

**SOUTHWESTERN OHIO COUNCIL OF GOVERNMENTS
MEETING MINUTES**

**September 25, 2024, Meeting
Location: SWOCOG Office**

Board Attendance: Megan Manuel, Dan Ottke, Lee Ann Emmons, Leia Snyder.

Absent: John LaRock, Pam Combs

Attendees: Sharon Travis, Amy Pond.

I. Call to Order: Megan Manuel called the meeting to order at 9:13 AM.

II. Approval of Agenda

Resolution 24-09-01 Dan Ottke motioned to approve the agenda as presented. Lee Ann Emmons seconded; motion carried.

III. Review/Approve Minutes of the July 2024 Board Meeting.

Resolution 24-09-02 Lee Ann Emmons motioned to approve the minutes of July 24, 2024 Board Meeting as presented. Dan Ottke seconded; motion carried.

IV. Financial Report

A. Amy Pond reviewed the COG financial report. She proposed the following changes to the 2024 Operational Budget Changes:

- Move 7,000.00 from the Health Insurance budget line to IT Software budget line
- Move 2,000 from the Health Insurance budget line to Support Coordination budget line.
- Move 3,000 from the Health Insurance budget line to Telephone budget line.

Resolution: 24-09-03 Dan Ottke motioned to approve the changes to the 2024 Operational Budget as presented Leia Snyder seconded; motion carried.

B. Review Financial Statement: January-August 2024

Resolution: 24-09-04 Lee Ann Emmons motioned to approve the COG Financial Report and Statement as presented. Leia Snyder seconded; motion carried.

C. Review of the Draft 2025 Operating Budget.

The Board reviewed the proposed operational budget for next year. The members will reach out to Amy with questions. The board will be prepared to vote on the budget at the October board meeting.

**V. Public Records/Sunshine Law
Training**

Resolution 24-09-05 Dan Ottke motioned to approve Amy Pond as the Board designee to attend the public records/Sunshine Law training on October 2, 2024. Leia Snyder seconded; motion carried.

VI. Executive Director's Report

Sharon Travis reviewed the report that was emailed to the Board

VII. Old Business: None

VIII. New Business:

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A. The board reviewed the following policies:

1. Policy 2.6 Pay Processes (Revised)
2. Policy 2.11 Employee Compensation and Evaluation (Review)
3. Policy 3.2 Confidentiality and HIPPA (Review)
4. Policy 5.1 Provision of Services (New)
5. Policy 5.2 Major Unusual Incidents (MUI) and Unusual Incidents (UI) (New)

Resolution: 24-09-06. Leia Snyder motioned to approve the New and Revised Policies as presented. Lee Ann seconded; motion carried.

VIII. Executive Session: None

IX. Adjournment- Dan Ottke motioned to adjourn the meeting at 11:40 AM. Leis Snyder seconded; motion carried.