



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

OCCMA Board of Directors Meeting

October 20, 2021 | 3:30 pm – 5:30 pm

Join Zoom Meeting

<https://us02web.zoom.us/j/85610453437?pwd=bUxDa1RBNzQ4USs2MXlzb3NVL0hjZz09>

Meeting ID: 856 1045 3437 | Passcode: 084876 | Dial-in: +1 (253) 215-8782

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



OCCMA

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

To: OCCMA Board of Directors
From: Steve Powers, OCCMA President
Date: October 11, 2021
Subject: President's Report

We did it! There was a shared sigh of relief and happiness on Wednesday at the conclusion of the 2021 ICMA Annual Conference. After five years of planning, over 70 committee or sub-committee meetings, and weeks of confirming the final pieces, our hosting contributed to a great conference. We have set a high standard for future host committees. Top this Ohio!

More than well-earned hyperbole, Portland 2021 was the best ICMA conference ever because we had the honor of hosting ICMA's restart. There were over 2500 on-site attendees. The joy of being back together in person was obvious throughout the Oregon Convention Center, conference hotels, and venues.

Portland 2021 was also the best because Jeff Towery, ICMA's President Elect, was introduced to the world. Having Jeff begin his transition to ICMA president in Oregon was very cool. As mentioned by Spencer Nebel, Jeff could not have planned his ascension to the presidency any better. Jeff was OCCMA President when we decided to pursue hosting the 2021 conference.

Any initiative starts with excitement and enthusiasm from many and ends with the heavy lifting of a few. ICMA was astonished by the number of volunteers on our host committee. In the end, a few people really came through to ensure OCCMA met our host responsibilities.

Spencer Nebel, Eileen Stein, and Joe Gall, the host committee co-chairs, kept us on track. They were extraordinarily communicative with the OCCMA board, OCCMA members, and with ICMA. Their steady leadership during the days when we weren't sure there was going to be an in-person conference kept me calm. They never wavered from "We got this!"

Sara Singer Wilson and Cate Schneider, co-chairs of the athletic event subcommittee, delivered a successful 5 k run, an ICMA tradition, and added new, Oregon-centric activities. Yoga with goats will be part of ICMA lore for years.

Jeff Towery and Martha Bennett made sure that Sunday's opening event had local talent and was respectful to those that were here before us, specifically the Confederated Tribes of the Grand Ronde.

Kelsey Lewis rocked the volunteer subcommittee. And Thank You to the volunteers. Every shift was covered! From host lounge maestro Ray Towry to the human Wikipedias at the information tables, no question went unanswered. The answer may not have been correct, but we gave an answer. Also thank you to Jeanna Troha for her work on the field demonstrations.

Angela Speier and Christy Wurster kept watch to ensure the convention center met our needs and that the 200 dozen Voodoo Donuts arrived.

Oregon was well represented at the conference. Tanya Ange shared Washington County's equity work. Patty Mulvihill, LOC legal counsel, joined ICMA at a session on ethics and shared examples of violations from her previous local government employment in Indiana. Wes Hare and Bill Monahan contributed during a session on ICMA's international work on how ICMA members can participate in helping cities develop local democracy. ICMA West Coast VP Peter Troedsson provided ICMA updates and facilitated roundtable discussions.

I remain humbled by your confidence in me to represent OCCMA. I was honored to welcome our ICMA colleagues to Oregon. Thank you.

Let's do this again in 22 years. Portland 2043!



OCCMA Board of Directors Meeting

September 21, 2021 | 1:00 – 2:00 pm

League of Oregon Cities Zoom Video

MINUTES

Board Members:

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

Brian Sjothun, Director – Present
Rachael Fuller, Director – Absent
Adam Brown, Director – Present
Aaron Palmquist, Director – Absent
Zoe Monahan-Mombert, Director – Present
Heidi Bell, Director – Absent

Staff: Christy S. Wurster, Operations & Member Engagement Director, LOC
Angela Speier, Project and Program Coordinator, LOC

Others: Robb Corbett, Pendleton; Peter Troedsson, Albany; David Clyne, Senior Advisor; and Pat Martel, ICMA

A. Welcome & Roll Call

1:08 pm

President-Elect Susie Marston welcomed attendees.

B. Consent Calendar

1:09 pm

It was moved by Past President Nebel and seconded by Director Brown to approve the consent calendar. The motion passed unanimously (6-0) [Yes (Marston, Nebel, Huff, Sjothun, Brown, and Mombert); 0 No; 0 Abstain; 5 Absent (Powers, Walsh, Fuller, Palmquist, and Bell)].

C. Nominating Committee Report/Slate of Candidates

1:10 pm

Past President Nebel explained the Nominating Committee met to consider two sets of nominations. The first was for the OCCMA Board of Directors and the second was for the appointed position to the LOC Board. The Nominating Committee reviewed the applications for the OCCMA Board and recommended the following slate of candidates:

- Scott Derickson, President-Elect – Region 3
- Aaron Palmquist, Director – Region 11
- Andy Varner, Director – Region 1
- John Walsh, Director – Region 2

Past President Nebel noted the challenge of finding individuals willing to serve on the board from geographically diverse locations. All the other applicants this year were from Region 3. He urged members to do more outreach in areas that will not have representation this year on the Board including the coast and southern Oregon. He noted Aaron Palmquist had applied to be president-elect, but in order to have more geographic diversity on the Board the Nominating Committee is recommending he continue to serve as a director for an additional term. In addition, John Walsh has served a partial term and the tradition has been to re-appoint directors to a full term if they wish to continue serving on the Board.

The Nominating Committee consisted of Past President Nebel and Directors Huff and Fuller. They held interviews for the president-elect position.

It was moved by Director Brown and seconded by Director Mombert to approve the slate of candidates as recommended by the Nominating Committee to the membership. The motion passed unanimously (6-0) [Yes (Marston, Nebel, Huff, Sjothun, Brown, and Mombert); 0 No; 0 Abstain; 5 Absent (Powers, Walsh, Fuller, Palmquist, and Bell)].

D. LOC Board Nomination Recommendation

1:15 pm

Past President Nebel provided an overview of the changes to the LOC Bylaws which state the LOC Nominating Committee will take the recommendation from OCCMA for the appointed position serving on the LOC Board of Directors. He identified the factors that the Nominating Committee considered when making their appointment. There was one application received and the Nominating Committee is recommending Kenna West, City Manager of Willamina to be considered by the LOC Nominating Committee.

It was moved by Director Mombert and seconded by Director Sjothun to recommend the nomination of Kenna West, City Manager of Willamina, to the LOC Nominating Committee to fill the open appointed position on the LOC Board of Directors in accordance with Section 8.B.1.d of the LOC Bylaws. The motion passed unanimously (6-0) [Yes (Marston, Nebel, Huff, Sjothun, Brown, and Mombert); 0 No; 0 Abstain; 5 Absent (Powers, Walsh, Fuller, Palmquist, and Bell)].

E. Review proposed changes to the OCCMA Bylaws

1:21 pm

Past President Nebel reviewed the proposed changes to the OCCMA Bylaws. The recommended changes to Article 11: Code of Ethics is a recommendation that came from Colton Totland, LOC Honors Attorney and it provides additional clarity regarding potential consequences relating to the violation of the Code of Ethics. The second change is related to Manager's in Transition to better align OCCMA's Manager in Transition program with ICMA's program. This required a change to Article 4 of the bylaws to allow for dues to be waived for up to three years and allow a manager in transition to retain their status for three years. In addition, the Bylaws Committee also developed an additional policy annex related to Manager's in Transition that outlines how OCCMA will support members in transition moving forward. He suggested removing the language in italics located in Section III of the draft policy. He explained Sections V and VI are optional items pulled from ICMA and other state organizations, including counseling services and reputation management services. If an individual is a member of ICMA then they would already receive these services, if they are not a member of ICMA then they would be provided by OCCMA.

Pat Martel, ICMA West Coast Regional Director explained Ryder Smith and his firm Tripepi Smith provide the reputation management services for ICMA. It is likely Tripepi Smith would be willing to work with OCCMA as well.

Past President Nebel asked for each section to be taken individually and recommended the following change to Article 4 as well:

If it is shown to the satisfaction of the Board that the member's resignation or removal was for a cause that violates the ethical standards of the International City/County Management Association, the membership in the Association shall **may** be terminated immediately **by the Board**.

It was moved by Director Huff and seconded by Director Sjothun to accept the changes recommended by the Bylaws Committee and including changing "shall" to "may" and add by the Board in the third to last sentence of Article 4. The motion passed unanimously (6-0) [Yes (Marston, Nebel, Huff, Sjothun, Brown, and Mombert); 0 No; 0 Abstain; 5 Absent (Powers, Walsh, Fuller, Palmquist, and Bell)].

It was moved by Director Sjothun and seconded by Director Huff to accept the changes recommended in Article 11 of the bylaws. The motion passed unanimously (6-0) [Yes (Marston, Nebel, Huff, Sjothun, Brown, and Mombert); 0 No; 0 Abstain; 5 Absent (Powers, Walsh, Fuller, Palmquist, and Bell)].

The Board discussed the proposed addition to the Policy Annex related to Managers in Transition. This item will be considered for adoption by the Board in October. The membership will be notified of this proposed change as well. Senior Advisor David Clyne requested the LOC send a list of managers in transition to the senior advisors, so they are reminded about who they need to check-in with. Discussion ensued on the cost to OCCMA for the counseling and reputation management services. OCCMA will likely need to enter into an agreement with an organization to offer these services. OCCMA will be discussing this again in October which will allow staff to do additional research on the cost estimates.

Past President Nebel also noted the italic text in Section 3 of this article needs to be removed as well.

It was moved by Director Sjothun and seconded by Director Brown to accept the proposed addition to the Policy Annex related to Managers in Transition with the changes discussed. The motion passed unanimously (6-0) [Yes (Marston, Nebel, Huff, Sjothun, Brown, and Mombert); 0 No; 0 Abstain; 5 Absent (Powers, Walsh, Fuller, Palmquist, and Bell)].

F. Update on Fall Workshop

1:42 pm

Operations and Member Engagement Director Christy Wurster explained due to the cancellation of the LOC Annual Conference OCCMA will need to decide when to hold their October Board and Annual Membership meetings. The meetings will need to be held virtually and are currently scheduled for Wednesday, October 20 at 3:30 pm and Thursday, October 21 at 11:30 am. Members decided to keep the current meeting dates and times. The Board discussed the options listed in the packet for the Manager's Workshop.

It was moved by Past President Nebel and seconded by Director Sjothun to hold the Manager's Workshop in conjunction with the NW Regional Management Conference taking place in March 2022. The motion passed unanimously (6-0) [Yes (Marston, Nebel, Huff, Sjothun, Brown, and Mombert); 0 No; 0 Abstain; 5 Absent (Powers, Walsh, Fuller, Palmquist, and Bell)].

President-Elect Marston said the Professional Development Committee will work with the Washington Association to get this included in the program.

J. Other Business

1:57 pm

President-Elect Marston announced OCCMA received one request for travel assistance to be able to attend the ICMA Conference. The Professional Development Committee met on Monday, September 20 and approved the request. She also announced that President Powers appointed Nina Vetter, Gresham City Manager to the 2022 ICMA Conference Planning Committee. Past President Nebel said the OCCMA Board will need to schedule an Executive Session to deal with a report from the Ethics Commission on a complaint that was received.

K. Adjournment

2:02 pm

President-Elect Marston adjourned the meeting.

APPROVED by the OCCMA Board of Directors on October 20, 2021.

