



## OCCMA Annual Membership Meeting

September 26, 2019 | 11:30 am – 12:00 pm

Riverhouse on the Deschutes | Cascade B | 3075 N Hwy 97, Bend, OR 97703

### AGENDA

<b>A. Call to Order &amp; Roll Call</b> ( <i>Marty Wine</i> ) .....	-
<b>B. Appointment of a Parliamentarian</b> ( <i>Marty Wine</i> ) .....	-
<b>C. Approval of the Minutes of the September 27, 2018 Meeting*</b> ( <i>Marty Wine</i> ) .....	2
<b>D. Financial Report*</b> ( <i>Mike Cully</i> ) .....	8
<b>E. President's Report</b> ( <i>Marty Wine</i> ) .....	-
<b>F. Announcement of the Board Meeting Schedule</b> ( <i>Spencer Nebel</i> ) .....	10
<b>G. OCCMA Lifetime Members*</b> ( <i>Marty Wine</i> ) .....	11
<b>H. Bylaws or Policy Amendments</b> ( <i>Spencer Nebel</i> ) .....	14
<b>I. Committee Reports</b> .....	15
1. Nominating Committee ( <i>Christy Wurster</i> ) .....	-
2. Ethics Committee ( <i>Marty Wine</i> ) .....	-
3. Support for Managers Committee ( <i>Michael Sykes</i> ) .....	-
4. Audit Committee ( <i>Spencer Nebel</i> ) .....	17
5. Professional Development Committee ( <i>Spencer Nebel</i> ) .....	21
6. Academic Affairs Committee ( <i>Eileen Stein</i> ) .....	-
7. Communications Committee ( <i>Ben Bryant</i> ) .....	-
8. Next Generation Committee ( <i>Marty Wine</i> ) .....	-
9. ICMA Liaison Committee ( <i>Marty Wine</i> ) .....	-
10. Host Committee ( <i>Spencer Nebel</i> ) .....	32
11. Membership Committee ( <i>Robb Corbett</i> ) .....	-
<b>J. Election of Officers and Directors*</b> ( <i>Marty Wine</i> ) .....	35
<b>K. Recognition of Outgoing Board Members</b> ( <i>Christy Wurster</i> ) .....	-
<b>L. Other Business</b> ( <i>Marty Wine</i> ) .....	-
<b>M. Adjournment</b> ( <i>Marty Wine</i> ) .....	-

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



## OCCMA Annual Membership Meeting

September 27, 2018 | 11:55 am – 12:33 pm

Hilton Eugene | O'Neill Room | 66 E 6<sup>th</sup> Avenue, Eugene, OR 97401

### MINUTES

#### **PRESENT**

**Board Members:** Christy Wurster, President  
Marty Wine, President-Elect  
Michael Sykes, Past President  
Ben Bryant, Director  
Robb Corbett, Director  
Spencer Nebel, Director  
Sean O'Day, Director  
Dale Shafer, Director  
Byron Smith, Director

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

**Other:** Members of OCCMA (see Attachment A)

**Absent:** David Clyne, Director  
Joe Hannan, Director

**A. Call to Order** 11:55 am

President Christy Wurster called the meeting to order at 11:55 am.

**B. Roll Call** 11:56 am

David Clyne was recorded as absent.

**C. Appointment of a Parliamentarian** 11:56 am

Christy Wurster appointed Sean O'Day as the parliamentarian.

**D. Approval of the Minutes of the September 28, 2017 Meeting** 11:56 am

*It was moved by Marty Wine and seconded by Dale Shafer to approve the minutes of the September 28, 2017 Annual Membership Meeting. The motion passed unanimously.*

**E. Financial Report** 11:58 am

Secretary-Treasurer Mike Cully referred the membership to page five of the agenda packet and summarized the contents. The association's finances are tracking as planned with revenues outpacing expenses.

*It was moved by Michael Sykes and seconded by Sean O'Day to approve the financial report. The motion passed unanimously.*

Megan George shared that the financial report may shift in the next calendar year if the board decides to separate funds collected by the Host Committee into a separate account.

#### **F. President's Report**

**12:00 pm**

Christy Wurster shared that she was able to attend the ICMA Annual Conference earlier this week in Baltimore, Maryland. As part of this conference, a joint dinner between OCCMA and the Washington City/County Management Association (WCMA) was held at a local restaurant.

