



OCCMA Board of Directors Meeting

September 25, 2019 | 3:30 pm – 5:30 pm

Riverhouse on the Deschutes | Cascade C – D | 3075 N Hwy 97, Bend, OR 97703

Or via Conference Call | Dial 1-800-504-8071 and Enter Access Code 2196588#

AGENDA

A. Welcome & Roll Call (<i>Marty Wine</i>)	-
B. Consent Calendar* (<i>Marty Wine</i>)	-
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3. Summary of All Transactions by Vendor	6
4. Summary of All Contracts Executed on Behalf of OCCMA	9
C. Membership Requirement for Service on OCCMA Committees (<i>Sean O'Day</i>)	10
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E. Committee Updates	-
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2. Bylaws and Policy Committee (<i>Sean O'Day</i>)	15
3. Audit Committee (<i>Spencer Nebel</i>)	18
4. Professional Development Committee (<i>Spencer Nebel</i>)	22
5. Host Committee (<i>Spencer Nebel</i>)	76
F. Other Business (<i>Marty Wine</i>)	-
G. Adjournment (<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

August 21, 2019 | 1:03 pm – 1:15 pm | Conference Call

MINUTES

PRESENT

Board Members: Marty Wine, President
 Spencer Nebel, President-Elect
 Christy Wurster, Past President
 Ben Bryant, Director
 Susie Marston, Director (left at 1:04 pm)
 Sean O'Day, Director (left at 1:10 pm)
 Brian Sjothun, Director

Staff: Megan George, Operations Director, LOC

Other:

Absent: Robb Corbett, Director
 Aaron Palmquist, Director
 John Walsh, Director

A. Welcome & Roll Call

1:03 pm

President Marty Wine called the meeting to order at 1:03 pm.

B. Consent Calendar

1:04 pm

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

C. Nominating Committee Report

1:04 pm

Susie Marston declared a conflict of interest and left the call at 1:04 pm.

Chair Christy Wurster referred board members to page eight of the agenda packet and summarized the contents. The Nominating Committee met on August 7th to review applications to serve on the OCCMA Board of Directors and recommended the following slate of candidates:

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

Megan George shared that John Walsh let staff know that he was supportive of the Nominating Committee's proposed slate of candidates via email before the meeting.

It was moved by Sean O'Day and seconded by Ben Bryant to forward the slate of candidates as recommended by the OCCMA Nominating Committee for election to the membership. The motion passed unanimously (6 Yes [Bryant, Nebel, O'Day, Sjothun, Wine and Wurster], 0 No, 0 Abstain, 4 Absent [Corbett, Marston, Palmquist and Walsh] and 1 Vacancy).

Christy Wurster shared that she had reached out to all applicants prior to this meeting to advise them of the status of their application and provide specific feedback for each of the unsuccessful candidates.

Marty Wine will reach out to the slate of candidates (Steve Powers, Susie Marston and Dan Huff) to update them on their status.

G. Other Business

1:14 pm

There was no other business.

H. Adjournment

1:15 pm

Marty Wine adjourned the meeting at 1:15 pm

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

ATTEST:

Mike Cully, Secretary-Treasurer

Marty Wine, President

BUDGET VS. ACTUALS: FY19 JAN-DEC - FY19 P&L

January - August, 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
3-4000 Fund Income				
3-4001 Dues	38,659.33	46,900.00	-8,240.67	82.43 %
3-4003 Dues Surcharge 2021	5,776.68	6,700.00	-923.32	86.22 %
3-4103 Registration Fall Conference		9,000.00	-9,000.00	
3-4104 Registration Summer Conference	45,235.00	28,000.00	17,235.00	161.55 %
3-4182 Sponsorships	31,000.00	14,000.00	17,000.00	221.43 %
3-41841 Summer Wells/Jordan Scholarship	1,000.00	1,000.00	0.00	100.00 %
3-4188 Food Charges	150.00		150.00	
Total 3-4000 Fund Income	121,821.01	105,600.00	16,221.01	115.36 %
3-4102 NW Regional Conference reg	34,670.00	25,000.00	9,670.00	138.68 %
3-4101 NW Regional Conf - Sponsorships	11,250.00	12,000.00	-750.00	93.75 %
Total 3-4102 NW Regional Conference reg	45,920.00	37,000.00	8,920.00	124.11 %
3-4105 3-4105 NW Women's Leader Summit	15,900.00	15,000.00	900.00	106.00 %
3-4200 General Operations				
3-4260 Board Retreat Meetings	966.16	1,000.00	-33.84	96.62 %
3-4270 CIS Senior Advisor		2,500.00	-2,500.00	
3-4280 ICMA Senior Advisor	2,601.49	6,000.00	-3,398.51	43.36 %
Total 3-4200 General Operations	3,567.65	9,500.00	-5,932.35	37.55 %
Beginning Cash		83,009.00	-83,009.00	
Beginning Cash - 2021 ICMA Conf		76,304.00	-76,304.00	
Total Income	\$187,208.66	\$326,413.00	\$ -139,204.34	57.35 %
GROSS PROFIT	\$187,208.66	\$326,413.00	\$ -139,204.34	57.35 %
Expenses				
3-5100 Conferences				
3-5130 Fall Conference				
3-5134 Food & Beverage Fall		5,000.00	-5,000.00	
3-5135 Room Rental Fall		650.00	-650.00	
3-5138 Administration - Fall		5,000.00	-5,000.00	
Total 3-5130 Fall Conference		10,650.00	-10,650.00	
3-5140 Summer Conference				
3-5143 Audio/Trade Show Summer	448.00	2,500.00	-2,052.00	17.92 %
3-5144 Food & Beverage Summer	30,060.60	20,000.00	10,060.60	150.30 %
3-5145 Lodging Summer	0.00	4,000.00	-4,000.00	0.00 %
3-5146 Postage/Printing Summer	573.13	500.00	73.13	114.63 %
3-5147 Travel Summer	99.76	300.00	-200.24	33.25 %
3-51481 Summer Wells/Jordan Scholarship	1,250.00	3,000.00	-1,750.00	41.67 %
3-5149 Speaker Summer	6,710.36	8,000.00	-1,289.64	83.88 %
Total 3-5140 Summer Conference	39,141.85	38,300.00	841.85	102.20 %
3-5150 NW Regional	1,475.00		1,475.00	
3-5152 NW Administration	7,451.15	5,000.00	2,451.15	149.02 %
3-5154 NW Hotel/Food/Reception	21,433.78	20,000.00	1,433.78	107.17 %

		TOTAL		Page 5 of 78
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
3-5156 NW Postage/Printing	126.30	500.00	-373.70	25.26 %
3-5157 NW Travel	5,549.50	4,000.00	1,549.50	138.74 %
3-5159 NW Speakers	4,791.63	8,000.00	-3,208.37	59.90 %
Total 3-5150 NW Regional	40,827.36	37,500.00	3,327.36	108.87 %
Total 3-5100 Conferences	79,969.21	86,450.00	-6,480.79	92.50 %
3-5202 Other Administration	665.00		665.00	
3-5206 Miscellaneous	982.00	15,000.00	-14,018.00	6.55 %
3-6000 Operations Expense				
3-6001 LOC Services	12,931.83	25,375.00	-12,443.17	50.96 %
3-6016 Board Functions	1,415.99	9,000.00	-7,584.01	15.73 %
3-6020 Coaching Program		1,000.00	-1,000.00	
3-6021 Conference Calls		200.00	-200.00	
3-6027 Marketing/Supplies		750.00	-750.00	
3-6033 Miscellaneous	268.98	1,500.00	-1,231.02	17.93 %
3-6034 Miscellaneous Credit Card Exp	822.34	1,500.00	-677.66	54.82 %
3-6036 National/Committee Travel		3,000.00	-3,000.00	
3-6039 Newsletter	3,444.82	6,000.00	-2,555.18	57.41 %
3-6042 Postage	172.98	400.00	-227.02	43.25 %
3-6045 Printing, Fax	477.70	300.00	177.70	159.23 %
3-6051 Scholarships Charlie Henry	4,380.93	3,000.00	1,380.93	146.03 %
3-6054 Senior Advisor	3,923.94	12,000.00	-8,076.06	32.70 %
3-6057 Web Support	972.00	1,500.00	-528.00	64.80 %
3-6058 Audit		8,500.00	-8,500.00	
3-6059 Sponsorship of Other Organizations		2,000.00	-2,000.00	
Total 3-6000 Operations Expense	28,811.51	76,025.00	-47,213.49	37.90 %
Total Expenses	\$110,427.72	\$177,475.00	\$ -67,047.28	62.22 %
NET OPERATING INCOME	\$76,780.94	\$148,938.00	\$ -72,157.06	51.55 %
NET INCOME	\$76,780.94	\$148,938.00	\$ -72,157.06	51.55 %

TRANSACTION LIST BY VENDOR

June - August, 2019

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Alex Llumiquinga						
07/05/2019	Bill		Yes		3-2099 Accounts Payable	500.00
07/05/2019	Bill Payment (Check)	3068	Yes		3-1001 Checking	-500.00
Best Western Agate Beach Inn						
07/05/2019	Bill	070219	Yes		3-2099 Accounts Payable	12,500.00
07/05/2019	Bill Payment (Check)	3069	Yes		3-1001 Checking	-12,500.00
07/16/2019	Bill	Group ID 1354	Yes	Group ID 1354	3-2099 Accounts Payable	11,674.12
07/16/2019	Bill Payment (Check)	3078	Yes		3-1001 Checking	-11,674.12
Best Western Plus Hood River Inn						
06/13/2019	Bill	168 183-1	Yes		3-2099 Accounts Payable	23,457.76
06/13/2019	Bill Payment (Check)	3058	Yes		3-1001 Checking	-23,457.76
Cannon Beach						
06/13/2019	Bill		Yes		3-2099 Accounts Payable	375.00
06/13/2019	Bill Payment (Check)	3059	Yes		3-1001 Checking	-375.00
CIS Trust						
06/30/2019	Bill		Yes	Inv# OCCMA-12017-00 Member # 50276	3-2099 Accounts Payable	250.00
07/05/2019	Bill Payment (Check)	3070	Yes		3-1001 Checking	-250.00
City of Yelm						
06/13/2019	Bill		Yes		3-2099 Accounts Payable	375.00
06/13/2019	Bill Payment (Check)	3060	Yes		3-1001 Checking	-375.00
City Yachats						
06/12/2019	Bill		Yes		3-2099 Accounts Payable	390.00
06/13/2019	Bill Payment (Check)	3061	Yes		3-1001 Checking	-390.00
County of Deschutes						
07/29/2019	Bill		Yes		3-2099 Accounts Payable	28.82
08/28/2019	Bill Payment (Check)	3087	Yes		3-1001 Checking	-28.82
Danny Bartlett						
06/30/2019	Bill		Yes	Q2 Senior Advisor Reimbursement	3-2099 Accounts Payable	702.38
07/05/2019	Bill Payment (Check)	3071	Yes		3-1001 Checking	-702.38
Dave Kanner						
06/30/2019	Bill		Yes		3-2099 Accounts Payable	1,007.76
06/30/2019	Bill		Yes		3-2099 Accounts Payable	55.05
07/05/2019	Bill Payment (Check)	3072	Yes		3-1001 Checking	-1,062.81

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	Page 7 of 78	AMOUNT
David Clyne							
07/24/2019	Bill		Yes		3-2099 Accounts Payable		102.08
07/24/2019	Bill Payment (Check)	3082	Yes		3-1001 Checking		-102.08
De Hicks							
06/12/2019	Bill		Yes		3-2099 Accounts Payable		4,000.00
06/13/2019	Bill Payment (Check)	3062	Yes		3-1001 Checking		-4,000.00
Emma Hiatt							
08/07/2019	Bill		Yes		3-2099 Accounts Payable		53.50
08/28/2019	Bill Payment (Check)	3088	Yes		3-1001 Checking		-53.50
Gary Milliman							
07/05/2019	Bill	Q2 2019 SA	Yes		3-2099 Accounts Payable		491.62
07/05/2019	Bill Payment (Check)	3073	Yes		3-1001 Checking		-491.62
Huell White							
07/24/2019	Bill		Yes		3-2099 Accounts Payable		159.96
07/24/2019	Bill Payment (Check)	3083	Yes		3-1001 Checking		-159.96
Jamie Davis							
06/30/2019	Bill		Yes		3-2099 Accounts Payable		16.35
07/05/2019	Bill Payment (Check)	3074	Yes		3-1001 Checking		-16.35
Jenni Kistler							
07/16/2019	Bill		Yes	EXP071219	3-2099 Accounts Payable		99.76
07/16/2019	Bill Payment (Check)	3079	Yes		3-1001 Checking		-99.76
Jordan Parente							
07/24/2019	Bill		Yes		3-2099 Accounts Payable		186.64
07/24/2019	Bill Payment (Check)	3084	Yes		3-1001 Checking		-186.64
Kelli Matthews							
06/12/2019	Bill	061119	Yes		3-2099 Accounts Payable		2,000.00
06/13/2019	Bill Payment (Check)	3063	Yes		3-1001 Checking		-2,000.00
Lehman, Larry							
06/28/2019	Bill		Yes	Q3 2018	3-2099 Accounts Payable		631.68
07/16/2019	Bill Payment (Check)	3080	Yes		3-1001 Checking		-631.68
LOC							
06/13/2019	Bill Payment (Check)	3067	Yes		3-1001 Checking		-6,143.37
07/31/2019	Bill		Yes		3-2099 Accounts Payable		5,000.00
07/31/2019	Bill		Yes	Web Support	3-2099 Accounts Payable		6,675.00
08/31/2019	Bill		Yes	Web Support	3-2099 Accounts Payable		187.50
Mark Hoppen							
06/30/2019	Bill		Yes		3-2099 Accounts Payable		60.00
07/05/2019	Bill Payment (Check)	3075	Yes		3-1001 Checking		-60.00

Mona Barns

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	Page 8 of 78	AMOUNT
06/12/2019	Bill		Yes		3-2099 Accounts Payable		2,090.69
06/13/2019	Bill Payment (Check)	3064	Yes		3-1001 Checking		-2,090.69
Newport							
06/28/2019	Bill		Yes		3-2099 Accounts Payable		390.00
08/28/2019	Bill Payment (Check)	3089	Yes		3-1001 Checking		-390.00
Oregon Coast Aquarium							
07/05/2019	Bill		Yes		3-2099 Accounts Payable		11,500.00
07/05/2019	Bill Payment (Check)	3076	Yes		3-1001 Checking		-11,500.00
Rosie McGown							
07/24/2019	Bill		Yes		3-2099 Accounts Payable		215.71
07/24/2019	Bill Payment (Check)	3085	Yes		3-1001 Checking		-215.71
Salem Blue							
06/28/2019	Bill		Yes	Inv 199915	3-2099 Accounts Payable		486.00
08/28/2019	Bill Payment (Check)	3090	Yes		3-1001 Checking		-486.00
Select Impressions							
06/28/2019	Bill	95823/95807	Yes	Inv 95823/95807	3-2099 Accounts Payable		903.42
07/16/2019	Bill Payment (Check)	3081	Yes		3-1001 Checking		-903.42
Sheila Ritz							
07/05/2019	Bill		Yes	Reimb - Q2- Sr Adv Exp	3-2099 Accounts Payable		426.89
07/05/2019	Bill Payment (Check)	3077	Yes		3-1001 Checking		-426.89
SSW Consulting LLC							
06/12/2019	Bill		Yes	NW Woman's Leadership Academy	3-2099 Accounts Payable		665.00
06/13/2019	Bill Payment (Check)	3065	Yes		3-1001 Checking		-665.00
06/28/2019	Bill	1118	Yes	NW Woman's Leadership Academy	3-2099 Accounts Payable		702.00
07/24/2019	Bill		Yes	NW Woman's Leadership Academy	3-2099 Accounts Payable		280.00
07/24/2019	Bill Payment (Check)	3086	Yes		3-1001 Checking		-280.00
08/28/2019	Bill Payment (Check)	3091	Yes		3-1001 Checking		-702.00
The City of Hood River							
08/21/2019	Bill	082119	Yes		3-2099 Accounts Payable		123.77



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: September 18, 2019
Subject: Summary of Contracts Executed on Behalf of OCCMA

There have been no contracts executed on behalf of OCCMA since the last board report.

Upcoming Contracts

- Venue for 2020 OCCMA Board Retreat
- Venue for 2021 OCCMA Summer One-Day Conference
- Venue for 2021 OCCMA Board Retreat
- Venue for 2022 OCCMA Summer Conference
- Venue for 2022 OCCMA Board Retreat
- Venue for 2023 OCCMA Summer Conference



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Sean O'Day, Chair, Bylaws and Policy Committee
Date: September 5, 2019
Subject: Membership Requirement for Service on the Ad Hoc ICMA 2021 Conference Host Committee

Background

At the July 12, 2019 OCCMA Board of Directors meeting, questions arose as to whether the OCCMA Bylaws required members of the 2021 ICMA Conference Host Committee (Host Committee) to also be members of the OCCMA, and if so, whether the Board could waive that requirement. By a unanimous vote, the Board referred the matter to the Bylaws committee for an opinion. A quorum of the Bylaws Committee met on September 3, 2019 to discuss the matter. This memorandum sets out the opinion of the Bylaws Committee.

Relevant Provisions

Article 9 of the Bylaws pertains to Committee Appointments. Specifically, Section 1 of Article 9 provides:

COMMITTEE APPOINTMENTS: The President shall make appointments to the following standing committees: Nominating; Ethics; Support for Managers; Bylaws and Policy, Audit Committee and Professional Development. All members of the Association are eligible to serve on committees. Each committee shall be chaired by an Association member appointed by the President.

In addition, Section 2 of Article 9 provides:

AD HOC COMMITTEES: The President shall create, with the approval of the Board, such ad hoc committees as the majority of the Board may deem advisable. The President shall make the ad hoc committee appointments. The ad hoc committees shall provide an annual report at the annual meeting, or as otherwise directed at the request of the Board. The ad hoc committee shall be disbanded once the committee has completed its work.

Although Article 14 provides that the Bylaws may be amended or repealed by two-thirds vote of the active members of the Association present at the annual meeting, there is no express provision allowing the Board to waive a bylaw requirement.

Questions Presented

- (1) Can the Board vote to waive a bylaws requirement?
- (2) Does Article 9, Section 1 require that membership in OCCMA be a pre-requisite for serving on a committee?

- (3) Does Article 9, Section 2 require that membership in OCCMA be a pre-requisite for serving on an ad hoc committee?