ATTEST:

Mike Cully, Secretary-Treasurer

Steve Powers, President

Oregon City/County Management Association

Budget vs. Actuals: OCCMA FY 2021 - FY21 P&L

January - September, 2021

		TOTAL		
	ACTUAL	BUDGET	REMAINING	% REMAINING
Income				
3-4000 Conference Income				
3-4300 Fall Conference				
3-4303 Registration Fall Conference		7,500.00	7,500.00	100.00 %
Total 3-4300 Fall Conference		7,500.00	7,500.00	100.00 %
3-4400 Summer Conference				
3-4404 Registration Summer Conference	32,695.00	40,000.00	7,305.00	18.26 %
3-4407 Sponsorships	23,900.00	25,000.00	1,100.00	4.40 %
3-4411 Summer Wells/Jordan Scholarship		1,000.00	1,000.00	100.00 %
Total 3-4400 Summer Conference	56,595.00	66,000.00	9,405.00	14.25 %
3-4600 NW Women's Academy				
3-4606 NW Women's Leader Summit	6,850.00	15,000.00	8,150.00	54.33 %
3-4607 NW Women's Academy Donation	600.00		-600.00	
Total 3-4600 NW Women's Academy	7,450.00	15,000.00	7,550.00	50.33 %
Total 3-4000 Conference Income	64,045.00	88,500.00	24,455.00	27.63 %
3-4700 General Operations				
3-4701 Dues	46,967.77	41,000.00	-5,967.77	-14.56 %
3-4760 Board Retreat Meetings		5,000.00	5,000.00	100.00 %
3-4770 CIS Senior Advisor		2,500.00	2,500.00	100.00 %
3-4780 ICMA Senior Advisor	178.70	7,000.00	6,821.30	97.45 %
Total 3-4700 General Operations	47,146.47	55,500.00	8,353.53	15.05 %
Total Income	\$111,191.47	\$144,000.00	\$32,808.53	22.78 %
GROSS PROFIT	\$111,191.47	\$144,000.00	\$32,808.53	22.78 %
Expenses				
3-5100 Conferences				
3-5330 Fall Conference				
3-5334 Food & Beverage Fall		5,000.00	5,000.00	100.00 %
3-5335 Room Rental Fall		500.00	500.00	100.00 %
3-5339 Speakers Fall		5,000.00	5,000.00	100.00 %
Total 3-5330 Fall Conference		10,500.00	10,500.00	100.00 %
3-5440 Summer Conference				
3-5441 Activities Summer		3,000.00	3,000.00	100.00 %
3-5442 Administration Summer		500.00	500.00	100.00 %
3-5443 Audio/Trade Show Summer		1,000.00	1,000.00	100.00 %
3-5444 Food & Beverage Summer	19,317.29	30,000.00	10,682.71	35.61 %
3-5445 Lodging Summer		1,000.00	1,000.00	100.00 %
3-5446 Postage/Printing Summer	510.30	500.00	-10.30	-2.06 %
3-5447 Travel Summer		300.00	300.00	100.00 %
3-5448 LOC Summer Wells/Jordan Sch	512.50	1,000.00	487.50	48.75 %
3-5450 Speaker Summer	500.00	7,500.00	7,000.00	93.33 %
Total 3-5440 Summer Conference	20,840.09	44,800.00	23,959.91	53.48 %

Oregon City/County Management Association

Budget vs. Actuals: OCCMA FY 2021 - FY21 P&L

January - September, 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
3-5600 NW Women Academy				
3-5601 LOC Admin Svcs NWWLA	2,500.00	2,500.00	0.00	0.00 %
3-5602 Other Administration	8,891.58	12,500.00	3,608.42	28.87 %
Total 3-5600 NW Women Academy	11,391.58	15,000.00	3,608.42	24.06 %
Total 3-5100 Conferences	32,231.67	70,300.00	38,068.33	54.15 %
3-6000 Operations Expense				
3-6001 LOC Services	19,312.47	28,000.00	8,687.53	31.03 %
3-6016 Board Functions		5,000.00	5,000.00	100.00 %
3-6020 Coaching Program	2,850.00	1,000.00	-1,850.00	-185.00 %
3-6021 Conference Calls		100.00	100.00	100.00 %
3-6027 Marketing/Supplies		5,000.00	5,000.00	100.00 %
3-6033 Miscellaneous	246.16	1,500.00	1,253.84	83.59 %
3-6034 Miscellaneous Credit Card Exp	2,582.01	2,000.00	-582.01	-29.10 %
3-6036 National/Committee Travel	0.00	1,500.00	1,500.00	100.00 %
3-6039 Newsletter		2,500.00	2,500.00	100.00 %
3-6042 Postage		400.00	400.00	100.00 %
3-6045 Printing, Fax		300.00	300.00	100.00 %
3-6051 Scholarships Charlie Henry	393.16	3,000.00	2,606.84	86.89 %
3-6054 Senior Advisor	1,762.02	14,000.00	12,237.98	87.41 %
3-6057 Web Support		1,500.00	1,500.00	100.00 %
3-6058 Audit		7,500.00	7,500.00	100.00 %
3-6059 Sponsorship of Other Organizations		2,000.00	2,000.00	100.00 %
3-6090 Contingency	81,901.00	81,901.00	0.00	0.00 %
Total 3-6000 Operations Expense	109,046.82	157,201.00	48,154.18	30.63 %
Total Expenses	\$141,278.49	\$227,501.00	\$86,222.51	37.90 %
NET OPERATING INCOME	\$ -30,087.02	\$ -83,501.00	\$ -53,413.98	63.97 %
NET INCOME	\$ -30,087.02	\$ -83,501.00	\$ -53,413.98	63.97 %

**OCCMA HOST COMMITTEE
2021 Budget**

	2020 Sept YTD	2020 BUDGET	2020 Estimate Year End	2021 Proposed BUDGET	2021 Approved BUDGET	September Year to Date
Income						
3-4900 · Revenue				81,901	81,901	81,901
3-4900 · Sponsors				90,000	90,000	94,500
Total Income	0	0	0	171,901	171,901	176,401
EXPENSE						
3-6250 · ICMA Conference Portland	2,449	0	2,449	229,452	229,452	4,396
Total Expenses	2,449	0	2,449	229,452	229,452	4,396
Net Income (Loss)	(2,449)	0	(2,449)	(57,551)	(57,551)	172,005
Fund Balance, beginning year	-	-	-	57,551	57,551	57,551
Net Income (Loss)	(2,449)	(2,449)	(2,449)	(57,551)	(57,551)	
Fund Balance, end of year	(2,449)	(2,449)	(2,449)	-	-	57,551
OCCMA HOST COMMITTEE						
Beginning Cash	0		57,551	57,551	57,551	57,551
Transfers from OCCMA	57,551		0	0	0	
Total Ending Cash	57,551		57,551	0	0	229,556

Oregon City/County Management Association

Transaction List by Vendor

June - September, 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Ashleen McGirk						
07/30/2021	Bill Payment (Check)	1343022	Yes		3-1001 Checking	-512.50
CIS Trust						
07/20/2021	Bill Payment (Check)	1273163	Yes	Property/Liability Ins- 2021-2022 Renewal	3-1001 Checking	-250.00
Gary Milliman						
07/30/2021	Bill Payment (Check)	1343046	Yes		3-1001 Checking	-305.45
Gresham						
09/15/2021	Bill Payment (Check)	1640503	Yes	Invoice no. 7070622	3-1001 Checking	-393.16
Hillsboro, City of						
06/02/2021	Bill Payment (Check)	1004831	Yes	Simone Brooks- OCCMA Summer Conf - cancel refunded	3-1001 Checking	-390.00
ICMA						
08/20/2021	Bill Payment (Check)	1471238	Yes		3-1001 Checking	-2,850.00
LOC						
07/19/2021	Bill Payment (Check)	1264881	Yes		3-1001 Checking	-2,145.83
07/19/2021	Bill Payment (Check)	1264879	Yes		3-1001 Checking	-2,500.00
07/19/2021	Bill Payment (Check)	1264883	Yes		3-1001 Checking	-2,145.83
07/21/2021	Bill Payment (Check)	1279492	Yes		3-1001 Checking	-2,145.83
Monmouth, City of						
06/02/2021	Bill Payment (Check)	1004834	Yes	Martha Wine dues refund - double payment	3-1001 Checking	-281.21
Mt. Bachelor Village Resort						
09/15/2021	Bill Payment (Check)	1640517	Yes	2021 OCCMA Summer Conference	3-1001 Checking	- 19,317.29



Oregon City/County Management Association

Transaction List by Vendor

June - September, 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Salem Printing and Blueprint Inc						
08/18/2021	Bill Payment (Check)	1455568	Yes	Invoice no. 229507 &229717	3-1001 Checking	-510.30
SSW Consulting LLC						
07/30/2021	Bill Payment (Check)	1343029	Yes		3-1001 Checking	-566.68
Steve Patty						
09/15/2021	Bill Payment (Check)	1640555	Yes	OCCMA Summer conference 2021	3-1001 Checking	-500.00

Oregon City/County Management Association

Transaction List by Vendor

June - September, 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Eileen Stein						
08/18/2021	Bill Payment (Check)	1455567	Yes	3-6250 Host committee planning meeting- expense reimbursement	3-1002 Host Committee Checking	-211.37
08/18/2021	Bill Payment (Check)	1455565	Yes		3-1002 Host Committee Checking	-128.36
Infinity Impressions LLC						
09/15/2021	Bill Payment (Check)	1640674	Yes	Invoice no. 031356	3-1002 Host Committee Checking	-991.65
Spencer Nebel						
08/18/2021	Bill Payment (Check)	1455563	Yes	Host Committee - Lodging reimbursement	3-1002 Host Committee Checking	-174.66



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Program Coordinator
Date: October 11, 2021
Subject: Summary of Contracts Executed on Behalf of OCCMA

There have been two contracts executed since the July 6, 2021 Board of Directors meeting. A copy of these contracts are attached to this memo.

- ICMA Coaching Program State Coaching Partner Annual Agreement
- Contract between OCCMA and the Oregon Latinos in Local Government (OLLG)

ICMA Coaching Program

State Coaching Partner Annual Agreement

THIS AGREEMENT (hereinafter, the "Agreement") is entered into by and between the International City/County Management Association (hereinafter referred to as "ICMA"), a nonprofit corporation organized and existing under the laws of the State of Illinois having its principal place of business at 777 North Capitol Street, N.E., Suite 500, Washington, DC 20002-4201, and

State Association Name: Oregon City County Management Association (OCCMA)
(hereinafter referred to as "State Association"), having its principal place of business at

Street Address: 1201 Court Street NE, Suite 200

City, State, Zip Salem, OR 97301

signifies the terms and conditions of the agreement between ICMA and the State Association.

ICMA invites local government management State Associations and affiliates to join/renew a partnership with the ICMA Coaching Program. ICMA offers many coaching benefits to both members and non-members at no cost. ICMA is able to provide these free coaching resources as a result of the funding by our State Coaching Partners. Participation from state partners will help us grow complimentary coaching resources and demonstrate state commitment to the program.

BENEFITS of STATE ASSOCIATION COACHING PARTNERSHIP

1. Featured on ICMA Coaching Program webpage and recognized during all webinars
2. Enjoy recognition and outreach to attract new members to your state association

3. Participation in identifying webinar topics and presenters of interest to your state
4. Receive notices for each webinar and Career Compass column in formats that your association can readily distribute to your members
5. Gain quarterly reports about participation in your state to support your association's objectives for membership growth and professional development
6. Share best practices and templates for programs you can implement within your state (for example, Speed Coaching)
7. Help shape future Coaching Program services with membership on the ICMA Coaching Program Advisory Committee (for example, materials for setting up 1-1 coaching in your state).
8. Tap the power of the *ICMA CoachConnect* tool to connect volunteer coaches in your association with members interested in mentoring, building connections that boost your association now and into the future.

SPONSORSHIP TERMS AND CONDITIONS

The State Association agrees to:

1. Designate one point-of-contact to distribute ICMA Coaching Program webinar announcements, Career Compass columns, and other resource materials to State Association members and to encourage them to share the notices and resources with all of their members.
2. Identify two representatives (one senior manager and one emerging leader) from your State to serve on the national ICMA Coaching Program Advisory Committee.
3. Provide sponsorship contribution (detailed below) to ICMA to offset the costs of supporting State Association participation in the ICMA Coaching Program such as payment to the webinar platform contractor.

The State Association may elect to sponsor the ICMA Coaching Program for up to three years.

