



OCCMA Board of Directors Meeting

July 10, 2020 | 1:00 pm – 3:00 pm

Via Zoom

<https://us02web.zoom.us/j/84332402952?pwd=UGl1cHg5RzFCUFlqbktYKzNxa2ZiUT09>

Meeting ID: 843 3240 2952

Password: 138725

One tap mobile

+12532158782,,84332402952#,,,,0#,,138725# US (Tacoma)

+13462487799,,84332402952#,,,,0#,,138725# US (Houston)

AGENDA

| | | |
|--|----|---|
| A. Welcome & Roll Call (<i>Spencer Nebel</i>) | 1 | - |
| B. Consent Calendar* (<i>Spencer Nebel</i>) | | - |
| 1. Minutes of the March 20, 2020 OCCMA Board Meeting | 3 | |
| 2. Minutes of the April 14, 2020 OCCMA Special Board Meeting..... | 9 | |
| 3. Minutes of the May 26, 2020 OCCMA Special Board Meeting..... | 11 | |
| 4. Current Financial Report | 15 | |
| 5. Summary of All Transactions by Vendor | 17 | |
| 6. Summary of All Contracts Executed on Behalf of OCCMA | | |
| C. 2020 OCCMA Membership (<i>Kelly Richardson</i>) | 19 | - |
| 1. Membership Report | | |
| D. Committee Updates | | - |
| 1. Nominating Committee (<i>Marty Wine</i>) | 21 | |
| 2. Ethics Committee (<i>Spencer Nebel</i>) | 22 | - |
| 3. Support for Managers Committee (<i>Susie Marston</i>) | | - |
| 4. Bylaws and Policy Committee (<i>Rob Corbett</i>) | | - |
| 5. Audit Committee (<i>Steve Powers</i>) | | |
| 6. Professional Development Committee (<i>Steve Powers</i>) | | |
| 7. Academic Affairs Committee (<i>Eileen Stein</i>) | 23 | - |
| 8. Communications Committee (<i>Ben Bryant</i>) | | |
| 9. Next Generation Committee (<i>Aaron Palmquist</i>) | 25 | - |
| 10. ICMA Liaison Committee (<i>Marty Wine</i>) | | |
| 11. Host Committee (<i>Spencer Nebel & Joe Gall</i>) | 27 | |
| a. OCCMA Membership* | | |
| E. List Serv Policy Update* (<i>Kelly Richardson</i>) | 28 | |
| F. Discussion Regarding Fall Retreat (<i>Kelly Richardson</i>)..... | 31 | |
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| H. Nomination/Appointment to Fill Current Vacancy* (<i>Marty Wine</i>)..... | | |



| | |
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| I. 2020 Strategic Plan Discussion (<i>Spencer Nebel</i>) | 32 |
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| K. Adjournment (<i>Spencer Nebel</i>) | - |

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



Date: July 2, 2020

TO: Board of Directors

FROM: Spencer Nebel, President

RE: July 10 Board of Directors Meeting

On July 10, 2020 from 1-3 PM, the OCCMA Board of Directors meeting will be held via Zoom. This will follow the virtual OCCMA Summer Conference which is scheduled to end around noon prior to the Board Meeting.

First, I want to thank Steve Powers and the Professional Development Committee working with Portland State University and LOC staff for bringing a virtual OCCMA Summer Conference to the membership. I think it is critical that OCCMA continue to bring educational and professional development opportunities to the members of OCCMA during this COVID emergency. I hope everyone enjoys the conference!

Due to COVID-19, the budgetary impact that this emergency has on a community highly dependent on transient room taxes for governmental operations, and now, a water emergency causing the City of Newport to restrict water usage for industrial users due to microfiltration clogging problems, dramatically impacting our ability to produce water, I have been somewhat distracted from OCCMA business during the past couple of months. I appreciate the efforts of Kelly and the League working with others to carry on the Association's business. I am looking forward to the close of the 2020 calendar year!

In addition to the Committee updates, there are several issues for the Board to consider from the July 10 Board meeting.

Listserv Policy Update

Our current policies provide that certain membership categories are provided access to the OCCMA listserv while others are not. Our current policies indicate that student members are not entitled to be on the listserv. We have been told that this is a departure from past practice, and a request was made by Phil Cooper from Portland State University to provide listserv access to student members. It is my recommendation to the Board that we modify our listserv policy to include student members on the OCCMA listserv.

Board Vacancy

The OCCMA Board of Directors has a vacancy that was created by the resignation of Sean O'Day. Sean's term expires in December 2020. The Nominating Committee has accepted applications and met, and recommends the appointment of Adam Brown of

Ontario, Oregon, to fill this vacancy. I would recommend the Board consider appointment of Adam Brown to the balance of Sean O'Day's term expiring 2020.

Fall Retreat

Due to our plans to coordinate the Board's Fall Retreat with the November Host Committee/ICMA Planning Committee meeting, we have not scheduled a date or location for this meeting. With all the uncertainties surrounding COVID-19, I believe we should wait until our fall Board meeting to determine whether we will be able to hold this meeting in-person or virtually. It's a small group so I believe that we have some flexibility in finding a location for this meeting when we have certainty about the future of holding live meetings.

I look forward to seeing everyone via Zoom for the July Board meeting. I hope everyone is dealing with the COVID impacts, the social justice discussions going on in many communities, and the fiscal impacts that these activities are creating for our organizations. These are challenging times for those of us in this profession!

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. Nebel", is positioned above the typed name.

Spencer Nebel, President
OCCMA



OCCMA Board of Directors Meeting

March 20, 2020 | 11:30 am – 2:00 pm | League of Oregon Cities, Salem

MINUTES

Board Members:

Spencer Nebel, President – Present

Steve Powers, President-Elect – Absent

Marty Wine, Past President – Present

John Walsh, Director – Present

Dan Huff, Director – Absent

Mike Cully, Secretary, LOC – Present

Brian Sjothun, Director – Absent

Susie Marston, Director – Present

Rob Corbett, Director – Present

Aaron Palmquist, Director – Present

Ben Bryant, Director – Absent

Staff:

Kelly Richardson, Project Coordinator – Affiliates – Present

Jon Steiner, Interim Members Service Director – Present

Other:

Dave Waffle, Senior Advisor – Present

Gary Milliman, Senior Advisor – Present

Dan Bartlett, Senior Advisor – Present

A. Welcome & Roll Call

11:39 am

President-Spencer Nebel called the meeting to order at 11:39 am.

B. Consent Calendar

1. Minutes of the January 31, 2020 Board Meeting
2. Transactions by vendor
3. Contracts executed on behalf of OCCMA

It was moved by Aaron Palmquist and seconded by Susie Marston to approve the consent calendar as presented. The motion passed unanimously (6Yes [_____, Marston, Nebel, _____, Palmquist, _____, Walsh and _____, Corbett, Wine. 0 No, 0 Abstain, 4 Absent.

C. New Business

1. Appointment of DEI and VETS Committee members

No appointments were made, it was the consensus of the board to postpone until the July meeting.

2. Consideration of Host Committee Budget – Nebel

There was a brief discussion and following the discussion hearing no questions President Nebel called for a motion. The entire budget and memos associated with the budget can be reviewed in the packet. Rob Corbett called for the question.

It was moved by Aaron Palmquist and seconded by Marty Wine to approve the Host Committee Budget as presented. The motion passed unanimously (6Yes [], Marston, Nebel, [], Palmquist, [], Walsh and [], Corbett, Wine. 0 No, 0 Abstain, 4 Absent.

