The Center for Local Government Board of Directors Meeting

November 1, 2023

1:30pm – 3:00pm

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

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

Absent: Mike Rahall

* Call to order
	+ The meeting was called to order at 1:28pm
* September 6, 2023 board meeting minutes
	+ MOTION to approve the minutes by A. Zimmerlin, seconded by J. Lukas. Motion passed 4-0.
* Center for Local Government 2024 Budget
	+ T. White presented the 2024 budget. This budget is in a new format compared to previous years, which is designed to be easier to read. T. White stated that revenues will be up in 2024 due to the addition of Cheviot and the Centerville-Washington Park District.
	+ A. Zimmerlin asked a question about the cash reserve. CLG has a strong cash reserve, and there has been a policy to responsibly spend that down. To what level does the organization want to spend it down? T. White stated that has never been discussed. That said, the cash reserve provides an opportunity for special projects like the proposed public relations consultation proposal in this year’s budget.
	+ J. Cameron recommended allocating more money than $5,000 from the reserve to the public relations consultation proposal. J. Lukas concurred.
	+ J. Lukas asked when CLG’s health insurance renewed. T. White answered June 1st.
	+ MOTION by J. Lukas, seconded by A. Zimmerlin, to approve the 2024 CLG budget, with the amendment of allocating an additional $2,400 from the cash reserve to the Public Relations Consultation project. Motion passed 4-0.
* W.D. Heisel Scholarship UBS Financial Services Background
	+ T. White was asked at the previous Board meeting to identify why the Heisel Scholarship used a UBS account, and to identify what stipulations came with making changes to the account.
	+ T. White stated that UBS (at the time Gradison McDonald) was identified as the account holder for the Heisel Scholarship by the family of Donald Heisel when they made the initial agreement with CLG to administer the account. If CLG were to change the account, it would be recommended that Lee Meyer, widow of Don Heisel, give permission.
	+ T. White stated that the Heisel Fund is covered under the Center for Local Government Investment Policy Statement. All other CLG investments are handled by SJS Consulting, and are held in account by Schwab. T. White recommended moving the Heisel account to Schwab and to put it under the management of SJS. This would NOT be comingled or otherwise touch other CLG accounts.
	+ J. Cameron concurred, stating that CLG should ask Lee Meyer and move the money as it sees fit, within the other rules laid out in the initial Heisel stipulations from 1998. J. Lukas stated that we can reassure her the investments would stay conservative due to the Investment Policy Statement’s stipulations.
	+ V. Earhart asked if staff could put in writing what it intended to do to present Lee Meyer. T. White stated yes.
	+ T. White stated that he recommends any formal motions on whether to move the Heisel Scholarship fund should be made at the January Board meeting. This is to provide time to talk to Lee Meyer.
* CLG Annual Meeting Review
	+ T. White stated that he thought the Annual Meeting went well. The speaker was interesting and succinct. The location was good. Attendance was high. He asked the Board for any suggestions or thoughts for next year’s meeting.
	+ J. Lukas stated that if the site is interesting, perhaps a tour could be arranged.
	+ T. White asked about better ways to get the Leadership Academy involved. J. Lukas suggested a speaker from the group. Start identifying the more talkative ones early.
* Xavier University Tuition Partnership
	+ T. White stated that CLG’s Memorandum of Understanding with Xavier University to enable employees from CLG member communities to receive tuition discounts has been completed and is ready to be signed. Employees from governments who sign onto this program are eligible for 25% discounts on any Accelerated Degree Completion Programs, 15% discounts on all Masters programs, and 15% discounts on all Leadership Center programs.
	+ J. Cameron asked if there was anything that was not included in the Masters program discount- e.g. the Executive MBA Program. T. White stated he would check with Xavier.
	+ T. White stated that he was excited to enter into this partnership, and that it will be a major benefit to CLG members and their employees.
	+ MOTION by J. Lukas, seconded by J. Cameron, to authorize the Executive Director to enter into a Memorandum of Understanding with Xavier University for a tuition discount program. Motion passed unanimously.
* 2024 CLG Board Meeting dates and times
	+ T. White proposed that Board meetings take place on the first Wednesday of every other month per the standard schedule. This was amended to move the January Board meeting to January 10, and the July Board meeting to July 10.
	+ Board meetings dates will therefore be January 10, March 6, May 1, July 10, September 4, and November 6. All meeting times will be at 1:30pm
	+ On a trial basis, it was decided that all board members would host one meeting at their facility.
* Annual Data Updates
	+ C. Smith stated that annual data updates are underway. The CLG datacenter should be live on December 5th.
	+ It was suggested that CLG staff put together a video tutorial on how to best use the datacenter.
* Communications Consultation
	+ T. White stated that he had a meeting scheduled with Vehr Communications on CLG’s public relations consultation initiative. Other communications firms would also be contacted.

* CLG Investments
	+ T. White stated that at the September board meeting, there was a request to benchmark how CLG investments were performing against the market.
	+ T. White reached out to SJS Consulting (CLG investment advisor), who stated that year to date CLG has a 5.2% return while the benchmark is 6.4%. However, over 3 years, CLG has a return of 4.2% against a benchmark of 3.5%.
	+ T. White recommended continuing to study how this was performing over time.
* Adjourn
	+ The meeting adjourned at 2:41pm.