The State Association electing the multi-year **one-time payment option** will receive a 5%

ICMA

discount. Otherwise, sponsorship renewals will be mailed to the State Association annually. The State Association may terminate this Agreement with 90-day written notice. No refunds are available for pre-paid periods.

SPONSORSHIP ELECTION

The annual sponsorship for the ICMA Coaching Program is tiered to allow smaller states to afford to participate. Please confirm your sponsorship in the selection below.

Members	One Year Sponsorship	Three Year Sponsorship
101+ members	\$1,000	\$2,850 (5% discount)
51-100 members	\$600	\$1,710 (5% discount)
1-50 members	\$300	\$855 (5% discount)

☐ Enroll our association in the ICMA Coaching Program for **one year** for Coaching Program Calendar Year _____. Payment is for _____ number of members for amount of \$ _____. Renewal notifications will be sent out yearly to update the State Coaching Agreement and pay membership dues.

☒ Enroll our association in the ICMA Coaching Program for **three years** with a 5% discount and for Coaching Program Calendar Years 2022 TO 2024. Payment is for 101+ number of members at amount of \$ 2,850. The state agreement must be re-signed as designated point of contact or Advisory Committee representative changes.

INVOICING AND PAYMENT:

Invoices and state agreements that require updating will be sent out annually in the month of July. State partners will have until December to update their agreement and make payments. *For example, the agreement and invoices for the State Coaching Program 2022 will be sent in July of 2021.*

Payment must be made within thirty (30) days from the receipt of the invoice. Total amount may be sent via Wire/ACH or mailed to the address below via check.

The ICMA logo is located in the bottom right corner of the page. It consists of the letters "ICMA" in a bold, blue, sans-serif font. The "I" and "C" are connected, as are the "M" and "A". There is a small square dot between the "C" and the "M".

ACH Bank Information

SunTrust Bank

1445 New York Ave, NW, Washington, DC 20005

Account Name: ICMA

ABA#: 055002707

Account#: 209111321

Check Payments:

International City/County Management Association

Attn: Accounts Receivable

Address: PO Box 79403, Baltimore, MD 21279

Payment can be made online at <https://icma.org/>

Any questions on invoicing should be directed to email to invoicerequest@icma.org.

STATE ASSOCIATION POINT OF CONTACT DESIGNATION

Name: Christy S. Wurster

Title: Operations & Member Engagement Director

Email address: cwurster@orcities.org

ICMA COACHING PROGRAM ADVISORY COMMITTEE – STATE REPRESENTATIVES

(1) Name: Susie Marston

Title: City Manager, City of Gervais

Email address: smarston@cityofgervais.com

(2) Name: Sherilyn Lombos

Title: City Manager, City of Tualatin

Email address: slombos@tualatin.gov

The ICMA logo is located in the bottom right corner of the page. It consists of the letters "ICMA" in a bold, blue, sans-serif font. The "I" and "C" are joined together, and the "M" and "A" are also joined together. There is a small square dot between the "C" and the "M".

STATE ASSOCIATION AUTHORIZED SIGNATORY

Signature:



By: Steve Powers

Title: 2021 OCCMA President; City Manager, Salem, OR

Date: August 4, 2021

Please contact Lynn Phillips, Senior Program Manager, ICMA Career and Equity Advancement, lphillips@icma.org 202-962-3551 for more information or questions about the ICMA Coaching Program,



CONTRACT FOR SERVICES

PREAMBLE

THIS CONTRACT is made and entered into by and between the Oregon City/County Management Association (OCCMA), an unincorporated association of general-purpose local government or council of governments managers and assistants in the State of Oregon, and the Oregon Latinos in Local Government (OLLG), a regional chapter of the Local Government Hispanic Network.

RECITALS

WHEREAS, OCCMA is an unincorporated association of general purpose local government or council of governments managers and assistants in the State of Oregon which serves to: support professional management in local government; promote the exchange of information between members; offer personal support to members; sustain the functions, principles and goals of the International City/County Management Association; and to provide any other service approved by the OCCMA Board of Directors;

WHEREAS, OLLG is a regional chapter of the Local Government Hispanic Network which serves to elevate Hispanic professionals; serve as a resource to all local government managers in communities with significant Hispanic populations; provide opportunities for professional development and awareness of Hispanic/Latino issues within communities; and increase skills to engage Hispanic/Latino communities in local governance;

WHEREAS, on July 9, 2021, the OCCMA Board approved entering into a contract with the OLLG whereby the OCCMA shall provide services as described herein to OLLG;

WHEREAS, on August 9, 2021 the OLLG Board approved entering into a contract with the OCCMA whereby the OCCMA shall provide services as described herein to OLLG.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

Section 1. Scope of Services. The OCCMA agrees to provide the following services to the OLLG.

Section 1.1. Financial Services.

- 1.1.1 Maintain the OLLG's financial records in accordance with generally accepted accounting practices, provide quarterly financial statements, and manage accounts payable/receivable related to the OLLG.
- 1.1.2 Assist the OLLG in the development of an annual budget.

Section 1.2. OLLG Board & Membership Meetings.

1.2.1 Prepare agenda and notices for no more than one virtual Board meeting per month and no more than one membership meeting per calendar year.

1.2.2 Prepare and submit minutes of each meeting.

Section 1.3. Annual Membership Drive.

The OCCMA will assist the OLLG with an annual membership drive to take place in November of each calendar year. The OLLG is responsible for developing the needed membership application forms and invitation letters, while the OCCMA is responsible for distributing the forms and processing the membership applications.

Section 1.4. Events.

The OCCMA will provide registration support for no more than four OLLG annual in-person or virtual events per calendar year; no other support will be provided. OLLG is responsible for any costs associated with such events, including credit card fees incurred by the OCCMA in handling the registrations for the events.

Section 1.5. Administrative Agent.

The OCCMA has secured the services of the League of Oregon Cities (LOC) to act as its administrative agent. The OLLG acknowledges that the work and services provided by the OCCMA under this Contract will more likely than not be provided by the LOC and its staff. The OLLG specifically agrees that any of the work or services to be provided by the OCCMA under this Contract, can instead be provided by the LOC, provided the LOC is acting as the administrative agent for the OCCMA.

Section 1.6. Marketing.

The parties agree that the OCCMA, acting through its administrative agent the LOC, will provide information related to the formation, purpose, and activities of the OLLG via the LOC Bulletin no more than one time per calendar month. Any information shared via the Bulletin is to be wholly prepared by the OLLG and shall be submitted to the LOC in accordance with the LOC's established deadlines.

Section 1.7. Services Specifically Excluded.

Both parties acknowledge that the OCCMA will not provide the OLLG with any of the following services: newsletter production and/or distribution; membership directory compilation and/or distribution; website registration, maintenance and/or postings; listserv development and/or maintenance; support for committees and/or subcommittees; legal assistance; and any other service or product not specifically and affirmatively acknowledged in Section 1.1 through Section 1.6.

Section 2. Payment for Services. The OLLG agrees to pay the OCCMA as follows:

Section 2.1. Payment for Services Described in Section 1. The OLLG agrees to pay the OCCMA a flat fee of Three Thousand One Hundred and Twenty-Five Dollars for the term of this Contract. The fee shall be paid in equal quarterly installments of Seven Hundred and Eighty-One Dollars and Twenty-Five Cents (\$781.25).

Section 2.2. Hard Costs. In addition to the flat fee described in Section 2.1, the OLLG shall be financially responsible for the following:

- 2.2.1. Hard costs associated with events including but not limited to: facility rental, catering, equipment rental, platform fees, credit card fees, and liability insurance.
- 2.2.2. Any paper copies made by the OCCMA, or the LOC acting as the OCCMA's administrative agent, shall be billed to the OLLG at a rate of 10 cents per page.
- 2.2.3. Any postage paid by the OCCMA, or the LOC acting as the OCCMA's administrative agent, on behalf of the OLLG shall be billed to the OLLG at the actual cost incurred.
- 2.2.4. Any printing costs paid by the OCCMA, or the LOC acting as the OCCMA's administrative agent, on behalf of the OLLG shall be billed to the OLLG at the actual cost incurred.

Section 3. General Terms and Conditions.

Section 3.1. Obligations. Neither party is, by virtue of this Contract, a partner or joint venture in connection with activities carried out under this Contract and shall have no obligation with respect to the other party's debts or any other liability or obligation of the other party of whatever kind or nature except as set forth in Paragraphs 3.2 and 3.3 of this Contract.

Section 3.2. Agency. Neither party is, nor shall be deemed to be, an agent of the other party for any purpose.

Section 3.3. Hold Harmless, Indemnification, Defense. The OCCMA agrees to hold harmless, indemnify, and defend the OLLG, and its officers and employees from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature resulting from, arising out of, or related to the acts or omissions of the OCCMA or its officers, subcontractors, or agents resulting from the event, or any connection to this Contract. The OLLG agrees to hold harmless, indemnify, and defend the OCCMA and its officers and administrative agent, specifically the LOC, from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature resulting from, arising out of, or related to the acts or omissions of the OCCMA or its officers, administrative agents, employees, subcontractors, or agents resulting from the event, or any connection to this Contract.

Section 3.4. Termination. This Contract may be terminated by either party by giving written notice to the other party no later than 90 days prior to the proposed termination date. The OCCMA shall be entitled to compensation for the services performed up to the date of termination.

Section 3.5. Applicable Law. This Contract shall be governed and construed in accordance with the laws of the State of Oregon. The parties hereby submit to jurisdiction in Marion County, Oregon and agree that any and all disputes arising out of or related to this Contract shall be litigated exclusively in the Circuit Court for Marion County, Oregon and in no federal court or court of another county or state.

Section 3.6. Changes or Amendments. The parties may agree, in writing, to changes to any provisions of this Contract. However, no change shall be effective until approved, in writing, by a representative of each party.

Section 3.7. Warranties. The persons signing this Contract represent and warrant that such persons have the requisite power and authority to enter into, execute, and deliver the Contract and that the Contract is a valid and legally binding obligation of each respective party.

Section 4. Effective Date and Term. This Contract shall be effective as of September 1, 2021, and shall be in effect until December 31, 2022, unless sooner terminated by the parties as provided for in this Contract.

The Oregon City/County Management Association

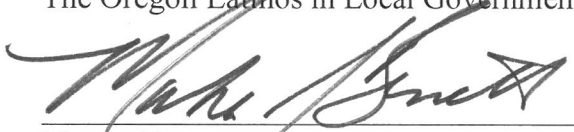


Steve Powers
OCCMA President

8/26/2021

Date of Signature

The Oregon Latinos in Local Government



Martha Bennett
OLLG Chair, 2021

8/25/21
Date of Signature



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Steve Powers, OCCMA President
Date: October 11, 2021
Subject: DEI Request from Local Government Big Thinkers

State Local Government Management Association Leaders:

In 2020, a grassroots group of local government professionals (now loosely known as the “Local Government Big Thinkers”) gathered to discuss how the local government profession could respond to the [National Academy of Public Administration’s Grand Challenges initiative](#). This Summer, the group identified eight projects to begin working on. One of these projects is to create network of advocates from each local government management state association that is focused on Diversity, Equity and Inclusion (DEI) initiatives. This network would share best practices from cities, counties, and association sponsored initiatives as well as work together in supporting state specific strategies for advocacy and change.

One of the findings of the Big Thinkers group this past year was that while there are many DEI initiatives in local jurisdictions around the country, there are many jurisdictions not working in this area. In addition, for DEI initiatives to be successful, senior leadership in the organization must be supportive. It is the hope that this network of state association representatives will not only help spread best practices, but also help develop broader support for these programs among all senior local government managers.

I am writing on behalf of the Big Thinker group to ask each state association to identify an individual already working on DEI initiatives for your association or to identify someone who could represent your association in the organization of such a network. It is our hope that this network of state representatives would meet for the first time in mid-November to develop a work plan for organizing and information sharing. We would appreciate receiving the name and contact information of a representative no later than Friday October 22, 2021. Please let me know if you have any questions.