Opinion

By a unanimous vote, the bylaws committee reached the following opinion on the questions presented:

(1) Can the Board vote to waive a bylaws requirement?

No. The Bylaws do not allow the Board to waive any requirement set out in the by-laws. Although nothing prevents the membership from amending the bylaws in accordance with the procedures in Article 14 to insert a waiver mechanism, because no such mechanism currently exists, the Board cannot vote to waive a bylaw requirement.

(2) Does Article 9, Section 1 require that membership in OCCMA be a pre-requisite for serving on a committee?

No definitive opinion reached. The precise wording of Article 9, Section 1, states that OCCMA members are eligible to serve on committees but does not expressly limit committee membership to just those members. Likewise, the wording does not expressly prohibit non-members from serving on committees, and it was the observation that in some cases it may be beneficial for committees to include non-voting parties with an interest in the subject matter of the committee (ie ELGL participation in the next generation committee).

Nonetheless, Article 9, Section 1, pertains to *Standing Committees* and it is the Bylaws Committee's opinion that the Host Committee is an *Ad Hoc Committee*, which in turn is governed by Article 9 Section 2. Because an opinion on this question would not be dispositive to the main issue – viz. whether nonmembers may serve on the host committee – the Bylaws Committee did not reach resolution on this question (and instead recommends the Board discuss this matter further at its November 2019 retreat, and if so inclined, refer the matter back to the Bylaws committee to draft an amendment consistent with the Board's direction at the 2020 Annual Business meeting).

(3) Does Article 9, Section 2 require that membership in OCCMA be a pre-requisite for serving on an ad hoc committee?

No. The wording of Article 9, Section 2 does not require that members of Ad Hoc Committees be members of OCCMA. Indeed, the nature of Ad Hoc Committees is to undertake a special task and is dissolved when the task is completed, and the final report is given. The Bylaws committee recognizes that depending on the task, it may be beneficial that non-OCCMA members participate in the committee. Indeed, the Host Committee is a prime example, where assistance by member spouses, managers in other states, and private consultants would be beneficial in assisting the Host Committee with its stated task of: "Host[ing] a well-organized, sufficiently funded and successful conference * * * by focus[ing] efforts on fund raising, social and program activities and business and logistical support." Because Article 9, Section 2, is completely silent on any membership requirement, the Bylaws committee is of the opinion that non-OCCMA members may serve on Ad Hoc committees.

Therefore, because Host Committee is an Ad Hoc Committee, it is the opinion of the Bylaws Committee that non-OCCMA Members may serve on the Host Committee.



OCCMA

Oregon City/County Management Association

A State Affiliate of ICMA

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: September 18, 2019
Subject: LOC Board of Directors Appointed Official Applications

Section 9(3)(g) of the LOC Bylaws indicate that the LOC Nominating Committee shall consider the recommendation of the OCCMA regarding the non-voting Director position who holds an appointed city position. Specifically, the Bylaws state:

(g) No more than one nominee for the non-voting Director who holds an appointed city position. The Nominating Committee shall consider the recommendation of the Oregon City/County Management Association (OCCMA) regarding this position.

Each year there is one available position for an individual who holds an appointed city position. Once appointed, this individual goes through a three-year rotation on the board. Existing members of the LOC Board of Directors holding appointed city positions include Scott Derickson of Woodburn (second year) and Michael Sykes of Scappoose (third year).

Applications to serve on the LOC Board of Directors were due August 29th. No applications were received by this date. Several applications or statements of interest were received following the deadline. These candidates will be submitted to the LOC Nominating Committee for inclusion in the process on Thursday, September 26th.

The purpose of this agenda item is to provide the OCCMA Board time to consider providing the LOC Nominating Committee a recommendation based on those candidates who stepped forward following the application deadline. Staff will submit a list of candidates for the board's consideration during the meeting.

Potential Motion

"I move to recommend _____ for appointment as the non-voting Director who holds an appointed city position on the LOC Board of Directors to the LOC Nominating Committee."

Attachments

- A. Continuing LOC Board Members & Candidates List

ATTACHMENT A

Continuing Board Members:

Officers –

President: Jake Boone, Cottage Grove (Valley; 9,920)

Vice-President: Keith Mays, Sherwood (Metro; 19,350)

Treasurer: _____

Past Pres.: Greg Evans, Eugene (Valley; 167,780)

Directors –

Elected Officials: Term Expires

Paul Chalmers, Pendleton (East; 16,890) 12/2020

Steve Callaway, Hillsboro (Metro, 106,894) 12/2020

Christine Lundberg, Springfield (Valley, 62,353) 12/2020

Paul Aziz, Lebanon (Valley, 16,878) 12/2021

Drew Farmer, Coos Bay (Coast, 16,295) 12/2021

Steve Uffelman, Prineville (East, 10,555) 12/2021

Amanda Fritz, Portland, (Metro; 639,100)* 12/2022

_____ 12/2022

_____ 12/2022

Appointed Officials:

Michael Sykes, Scappoose (Metro; 6,875) 12/2020

Scott Derickson, Woodburn (Valley; 24,685) 12/2021

_____ 12/2022

CONTINUING MEMBERS					
Geography		Population			
Coast	1	Small	1	9%	(73%)
East	2	Medium	7	58%	(18%)
Metro	4	Large	4	33%	(9%)
South	0				
Valley	5				

Applicants:

Treasurer –

Taneea Browning, Central Point (South; 17,700)

Krisanna Clark-Endicott, Redmond (East; 28,265)

Directors –

Elected Officials:

John Goodhouse, Tigard (Metro, 50,985)

Peter Hall, Haines (East, 415)

Scott Hill, McMinnville (Valley; 33,665)

Roy Lindsay, Grants Pass (South; 37,135)

Anthony Martin, Hillsboro (Metro; 101,540)

Dean Sawyer, Newport (Coast, 10,215)

Kevin Stine, Medford (South; 79,590)

Nancy Wyse, Corvallis (Valley; 57,961)

Appointed Officials:

N/A

Terms Expire 12/31/2019:

Elected:

- Taneea Browning, Central Point (South; 17,700)
- Dave Drotzmann, Hermiston (East; 17,985)
- Amanda Fritz, Portland (Metro; 639,100)
- Timm Slater, North Bend (Coast, 9,702)

Appointed:

- Christy Wurster, Silverton (Valley, 10,325)



OCCMA

Oregon City/County Management Association

A State Affiliate of ICMA

To: OCCMA Board of Directors
From: Megan George, Operations Director
Date: September 18, 2019
Subject: Nominating Committee Report

The OCCMA Board of Directors met on August 21st to review the Nominating Committee's recommendation and moved to forward the slate of candidates for election to the membership. The slate included:

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

Article 6, Section 4 of the OCCMA Bylaws prescribes the rotation of directors on the board. Specifically, the Bylaws state:

Section 4. DIRECTORS: Eight directors shall be elected for a term of three years. The terms shall be staggered with three (3) members elected in the first year following adoption, two (2) members being elected in the second year, and three (3) members being elected in the third year, with the same rotation continuing in the future.

In September 2016, Marty Wine was elected to the board as a director for a three-year term (expiring in 2019). However, in September 2017, Marty was then elected as president-elect beginning in 2018 leaving two years remaining on her director term. Instead of filling the position for a two-year term, four individuals were elected to serve three-year terms (Sean O'Day, Ben Bryant, Rob Corbett and Ron Foggin), thus resulting in a skewed rotation of directors on the board. To fix the rotation, the Nominating Committee recommends that Dan Huff be appointed to serve a three-year term instead of a one-year term. This results in the following rotation:

- **2020 Term Expiration** – Ben Bryant, Robb Corbett and Sean O'Day
- **2021 Term Expiration** – Aaron Palmquist, Brian Sjothun and John Walsh
- **2022 Term Expiration** – Susie Marston and Dan Huff

Dan Huff has been notified of the committee's updated recommendation and has expressed interest in serving a full three-year term.

Potential Motion

"I move to amend the slate of candidates to include a three-year term for Dan Huff, as recommended by the OCCMA Nominating Committee, for election to the membership."



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Sean O'Day, Chair, Bylaws and Policy Committee
Date: September 5, 2019
Subject: Policy Annex Annual Update

Background

To provide the Board some flexibility in overseeing the operations of the organization, the Bylaws allow the Board to adopt and amend policies, which require a two thirds vote of the Board Members present. Specifically, as explained in Section 1 of the Policy Annex:

Article 6, Section 6 of the Oregon City/County Management Association Bylaws provides that the Board may enact, amend or repeal policies to govern the operations of the Association. Policies are enacted by a vote of two thirds of the members of the Board present at a regular meeting after they have been introduced at a previous Board meeting, and after at least thirty (30) days' notice has been provided in the OCCMA newsletter; and/or the OCCMA website; and/or on the OCCMA list serve. Policies take immediate effect upon the Board adoption. The Bylaws and Policies Committee will give a report at the annual membership meeting which will include any policies approved, amended or repealed since the last annual meeting. A majority of the membership may reverse or repeal any action taken by the Board of Directors following the report of policy changes at the annual meeting.

To aid in transparency, the Bylaws also require any agreements entered into by the Board to be attached to the Policy Annex. Specifically, Article 13 of the bylaws requires that a current summary of insurance coverage be included as part of the Policy Annex. Article 10, Section 3, of the bylaws requires that the agreement for administration and financial support services with the League of Oregon Cities, or other qualified providers, be included in the Policy Annex. Finally, Section 3 of the Policy Annex also requires that any multiyear agreements, memorandums of understanding, affiliate agreements, or other similar types of agreements approved by the Board of Directors shall be attached in whole or as a summary in the Policy Annex.

Because attaching these items is intended to aid in transparency (v.s. reflect a change in policy) the Bylaws and Policy Annex excuse the 30-day notice requirement otherwise required for changes to the Policy Annex. Specifically, with respect to the insurance coverage the Bylaws provide that "[a] change in insurance coverage or a new certificate of coverage, does not constitute a change of policy with the notice requirements as outlined in Article 6, Section 6 "Promulgation of Policies" of the Bylaws." Similarly the bylaws provide that with respect to all agreement (except the financial support services) "[t]he Board's approval of these types of agreements do not constitute a policy change, in accordance with Article 6, Section 6 "Promulgation of Policies", and can be approved by majority vote at the meeting in which the agreement is introduced."

As shown in the attached, the Policy Annex's Table of Agreements was last updated in 2018. Since then, the OCCMA has received a new certificate of insurance and the Board of Directors has approved various agreements that are not listed on the attached.

Recommendation

The Bylaws Committee recommends the Board direct staff to update the Policy Annex to reflect the following agreements entered into since the last update:

- (1) The 2019 Certificate of Insurance dated July 2019
- (2) The new Affiliate Agreement between ICMA and OCCMA (pending ICMA's signature)
- (3) The Agreement between LOC and OCCMA for Host Committee administrative support.

OREGON CITY/COUNTY MANAGEMENT ASSOCIATION POLICY ANNEX ATTACHMENTS

A. Required Attachments per Bylaws:

1. ARTICLE 13 of the Bylaws: Certificate of Insurance from C.I.S.
2. ARTICLE 10 Section 3. Financial Management: Contract for Services with the League of Oregon Cities.
Effective Date: July 1, 2018
Termination Date: June 30, 2021.

B. Board Agreements, Memorandum of Understandings, and Affiliate Agreements:

1. Affiliate agreements between ICMA and OCCMA:
Effective Date: December 14, 2016
Termination Date: Indefinite.
2. Joint support of the Senior Advisory Program with ICMA:
Effective Date: May 9, 2018
Termination Date: Indefinite.
3. Affiliate relation between the Alliance for Innovation and OCCMA:
Effective Date: May 1, 2018
Termination Date: April 30, 2019, but automatically renews unless a written notice is provided.
4. OCCMA Host Committee Memorandum of Authorization:
Effective Date: September 29, 2018
Termination Date: December 31, 2021.



Date: September 16, 2019

TO: Board of Directors

FROM: OCCMA Audit Committee

RE: Financial Review for 2018 OCCMA Financial Records

Background

On Wednesday, September 11 Dale Shafer, City of Nehalem, Sean O'Day, Mid-Willamette Valley Council of Governments, and Spencer Nebel, City of Newport, met with Megan George and Jamie Johnson-Davis, Accountant for the League of Oregon Cities, to conduct a financial review for the 2018 Fiscal Year as part of the Audit Committee responsibilities.

Review of the 2018 Audit Committee Report

The 2018 Audit Committee conducted the first review of LOC financial records in February of that year. This review is a requirement of the bylaws adopted in 2017. A report to the OCCMA Board was made at the May 4, 2018 meeting, which included six recommendations for implementation. The status of these recommendations are as follows:

- 1.) **Consolidate and establish policies that reflect practices in the bylaws, including procedures for expense reimbursement, and also set up an appropriate target to maintain beginning fund balances.**

Article 5 Reimbursement and Financial Policies of the Policy Annex was approved by the OCCMA Board on September 27, 2018, to accomplish this task.

- 2.) **A check payment made by the OCCMA should be signed by two people, including one OCCMA member. The League's internal payment approval process includes four signature approvals and could be reduced by one signer to reduce time and payment delays.**

Article 5 of the OCCMA Policy Annex approved in 2018 provides in Section 3 FINANCIAL CONTROLS: "all check payments should provide for two signatures: that of the OCCMA secretary-treasurer (or designee), and the president (or president's designee)." At this time President, Marty Wine, has designated Sean O'Day and Christy Wurster as Board members authorized to sign checks on

behalf of OCCMA. Future OCCMA presidents should designate who on the Board is authorized to sign checks in order to expedite the check-signing process. Geography plays a role in this effort, since checks are physically signed. It is the secretary-treasurer's power to designate other signers on behalf of LOC, as well.

3.) Hire an independent auditor every three to five years to review OCCMA financials.

The Board of Directors decided not to proceed with an audit during the 2019 Fiscal Year, with the issue being referred back to the Audit Committee for a future recommendation to the Board to determine what level of financial review is appropriate.

4.) Require LOC staff, as part of a financial review, to provide a report to the OCCMA Board and a summary of all transactions by the vendors approved by LOC, since the previous OCCMA Board meeting.

These reports have been part of the consent calendar for the Board meetings beginning with the July 13, 2018 agenda packet.

5.) If not already covered by existing CIS policies, OCCMA should obtain Errors and Omissions Insurance to indemnify the Board members of their actions. Check to determine whether CIS will cover both.

League staff has confirmed with OCCMA that the current general liability insurance includes errors and omissions. However, the current rate of \$250 was established with the understanding that the Board only met once per year to conduct business. CIS has since reviewed OCCMA practices and is continuing to provide errors and omissions coverage for \$250.

6.) The League of Oregon Cities should establish a process to ensure that OCCMA Board and Committee members are current in Association dues payments.

This work was done in 2018, with the current practice of reviewing memberships in March and April getting notices out to those who have not paid their dues at that time. The Audit Committee suggested that this process be referred to the Bylaws Committee to develop a schedule and process for annual dues billing and collection.

Discussion of a Possible Audit of Financial Records

The Audit Committee believes that some type of financial review should be conducted of OCCMA's financial records. The scope and type of review is something that the Audit Committee will provide further recommendations to the Board at the fall retreat. There are questions as to whether a financial review of controls and records would be sufficient versus a traditional type of government audit. The Audit Committee is willing to have these discussions in preparation for

the fall retreat to determine whether funding should be appropriated in the 2020 Association budget for this review. Please note that the LOC Accountant, Jamie Johnson-Davis, is fully supportive of having a review of financial records, including, processes and procedures, should the OCCMA Board elect to proceed in this fashion.

Review of Financial Procedures

Jamie Johnson-Davis provided an overview to the Audit Committee of how revenues are received, and how payment for expenses are authorized within LOC on behalf of OCCMA. LOC also maintains accounts for other organizations, such as the Mayors Association, the City Attorneys Association, and others, all as separate financial accounts. Receipts are not co-mingled, except in cases such as the Fall Workshop, where fees for the event are included in the LOC's Annual Conference registration process. There appears to be a segregation of duties among LOC staff collecting revenues and accounting for the revenues.

OCCMA checks are received, opening and logged by the administrative assistant. The log is received and reviewed by the accountant with checks being deposited by the accountant. Accounts are reviewed by the appropriate LOC staff to determine that the funds are being appropriated to the proper accounts.

Payment of expenses (through a payment request form) are submitted by appropriate LOC staff to the LOC accountant. The LOC accountant prepares the checks. The checks are signed by the secretary-treasurer of OCCMA (or designee) and the OCCMA president (or designee). Bank statements are reconciled by the accountant.

Review of the Financial Records for 2018

The Audit Committee divided up the records that were provided representing cash receipts, and the disbursement of checks for 2018 to determine if there were any questions or irregularities through this type of cursory review. In reviewing receipts, there were several modifications that had been made to the initial log-in sheets for three checks that were initially placed into the wrong account during the course of the year. These were caught within the internal reconciliation processes which LOC uses to address these issues. In addition, detail was missing from the transaction regarding the allocation of OCCMA registration fees for jointly collected funding. Jamie was going to confirm that the allocation was correct.

In reviewing the disbursements, there were a number of questions that the staff was able to satisfactorily respond to regarding these issues. There was one issue where it appeared there was a difference between the invoice and the amount paid. Jamie was going to review that transaction. The difference was less than \$50.

Finally, the Audit Committee did spot reviews of checks to determine whether they contained signatures from both the LOC and the Association. There was one check that was found that only contained an LOC signature. While this expenditure was appropriate, the check should have been signed off by both LOC and OCCMA designees.

Recommendation

- 1.) The Audit Committee recommends that the Board discuss having the Audit Committee provide a report for the fall retreat on the type and scope of an audit/financial review that could be completed on Association finances, with a decision being made at that time on whether to appropriate funding for this effort in the 2020 budget. .
- 2.) All OCCMA check payments need to be signed by a representative of LOC and a representative of OCCMA in accordance with the policies adopted by the Association.
- 3.) The Audit Committee is recommending that the Board direct the Bylaws Committee to develop written procedures and scheduling for the annual billing and follow-up for membership dues as part of Article 5 of the Policy Annex.