3. Consideration of Rates for Summer Conference –

President Nebel explained to the Board that his proposed rates were the same as in 2019. Following a brief discussion, the board members agreed there was no reason to increase the rates from last year, because the board all agreed that the COVID -19 economic impacts on cities could prevent attendance.

It was moved by Marty Wine and seconded by Aaron Palmquist to approve summer conference rates as presented. The motion passed unanimously (6Yes [], Marston, Nebel, [], Palmquist, [], Walsh and [], Corbett, Wine. 0 No, 0 Abstain, 4 Absent.

(Not sure who made this) Quick Note on membership regarding dues and have the group look at group rates for affordability for future discussion.

4. **Consideration of Letter to the LOC Bylaws Committee** – Nebel reported that this letters intent was to address the structural changes to the LOC By-laws. This was discussed at the November retreat. The letter of request is in the packet for review. Following a brief discussion initiated by Director Palmquist regarding rearrangement of the letter for better flow and understanding, it was decided to go with the letter as presented. Palmquist: called for the question to be prepared if they throw the letter back with questions.

It was moved by Rob Corbett and seconded by Marty Wine to approve the letter to LOC Bylaws Committee as presented. The motion passed unanimously (6Yes [], Marston, Nebel, [], Palmquist, [], Walsh and [], Corbett, Wine. 0 No, 0 Abstain, 4 Absent.

5. **Consideration of developing and providing OCCMA branded items for promotion of membership for OCCMA.** Following a brief discussion, the Board decided to appoint Dave Waffle as Chair to a Committee that would determine what types of branded items are useful and if it is something to pursue. Volunteers were Dan Bartlett and Gary Milliman. The Board asked for a report at the July meeting.

6. **Consideration of creation of a LOC session on the Council/Manager form of government** - Following a discussion about what this presentation would look like and what the needs were, the Board decided to put together a Committee to follow up on a report at the July meeting. John Walsh volunteered for the Chair position and the rest as volunteers on the Committee; Dan Bartlett, Gary Milliman, Dave Waffle and Martha Bennett. The Committee would then reach out to LOC staff to work out the logistics for the LOC Conference.

D. OLD Business

1. **Discussion of 2020 Work Plan** President Nebel briefly explained his outline to the Board and asked the various Committees and Ad-Hoc Committees to refer to the outline and begin setting their goals and assignments accordingly, to achieve the result as outlined.
2. **Discussion of NW Women's Leadership Academy** President Nebel presented discussion that had thus far taken place, regarding the addendum/scope of work. Following the outline provided by President Nebel the Board discussed briefly their ability to provide services to NW Women's Leadership Academy and what that would look like. Nebel asked Jon Steiner, LOC Interim Member Services Director and Kelly Richardson, Project Coordinator-Affiliates if they had, had an opportunity to review the scope of work sent over by the Academy. Steiner informed the Board, that it had been reviewed and felt that the scope of work was completely doable, however thought it was more involved and should be considered as a separate contract not an addendum. Following the discussion of the Board and LOC staff it was decided to form an Ad-Hoc Committee and to ask the Committee to bring back a report of their findings for the July meeting.

It was moved by Aaron Palmquist and seconded by Marty Wine to approve Ad-Hoc Committee formation with NW Women's Leadership Academy to furnish contract language for review and discussion at the July meeting. The motion passed unanimously (6Yes [_____, Marston, Nebel, _____, Palmquist, _____, Walsh and _____, Corbett, Wine. 0 No, 0 Abstain, 4 Absent.

3. **Discussion of 2021 Summer Conference in Portland** President Nebel gave the Board an overview of various discussions that have taken place over the past few months regarding what the participation is and the level in which they participate in the 2021 ICMA Conference. Nebel explained that since the NW Regional ICMA Conference had been cancelled it has been discussed with Jeremy Forgotten to have next year back in Vancouver. There were various comments and opinions from Board members. At the end of the discussion It was agreed that Mary Wine will bring back a report outlining her discussion with Portland State as the location for the 2021 Conference site for the July Board meeting.
4. **Discussion and review of membership criteria to cover a broader participation in OCCMA** the Board discussed several scenarios and options available to them to accomplish broader participation. Following the discussion, it was determined several of the participants are not on this call, therefore they would postpone any more discussion

until the participants were in the meeting. The Board wanted a report brought back at the July meeting.

5. **Discussion of Board Vacancy** Richardson informed the Board the vacancy had been posted on the website. No action was taken, the Nominating Committee will bring something back, hopefully at the July meeting if not before.

E. Communications

1. **Letter to Mark Shepard regarding sponsorship policies** President Nebel informed the Board that Shepard received the letter.

F. Membership Update

Kelly Richardson presented the membership report to the Board. There were no questions.

G. Committee Reports

1. **Audit Committee-** No report was given at this time.
2. **By-Laws Committee-** Rob Corbett presented the report to the Board informing them of the recommendation of the Committee to tie together the OCCMA Coaching program responsibilities with ICMA because they already have a successful program. The takeaway items from the meeting of March 4th were;

Thoughts and points to consider:

- Will the ICMA program be deficient in that it will not be Oregon centric?
- Does OCCMA have the ability to successfully operate a coaching program?
- How much coaching currently goes on OUTSIDE of the formal coaching program and is this sufficient?

Thoughts and points to consider moving forward:

- Rewrite Policy Annex Article 7 to align with ICMA
- Explore pros and cons of aligning with ICMA for future consideration
- Assign a champion of the OCCMA program and promote its use

The full report and recommendation can be viewed in the attached memo dated March 4, 2020.

President Nebel called for any discussion;

- Marty Wine commented that this had been discussed and decided already, that OCCMA doesn't really have the ability to provide the proper coaching program.
- Dave Waffle had a question for Corbett, Waffle wanted to know if it will allow Managers in Oregon to participate. Corbett really couldn't answer that and Nebel interjected Steve Powers comments regarding the lack of participation in the ICMA program for Oregon Managers.
- Following a brief discussion of the coaching program and how it will align with ICMA or the possibility of the mentoring program aligns with the ICMA coaching program. Because the program had not been active does the By-Laws Committee remove the wording altogether or replace it with other wording with soft language refereeing to ICMA coaching program.

It was moved by Aaron Palmquist and seconded by Susie Marston to remove the coaching program from the annex and altogether. The motion passed unanimously (6Yes [_____, Marston, Nebel, _____, Palmquist, _____, Walsh and _____, Corbett, Wine. 0 No, 0 Abstain, 4 Absent.

Following this motion President Nebel asked if there was any further discussion and following the discussion of how the annex article should be reworded, Palmquist and Marston withdrew their motion.

The Board then discussed the annex article further and decided it should be referred to the By-Laws Committee.

It was moved by Aaron Palmquist and seconded by Rob Corbett to refer the annex article back to the By-Laws Committee for the July meeting. The motion passed unanimously (6Yes [_____, Marston, Nebel, _____, Palmquist, _____, Walsh and _____, Corbett, Wine. 0 No, 0 Abstain, 4 Absent.

3. **Ethics Committee** President Nebel had not convened the Committee yet and Nebel stated he would have a report for the July meeting.
4. **Nominating Committee** Wine stated everything had been discussed and she had nothing more.
5. **Professional Development/Conference Committee** Nebel asked Richardson if the meeting had taken place and Richardson informed the Board that they attempted a meeting, however it was not attended due to COVID-19. Nebel asked Richardson and Steiner to meet following the Board meeting.
6. **Support for Managers Committee** Marston provided the Board with an overview/activity report regarding the Senior Advisors in conjunction with Support for Managers group. The full report can be reviewed in the packet. The goal of the group is to connect members with their peers and provide knowledge to help develop relationships. Marston did inform the Board before ending her report that one of the tasks of the group was the coaching program and to include members of the ICMA in our once a month conference call meeting to get their perspective for coaching in Oregon.