Wally Bobkiewicz
City Administrator
City of Issaquah
425-837-3020



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: President Steve Powers and OCCMA Board of Directors
From: Rachael Fuller, OCCMA Director
Date: October 8, 2021
Subject: Creation of a Northwest Women's Leadership Academy Committee

The purpose of this item is to request that OCCMA create a Northwest Women's Leadership Academy committee. The Northwest Women's Leadership Academy is a program to advance, connect, inspire and empower women in local government. The academy is a 6-month program offering professional development activities for emerging local government leaders in Oregon that provides opportunities to enhance skills and competencies, build confidence, network, and expand professional connections through career mentoring and moral support to women in local government. NWWLA was started in January, 2018 and just launched its fourth cohort.

In March, 2020, OCCMA authorized a contract with LOC that authorizes administrative and logistics support to NWWLA from LOC staff. OCCMA allocates \$2,500/year to support this work. Formalizing NWWLA as a committee of OCCMA would provide greater integration between OCCMA and NWWLA and may extend liability coverage to NWWLA members acting in their role as committee members. This issue has recently been raised due to COVID.

As you may know, NWWLA-Oregon has a sister organization in Washington. The two entities were started in parallel following a presentation at a regional manager's conference in Oregon highlighting the lack of women in City Manager roles. NWWLA – Washington is a formal program of the Washington City Manager's Association.

If NWWLA is created as a program of OCCMA, the following is requested:

Budget

NWWLA is self-supporting through participant fees and requests that a separate fund be created in the OCCMA budget so that funds can be retained year/year. NWWLA requests that OCCMA continue to budget \$2,500 for administrative support, however, NWWLA can support this amount if OCCMA decides to use the funding in another way.

Appointments

NWWLA requests that appointments to the committee be made by the OCCMA board with the recommendation of a board liaison. NWWLA has active steering committee and leadership committees in place and would anticipate that these individuals would apply for committee membership with sub-committees developed as needed. NWWLA requests that any non-OCCMA members be granted OCCMA membership for

the term of their appointment. This provides exposure to OCCMA for these members and creates a pipeline of potential members for OCCMA.

Sponsorships

NWWLA has been approached several times about sponsorships. These requests would be handled in the same way as other committees.

Suggested Motion

"I move to make the NW Women's Leadership Academy a committee of OCCMA."

Thank you for your consideration.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Spencer Nebel, Chair of the Bylaws Committee
Date: October 11, 2021
Subject: Report on Changes to the OCCMA Policy Annex

Article 6 "Office and Terms of Office", Section 6. PROMULGATION OF POLICIES provides that the OCCMA Board of Directors is empowered to enact the policies from time to time to govern the operations of the Association. Policies are enacted by two-thirds vote of the Board members present at a regular meeting after they have been introduced at a previous Board meeting. Notice is also provided to the OCCMA membership regarding proposed bylaw changes. The OCCMA Board is scheduled to approve the attached policy at the October 20 Board of Directors Meeting. This policy compiles the various processes and services offered by OCCMA to managers in transition.

Staff reached out to the Michigan Municipal Executives Association to discuss the programs they offer to managers in transition. They offer counseling services through an Employee Assistance Program and budget \$2,500 annually. Attached to this memo is additional information regarding Reputation Management Services offered by ICMA. Staff reached out to ICMA to find out how much they spend annually to offer this service but have yet to hear back at the time of publication.

Recommended Motion

I move to adopt Article 10 – Members in Transition, as part of the OCCMA Policy Annex.

Alternative Motion

Respectfully Submitted,

Spencer Nebel
Chair
Bylaws Committee

Attached: Policy, information about ICMA's Reputation Management Services, and comments received from OCCMA membership.

Article 10- Managers in Transition

SECTION I- MEMBERS IN TRANSITION:

OCCMA provides that active members who have resigned or been removed from a position in local government, may retain Active Membership in accordance with Article 4 Section 2 of the Bylaws subject to provisions in the bylaws.

SECTION II - OCCMA CONFERENCES AND TRAINING SESSIONS:

Registration fees for conferences and training sessions offered by OCCMA will be waived for active members who are in transition at the time of registration for that OCCMA conference or event.

SECTION III - TRAVEL AND LODGING STIPEND:

Active members in transition who are appointed to an ICMA Committee may request reimbursement of travel expenses from the Board to attend meetings on behalf of OCCMA.

SECTION IV - SENIOR ADVISORS:

Active members in transition will be contacted by a senior advisor upon notice of separation from their employer. A senior advisor will be assigned to contact the member in transition on a monthly basis to offer advice and guidance during the transitional time.

SECTION V - COUNSELING SERVICES

OCCMA will provide up to three visits to a pre-selected counseling service for managers in transition.

SECTION VI - REPUTATION MANAGEMENT SERVICES:

OCCMA offers reputation management services to its members. OCCMA provides online reputation management services to prevent and repair threats to a manager's online reputation. The OCCMA will provide a reduced cost of fees for these services.

Take Control of Your Online Reputation

with

Reputation Management Services

A New ICMA Member Benefit for Members in Transition
Preferred Provider



IF YOU SEARCH FOR YOUR OWN NAME RIGHT NOW, WHAT SHOWS UP ON THE FIRST PAGE OF THE SEARCH RESULTS?

Whether you like it or not, these first few search results are, effectively, your online reputation. These are the first bits of information a City/County will find when they do a background check on you as part of the hiring process. Or what reporters and community members will find when they want to learn more about their City/County leader.

Online reputation management is the process of preventing and repairing threats to your online reputation, but it also involves building a strong positive presence. It is done by tracking what is written about you using techniques to address or moderate that information.

WHY IS THIS SO IMPORTANT?

Your success and the success of your local government depends on many factors. One of these factors is reputation. Remember that your greatest asset is your professional reputation. A negative online reputation can cause significant damage to any person or organization.

The City/County Manager community is all-too-aware of the damage that can be done nowadays to a professional reputation, thanks to the speed and power of the Internet. Without a strong online presence, one small misstep could lead to search results for your name full of content that is out of your control.

“Social media enables us to engage efficiently with our communities, but these platforms also make it easy to become the target of unfounded complaints or even smear campaigns that can badly damage an organization’s or your hard-earned reputation. If it happens to you, how you respond matters.”

HOW ICMA CAN HELP

The best defense is a strong offense when it comes to your online reputation, which is why ICMA has partnered with Tripepi Smith to offer a subsidized Online Professional Management service for Members in Transition. That way, when someone searches for your name, your voice is heard.

ICMA has resources online for anyone interested in managing their reputation. ICMA subsidizes the Reputation Management program for ICMA Members in Transition, through our preferred partner Tripepi Smith. ICMA Members, not in transition, interested in this service, are not eligible for the subsidy, but may contact membership@icma.org for more information.

ICMA REPUTATION MANAGEMENT SERVICES FOR MEMBERS IN TRANSITION

This new member benefit, exclusively subsidized for ICMA Members in Transition, provides three different options to enhance your online footprint and bolster your professional appearance.

BLUEPRINTS

The BLUEPRINTS service is for those who either do not currently have or do not actively use a LinkedIn Profile, Twitter Account and/or Facebook Profile.

BREAKGROUND

The BREAKGROUND service is intended for intermediate social media users who are in search of a professional audit. The audit will provide you with an overview of your profiles; while ensuring that best practices are being adhered to. In addition, Tripepi Smith will conduct an interview with you in order to aid in the creation of positive content. This content will be published on two well respected local government websites: PublicCEO.com and CivicBusinessJournal.com

REMODEL

The REMODEL service is for those who are serious about protecting, or repairing, their online reputation. In addition to the Break Ground and Remodel Packages, Tripepi Smith will create a personalized website/blog for you. The team will work with you in gathering content that showcases your professional achievements. Finally, the website will be optimized for major search engine algorithms. This will ensure that your name will show up in the results of any searches placed on the most used sites.

SERVICES OFFERED FOR MEMBERS IN TRANSITION

LinkedIn Profile Build Out	✓		✓
Twitter Profile Build Out	✓		✓
Facebook Profile Build Out	✓		✓
LinkedIn Profile Update and Privacy Settings Review		✓	✓
Facebook Profile Update and Privacy Settings Review		✓	✓
Twitter Profile Update		✓	✓
CivicBusinessJournal.com Interview Article		✓	✓
Advertorial Placement on PublicCEO.com		✓	✓
Personal Website/Blog Setup and Content Insertion with SEO Basics			✓

PRICE

ICMA Members in Transition*	\$325	\$445	\$1740**
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* Price reflects ICMA Subsidy \$325, \$445, \$500 respectively.

** \$1740; does not include \$300 annual hosting fee, \$150 SSL fee and \$20 domain purchase name fee.

For more information, Members in Transition should contact ICMA Member Services, membership@icma.org

About Tripepi Smith

Tripepi Smith is a marketing, technology and public affairs firm located in Orange County, CA. Its clients include for-profit, nonprofit and public agencies throughout the state of California. Its unique mix of marketing and technology prowess provide a competitive advantage for organizations seeking to leverage the Internet to achieve their communication goals. The firm also provides full content creation services, including: ghost writing, collateral development, photography, video production, search engine marketing, search engine optimization, email marketing campaigns and website design and execution.



REPUTATION RESOURCES FROM ICMA

Open up any Smart Phone camera to take a picture of the QR Code to download these resources.



Blog Post

Five Actions That Can Haunt Your Reputation



PM Article

How To Protect Your Reputation



Ethics Article

ETHICS: Charting an Ethical Career Course




PM Article

How You Text and Send Emails Can Make a Difference



Article

Did Your Credibility Crumble Last Year?



Career Compass

No. 52: Recasting My Rep



Blog Post

How to Prepare for and Recover from Community Crisis Like a Pro



Blog Post

Beware the Ides of Social Media




Article

Does the Virtual You Byte?



Article

Maintaining Credibility During a Crisis: Challenges for the Manager



Report

Building Trust



Article

How Ego-Driven Deeds Are Destroying Your Organization?

Available online at icma.org/MIT

From: [Brian Almquist](#)
To: [Angela Speier](#)
Subject: Fw: Additions to the Policy Annex
Date: Tuesday, September 21, 2021 5:36:29 PM
Attachments: [Members in Transition Doc 9-21-2021.docx](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)

I support the proposed additions and amendments to the OCCMA Policy Annex.

Brian Almquist
Retired ICMA/OCCMA member
Ashland, OR

----- Forwarded Message -----

From: Angela Speier <aspeier@orcities.org>
To: Angela Speier <aspeier@orcities.org>
Sent: Tuesday, September 21, 2021, 04:23:55 PM PDT
Subject: Additions to the Policy Annex

Good afternoon OCCMA members,

The OCCMA Board of Directors will be considering an addition to the Policy Annex of "Article 10- Managers in Transition" at the October 20, 2021 OMCCA Board meeting at 3:30 pm.

If you have comments you would like the OCCMA Board to consider please send them to me by Friday, October 8, 2021.

Sincerely,

Angela



Angela Speier, *Project & Program Coordinator*

503-588-6550 direct: 503-540-6599

1201 Court St. NE, Suite 200, Salem, OR 97301-4194

www.orcities.org





OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Program Coordinator
Date: October 11, 2021
Subject: 2022 OCCMA Dues Structure

LOC staff is recommending the OCCMA Board of Directors move forward with the existing dues structure for 2022. The funding is adequate and does not need to be adjusted at this time.

This item will be placed on the Board Retreat agenda for further discussion.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Program Coordinator
Date: October 11, 2021
Subject: Senior Advisor Evaluations

Article 8 of OCCMA's Policy Annex requires that each senior advisor be reviewed at least every two years.

Section (8). SUPPORT FOR AND REVIEW OF SENIOR ADVISOR PROGRAM

- A. *The OCCMA Board shall serve as the Oversight Committee for the Senior Advisor Program and accepts by reference the ICMA Senior Advisor Program Guidelines.*
- B. *The OCCMA Board shall review the Statement of Policy and all aspects of the program at least every two years and shall meet with the Senior Advisors at the Spring or Summer Conference to discuss the Senior Advisor Program. At least every two years there shall be a formal review and assessment of the performance of all parties in meeting their responsibilities and expectations.*
- C. *The OCCMA President shall recognize the contributions of the senior advisors at the annual meeting of the association.*

In addition, Section (2) describes the appointment process.