Respectfully Submitted,



Spencer Nebel, Sean O'Day and Dale Shafer
on behalf of the Audit Committee



Date: September 16, 2019

TO: OCCMA Board of Directors

FROM: Spencer Nebel, Chair of the Professional Development Committee

RE: Report on Activities of the Professional Development Committee

The 2019 Professional Development Committee has had a very busy year planning the NW and Summer Conferences, as well as the Fall Workshop. Members of the Committee are as follows:

Nathan Cherpeski, City Manager, Klamath Falls
 Phillip Cooper, Professor of Public Administration, PSU
 Steve Dahl, City Administrator, Drain
 Joe Gall, City Manager, Sherwood
 Susie Marston, City Manager, Gervais
 Spencer Nebel, City Manager, Newport
 Masami Nishishiba, Associate Professor & Department Chair
 Aaron Palmquist, City Manager, Irrigon
 John Walsh, City Administrator, St. Helens
 Sara Singer Wilson, Principal, SSW Consulting
 Michael Sykes, City Manager, Scappoose
 Marty Wine, City Manager, Tigard
 Christy Wurster, City Manager, Silverton

I want to express thanks and appreciation for Megan George and Jenni Kistler for working through many details in pulling together these conferences.

Conference by the Numbers

2019 Northwest Regional Managers Conference Registrations

	Hood River <u>2019</u>	Welches <u>2017</u>
Members	76	76
Non-members	3	1
Guests	1	1
Sponsorships	\$11,250	\$12,900

2019 Summer Conference Newport Registrations

	Newport <u>2019</u>	Bend <u>2018</u>	Bend <u>2017</u>	Bend <u>2016</u>
Members	115	115	97	114
Non-members	2	4	9	1
Guests	1	4	3	1
Sponsorships	\$31,000	\$19,500	\$14,900	\$17,250

2019 Northwest Regional Managers Conference - Hood River

The Northwest Regional Managers Conference was held from April 30-May 3, 2019 at the Best Western Plus Hood River Inn. Overall, the conference went off without a hitch. The sessions were centered on crisis management.

Evaluations were received from 29 attendees. A few of the key responses include the following:

	<u>Somewhat/Strongly Agree</u>
This conference was in a convenient location	93.1%
This conference was held at a convenient time of year	48.3%
This conference provided useful Information	89.7%
This conference allowed for many important networking opportunities	93.1%
Best Western Plus provided excellent conference accommodations	89.7%
Overall, this conference was well worth my time	96.4%
Overall, this conference was well worth the cost	85.7%

The lowest percentage was related to the timing of the conference, with only 48% of respondents believing that the conference was held at a convenient time of year. Please note that evaluations were completed by both OCCMA and WCMA members.

Our keynote speaker was Mona Barnes, the former director of emergency services for the Virgin Islands. 67% rated her presentation excellent and 22% rated her above average.

Respondents to the evaluation were asked to indicate whether conference sessions were excellent, good, above average, average, below average, or poor. The top three sessions rated as either excellent or above average were as follows:

	<u>Excellent/Above Average</u>
When Crisis Hits	92.0%
Crisis Communication	74.1%

The lowest three sessions rated as either excellent or above average as follows:

	<u>Excellent/Above Average</u>
Crisis Planning with Intergovernmental Partners	50.0%
Oregon Legislative Update	46.7%
Ethics Survivor	42.9%

It is important to note that the lowest scored session still had 85.7% ranking average or higher.

Our top-rated conference events were dinner on The Sternwheeler, with everyone giving it an excellent or above-average rating. The same was true for Thursday's cornhole tournament. More importantly, Oregon brought home the first cornhole trophy for the NW Regional Conference! For your review, I've enclosed a copy of the evaluation of the NW Conference.

Special events in Hood River were generally well received with the following excellent or above-average ratings to the events:

	<u>Excellent/Above Average</u>
Tuesday Welcome Reception	50.0%
Fruit Loop Tour	60.7%
Art Walk	83.3%
Dinner on The Sternwheeler	100.0%
Cornhole Tournament	100.0%
Dinner at the Hood River Inn	50.0%

It should be noted that 8.3% of the respondents rated dinner on The Sternwheeler as excellent!

A sampling of some general conference comments received included:

"Very well prepared and executed."

"While it was great to have a theme for the conference, a few of the sessions felt repetitive or redundant."

"Always enjoy this location."

"I had great difficulty getting to the sessions on the last day that were held upstairs."

"Kudo to the conference planning committee - excellent content!"

"Less on emergency management. Add some management skills or panel discussion on leadership."

"Good conference and opportunities to connect across state lines. Excellent chance for WCMA Board to meet in person."

Additional comments can be found on the attached conference evaluations.

The primary issue that I believe should be discussed between the NW regional states is the timing for this conference. I believe that Oregon attendance was impacted by the scheduling of the conference during many Oregon cities budget processes. The Board has authorized discussion with WCMA on timing of the NW conference in future years.

2019 Summer Conference-Newport

The 2019 Summer Conference was held at the Best Western Agate Beach Inn Plus in Newport. This was the first year that the conference has been held outside of Bend in a number of years. Registration of members tied the top numbers of registrants for a summer conference with 115. Sponsorship was at an all-time high with sponsors providing \$31,000 to the conference.

Evaluations were received from 58 attendees. Key responses include the following:

	<u>Somewhat/Strongly Agree</u>
This conference was in a convenient location	86.2%
This conference was held at a convenient time of year	81.0%
This conference provided useful Information	91.4%
This conference allowed for many important networking opportunities	84.5%
Best Western Plus Agate Beach Inn provided excellent conference accommodations	96.4%
Overall, this conference was well worth my time	91.1%
Overall, this conference was well worth the cost	91.2%

Respondents to the evaluation were asked to indicate whether conference sessions were excellent, good, above average, average, below average, or poor. The top three sessions rated as either Excellent or Good were as follows:

	<u>Excellent/Above Average</u>
Case Studies on Personnel Issues	83.7%
Round Robin with Peers	78.9%
Media Relations Workshop	77.8%

The lowest three sessions which rated as either excellent or good were as follows:

	<u>Excellent/Above Average</u>
Empowering Local Government Success	63.8%
Lessons Learned from the Field	61.4%
Financial Forecasting	54.0%

It is important to note that all of the individual educated sessions were scored by more than half of the respondents as Excellent/Above Average, and that the lowest session still had 89.4% ranking that session as average or higher. All in all, the evaluations indicated that the sessions met expectations for the attendees.

Dr. De Hicks was the keynote speaker for the Summer Conference. Dr. Hicks had a wide range of reviews with 19.6% rating him excellent, 17.9% above average, 33.9% as average, 17.9% as below average, and 10.7% as poor. The evaluations ranking him as average or higher was 71.4%, and was lower than any of the educational sessions and panels. Some of the comments were, "I liked the Thursday lunch, but the second session was rushed"; "Dr. Hicks had a great topic and excellent engagement of the

room”; “The speaker was not sensitive to diversity”; “Took forever to get his introduction complete”; “The speaker never got to the point and was actually a little derogatory”. There were a number of written comments regarding inappropriate statements made by Dr. Hicks. Overall, I believe we had a significant number of hits with the programming for the Summer Conference.

Our keynote speaker was entertaining and informational to some, but he did not have broad-based appeal and was not sensitive to diversity issues valued by OCCMA.

A number of special events were scheduled as part of the Summer Conference, with the events being well-received. The responses indicating excellent and above average were as follows:

	<u>Excellent/Above Average</u>
Tuesday Trade Show Reception	50.0%
Pre-arranged Dinners	77.8%
Wednesday Get Acquainted Reception	71.4%
S’mores on the Beach	87.9%
Urban Renewal Tour	90.9%
President’s Reception and Dinner at the Oregon Coast Aquarium	92.0%

S’mores by the Beach received excellent ratings from 69.7% of the respondents, while the dinner and reception at the Newport Coast Aquarium received excellent ratings from 68.0% of the evaluators.

In addition, the Amazing Newport Race allowed five teams of managers and families to integrate themselves in a fun way with the community. A tie-breaker of three teams was necessary to determine the winners of the race. Thank you to the City of Newport staff for developing and arranging this event.

A sampling of general comments received from the evaluation regarding the conference were as follows:

“It was refreshing to have the conference outside of Bend.”

“I like having the conference in Bend.”

“Well done!”

“I thoroughly enjoyed the conference. A big thanks to all the hard work of staff, hosts, Board and sponsors.”

“7:30 is a little too early for session to start.”

“Need more opportunities for networking.”

“This was my first OCCMA conference. What a great experience.”

“I had difficulty with the food at the hotel.”

“I would like to see more diverse panels. There were quite a few that were all Caucasian men speaking.”

“I enjoyed the working lunches. It was an effective use of time.”

“I was heartened to see a lot of families participate this year.”

“Senior managers were not interested in meeting me.”

“ELGL events are starting to offer more unique and relevant content for any career.”

“Impressed by the spread of the Wednesday reception. Blown away by the s’mores on the beach. Memorable bus tour. Really got a feel for Newport and its development. Very special evening at the aquarium. Overall, I look forward to returning for the next OCCMA event and reconnecting with this community.”

There are additional comments that are included in the attached evaluation report.

2019 Fall Workshop

The Fall Workshop will take place in Bend, in conjunction with the League of Oregon Cities at their 94th Annual Conference. The workshop subcommittee has opted to move forward with a “locally grown” program, which will feature our own Scott Lazenby, (retired Lake Oswego Manager), and Jordan Wheeler (Sandy City Manager) to discuss the human side of budgeting. This will be based on Scott’s book, which approaches budgeting from a local government management point of view, and makes the case that traditional budget systems work against almost everything we know about good management. Scott offers an alternative to a system that is a continuing source of frustration. His alternative fits between the politics and the mechanics of public budgeting. This session will begin at 8:30 and run until 11:15. The OCCMA membership meeting will then start at 11:30 and run until 12:15. The Board of Directors meeting will be held on Wednesday to allow adequate time for the membership meeting and the presentation on Thursday.

Conference Sponsorships

The Professional Development Committee and LOC staff did an excellent job of recruiting sponsors for the NW and Summer Conferences, raising a total of \$42,000 to offset conference expenses. This is an all-time record amount of sponsorship funding for OCCMA conferences. It seemed particularly easy to attract sponsors to fund various events for the Summer Conference. I believe a new venue with new membership events may have helped.

Sponsorships are an important tool to keep conferences affordable, and to enhance the experiences and networking opportunities for our members.

I would like to thank the following sponsors for their financial assistance for the 2019 NW Conference in Hood River for a total of \$11,250:

Platinum (\$2500)

Ameresco
McKinstry

Gold (\$1500)

Peckham & McKenney

Silver (\$1000)

Revize
SGR
Jensen Strategies
Tripepi Smith

Non-Profit \$750

Portland State University

I would also like to thank the following sponsors for their financial assistance for the 2019 Summer Conference in Newport with sponsorships totaling \$31,000:

Presidential (\$5000)	Comcast
Keynote (\$5000)	PGE
Platinum (\$2500)	Ameresco Merina + Co. McKinstry, Beery, Elsner & Hammond
Gold (\$1500)	ICMARC Forecast 5 Analytics Jensen Strategies
Silver (\$1000)	Elaine Howard Consulting FCS Group SGR Host Compliance Western Fire Chiefs Association
Non-Profit (\$750.)	LGPI Portland State University

Financial Data

Preliminary financial data has been compiled on the NW Managers Conference and the Summer Conference and is presented below:

Northwest Regional Managers Conference

<u>Revenues</u>	<u>Budget</u>	<u>Year-to-Date</u>
Registration	\$25,000	\$34,670
Sponsorships	\$12,000	\$11,250
Total	\$37,000	\$45,920
<u>Expenses</u>	<u>Budget</u>	<u>Year-to-Date</u>
Administration	\$ 5,000	\$ 7,451
Food and Beverage	\$20,000	\$21,434
Postage/Printing	\$ 500	\$ 126
Travel	\$ 4,000	\$ 5,549
Speakers	\$ 8,000	\$ 4,792
Misc.	\$ 0	\$ 1,475
Total	\$ 37,500	\$40,827
Net Difference	\$ (500)	\$ 5,093

Summer Conference

<u>Revenues</u>	<u>Budget</u>	<u>Year-to-Date</u>
Registration	\$28,000	\$45,235
Sponsorships	\$14,000	\$31,000
Roger Jordan Scholarships	\$ 1,000	\$ 1,000
Misc.	\$ 0	\$ 150
Total	\$43,000	\$77,385

<u>Expenses</u>	<u>Budget</u>	<u>Year-to-Date</u>
A/V & Trade Show	\$ 2,500	\$ 448
Food and Beverage	\$20,000	\$30,061
Lodging	\$ 4,000	\$ 0
Postage/Printing	\$ 500	\$ 573
Travel	\$ 300	\$ 100
Speakers	\$ 8,000	\$ 6,710
Roger Jordan Scholarships	\$ 3,000	\$ 1,250
Total	\$38,300	\$39,142
Net Difference	\$ 4,700	\$38,243

Fall Workshop

<u>Revenues</u>	<u>Budget</u>	<u>Year-to-Date</u>
Registration	\$ 9,000	
Total	\$ 9,000	

<u>Expenses</u>	
Food & Beverage	\$ 5,000
Room Rental	\$ 650
Speakers	\$ 5,000
Total	\$10,650
Net Difference	

Timing of the NW Managers Conference

Prior to this year's NW Managers Conference, a number of Oregon managers indicated that the timing of this conference (April 30 to May 3) impacted their ability to attend. The evaluation form asked for a response to the following statement: "This conference was held at a convenient time of the year." Just less than half of the respondents agreed (somewhat or strongly) with this statement.

We also included a question in the Summer Conference evaluation of the timing of the NW Regional Managers Conference. Assuming all 58 evaluation respondents answered this question and 6 indicated that they would not attend the NW Conference, the remaining 52 respondents provided 113 responses as to the months they would like to attend the conference. The preference for timing of the conference was as follows:

<u>Month</u>	<u>Attendance Likely</u>
January	30.8%
February	59.6%
March	63.5%
April	42.3%
May	13.5%
June	7.7%

Please note that 10.3% of the respondents indicated that they would not attend regardless of the timing.

It is important to keep in mind that the fiscal year in Oregon begins July 1, while most units of government in Washington are on a calendar year. Furthermore, our Summer Conference is held in the first half of July, which places two conferences a little over two months apart, based on this year's events. It is my opinion that participation by Oregon managers would increase if the NW Conference was held in February or March.

Washington and Oregon normally alternate the hosting of this event. On occasion, the event has been replaced by the ICMA West Regional meeting. Alaska has indicated an interest in hosting the NW Regional Managers Conference. It may be three years before Oregon hosts this event, however, it would be good to share this information with WCMA for their future conference planning efforts.

Actions by the OCCMA Board of Directors

At the July 12 Board of Directors meeting, the Board discussed and provided direction on two items relating to the obligations of the Professional Development Committee. The first was a recommendation from the Professional Development Committee Chair to develop a procedural guide for future Professional Development Committees relating to responsibilities for planning and executing the Summer, Northwest Conferences, and the Fall Workshop for OCCMA. It is anticipated that a draft manual will be presented to the Board at the Fall Retreat for discussion, with this operations manual being formally considered by the Board at their first meeting in 2020.

The second issue was related to the planning for the NW Conference. The Board conceptually concurred with assigning the responsibilities for this conference to the Professional Development Committee (PDC) appointed in the year before the NW Conference occurs. In theory, most of the planning for this conference could be completed before the end of the year, and the past PDC would be responsible for carrying out this event in the late winter/spring. This will greatly improve the workflow for the PDC in the future.

General Observations

As Chair of the PDC, I have a number of observations I want to share with the OCCMA Board and future PDCs. They are as follows:

- 1.) OCCMA was very fortunate to have Jenni Kistler and Megan George to lay out the parameters for the conferences, execute the wishes of the committee, and fill in gaps where committee members were unable to complete their tasks. The League of Oregon Cites is a critical player in holding these events.
- 2.) The 2019 PDC members took their jobs very seriously regarding planning the NW Conference, the Summer Conference and the Fall Workshop. Committee members played critical roles in identifying sponsors, program ideas and then putting together programs for these individual ideas. I want to thank the PDC for rolling up their sleeves and diving head first into this task for this year.
- 3.) I believe that rotating the location of the Summer Conference is beneficial to the organization, and provides opportunities to incorporate local flavor from other parts of the state into the conferences. I believe there is a benefit to having some rotation, where the conference is held in Bend every other year, and another Oregon location in the alternate years. It was fun to have the opportunity to host the conference in Newport and I would very much like to travel to other parts of the state to experience that local flavor at conferences in the future.
- 4.) Two of the highest rated educational events this year were mobile events that featured local flavor. The Art Walk in Hood River received excellent or above-average ratings from 83% of those who participated, and the Urban Renewal Tour in Newport received the same ratings from 90.9% of the participants.
- 5.) The utilization of local attractions helps add to the experience for attendees. The Sternwheeler boat ride and the aquarium, both received excellent or above-average ratings in excess of 90% of the respondents. While the traditional hotel dinner and traditional receptions at the hotel received excellent or above-average ratings from 50%. While this is not bad, it shows that special and unique events draw significant numbers of attendees who greatly appreciate having those experiences.
- 6.) This year the PDC had one conference with a theme (NW Conference focused on Crisis Management) and one without. Both the themed conferences and general conferences have advantages and disadvantages. The risk of a themed conference, is if the theme is not of interest to a member, it may affect attendance. It is important if it is a themed conference to select a theme that will work for a majority of our Association members. General conferences usually have something for everyone, but may provide a less focused training opportunity.
- 7.) The Association has had mixed experience with keynote speakers. At the NW Conference, US Virgin Islands Emergency Management Director, Mona Barnes, received excellent and above-average ratings from 88.9% of folks responding. For the Summer Conference, only 37.5% rated keynote speaker Dr. De Hicks as excellent or above average. While I had personally heard Mona Barnes speak at another conference, Dr. De Hicks was a referral that I had not heard speak, nor had any of the PDC members.

I would recommend that a PDC subcommittee may want to personally interview potential keynote speakers to gain a better understanding of their fit for our conference. In years that that OCCMA is responsible for both conferences, by shifting the responsibilities of the NW Conference to the PDC seated the year before the NW Conference occurs, would provide more time to do more vetting of keynote speakers for both conferences. This year, it was quite a rush to plan two conferences which were two months apart.

8.) The subcommittee for the Fall Workshop, which is held in conjunction with the League of Oregon Cities conference, discussed the merits of bringing in a keynote speaker or using local talent to provide for this year's workshop. We opted to utilize local programming for this workshop. We are appreciative of Scott Lazenby and Jordan Wheeler providing this year's workshop. It will be good to gage the memberships desire to utilize local talent versus professional speakers for this event in the future.

