July meeting in-person and make the call on future meetings at that time. CLG will be purchasing large monitor for conference room to be able to have virtual meetings of all nature in the future. We will plan to do July meeting in-person pending comment from Jim and Jack.
* CLG Training Updates (Complete Streets, HR Luncheon)
	+ C. Smith: Elected Officials and Social Media Trainings both were held successfully, with high attendance rates. Upcoming trainings include the Implementing Complete Streets in Small Communities on May 6th and the Spring HR Luncheon on May 20th.
* Connecting the Dots Summit
	+ C Smith: T.J, Tom Carroll, Cody and others are continuing work on ensuring that the Connecting the Dots Summit is a success. There are 176 registrations with three weeks left until the start of the conference, so the atmosphere is very positive that CTD will be a success.
* JUFS RFP and Product Demos
	+ C. Smith: There will be two product demonstrations resulting from the RFP process. One on May 11th and another on May 17th.
	+ T. White: The two product demos will come from TI, who is our current vendor, as well as Apex, who has provided a similar service to the Cincinnati Police. If Apex is the chosen vendor, we will be looking for potential grant funding to assist with the deficit in cost of the system and our fund balance.
* Data Backup RFP
	+ C. Smith: The Data Backup Task Force will publish its RFP on Monday, May 10th. The RFP will be published with two members signing on, and it will be sent out to seven various entities. Once proposals are back, the task force hopes to be able to attract more members.
* Utility Coordination Guidebook
	+ C. Smith: Since the last Board meeting, Cody met with Jason Kershner of Spectrum and introduced the Utility Coordination Guidebook to him. Jason was enthusiastic about the project, which marks interest from all of the major utility providers that were identified to be in the guidebook. There has also been a lot of interest from governments during outreach visits on participation in the guidebook. At this point, Cody will continue to build out the guidebook.
	+ C. Smith: There is a potential pain point in the inclusion of contractor contacts into the guidebook. This is a topic that has been brought up, and that Cody is exploring, but has the potential to make the project unsustainable, due to the cumbersome nature of keeping up with all of the contractors for all of the utilities. Cody is exploring options to be able to include contractors in the guidebook, but there is no commitment that they will be in the initial version.
* Membership Renewal Update
	+ C. Smith: We are ahead of schedule on member renewals. We currently only have 7 outstanding and historical data shows we are usually around 11-12 outstanding during this timeframe.
	+ T. White: In addition, all of the outstanding governments participate in CLG programs, so it is unlikely that they will not renew. It is also a common occurrence for there to be a few outstanding governments at this point each year.
	+ T. White: TJ also is in talks with the Village of Addyston to join CLG. They are primarily interested
	+ T. White: Amanda Zimmerlin is now the City Manager in Clayton. TJ has been in talks with Clayton as well to join the Center; however that may take place a bit later into the year.
* CLG Datacenter: Student Consulting Updates
	+ C.Smith: CLG staff accepted all proposals from the UD student capstone project that they have been working with. This does not obligate CLG to implement any of the proposals.
	+ T. White: By accepting the proposals, we simply are agreeing that they have completed the project and are on track to graduate.

* The meeting adjourned at 1:53pm