A. Terms of Appointment

- 1. *The term of an initial appointment shall be one year.*
- 2. *A review is then conducted to assess whether expectations for the Senior Advisor and for the sponsors are being met. Senior Advisors must continue to meet the program's qualifications in order to be considered for reappointment. Reappointment can be made for up to two years with a review conducted at least every two years.*
- 3. *Before conducting a review, the membership shall be notified and given at least 30 days to provide comments to the President.*
- 4. *Any one of the three parties may end the appointment upon written notification to the others.*

Each senior advisor was asked to complete a self-evaluation. In addition, the membership was asked to respond to an electronic survey about their specific senior advisor and the program in general. Attached to this memo are the results of the electronic survey in aggregate and each senior advisor's completed self-evaluation.

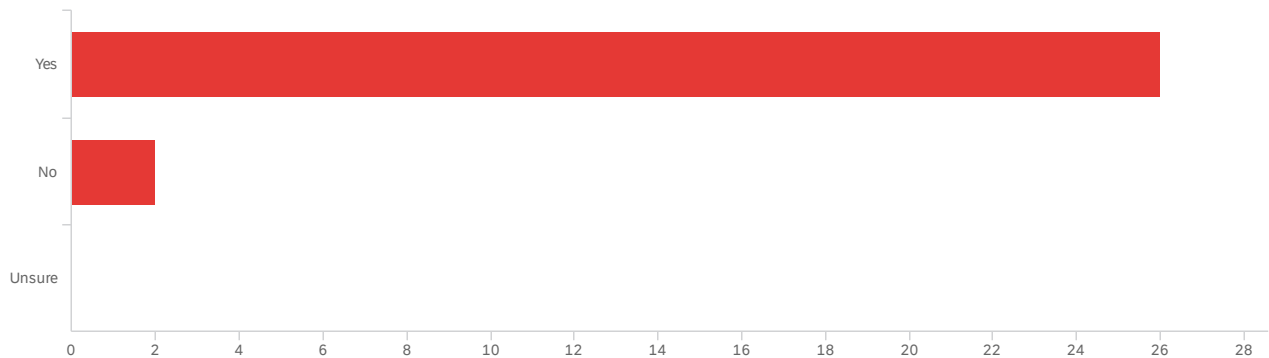
Each senior advisor must be evaluated and reappointed every two-years.

Default Report

OCCMA Senior Advisor Evaluations

September 29, 2021 12:41 PM MDT

Q1 - Have you heard of the OCCMA Senior Advisor Program?

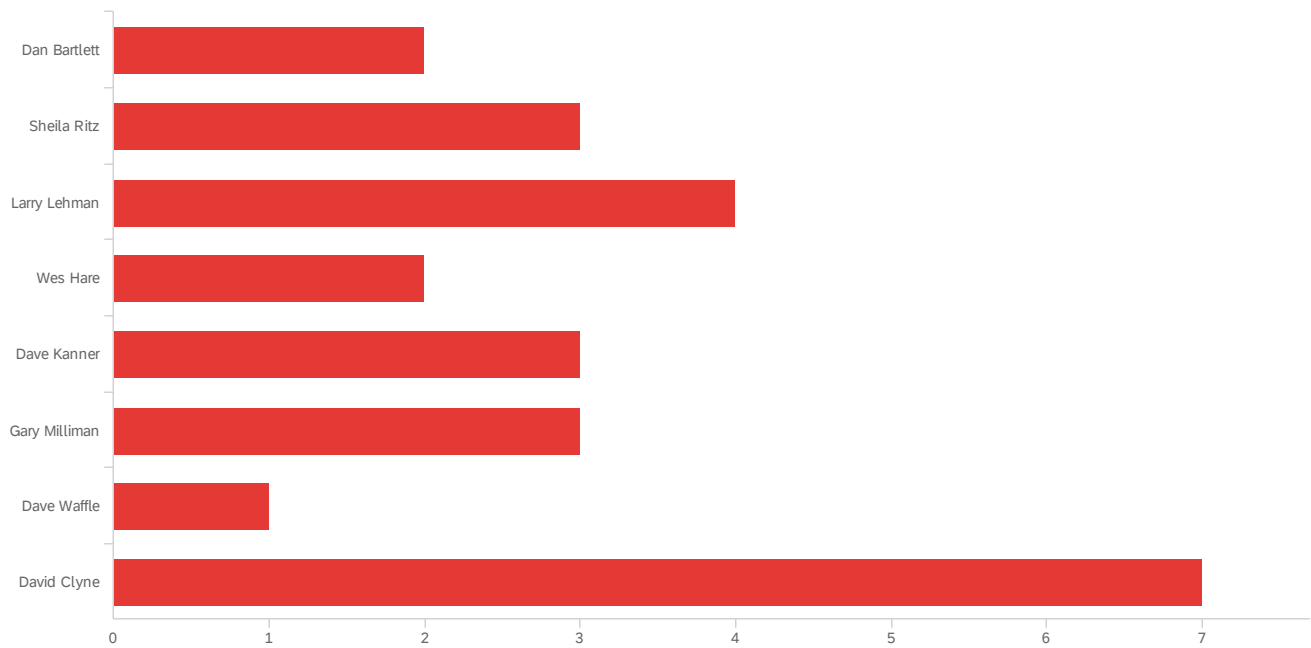


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Have you heard of the OCCMA Senior Advisor Program?	1.00	2.00	1.07	0.26	0.07	28

#	Field	Choice Count
1	Yes	92.86% 26
2	No	7.14% 2
3	Unsure	0.00% 0
		28

Showing rows 1 - 4 of 4

Q2 - Who is your local senior advisor?



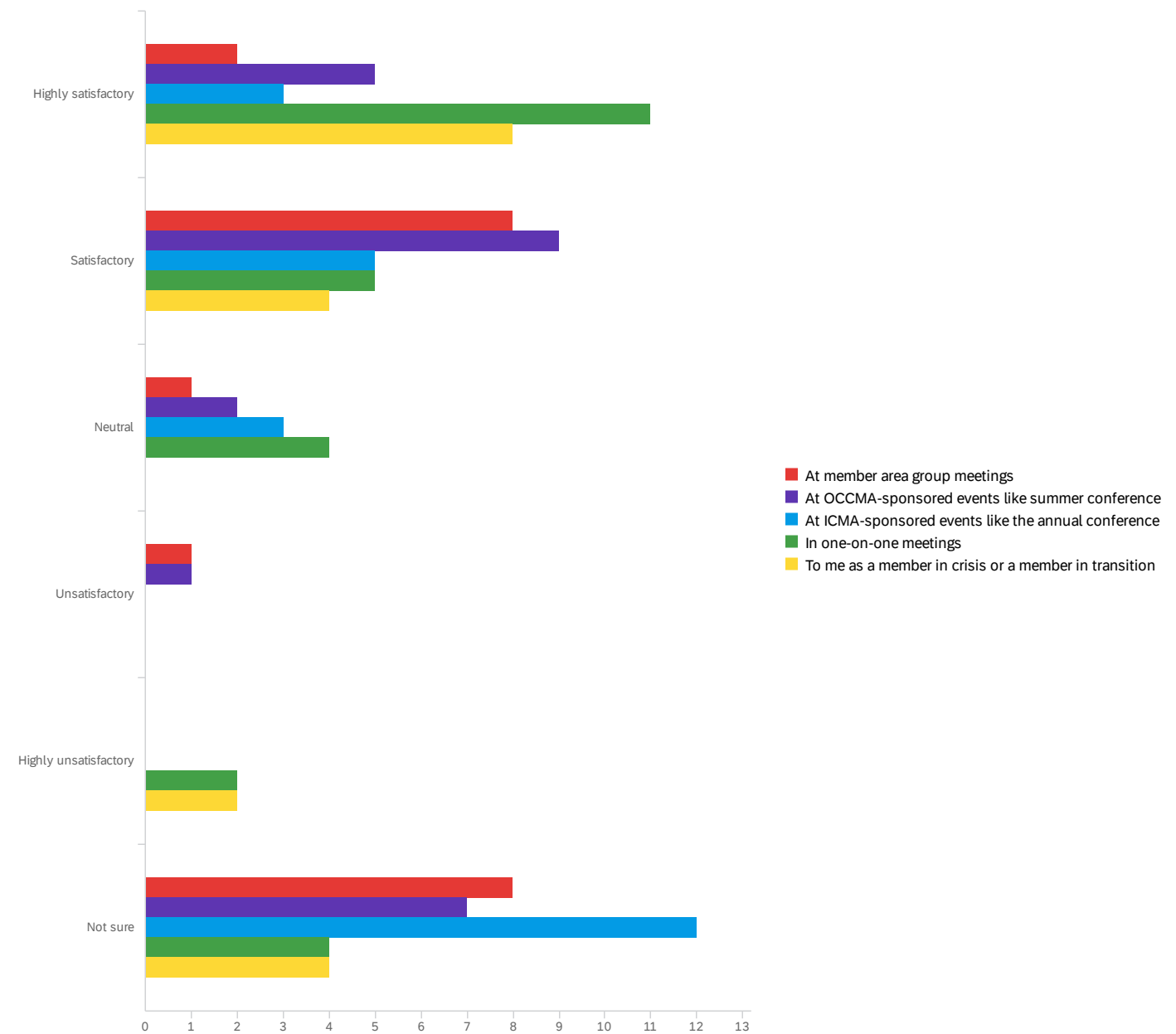
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Who is your local senior advisor?	1.00	8.00	4.96	2.42	5.88	25

#	Field	Choice Count
1	Dan Bartlett	8.00% 2
2	Sheila Ritz	12.00% 3
3	Larry Lehman	16.00% 4
4	Wes Hare	8.00% 2
5	Dave Kanner	12.00% 3
6	Gary Milliman	12.00% 3
7	Dave Waffle	4.00% 1
8	David Clyne	28.00% 7

25

Showing rows 1 - 9 of 9

Q4 - My senior advisor has been...

