



## OCCMA Board of Directors Meeting

November 12, 2020 1:00 pm – 5:00 pm

Location Virtual

<https://us02web.zoom.us/j/89311424155?pwd=Z1ZqY1ZOWjFTSCtYUE1zbCt5aUhPQT09>

Meeting ID: 893 1142 4155

Passcode: 961865

One tap mobile

+13462487799,,89311424155#,,,,,0#,,961865# US (Houston)

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### AGENDA

<b>A. Welcome &amp; Roll Call .....</b>	
<b>B. Zoom Protocols .....</b>	<b>03</b>
<b>C. Consent Calendar* .....</b>	
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5. Summary of All Contracts Executed on Behalf of OCCMA .....	
<b>D. Presidents Report (Spencer Nebel).....</b>	<b>15</b>
<b>E. Discussion of OCCMA Marketing Materials.....</b>	
<b>F. Discussion and Possible Action of Elimination of Surcharge for 2021.....</b>	
<b>G. Advocacy for the City Manager form of Government.....</b>	
<b>H. DEI and Veterans Ad Hoc Committee.....</b>	<b>17</b>
<b>I. Committee Reports.....</b>	
1. Nominating Committee ( <i>Marty Wine</i> ) .....	
2. Ethics Committee ( <i>Spencer Nebel</i> ) .....	
3. Support for Managers Committee ( <i>Susie Marston</i> ) .....	
4. Bylaws and Policy Committee ( <i>Robb Corbett</i> ) .....	
5. Audit Committee ( <i>Steve Powers</i> ) .....	
a. Professional Audit Scope of Work .....	
6. Professional Development Committee ( <i>Steve Powers</i> ) .....	21
7. Academic Affairs Committee ( <i>Eileen Stein &amp; Marty Wine</i> ) .....	
8. Communications Committee ( <i>Ben Bryant</i> ) .....	23
9. Next Generation Committee ( <i>Aaron Palmquist</i> ) .....	
10. Host Committee ( <i>Spencer Nebel, Eileen Stein, Joe Gall</i> ) .....	24
11. ICMA Liaison Committee ( <i>Marty Wine</i> ) .....	

<b>J. Senior Advisor Reports</b> ( <i>Senior Advisors</i> ) .....	-
<b>K. Review of OCCMA Activities for 2020</b> (Spencer Nebel).....	26

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

**TAKE NOTE IF THE BOARD MEETING ENDS EARLY, THE RETREAT WORKSHOP WILL BEGIN AT AROUND 2:30 PM.**

## Protocols for a Board Meeting in Zoom

The OCCMA President and LOC staff are respectfully asking each Board member to follow the below protocols when participating in a Board meeting on the Zoom platform. These protocols allow for the Board President to better recognize those members who wish to speak, while simultaneously ensuring that LOC staff can properly monitor quorum status and create accurate minutes. If you need assistance with any of these protocols, have questions, or perhaps even have suggested protocols of your own, please contact Kelly Richardson at [krichardson@orcities.org](mailto:krichardson@orcities.org).

1. Before entering a Zoom meeting, please make sure that your displayed profile identifies you by your name and the name of your city, so you are easily identifiable. If you need assistance in changing your displayed name or adding the name of your city to your displayed profile, please contact Kelly and she can provide you the needed instructions.
2. When entering a Zoom meeting, please state your name clearly for the record. After you have identified yourself, please consider putting yourself in mute. By placing yourself in mute, you will eliminate any potential distracting background noise.
3. Once the President and LOC staff believe a quorum has been established, the Board President will clearly state for the record the date and time which a meeting begins.
4. After the Board President has officially started the meeting, LOC staff will take the official roll call for meeting for the record. If you have muted yourself, staff asks that you please unmute yourself to participate in the roll call and then place yourself back in a mute status after having identified yourself during the roll call.
5. Board meetings can often go for several hours, which means it's not unreasonable to assume that at some point you may need to excuse yourself for a short break. If you leave the meeting at any time, please utilize the Chat Feature in Zoom to advise both the Board President and LOC staff that you are leaving the meeting. The notification in the Chat Feature should provide both your name and the time that you are leaving. We are asking that you utilize the Chat Feature instead of verbalizing your departure so as to not interrupt the flow of an ongoing conversation or point of debate. If you need assistance in learning how to utilize the Chat Feature, please contact Kelly and she can provide you the needed instructions.
6. If you join a meeting after it has begun, or return to a meeting after a brief departure, please utilize the Chat Feature in Zoom to advise both the Board President and LOC staff that you have joined/rejoined the meeting. The notification in the Chat Feature should provide both your name and time that you join the meeting. We are asking that you utilize the Chat Feature instead of verbalizing your arrival so as not to interrupt the flow of an ongoing conversation or point of debate. Please consider putting yourself in mute upon joining/rejoining the meeting so as to eliminate any potential distracting background noise. If you need assistance in learning how to utilize the Chat Feature, please contact Kelly and she can provide you the needed assistance.
7. If you have a question or wish to make a comment, please utilize the Hand Raising Feature in Zoom and wait to be recognized by the Board President before speaking. When you have been recognized by the President, to ensure clarity in the minutes, LOC staff respectfully asks that you clearly state your name for the record and then ask your question or make your comment. If

you need assistance in learning how to utilize the Hand Raising Feature in Zoom, please contact Kelly and she can provide you the needed assistance.

8. Please only use the chat feature for official business not for actual chatting amongst yourselves, this will help staff keep accurate records for the meeting.
9. If you make a motion, please clearly state your name for the record.
10. If you second a motion, please clearly state your name for the record.
11. The President will repeat back for the record, who made the motion, who seconded the motion, and a summary of that motion.
12. At adjournment the Board President will clearly state the closure and time of meeting for the record.