H. Ad-Hoc Committees

1. **Academic Affairs Committee** Wine had nothing to report.
2. **Communications Committee** Nebel presented Bryant's report and the activities in relation to the action plan. The first quarter newsletter was a huge success and in the next few months there will be a meeting to go over the second quarter story board. Richardson informed the Board the Committee was looking for the feature article topic and who the author would be. President Nebel thought the effects of the COVID-19 on the local government's managers perspective would be an appropriate topic. Nebel asked Cully if he could write the article and Cully agreed.
3. **Next Generations Committee** No report given.
4. **Diversity, Equity and Inclusion Committee** Marty Wine asked Nebel, if there were applicants for the DEI Committee, why not appoint the members and let them get started. Nebel decided he would decide, if to appoint or not, later after a follow-up call with Marty Wine.

5. **Veterans in the Profession** Aaron Palmquist had no applications and stated he would reach out to Veteran members and report back to the Board later.
6. **Host Committee** President Nebel updated the Board on the conversations that had taken place thus far including some of the logistical questions the Committee had for ICMA. The full report is on pages 18 & 19 of your packet. The accounts have been set up and the committee had identified LOC staff members of support. One of the main things we're trying to get direction on is the fundraising efforts and what that is, going forward.
7. **ICMA Liaison Committee** Marty Wine informed the Board that the ICMA nominating Committee interviewed Roxanne Murphy, Interim City Manager Valdez Alaska, for appointment to the ICMA Board.

I. Senior Advisor Reports Dave Waffle stated that he was in awe of the efforts being done in each community to keep everyone safe. Dan Bartlett stated that his City had been keeping up to date with City needs through informational calls and meetings such as this. Wine added that Washington County Managers are having an informational call on Friday mornings. Nebel went on to say that Lincoln County and various other agencies are coordinating Friday calls to keep everyone up to date. These are certainly unprecedented times.

J. Other Business

Dave Waffle pointed out that there is no need for a Senior Advisors meeting and President Nebel agreed and asked to have this removed for future agendas.

K. Adjournment President Nebel adjourned the meeting at 1:29pm

APPROVED by the OCCMA Board of Directors on March 20, 2020.

ATTEST:

Mike Cully, Secretary-Treasurer

Spencer Nebel, President



OCCMA Board of Directors Special Meeting

April 14, 2020 | 2:00 pm – 2:58 pm | League of Oregon Cities, Salem

MINUTES

Board Members:

Spencer Nebel, President – Present

Steve Powers, President-Elect – Present

Marty Wine, Past President – Present

John Walsh, Director – Present

Dan Huff, Director – Present

Mike Cully, Secretary, LOC – Present

Brian Sjothun, Director – Present

Susie Marston, Director – Present

Rob Corbett, Director – Absent

Aaron Palmquist, Director – Present

Ben Bryant, Director – Present

Staff:

Kelly Richardson, Project Coordinator – Affiliates – Present

Lisa Trevino, Project Coordinator

Jon Steiner, Interim Members Service Director – Present

Other:

Dave Waffle, Senior Advisor – Present

Dan Bartlett, Senior Advisor – Present

A. Welcome & Roll Call

2:00 pm

President-Spencer Nebel called the meeting to order at 2:00 pm.

B. Discussion Regarding the Summer Conference

President Nebel explained to the Board the question that was proposed to the Conference Planning Committee. Following a brief discussion and weighing the alternatives:

1. Cancel the conference and lose upwards of \$22,304 in cancelation fees or move it to next year.
2. Or reschedule as a virtual conference.
3. Or have training sessions at the LOC conference in the fall.

Members decided after hearing the proposed options they needed to decide first and foremost if it was in the best interest of the membership to cancel the Summer Conference.

It was moved by Aaron Palmquist and seconded by John Walsh to cancel the 2020 Summer Conference due to COVID-19 restrictions. The motion passed unanimously (9Yes (Nebel, Marston, Wine, Walsh, Huff, Bryant, Powers, Palmquest, Sjothun, . 0 No, 0 Abstain, 1 Corbett- Absent.

It was moved by Aaron Palmquist and seconded by Dan Huff to move the 2021 Summer Conference due to COVID-19 restrictions and cancelation of 2020 conference to Mt.Bachelor. The motion passed unanimously (9Yes (Nebel, Marston, Wine, Walsh, Huff, Bryant, Powers, Palmquest, Sjothun, . 0 No, 0 Abstain, 1 Corbett- Absent.

Following the decisions to cancel the 2020 Summer Conference and move the 2021 Summer Conference to Mt. Bachelor the Board discussed options for 2020 in place of the Summer Conference, to ensure membership value for 2020 year:

- Virtual conference
- Virtual training events
- Training events in conjunction with the LOC Fall Conference
- More trainings at the OCCMA Fall Conference

No decision or action was taken regarding the options listed above.

C. Adjournment President Nebel adjourned the meeting at 2:58pm

APPROVED by the OCCMA Board of Directors on April 14, 2020.

ATTEST:

Mike Cully, Secretary-Treasurer

Spencer Nebel, President



OCCMA Board of Directors Special Meeting

May 26, 2020 | 11:00 am – 11:30 am | League of Oregon Cities, Salem

League of Oregon Cities Zoom Video Conference Line

<https://us02web.zoom.us/j/85355725061?pwd=Z3lQa0VsUnRMS0VDVEg4VU1zYzBmdz09>

MINUTES

Board Members:

Spencer Nebel, President – Present
Steve Powers, President-Elect – Absent
Marty Wine, Past President – Present
John Walsh, Director – Present
Dan Huff, Director – Present
Mike Cully, Secretary, LOC – Present

Brian Sjothun, Director – Present
Susie Marston, Director – Present
Rob Corbett, Director – Absent
Aaron Palmquist, Director – Present
Ben Bryant, Director – Present

Staff:

Kelly Richardson, Project Coordinator – Affiliates – Present
Lisa Trevino, Project Coordinator
Jon Steiner, Interim Members Service Director – Present

Other:

Gary Millman, Senior Advisor – Present
Dan Bartlett, Senior Advisor – Present
Scott Lazenby, PSU - Present

A. Welcome & Roll Call

11:00 am

President-Spencer Nebel called the meeting to order at 11:00 am.

B. Discussion Regarding The PDC Recommendation to hold virtual Summer Conference.

President Nebel explained to the Board the options moving forward with a virtual Summer conference:

- 2 half day
- July 9-10
- PSU support
- LOC registration

- Happy hour to follow

Scott Lazenby with PSU continues with:

- Pandemic issues
- A good mix of non-pandemic issues
- Use PSU and students to help keep costs down
- 2 half days is good for engagement
- Keynote speaker out of Kansas
- Agrees \$50.00 dollars registration fee along with sponsors should be sufficient

President Nebel asked LOC staff if they had any concerns as discussed here today and both Cully and Steiner were good with everything as discussed. Everyone agreed the contract needed to be reviewed by LOC and CIS. President Nebel asked the board if there was any discussion and hearing none called for a motion.

