



# OCCMA Board of Directors Special Meeting

August 21, 2019 | 1:00 pm – 2:00 pm

Conference Call | Dia l1-800-504-8071 and Enter Access Code 2196588#

## AGENDA

<b>A. Welcome &amp; Roll Call</b> <i>(Marty Wine)</i> .....	-
<b>B. Consent Calendar*</b> <i>(Marty Wine)</i> .....	-
1. Minutes of the July 12, 2019 OCCMA Board Meeting .....	2
<b>C. Nominating Committee Report*</b> <i>(Christy Wurster)</i> .....	8
<b>D. Other Business</b> <i>(Marty Wine)</i> .....	-
<b>E. Adjournment</b> <i>(Marty Wine)</i> .....	-

\* Agenda items denoted with an asterisk indicate a motion is recommended. The sample motion will appear in the agenda item’s associated materials.



## OCCMA Board of Directors Meeting

July 12, 2019 9:49 am – 11:11 am

Best Western Agate Beach | Cove Room | 3019 North Coast Highway, Newport

### MINUTES

#### **PRESENT**

**Board Members:** Marty Wine, President  
 Spencer Nebel, President-Elect  
 Christy Wurster, Past President  
 Ben Bryant, Director  
 Susie Marston, Director  
 Brian Sjothun, Director  
 John Walsh, Director

**Staff:** Mike Cully, Executive Director, LOC  
 Megan George, Operations Director, LOC

**Other:** Members of OCCMA

**Absent:** Robb Corbett, Director  
 Sean O'Day, Director  
 Aaron Palmquist, Director

#### **A. Welcome & Roll Call**

**9:49 am**

President Marty Wine called the meeting to order at 9:49 am.

#### **B. Consent Calendar**

**9:49 am**

*It was moved by Spencer Nebel and seconded by Christy Wurster to approve the consent calendar as presented by staff. The motion passed unanimously (7 Yes [Bryant, Marston, Nebel, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 3 Absent [Corbett, O'Day and Palmquist] and 1 Vacancy).*

#### **C. 2019 OCCMA Membership**

**9:50 am**

Megan George referred board members to page seventeen of the agenda packet and summarized the contents. Since the May 3<sup>rd</sup> OCCMA Board of Directors meeting, the number of active members of the association has gone up, however, membership is still behind this year as compared to 2018. Megan shared that she had emailed the board a list of individuals who were members in 2018 but had not yet renewed their membership in the association.

The board discussed their options to further market membership in the association and decided to reach out independently to individuals on the non-renewals list and direct the senior advisors to conduct additional outreach with individuals in their territory. Megan George will share the non-renewals list with the senior advisors.

Megan George also shared that LOC was investigating what it would look like to provide online membership renewal as staff has identified the current process as somewhat prohibitive. LOC is currently in the midst of transitioning and analyzing current IT systems and processes to identify areas for improvement. Staff hopes to have an update for the board in the future.

Megan George referred board members to page nineteen of the agenda packet and the handout provided at the meeting. Members of OCCMA have submitted two names for consideration as Lifetime Members: Scott Lazenby and Dave Waffle. Both have the requisite number of signatures from active members of the association.

*It was moved by Christy Wurster and seconded by Brian Sjothun to recommend to the OCCMA Membership both Scott Lazenby and Dave Waffle be conferred a Lifetime Membership in the OCCMA. The motion passed unanimously (7 Yes [Bryant, Marston, Nebel, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 3 Absent [Corbett, O'Day and Palmquist] and 1 Vacancy).*

Spencer Nebel asked whether the board would consider a more formal recognition of Lifetime Members in the association. The board discussed and decided to refer this matter to the Professional Development Committee for action at the 2020 Summer Conference.

#### **D. Committee Updates**

**9:58 am**

##### Nominating Committee

Chair Christy Wurster shared that the association was recruiting for three board positions. Applications for these positions are due July 31<sup>st</sup>. From there, the Nominating Committee will meet to discuss applications and refer a slate of candidates to the OCCMA Board of Directors for referral to the OCCMA Membership at the Annual Membership Meeting on September 26<sup>th</sup>.

Ben Bryant commented that one of the goals included in the 2019 Strategic Plan was to increase board diversity and that the board had decided to be more proactive about recruiting members.

##### Ethics Committee

Chair Marty Wine shared that she was in the process of scheduling a meeting for this committee as she had received several communications about two potential situations in Oregon. The board discussed the process by which potential ethics violations are handled including in those cases where the individual is not an ICMA or OCCMA member. Martha Bennett reminded the board that once a complaint has been received by ICMA, the investigation is kept confidential.

##### Support for Managers Committee

Marty Wine shared that Chair Michael Sykes had nothing to report.

##### Bylaws and Policy

Marty Wine shared that Chair Sean O'Day had nothing to report.