9.) I took a look at the evaluations from previous conferences to see if any trends could be detected compared to programs from previous years with this year's programs. Unfortunately, the way questions have been asked in the evaluations vary from year to year. It would be good for future evaluations to maintain the same type questions and responses so comparative work could be completed. For example, the programs were rated in previous years used excellent, good, average and poor. The evaluation that was utilized this year was excellent, above average, average, below average and poor. These types of changes on the questionnaires make it difficult to correlate responses from year-to-year regarding membership responses to conferences.

Finally, I want to specifically thank Megan George and Jenni Kistler for their significant contributions in putting these two great events together. I also would like to thank the members of the Professional Development Committee. They really worked hard to generate the ideas that were built into these two conferences, coordinate conference sessions, and work to contact sponsors for these events. All in all, the conferences were well received by the membership, and the conferences financially netted an amount above the amount budgeted by the Board of Directors in the current year budget.

Respectfully submitted,



Spencer Nebel, Chair
 OCCMA Professional Development Committee
 Attached: Program for the NW Managers Conference
 Evaluation of the NW Conference
 Program for the Summer Conference
 Evaluation of the Summer Conference



April 30 – May 3, 2019 ♦ Best Western Plus, Hood River

Printed copies of the agenda will be available onsite.

All other handouts and presentations will be available online following the conference.

Tuesday, April 30

4:00 pm – 6:30 pm	Registration	Shoreline Lounge
5:00 pm – 6:30 pm	Welcome Reception After you check-in at registration, join fellow conference attendees for a drink and some conversation.	Shoreline Lounge
6:30 pm	Dinner on Own Hood River has many local restaurants. For recommendations, please refer to the “Hood River Attractions” handout available on www.occma.org or sign up to join one of the pre-arranged dinners at Registration.	

Wednesday, May 1

8:00 am – 5:00 pm	Registration	Gorge Room
8:00 am – 9:00 am	Continental Breakfast	Gorge Room
8:00 am – 3:00 pm	Sponsor Exhibits Open Our sponsors/vendors will be available during session breaks and meals. Be sure to stop by for a visit. For a full list of sponsors/vendors, please visit www.occma.org .	Gorge Room
9:00 am – 9:15 am	Welcome OCCMA President Marty Wine of Tigard and WCMA President Cindy Reents of Richland welcome conference attendees to the 2019 Northwest Regional Managers Conference.	Gorge Room
9:15 am – 10:30 am	When Crisis Hits – Managing Through a Crisis or Significant Event in Your Community {LGMC-3} Facilitator: <ul style="list-style-type: none"> Michael Sykes, City Manager, Scappoose, OR Speakers: <ul style="list-style-type: none"> Scott Derickson, City Manager, Woodburn, OR Nick Green, City Manager, John Day, OR Jeff Hecksel, Hood River County Manager Steve King, City Manager, Wenatchee, WA 	Gorge Room



April 30 – May 3, 2019 ♦ Best Western Plus, Hood River

Forest fires, active shooter and a massive influx of people are the types of events that these panelists have experienced firsthand. They will discuss how their communities prepared, any obstacles they faced, and what they learned. Time will be allotted for questions and answers, allowing attendees to learn from people who were forced to manage through these difficult times.

10:45 am – 12:00 pm

Crisis Communications

Gorge Room

{LGM-3}

Facilitator:

- Marty Wine, City Manager, Tigard, OR

Speakers:

- Kelli Matthews, Sr. Instructor, University of Oregon and Managing Director of Verve Northwest Communications.

The need for crisis communications is a “when” not an “if” for cities of all sizes. This session will cover best practices, along with a couple of relevant and timely case studies.

12:00 pm – 1:30 pm

Lunch with Keynote Address

Gorge Room

{LGM-3}

Facilitator:

- Spencer Nebel, City Manager, Newport, OR

Speakers:

- Mona Barns, Former Emergency Manager, US Virgin Islands

Mona Barns was appointed as Director of the US Virgin Islands Territorial Emergency Management Agency in March of 2015. Ms. Barns guided the emergency response for not one, but two catastrophic category 5 hurricanes which devastated the US Virgin Islands in September 2017. Ms. Barns will share the importance that cultivating partnerships had on the Virgin Islands immediate response and with recovery efforts following these catastrophic storms.

1:30 pm – 2:30 pm

Ethics Survivor

Gorge Room

{LGM-10}

Facilitator:

- Marty Wine, City Manager, Tigard, OR

Speakers:

- Martha Perego, ICMA Director, Member Services and Ethics

Who will last when an ethics crisis hits? Get ready, join your tribe and compete with others in this ICMA-led reality episode as you face ethical challenges. Are you up to the ethics challenge? This fun, interactive session comes complete with tips and proven strategies for survival.



April 30 – May 3, 2019 ♦ Best Western Plus, Hood River

2:30 pm – 5:00 pm

Optional Activities:

1. Wine Tasting on the Fruitloop Tour

Gorge Room

Enjoy a guided tour of our “Fruitloop” during the height of fruit blossom season. Join us for a scenic drive through the Hood River Valley by the base of majestic Mount Hood. Several stops offer a variety of wines, fruits, vegetables, flowers, ciders, and food. Visitors have a true winery and fruit stand experience while making their purchases and can learn about how the wines, apples, pears, cherries, and grapes are produced. A truly memorable experience that you can share while making friends with other members of your conference group (\$25 – Limited to 20 participants, advanced registration is necessary).

2. Hood River BIG ART Walking Tour

Lobby

The Walking Tour consists of twenty-two sculptures on loan and five permanent sculptures created by both local and national artists. Through a competitive process, artists are selected to exhibit their sculptures around the downtown Hood River area for a period of about two years. This tour will start at the Hood River Inn and proceed along the waterfront. Participants can either loop back to the hotel (2-miles total) or join for a longer walk (4 miles total) through downtown and back to the Hood River Inn. The tour will be led by Kristen Godkin from the Art of Community, Hood River (free).

5:00 pm

Load Buses for Cascade Locks

Gorge Room

5:30 pm – 8:00 pm

Sternwheeler Dinner Cruise

Cruise along the Columbia River through the Historic Scenic Area aboard this authentic Sternwheeler. Trip highlights include live narration from the captain and a three-course dinner. The cruise is included as part of your conference registration.

8:00 pm

Load Buses for Best Western Plus

**299 NW Portage Rd.
Cascade Locks**

Thursday, May 2

8:00 am – 5:00 pm

Registration

Gorge Room

8:00 am – 9:00 am

Continental Breakfast

Gorge Room

8:00 am – 5:00 pm

Sponsor Exhibits Open

Gorge Room

Our sponsors/vendors will be available during session breaks and meals. Be sure to stop by for a visit. For a full list of sponsors/vendors, please visit www.occma.org.

9:00 am – 10:15 am

Crisis Planning with Intergovernmental Partners
{LGMC-4}

Gorge Room



April 30 – May 3, 2019 ♦ Best Western Plus, Hood River

Facilitator:

- Sherilyn Lombos, City Manager, Tualatin, OR

Speakers:

- Rebecca Geisen, Project Manager, Regional Water Provider's Consortium
- Jeff Fuchs, Public Works Director, Tualatin

This session will highlight the Regional Water Provider's Consortium which works to improve the planning and management of water supplies in the Portland region. Made up of twenty-two providers who together deliver more than 80% of the Portland metro area's water, members work together to plan for events that impact local water supplies including earthquakes, fires, contamination, and terrorism.

9:00 am – 12:00 pm

Complimentary Resume Review

Columbia Room

Gold Sponsors Peckham & McKenney will be offering 20-minute resume review services from 9:00 am - noon. Timeslots are limited! Contact Joyce Johnson (apply@peckhamandmckenney.com) to schedule your appointment. Additional sign-up may be available at the Peckham & McKenney table in the trade show area.

10:15 am – 10:45 am

Networking Break

Gorge Room

10:45 am – 12:00 pm

Digital Ready: Scaling and Adopting Disaster Preparedness Using Lessons from the California Fires (this session presented by ELGL)

Gorge Room

{LGM-C-3}



Facilitator:

- Kent Wyatt, Communications Manager, Tigard, OR

Speakers:

- Luke Fretwell, CEO, ProudCity
- Talia Smith, Management Analyst, San Rafael, CA

Digital is the default when disaster strikes, and governments must be prepared to communicate response and recovery efforts to the public immediately, continuously and effectively. From websites to social media, the community relies solely on these channels to stay updated on relief efforts, and these must be mobile, accessible, adaptive, informative and planned in advance. Hear firsthand lessons learned from leaders who managed digital communications during the Paradise, Santa Rosa, Sonoma and Butte County California fires and learn how governments can be best prepared when disaster strikes your communities.

12:00 pm – 1:45 pm

Lunch with ICMA Update

Gorge Room

Speakers:

- Joe Gall, City Manager, Sherwood
- Spencer Nebel, City Manager, Newport
- Martha Bennett, Chief Operating Officer, Metro



April 30 – May 3, 2019 ♦ Best Western Plus, Hood River

Hear from ICMA representatives about what's going on at the national level and from Co-Chairs of the OCCMA Host Committee about preparations for ICMA's 107th Annual Conference (2021) in Portland, Oregon.

1:45 pm – 2:00 pm

Networking Break

Gorge Room

2:00 pm – 3:00 pm

Preparing the Next Generation of Civic Leaders

Gorge Room

{LGMC-7}

Speakers:

- Robby Hammond, Interim City Manager, Hillsboro
- Steve Greenwood, Director of Training Programs, National Policy Consensus Center
- Bryan Cosgrove, City Manager, Wilsonville

An innovative model for training new civic leaders has been a great success for the City of Hillsboro and the City of Wilsonville. Hear how their models can improve your city/county committees, commissions, and overall civic capacity. This session focuses on the benefits and successes of a citizen academy program. The presenters will walk through the program and outcomes.

3:15 pm – 4:15 pm

NW Women's Leadership Academy: Supporting and Advancing Women in the Profession

Gorge Room

{LGMC-2}

Facilitator:

- Sara Singer Wilson, SSW Consulting

Speakers:

- Rachael Fuller, City Manager, Hood River (founding member of Oregon Academy)
- Aquilla Hurd-Ravich, Community Development Director, Tualatin (member of 2018 OR cohort and 2019 leadership team)
- Jessi Bon, Parks and Recreation Director, Mercer Island (WA Curriculum Committee Chair)
- Anne Pflug, ICMA Senior Advisor (WA Curriculum Committee)
- Kristi Rowland, Organizational Development Manager, Renton (member of 2019 WA cohort and WA Logistics Committee Chair)

This is a session for all conference attendees to learn about how you can support and advance women in the profession. The NW Women's Leadership Academy is a pilot program to advance women from a variety of backgrounds in local government into leadership roles. The Academy is a year-long professional development cohort for emerging and career local government leaders in Oregon and Washington that provides opportunities to enhance skills and competencies, build confidence, network, and expand professional connections through career mentoring and support. Oregon has recently graduated the first class of the NW Women's Leadership Academy and Washington is wrapping up their inaugural session.

**OCCMA****Oregon City/County
Management Association**A State Affiliate of **ICMA****PROGRAM****2019 NORTHWEST REGIONAL MANAGERS CONFERENCE**

April 30 – May 3, 2019 ♦ Best Western Plus, Hood River

The purpose of this session is to share information about Oregon and Washington programs, including testimonials from individuals who participated in the cohort, gather ideas from session participants on supporting the growth of the academy, and encourage City Manager's to nominate employees to participate.

Please join the NW Women's Leadership Academy for happy hour following this session at the Riverside Lounge.

5:00 pm – 6:30 pm

Reception and Cornhole Tournament***Patio***

Sign up throughout the day on Thursday at Registration to participate in the first-ever *Northwest Regional Managers Rivalry Cornhole Tournament*. Winners walk away with bragging rights and a brand-new trophy.

(Back-up location in case of bad weather: Columbia Room)

6:30 pm – 8:00 pm

Dinner***Gorge Room***

Join conference attendees for the final group dinner. Dinner is provided as part of your conference registration.

Friday, May 1

8:00 am – 9:00 am

Continental Breakfast***Columbia Room***

9:00 am – 10:00 am

Oregon Legislative Update***Columbia Room***

Speakers:

- Jim McCauley, Legislative Director, League of Oregon Cities

The Oregon Legislative Regular Session kicked off on January 22nd and is projected to last through June of this year. The League of Oregon Cities Intergovernmental Relations staff is lobbying to "Let Cities Work", encouraging the preservation of home rule. The LOC's new Legislative Director, Jim McCauley, will be available to summarize the status of key issues and answer questions the group may have.

9:00 am – 11:00 am

WCMA Board of Directors Meeting***Mountain View***

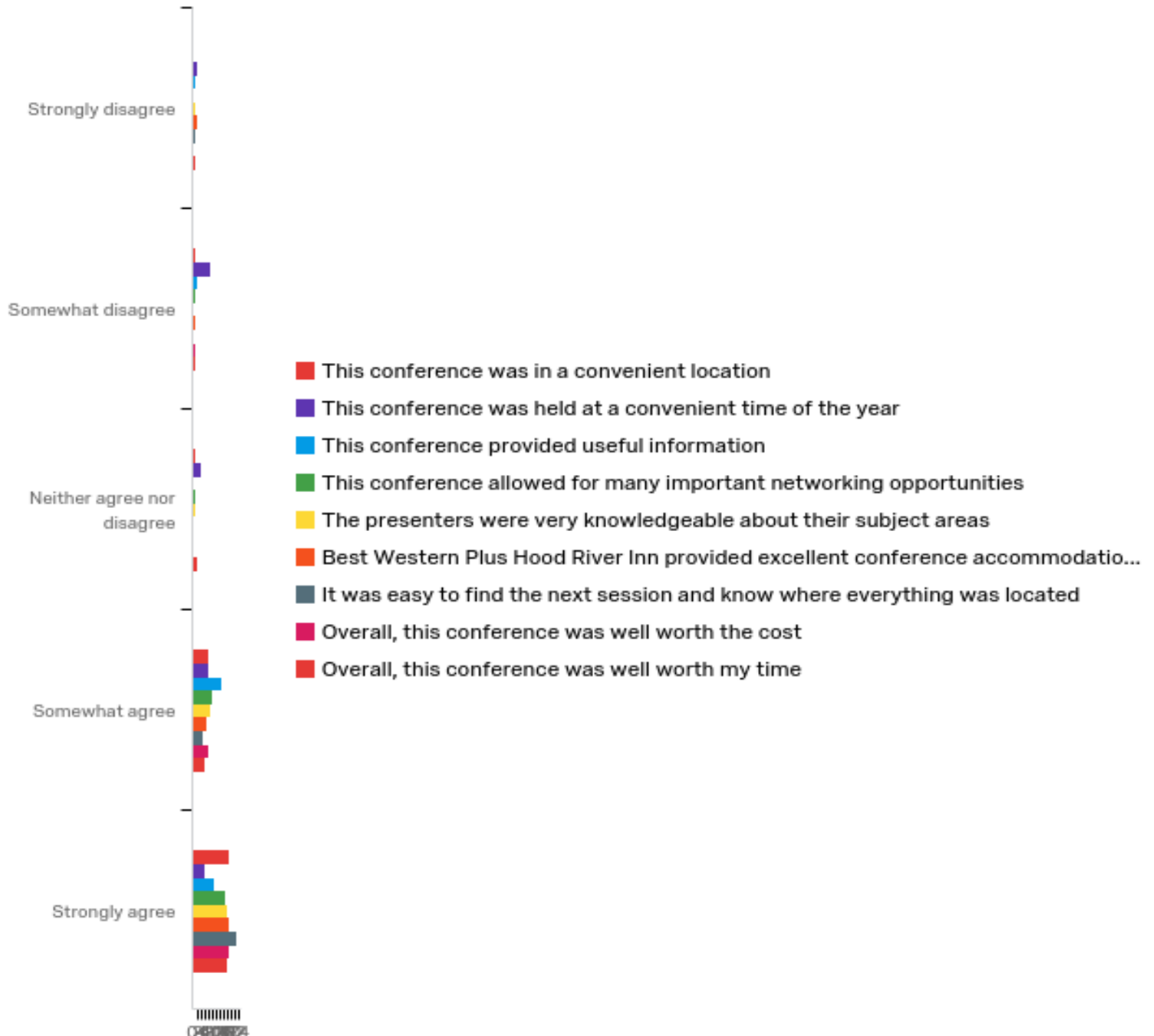
10:00 am – 12:00 pm

OCCMA Board of Directors Meeting***Columbia Room***

2019 NWRMC Evaluation

April 30 – May 3, 2019 – Best Western Plus Hood River Inn

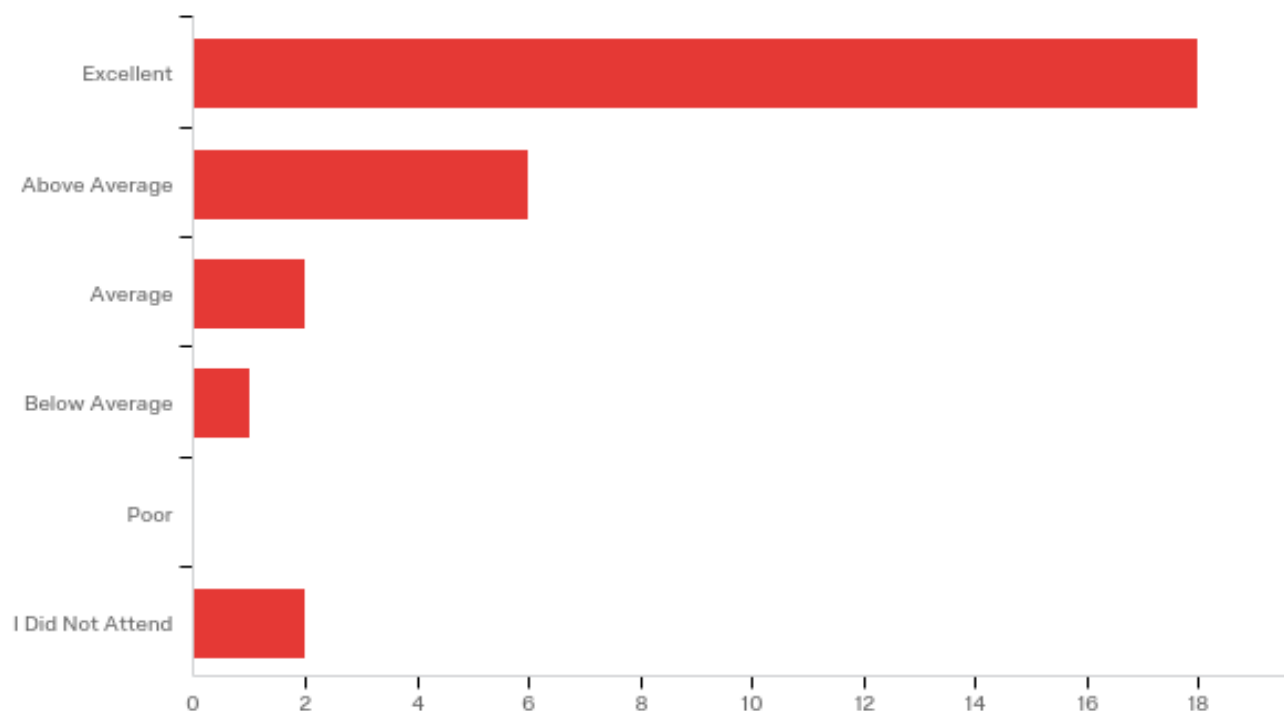
Please evaluate the following statements about the conference



Please evaluate the following statements about the conference

#	Question	Strongly disagree		Somewhat disagree		Neither agree nor disagree		Somewhat agree		Strongly agree		Total
1	This conference was in a convenient location	0.00%	0	3.45%	1	3.45%	1	27.59%	8	65.52%	19	29
2	This conference was held at a convenient time of the year	6.90%	2	31.03%	9	13.79%	4	27.59%	8	20.69%	6	29
3	This conference provided useful information	3.45%	1	6.90%	2	0.00%	0	51.72%	15	37.93%	11	29
4	This conference allowed for many important networking opportunities	0.00%	0	3.45%	1	3.45%	1	34.48%	10	58.62%	17	29
5	The presenters were very knowledgeable about their subject areas	3.45%	1	0.00%	0	3.45%	1	31.03%	9	62.07%	18	29
6	Best Western Plus Hood River Inn provided excellent conference accommodations	6.90%	2	3.45%	1	0.00%	0	24.14%	7	65.52%	19	29
7	It was easy to find the next session and know where everything was located	3.45%	1	0.00%	0	0.00%	0	17.24%	5	79.31%	23	29
8	Overall, this conference was well worth the cost	0.00%	0	3.57%	1	0.00%	0	28.57%	8	67.86%	19	28
9	Overall, this conference was well worth my time	3.57%	1	3.57%	1	7.14%	2	21.43%	6	64.29%	18	28

How would you rate our keynote speaker, Mona Barns?