Thank you for your assistance in helping to streamline Board meetings that occur on the Zoom platform. In following these protocols, the Board President and LOC staff believe the meeting will run more efficiently and the record of the meeting will be more accurate.



## OCCMA Board of Directors Meeting

October 13, 2020 | 4:00 pm – 6:00 pm

League of Oregon Cities Zoom Video

<https://us02web.zoom.us/j/83086957191?pwd=WHRMWXFzVnZDVXVxeVFMZDVUNGxjZz09>

Meeting ID: 830 8695 7191

Passcode: 159149

One tap mobile

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### 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 – Present

Aaron Palmquist, Director – Present

Ben Bryant, Director – Present

Adam Brown, Director - Absent

#### **Staff:**

Kelly Richardson, Project Coordinator – Affiliates – Present

Patty Mulvihill, General Counsel – Present

#### **Other:**

David Clyne, Dan Bartlett, Dave Waffle and Sheila Ritz, Senior Advisors – Present

Gordan Zimmerman, City Administrator Cascade Locks – Present

Zoe Monahan, Assistant City Manager Wilsonville – Present

Alice Cannon – Present

Dale Shafer, City Manager Nehalem – Present

Christy Wurster, City Manager Silverton – Present

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

**4:01 pm**

President-Spencer Nebel called the meeting to order at 4:01 pm.

## **B. Discussion of Zoom Protocols**

President Nebel went over the Zoom protocols for the Board.

## **C. Consent Calendar**

1. Minutes of the September 14, 2020 OCCMA Board Meeting
2. Current Financial Report
3. Summary of All Transactions by Vendor
4. Summary of All Contracts Executed on Behalf of OCCMA

Prior to the Consent Calendar President Nebel gave a brief overview of the financial status of the association during COVID, he stated the association is doing well during this pandemic. Nebel also stated the Host Committee is doing well and will be discussed further during the reports section of the agenda. Director Palmquist asked, what if anything needed to be done to further support the success of the upcoming conference. Nebel explained that based on the dollars already raised the outlook was good. In addition, with the association being financially strong Nebel felt next year should be fine.

*It was moved by Aaron Palmquist and seconded by Marty Wine to approve the consent calendar as presented. The motion passed unanimously (10 Yes (Nebel, Powers, Marston, Wine, Walsh, Corbett, Bryant, Palmquist, Sjothun, Huff,. 0 No, 0 Abstain, 1 Brown - Absent.*

## **D. Provisionally Appointing Future Board Members/Fall Retreat Participation**

President Nebel explained to the Board the reason for this appointment prior to the official election. The entire memo explaining the reason can be read on page 16 of the October 2020 packet.

*It was moved by Marty Wine and seconded by Aaron Palmquist to appoint Heidi Bell of Donald to the term vacated by Susie Marston if elected the President Elect at the Annual Membership Meeting term ending 2022. The motion passed unanimously (9 Yes (Nebel, Powers, Wine, Walsh, Corbett, Bryant, Palmquist, Sjothun, Huff,. 0 No, 1 Marston Abstain, 1 Brown - Absent.*

## **E. Update on Virtual Fall Retreat**

Project Coordinator-Affiliates Richardson referred the Board to the memo on page 17 of the October packet. President Nebel stated that himself and Steve Powers would meet and set the agenda.

**F. Discussion Process Followed to Make Recommendation to LOC Board Nominee** President Nebel explained the process followed to choose this year's candidate for the LOC Board of Directors. Nebel explained the criteria that was used to decide on page 18 of the October 2020 packet.

**G. NWWLA Members to become Affiliate Members of OCCMA Automatically** President Nebel explained the background and history of this to the Board. Nebel memo to the Board is on page 20 of the October packet.

*It was moved by Ben Bryant and seconded by Dan Huff to approve the complimentary affiliate membership automatically to NWWLA members. The motion passed unanimously (10 Yes (Nebel, Powers, Marston, Wine, Walsh, Corbett, Bryant, Palmquist, Sjothun, Huff,. 0 No, 0 Abstain, 1 Brown - Absent.*

**H. Review 2021 Meeting Calendar** Project Coordinator-Affiliates Kelly Richardson presented the 2021 Board calendar. The consensus of the Board was that the dates were fine.

## **I. Committee Reports**

1. Nominating Committee (*Marty Wine*)
2. Bylaws and Policy Committee (*Robb Corbett*)
3. Audit Committee (*Steve Powers*)
4. Support for Managers (*Susie Marston*)  
*Director Marston presented to the Board the new revised welcome packet and the consensus of the Board was to accept them as presented. During the discussion it was suggested to have an estimate presented on what it would cost to jazz them up a bit, so they are catchier and more eye appealing. Marston will have an estimate for the November retreat.*
5. Professional Development Committee (*Steve Powers*)
  - Summer Conference Survey Review
6. Ethics Committee (*Spencer Nebel*)
7. Communications (*Ben Bryant*)  
*Chair Ben Bryan had prepared a draft survey and presented it to the Board. Everyone liked the questions and thought it a good idea to figure out what OCCMA members wanted and how OCCMA could adapt to the changes going forward.*
8. Next Generation Committee (*Aaron Palmquist*)  
*Chair Palmquist briefly discussed the need for updated protocols for committees and Palmquist would have something for the November retreat.*
9. ICMA Liaison Committee (*Marty Wine*)
10. Host Committee (*Spencer Nebel, Joe Gall, Eileen Stein*)

Committee chairs gave verbal reports to the Board and the following written reports can be read in their entirety in the October Board packet; Bylaws, Audit, Support for Managers, Professional Development, Ethics, Communications, Host.

