**The Center for Local Government Board of Directors Meeting**

**January 4, 2023**

1:30pm – 3:00pm

CLG Offices (4015 Executive Park Dr. Suite 226, Cincinnati, OH 45241)

In attendance: Jack Cameron, Vicky Earhart, Jim Lukas, Mike Rahall (Board); T.J. White, Cody Smith (Staff)

Absent: None

* Call to order
  + The meeting was called to order at 1:28pm
* November 2, 2022 board meeting minutes
  + MOTION: To approve the Board minutes by J. Lukas. Seconded by V. Earhart. Motion carried 4-0
* 2023 Center for Local Government Final Budget
  + T. White presented the final 2023 CLG Budget. He noted that the 2023 budget itself had not changed, however it was updated with final 2022 year end numbers.
  + T. White stated that CLG’s projected end of the year dip into the cash reserve was $23,409. In reality it was $23,099. T. White stated that the CLG endowment fund had recovered from its year-end projection, with a reduction of $34,000 instead of the projected $48,000.
  + T. White stated that his 2023 ICMA dues and benchmarking information from the Leadership Council of non-profits were pre-paid in 2022, leading to a higher than projected “dues and subscriptions” line item.
* Nomination Motion of Amanda Zimmerlin
  + T. White stated that Amanda Zimmerlin, City Manager of Clayton, applied for the CLG Board seat vacated by Liberty Township Administrator Kristen Bitonte. T. White stated that prior to her time at Clayton, Amanda had worked at Madeira and Springdale. She is familiar with CLG and their many programs.
  + T. White stated that her plan is to attend Board meetings in person unless there is a scheduling conflict immediately before or after.
  + V. Earhart asked if anyone else was interested. T. White stated that Hamilton County Assistant County Administrator John Bruggen also expressed interest, but did not turn in an application.
  + J. Lukas provided a positive reference, stating he had worked with her in her time at the other communities.
  + M. Rahall stated that it would be good to have a person from the northern area of CLG’s membership on the Board.
  + MOTION by J. Lukas, seconded by J. Cameron, to appoint Amanda Zimmerlin to the CLG Board. (Motion on file in July 2022 – May 2023 CLG Board Binder).
* Grant assistance proposal update
  + T. White stated that per guidance from the November Board meeting, CLG reached out to MPA programs in the region to see if they were interested in having their students write grants for underserved communities. NKU was positive about the proposal, and a meeting with UC was taking place days after the Board meeting.
  + T. White stated that CLG will conduct training on how to write an effective grant application. This would be for any attendee, but would be conducted with Ohio Public Works Commission, Community Revitalization Grants, Clean Ohio, and similar programs in mind.
  + J. Cameron suggested talking to Government Strategies Group (Chip Gerhardt) or a similar firm about assisting with the training. T. White stated he would discuss that idea with grant training partners.
  + T. White stated that one of the major concerns about this program was whether underserved communities would have the capacity to execute any program for which they receive grant funding. T. White stated that Hamilton County would be working with partner organizations to help solve that issue. CLG would not be involved.

* Student Outreach Initiative
  + T. White stated that CLG is continuing to recruit for the student outreach project. The next major step will be to identify someone to help with messaging.
* Hamilton County Shared Services Summit
  + T. White stated that Hamilton County has reached out to CLG to assist in planning a shared services summit. CLG is helping Hamilton County develop an effective curriculum. CLG will also present on its services, and potentially on the student outreach program.

* Newly Elected Officials Training
  + C. Smith stated that the 2023 Newly Elected Officials Training is in the planning stages and would most likely take place in an online format and would hopefully feature a similar presenter roster as the 2022 event. J. Lukas stated that he would most likely not be speaking at the 2023 event to allow the audience to hear from new speakers and C. Smith replied that there would have to be new speakers found for the Council/Manager Relations session, in the absence of J. Lukas and Geoff Milz, who is no longer with Colerain Township.
  + J. Cameron and M. Rahall both volunteered to speak at the Council/Manager Relations session and C. Smith responded that he will circle back with them at a later date to confirm and that ideally, there would be a City/Village Manager and a Township Administrator presenting and that will need to be sorted out before speaker confirmation.
  + J. Lukas also stated his preference for in-person training events due to the increased attendee participation and engagement and T. White posed the idea to hold the election-year sessions in-person, while holding the “off-year” refresher sessions online.
* Membership Renewal / Prospective Members
  + T. White stated that 2023 CLG Membership dues would be distributed on Tuesday January 17th.
* General Business
  + J. Lukas inquired if there was any feedback on the new JUFS simulator. C. Smith responded that he has heard mostly positive remarks from the jurisdictions that have had the simulator since it was delivered. C. Smith also commended Sharonville’s officers for implementing a standard 4-scenario training regimen with all of their officers.
  + J. Lukas also inquired about the program purchasing a second full-VR machine. T. White responded that was likely infeasible due to the cost of the simulator and the current JUFS balance and officer dues, but also stated that would be a decision that would be made by the jurisdictions in the program.
  + V. Earhart stated that the Hamilton County Emergency Management Agency will be reaching out to local communities to assist with an update of their Hazard Mitigation Plan. T. White stated that CLG would be happy to help if necessary.
  + J. Cameron made a note for CLG staff to be mindful of typos and formatting issues when presenting board agendas or minutes.
* Adjourn
  + The meeting adjourned at 2:05pm