How would you rate our keynote speaker, Mona Barns?

#	Answer	%	Count
5	Excellent	66.67%	18
4	Above Average	22.22%	6
3	Average	7.41%	2
2	Below Average	3.70%	1
1	Poor	0.00%	0
0	I Did Not Attend		2
	Total	100%	29

Please evaluate the conference sessions:



Please evaluate the conference sessions:

#	Question	Excellent		Above Average		Average		Below Average		Poor		Did Not Attend		Total
1	When Crisis Hits - Managing Through a Crisis or Significant Event in Your Community (Wed. 9:15a.m.)	32.00%	8	60.00%	15	8.00%	2	0.00%	0	0.00%	0		4	29
2	Crisis Communications (Wed. 10:45 a.m.)	37.04%	10	37.04%	10	25.93%	7	0.00%	0	0.00%	0		2	29
3	Ethics Survivor (Wed. 1:30 p.m.)	14.29%	3	28.57%	6	47.62%	10	9.52%	2	0.00%	0		8	29
4	Crisis Planning with Intergovernmental Partners (Thurs. 9:00 a.m.)	26.92%	7	23.08%	6	46.15%	12	3.85%	1	0.00%	0		2	28
5	Digital Ready: Scaling and Adopting Disaster Preparedness Using Lessons from the California Fires (Thurs. 10:45 a.m.)	25.93%	7	25.93%	7	40.74%	11	7.41%	2	0.00%	0		2	29
6	Lunch with ICMA Update (Thurs. 12:00 p.m.)	21.43%	6	32.14%	9	46.43%	13	0.00%	0	0.00%	0		1	29
7	Preparing the Next Generation of Civic Leaders (Thurs. 2:00 p.m.)	22.73%	5	31.82%	7	45.45%	10	0.00%	0	0.00%	0		7	29
8	NW Women's Leadership Academy: Supporting and Advancing Women in the Profession (Thurs. 3:15 p.m.)	33.33%	7	23.81%	5	28.57%	6	14.29%	3	0.00%	0		8	29
9	Oregon Legislative Update (Fri. 9:00 a.m.)	0.00%	0	46.67%	7	40.00%	6	13.33%	2	0.00%	0		14	29

Do you have any general comments on the sessions you attended?

End of April is budget prep time. If the conference is the last week of April, I don't be attending in the future. Additionally I know several CMs who did not attend due to budget meetings. :-)

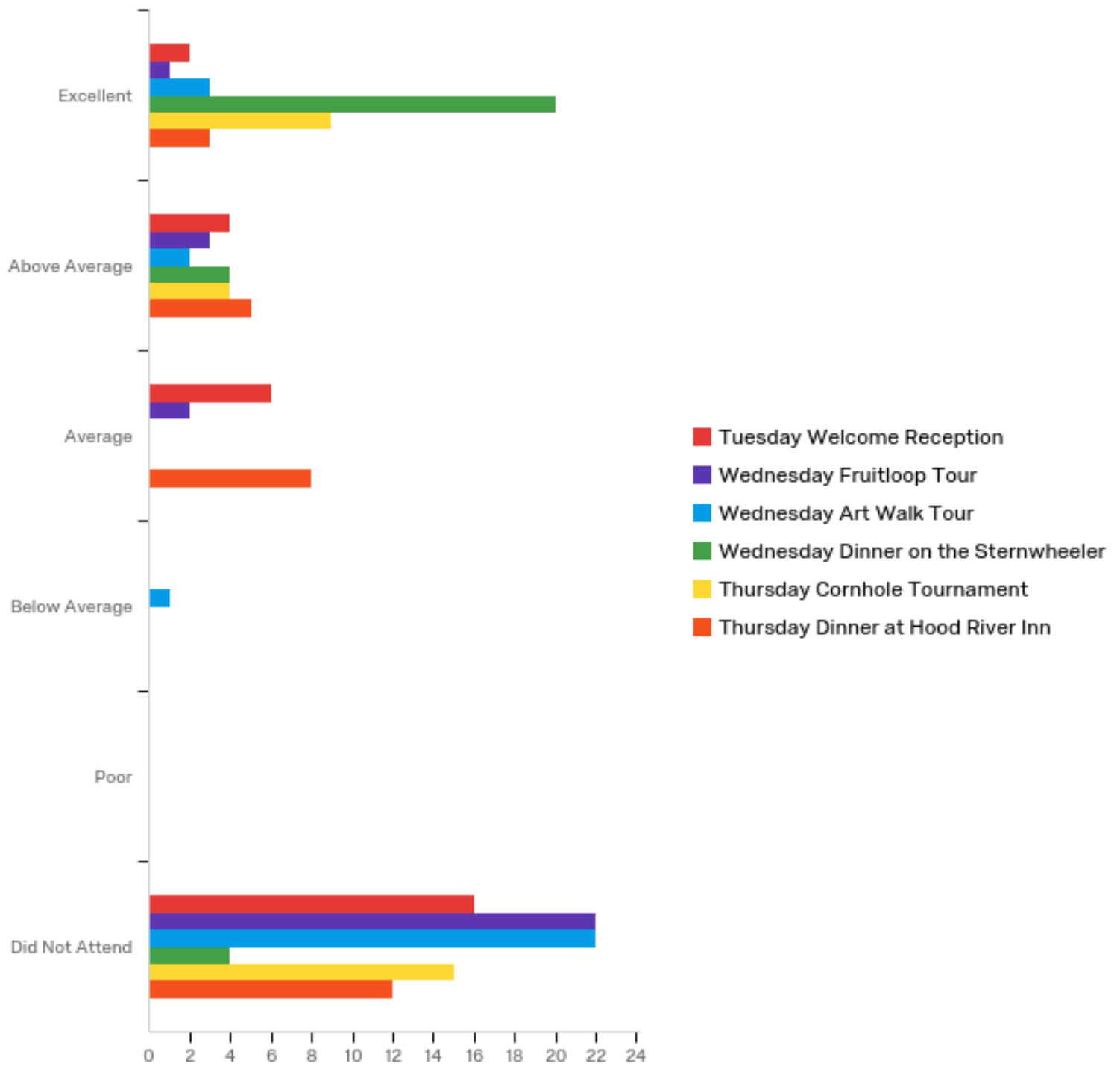
While it was great to have a theme for the conference- a few of the sessions felt repetitive or redundant.

Very well prepared and executed.

Always enjoy this location. They've made some changes in the food service and the new layout seemed fine.

I had great difficulty getting to the sessions on the last day that were held upstairs. I am in need of a double knee replacement and I used the "elevator" but it wasn't a fun experience.

Less on Emergency Mgmt, add some Mgmt Skills or panel session on leadership

Please evaluate the conference events:

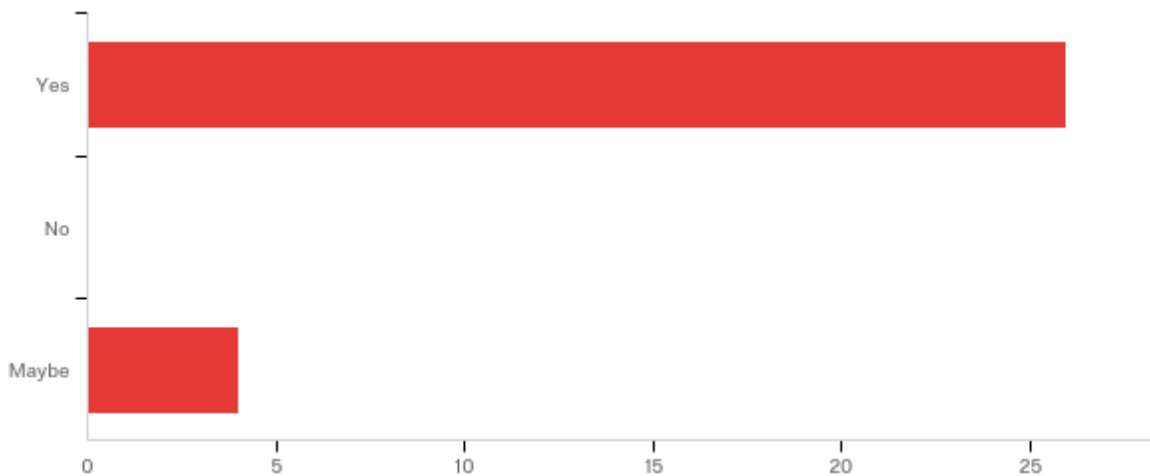
Please evaluate the conference events:

#	Question	Excellent		Above Average		Average		Below Average		Poor		Did Not Attend		Total
1	Tuesday Welcome Reception	16.67%	2	33.33%	4	50.00%	6	0.00%	0	0.00%	0		16	28
2	Wednesday Fruitloop Tour	16.67%	1	50.00%	3	33.33%	2	0.00%	0	0.00%	0		22	28
3	Wednesday Art Walk Tour	50.00%	3	33.33%	2	0.00%	0	16.67%	1	0.00%	0		22	28
4	Wednesday Dinner on the Sternwheeler	83.33%	20	16.67%	4	0.00%	0	0.00%	0	0.00%	0		4	28
5	Thursday Cornhole Tournament	69.23%	9	30.77%	4	0.00%	0	0.00%	0	0.00%	0		15	28
6	Thursday Dinner at Hood River Inn	18.75%	3	31.25%	5	50.00%	8	0.00%	0	0.00%	0		12	28

Do you have any general comments on the events you attended?

Good conference, and opportunity to connect across the state lines. Excellent chance for WCMA board to meet in person.

Would you attend the Northwest Regional Managers conference in future years?



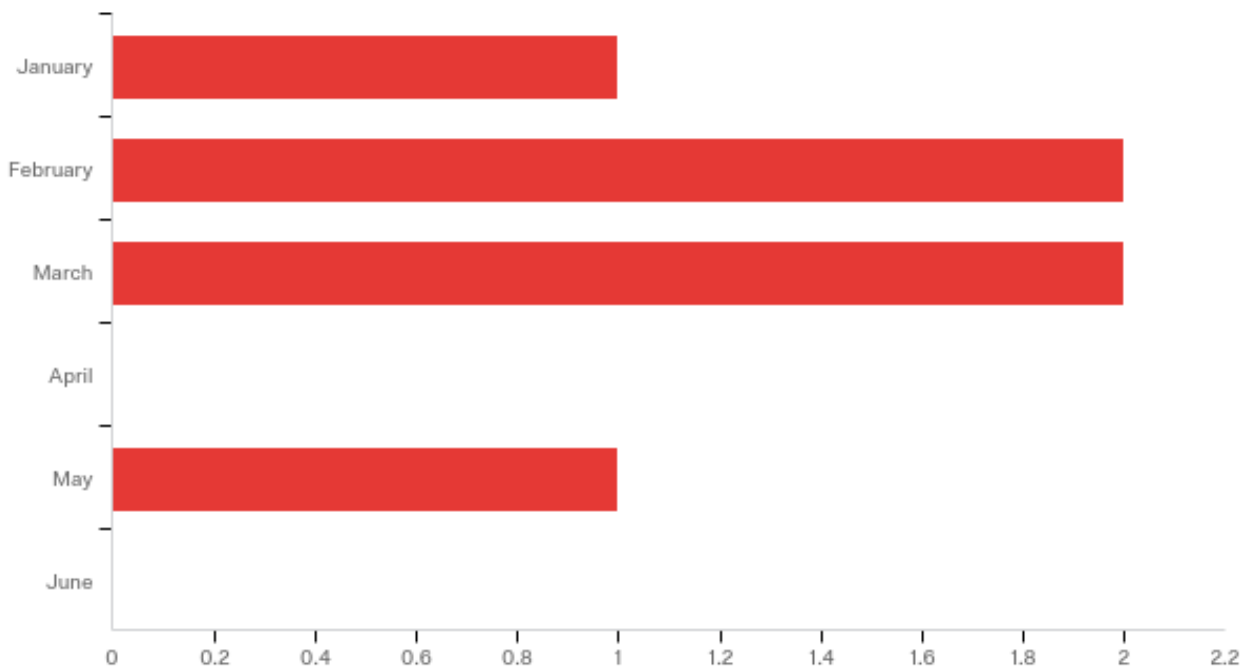
Would you attend the Northwest Regional Managers conference in future years?

#	Answer	%	Count
1	Yes	86.67%	26
2	No	0.00%	0
3	Maybe	13.33%	4
	Total	100%	30

Why would you not attend future conferences?

No responses received.

In which months would you be willing to attend? (Check all that Apply)



In which months would you be willing to attend? (Check all that Apply)

#	Answer	%	Count
1	January	16.67%	1
2	February	33.33%	2
3	March	33.33%	2
4	April	0.00%	0
5	May	16.67%	1
6	June	0.00%	0
	Total	100%	6

Do you have any additional comments about the conference?

Due to budget deadlines, would like to see this scheduled in March.

Let's explore what may be a better time of the year/season to hold the NW Conference.

See you in Newport

Thanks to the organizers, and to helpful staff.

The timing for Oregon Managers is challenging. Budget Committee meetings are taking place during this time period and it is only two months before the OCCMA Summer Conference. I think that these two factors impact attendance.

Well done Professional Development Committee!

Agree with the idea to schedule it to not conflict w/oregon budget process

Kudos to the conference planning committee -- excellent content!



July 9 – July 12, 2019 ♦ Best Western Agate Beach, Newport

Printed copies of the agenda will be available onsite.
All other handouts and presentations will be available online following the conference.

Tuesday, July 9

1:00 pm – 5:00 pm	Registration	OCEAN VIEW FOYER
Duration	The Amazing Newport Race This race is fashioned after the television series. Teams will be given clues regarding interesting and unique locations in Newport and will be asked to provide a photo of yourselves at that location. Your smart phone photos will be reviewed at the registration desk on Thursday, July 11 th anytime between 3:00 pm and 4:45 pm. The winner of the Amazing Newport Race will be announced at the President's Reception on Thursday.	
2:00 pm – 4:45 pm	Media Relations Workshop {LGMC – 7} Facilitator: <ul style="list-style-type: none">• Spencer Nebel, City Manager, Newport Speakers: <ul style="list-style-type: none">• Kelli Matthews, Senior Instructor at University of Oregon and Managing Director of Verve Northwest Communications Kelli Matthews provides core tips for communicating in a crisis. The workshop will include scenario-based activity with the opportunity to develop quick messaging, holding statements and practice media interview skills.	AGATE BALLROOM
5:00 pm – 6:30 pm	Trade Show Reception Visit our conference sponsors/vendors, check out their business opportunities and enjoy light refreshments and a no host bar as you network with peers.	OCEAN VIEW FOYER GALLERY
6:30 pm	Dinner on Own Newport has many local restaurants. For recommendations, please refer to the "Newport Attractions" handout available on www.occma.org or sign up to join one of the pre-arranged dinners at Registration.	

Wednesday, July 10

7:00 am – 5:00 pm	Registration	OCEAN VIEW FOYER
8:00 am – 3:30 pm	Sponsor Exhibits Open Our sponsors/vendors will be available during session breaks and meals. Be sure to stop by for a visit. For a full list of sponsors/vendors, please visit www.occma.org .	OCEAN VIEW FOYER GALLERY



July 9 – July 12, 2019 ♦ Best Western Agate Beach, Newport

7:30 am – 8:30 am

ICMA Workshop & Continental Breakfast

AGATE BALLROOM

Facilitator:

- Martha Bennett, City Manager, Lake Oswego

This session will begin promptly at 7:30 am, so please grab your food and take a seat. Join Martha for a discussion of ICMA's strategic plan objective of expanding and diversifying the membership and the ICMA Executive Board. The ICMA board needs your thoughts on the best way to include new members in the association. The outcome may require changing the ICMA constitution and it's critical that all voices, including yours, be heard.

8:30 am – 10:00 am

Financial Forecasting

AGATE BALLROOM

{LGMC – 1}

Facilitator:

- Joe Gall, City Manager, Sherwood

Speakers:

- Katie Henry, Municipal Services Director, Forecast5 Analytics
- Josh Hoyer, Finance Officer, Aumsville
- Matt Zook, Finance Director, Newberg

Multi-year forecasting is an essential cog in all stages of the financial planning process. Properly executed, it can help identify budgeting weaknesses in the long-term and develop steps that can be taken to mitigate its impact on operations. This session will provide you with a framework for long range financial planning applicable to any organization, with a strong emphasis on simplifying a daunting exercise into manageable pieces to get you moving in the right direction.