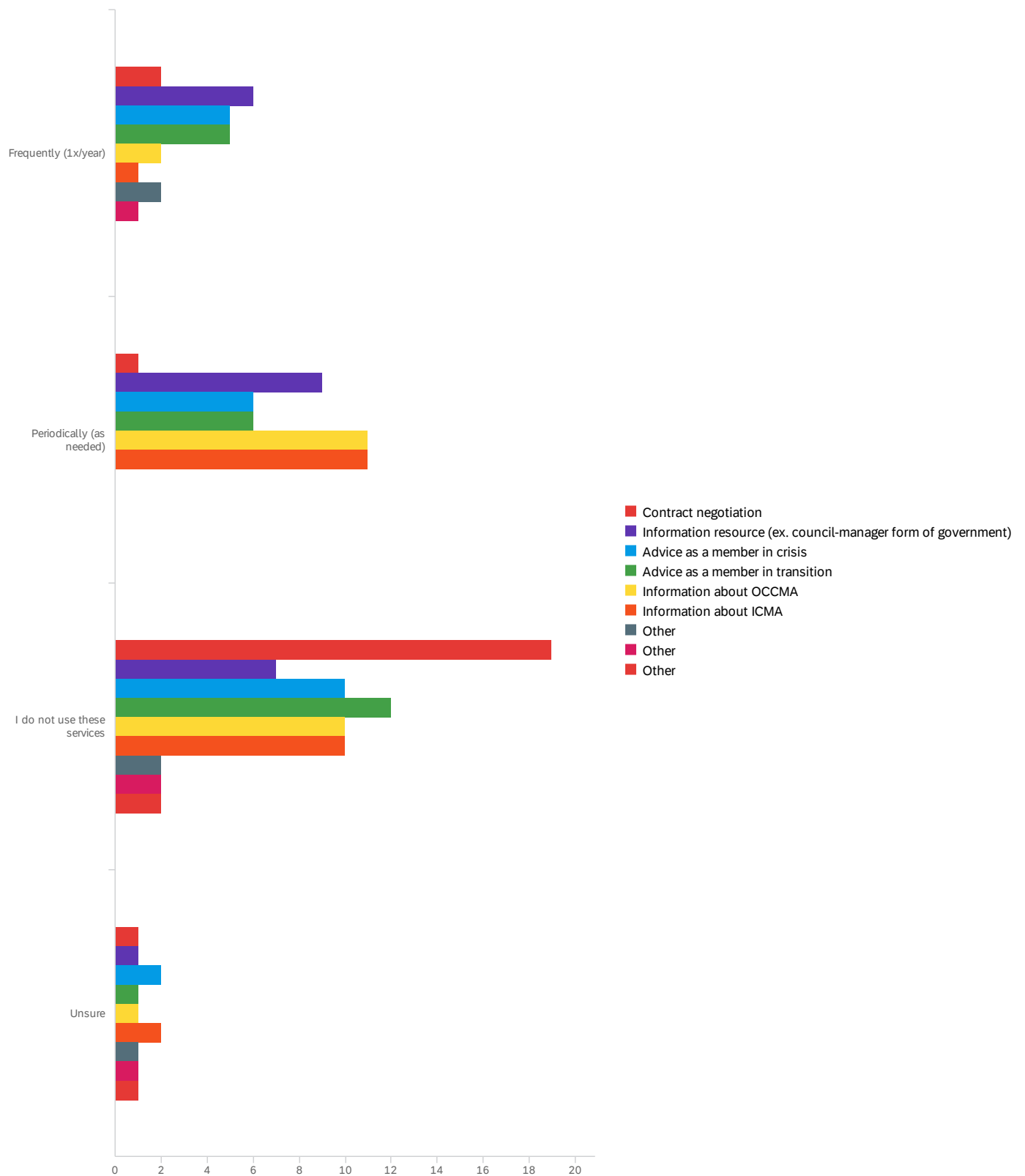


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	At member area group meetings	1.00	7.00	4.05	2.48	6.15	20
2	At OCCMA-sponsored events like summer conference	1.00	7.00	3.42	2.40	5.74	24
3	At ICMA-sponsored events like the annual conference	1.00	7.00	4.61	2.55	6.50	23
4	In one-on-one meetings	1.00	7.00	2.73	2.14	4.58	26
5	To me as a member in crisis or a member in transition	1.00	7.00	3.00	2.45	6.00	18

#	Field	Highly satisfactory		Satisfactory		Neutral		Unsatisfactory		Highly unsatisfactory		Not sure		Total
1	At member area group meetings	10.00%	2	40.00%	8	5.00%	1	5.00%	1	0.00%	0	40.00%	8	20
2	At OCCMA-sponsored events like summer conference	20.83%	5	37.50%	9	8.33%	2	4.17%	1	0.00%	0	29.17%	7	24
3	At ICMA-sponsored events like the annual conference	13.04%	3	21.74%	5	13.04%	3	0.00%	0	0.00%	0	52.17%	12	23
4	In one-on-one meetings	42.31%	11	19.23%	5	15.38%	4	0.00%	0	7.69%	2	15.38%	4	26
5	To me as a member in crisis or a member in transition	44.44%	8	22.22%	4	0.00%	0	0.00%	0	11.11%	2	22.22%	4	18

Showing rows 1 - 5 of 5

Q8 - I use the following services provided by senior advisors:



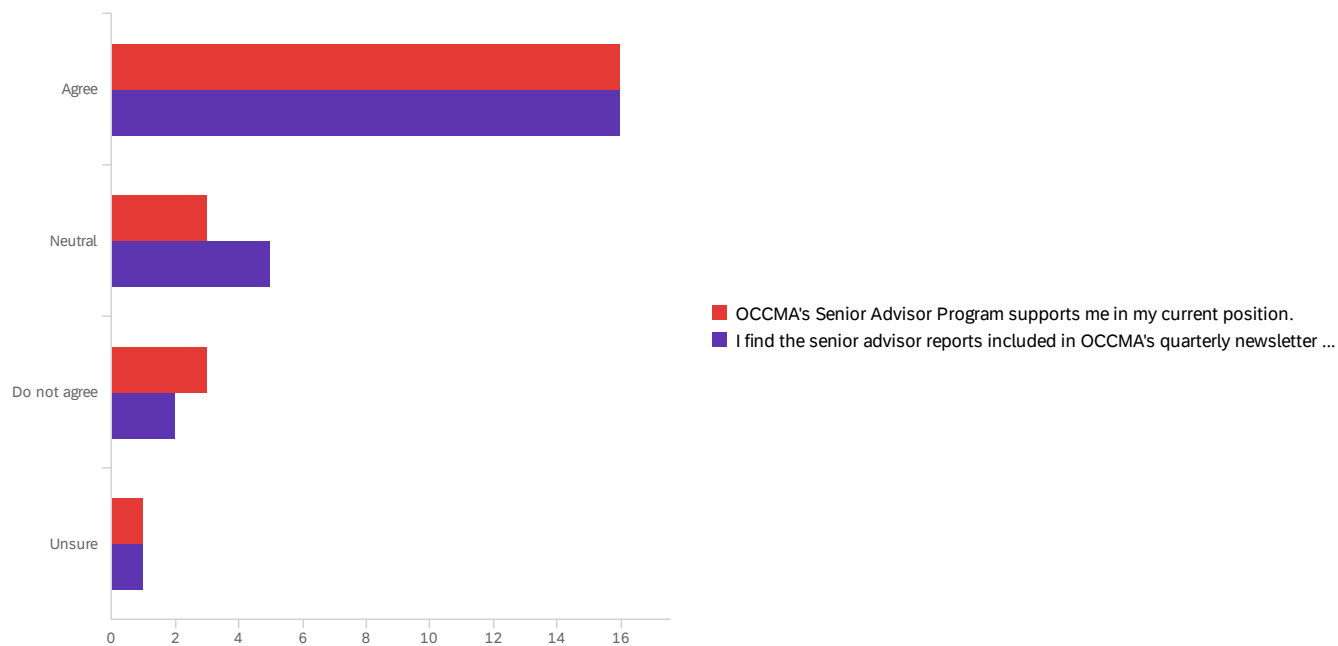
Field Minimum Maximum Mean Std Deviation Variance Count

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Contract negotiation	1.00	4.00	2.83	0.64	0.40	23
2	Information resource (ex. council-manager form of government)	1.00	4.00	2.13	0.85	0.72	23
3	Advice as a member in crisis	1.00	4.00	2.39	0.92	0.85	23
4	Advice as a member in transition	1.00	4.00	2.38	0.86	0.73	24
5	Information about OCCMA	1.00	4.00	2.42	0.70	0.49	24
6	Information about ICMA	1.00	4.00	2.54	0.71	0.50	24
7	Other	1.00	4.00	2.40	1.20	1.44	5
8	Other	1.00	4.00	2.75	1.09	1.19	4
9	Other	3.00	4.00	3.33	0.47	0.22	3

#	Field	Frequently (1x/year)	Periodically (as needed)	I do not use these services	Unsure	Total
1	Contract negotiation	8.70% 2	4.35% 1	82.61% 19	4.35% 1	23
2	Information resource (ex. council-manager form of government)	26.09% 6	39.13% 9	30.43% 7	4.35% 1	23
3	Advice as a member in crisis	21.74% 5	26.09% 6	43.48% 10	8.70% 2	23
4	Advice as a member in transition	20.83% 5	25.00% 6	50.00% 12	4.17% 1	24
5	Information about OCCMA	8.33% 2	45.83% 11	41.67% 10	4.17% 1	24
6	Information about ICMA	4.17% 1	45.83% 11	41.67% 10	8.33% 2	24
7	Other	40.00% 2	0.00% 0	40.00% 2	20.00% 1	5
8	Other	25.00% 1	0.00% 0	50.00% 2	25.00% 1	4
9	Other	0.00% 0	0.00% 0	66.67% 2	33.33% 1	3

Showing rows 1 - 9 of 9

Q9 - Please select the degree to which you agree with the following statements.



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	OCCMA's Senior Advisor Program supports me in my current position.	1.00	5.00	1.57	1.01	1.03	23
2	I find the senior advisor reports included in OCCMA's quarterly newsletter helpful.	1.00	5.00	1.54	0.96	0.91	24

#	Field	Agree		Neutral		Do not agree		Unsure		Total
1	OCCMA's Senior Advisor Program supports me in my current position.	69.57%	16	13.04%	3	13.04%	3	4.35%	1	23
2	I find the senior advisor reports included in OCCMA's quarterly newsletter helpful.	66.67%	16	20.83%	5	8.33%	2	4.17%	1	24

Showing rows 1 - 2 of 2

Q9 - Is there anything else you think the OCCMA Board of Directors should know about the Senior Advisor Program?

Is there anything else you think the OCCMA Board of Directors should know a...

It continues to be a valuable resource.

None at this time.

A little more frequent on check-ins might be useful.

My senior advisor and others have picked up a lot of interim work, which makes them not as accessible to permanent managers in their role as senior advisors.

I feel that the Senior Advisor in my area has been very non-responsive in reaching out during the entire COVID emergency. An email, Zoom meeting, phone call, or anything that would resemble outreach that this individual is here to help would have been nice. I utilized a in-person meeting once and found that the advisor had nothing to provide in regards to advice or help. I also believe that the Senior Advisor could be in violation of the ICMA Code of Ethics surrounding his social media posts about a management position in the city he lives. As long as this individual is assigned to my region, I will not use this service.

David Clyne was available to me at any time in 2020 while I was serving as Acting Director and went out of his way to reach out to me to see if I needed/wanted assistance and advice. I was so pleased to have him as a resource.

Senior Advisors play an important role to keep OCCMA members connected to one another.

I like Wes and have a very good working relationship with him. I feel that I can reach out to him any time I have a need. However, it is rare to get a call/meeting initiated by him. Wes has called once or twice to check in. I believe this is largely due to the fact that Wes and I worked together for many years and we have a good relationship - so he knows I will reach out if I have a need. But this was also true with Roger Jordon. In my six years as CM, I had one meeting initiated by my Senior Advisor - with Roger in my first year on the job. This is not a complaint. However, I am not sure what the expectations are for a Senior Advisor so I thought I would share my experience.

I was frustrated that the board did not consider the diversity of senior advisors when expanding the program a few years ago.

I have had one phone call from my senior advisor -- I am not even sure who it is.

I have found the program very person dependent. It seems to depend on the relationship you can develop with your advisor.

The program and the advisor could be more proactive in the area of outreach to members. I had actually forgotten about the program until I received this email.

Fantastic resource.

In 3.5 years here I have only seen my advisor twice, once when I started and once right before the Covid Pandemic. I have no other contact with him and was unaware of any services they offered other than OCCMA information and someone to bounce questions off of from time to time.

Specific to Florence, we have fluctuated from the Coastal Region to the Lane County Region. Understandably, when Senior Advisor is in an Interim CM role they aren't able to server as Senior Advisor (or very limited). I support the program and appreciate the wisdom and support when I've reached out and asked for it.

Is there anything else you think the OCCMA Board of Directors should know a...

Oregon is fortunate to have the senior advisors. They are doing a fine job of supporting our members, the profession, and professional local government. Steve Powers

They are a sharp bunch of folks and I appreciate them offering their services, friendship and advice!

I feel that my area Senior Advisor has been very responsive whenever I have reached out and is a wealth of knowledge.