It was moved by Ben Bryant and seconded by Aaron Palmquist to work with PSU to develop a virtual summer conference and authorize PDC to develop a registration fee. The motion passed unanimously (8 Yes (Nebel, Marston, Wine, Walsh, Huff, Bryant, Palmquest, Sjothun, . 0 No, 0 Abstain, 2 Corbett, Powers - Absent.

C. Discussion and Possible Action on a recommendation from the Ethics Committee to adopt a provisional policy for dealing with ethics complaints:

President Nebel explained to the board the attached provisional policy for dealing with ethics complaints and following a brief discussion asked for support of the policy.

Director Palmquist stated after a few grammars edits it would be ready and is in support of the policy.

It was moved by Aaron Palmquist and seconded by John Walsh to to approve the provisional policy for dealing with ethics complaints as discussed. The motion passed unanimously (8 Yes (Nebel, Marston, Wine, Walsh, Huff, Bryant, Palmquest, Sjothun, . 0 No, 0 Abstain, 2 Corbett, Powers - Absent.

President Nebel asked the board if there was anymore discussion and following a brief discussion regarding whether or not the complaints are on ICMA members or not.

Director Palmquist calls for the question, the vote is taken, and they all agreed to accept the policy.

D. Adjournment President Nebel adjourned the meeting at 11:35 am

APPROVED by the OCCMA Board of Directors on July 10, 2020.

ATTEST:

Mike Cully, Secretary-Treasurer

Spencer Nebel, President

Draft



Oregon City/County Management Association

BUDGET VS. ACTUALS: OCCMA FY 2020 - FY20 P&L

January - December 2020

| | TOTAL | | | |
|---|--------------------|---------------------|---------------------|----------------|
| | ACTUAL | BUDGET | REMAINING | % OF BUDGET |
| Income | | | | |
| 3-4000 Fund Income | | | | |
| 3-4001 Dues | 39,078.76 | 45,000.00 | 5,921.24 | 86.84 % |
| 3-4003 Dues Surcharge 2021 | 5,317.18 | 6,500.00 | 1,182.82 | 81.80 % |
| 3-4103 Registration Fall Conference | | 8,000.00 | 8,000.00 | |
| 3-4104 Registration Summer Conference | 2,600.00 | 40,000.00 | 37,400.00 | 6.50 % |
| 3-4182 Sponsorships | 7,850.00 | 25,000.00 | 17,150.00 | 31.40 % |
| 3-41841 Summer Wells/Jordan Scholarship | | 2,000.00 | 2,000.00 | |
| Total 3-4000 Fund Income | 54,845.94 | 126,500.00 | 71,654.06 | 43.36 % |
| 3-4105 3-4105 NW Women's Leader Summit | | 15,000.00 | 15,000.00 | |
| 3-4200 General Operations | | | | |
| 3-4260 Board Retreat Meetings | 928.40 | 5,000.00 | 4,071.60 | 18.57 % |
| 3-4270 CIS Senior Advisor | | 2,500.00 | 2,500.00 | |
| 3-4280 ICMA Senior Advisor | | 7,000.00 | 7,000.00 | |
| Total 3-4200 General Operations | 928.40 | 14,500.00 | 13,571.60 | 6.40 % |
| Total Income | \$55,774.34 | \$156,000.00 | \$100,225.66 | 35.75 % |
| GROSS PROFIT | \$55,774.34 | \$156,000.00 | \$100,225.66 | 35.75 % |
| Expenses | | | | |
| 3-5100 Conferences | | | | |
| 3-5130 Fall Conference | | | | |
| 3-5134 Food & Beverage Fall | | 5,000.00 | 5,000.00 | |
| 3-5135 Room Rental Fall | | 500.00 | 500.00 | |
| 3-5139 Speakers Fall | | 5,000.00 | 5,000.00 | |
| Total 3-5130 Fall Conference | | 10,500.00 | 10,500.00 | |
| 3-5140 Summer Conference | | | | |
| 3-5141 Activities Summer | | 3,000.00 | 3,000.00 | |
| 3-5142 Administration Summer | | 500.00 | 500.00 | |
| 3-5143 Audio/Trade Show Summer | | 2,500.00 | 2,500.00 | |
| 3-5144 Food & Beverage Summer | | 30,000.00 | 30,000.00 | |
| 3-5145 Lodging Summer | | 4,000.00 | 4,000.00 | |
| 3-5146 Postage/Printing Summer | 324.03 | 500.00 | 175.97 | 64.81 % |
| 3-5147 Travel Summer | | 300.00 | 300.00 | |
| 3-51481 Summer Wells/Jordan Scholarship | | 3,000.00 | 3,000.00 | |
| 3-5149 Speaker Summer | | 8,000.00 | 8,000.00 | |
| Total 3-5140 Summer Conference | 324.03 | 51,800.00 | 51,475.97 | 0.63 % |
| Total 3-5100 Conferences | 324.03 | 62,300.00 | 61,975.97 | 0.52 % |
| 3-6000 Operations Expense | | | | |
| 3-6001 LOC Services | 12,874.98 | 28,000.00 | 15,125.02 | 45.98 % |
| 3-6016 Board Functions | | 6,000.00 | 6,000.00 | |
| 3-6020 Coaching Program | 571.86 | 1,000.00 | 428.14 | 57.19 % |
| 3-6021 Conference Calls | | 500.00 | 500.00 | |

Oregon City/County Management Association

BUDGET VS. ACTUALS: OCCMA FY 2020 - FY20 P&L

January - December 2020

| | TOTAL | | | |
|---|--------------------|---------------------|----------------------|-----------------|
| | ACTUAL | BUDGET | REMAINING | % OF BUDGET |
| 3-6027 Marketing/Supplies | | 10,000.00 | 10,000.00 | |
| 3-6033 Miscellaneous | 250.00 | 1,500.00 | 1,250.00 | 16.67 % |
| 3-6034 Miscellaneous Credit Card Exp | 825.02 | 2,000.00 | 1,174.98 | 41.25 % |
| 3-6036 National/Committee Travel | -2,421.90 | 3,000.00 | 5,421.90 | -80.73 % |
| 3-6039 Newsletter | 1,401.00 | 5,000.00 | 3,599.00 | 28.02 % |
| 3-6042 Postage | 143.51 | 600.00 | 456.49 | 23.92 % |
| 3-6045 Printing, Fax | | 600.00 | 600.00 | |
| 3-6051 Scholarships Charlie Henry | | 4,500.00 | 4,500.00 | |
| 3-6054 Senior Advisor | 1,909.68 | 14,000.00 | 12,090.32 | 13.64 % |
| 3-6057 Web Support | | 1,500.00 | 1,500.00 | |
| 3-6058 Audit | | 7,500.00 | 7,500.00 | |
| 3-6059 Sponsorship of Other Organizations | | 2,000.00 | 2,000.00 | |
| Total 3-6000 Operations Expense | 15,554.15 | 87,700.00 | 72,145.85 | 17.74 % |
| Total Expenses | \$15,878.18 | \$150,000.00 | \$134,121.82 | 10.59 % |
| NET OPERATING INCOME | \$39,896.16 | \$6,000.00 | \$ -33,896.16 | 664.94 % |
| NET INCOME | \$39,896.16 | \$6,000.00 | \$ -33,896.16 | 664.94 % |