ICMA will be evaluating the governing structure of their board to improve inclusivity and equity. As part of this, eligibility to serve on the board and vote will be considered.

Several notable achievements of this past year include the hard work each of the committees has put in. Christy asked everyone who served on a committee to stand and be recognized. In addition, OCCMA became the fiscal agent for the Northwest Women's Leadership Academy. Finally, OCCMA recognized Roger Jordan by appointing him Senior Advisor Emeritus.

#### **G. Announcement of Board Meeting Schedule**

**12:09 pm**

Christy Wurster referred the membership to page eight of the agenda packet and summarized the contents.

#### **H. OCCMA Lifetime Members**

**12:10 pm**

Christy Wurster referred the membership to page nine of the agenda packet and summarized the contents.

*It was moved by Robb Corbett and seconded by Marty Wine to grant Lifetime Membership in the OCCMA to Jennie Messmer. The motion passed unanimously.*

#### **I. Bylaws and Policy Annex Amendments**

**12:11 pm**

Christy Wurster shared that the OCCMA Board of Directors has the authority to amend the Policy Annex of the Bylaws and has done so. She asked the membership for comment. There was none.

#### **J. Committee Reports**

**12:14 pm**

In the interest of time, the board agreed to not provide verbal updates for each of the committees at this time.

Dale Shafer shared that she did not vote to approve the slate of candidates from the Nominating Committee because of the lack of diversity of candidates. She asked members of the association to consider applying.

#### **K. Election of Officers and Directors**

**12:15 pm**

Nominating Committee Chair Michael Sykes referred the membership to page 44 of the agenda packet and summarized the contents.

*It was moved by Eileen Stein and seconded by Joe Gall to approve the recommended slate of candidates as described below. The motion passed unanimously.*

- *President-Elect – Spencer Nebel*
- *Directors – Brian Sjothun, Aaron Palmquist and John Walsh*

**L. Recognition of Outgoing Board Members**

**12:19 pm**

Michael Sykes recognized Dale Shafer and Byron Smith for their service as Directors on the OCCMA Board of Directors. He also recognized Christy Wurster for her service as President of the OCCMA.

**M. Other Business**

**12:22 pm**

Ben Bryant asked the board to consider having a deeper conversation about diversity at the upcoming OCCMA Board of Directors Retreat.

Eileen Stein and Joe Gall provided an update on the Host Committee. The 2019 ICMA Conference will be held in Nashville, Tennessee and will include tracks on civic health, civility issues, futurism and technology, leadership and professionalism, equity and inclusion, sustainability and other current events or hot topics. They also asked for additional volunteers to serve on the Host Committee.

Christy Wurster reminded the membership that David Clyne was retiring and therefore resigning his seat on the board. As a result, the board will soon be advertising a vacancy.

**N. Adjournment**

**12:33 pm**

President Christy Wurster adjourned the meeting at 12:33 pm.

**APPROVED** by the OCCMA Membership on September 26, 2019.

ATTEST:

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Mike Cully, Secretary-Treasurer

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Marty Wine, President



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

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## Annual Membership Meeting Sign-In

Registrant	Here?
Abigail J. Donowho	
Adam Brown	
Anne Heath	✓
Ben Bryant	✓
Bonnie Honea	✓
Brian Latta	
Bruce St. Denis	
Bryan Cosgrove	
Byron D. Smith	✓
CHANCE T. STEFFEY	
Chris Clayton	✓
Christopher C. Eppley	✓
Christopher Workman	✓
Christy Wurster	✓
Colleen Riggs	CLR
Cory Misley	
Craig Martin	
Cynthia Alamillo	
Dale Shafer	✓
Dan Huff	✓
Debbi Perkins	✓
Doug Wiggins	✓
Eileen Stein	
Erik V. Kvarsten	
Erin Reynolds	✓
Geoff Wullschlager	
Georgia Edwards	✓
Gordon Zimmerman	✓
Greg Dirks	✓