Bylaws Committee Chair Robb Corbett asked the Board members to consider a Bylaws amendment regarding Article 7 of the OCCMA Policy Annex be replaced with the language below.

*Section 1. PURPOSE: The purpose of the Coaching Program shall be to create an opportunity to bring together a new member or member new to Oregon, with an experienced member. The experienced member, or Coach, provides assistance, advice, counsel and support to the new member. OCCMA has an affiliation with International City Managers Association (ICMA) who will assist the member to obtain a coach. Every effort will be made to obtain a coach who is also an Oregon manager.*

*Section 2. ASSIGNMENT OF COACHES:*

1. Register on "CoachConnect" at <https://icma.org/icma-coaching-program>. You do not need to be a member of either ICMA or OCCMA to participate.
2. You will be invited to choose a prospective coach. Once completed, the system will connect coaches and prospects by email.

*Section 3. OCCMA's Role. OCCMA will support the ICMA coaching program for its members by identifying adequate numbers of coaches who are familiar with being a manager in Oregon. Coaches will be appointed by the President, prior to and announced at the annual meeting. A minimum of 3 coaches will be appointed with an emphasis on diversity.*

*The association will also support the program by promoting the program to its membership. A web page will be created which points members to the ICMA coaching program, and the association will write an article about the program in its magazine at least annually.*

*It was moved by Ben Bryant and seconded by Marty Wine to approve the recommended Bylaws update to Article 7 of the policy annex regarding the Coaching Program as presented. The motion passed unanimously (10 Yes (Nebel, Powers, Marston, Wine, Walsh, Corbett, Bryant, Palmquist, Sjothun, Huff). 0 No, 0 Abstain, 01 Brown- Absent).*

President Elect Powers left for a moment at 5:18 p.m.

**J. Other Business** No other business was discussed.

**K. Adjournment** President Nebel adjourned the meeting at 5:20 pm

**L. Executive Session to Discuss Ethics Complaints**

President Nebel convened the executive session at 5:23 p.m. In attendance were the following Board members; Nebel, Huff, Wine, Marston, Walsh, Bryant, Corbett, Sjothun, Palmquist, and Powers.

**APPROVED** by the OCCMA Board of Directors on November 12, 2020.

ATTEST:

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Mike Cully, Secretary-Treasurer

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Spencer Nebel, President





**OCCMA**  
Oregon City/County  
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**OREGON CITY / COUNTY MANAGEMENT ASSOCIATION**  
**2020 Budget vs. Actual**

September Reconciliation

**Conference Income**

**Fall Conference Registrations**

3-4303	· Registration	9,860	7,905	3,671	0	8,000
<b>Total Fall Conference</b>		<b>9,860</b>	<b>7,905</b>	<b>3,671</b>		<b>8,000</b>

**Summer Conference**

3-4404	· Registration	30,435	34,865	45,235	4,875	40,000
3-4407	· Sponsorships	14,900	19,500	31,000	8,400	25,000
3-4411	· Roger Jordan Scholarship	1,000	1,000	1,000		2,000
3-4413	· Food Charges	0	0	275		0
3-4420	· Activity Fee	0	0	0		0
<b>Total Summer Conference</b>		<b>46,335</b>	<b>55,365</b>	<b>77,510</b>	<b>13,275</b>	<b>67,000</b>

**NW Regional Conference**

3-4501	· Registration	29,355	0	35,045		0
3-4505	· Sponsorships	12,900	0	11,250		0
<b>Total NW Regional Conference</b>		<b>42,255</b>	<b>0</b>	<b>46,295</b>		<b>0</b>

**NW Women's Leadership Academy**

3-4600	· Registration	0	18,000	15,900		15,000
<b>Total NW Women's Leadership Academy</b>		<b>0</b>	<b>18,000</b>	<b>15,900</b>		<b>15,000</b>

<b>Total · Conferences</b>		<b>98,450</b>	<b>81,270</b>	<b>143,376</b>	<b>13,275</b>	<b>90,000</b>
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**General Operations Income**

3-4701	· Dues	46,628	46,915	44,879	40,785	45,000
3-4703	· Dues Surcharge 2021	7,117	6,678	6,773	6,094	6,500
3-4760	· Board Retreat Meetings	1,209	6,754	2,015	928	5,000
3-4770	· CIS Senior Advisor	2,500	2,500	2,500		2,500
3-4780	· ICMA Senior Advisor	4,352	3,219	7,485	629	7,000
<b>Total General Operations Income</b>		<b>61,806</b>	<b>66,066</b>	<b>63,652</b>	<b>48,436</b>	<b>66,000</b>

<b>Total Income</b>		<b>160,256</b>	<b>147,336</b>	<b>207,028</b>	<b>61,711</b>	<b>156,000</b>
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**EXPENSE**

**Conference Expense**

**Fall Workshop**

3-5334	· Food & Beverage Fall	7,168	4,752	4,194	0	5,000
3-5335	· Room Rental Fall	338	378	0		500
3-5338	· Administration Fall	0	0	122		0
3-5339	· Speakers Fall	2,500	4,500	527		5,000
<b>Total · Fall Conference</b>		<b>10,005</b>	<b>9,629</b>	<b>4,843</b>	<b>0</b>	<b>10,500</b>



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**OREGON CITY / COUNTY MANAGEMENT ASSOCIATION**  
**2020 Budget vs. Actual**