10:00 am – 10:15 am

Break

OCEAN VIEW FOYER GALLERY

10:15 am – 11:45 am

Legislative Update

AGATE BALLROOM

Facilitator:

- Michael Sykes, City Manager, Scappoose, OR

Speakers:

- Representative David Gomberg
- Representative David Brock Smith
- Jim McCauley, Legislative Director, League of Oregon Cities

As a result of the 2018 election cycle, Oregon's legislative process entered uncharted ground with one political part having supermajorities in both chambers of the Legislature and the Governor's Office during the 2019 session. In addition to presenting the results of the LOC's effort this panel will share perspectives from two members of the House of Representatives, Rep. David Gomberg (D-Lincoln City) and Rep. David Brock Smith (R-Port Orford).



July 9 – July 12, 2019 ♦ Best Western Agate Beach, Newport

11:45 am – 1:30 pm

ICMA and OCCMA Updates with Lunch

AGATE BALLROOM

Speakers:

- Dean Sawyer, Mayor, Newport
- Martha Bennett, City Manager, Lake Oswego
- Marty Wine, City Manager, Tigard
- Sherilyn Lombos, City Manager, Tualatin
- Ben Bryant, Assistant City Manager, Happy Valley

Mayor Dean Sawyer of Newport welcomes OCCMA to Newport and will share a few words in greeting. Then, join Martha Bennett for an update on news, issues and resources of interest to ICMA members, Marty Wine for an update on the OCCMA Board of Directors, Ben Bryant for a special announcement about the OCCMA website and Sherilyn Lombos for an update on the LOC Foundation.

1:30 pm – 3:00 pm

Case Studies on Personnel Issues

AGATE BALLROOM

{LGMC – 2}

Facilitator:

- Marty Wine, City Manager, Tigard

Speakers:

- Tamara Jones, Pre-Loss Program Supervisor/Senior Pre-Loss Attorney, CIS

Managing people issues is one of the most difficult and important things a local government manager does. This session will explore the themes all cities have been facing in the world of personnel issues (and how they're dealing with them). How can a local government function well to respond to people issues? What kind of help can CIS offer? In this session you'll hear stories from around the state, and you'll be asked to consider what you might do in some challenging personnel situations. Come ready with your toughest people-related situations to discuss. Get a preview of new employment laws that will impact public employers in the coming year, laws we should be paying attention to, and which laws have been tripping cities and counties up.

3:00 pm – 3:15 pm

Break

OCEAN VIEW FOYER GALLERY

3:15 pm – 4:45 pm

Social Media and Your City

AGATE BALLROOM

{LGMC – 9}

Facilitator:

- Megan George, Operations Director, LOC

Speakers:

- Joe Gall, City Manager, Sherwood
- Megan Messmer, City Projects Manager, Florence
- Kent Wyatt, Communications Manager, Tigard

Local governments have started to embrace the use of social media to communicate with members of the public – you may have seen zoos vie for the cutest animal award on Twitter or library's post Bookface Friday photos on Instagram. How do you talk with your council about



July 9 – July 12, 2019 ♦ Best Western Agate Beach, Newport

using their personal accounts to discuss city or county business? How do you develop a social media strategy with limited resources? Join this session to hear more about how three different cities have approached social media in their organizations.

4:30 pm – 6:00 pm

Get Acquainted Reception

STARFISH ROOM

Sponsored by Ameresco

A great opportunity for attendees and their families to get together, make new friends, or just catch up on all the events that have transpired since the last conference.



6:00 pm – 8:00 pm

Dinner on Own

Newport has many local restaurants. For recommendations, please refer to the “Newport Attractions” handout available on www.occma.org or sign up to join one of the pre-arranged dinners at Registration.

8:00 pm – 10:00 pm

S’mores Overlooking the Beach Reception

SEAVIEW DECK

Sponsored by McKinstry

Enjoy a bonfire, music, s’mores, refreshments, and sunset overlooking beautiful Agate Beach at the hotel, following your dinner out in Newport.



Thursday, July 11

7:00 am – 4:30 pm

Registration

OCEAN VIEW FOYER

7:30 am – 8:30 am

Empowering Local Government Success & Continental Breakfast

AGATE BALLROOM

Facilitator:

- Dr. Phil Cooper, Professor, Portland State University

Speakers:

- Tracy Burrows, Executive Director, Municipal Research and Services Center
- Marty Wine, City Manager, Tigard

What would it look like to have full access to a pool of expertise that expands your ability to achieve success? Washington State’s Municipal Research and Services Center (MRSC) is a successful shared service model that saves local governments in Washington millions of dollars each year in time and resources. Come learn about MRSC’s approach to providing practical, actionable guidance to local governments and how the organization is responding to new challenges. Leaders from Portland State’s Mark O. Hatfield School of Government are exploring how this model could be applied here. Share your ideas about what types of technical assistance and support are most needed for local governments in Oregon. This session will begin promptly at 7:30 am, so please grab your food and take a seat.



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8:30 am – 10:00 am

Lessons from Local Ballot Initiatives

AGATE BALLROOM

{LGMC – 7}

Facilitator:

- Spencer Nebel, City Manager, Newport

Speakers:

- Mark Shepard, City Manager, Corvallis
- Gary Milliman, Former City Manager and Current Senior Advisor, Brookings
- Jason Tuck, City Manager, Happy Valley

Of the tools in the toolbox, local ballot initiatives, are one of the ways in which local governments can raise funds for ongoing operating costs. Learn from communities who have either succeeded – or failed – to pass these initiatives in their communities.

10:00 am – 10:15 am

Break

10:15 am – 11:45 am

Balance Between Staff and Council Goals

AGATE BALLROOM

{LGMC – 9}

Facilitator:

- Sara Singer Wilson, SSW Consulting

Speakers:

- Sherilyn Lombos, City Manager, Tualatin
- Andy Varner, City Manager, North Plains

Are staff and council seeking direction? Following your appointment as a new manager or the election of your Council, what are your collective goals for the next few years? In this session we will explore the Council goal setting process. Our panelists will share how they facilitate the process of getting the council on the same page around a set of shared priorities. How do you make these goals relevant to the organization? This session will also discuss how to take the Council's high-level goals and turn them into an action plan for your team.

11:45 am – 1:15 pm

Lunch and Keynote Speaker Part I

AGATE BALLROOM

Sponsored by PGE

{LGMC – 2}

Facilitator:

- Spencer Nebel, City Manager, Newport

Speakers:

- Dr. De Hicks, President and CEO, The Stuart Consulting Group Inc.

Dr. De Hicks will provide a highly interactive training session to equip participants to see and understand the impacts of workplace culture on productivity, engagement and continual improvement at work. This session is an introduction to the behind-the-scenes look at the forces that create culture and shape behavior at work.





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1:15 pm – 1:30 pm

Break

1:30 pm – 3:00 pm

Keynote Speaker Part II

AGATE BALLROOM

{LGMC – 2}

Facilitator:

- Spencer Nebel, City Manager, Newport

Speakers:

- Dr. De Hicks, President and CEO, The Stuart Consulting Group Inc.

The second part of Dr. De Hicks' presentation will be more interactive. In this session, participants, regardless of their position in the organizational hierarchy, will: understand the basics of culture at work and the values, mental models and traditions that drive the current culture; learn how to identify the characteristics that define culture; learn the difference between accidental (the most common type) and intentional (the most effective type) cultures; identify the elements of their workplace culture that they can change to create an intentional culture that preserves the most valuable elements and transforms the least valuable elements of the current culture; learn how to know when it is time to change culture at work; identify specific approaches to changing culture resulting in changed behavior; and make a plan for addressing culture.

3:00 pm – 3:15 pm

Break

3:00 pm – 5:00 pm

The Amazing Newport Race

Report in at the registration desk for review of your smart phone photos for the Amazing Newport Race. The winner will be announced at the President's Reception beginning at 6:30 pm at the Oregon Coast Aquarium.

3:15 pm – 4:45 pm

Lessons Learned from the Field

AGATE BALLROOM

Facilitator:

- Michael Sykes, City Manager, Scappoose

Speakers:

- Chris Eppley, City Manager, Keizer
- David Clyne, Senior Advisor, OCCMA
- Dave Waffle, Senior Advisor, OCCMA
- Gary Milliman, Senior Advisor, OCCMA

Please attend this session to learn valuable lessons from some of our colleagues who have spent their entire careers building communities. What has worked well? What hasn't? Please learn from the wisdom of four city managers who have had great success in moving their communities forward, despite the challenges they've faced.

3:15 pm – 4:45 pm

Urban Renewal Tour

OCEAN VIEW FOYER

Speakers:

- Derrick Tokos, Community Development Director, Newport



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- Elaine Howard, Elaine Howard Consulting

Sign up at the registration desk to participate in this free tour – space is limited! The City of Newport has utilized Urban Renewal Districts to revitalize various areas of the community over the past four decades. This tour will provide examples of how urban renewal continues to be used to define and guide the redevelopment of the city.

5:00 pm – 6:30 pm

Host Committee Meeting

**GLEASON ROOM –
OREGON COAST AQUARIUM**

The Host Committee is responsible for working with ICMA to plan and prepare for ICMA's 107th Annual Conference (2021) in Portland, Oregon. For more information and a list of members, visit www.occma.org. Members of the Host Committee are asked to attend.

6:30 pm – 10:00 pm

President's Reception and Dinner

OREGON COAST AQUARIUM

Sponsored by Comcast

This event will be held at the Oregon Coast Aquarium and is open to attendees and their families. Due to the nature of this event, we ask that you please RSVP for all expected attendees and kindly let us know prior to the event if your attendance plans change.



Friday, July 12

7:30 am – 8:30 am

Breakfast and Host Committee Report

AGATE BALLROOM

Speakers:

- Joe Gall, City Manager, Sherwood
- Eileen Stein, City Manager, West Linn
- Spencer Nebel, City Manager, Newport

Hear from the Host Committee about preparations for ICMA's 107th Annual Conference (2021) in Portland, Oregon.

8:30 am – 9:30 am

Round Robin with Peers

AGATE BALLROOM

Facilitator:

- Dr. Phil Cooper, Professor, Portland State University

The Round Robin session is an interactive, energetic idea exchange designed to inspire and engage attendees. Participating in the Round Robin session will be a number of seasoned city managers with expertise in the nuts-and-bolts issues of particular interest to managers. The Round Robin is a forum for the exchange of information and the fostering of local government innovation.

9:45 am – 11:45 am

OCCMA Board of Directors Meeting

AGATE BALLROOM

To access the agenda packet associated with this meeting, please visit www.occma.org. The packet will be posted approximately five-days prior to the meeting.



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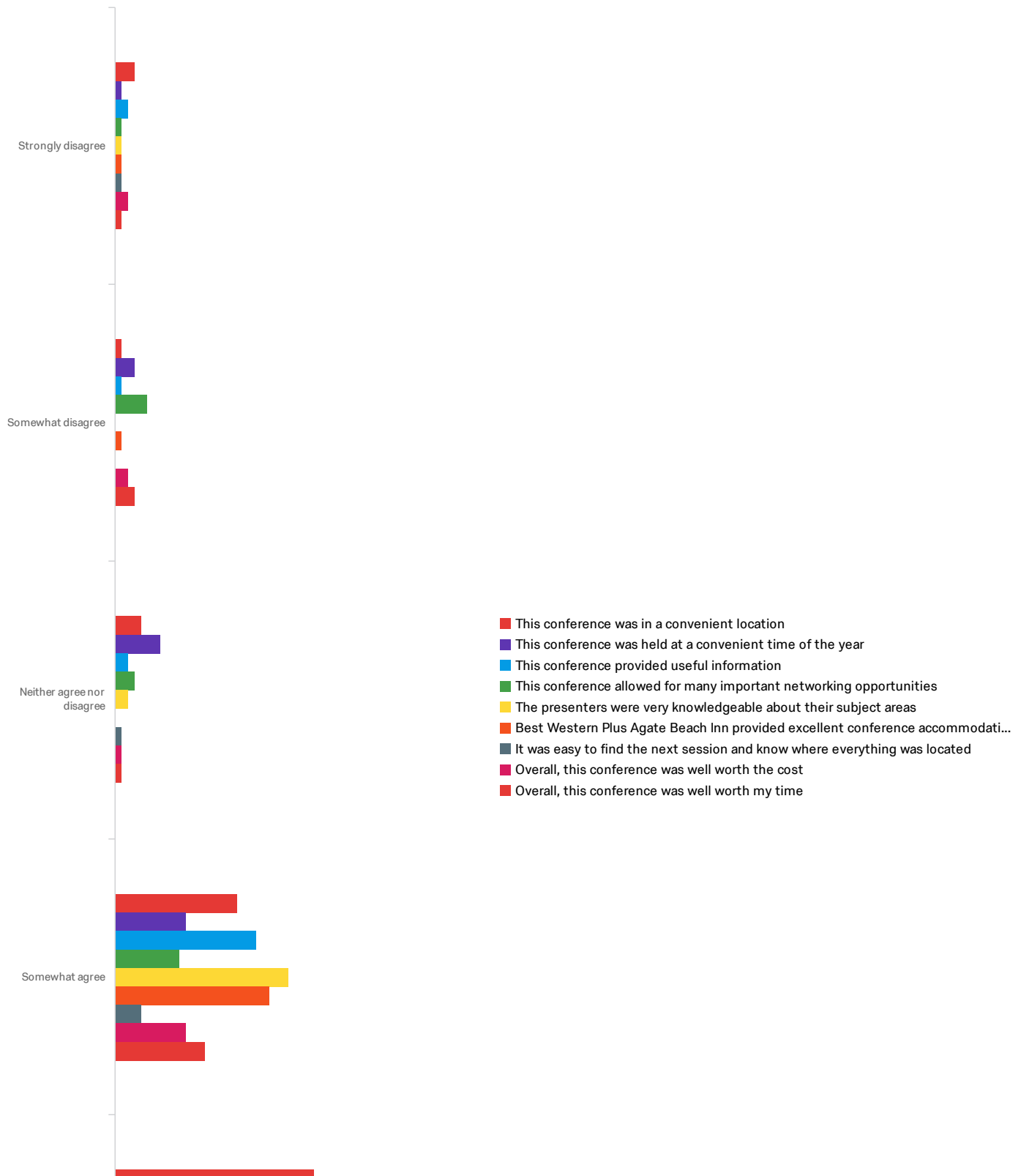


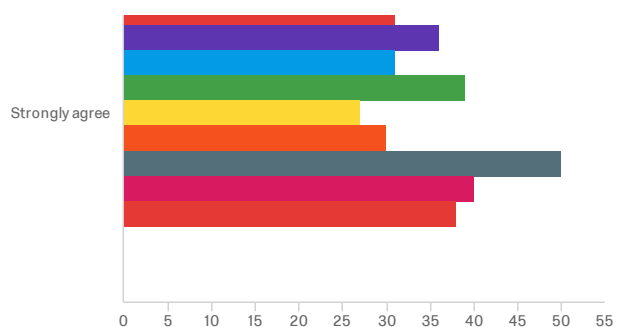
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2019 OCCMA Summer Conference Evaluation

August 8, 2019 3:51 PM MDT

Q1 - Please evaluate the following statements about the conference





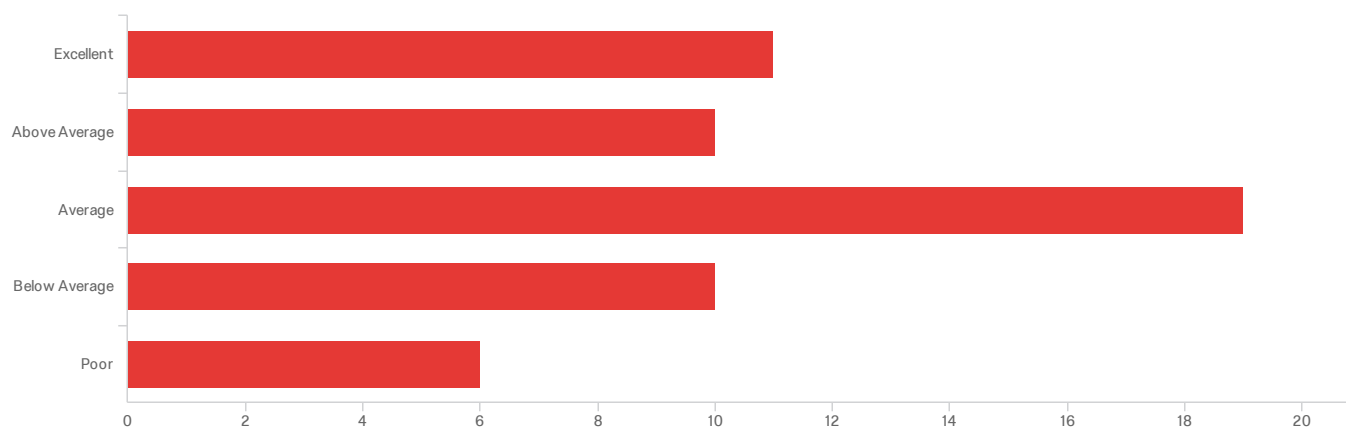
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	This conference was in a convenient location	1.00	5.00	4.28	1.03	1.06	58
2	This conference was held at a convenient time of the year	1.00	5.00	4.34	0.99	0.98	58
3	This conference provided useful information	1.00	5.00	4.36	0.90	0.82	58
4	This conference allowed for many important networking opportunities	1.00	5.00	4.40	1.03	1.07	58
5	The presenters were very knowledgeable about their subject areas	1.00	5.00	4.39	0.72	0.52	57
6	Best Western Plus Agate Beach Inn provided excellent conference accommodations	1.00	5.00	4.45	0.75	0.57	56
7	It was easy to find the next session and know where everything was located	1.00	5.00	4.82	0.63	0.40	56
8	Overall, this conference was well worth the cost	1.00	5.00	4.52	0.96	0.93	56
9	Overall, this conference was well worth my time	1.00	5.00	4.49	0.90	0.81	57

#	Field	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree	Total
1	This conference was in a convenient location	5.17% 3	1.72% 1	6.90% 4	32.76% 19	53.45% 31	58
2	This conference was held at a convenient time of the year	1.72% 1	5.17% 3	12.07% 7	18.97% 11	62.07% 36	58
3	This conference provided useful information	3.45% 2	1.72% 1	3.45% 2	37.93% 22	53.45% 31	58
4	This conference allowed for many important networking opportunities	1.72% 1	8.62% 5	5.17% 3	17.24% 10	67.24% 39	58
5	The presenters were very knowledgeable about their subject areas	1.75% 1	0.00% 0	3.51% 2	47.37% 27	47.37% 27	57