*Speaker David*

Greg Ellis	
Gus Burril	✓
Jan E. Carothers, CPC	
Jared Cobb	✓
Jason A. Tuck	✓
Jeffrey Alvis	✓
Jerry Gillham	✓
Jim Maret	✓
Jim McGuire	✓
John Walsh	✓
Jon Rahl	✓
Joseph P. Gall	✓
Joshua Norton	✓
Justin Hogue	
Keith Leitz	
Kelly Madding	
Kenna L. West	✓
Keven Shreeve	
Louis Gomez	✓
Marty Wine	
Megan Messmer	✓
Melissa Ince	✓
Michael J. Sykes	
Michael McGlothlin	✓
Michelle Amberg	
Myrna Harding	✓
Nathan Cherpeski	✓
Nolan K. Young	
Peter Troedsson	✓
Preston Polasek	✓
R. Brett Estes	
Ric Ingham	✓
Rick A. Hohnbaum	
Rob Drake	
Robb W. Corbett	✓
Robert Mawson	
Rochelle Roaden	✓
Rodger Craddock	

Sandra Spelliscy		✓
Sara Puddy		
Scott Lazenby	✓	
Sean Negherbon	✓	
Sean O'Day	✓	
Sheila Ritz		
Sherilyn Lombos		
Spencer Nebel	✓	
Stacey Bray	✓	
Stephanie Patterson	✓	
Steve Dahl		✓
Steve Powers		
Susan LaDuke	✓	
Susie Marston	✓	
Terence E. O'Connor	✓	
Thomas J. Corrigan	✓	
Tony Konkol	✓	
William A. Peterson, Jr.		
<del>West, Kenna</del>		
Jose Luoma	✓	
Ron Harding	✓	
Dylan Digby	✓	
Tom Row	✓	
Jeff Aprati	✓	
Ashley Wheeler	✓	
David Spachuck	✓	
Brett Estes	✓	
Ryan Hess	✓	
Raymond		
Alice Cannon	✓	
Mark		

Robby Hammond  
William Scott Jorgensen

✓

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

January - August, 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
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	
<b>Total 3-4000 Fund Income</b>	<b>121,821.01</b>	<b>105,600.00</b>	<b>16,221.01</b>	<b>115.36 %</b>
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 %
<b>Total 3-4102 NW Regional Conference reg</b>	<b>45,920.00</b>	<b>37,000.00</b>	<b>8,920.00</b>	<b>124.11 %</b>
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 %
<b>Total 3-4200 General Operations</b>	<b>3,567.65</b>	<b>9,500.00</b>	<b>-5,932.35</b>	<b>37.55 %</b>
Beginning Cash		83,009.00	-83,009.00	
Beginning Cash - 2021 ICMA Conf		76,304.00	-76,304.00	
<b>Total Income</b>	<b>\$187,208.66</b>	<b>\$326,413.00</b>	<b>\$ -139,204.34</b>	<b>57.35 %</b>
<b>GROSS PROFIT</b>	<b>\$187,208.66</b>	<b>\$326,413.00</b>	<b>\$ -139,204.34</b>	<b>57.35 %</b>
<b>Expenses</b>				
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	
<b>Total 3-5130 Fall Conference</b>		<b>10,650.00</b>	<b>-10,650.00</b>	
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 %
<b>Total 3-5140 Summer Conference</b>	<b>39,141.85</b>	<b>38,300.00</b>	<b>841.85</b>	<b>102.20 %</b>
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 9 of 35
	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 %
<b>Total 3-5150 NW Regional</b>	<b>40,827.36</b>	<b>37,500.00</b>	<b>3,327.36</b>	<b>108.87 %</b>
<b>Total 3-5100 Conferences</b>	<b>79,969.21</b>	<b>86,450.00</b>	<b>-6,480.79</b>	<b>92.50 %</b>
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	
<b>Total 3-6000 Operations Expense</b>	<b>28,811.51</b>	<b>76,025.00</b>	<b>-47,213.49</b>	<b>37.90 %</b>
<b>Total Expenses</b>	<b>\$110,427.72</b>	<b>\$177,475.00</b>	<b>\$ -67,047.28</b>	<b>62.22 %</b>
<b>NET OPERATING INCOME</b>	<b>\$76,780.94</b>	<b>\$148,938.00</b>	<b>\$ -72,157.06</b>	<b>51.55 %</b>
<b>NET INCOME</b>	<b>\$76,780.94</b>	<b>\$148,938.00</b>	<b>\$ -72,157.06</b>	<b>51.55 %</b>



## Board of Directors 2020 Meeting Schedule

### **January 31\***

OCCMA Board of Directors Meeting

Location TBD

### **March 20**

OCCMA Board of Directors Meeting

Vancouver, Washington

### **July 10**

OCCMA Board of Directors Meeting

Mt. Bachelor Village Resort, Bend

### **October 13**

OCCMA Board of Directors Meeting

Salem Convention Center, Salem

### **October 14**

OCCMA Annual Membership Meeting

Salem Convention Center, Salem

### **November 12 – 13\***

OCCMA Board of Directors Retreat

Location TBD

\*These dates are tentative.