End of Report

OCCMA Senior Advisor Program

Performance Review Self-Evaluation

Date Due: 9/3/21 Period of Review: _____

Senior Advisor Name: Dave Kanner Region: _____

1. Duties and Responsibilities: Provide a rating for each applicable expectation: (1) Met; (2) Did Not Meet; (3) N/A

- (a) Contacts or meetings with members in crisis/ Members in Transition (1) Met
- (b) Attendance at Member Area Group Meetings (1) Met
- (c) Contacts with new managers in my Area (1) Met
- (d) Contacts with other members (1) Met
- (e) Attendance at state wide sponsor meetings (1) Met
- (f) Attendance at national and regional ICMA events (2) Did Not Meet
- (g) Participation in Senior Advisor Conference calls (1) Met
- (h) Timely reports (1) Met
- (i) Participation / attendance at other events for members in my Area (1) Met
- (j) Maintaining awareness of resources for members (1) Met
- (k) Maintaining general knowledge of current issues facing local Governments and members (1) Met
- (l) Other: _____

2. Overall Performance Rating: (1) Met

3. What I am doing that I believe makes me an effective Senior Advisor and that I plan to continue?

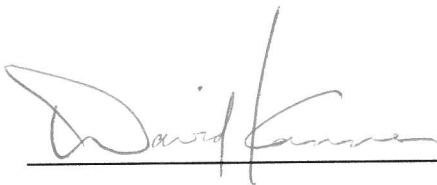
I believe I have been more than accessible, proactive and participatory during my tenure as a senior advisor and I think the managers in my region would confirm that. It has been especially gratifying to serve as an advisor to first-time managers in my region. One such manager, who is stepping aside recently wrote to me regarding her just-hired replacement: "when he gets here, I'm going to be sure and introduce him to you. He's coming from another state, so he'll need the Oregon lowdown, and you're the best! 😊"

4. What do I plan to change to be more effective?

It has been difficult to meet face-to-face with those managers during the pandemic, and phone or Zoom calls make it difficult to be as much of a presence as I would like to be. But I hope that once things return to normal (or more normal than they are now), I can hit the road and hold more face-to-face meetings.

5. What can be done by OCCMA and ICMA to help me and to make the Senior Advisor program more effective?

More reminders to managers to rely on their senior advisor when they face difficulties (or just need someone to talk to). I've found that some managers regularly reach out but most do not. I had one situation in 2019 wherein I found out about a manager in trouble by reading about it in the paper. We still have a way to go to impress upon people the idea that when problems arise, your senior advisor should be your first call.



Senior Advisor

8/13/21

Date

OCCMA Performance Evaluation

I agree. Check ☐.

I suggest the following for improved performance. Check ☐.

Steve Powers, City Manager, Salem
2021 OCCMA President

Date

OCCMA Senior Advisor Program

Performance Review Self-Evaluation

Date Due: 9/3/21 Period of Review: 20/21

Senior Advisor Name: David Clyne Region: Polk/Marion/Yamhill

1. Duties and Responsibilities: Provide a rating for each applicable expectation: (1) Met; (2) Did Not Meet; (3) N/A

- (a) Contacts or meetings with members in crisis/ Members in Transition (3) N/A
- (b) Attendance at Member Area Group Meetings (3) N/A
- (c) Contacts with new managers in my Area (3) N/A
- (d) Contacts with other members (3) N/A
- (e) Attendance at state wide sponsor meetings (3) N/A
- (f) Attendance at national and regional ICMA events (3) N/A
- (g) Participation in Senior Advisor Conference calls (3) N/A
- (h) Timely reports (3) N/A
- (i) Participation / attendance at other events for members in my Area (3) N/A
- (j) Maintaining awareness of resources for members (3) N/A
- (k) Maintaining general knowledge of current issues facing local Governments and members (3) N/A
- (l) Other: _____

2. Overall Performance Rating: (3) N/A

3. What I am doing that I believe makes me an effective Senior Advisor and that I plan to continue?

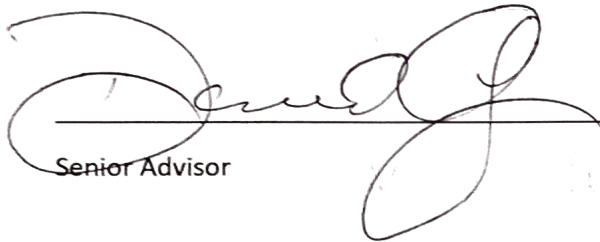
Probably the most effective service I provide is one on one guidance and coaching to managers, particularly those that are in distress through their employment.

4. What do I plan to change to be more effective?

As it becomes safer to do so, I am planning on more in person meetings with the management community in my region. I also plan on taking on no further paid assignments that might interfere with my senior advisor commitments.

5. What can be done by OCCMA and ICMA to help me and to make the Senior Advisor program more effective?

I would like to see enhanced staffing by OCCMA through LOC on behalf of the senior advisors and OCCMA itself. Ideally, the League would be able to provide a full FTE assigned to these efforts. Also frankly, I have little interest in the reporting requirements as it doesn't feel like a productive use of my volunteer time.



Senior Advisor

8/30/21

Date

OCCMA Performance Evaluation

I agree. Check ☐.

I suggest the following for improved performance. Check ☐.

Steve Powers, City Manager, Salem
2021 OCCMA President

Date

OCCMA Senior Advisor Program

Performance Review Self-Evaluation

Date Due: 09/03/21 Period of Review: _____

Senior Advisor Name: Gary Milliman Region: Curry/Coos/Douglas

1. Duties and Responsibilities: Provide a rating for each applicable expectation: (1) Met; (2) Did Not Meet; (3) N/A

- (a) Contacts or meetings with members in crisis/ Members in Transition (1) Met
- (b) Attendance at Member Area Group Meetings (3) N/A
- (c) Contacts with new managers in my Area (1) Met
- (d) Contacts with other members (1) Met
- (e) Attendance at state wide sponsor meetings (1) Met
- (f) Attendance at national and regional ICMA events (1) Met
- (g) Participation in Senior Advisor Conference calls (1) Met
- (h) Timely reports (1) Met
- (i) Participation / attendance at other events for members in my Area (1) Met
- (j) Maintaining awareness of resources for members (1) Met
- (k) Maintaining general knowledge of current issues facing local Governments and members (1) Met
- (l) Other: _____

2. Overall Performance Rating: (1) Met

3. What I am doing that I believe makes me an effective Senior Advisor and that I plan to continue?

Providing individual counseling to members on both professional and prsonal issues.
Assisting members in crisis. Assisting members who are new to the profession in finding resources. Writing for the newsletter.

4. What do I plan to change to be more effective?

More on-site visits with members as soon as COVID restrictions ease.

5. What can be done by OCCMA and ICMA to help me and to make the Senior Advisor program more effective?

Level of support is good.

I am also the designated Senior Advisor liaison for the Student ICMA Chapter at PSU. This assignment needs to go to someone else due to the distance from where I live to the PSU campus.



Senior Advisor

08/14/21

Date

OCCMA Performance Evaluation

I agree. Check ☐.

I suggest the following for improved performance. Check ☐.

Steve Powers, City Manager, Salem
2021 OCCMA President

08/14/21

Date

OCCMA Senior Advisor Program

Performance Review Self-Evaluation

Date Due: 9/3/2021 Period of Review: 2020/21

Senior Advisor Name: Larry Lehman Region: eastern oregon

1. Duties and Responsibilities: Provide a rating for each applicable expectation: (1) Met; (2) Did Not Meet; (3) N/A

- (a) Contacts or meetings with members in crisis/ Members in Transition (2) Did Not
- (b) Attendance at Member Area Group Meetings (2) Did Not
- (c) Contacts with new managers in my Area (2) Did Not
- (d) Contacts with other members (1) Met
- (e) Attendance at state wide sponsor meetings (1) Met
- (f) Attendance at national and regional ICMA events (2) Did Not
- (g) Participation in Senior Advisor Conference calls (1) Met
- (h) Timely reports (1) Met
- (i) Participation / attendance at other events for members in my Area (2) Did Not
- (j) Maintaining awareness of resources for members (1) Met
- (k) Maintaining general knowledge of current issues facing local Governments and members (1) Met
- (l) Other: _____

2. Overall Performance Rating: (2) Did Not

3. What I am doing that I believe makes me an effective Senior Advisor and that I plan to continue?

I have not done much, I need to get out and visit with Managers more

4. What do I plan to change to be more effective?

become more active

5. What can be done by OCCMA and ICMA to help me and to make the Senior Advisor program more effective?

Just let members know they can contact us if they would like any assistance.
sometimes its just a second opinion.

Larry Lehman

Senior Advisor

8/28/2021

Date

OCCMA Performance Evaluation

I agree. Check ☒.

I suggest the following for improved performance. Check ☐.

Larry Lehman

Steve Powers, City Manager, Salem

2021 OCCMA President

8/28/2021

Date

OCCMA Senior Advisor Program

Performance Review Self-Evaluation

Date Due: _____ Period of Review: last official review 2018

Senior Advisor Name: Sheila Ritz Region: 2 plus Cascade Locks and Hood River

1. Duties and Responsibilities: Provide a rating for each applicable expectation: (1) Met; (2) Did Not Meet; (3) N/A

- (a) Contacts or meetings with members in crisis/ Members in Transition (1) Met
- (b) Attendance at Member Area Group Meetings (1) Met
- (c) Contacts with new managers in my Area (1) Met
- (d) Contacts with other members (1) Met
- (e) Attendance at state wide sponsor meetings (1) Met
- (f) Attendance at national and regional ICMA events (1) Met
- (g) Participation in Senior Advisor Conference calls (1) Met
- (h) Timely reports (1) Met
- (i) Participation / attendance at other events for members in my Area (1) Met
- (j) Maintaining awareness of resources for members (1) Met
- (k) Maintaining general knowledge of current issues facing local Governments and members (1) Met
- (l) Other: _____

2. Overall Performance Rating: (1) Met

3. What I am doing that I believe makes me an effective Senior Advisor and that I plan to continue?

Checking for City news; kept in contact with MITs and gave them information; attended all Clackamas County managers meetings; talked with all new city managers in my area; met with managers by phone or zoom for my quarterly newsletter reports; submitted quarterly activity reports to ICMA on time; have watched various ICMA presentations to keep current.

4. What do I plan to change to be more effective?

I need feedback from the membership about whether there is something more I can do to be of more benefit to them.

5. What can be done by OCCMA and ICMA to help me and to make the Senior Advisor program more effective?

OCCMA should periodically mail to me an updated list with contact info of all members. The on-line list is too difficult to follow - I need a paper copy once a year. I had not gotten a paper list since Megan George was there. I tried for a few months to get one from Kelly Richardson this past year. At first she just sent me a list of city managers. I told her I needed the list of all members with contact info and in alphabetical order by jurisdiction. It took awhile to finally get that and then I found out it wasn't complete. I really appreciate what ICMA has done to have some virtual programs to help us address difficult situations with some members and I hope they keep doing this. Martha Perego has been very helpful with concerns about potential ethical issues.

Sheila Ritz

Senior Advisor

August 24, 2021

Date

OCCMA Performance Evaluation

I agree. Check ☐.

I suggest the following for improved performance. Check ☐.

Sheila Ritz

Steve Powers, City Manager, Salem

2021 OCCMA President

August 24, 2021

Date

OCCMA Senior Advisor Program

Performance Review Self-Evaluation

Date Due: 9/3/21 Period of Review: _____

Senior Advisor Name: Wes Hare Region: Linn; Benton; Lane

1. Duties and Responsibilities: Provide a rating for each applicable expectation: (1) Met; (2) Did Not Meet; (3) N/A

- (a) Contacts or meetings with members in crisis/ Members in Transition (1) Met ▼
- (b) Attendance at Member Area Group Meetings (1) Met ▼
- (c) Contacts with new managers in my Area (2) Did Not Meet ▼
- (d) Contacts with other members (1) Met ▼
- (e) Attendance at state wide sponsor meetings (3) N/A ▼
- (f) Attendance at national and regional ICMA events (1) Met ▼
- (g) Participation in Senior Advisor Conference calls (1) Met ▼
- (h) Timely reports (2) Did Not Meet ▼
- (i) Participation / attendance at other events for members in my Area (3) N/A
- (j) Maintaining awareness of resources for members (1) Met ▼
- (k) Maintaining general knowledge of current issues facing local Governments and members (1) Met ▼
- (l) Other: _____

2. Overall Performance Rating: (1) Met ▼

3. What I am doing that I believe makes me an effective Senior Advisor and that I plan to continue?

Remain accessible to managers. Attend relevant meetings. Stay abreast of current issues.

4. What do I plan to change to be more effective?

More contact with members

5. What can be done by OCCMA and ICMA to help me and to make the Senior Advisor program more effective?

No suggestions

Senior Advisor

Date

OCCMA Performance Evaluation

I agree. Check ☐.