#	Field	Strongly disagree		Somewhat disagree		Neither agree nor disagree		Somewhat agree		Strongly agree		Total
6	Best Western Plus Agate Beach Inn provided excellent conference accommodations	1.79%	1	1.79%	1	0.00%	0	42.86%	24	53.57%	30	56
7	It was easy to find the next session and know where everything was located	1.79%	1	0.00%	0	1.79%	1	7.14%	4	89.29%	50	56
8	Overall, this conference was well worth the cost	3.57%	2	3.57%	2	1.79%	1	19.64%	11	71.43%	40	56
9	Overall, this conference was well worth my time	1.75%	1	5.26%	3	1.75%	1	24.56%	14	66.67%	38	57

Showing rows 1 - 9 of 9

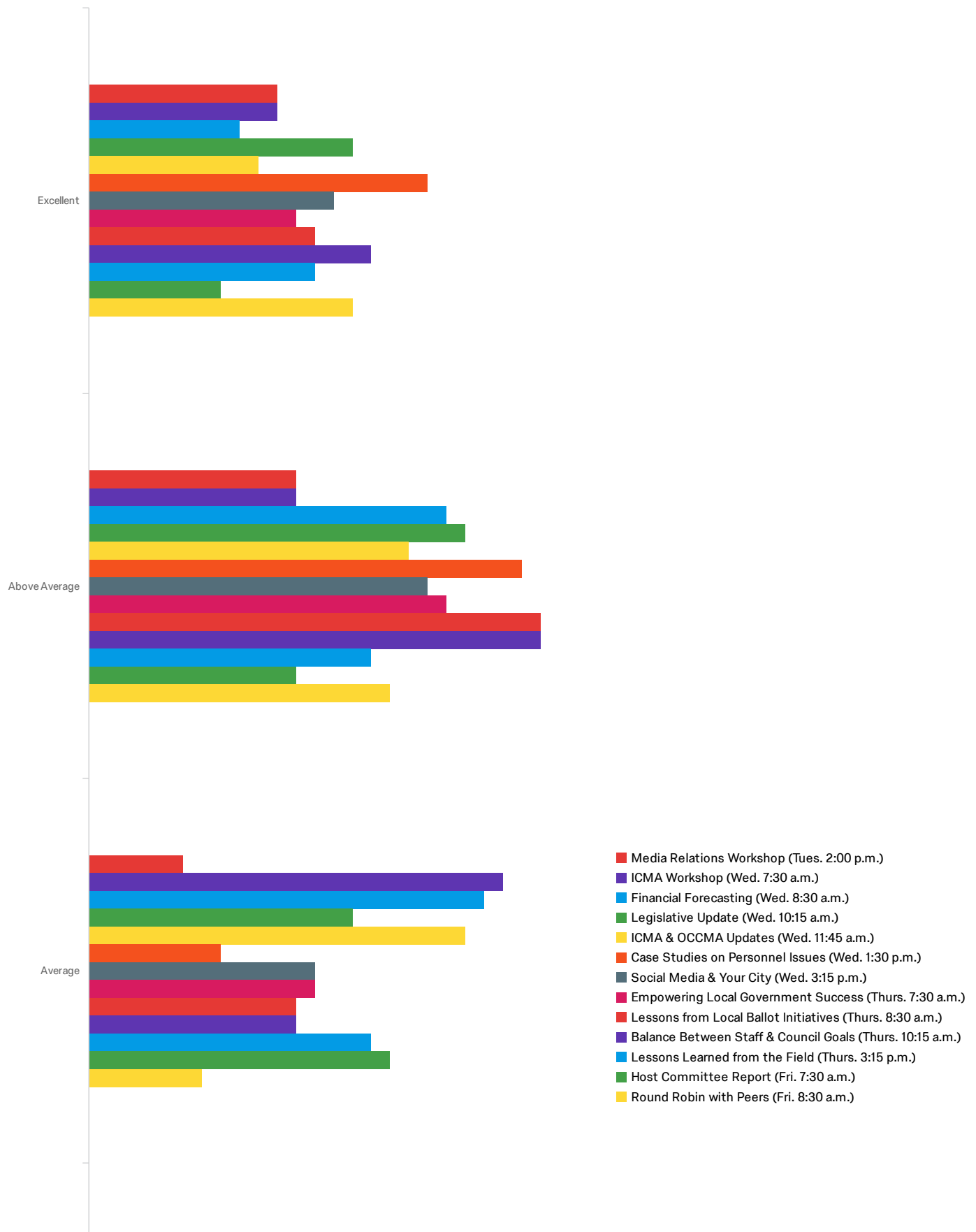
Q2 - How would you rate our keynote speaker, Dr. De Hicks?

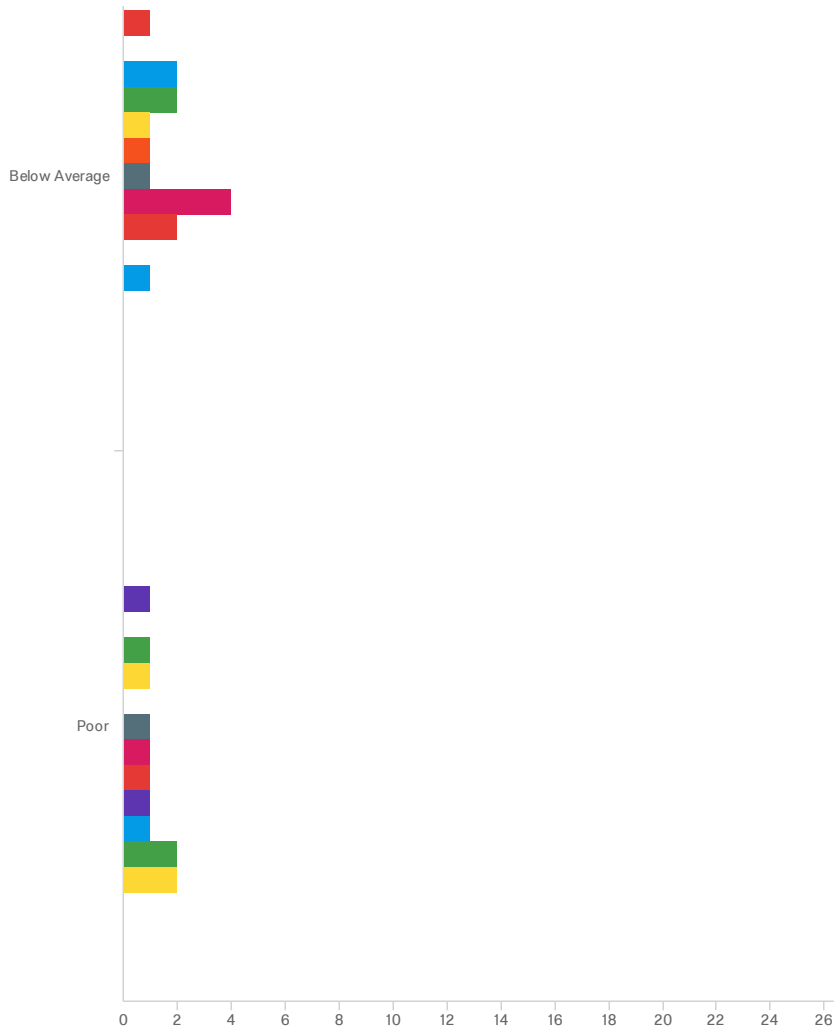


#	Field	Choice Count
5	Excellent	19.64% 11
4	Above Average	17.86% 10
3	Average	33.93% 19
2	Below Average	17.86% 10
1	Poor	10.71% 6
		56

Showing rows 1 - 6 of 6

Q3 - Please evaluate the conference sessions:





#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Media Relations Workshop (Tues. 2:00 p.m.)	2.00	5.00	4.11	0.83	0.69	27
2	ICMA Workshop (Wed. 7:30 a.m.)	1.00	5.00	3.66	0.90	0.82	44
3	Financial Forecasting (Wed. 8:30 a.m.)	2.00	5.00	3.66	0.79	0.62	50
4	Legislative Update (Wed. 10:15 a.m.)	1.00	5.00	3.86	0.93	0.86	51
5	ICMA & OCCMA Updates (Wed. 11:45 a.m.)	1.00	5.00	3.67	0.87	0.76	48
6	Case Studies on Personnel Issues (Wed. 1:30 p.m.)	2.00	5.00	4.18	0.75	0.56	49
7	Social Media & Your City (Wed. 3:15 p.m.)	1.00	5.00	3.91	0.91	0.84	45
8	Empowering Local Government Success (Thurs. 7:30 a.m.)	1.00	5.00	3.74	0.98	0.96	47
9	Lessons from Local Ballot Initiatives (Thurs. 8:30 a.m.)	1.00	5.00	3.88	0.89	0.79	50
10	Balance Between Staff & Council Goals (Thurs. 10:15 a.m.)	1.00	5.00	4.02	0.83	0.69	51

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
11	Lessons Learned from the Field (Thurs. 3:15 p.m.)	1.00	5.00	3.82	0.94	0.88	44
12	Host Committee Report (Fri. 7:30 a.m.)	1.00	5.00	3.58	0.98	0.97	36
13	Round Robin with Peers (Fri. 8:30 a.m.)	1.00	5.00	4.05	1.00	1.00	38

#	Field	Excellent		Above Average		Average		Below Average		Poor		Total
1	Media Relations Workshop (Tues. 2:00 p.m.)	37.04%	10	40.74%	11	18.52%	5	3.70%	1	0.00%	0	27
2	ICMA Workshop (Wed. 7:30 a.m.)	22.73%	10	25.00%	11	50.00%	22	0.00%	0	2.27%	1	44
3	Financial Forecasting (Wed. 8:30 a.m.)	16.00%	8	38.00%	19	42.00%	21	4.00%	2	0.00%	0	50
4	Legislative Update (Wed. 10:15 a.m.)	27.45%	14	39.22%	20	27.45%	14	3.92%	2	1.96%	1	51
5	ICMA & OCCMA Updates (Wed. 11:45 a.m.)	18.75%	9	35.42%	17	41.67%	20	2.08%	1	2.08%	1	48
6	Case Studies on Personnel Issues (Wed. 1:30 p.m.)	36.73%	18	46.94%	23	14.29%	7	2.04%	1	0.00%	0	49
7	Social Media & Your City (Wed. 3:15 p.m.)	28.89%	13	40.00%	18	26.67%	12	2.22%	1	2.22%	1	45
8	Empowering Local Government Success (Thurs. 7:30 a.m.)	23.40%	11	40.43%	19	25.53%	12	8.51%	4	2.13%	1	47
9	Lessons from Local Ballot Initiatives (Thurs. 8:30 a.m.)	24.00%	12	48.00%	24	22.00%	11	4.00%	2	2.00%	1	50
10	Balance Between Staff & Council Goals (Thurs. 10:15 a.m.)	29.41%	15	47.06%	24	21.57%	11	0.00%	0	1.96%	1	51
11	Lessons Learned from the Field (Thurs. 3:15 p.m.)	27.27%	12	34.09%	15	34.09%	15	2.27%	1	2.27%	1	44
12	Host Committee Report (Fri. 7:30 a.m.)	19.44%	7	30.56%	11	44.44%	16	0.00%	0	5.56%	2	36
13	Round Robin with Peers (Fri. 8:30 a.m.)	36.84%	14	42.11%	16	15.79%	6	0.00%	0	5.26%	2	38

Showing rows 1 - 13 of 13

Q4 - Do you have any general comments on the sessions you attended?

Do you have any general comments on the sessions you attended?

Great way to learn from and get to know City Managers and staff from across the state. Seeing the similarities across and differences between local government is fascinating.

The keynote speaker was sadly lacking in diversity, equity, and inclusion knowledge, and lacking in the ability to read the room. He made some pretty offensive statements that do not reflect what I believe OCCMA is about. Specifically, stating that you "do not see color" or race, and singling out members of the audience in abrasive ways, was not an effective approach. This one session was an outlier, but it made a poor impression and many people left the room.

Good balance of topics, especially enjoyed the legislative update and personnel issues sessions.

The keynote was not sensitive around Diversity, Equity and Inclusiveness issues. That was evident from his opening comments about not seeing race. And then he said "off the reservation" which was offensive. I would also like to see more diverse panels. There were quite a few that were all Caucasian men speaking.

I thought the sessions were a bit too long. Some could have easily been 1 hour to keep the audience more engaged.

I enjoyed the overall message Dr. Hicks had. However using phrases like "I don't see color" and "off the reservation" was, at the very least, not professional and raised some diversity and equity issues.

keynote was big disappointment - took forever to get his introduction complete and onto key lessons. don't know where we found him, but less than stellar unfortunately

I really didn't enjoy De Hicks. I don't feel like he ever really got to a point and was actually a little derogatory.

Dr. De Hicks had a great topic, and excellent engagement of the room. He was fun and he kept us focused. I became a little less enamored over time because his information was scattered throughout his speech, not presented in an orderly way. At one point, I'd written a 1) on my notes with a take away/action item, and then he went off on a tangent and I never got a 2) on there that had anything to do with that 1). He was entertaining and engaging and had a new approach to an important topic, but I felt like it was a little disorganized, a little heavy on pithy statements and a little light on actionable content. He was fun, though, and I definitely brought back a few useful things that I think could be powerful here.

I was looking forward to the keynote address by Dr. De Hicks because of the advertised content particularly workplace culture. Unfortunately, I found his presentation so offensive that I left after approximately 40 minutes. His statements about not seeing color (a reference to race and/or ethnicity), "your Thai food", and "off the reservation" were disappointing, disturbing and painful. His remarks are those of a racist though I hope he is not. As a keynote, he should have been providing expertise in his topic. Instead of coaching on how to create, encourage and maintain positive workplace culture, he demonstrated ignorance and disregard at a bare minimum. I would not attend another keynote or training of his.

ELGL events are starting to offer more unique and relevant content to my career.

Having breakfast and lunch fully booked with programmed topics cut down on opportunities to network. The lunch keynote provided very little substance and more than once, made remarks that were at least insensitive and likely offensive to some.

I thoroughly enjoyed this conference A big thanks to all the hard work of the staff, hosts, board & sponsors.

I enjoy the working lunches, effective use of time. Great evening programming. I feel more people were inclined to stay throughout the whole day. I would like the sessions to be less presentation 1, 2, 3, Q&A format every time. I would be great to have more open dialogue or creative formats to spark conversations.

Do you have any general comments on the sessions you attended?

The session on strategic planning/council retreats was so helpful! I find all sessions related to the relationship with the governing board to be most valuable, and I thought this panel in particular had valuable and varied views. I think it would be valuable to make note of diversity when selecting panel members. A number of the panels were highly homogeneous. It would be great to see a bit more diversity, even if that means including some at the staff rather than manager level. I believe that staff level participants, or even first time attendees or those new to the profession also have valuable insights. I found the keynote speaker to be off putting and he used some language that I found problematic. Admittedly, I did not stay for his whole session so I'm not sure if he did provide valuable insight eventually.

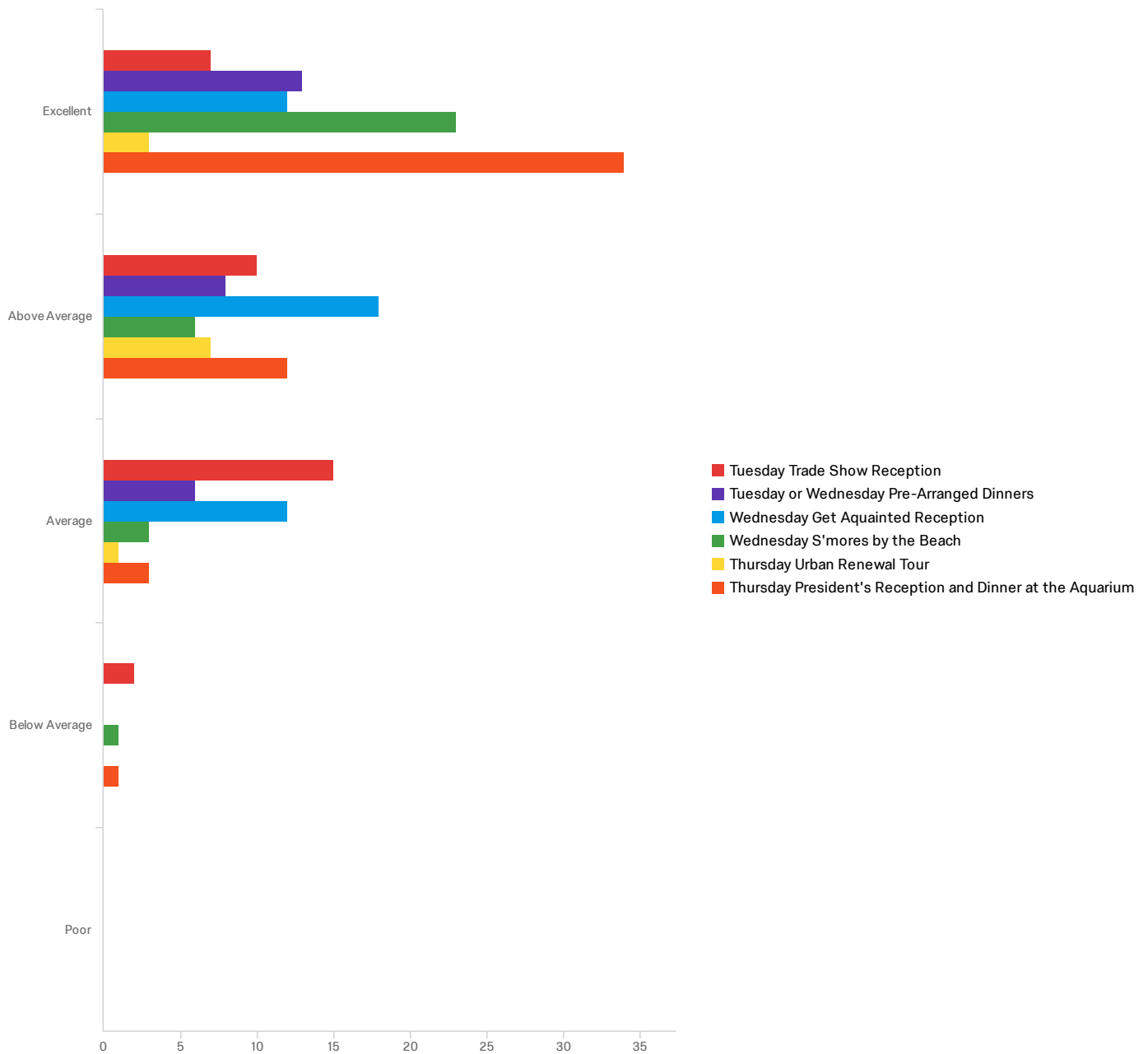
The session was a little long. it would be more enjoyable and I think the information would be absorbed easier if the sessions were shorter, more topics and time in between to network. perhaps split the panels up to speak individually and give then 45-minute sessions. have a social activity in the middle of the day. it may have been the length but I left the keynote speaker session confused and it had me questioning the value of future sessions. I usually take more away from the keynote speaker than many session but this time i cannot think of a take away.