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Megan George, Operations Director  
**Date:** September 20, 2018  
**Subject:** OCCMA Lifetime Membership – Jennie Messmer

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OCCMA's Bylaws allow for the membership to grant Lifetime Membership to individuals because of distinguished service in the field of city or county management during his or her management career and lasting and meaningful contributions to the OCCMA and the profession of local government management. The OCCMA Board of Directors received nominations for the following individuals:

- **Dave Waffle** – Nominated by Rob Drake, Abigail Elder, Joe Gall and Jesse VanderZanden; and
- **Scott Lazenby** – Nominated by Anthony Hooper, Megan Phelan, Eileen Stein and Sherilyn Lombos.

On July 12<sup>th</sup>, the board unanimously agreed to recommend to the membership that both Dave Waffle and Scott Lazenby be granted Lifetime Membership in the association.

#### Potential Motions

*"I move to grant Dave Waffle and/or Scott Lazenby a Lifetime Membership in the OCCMA."*

# Cornelius

## Oregon's Family Town

June 10, 2019

Ms. Marty Wine  
OCCMA President  
City of Tigard

Ms. Megan George  
Operations Director  
League of Oregon Cities

Dear Marty and Megan,

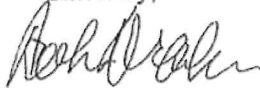
It is with great respect for Dave Waffle that we nominate him for lifetime membership in OCCMA. He is soon to retire and finish a sterling career in city management. Dave is receiving his 45-year service award from ICMA this year!

He started his career in Lansing, Michigan in the 1970s and finished in Beaverton as Assistant Finance Director since 2011. He served as administrator for Oakridge, Winston and Cornelius, Oregon as well as Platteville, Village of Allouez and Reedsburg, Wisconsin.

He is an excellent technician, knows the inner-workings of a city, and thoroughly has enjoyed multiple successful collaborations throughout his career. Dave has a friendly and helpful style that is appreciated by his peers and co-workers. We have heard countless stories about Dave's good nature and genuine heart. Dave has lived in Cornelius since leaving employment with the City in 2011. He is now Chair of the Cornelius Planning Commission!

Please consider granting Dave a lifetime membership in OCCMA. We can't think of a more deserving person who has earned this honor!

Sincerely,



Rob Drake  
City Manager  
City of Cornelius

Sincerely,



Abigail Elder  
Mayor's Office Dir.  
City of Beaverton

Sincerely,



Joe Gall  
City Manager  
City of Sherwood

Sincerely,



Jesse VanderZanden  
City Manager  
City of Forest Grove



## CITY MANAGER'S OFFICE

July 1, 2019

Dear Ms. George, OCCMA President Wine and Board Members:

Please consider Dr. Lazenby for a lifetime membership in OCCMA. We can think of no one more deserving of this honor than Scott, who has been an ambassador of local government for 40 years. He served as the City Manager of Lake Oswego for the past 6 years and was the City Manager of Sandy for the previous 21 years. He also served the communities of Glendale, AZ and Vancouver, WA.

Scott believes that people are capable of breathtaking achievements when given the tools, freedom, and support. He embodies a leadership style that focuses on hiring the right people, promoting from within, creating an audacious vision, fostering a growth-mindset culture, and then letting everyone achieve victories with complete autonomy. He is a mentor to countless employees, peers, councilors, and community members. Scott is an absolute beacon of light in this profession.

He has also written two love letters to the local government community through his books *Playing with Fire* and *State of the City*. He even invented a new way of budgeting that has been successfully implemented in Sandy and Lake Oswego as outlined in the *Human Side of Budgeting*. His budgeting philosophy empowers employees to make optimal budget decisions by eliminating arbitrary rules, which has made his framework a fan favorite of everyone.