September Reconciliation

		2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 YTD	2020 BUDGET
<b>Summer Conference</b>						
3-5441	· Activities Summer	0	0	2,990		3,000
3-5442	· Administration Summer	5,772	518	460	8,272	500
3-5443	· A/V & Trade Show Summer	2,478	290	448		2,500
3-5444	· Food & Beverage Summer	18,583	19,021	30,061		30,000
3-5445	· Lodging Summer	1,870	4,334	0		4,000
3-5446	· Postage/Printing Summer	278	611	802	324	500
3-5447	· Travel Summer	302	92	100		300
3-5448	· Roger Jordan Scholarship	1,478	0	1,250		3,000
3-5449	· Speaker Summer	1,332	9,654	6,710		8,000
<b>Total · Summer Conference</b>		<b>32,092</b>	<b>34,521</b>	<b>42,820</b>	<b>8,596</b>	<b>51,800</b>
<b>NW Regional</b>						
3-5552	· Administration	3,777	0	7,451		0
3-5554	· Food & Beverage	29,212	0	22,909		0
3-5556	· Postage/Printing	157	0	126		0
3-5557	· Travel	2,240	0	5,550		0
3-5559	· Speaker	3,450	0	4,792		0
<b>Total · NW Regional</b>		<b>38,836</b>	<b>0</b>	<b>40,828</b>		<b>0</b>
<b>NW Women's Leadership Academy</b>						
3-5601	· LOC Administration	0	0	0		0
3-5602	· Other Administration	0	13,000	665		5,000
3-5603	· A/V & Room	0	0	0		0
3-5604	· Speaker	0	0	0		0
3-5605	· Food & Beverage	0	1,009	0		0
3-5606	· Miscellaneous	0	1,015	12,938	975	15,000
<b>Total · NW Women's Leadership Academy</b>		<b>0</b>	<b>15,024</b>	<b>13,603</b>	<b>975</b>	<b>20,000</b>
<b>Total · Conferences</b>		<b>80,933</b>	<b>59,173</b>	<b>102,094</b>	<b>9,571</b>	<b>82,300</b>



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**OREGON CITY / COUNTY MANAGEMENT ASSOCIATION**  
**2020 Budget vs. Actual**

September Reconciliation

		2017	2018	2019	2020	2020
		ACTUAL	ACTUAL	ACTUAL	YTD	BUDGET
<b>General Operations Expenses</b>						
3-6001	· LOC Services	6,482	10,422	25,807	12,875	28,000
3-6016	· Board Functions	5,162	13,576	4,299		6,000
3-6020	· ICMA Coaching Program	1,000	1,000	0	572	1,000
3-6021	· Conference Calls	196	182	451		500
3-6023	· Directory	3,664	0	0		0
3-6027	· Marketing/Supplies	683	1,452	743		10,000
3-6033	· Miscellaneous	459	1,346	348	250	1,500
3-6034	· Miscellaneous - Credit Card Exp	1,068	989	1,900	825	2,000
3-6036	· National/Committee Travel	1,119	2,583	2,422		3,000
3-6039	· Newsletter	4,676	5,124	4,405	1,401	5,000
3-6042	· Postage	179	488	557	143	600
3-6045	· Printing, Fax	133	350	478		600
3-6051	· Scholarships Charlie Henry	2,425	3,240	4,381		4,500
3-6054	· Senior Advisor	10,322	9,725	12,722	2,400	14,000
3-6057	· Web Support	3,091	3,000	1,092		1,500
3-6058	· Audit	0	0	0		7,500
3-6059	· Sponsorship of Other Organizations	0	0	0		2,000
<b>Total General Operations Expenses</b>		<b>40,658</b>	<b>53,478</b>	<b>59,604</b>	<b>18,465</b>	<b>87,700</b>
<b>Total Expenses</b>		<b>121,591</b>	<b>112,652</b>	<b>161,698</b>	<b>28,036</b>	<b>170,000</b>
<b>Net Income (Loss)</b>		<b>38,666</b>	<b>34,685</b>	<b>45,331</b>	<b>26,644</b>	<b>-14,000</b>
<b>Fund Balance, beginning year</b>		<b>86,503</b>	<b>125,169</b>	<b>159,853</b>	<b>205,185</b>	<b>205,185</b>
<b>Net Income (Loss)</b>		<b>38,666</b>	<b>34,685</b>	<b>45,331</b>	<b>26,644</b>	<b>(14,000)</b>
<b>Fund Balance, end of year</b>		<b>125,169</b>	<b>159,853</b>	<b>205,185</b>	<b>231,829</b>	<b>191,185</b>



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**OREGON CITY / COUNTY MANAGEMENT ASSOCIATION**  
**2020 Budget vs. Actual**

September Reconciliation

**Beginning Cash**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 YTD	2020 BUDGET
Beginning Cash - Operations	51,823	47,441	74,447	110,256	
Beginning Cash - 2021 ICMA Conference	30,739	72,856	79,534	89,307	
Beginning Cash - RJ Scholarship	3,350	4,872	5,872	5,622	
<b>Total Beginning Cash</b>	<b>85,912</b>	<b>125,169</b>	<b>159,853</b>	<b>205,185</b>	

**Transfers**

· Operating to RJ Scholarship	1,522	1,000	0	0	
· Operating to ICMA 2021	35,000	6,678	9,773	46,500	
· ICMA 2021 Host Committee Account	1,522	1,000	0	60,000	
<b>Total Transfers</b>	<b>38,044</b>	<b>8,678</b>	<b>9,773</b>	<b>106,500</b>	

**Ending Cash**

· Ending Cash Balance - Operations /Unrestricted	47,441	74,447	110,256	46,716	
· Ending Cash Balance - ICMA 2021	72,856	79,534	89,307	75,807	
· Ending Cash Balance - RJ Scholarship	4,872	5,872	5,622	5,622	
<b>Total Ending Cash OCCMA</b>	<b>125,169</b>	<b>159,853</b>	<b>205,185</b>	<b>185,696</b>	



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**OCCMA HOST COMMITTEE**  
**2020 Budget vs. Actual**