Unfortunate that Urban Renewal tour was scheduled to conflict with an excellent workshop.

Personally I respect the advice of peers who have serves for a long time, but "lessons from the field" invariably turns into a session of war stories by the individuals on the panel and I think we should avoid that for the future.

I liked the Thursday lunch speaker but the break went too long and then the second session was shortened and felt rushed. I had a lot of difficult accessing internet and cell phone coverage. I needed to do city work and was uncomfortable using a wifi connection that wasn't secure. I thought the Thursday evening reception was particularly nice.

Q5 - Please evaluate the conference events:



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Tuesday Trade Show Reception	2.00	5.00	3.65	0.87	0.76	34
2	Tuesday or Wednesday Pre-Arranged Dinners	3.00	5.00	4.26	0.80	0.64	27
3	Wednesday Get Acquainted Reception	3.00	5.00	4.00	0.76	0.57	42
4	Wednesday S'mores by the Beach	2.00	5.00	4.55	0.78	0.61	33

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
5	Thursday Urban Renewal Tour	3.00	5.00	4.18	0.57	0.33	11
6	Thursday President's Reception and Dinner at the Aquarium	2.00	5.00	4.58	0.70	0.48	50

#	Field	Excellent		Above Average		Average		Below Average		Poor		Total
1	Tuesday Trade Show Reception	20.59%	7	29.41%	10	44.12%	15	5.88%	2	0.00%	0	34
2	Tuesday or Wednesday Pre-Arranged Dinners	48.15%	13	29.63%	8	22.22%	6	0.00%	0	0.00%	0	27
3	Wednesday Get Acquainted Reception	28.57%	12	42.86%	18	28.57%	12	0.00%	0	0.00%	0	42
4	Wednesday S'mores by the Beach	69.70%	23	18.18%	6	9.09%	3	3.03%	1	0.00%	0	33
5	Thursday Urban Renewal Tour	27.27%	3	63.64%	7	9.09%	1	0.00%	0	0.00%	0	11
6	Thursday President's Reception and Dinner at the Aquarium	68.00%	34	24.00%	12	6.00%	3	2.00%	1	0.00%	0	50

Showing rows 1 - 6 of 6

Q6 - Do you have any general comments on the events you attended?

Do you have any general comments on the events you attended?

Impressed by the spread at the Wednesday reception. Blown away by the S'mores by the Beach. Memorable bus tour to really get a feel for Newport and it's development. Very special evening at the Aquarium. Overall, I look forward to returning for the next OCCMA event and reconnecting with this community.

The trade shows were well attended and the booth staffers were informative. It was also great to have the pre-arranged dinners; I think that we should continue that in other conferences. While I didn't actually have smores, that event was great.

Loved the casual vibes for Thursday night. Wish that there were signs put up by event staff showing what was being served at the food stations.

Really enjoyed the S'more event. It was unique, casual, and an opportunity network and socialize. Liked that it involved families.

The events were wonderful and well planned!

Great event @ aquarium

S'mores and the Aquarium were awesome. Well done.

Newport was an EXCELLENT host. Thank you to Spencer and his staff and the people who organized the conference. I found it overall very useful and informative, and found some new ideas and mentors. I will definitely plan to attend the next if I can. The conference would be easier for me if it was a week later in July. Early July can be a bit of a scramble with the FY transition and prepping for the July council meeting at the same time. This is why I have usually missed this conference in the past. I will try not to do so in the future.

Fantastic events!

The aquarium was a magnificent venue!

As a vendor: The vendors' location made it difficult to interact with participants as space was tight. Additionally, limited time between presentations minimized the opportunity to meet with participants. The trade show reception did not appear to be well-attended.

The physical location for the the vendors and also for the Thursday reception were much too crowded. The reception should have been in the same room as the regular sessions.

The receptions were more engaging and comfortable. It feel significantly less like a vendor exhibit hall -- in a good way!!

Each of the receptions and events were wonderful. There was plenty of space, and food, and beverage stations that I never felt I was waiting around and had room to speak to various groups. The food and drink selections were outstanding. The aquarium dinner was so unique and a special experience- I greatly appreciate all of the planning that went into that. Thank you!

I absolutely loved how family oriented this conference was! I have never attended a conference where families were invited and encouraged to attend events, meals, games, bonfires, etc without added costs. It was a wonderful opportunity and the beach location was just perfect for such things! The Aquarium dinner was fantastic! A bit odd how all the food stations were laid out and many people were confused where to go to find this or that, but all in all, it was a great evening.

I found the information presented by the city managers and staff valuable, I did not particularly fine value in vendors presenting. The Occma conference is always valuable to me overall and I really enjoy attending.

Best conference since I have been in Oregon.

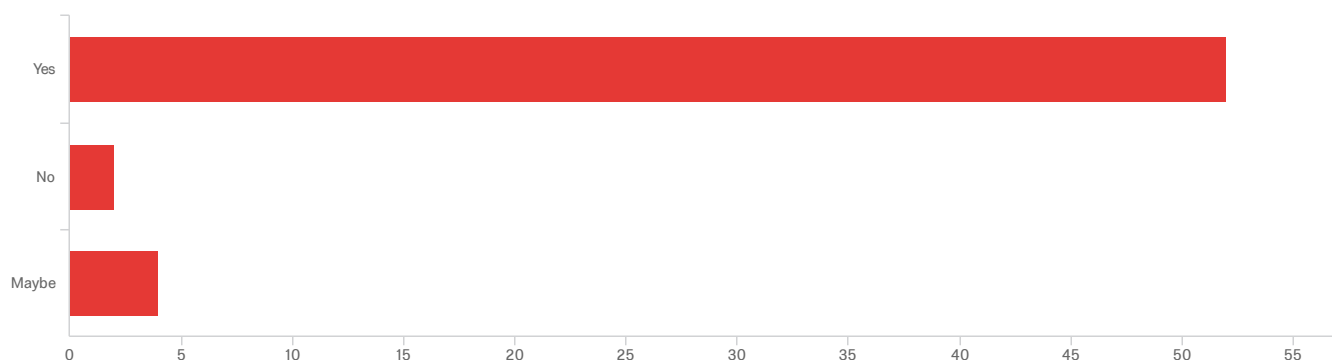
Do you have any general comments on the events you attended?

I would request more vegan food options. I have food allergies and request more non-dairy and non-egg options.

I was heartened to see a lot more family participation this year - the committee developed great welcoming events that invited everyone to take part and that is great!

See above.

Q7 - Would you attend the OCCMA Summer conference in future years?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Would you attend the OCCMA Summer conference in future years?	1.00	3.00	1.17	0.53	0.28	58

#	Field	Choice Count
1	Yes	89.66% 52
2	No	3.45% 2
3	Maybe	6.90% 4
		58

Showing rows 1 - 4 of 4

Q8 - Why would you not (or hesitate to) attend future conferences?

Why would you not (or hesitate to) attend future conferences?

Senior managers were not interested in meeting me.

For the content, it could have easily been condensed into fewer days. Conference is too long. Some sessions just felt like "filler".

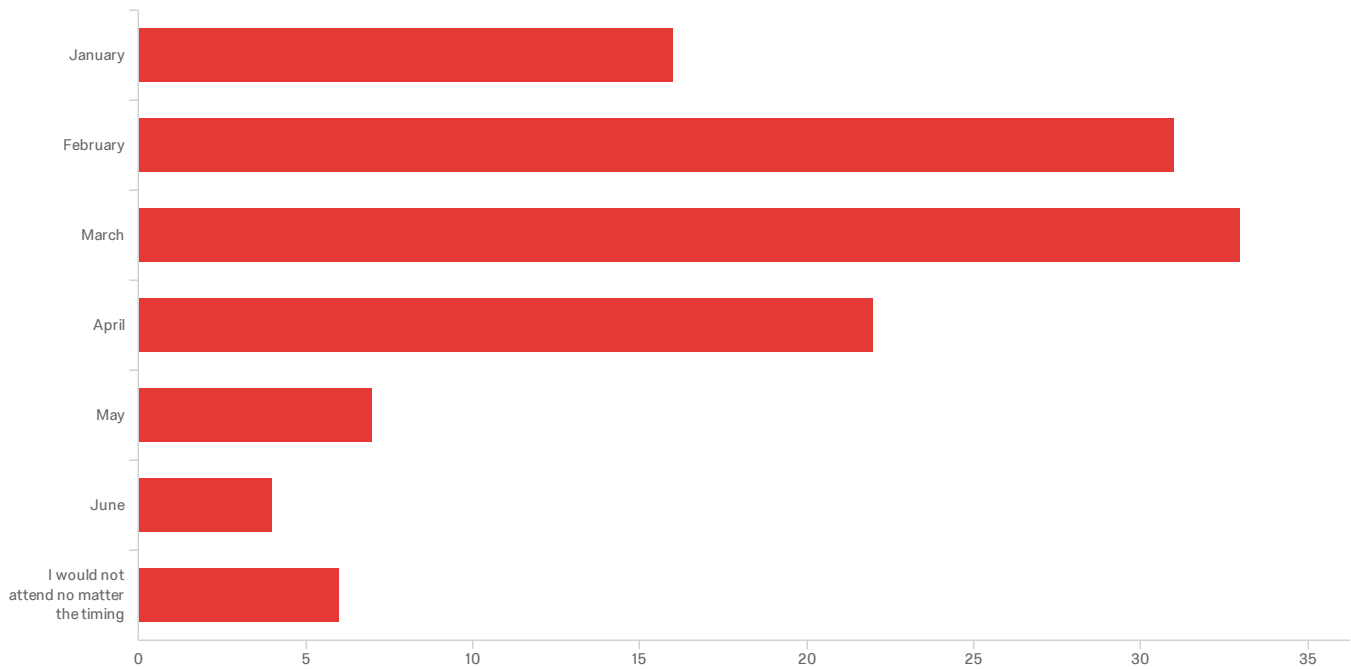
Expensive, lack of diversity, organization is less willing to pay for

More than happy to support OCCMA but did not believe the conference was cost effective for us.

Cost- The cost at the Bend site is actually double than the Newport site with all costs configured including mileage and hotel.

Q9 - Regarding another OCCMA event, the Northwest Regional Managers Conference

held in conjunction with Washington each spring - In which months would you be most likely to attend? (Check all that Apply)



#	Field	Choice Count
1	January	13.45% 16
2	February	26.05% 31
3	March	27.73% 33
4	April	18.49% 22
5	May	5.88% 7
6	June	3.36% 4
7	I would not attend no matter the timing	5.04% 6
		119

Showing rows 1 - 8 of 8

Q10 - Do you have any additional comments about the conference?

Do you have any additional comments about the conference?

Well done!

7:30 am is a little earlier to start sessions. I thought maybe it was just me, but I asked around and many others, including "morning people" did not prefer the early morning start. Also, I think it makes it harder to meet new people when there are sessions all the way through breakfast and lunch. There's no time to introduce yourself while being respectful to the session speakers, so the conversations are mostly between people who already know each other. I'm sure it is unintentional, but this practice makes it harder to be inclusive with first-time attendees.

Early April is fine, I'd avoid late April because budget season is in full swing by then.

The conference program packed with sessions with little free time to spend touring Newport, etc. While I enjoy the coast, my preference is to keep the conference in or around Bend.

Agate Beach is a nice location, but the food quality at the hotel has really declined.

I enjoyed having the conference in Newport this year. However, I try to bring my family to the conference and the hotel did not work well for my family with three children. I don't think we were allowed to reserve just one room, and there weren't really good optional rooms/suites for families other than just renting a second room. For future conferences, hotels or conference centers with more family-friendly options would be helpful. Thanks for putting on a great conference.

Kudos to Spencer for all he did planning and organizing, but he did an awful lot and seemed quite spent by the end, between the conference and his Host Committee duties. Was there others on the Professional Development Committee who could have helped with the execution of the conference? Also, there was just too much on the agenda. It would have been nice to have time to walk along the beach and visit with peers. Finally, I think the round robin has become a little too structured and academic, especially without time to visit with peers about things we're processing.

I had difficulties with the food at the hotel, including particularly the breakfasts and the lunches. The Friday morning breakfast was the best, but in general the obviously prepackaged food items and other matters was problematic. In the past the breakfasts and lunches provided important parts of the conference.

Need more opportunity for networking. A full program with speakers beginning at breakfast and carrying through the lunch hour is too much!

too expensive to attend both in addition to other conferences of interest (ELGL & ICMA)

It would be helpful to communicate the exact time of sessions-the program indicated that the morning sessions would start immediately at 7:30, but on both Wednesday and Friday they started later. It would be helpful to know that information, especially when we have sessions planned through breakfast and lunch. I didn't mind the rigorous schedule of sessions all day, but would only suggest more accurate communication of that timing so I could plan accordingly.

This was my first OCCMA conference; what a great experience! I expected more attendees, but it was nice and more "close-knit" and I was VERY impressed with how Spencer and other speakers knew everybody's name that raised their hand in the audience to speak. While I've worked for the City of Jefferson the last 20 years, I've just this month been promoted to City Manager. Looking forward to participating more with this group. Thanks for a great first impression!

The Professional Development Committee did a great job in pulling together content for this session. It was refreshing to have the conference outside of Bend.

Overall great event.

I like having the conference in Bend. I am always frustrated when the conference isn't in Bend. Bend's location and climate are so ideal.

Do you have any additional comments about the conference?

Thanks to staff and our committee for a great conference!

End of Report



Date: September 16, 2019

TO: Board of Directors and Membership

FROM: Joseph Gall, Eileen Stein, and Spencer Nebel, Co-Chairs

RE: 107th ICMA Conference, Portland, Oregon

To the OCCMA Membership and Board of Directors:

As of today, we are 738 days away from hosting the 107th ICMA Conference in Portland, Oregon. The Host Committee is ramping up efforts to meet our hosting responsibilities. The third meeting of the Host Committee will be held in Portland, Oregon at the convention center on Wednesday November 6, 2019 beginning at noon and running through the afternoon. We will be touring the conference facility and hearing updates on the construction of the new hotel.

Jeremy Figoten, Director, Conferences & Events, ICMA

Jeremy Figoten, has been appointed as the Director of Conferences and Events at ICMA. Jeremy replaces retired director Ross Hoff who was involved in the Planning for the 1999 Portland conference. Jeremy will be coordinating his first ICMA conference in Nashville in October, and he will be joining us in Portland for the Host Committee meeting in Portland on the 6th to meet our Host Committee members and to provide direction for our planning efforts.

Sub-Committee Responsibilities

Each of the sub-committee chairs will be asked to convene a conference call(s) with their committee members and provide a written report on the status of efforts by that sub-committee for the November 6 Host Committee meeting. This will be particularly important since Jeremy will be joining us for this meeting and can provide specific feedback and direction (or redirection!) for each of our groups. These reports will be due to Megan George by Monday October 28th. Please remember that many of us will be in Nashville on October 19-23, so don't wait too long to schedule these meetings. It will be important for each sub-committee to share their ideas and concepts at the November 6 Host Committee meeting.

From a timing standpoint, the two earliest efforts will be the Fundraising Sub-committee and the Promotional Activities Sub-committee. These committees will be needing to begin plans for the securing possible sponsors for ICMA and prepare for promoting the Portland Conference in Toronto in 2020.

It would be beneficial for Committee Members who are attending the Conference in Nashville to observe and reflect on what worked and did not work as it relates to the responsibilities we will have in Portland for our conference. The Tennessee managers will all be clearly identified at the conference. Talk to them to get suggestions and lessons learned as they prepared for the 2019 conference.

ICMA Annual Conference Host Committee Responsibilities

On July 1, 2019, ICMA issued updated Conference Host Committee Responsibilities to provide guidelines to Host Committees for upcoming conferences. One of the more significant changes relates to fund raising for Host Committees. Previously, the Host Committee was responsible for raising funds to offset costs for hosting various events through the conference. The Host Committee would need to secure commitments from sponsors, in addition to a financial commitment of \$100,000. The Host Committee had to coordinate these efforts with ICMA so as not to conflict with ICMA sponsors for the Conference. In the new guidelines, ICMA will be directly involved with contracting for sponsorships and will ask for a commitment from the Host Committee to work with ICMA staff on securing ICMA sponsorships, which includes sourcing potential sponsor companies, making introductions, and participating on sales visits and/or calls.

The Host Committee will work with ICMA staff on securing sponsorships for the following events:

- Saturday Night Reception
- Tuesday Evening Celebration

The Host Committee is responsible for directly covering costs for the following items:

- Host Committee Member Shirts/Attire
- Reception/Dinner during the Conference Planning Meeting (the November/December before the year they are the Host Committee)
- Host Committee Booth/Lounge at the ICMA Annual Conference (the year prior to being the Host Committee)
- Host Committee Lounge at the ICMA Annual Conference (the year of being the Host Committee)
- Host Committee administrative/meeting expenses.

Traditionally, there have been other sponsorships required for the athletic events and other similar activities. We will need to gain further clarity with Jeremy Figoten on the revised role for fundraising by the Host Committee. We will also need to determine whether we can seek sponsors for our direct expenses identified above.

At the next Host Committee meeting we will review the new guidelines to make sure that our sub-committee structure covers all of our responsibilities based on the revised guidelines.

Host Committee Membership

We have had a number of new members appointed to the Host Committee, including a number of managers from Washington State. (See attached listing) We have assigned the new members to sub-committees. Please review the current membership of each subcommittee to make sure that all members are being included in correspondence and

meetings for each of those committees. If you are on a sub-committee and have not been contacted by your chair person, please contact your sub-committee chairperson.

Thank you for all of your efforts to prepare for a great conference in Portland, Oregon on October 3-6, 2021. The time has come to ramp up our efforts to be fully prepared for this event. It should be a great adventure!

Sincerely,

Joseph Gall, Co-Chair

Eileen Steen, Co-Chair

Spencer Nebel, Co-Chair