Scott is an innovator and visionary. He has completed more creative and collaborative projects than we can possibly list. He was instrumental in bringing government-run affordable high speed internet to Sandy. He launched a façade grant program that transformed the Sandy downtown area. Scott created and led a Master of Public Administration Lite program at Lake Oswego that has inspired and connected many people. He was a program dean and teacher for community leaders for the Chamber of Commerce's leadership program. In so many ways, his legacy is that he is a cultivator of people.

Lastly, Dr. Lazenby has been a professor at Portland State University since 2007 and is contributor to PSU's Center for Public Service. He will continue to be active in this arena after his retirement. Scott also served on the OCCMA Board and was OCCMA President in 2006. For all these reasons and so many more, please approve a lifetime membership for Scott. Thank you for your consideration.

Sincerely,

**Lifetime OCCMA Membership for Scott Lazenby Endorsed and Signed By:**

Anthony Hooper  
Deputy City Manager

Megan Phelan  
Assistant City Manager

Eileen Stein  
City Manager of West Linn

Sherilyn Lombos  
City Manager of Tualatin



# OCCMA

## Oregon City/County Management Association

A State Affiliate of ICMA

**To:** OCCMA Membership  
**From:** Sean O'Day, Chair, Bylaws and Policy Committee  
**Date:** September 5, 2019  
**Subject:** Annual Report of the Bylaws and Policy Committee

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The Bylaws and Policy Committee is a standing committee with the purpose of reviewing the OCCMA Bylaws and Constitution and recommending amendments as requested by the President and Board of Directors. The current members of the committee are:

Sean O'Day, Executive Director, MWVCOG (Chair)  
 Denise Carey, City Manager, Estacada  
 Nathan Cherpeski, City Manager, Klamath Falls  
 Spencer Nebel, City Manager, Newport  
 Aaron Palmquist, City Manager, Irrigon  
 Tom Pessemier, City Manager, Independence  
 Dale Shafer, City Manager, Nehalem  
 Kenna West, City Manager, Willamina

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 s.nebel@newportoregon.gov  
 aaron.palmquist@ci.irrigon.or.us  
 tpessemier@ci.independence.or.us  
 manager@ci.nehalem.or.us  
 westk@ci.willamina.or.us

### 2018-19 Activities:

Having undertaken a large re-write of the Bylaws in the last two years, there was not much work to be done by the committee. In September, at the request of the Board, the Committee issued an opinion concluding that non-OCCMA members could serve on the 2021 ICMA Conference Host Committee. In addition, in September the Committee conducted a review of the agreements entered into in the last year and recommended the Board update the Policy Annex accordingly.

### Policy Annex Annual Report:

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. Section 1 of the Policy Annex requires the Bylaws and Policies Committee to give a report at the annual membership meeting of any policies approved, amended or repealed since the last annual meeting:

With the exception of updating the list of Agreements entered into during the last year, the Board made no other updates to the Policy Annex.

Respectfully Submitted,

Sean O'Day, Chair  
 OCCMA Bylaws and Policy Committee





## 2020 OCCMA Committee Solicitation

The OCCMA Board of Directors is soliciting OCCMA members who are willing to serve on an OCCMA Committee in 2019. The Board will make 2020 committee appointments during their annual retreat November 7-8, 2019. A list of committees and their objectives is below.

Please complete and return this form **by October 18, 2019** if you're interested in serving on one or more committees beginning January 1, 2020. Current committee rosters can be viewed at [www.occma.org](http://www.occma.org) under the About OCCMA tab. In addition, the OCCMA Strategic Plan can also be viewed on the website.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Entity: \_\_\_\_\_ Email: \_\_\_\_\_