September Reconciliation

	2020 YTD	2020 BUDGET
<b>Income</b>		
3-4900 · Revenue		
<b>Total Income</b>	0	0
<b>EXPENSE</b>		
3-6250 · ICMA Conference Portland	2,449	0
<b>Total Expenses</b>	2,449	0
<b>Net Income (Loss)</b>	(2,449)	0
<b>Fund Balance, beginning year</b>	-	-
<b>Net Income (Loss)</b>	(2,449)	0
<b>Fund Balance, end of year</b>	(2,449)	0

<b>OCCMA HOST COMMITTEE</b>	
Transfers from OCCMA	60,000
Expenditures	2,449
<b>Total Ending Cash Host Committee</b>	<b>57,551</b>



# Oregon City/County Management Association

## TRANSACTION LIST BY VENDOR

July - August, 2020

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Gary Milliman						
07/28/2020	Bill		Yes		3-2099 Accounts Payable	489.84
Harrisburg						
08/24/2020	Bill		Yes		3-2099 Accounts Payable	50.00
Lane Council of Governments						
08/24/2020	Bill		Yes		3-2099 Accounts Payable	500.00
LOC						
07/14/2020	Bill Payment (Check)	3130	Yes		3-1001 Checking	6,437.49
PSU-Center for Public Service						
08/13/2020	Bill	21-001	Yes		3-2099 Accounts Payable	8,272.00
08/23/2020	Bill Payment (Check)	3009a	Yes			0.00
Stayton						
08/31/2020	Bill		Yes		3-2099 Accounts Payable	75.00



**OCCMA**

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

Date: November 5, 2020

TO: OCCMA Board of Directors

FROM: OCCMA Host Committee Co-Chairs

RE: November 12, 2020, Board of Directors Meeting

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It has been a wild and unconventional year for our families, communities, local, state and federal governments. I hope all the Board members are doing well during this difficult year. On November 12 we will hold our last regular Board of Directors meeting of the year. This meeting will be followed by the Board retreat, which will include both the existing Board members and the newly-elected Board members who will begin service as Board members on January 1, 2021. In addition, Heidi Bell, who was appointed to fill a vacancy, will begin her appointed term on the OCCMA Board of Directors on January 1, as well. Highlights of agenda activities are as follows:

#### **Discussion of OCCMA Marketing Materials**

Dave Waffle and the senior advisors have been working with Kelly Richardson on creating promotional materials for OCCMA. Dave and Kelly will give an update on their efforts at the November 12 Board meeting.

#### **Discussion and Possible Action on Elimination of the Dues Surcharge in 2021**

In 2012, the OCCMA Board of Directors authorized a proposal to be sent to ICMA to host 2021 ICMA Conference in Portland. Since that time, the Board initiated a surcharge to help generate funds to meet OCCMA's obligation for hosting the conference. This year, the surcharge has generated \$6,094. Between the surcharge and two direct appropriations of surplus amounts from an increase in conference sponsorships, the Association has raised \$135,807 to support the ICMA 2021 conference. In addition, the State of Washington City Manager's Association pledged support in the amount of \$50,000; \$10,000 from Travel Oregon; and \$30,000 from the League of Oregon Cities. The total funding committed to support the 2021 Conference is at \$225,807. Jeremy Figoten, Director, Conferences and Sponsorships ICMA, has indicated that we have raised sufficient funds to help offset expenses for the Portland 2021 conference. Our remaining role as an association will be facilitating contacts with ICMA with other potential sponsors of the conference that will be contracted directly with ICMA. As a result, it is the opinion of the Host Committee co-chairs that it is not necessary to levy the surcharge for the 2021 membership dues for OCCMA. I recommend the Board authorize discontinuation of this surcharge based on the funds raised to date.

### **Advocacy for City Manager Form of Government**

There have been several cities in the state of Oregon that have, from time-to-time, considered charter changes to implement the city manager form of government. The City of Portland is required to review their charter every ten years, and there is usually discussion about form of government. There has been some discussion about what role should OCCMA play when communities are considering a possible change in the form of government. I placed this on the agenda to discuss what role the Association has historically played in these types of situations, and to foster discussion on whether we should have a more specific advocacy policy in these types of scenarios in the future. It would also be good to get some historical context from our senior advisors on this matter.

### **Report on Diversity, Equity, and Inclusion ad-hoc Committee and the Veterans ad-hoc Committee**

Earlier this year, the Board created a diversity, equity, and inclusion ad-hoc committee and a veterans in the profession ad-hoc committee. I have appointed the following OCCMA members to the Diversity, Equity, and Inclusion Committee: Chair Brian Sjothun, City of Medford; Martha Bennett, City of Lake Oswego; Abigail Elder, City of Beaverton; Joseph Gall, City of Sherwood; Eileen Stein, Credentialed City Manager; Megan George, City of Tualatin; Sara Medary, City of Eugene; Dan Weinheimer, City of Newberg; Zoe Monahan, City of Wilsonville.

In addition, I have appointed the following members to the Veterans in the Profession Committee: Aaron Palmquist, City Manager, City of Irrigon Chair; Kerry Gilham, City Manager, City of Sutherlin; Michael Thomas, City Manager, City of Amity. I appreciate the willingness of these individuals to step forward on these two new committees to provide further outreach to continue to diversify our membership in OCCMA.

I look forward to seeing everyone on Zoom for the Board of Directors meeting and the retreat which will immediately follow the Board meeting.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "S. Nebel".

