The Center for Local Government Board of Directors Meeting

May 3, 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, Mike Rahall, Vicky Earhart (Board); T.J. White, Cody Smith (Staff)

Absent: None

* The meeting was called to order at 1:30pm.
* March 1, 2023 board meeting minutes
	+ A. Zimmerlin stated that she should be marked as an abstention on the approval of the 1/4/2024 minutes.
	+ MOTION to approve the 3/1/23 minutes, as amended to record A. Zimmerlin’s abstention made by J. Lukas. Seconded by M. Rahall. Motion passed 4-0 (V. Earhart abstaining)
* Newly Elected Officials Training Discussion
	+ CLG staff determined it was time for a refresh to the annual Elected Officials Training. They will be seeking input from CLG Board members, elected officials who have attended the training, and CLG members in general. Already, Noah Powers (Norwood) recommended covering common pitfalls of elected office for example.
	+ J. Lukas noted that not everything covered in the training is applicable universally. There may be logic in splitting up municipalities and townships for a portion of the training. V. Earhart stated that trying to cover both forms together may be confusing for new people.
	+ The Board members recommended holding the training session live. Staff agreed.
	+ T. White stated he would reach out to member governments for the elected official orientation curricula.
	+ V. Earhart also recommended social media training for elected officials- covering (among other things) pitfalls and what not to do.
* West Chester / Liberty Township Solid Waste Initiative
	+ T. White stated that West Chester Township, Liberty Township, and the Butler County Recycling and Solid Waste District approached him to consult on a joint solid waste and recycling bid proposal.
	+ T. White stated that CLG agreed to assist, and would work to update Colerain and Springfield Township’s joint solid waste bid for West Chester and Liberty.
	+ J. Cameron stated that all of the parties would need to be cautious about contentious citizen reaction.
	+ T. White stated CLG could help the two Townships write and analyze a bid, but they will be on their own when it comes to citizen outreach. He has made that clear to the parties involved.

* CLG Health Insurance Renewal
	+ T. White stated that CLG’s anticipated health insurance renewal increase is 26.9%. CLG budgeted for a 12.5% increase based on broker input. The higher increase will mean that the CLG budget needs to allocate an additional $1,374 to the employee insurance line item. CLG has also seen increased new membership growth, leading to an additional $4,173 of revenue. T. White recommended a motion to reallocate a portion of this additional revenue to employee insurance.
	+ MOTION by V. Earhart, seconded by A. Zimmerlin, to reallocate $1,374 from CLG revenues to the Health Insurance Employer Contributions line item. Motion passed 4-0.
* Student Outreach Initiative
	+ T. White stated that he presented on the student outreach initiative at the Hamilton County Shared Service Summit. He also had a meeting with Bridget Doherty from Hamilton County to assist in developing a communications strategy.
* Small Government Grant Assistance Update
	+ T. White stated that since the previous Board meeting, NKU and UC both agreed to participate as academic partners. This would entail using their MPA students to help governments write and research grants.
	+ NKU, UC, Hamilton County, and CLG conducted a Grant Best Practices training on March 23rd, with 42 people in attendance from 16 governments.
	+ T. White stated he is working with Steve Johns from Hamilton County do develop an application form for governments who are interested in receiving help from UC or NKU. Once that form is created, Hamilton County will be responsible for marketing the program and selecting projects. CLG’s roll will begin to wrap up.
* CLG Electricity Consortium
	+ T. White stated that the CLG electricity consortium bid on March 30th, receiving a price of $.06245/kwh. Blue Ash and Mariemont participated as new members, while Woodlawn, Carlisle and Silverton did not participate in this round.
* Hamilton County Shared Services Summit
	+ T. White stated that he presented on CLG and on the potential student outreach initiative. North Bend and Terrace Park showed interest in CLG.
* JUFS Consortium Update
	+ C. Smith stated that the StreetSmarts JUFS machine has completed its first rotation to mostly positive reviews. He developed a user manual that gives member departments the information necessary to set-up, operate and tear-down the machine with Cody still available to troubleshoot or assist departments in whatever way necessary. StreetSmarts VR machine will be going out for its second rotation soon.
	+ C. Smith stated that the retired Ti Machine components will be recycled in accordance with the best-practices for each component (Screen, computer system, etc) after the manufacturer removed all proprietary components.
* New Strategic Plan Progress Update
	+ C. Smith stated that the customer Satisfaction Survey results are in and show mostly positive results for CLG. Most categories showed an improvement in satisfaction from 2016, when the last strategic plan was done. There was a larger than expected number of neutral/not applicable responses on certain questions, suggesting there may be a lack of member engagement in terms of general CLG operations.
	+ T. White stated that he has occasionally heard that we over-communicate to our membership, especially in random intervals as they relate to training dates, etc. Those comments, combined with the survey results pose an interesting dichotomy and will provide the starting point for future conversations on the subject of member engagement
	+ C. Smith state in addition, a new question posed about obstacles to attending trainings offers a glimpse into another opportunity, which is the continued expansion of our membership outside of Hamilton County and into the Dayton-area and the challenges and opportunities that presents.
	+ J. Lukas asked if the survey results would be sent out to Board members. C. Smith acknowledged that they would be sent out.
	+ C. Smith stated that the plan for future action is to have an internal discussion on the survey results, and then convene other small groups from among the membership to get a better idea of where our focus should be with the next strategic plan.
	+ While the majority of our membership still remains in Hamilton County, a growing portion of our membership is outside of Hamilton County and we will need to consider how the changes in the Center’s membership demographics will impact our operations.
* Membership Renewal / Prospective Members
	+ T. White stated that Vandalia joined as CLG’s 63rd member. He also stated that 9 member governments had outstanding invoices, but he expected all to pay soon.

* The meeting adjourned at 2:33pm