Check one or more	Committee
	<i>Current committee rosters are found at <a href="http://www.occma.org">www.occma.org</a> under the About OCCMA tab.</i>
	<b>NOMINATING</b> Recommend candidates for the OCCMA Board of Directors for the following year at the Annual Membership Meeting in September.
	<b>ETHICS</b> Monitor OCCMA and ICMA member compliance with the ICMA Code of Ethics. The Committee also serves as the local fact-finding body inquiry.
	<b>SUPPORT FOR MANAGERS</b> To connect managers with the network of opportunities to gain knowledge, insight, experience and perspective through developing other professionals in the field.
	<b>BYLAWS &amp; POLICY</b> Review Bylaws and Policy Annex and recommend amendments as requested by the Board of Directors.
	<b>PROFESSIONAL DEVELOPMENT</b> Plan conferences and other training opportunities including the Northwest Regional Managers Conference, Summer Conference and Fall Workshop.
	<b>ACADEMIC AFFAIRS</b> Increase partnerships with universities to help build future generations of local government managers.
	<b>COMMUNICATIONS</b> Maintain and enhance multimedia communication and information exchange through quarterly newsletter, website and other tools.
	<b>NEXT GENERATION</b> Assist with the development of educational programs that promote city management and internship opportunities. Support and collaborate with ELGL.
	<b>ICMA LIAISON</b> Identify and recommend actions in relation to the ICMA/OCCMA Affiliation Agreement and provide updates on international issues.
	<b>HOST COMMITTEE</b> Participate with planning efforts for 2021 ICMA Annual Conference in Portland, Oregon. This appointment will last through December 31, 2021. If you are already a member of this committee, you do not need to sign up again.

☐

I am flexible and would like for the OCCMA Board of Directors to assign me to \_\_\_\_\_ (# of committees) that have the most need.

**Return completed form by October 18<sup>th</sup> to Megan George at [mgeorge@orcities.org](mailto:mgeorge@orcities.org).**





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,

A handwritten signature in blue ink, appearing to read "S. Nebel", written over a light blue horizontal line.

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>
<b>Members</b>	76	76
<b>Non-members</b>	3	1
<b>Guests</b>	1	1
<b>Sponsorships</b>	\$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>
<b>Members</b>	115	115	97	114
<b>Non-members</b>	2	4	9	1
<b>Guests</b>	1	4	3	1
<b>Sponsorships</b>	\$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 94<sup>th</sup> 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:

<b>Presidential (\$5000)</b>	Comcast
<b>Keynote (\$5000)</b>	PGE
<b>Platinum (\$2500)</b>	Ameresco Merina + Co. McKinstry, Beery, Elsner & Hammond
<b>Gold (\$1500)</b>	ICMARC Forecast 5 Analytics Jensen Strategies
<b>Silver (\$1000)</b>	Elaine Howard Consulting FCS Group SGR Host Compliance Western Fire Chiefs Association
<b>Non-Profit (\$750.)</b>	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
<b>Total</b>	<b>\$37,000</b>	<b>\$45,920</b>
<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
<b>Total</b>	<b>\$ 37,500</b>	<b>\$40,827</b>
<b>Net Difference</b>	<b>\$ (500)</b>	<b>\$ 5,093</b>

**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
<b>Total</b>	<b>\$43,000</b>	<b>\$77,385</b>

<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
<b>Total</b>	<b>\$38,300</b>	<b>\$39,142</b>
<b>Net Difference</b>	<b>\$ 4,700</b>	<b>\$38,243</b>

**Fall Workshop**

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

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

**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



Date: September 16, 2019

TO: Board of Directors and Membership

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

RE: 107<sup>th</sup> 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 6<sup>th</sup> 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 28<sup>th</sup>. 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



## Nominating Committee Report

### Slate of Candidates –

<b>President-Elect</b>	Steve Powers, City Manager, Salem
<b>Directors</b>	Susie Marston, City Manager, Gervais (2022)
	Dan Huff, City Manager, Molalla (2020) <sup>1</sup>

### Continuing Board Members –

<b>President</b>	Spencer Nebel, City Manager, Newport
<b>Past President</b>	Marty Wine, City Manager, Tigard
<b>Directors</b>	Ben Bryant, Assistant City Manager, Happy Valley (2020)
	Robb Corbett, City Manager, Pendleton (2020)
	Sean O'Day, Executive Director, MWVCOG (2020)
	Aaron Palmquist, City Manager, Irrigon (2021)
	Brian Sjothun, City Manager, Medford (2021)
	John Walsh, City Manager, St. Helens (2021)
<b>Secretary-Treasurer</b>	Mike Cully, Executive Director, League of Oregon Cities

### Retiring Board Members –

Christy Wurster, City Manager, Silverton  
 Susie Marston, City Manager, Gervais

### Potential Motion

"I move to approve the slate of candidates as recommended by the OCCMA Board of Directors."

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<sup>1</sup> The OCCMA Board of Directors is considering a new recommendation from the OCCMA Nominating Committee on September 25<sup>th</sup> to extend Dan Huff's appointment until December 2022 to correct a misalignment with the position rotation.