Spencer Nebel, City Manager of Newport,  
OCCMA President





# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**TO:** OCCMA BOARD

**FROM:** PRESIDENT NEBEL

**SUBJECT:** DEI COMMITTEE APPOINTMENTS

**DATE:** NOVEMBER 7, 2020

**CC:** FILE

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To Members of the OCCMA Diversity, Equity and Inclusion Ad Hoc Committee:

Thank you for your willingness to serve on the OCCMA Diversity, Equity and Inclusion Ad Hoc Committee. I am pleased to inform you of your appointment to the Committee. This new committee was created by the OCCMA Board of Directors with the following charge:

**Diversity, Equity and Inclusion Ad Hoc Committee Purpose:** Advancing diversity, equity and inclusion of and for the Membership of OCCMA.

**Tasks:** The Committee is tasked with ensuring a sense of belonging with OCCMA among its membership. Encourage and foster professional management reflective of the community we serve. Promote training and development, for cultural competency in conjunction with the Professional Development Committee for the members of OCCMA. The Committee shall report to the OCCMA Board of Directors.

**Members:** The President shall appoint members of the Association, and other contributing individuals, to serve on this committee for one-year terms.

**Chair** Brian Sjothun, Medford.

Martha Bennet, Lake Oswego  
Zoe Monahan, Wilsonville  
Abigail Elder, Beaverton  
Joseph Gall, Sherwood  
Eileen Stein, Credentialed Manager  
Megan George, Tualatin

Dan Weinheimer, Newberg  
Sarah Medary, Eugene



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

With COVID, the appointment of this Committee was unfortunately delayed. President-Elect Steve Powers has indicated that he plans to reappoint the members for full one-year terms in 2021. I would request that the Committee Chair schedule the first meeting of this group to review the tasks and provide a preliminary report to the OCCMA Board of Directors by the January 25 Board meeting as to whether any of these tasks should be adjusted or changed and provide preliminary thoughts on strategies towards addressing Diversity, Equity and Inclusion among the membership of OCCMA.

Again, thank you for your willingness to help direct the future of OCCMA in these very critical areas.

Spencer R. Nebel, President of OCCMA  
City Manager  
City of Newport, Oregon 97365  
541-574-0601  
[s.nebel@newportoregon.gov](mailto:s.nebel@newportoregon.gov)



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**TO:** OCCMA BOARD OF DIRECTORS

**FROM:** PRESIDENT NEBEL

**SUBJECT:** VETERANS AD HOC COMMITTEE

**DATE:** NOVEMBER 7, 2020

**CC:** FILE

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To Members of the OCCMA Veterans in the Profession Ad Hoc Committee :

Thank you for your willingness to serve on the OCCMA Veterans in the Profession Ad Hoc Committee . I am pleased to inform you of your appointment to the Committee. This new committee was created by the OCCMA Board of Directors with the following charge:

**Purpose:** Facilitate the recruitment, retention of veterans in the City Management Profession.

**Tasks:** The Committee is tasked with developing strategies to recruit and ensure success for veterans entering the City Manager profession. The Committee will work to create a

sense of belonging of veterans who are members of the Association. The Committee will coordinate, with efforts from ICMA, to promote and utilize the highly capable and well tested talent pool of veterans in local government management. The Committee shall report to the OCCMA Board of Directors.

**Members:** The President shall appoint members of the Association, and other contributing individuals, to serve on this committee for one-year terms.

**Chair,** Aaron Palmquist, Irrigon  
Jerry Gillham, Sutherlin  
Michael Thomas, Amity



# OCCMA

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

With COVID, the appointment of this Committee was unfortunately delayed. President-Elect Steve Powers has indicated that he plans to reappoint the members for full one-year terms in 2021. I would request that the Committee Chair schedule the first meeting of this group to review the tasks and provide a preliminary report to the OCCMA Board of Directors by the January 25 Board meeting as to whether any of these tasks should be adjusted or changed and provide preliminary thoughts on strategies towards addressing veterans in the profession and OCCMA.

Again, thank you for your willingness to help direct the future of OCCMA in this important area.

Spencer R. Nebel  
City Manager  
City of Newport, Oregon 97365  
541-574-0601  
[s.nebel@newportoregon.gov](mailto:s.nebel@newportoregon.gov)

### **Summer Conference**

The PDC considered recommending not having a summer conference. Fortunately, Scott Lazenby and PSU stepped up and offered a virtual conference. The PDC had a robust discussion with Scott and enthusiastically supports proceeding with a virtual conference. PSU's Center for Public Service performed much of the work and used PSU tools to support the virtual training. Several PDC members moderated or suggested specific topics or presenters.

The summer conference focused on leading and managing in a COVID world. The conference included a session on Managing Outside our Comfort Zones: Race, racial justice, and policing in 2020. The session helped us answer, do we have the skills, resilience and courage to help our communities, councils, and staff navigate big, hairy, audacious issues?

We were joined Friday morning by Jane Baurgitan, ICMA President; Peter Troedsson, West Coast VP; Marc Ott, ICMA Chief Executive Officer; and Pat Martel, ICMA West Coast Director.

Conference evaluations were favorable, with most supporting the virtual training and indicating interest in participating in future virtual training opportunities. The evaluations also have suggestions for future training topics.

Final financial results, including sponsorships, will be available at the OCCMA board meeting.

The PDC scholarship sub-committee is Brian Sjothun and Ron Harding.

New this year was a voluntary donation available to OCCMA members to support our colleagues.

### **OCCMA Workshop at LOC Conference**

The OCCMA workshop at the LOC conference will be moderated by Sara Singer Wilson. Sara is organizing a panel of Oregon managers to share how to lead with compassion and empathy. Currently, things feel so divided and people seem to have such limited bandwidth for the huge daily challenges we're facing. The PDC believes we now more than ever need to learn to show up with compassion and empathy for those we serve AND for ourselves. The title and description for the workshop:

#### **LEADING WITH COMPASSION: GUIDING ORGANIZATIONS THROUGH A TIME OF CRISIS WHILE BUILDING TRUST, ADDRESSING CONFLICT, AND NURTURING INNOVATION**

Amidst a global health pandemic and immense social change, our professional and emotional bandwidth is stretched thin, yet our teams and communities need leadership now more than ever. This session will explore how managers are facing challenges such as the organizational and operational impacts of shifting priorities and values, the uncivil discourse playing out on social media, supporting city staff when public support for

government feels like it's waning, and taking care of ourselves so we can show up for others.