Oregon City/County Management Association

TRANSACTION LIST BY VENDOR

March - June, 2020

| DATE | TRANSACTION TYPE | NUM | POSTING | MEMO/DESCRIPTION | ACCOUNT | AMOUNT |
|-----------------------------|----------------------|----------------|---------|-----------------------------------|-------------------------|-----------|
| CIS Trust | | | | | | |
| 06/24/2020 | Bill | OCCMA-I2020-00 | Yes | Inv OCCMA-I2020-00 Member # 50276 | 3-2099 Accounts Payable | 250.00 |
| 06/30/2020 | Bill Payment (Check) | 3131 | Yes | | 3-1001 Checking | -250.00 |
| Dave Kanner | | | | | | |
| 03/30/2020 | Bill | | Yes | | 3-2099 Accounts Payable | 78.20 |
| 05/16/2020 | Bill Payment (Check) | 3129 | Yes | | 3-1001 Checking | -78.20 |
| David Clyne | | | | | | |
| 04/29/2020 | Bill | | Yes | | 3-2099 Accounts Payable | 258.50 |
| 05/16/2020 | Bill Payment (Check) | 3128 | Yes | | 3-1001 Checking | -258.50 |
| Garten | | | | | | |
| 05/21/2020 | Bill | P282532 | Yes | | 3-2099 Accounts Payable | 324.03 |
| 06/30/2020 | Bill Payment (Check) | 3132 | Yes | | 3-1001 Checking | -324.03 |
| Gary Milliman | | | | | | |
| 04/23/2020 | Bill | | Yes | | 3-2099 Accounts Payable | 1,072.35 |
| 05/16/2020 | Bill Payment (Check) | 3127 | Yes | | 3-1001 Checking | -1,072.35 |
| Lehman, Larry | | | | | | |
| 04/20/2020 | Bill | | Yes | | 3-2099 Accounts Payable | 402.50 |
| 05/16/2020 | Bill Payment (Check) | 3126 | Yes | | 3-1001 Checking | -402.50 |
| LOC | | | | | | |
| 04/30/2020 | Bill | | Yes | | 3-2099 Accounts Payable | 6,437.49 |
| 05/22/2020 | Bill Payment (Check) | 3130 | Yes | | 3-1001 Checking | -6,437.49 |
| 06/30/2020 | Bill | 1054 | Yes | | 3-2099 Accounts Payable | 6,437.49 |
| OCCMA - HC to OCCMA | | | | | | |
| 03/15/2020 | Bill | | Yes | | 3-2099 Accounts Payable | 2,421.90 |
| 06/08/2020 | Bill Payment (Check) | | Yes | | 3-1001 Checking | -2,421.90 |
| OCCMA Host Committee | | | | | | |
| 04/14/2020 | Expense | | Yes | | 3-1001 Checking | - |
| | | | | | | 60,000.00 |



Oregon City/County Management Association

TRANSACTION LIST BY VENDOR

March - June, 2020

| DATE | TRANSACTION TYPE | NUM | POSTING | MEMO/DESCRIPTION | ACCOUNT | AMOUNT |
|--------------------|-------------------------|--------|---------|------------------|-----------------------------------|-----------|
| Safeguard | | | | | | |
| 05/16/2020 | Bill Payment (Check) | 501 | Yes | | 3-1002 Host Committee Checking | -27.00 |
| Select Impressions | | | | | | |
| 04/08/2020 | Bill | 101439 | Yes | | 3-2099 Accounts Payable | 143.51 |
| 04/28/2020 | Bill | 101388 | Yes | | 3-2099 Accounts Payable | 928.00 |
| 06/30/2020 | Bill Payment (Check) | 3133 | Yes | | 3-1001 Checking | -1,071.51 |
| Sheila Ritz | | | | | | |
| 04/23/2020 | Bill | | Yes | | 3-2099 Accounts Payable | 98.13 |
| 05/16/2020 | Bill Payment (Check) | 3125 | Yes | | 3-1001 Checking | -98.13 |



OCCMA

Oregon City/County Management Association

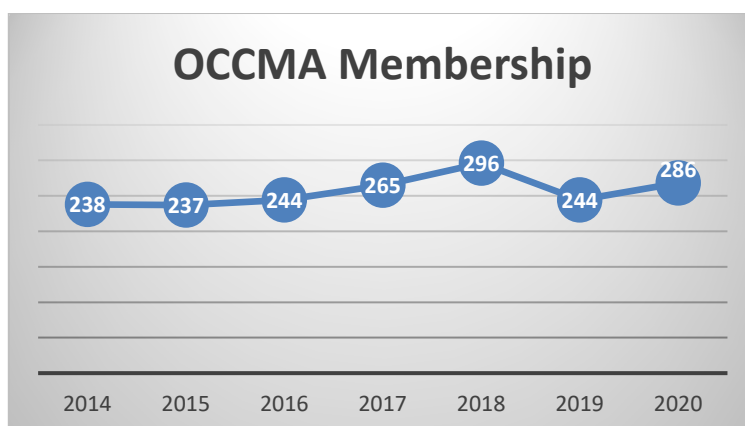
A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Kelly Richardson, Project Coordinator-Affiliates
Date: July 2, 2020
Subject: Membership Report

As of July 2, 2020, OCCMA has received 176 applications for membership (excluding Lifetime and Honorary Members). The specific breakdown between membership classifications is included below. For the purposes of tracking the volume of membership applications, the numbers increased from March and include July 2019 are included for the board's reference.

| | 07.02.2020 | 03.12.2020 | 07.01.2019 |
|------------------------------|------------|------------|------------|
| ACTIVE | 176 | 162 | 171 |
| AFFILIATE | 19 | 16 | 22 |
| COOPERATING | 2 | 2 | 2 |
| HONORARY | 2 | 2 | 2 |
| ICMA COMPLIMENTARY | 8 | 8 | 7 |
| LIFETIME | 38 | 38 | 33 |
| RETIRED | 35 | 35 | 31 |
| STUDENT | 2 | 2 | 7 |
| MEMBERS IN TRANSITION | 4 | 4 | 4 |
| TOTAL | 286 | 268 | 279 |

The figure below shows total membership since 2014 excluding honorary and lifetime members. At the end of 2018, there were between 20 – 50 more members of the association, were holding steady with 2019. Currently at 286 members strong even through a pandemic. On July 1, 2020 the Mid-Year push started and with only 10 members different the association could see numbers exceeding 2019.



At the January 31, 2020 OCCMA Board of Directors Meeting, the board discussed the possibility of development of a promotional membership package. This package should help with membership promotions going forward.



OCCMA

**Oregon City/County
Management Association**
A State Affiliate of **ICMA**

June 29, 2020

Memorandum to: OCCMA Board of Directors

From: Nominating Committee
(Marty Wine - Chair, Christy Wurster, Susie Marston, Robb Corbett)

Subject: Board Vacancy Recommendation

The Nominating Committee recommends the appointment of Adam Brown, City Manager of Ontario, OR, to fill the current vacancy on the OCCMA Board. Adam's active participation in ICMA and application demonstrating his prior involvement while serving in other states will offer important contributions to the OCCMA Board.

As this is a Board position that serves through the end of 2020, the Committee will further recommend that Adam Brown's appointment to the Board stand and continue as a candidate on the slate and Board position that will be vacant at the end of 2020.

The Committee met on June 18 to consider three applications to fill this Board vacancy. We were encouraged to receive all applications from interested and capable managers who are currently serving in the eastern part of Oregon. The Chair will contact all applicants to thank them and encourage their future application.



Date: July 2, 2020
TO: Board of Directors
FROM: OCCMA Ethics Committee Co-Chairs
RE: Report from the Ethics Committee

The Ethics Committee has met and proposed interim rules for dealing with ethics complaints that were approved by the OCCMA Board at a special meeting on May 26. As you are aware, the Ethics Committee has a responsibility to address complaints that relate to the ICMA Code of Ethics which is also adopted by OCCMA. The Association plays a role in assisting with the fact-finding for a violation of the ICMA Code of Ethics by an ICMA members in Oregon.