### Audit Committee

Chair Spencer Nebel referred board members to page twenty-three of the agenda packet and shared that the committee would be convened in August to review records, prepare a recommendation for a professional audit, and prepare a report for the Annual Membership Meeting in September.

### Professional Development Committee

Chair Spencer Nebel referred board members to page twenty-four of the agenda packet and summarized the contents. The committee had discussed and was planning to solicit feedback from the membership on the timing of the Northwest Regional Managers Conference. In addition, in those years that the Northwest Regional Managers Conference is held in Oregon, the board should consider adjustments to the committee timeline to allow for a longer lead-up.

### Academic Affairs Committee

Chair Eileen Stein shared that the committee was meeting as part of Portland State University's Local Government Advisory Committee bi-monthly. As a result of these discussions, the committee had put together the Empowering Local Government Success session featuring Tracy Burrows of the Municipal Research and Services Center in Washington.

Dr. Phil Cooper reiterated Portland State University's offer to host OCCMA's one-day conference in advance of the ICMA Annual Conference in 2021.

### Communications Committee

Chair Ben Bryant shared that the committee had been working on launching an updated version of the OCCMA website which went live earlier this week. At the last board meeting, the board discussed including pages for each committee. The website does not currently have pages in place, however, if committee chairs are interested in pages, please contact Ben Bryant and Megan George.

The committee has also been meeting quarterly to plan for the newsletter. Ben Bryant thanked the senior advisors for their extensive work. The committee is currently looking for ideas for feature stories for the next few issues. He asked that ideas be sent directly to him. Eileen Stein recommended something on the work being done around emergency preparedness around the state.

### Next Generation Committee

Marty Wine shared that with Joe Hannan's resignation from the board, she would be looking for a new chair for this committee.

### ICMA Liaison Committee

Chair Marty Wine referred board members to page forty-five of the agenda packets and shared that OCCMA had last updated their Affiliation Agreement with ICMA in 2016. Since that time, ICMA has updated their strategic plan leaving some of the agreement out-of-date. The ICMA Liaison Committee met beginning in 2018 to review the agreement and propose changes that could be used as a model in other states in addition to Oregon's use. The former West Coast Regional Director, Kevin Duggan, was heavily involved in the process and already sent the proposed changes to ICMA staff for review and comment.

*It was moved by Spencer Nebel and seconded by Christy Wurster to proceed with the affiliation agreement as outlined in the packet and authorize President Marty Wine to sign it. The motion passed unanimously (7 Yes [Bryant, Marston, Nebel, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 3 Absent [Corbett, O'Day and Palmquist] and 1 Vacancy).*

#### Host Committee

Chair Spencer Nebel shared that the Host Committee met on Thursday and was planning to meet again on November 6<sup>th</sup> in Portland.

Marty Wine referred board members to page fifty-five of the agenda packet and summarized the contents. The Host Committee has several individuals that are not members of OCCMA. She asked the board to consider waiving the requirement.

*It was moved by Ben Bryant and seconded by Spencer Nebel to refer this issue to the Bylaws and Policy Committee for further investigation and recommendation. The motion passed unanimously (7 Yes [Bryant, Marston, Nebel, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 3 Absent [Corbett, O'Day and Palmquist] and 1 Vacancy).*

#### Membership Committee

Marty Wine shared that Chair Robb Corbett had nothing to report.

#### **E. Cancellation Policy**

**10:29 am**

Megan George referred board members to page fifty-six of the agenda packet and summarized the contents. LOC recently updated their event cancellation policy which includes many of the same processes used or discussed by OCCMA. The administrative fee referenced in the policy is intended to provide incentive for individuals to finalize their plans before registering for the conference, rather than directly cover the additional costs of processing cancellations.

*It was moved by Spencer Nebel and seconded by Ben Bryant to refer discussion of the cancellation policy to the Bylaws and Policy Committee. The motion passed unanimously (7 Yes [Bryant, Marston, Nebel, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 3 Absent [Corbett, O'Day and Palmquist] and 1 Vacancy).*

Megan George shared that OCCMA had received one request for an exception to the current cancellation policy. This request referenced staffing changes and impending litigation as the causes for cancellation.

*It was moved by Spencer Nebel and seconded by Ben Bryant to not provide an exception to the cancellation policy for Stacey Bray. The motion passed unanimously (7 Yes [Bryant, Marston, Nebel, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 3 Absent [Corbett, O'Day and Palmquist] and 1 Vacancy).*

#### **F. 2019 Strategic Plan**

**10:37 am**

Marty Wine referred board members to page fifty-nine of the agenda packet and asked board members to provide feedback on the strategies assigned to the board under the goal "Outreach to Foster Diversity and Inclusiveness".

Brian Sjothun shared that his organization struggles to justify multiple memberships in the association because of the cost and would support the board considering an “all-in” membership model for organizations with multiple members. The board discussed other alternative membership options including a first-year member rate. The board discussed and referred these suggestions to the Membership Committee.