Compassionate leadership is critical in times of crisis. We will learn from a diverse group of managers how to address our own personal fears and anxieties to be able to support our teams. We will discuss the difference between empathy and compassion, how to deconstruct conflict vs. resolving conflict, how to cultivate a civil and respectful environment for engagement on divisive issues, and how to nurture innovation and trust in our teams during times of crisis. We want everyone to leave this session feeling inspired and ready to lead their organizations and communities with compassion and courage.

### **PDC Work Plan**

The PDC's 2020 work plan includes:

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)

The PDC pivoted to a virtual conference and planning. PDC will discuss modifying guidelines to include virtual training.

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)

While not a specific ethics training, the summer conference session on leading and managing addressed ethical issues involved with managers moving into policy advocacy on difficult challenges.

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

Not started.

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

Emphasis at summer conference and fall workshop is on diversity in presenters and panelists.

Steve Powers

PDC Chair

## MEMO

Date: October 28, 2020  
To: President Spencer Nebel & OCCMA Board of Directors  
From: Ben Bryant, Chair Communications Committee  
Subject: Communications Committee Report

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On October 21, 2020, the Communications Committee launched a membership survey. The results of the survey were not available in time to make it into the retreat packet. However, results will be shared during the retreat.

See attached excel document.



**OCCMA**

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

Date: November 5, 2020  
TO: Board of Directors  
FROM: OCCMA Host Committee Co-Chairs  
RE: Report on the 107<sup>th</sup> ICMA Conference, Portland Oregon October 3-6, 2021

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### Background

On Friday, October 23, 2020 at 1 PM, a full meeting of the OCCMA Host Committee was held. Jeremy Figoten, Director, Conferences and Sponsorships for ICMA provided an update on the approach ICMA was taking regarding the 2021 ICMA Conference in Portland from October 3-6. Jeremy indicated that ICMA is holding off deciding as to whether this will be an in-person or virtual event until March 2021. He indicated that the conference would likely have a virtual element, even if an in-person conference is held. If the conference becomes a virtual event, he would like to have a Portland flavor.

Conference planning with COVID has been a “hurry up and wait process”. It is important that we capture work that has been done to date, in the event we enter the “hurry up” portion of COVID conference planning. This will give us a running start (which we will need) if ICMA gives us the word that the in-person conference will be a go for Portland. We have asked the subcommittees to meet, if needed, to refine any information based on changes relating to COVID-19, or other planning needs. Subcommittee chairs have been asked to forward a summary of planning efforts by December 4, 2020 so that we can compile these thoughts in a comprehensive report.

In some ways, it feels like this process is a little like maintenance on emergency generators; we need to run the generator monthly to make sure it’s ready to go in case of a power outage. Likewise, we need to make sure that all systems are ready if the in-person 2021 Portland ICMA conference is a go!

Susan Hartnett, Spectator Facilities and Development Manager for the City of Portland, participated in our last meeting. Susan expressed some concerns about the abbreviated timelines that we may have relating to permitting, depending on the date that a decision is made to go forward with a live conference.

We are looking at a full Host Committee meeting for a check-in in January 2021. We also had some discussion regarding virtual elements that could be incorporated into the conference from Portland if the conference is not an in-person conference. We will have more time to pull together virtual content, should that be the direction for the 2021 conference. Jeremy indicated that he is supporting having the 2027 conference in



Toronto, due to the cancelation of this year's event. He also is supportive to holding the 2028 Conference in Portland, if an in-person conference does not happen in 2021. (If that becomes the case, we would certainly have a great head start on planning and fundraising!)

Jeff Towery will be joining the cochairs as members of the ICMA Conference Planning Committee for the Portland conference. The Planning Committee will be meeting virtually in December to begin planning the content of the conference. Jeremy has indicated that a second meeting of the ICMA Planning Committee would be held early in 2021 to plan the Portland events and content for the conference. As a Host Committee, we will need to be ready for this second meeting, particularly if a decision has not been made to cancel an in-person conference.

In the event this conference becomes a virtual event, we will need to determine what we should do with the funds raised for this event. This could include investing the funds for the 2028 conference or perhaps placing them in a scholarship fund to assist managers in attending a professional development opportunity through ICMA or OCCMA

We appreciate everyone's assistance up to this point. It has been awkward putting a pause on our planning efforts, however, we will need to be ready to move ahead with planning for the conference if this conference will be held, at least in part, in-person in Portland in October 2021.

#### **Fiscal Report**

OCCMA has levied a dues surcharge for the 2021 conference since 2013. The total cash generated by the surcharge and appropriations by the Board carried over in 2019, was \$89,307. The Board contributed surplus funds from last year's conferences and the surcharge from 2019, for a total amount of \$46,500 as part of the 2020 budget. In addition, \$6,094 is expected to be generated with this year's surcharge and \$2,449 has been spent on planning activities. Total cash on hand is \$139,452 for the conference. In addition, OCCMA has received several other commitments for supporting our Host Committee efforts, including \$50,000 from the state WCMA; \$10,000 from Travel Oregon; and \$30,000 from the League of Oregon Cities. Total funding to address Host Committee responsibilities for the 2021 conference, is in the amount of \$229,452. Please note that our financial obligations have been reduced by our virtual presence at ICMA's UNITE Conference, not incurring the expenses to host an in-person Planning Committee meeting in Portland. We have enough committed funds to meet our obligations with ICMA that will help reduce the ticket price for various special events related to the Portland conference. We will assist in finding corporate sponsors for ICMA to offset further costs for those attending the conference.