The State is responsible for the investigation and resolution of an ethics complaint relating to a member of OCCMA who is not a member of ICMA.

The Ethics Committee assists ICMA with fact-finding for a complaint of an Oregon ICMA member. The Ethics Committee also conducts fact-finding on a complaint from an OCCMA member who is not a member of ICMA, as well. Information relating to these complaints is related as confidential unless a public censure or revocation of membership is determined to be the appropriate penalty when a member is deemed to have violated the ICMA Code of Ethics.

I appreciate the members of the Committee meeting to review and develop interim rules which have been referred to the Bylaws and Policy Committee for refinement and incorporation into the OCCMA Policy Annex.

Respectfully submitted,

A handwritten signature in blue ink, which appears to read "S. Nebel", is positioned above the name of the signatory.

Spencer Nebel, Ethics Committee Chair

July 1, 2020

TO: OCCMA Board of Directors

FR: Eileen Stein, Academic Affairs Committee Chair

RE: Academic Affairs Committee Report

There is much activity to report with regard to the Academic Affairs Committee despite the coronavirus and closure of the PSU campus.

NASPA Re-Accreditation

The site visit by the NASPA accreditation team was able to take place just as travel restrictions were being put in place. Some of the accreditation team took part in the site visit in person and some took part remotely. PSU has received the self-study back and all is looking good. Their report has been submitted to COPRA and is awaiting a final decision on their re-accreditation. The team was very impressed with the program and especially the connection the program has with practitioners in the state. Special thanks to those practitioners who were able to come out and meeting with the accreditation team.

Center for Public Service

Enrollment is declining at PSU's Center for Public Service with the exception of the local government administration program. They are seeing a strong continued interest and diversity in that program. A fine group of students just graduated from the program, and a number of them are already out in the field and active.

Very positive comments from the NASPA site visitors about our local government specialization, its students, and the very supportive Oregon practitioner community. PSU was ranked #17 in Local Government Management and #18 in Urban Policy for 2020 US World News and Report rankings among the graduate programs.

The Local Government PSU/MPA LinkedIn page is back up and operating. If you would like to join, go to <https://www.linkedin.com/groups/4573733/>.

Scott Lazenby, Masami Nishishiba, and Sara Saltzberg are working on contacting people in the field to get a current sense of the kinds of consulting or training needs CPS could and should be addressing.

Two books are out. Phil Cooper's, Local Government Administration and Doug Morgan and Mike Gleason's, Local Elected Officials. These are aimed not only for use as texts but for wider use in the community or by new local government leaders.

The Civics Gap project is ongoing. Work is being done to add a Handbook to CPS website on training for local elected officials based on Doug and Mike's book.

MRSC-esque Resource

Not much to report here, but interest in making a center in Oregon is still strong. Options available include tagging onto PSU's website, the LOC website, or making a free standing program altogether, although the funding and operational details would have to be worked out.

Local Government Advisory Committee

Our Advisory Committee is meeting online on its regular quarterly schedule with Eileen Stein as the new chair.

OCCMA News

PSU students are assisting CPS in hosting the OCCMA online conference coming up shortly.

Having student members be able to participate on the OCCMA managers' listserv would go a long way toward their professional development. Apparently there is not a policy for this and it is on the agenda for the OCCMA Board, I believe. I hope that will pass.

ICMA News

Huell White received the ICMA Professional Development Certificate. Congratulations to Huell!

New Student ICMA Chapter Officers are on board and already active.

Ashleen McGirk

Maggie Holm

Jordin Montgomery

CPS is ready to support the ICMA 2021 Conference in Portland however that may look now which has yet to be determined whether it will be a traditional conference or whether we will still be in the throes of this pandemic by then.

| OCCMA Newsletter Third Quarter 2020 Copy Due Date: August 3, 2019 | | | | |
|--|---|---|---|--|
| | Article | Author/Coordinator | Word Count | Copy Received |
| | President's Message (with photo) | Nebel | 750 | |
| | Feature Article: | ? | 1,500 | |
| | Summer Conference Recap | Copy: ? Photos: Students | 2 pages | |
| | Thank You to Summer Conference Sponsors | Julie Oke | 1 page | |
| | ICMA Ethics: Understanding ICMA | Kelly Richardson | 800 | |
| | Career Compass: How Do I Get and Benefit from a Stretch Assignment | Kelly Richardson | 800 | |
| | ICMA Resources Highlights: Veterans Resources | Kelly Richardson | 300 | |
| | LOC Resources Highlights: New Website | Kelly Richardson/LOC staff | 200 | |
| | Retirement: | Sheila Ritz | 800 words | |
| | Senior Advisor Reports | Dave Kanner Dan Bartlett Larry Lehman Sheila Ritz Wes Hare Dave Waffle Gary Milliman David Clyne | max 2,000 words per SA (average 350 words per visit) | DK - DB - LL - SR - WH - DW - GM - DC - |
| | Managers on the Move (Recruitments in Progress & Managers Recently Appointed) | Kelly Richardson | N/A | |
| | 2021 OCCMA Committees Solicitation | Kelly Richardson | N/A | |



A neighborly community providing safe services, developing innovative partnerships, focusing on quality and life-giving opportunities

MEMO

To: OCCMA Board of Directors
From: Aaron Palmquist, City Manager
Re: Next Generation Ad Hoc Committee
Date: July 1, 2020

Next Generation Committee (ad hoc) task in the 2020 Action Plan as follows:

M.1 Pair up new managers with existing managers to help welcome new members at conferences and other events.

M.2 Welcome newly-appointed managers to the Association with a welcome package.

These to key areas fit within the OCCMA Board Strategic Goal of B. Support for manager in the profession and C. Provide outreach to foster diversity and inclusiveness of our membership.

The committee met on April 9 for the first time this year. The primary topic was to review and discuss the 2018 Workplan (last solid document from this ad hoc committee) and plan a way forward.

Committee members are: Aaron Palmquist, City of Irrigon (Chair); Jerry Gilham, City of Sutherlin; Kelly Madding, City of Ashland; Sherilyn Lombos, City of Tualatin; Brian Sjothun, City of Medford.

Present were Aaron, Brian, Kelly Richardson – LOC and Jon Steiner - LOC

A very brief discussion took place around the 2018 Workplan and Draft Manager Survey.

Questions/comments arose noting the following:

- 1. This need and process, should not his committee be a sub-committee of another committee, such as the Professional Development Committee, the new Diversity and Inclusion Committee or part of the support process through the Senior Advisors?**
- 2. What about having the NW Women's Institute provide some insight here or as part of their collaboration with OCCMA?**
- 3. Do we need to provide the depth of items and services for new and existing managers, especially during tough and reduced times?**
- 4. There has been discussion within the board to create a consistent communication/brochure packet, could there also be a video about serving, with some experiences from across the state. Maybe a fun title such as Run to or Run Away!**
- 5. There seems to be some committees and focus that are redundant or duplicated actions by other committees.**
- 6. To broaden the opportunities for growing managers, what about expanding or broadening membership to include "Agency Membership?"**
- 7. Is there a difference between manager and department head?**

The committee expressed a desire to reach back to the OCCMA Board and get clearer direction and understanding, with the hope of streamlining committees and processes as not to overwork those who do volunteer but also increase the base of membership which could increase committee participation.