Ben Bryant asked how universities approach fostering diversity and inclusiveness and whether there was a way to align OCCMA’s efforts with what is already being done. Dr. Phil Cooper shared that Portland State University accomplishes this in a few ways including a formally adopted diversity plan and course requirements for students. Students are encouraged to join ICMA and OCCMA and participate on OCCMA committees. The board discussed other ways to encourage this type of development including the addition of a non-voting board seat or an affiliate member seat.

The board discussed other ways of furthering this strategy within member organizations including providing training and resources on this topic at upcoming conferences. In addition, the board discussed leaning on experts in the field to advise the board and membership including Masami Nishishiba of Portland State University and existing Diversity Officer positions within city organizations.

Eileen Stein shared that she was involved with an ICMA group called the Athenian Project that is engaging on a variety of topics relevant to the profession – including this one. She would appreciate input that she could bring back to share with this group.

Marty shared that she hoped the board would also consider actions grounded in person-to-person relationships. She shared that, in her opinion, ELGL excels at providing networking opportunities and making local government fun.

Ben Bryant shared that the board had already progressed in two areas. First, the board had established a statement and included in the strategic plan. Second, the board had opted to provide free membership to graduates of the Northwest Women’s Leadership Academy.

## **G. Other Business**

**11:00 am**

Marty Wine informed the board that there were two items of other business. First, she appointed the following individuals to serve on OCCMA committees:

### Host Committee

- Doris Towery
- Tim Troxel
- Erin Reynolds, City Manager, Florence
- Megan Messmer, City Projects Manager, Florence
- Michael Sykes, City Manager, Scappoose
- Peter Troedsson, City Manager, Albany
- Jeff Towery, City Manager, McMinnville
- Anthony Hooper, Deputy City Manager, Lake Oswego
- Rachael Fuller, City Manager, Hood River
- Rachel Sykes, Assistant Public Works Director, Lake Oswego

### Next Generation

- Anthony Hooper, Deputy City Manager, Lake Oswego

Second, Megan George shared that there were several issues that arose this year related to the conference that would benefit from greater clarity and potentially a formal policy. These types of issues included one-day registration, guest attendance, and speaker attendance. The board discussed and agreed to refer development of these policies to Spencer Nebel and Megan George for discussion by the board at the November Board of Directors retreat.

### **H. Adjournment**

**11:11 am**

*It was moved by Spencer Nebel and seconded by Ben Bryant to adjourn the meeting. The motion passed unanimously (7 Yes [Bryant, Marston, Nebel, Sjothun, Walsh, Wine and Wurster], 0 No, 0 Abstain, 3 Absent [Corbett, O'Day and Palmquist] and 1 Vacancy).*

**APPROVED** by the OCCMA Board of Directors on September 25, 2019.

ATTEST:

\_\_\_\_\_  
Mike Cully, Secretary-Treasurer

\_\_\_\_\_  
Marty Wine, President



# OCCMA

## Oregon City/County Management Association

A State Affiliate of ICMA

**To:** OCCMA Board of Directors  
**From:** Megan George, Operations Director, League of Oregon Cities  
**Date:** August 8, 2019  
**Subject:** Nominating Committee Report

In total, OCCMA received eight applications to fill the three available positions:

Name	Organization	Population	Region	Position Sought
Adam Brown	Ontario	11,470	Eastern	Director
Anthony Hooper	Lake Oswego	38,215	Metro	Director
Susie Marston	Gervais	2,585	Valley	Director
Amber Mathiesen	Mt. Angel	3,415	Valley	Director
Ron Harding	Aumsville	3,975	Valley	Director
Dan Huff	Molalla	9,625	Valley	Director
Cory Misley	Sisters	2,725	Eastern	Director
Steve Powers	Salem	165,265	Valley	President-Elect

The OCCMA Nominating Committee met on Wednesday, August 7<sup>th</sup> to review applications to serve on the OCCMA Board of Directors and recommends the following slate of candidates:

- **President-Elect** – Steve Powers;
- **Director** (3-Year Term) – Susie Marston; and
- **Director** (1-Year Term) – Dan Huff.

Continuing members of the board include:

Name	Organization	Population	Region	Position
Marty Wine	Tigard	52,785	Metro	Past President
Spencer Nebel	Newport	10,125	Coast	President-Elect
Ben Bryant	Happy Valley	20,945	Metro	Director (2020)
Robb Corbett	Pendleton	16,810	Eastern	Director (2020)
Sean O'Day	MWVCOG		Valley	Director (2020)
Aaron Palmquist	Irrigon	1,990	Eastern	Director (2021)
Brian Sjothun	Medford	80,375	Southern	Director (2021)
John Walsh	St. Helens	13,240	Metro	Director (2021)

### Potential Motion

- *"I move to forward the slate of candidates as recommended by the OCCMA Nominating Committee for election to the membership."*