Respectfully submitted,

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



**OCCMA**

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

TO: Board of Directors

FROM: Spencer Nebel, President OCCMA

DATE: November 5, 2020

SUBJECT: Year-end Report of Activities for the Board of Directors

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The Oregon City/County Management Association's (OCCMA) mission is to support and energize its members and the profession, to foster responsible, responsive local government with the objective of improving the sustainability and livability of Oregon communities. In January, the OCCMA Board of Directors adopted four strategic goals which include:

- 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.) Prepare to host the 2021 ICMA Annual Conference in Portland.

The OCCMA Board and committees did a great job in keeping this organization on track to address these strategic goals through this most unusual year. All our communities have faced the impacts from COVID-19, having difficult discussions regardless of racial inequities, and many of our communities were either directly or indirectly affected by the historic wildfires that ravaged the state in September. Despite these challenges, the Board kept OCCMA on task to provide support to our members throughout this time.

### **Provide Professional Development Opportunities to our Members**

The Board had several discussions on how to proceed with the summer conference due to COVID-19. The Professional Development Committee worked with Scott Lazenby of Oregon State University, and the League of Oregon Cities to pull off a virtual conference in just 44 days. On July 9, 2020, OCCMA held its first virtual conference. Our second virtual educational experience was offered in October, in conjunction with the LOC's annual conference, where Sara Singer-Wilson led an effective discussion about how managers are facing challenges from organizational and operational impacts of shifting priorities and values, the uncivil discourse playing out in social media, supporting city staff when public support for government feels like it is waning, and taking care of ourselves so we can show care for others. I appreciated the information and insight provided by the panel on this issue.

### **Support our Members in the Profession**

OCCMA produced four newsletters during this year. Following the COVID-19 emergency, the newsletter was produced as an e-newsletter. I appreciate the efforts of the Communication Committee for their work on pulling this together every three months. The Association continues to operate a strong Senior Advisors program. While physical visits have been reduced during the pandemic, senior advisors have been available for consultation, and conducting outreach virtually to members of the Association. The listserv remains a well-used resource for our members, with thousands of exchanges occurring throughout this year. One area that was lacking this year was having the opportunities to physically get together, share experiences, and get to know each other on a professional basis. While virtual meetings have been a blessing this year, there are many of us that are longing to be able to get back together in person to support each other as we continue our challenging profession.

### **Provide Outreach to Foster Diversity and Inclusiveness of our Membership**

In January, the Board of Directors created two new committees to foster diversity in our membership. The Diversity, Equity, and Inclusion Committee will be leading our Association's efforts, to advance diversity, equity, and inclusion of, and for, the membership of OCCMA. The second committee that was created by the Board was Veterans in the Profession Committee. The purpose of this committee is to facilitate the recruitment and retention of veterans in the city management profession. It is the Board of Director's goal to encourage professional management which reflects the communities we serve. It is our hope that these committees will help guide our members in navigating these difficult and challenging community discussions relating to racial inequity and injustice in our communities. In addition, the content of our newsletters and conferences, has been devoted to issues relating to social injustice and the role in which managers play in facilitating community knowledge and understanding of the challenges that underrepresented populations have in our society. It is critical to identify opportunities to welcome all community members to the table to discuss the aspirations and desires of how to best move our communities forward.

### **Prepare to Host the 2021 ICMA Annual Conference in Portland**

On December 2, 2012, OCCMA President, Jeff Towery, submitted a proposal to ICMA for Portland to host the 2021 Annual ICMA Conference. From that point, the Association has maintained a level of planning with a formal host committee being established to work with ICMA to prepare for this conference. In 2018, the OCCMA Board approved a memorandum of authorization to specifically outline the responsibilities of the Host Committee in preparing for this conference. The Host Committee has benefitted from many volunteers working on various aspects for hosting the conference. COVID-19 has disrupted the planning for this event. The 2020 ICMA Conference was scheduled to be held in Toronto, Canada, but due to COVID-19, ICMA provided the virtual UNITE conference as an alternative. We will not know whether the Portland conference will be held in person until the spring of 2021. The Committee has done a significant amount of planning, has raised commitments and funding of over \$225,000, and has identified

various events that will make this conference a very special event. The planning process is now in a hurry-up-and-wait mode, but we know we need to be prepared for an in-person conference, should that be possible in October of 2021. Co-chairs Joseph Gall, Eileen Stein, and I continue to work closely with ICMA to determine the pathway forward for the 2021 ICMA Annual Conference.

### **ICMA Code of Ethics**

The Association was involved in investigating three ethics complaints in 2020. Since the Association has not had a complaint in recent history, the Board adopted a provisional policy to handle these complaints. One ethics complaint resulted in a public censure and expulsion of an ICMA member from Oregon; one complaint was dismissed due to lack of evidence to determine if the violation occurred; and, the final complaint is still under investigation

I appreciate the faith the Association has placed in me to serve as President in 2020. While I didn't bargain for being president of the Association in a pandemic year, I truly appreciate the commitment and involvement of the members of the Board of Directors, and members of OCCMA who have served on various committees moving this organization forward during these challenging times. I would like to express my appreciation to the League of Oregon Cities staff for their critical assistance through this year. I offer my best wishes to Steve Powers, President-elect, as he takes the helm on January 1, 2021. May we all have a smoother sailing in the year to come!

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "S. R. Nebel", written in a cursive style.

Spencer R. Nebel  
OCCMA President