Thoughts and points to consider:

- **Should the OCCMA Board disband this Ad Hoc Committee and re-allocate the desired direction to another committee?**
- **Should the OCCMA Board make this Ad Hoc Committee a sub-committee of another existing committee?**
- **Should the OCCMA Board review and consider expanding/modifying memberships, such as agency memberships (group)?**

The Next Generation Committee has been one of those committees that has struggled to have clarity and have a solid end state with clear objectives achieved.

The committee desires to put this before the OCCMA Board at their next meeting to discuss the points to consider and provide additional direction to the Next Generation Ad Hoc Committee.

Aaron Palmquist, MBA/PA
City Manager
PO Box 428
Irrigon, OR 97844
541-922-3047
manager@ci.irrigon.or.us



Date: July 2, 2020

TO: Board of Directors

FROM: OCCMA Host Committee Co-Chairs

RE: Report from the Host Committee

The COVID-19 pandemic has significantly altered our plans as a Host Committee in preparing for the 2020-2021 Portland event. As you are aware due to the pandemic, ICMA will be holding a digital event on September 23-26, 2020, instead of holding the conference in Toronto as originally planned. As a Committee, we are looking for advice from Jeremy Figoten, Director, Conference Assistance Sponsorships for ICMA, and what expectations are for promoting the conference at this virtual event.

Traditionally, the Host Committee would staff a booth to promote the following year's conference. Obviously, this is not possible at a virtual event. We are presuming that the video and statement welcoming participants to Portland in 2021 is still in order. This simplifies our responsibilities leading up to the 2021 conference.

Beyond that, we would typically be hosting the ICMA Planning Committee in Portland in November, prior to the conference. At this point, we have no idea whether that Planning Committee effort will take place in person or virtually. There are also levels of uncertainty as to where the nation and world will be relating to COVID-19, leading up to the 107th Conference scheduled for Portland, Oregon on October 3-6, 2021. Due to these uncertainties, we are not holding our scheduled full Host Committee meeting in conjunction with our virtual summer conference this year. We need further direction before we can have a meaningful meeting for the full Host Committee.

We are all becoming somewhat used to the uncertainties that surround planning with COVID-19. We are hopeful that there are some breakthroughs that will allow us to plan for a great return to an in-person conference in Portland in 2021!

Respectfully submitted,

Joseph Gall, City Manager of Sherwood,
Eileen Stein, City Manager of West Linn,
Spencer Nebel, City Manager of Newport,
OCCMA Host Committee Co-Chairs



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

E-

TO: OCCMA BOARD OF DIRECTORS
FROM: KELLY RICHARDSON, LOC PROJECT COORDINATOR-AFFILIATES
SUBJECT: LISTSERV POLICY
DATE: JULY 2, 2020
CC: FILE

As stated below the listserv policy that LOC staff has been told to follow doesn't follow what appears to be expected practice, therefore staff is proposing to the Board updated language. The past practice has been to allow student members access to the listserv.

Staff is also suggesting if the Board decides to approve the new language and update the policy that it become part of the policy annex. If the Board then approves the policy to become part of the policy annex, then refer it to the Bylaws & Policy Committee.

Staff would ask the Board if new language is approved to allow students access make it allowed immediately or give clear direction on the Boards wishes.

Listserv Rules and Code of Conduct

The OCCMA listserv was established in the mid- 1990s as a means for professional support and information sharing between OCCMA members. The listserv is currently hosted by the League of Oregon Cities. A member of League staff acts as the OCCMA Association Manager. Policies are established by the OCCMA Board of Directors in consultation with our Association Manager.

Access to the listserv is provided to: active, affiliate, retired, honorary, and lifetime members of the Oregon City/County Management Association Constitution. For these members, access to the listserv is a privilege and not a right of membership. Failure to follow the Code of Ethics or listserv rules may result in sanctions up to and including removal from the listserv.

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COURTESIES & COMMON SENSE (aka "THE RULES")

Use of Information and Materials: All information and materials shared on this listserv should be used in the spirit of Tenet 2 of the ICMA Code of Ethics: "Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant."

Forwarding listserv messages to outside parties should be done judiciously and within the spirit and intent of these rules and the ICMA Code of Ethics.

Keep Your Posts Clean, Short and Succinct: When replying to a message, keep the part of the message you're responding to, and delete the unnecessary material. Keep them short and succinct!

Watch the Subject Line: When you post and the subject line no longer has any relevance in regard to your topic, please change it to reflect whatever you are talking about. For example, if the subject line reads "Re: COLAs" and the message has started talking about "Job Descriptions," change the subject line.

Prohibited Messages: Chain letters, urban legends and virus warnings. Keep these limited to your private mail outs only! Also prohibited: messages with bias against a protected class.

Privacy: This is a restricted listserv. Use of the membership listserv for marketing or other purposes not related to the purposes of OCCMA is considered a serious violation of the Rules.

Flaming and Mud Slinging: Flaming, mud slinging and bashing or attacking other listserv members is not allowed. Please allow everyone to speak their mind in a friendly way, and respect the fact that we can't all agree all of the time.

Off-Topic Posts: This listserv is about management of local government and professional support, sometimes our conversations stray off topic. If you are talking about anything that isn't related, please indicate that in the subject line by typing "OT" (off-topic) in the subject line. That way, those who wish to skip the off-topic thread can do so easily. Better yet, please take it from the listserv

and e-mail the person privately.

Questions: If a listserv member has any questions regarding this policy and how it might affect information contained in a post, he/she should contact the President before posting the message.

Violations/Penalties: The President may impose sanctions on a member who violates the rules governing the use of the listserv. Sanctions may include, but are not limited to:

- Warning
- Reprimand
- Suspension of listserv privileges for up to 60 days
- Termination of listserv privileges

Appeal of Penalties: A person may appeal the imposition of a suspension or termination of his/her listserv privileges by submitting a written notice of an appeal of the President's decision. Such appeal shall be sent to the OCCMA Association Manager at P.O. Box 928, Salem, OR 97308-0928. The appeal shall be heard by the OCCMA Executive Committee within 30 days of the receipt of the notice of appeal. The President shall not participate in the appeal hearing as a member of the Executive Committee and shall not vote. The President shall present such information as he/she deems appropriate during the informal appeal hearing. The appellant shall present information and testimony regarding his/her appeal of the President's imposition of penalties.

The Executive Committee, after the conclusion of its informal hearing, shall either sustain, modify, or reverse the President's imposition of penalties. The Executive Committee's decision shall be based on its findings relative to whether there has been a violation of the listserv rules and in the case it has found a violation, the reasonableness of any penalty imposed.

Reinstatement of Persons Whose Privileges Have Been Terminated: A member in good standing of OCCMA whose listserv privileges have been terminated may petition the Executive Committee of OCCMA for reinstatement no sooner than one year after the date the member's privileges were terminated. In the petition for reinstatement, the member shall indicate the reasons why the member should be considered for reinstatement and the member's commitment to abide by the rules governing the use of the listserv. It shall be solely at the discretion of the Executive Committee whether to reinstate a member's listserv privileges.

If you receive any other listserv related e-mail, privately or publicly, which you consider offensive or inappropriate, please bring it to the attention of the President or the Association Manager immediately to be dealt with accordingly.

Adopted: April 25, 2008 by the OCCMA Board of Directors

F-



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

TO: OCCMA BOARD OF DIRECTORS

FROM: KELLY RICHARDSON, LOC PROJECT COORDINATOR-AFFILIATES

SUBJECT: FALL BOARD RETREAT

DATE: JULY 2, 2020

CC: FILE

At the January 2020 Board meeting it was motioned to have the 2020 Board retreat in the Portland metro region. With the pandemic, focus on this retreat has been little to none. I believe the Board needs to decide soon on whether to cancel the retreat or simply schedule a Zoom resort meeting.

LOC staff will need time to pull this event together either way.

Thank you,
Kelly

PG-31



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

G

TO: OCCMA BOARD OF DIRECTORS

FROM: KELLY RICHARDSON, PROJECT COORDINATOR-AFFILIATES

SUBJECT: FALL WORKSHOP ADMISSSION FEE

DATE: JULY 6, 2020

CC: FILE

As the 2020 LOC Annual Conference quickly approaches, the OCCMA Board of Directors needs to decide what the registration fee will be for the Fall Workshop. This year the LOC Conference and Fall Workshop will be virtual, and registration will open on July 15th. The OCCMA workshop scheduled for Wednesday, October 14th, from 9:45 am - 11:45 am, with the Business Meeting scheduled from 9:00 am - 9:30 am.

Last year, the fee for the Fall Workshop was \$85 and covered the costs for food, AV, venue and speaker fee. The cost associated with this year's workshop would be dependent on whether the Professional Development Committee chooses to hire a paid speaker and an estimated \$350 associated with AV and the conference platform costs.

The Professional Development Committee is currently working on topics for the Fall Workshop. The topic should be finalized at the next Professional Development Committee meeting.



2020 WORK PLAN

OUR MISSION

Our mission is to support and energize our members and the profession in order to foster responsible, responsive local government with the objective of improving the sustainability and livability of Oregon communities.

OUR STRATEGIC GOALS

Our Strategic Plan has four goals which reflect our Mission:

- A. Provide professional development opportunities to our Members.
- B. Support our Members in the Profession.
- C. Provide outreach to foster diversity and inclusiveness of our Membership.
- D. Host the 2021 ICMA Annual Conference in Portland.

OCCMA carries out its Mission through programs and special activities conducted by the Board and a number of standing committees.

CORE BELIEFS (taken from Envision ICMA Strategic Plan - Adopted February 17, 2017)

1. PUBLIC SERVICE: including the stewardship of democratic principles and the efficient and transparent use of public resources;
2. ETHICS: as the core of professionalism in local government leadership and management as outlined in the ICMA Code of Ethics;
3. COUNCIL/MANAGER FORM OF GOVERNMENT AND PROFESSIONAL MANAGEMENT: as the preferred local government structure;
4. EQUITY AND INCLUSION: ensuring that local governments are inclusive and mirror the diversity in communities;
5. THE CONTINUOUS PURSUIT OF EXCELLENCE: including professional development, life-long learning, networking, capacity building, knowledge sharing, and engagement;
6. STEWARDSHIP: balancing resources including people, financial, social capital, and environmental so that communities are better than we found them; and,
7. LEADERSHIP: developing leadership capacity and attracting and developing future generations of leaders.

WORK PLAN

OCCMA carries out its Mission through programs, support services, and special activities conducted by the Board and a number of standing and ad hoc committees, with administrative support from the League of Oregon Cities. On January 31, 2020, the Board of Directors

adopted a work plan for 2020. The letters in parentheses reference the goals(s) related to that work item. The 2020 OCCMA Work Plan is as follows:

A. OCCMA Board

A.1 Promote the council/manager form of government by creating a League of Oregon Cities conference work shop or program on the council/manager form of government. (B)

A.2 Schedule the annual retreat on November 12-13 in conjunction with the ICMA Planning Committee that meets in Portland November 13-15, 2021. (B,D)

A.3 Create a Diversity, Equity and Inclusion ad hoc Committee.(C)

A.4 Create a Veterans in the Profession ad hoc Committee. (C)

A.5 Advocate with LOC for bylaws changes regarding manager nomination and participation on the LOC Board of Directors.

A.6 Develop and provide OCCMA branded items for use in promoting the benefits and membership in OCCMA. (B)

A.7 Review membership criteria to encourage broader participation of local government administrators in the Association.

B. Nominating Committee

B.1 Recruit a diverse slate of candidates for the Board and president-elect reflective of the OCCMA community. (C)

C. Ethics

C.1 Develop a policy for addressing ethics complaints for members who are ICMA members and also for OCCMA members who are not ICMA members.

D. Support for Managers

D.1 Regularly promote senior advisor services and encourage members and non-members to avail themselves of these services. (B)

D.2 Work with the Board to review content of membership promotion and support material. (B)

E. Bylaws Committee

E.1 Implement changes to Policy Annex Article 7, relating to the coaching program. (B)

E.2 Develop written guidelines for scheduling billing and collection of dues by OCCMA. (B)

F. **Audit Committee**

F.1 Determine the need for a financial review or audit of OCCMA financial statements. (B)

G. **Professional Development Committee**

G.1 Utilize the draft PDC guidelines as a basis for conference planning in 2020, and review and revise the draft policy guidelines to reflect operational best practices for future conference planning. (A)

G.2 Provide an opportunity at the conference to promote ethical local government management based on the ICMA Code of Ethics and Oregon Government Ethics. (A)

G.3 Work with county managers to consider the development of a proposed county track of training opportunities at the conferences. (A)

G.4 Focus on utilization of diverse and inclusive professionals to present at our conferences and engage with OCCMA. (A, C)

H. **Academic Affairs (ad hoc)**

H.1 Prepare a brief local government curriculum for local government officials to present when asked to speak with school and other local community groups about the manager form of government. (B)

H.2 Pair up university students attending conferences (including ICMA) with managers attending that conference. (B, C)

H.3 Develop a program at Southern Oregon University linking students with OCCMA. (B, C)

I. **Communications (ad hoc)**

I.1 Produce a quarterly newsletter with articles on ethics, promotion of professional development opportunities and diversity, equity and inclusion initiation opportunities for the profession, including a list of regional managers' meetings and contacts for those groups. (B)

I.2 Explore the development of an OCCMA app. (B)

I.3 Develop a survey for Board approval regarding OCCMA services including coaching, communication with members, membership criteria and diversity, equity and inclusion in the profession. (B)

J. **ICMA Liaison (ad hoc)**

J.1 Review compliance of OCCMA and ICMA with the Affiliation Agreement between ICMA and OCCMA dated December 14, 2016. (B)

K. **Diversity, Equity and Inclusion (ad hoc)**

K.1 Review purpose and task relating to the mission of this ad hoc Committee and report back any suggested modifications to the Board.

K.2 Increase support for the Women's Leadership Academy, including administration and logistics, continue with OCCMA memberships and expand programming. (B,C)

K.3 Focus on recruiting and expanding diversity of members in OCCMA. (B,C)

L. **Host Committee (ad hoc)**

L.1 Educate Oregon managers about the 2021 ICMA conference, explore discounts for first time attendees, scholarships and other programs that encourage managers from Oregon to be involved with this conference. (A, D)

L.2 Consider a scholarship program for 2021 ICMA conference utilizing funding raised by the Host Committee. (A, D)

M. **Next Generation Committee (ad hoc)**

M.1 Pair up new managers with existing managers to help welcome new members at conferences and other events. (B,C)

M.2 Welcome newly-appointed managers to the Association with a welcome package. (B,C)

N. **Veterans Advisory Committee (ad hoc)**

N.1 Review the purpose and task relating to the mission of the Ad hoc Committee and report any suggested modifications back to the Board.