I suggest the following for improved performance. Check ☐.

Steve Powers, City Manager, Salem
2021 OCCMA President

Date

OCCMA Senior Advisor Program

Performance Review Self-Evaluation

Date Due: 9/3/2021 Period of Review: long

Senior Advisor Name: Dan Bartlett Region: #1

1. Duties and Responsibilities: Provide a rating for each applicable expectation: (1) Met; (2) Did Not Meet; (3) N/A

- (a) Contacts or meetings with members in crisis/ Members in Transition (1) Met
- (b) Attendance at Member Area Group Meetings (1) Met
- (c) Contacts with new managers in my Area (1) Met
- (d) Contacts with other members (3) N/A
- (e) Attendance at state wide sponsor meetings (1) Met
- (f) Attendance at national and regional ICMA events (1) Met
- (g) Participation in Senior Advisor Conference calls (1) Met
- (h) Timely reports (2) Did Not
- (i) Participation / attendance at other events for members in my Area (1) Met
- (j) Maintaining awareness of resources for members (1) Met
- (k) Maintaining general knowledge of current issues facing local Governments and members (1) Met
- (l) Other: Met with new employee in Wheeler who will probably become the Manager and suggested joining OCCMA

2. Overall Performance Rating: (1) Met

3. What I am doing that I believe makes me an effective Senior Advisor and that I plan to continue?

I Zoom around a lot now. In safe environments I go out for beers with members and their partners. I keep track of what's happening with the incoming ICMA President on Facebook. I also follow and sometime bug other members on Facebook. (That's not bug their conversations but text, email or call them!)

4. What do I plan to change to be more effective?

Get back to in person visits with priority on members who are going to retire in the next few years. Continue to scan North Coast and Columbia County newspapers for things happening with the cities.

5. What can be done by OCCMA and ICMA to help me and to make the Senior Advisor program more effective?

Keep us informed and schedule Senior Advisor sessions during conferences while boring presentations are happening. I know there will be a session at ICMA Conference. We used to have them at Summer Conference.
We used to have a spreadsheet with fields for City/County, population, Name, Title, Member Type. (Older versions had OCCMA and ICMA designations, Senior Advisor and County. I can't find an example on my new computer as my old one crashed and they couldn't transfer everything. I'll look to see if I still have an example somewhere.)

Senior Advisor

Date

OCCMA Performance Evaluation

I agree. Check ☐.

I suggest the following for improved performance. Check ☐.

Steve Powers, City Manager, Salem
2021 OCCMA President

Date

OCCMA Senior Advisor Program

Performance Review Self-Evaluation

Date Due: 9-3-21 Period of Review: annual

Senior Advisor Name: Dave Waffle Region: _____

1. Duties and Responsibilities: Provide a rating for each applicable expectation: (1) Met; (2) Did Not Meet; (3) N/A

- (a) Contacts or meetings with members in crisis/ Members in Transition (1) Met
- (b) Attendance at Member Area Group Meetings (1) Met
- (c) Contacts with new managers in my Area (1) Met
- (d) Contacts with other members (1) Met
- (e) Attendance at state wide sponsor meetings (1) Met
- (f) Attendance at national and regional ICMA events (1) Met
- (g) Participation in Senior Advisor Conference calls (1) Met
- (h) Timely reports (1) Met
- (i) Participation / attendance at other events for members in my Area (2) Did Not Meet
- (j) Maintaining awareness of resources for members (1) Met
- (k) Maintaining general knowledge of current issues facing local Governments and members (1) Met
- (l) Other: Served as interim Ass't CM in Beaverton - Welcome Packet

2. Overall Performance Rating: (1) Met

3. What I am doing that I believe makes me an effective Senior Advisor and that I plan to continue?

I participated in all of the Washington County manager's meetings. I think I've been particularly helpful to managers of two very small cities in my central Oregon territory. These fellows are in their first position so I can offer basic building blocks for their success. I've served as a sounding board on candidates for Jensen Strategies for their recruitments. I listened and advised a person serving as an interim CM who was certain they wanted to go forward with being a candidate for the position. I've helped three new managers come into Washington County. I even un-retired to assist Beaverton this summer and co-manage the city for two months.

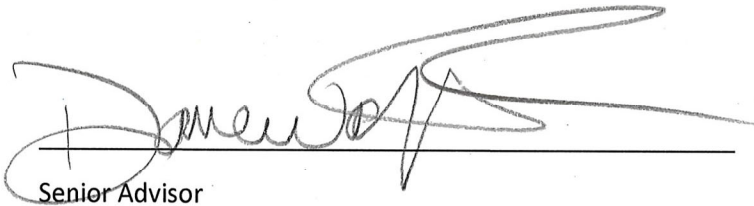
Beaverton this summer co-manage for 2 months

4. What do I plan to change to be more effective?

I hope to tour the central Oregon communities after the OCCMA annual meeting at the LOC convention this summer. These communities don't have another means of meeting and so I was unable to visit during the pandemic.

5. What can be done by OCCMA and ICMA to help me and to make the Senior Advisor program more effective?

I feel very supported. I'm looking forward to the updated/completed version of the Welcome Packet. Thanks What suggestions do you have for me?



Senior Advisor

08.30.21

Date

OCCMA Performance Evaluation

I agree. Check ☐.

I suggest the following for improved performance. Check ☐.

Steve Powers, City Manager, Salem
2021 OCCMA President

08.30.21

Date



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Spencer Nebel, Chair of the Bylaws Committee
Date: October 11, 2021
Subject: Report from the OCCMA Bylaws Committee

The Bylaws Committee will be working with the Ethics Committee to develop permanent rules for handling ethics complaints within OCCMA. It is anticipated that the Ethics Committee will meet on the procedures prior to the retreat in November. The Bylaws Committee will likely meet to address incorporating these policies into the policy annex. The Bylaws Committee has previously reviewed the addition to the policy annex for managers in transition, as well as the amendments being proposed for adoption at the annual membership meeting.

Respectfully submitted,

Spencer R. Nebel
Chair
OCCMA Bylaws Committee



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Spencer Nebel, Chair, OCCMA Ethics Committee
Date: October 11, 2021
Subject: Report from the OCCMA Ethics Committee

The Ethics Committee will be forwarding a confidential report to the OCCMA Board of Directors for review by the Board. Under the provisional policies that the Board has previously adopted, ethics complaints are reviewed by the OCCMA President and OCCMA Chair of the Ethics Committee to determine whether the complaint is sufficiently clear and complete to initiate proceedings. If the complaint is clear, the president shall forward a copy of the complaint by registered mail to the respondent named in the complaint, including what provisions of the Code of Ethics may have been violated. If the respondent admits to the violation, then no investigation is required and the matter shall be referred to the OCCMA Board for disposition in accordance to these rules. When issues are in dispute, the president shall appoint a subcommittee of three members to begin an investigation of the allegations, with one member being appointed as chair. This was done in 2020. The subcommittee has completed their investigation and presented that report to the full Ethics Committee for their review. The Ethics Committee has reviewed this matter with its recommendations being forwarded to the OCCMA Board for final adjudication.

Upon review by the OCCMA Board, there are several actions the Board may take. If the Board concludes that the findings demonstrate that a violation of the Code of Ethics has not occurred, shall dismiss the case with the finding of “no violation occurred”, and so advise respondent, the Complainant, and the Ethics Committee.

If the Board concludes that the findings demonstrate that a violation of the Code has occurred, it shall determine the appropriate sanctions. The Board shall notify the Respondent of its intent to adopt the subcommittee report as final, and to impose the specified sanctions for the reasons stated, unless the Respondent can show the findings of fact are erroneous, or that the proposed sanctions should not be imposed considering certain mitigating factors, which the Ethics Committee has not previously considered. The Respondent shall also be notified of his or her right to a hearing. The Respondent shall have 30 days in which to submit a written response to the Board and/or request a hearing.

If the Respondent makes no further submission, and/or does not request a hearing, the Board shall promptly adopt the proposed findings and sanctions as final, and so inform the appropriate parties.

In the event the Respondent makes a written submission, but does not request a hearing, the Board shall review the submission and may either adopt, or revise and adopt as revised, the proposed findings and/or sanctions as they deem appropriate. Before deciding, the Board may also request additional information from the Respondent. The Board shall notify the Respondent, the Ethics Committee, and the Complainant of its decision. In the event the Respondent requests a hearing, the Board shall conduct a hearing. Hearings shall be conducted in accordance with this policy. No sanctions shall be imposed before the hearing is concluded.

The Ethics Committee is also reviewing the provisional Ethics policy and recommending changes for formal incorporation into the OCCMA Policy Annex. Once the procedural efforts are done, the issue will be turned over to the Bylaws Committee for their review. Former Past President, Marty Wine, has agreed to work with me to

clean up this process since we both have been involved in investigations of ethics complaints of OCCMA members during our terms as OCCMA Presidents. We believe we can streamline the process, yet assure that due process occurs in future ethics cases.

Respectfully submitted,

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

Spencer R. Nebel
Chair
OCCMA Ethics Committee



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Spencer Nebel, Co-chair of the Host Committee
Date: October 11, 2021
Subject: Report from the OCCMA Host Committee

On Behalf of Joe, Eileen, and myself, we thank the Board (Current and Past) for your support over the past four years (plus) in preparing for and holding the 107th ICMA Annual Conference in Portland, Oregon! This was a great adventure for OCCMA and we were able to perform our Host Committee responsibilities in style despite the ever-evolving situation with COVID. Whether you played a role in planning and preparing for the conference or were one of our many volunteers during the conference, we are grateful for your efforts that lead to an enjoyable ICMA conference. We also greatly appreciated the nimble, flexible and very professional staff at ICMA who pulled together and managed a great conference despite the circumstances with COVID and concerns about Portland. Also, we appreciated the solid support of LOC through this entire experience.

Eileen and I participated in the ICMA Evaluation Committee meeting that was held at the end of the conference. The members of the ICMA Evaluation Committee were very pleased with how the conference came off. The Providence Park social event on Tuesday night received rave reviews, from a food standpoint, having a hosted bar, live music, photos with llamas, and an opportunity to go down to the field and kick soccer balls into nets on the field. One of the evaluators who had participated in the Hillsboro Tour, said it was one of the best field experiences they have ever been on. There was a desire to expand on these types of opportunities in the future. The Convention Center received high reviews for the spacing, room and efficiency of that operation. The provision of OCCMA of the coffee station and Voodoo Donuts on Monday and Tuesday morning was well-received. Goat yoga received a shout out. One member said they were nervous about coming to Portland, however, the general transportation worked well and they enjoyed their experience at the conference. There were concerns expressed about the extent of homelessness in Portland. However, to our knowledge, there were no incidents with any of our members. There was a wish for more information to be sent out prior to the conference of things people could do before or after the conference. Unfortunately, with our short time period, we were very limited on what could be done in this particular area. They liked the energy and music that was provided during the general sessions. A couple of members indicated it was the best conference they have attended for ICMA.

We also had a great time at the Washington/Oregon reception on Monday night at Veteran's Memorial Coliseum. This event was well-attended and a great venue with good food, drink, and lots of conversation.

Also, congratulations to Jeff Towery who was elected as President-Elect at the Portland Conference. Jeff will begin serving as the first President of ICMA from Oregon when his term begins during the 108th ICMA Conference in Columbus, Ohio.

While the conference is now in the history books, our Host Committee responsibilities run until December 31, 2021!!!! We have several remaining tasks to do.

- 1. All expenses or bills for the conference need to be submitted to Angela Speier at the LOC for payment from the Host Committee account by November 5, 2021.** Joe, Eileen, and I will review and authorize

those final payments for the conference. We will need to reconcile any direct payments to vendors or any reimbursements for out of pocket costs relating to Host Committee obligations. We will also need to provide reimbursement to ICMA for direct expenses that the OCCMA Host Committee is responsible for and payment to ICMA for the events that we helped underwrite as a Host Committee responsibility. This will be reviewed and presented to the Host Committee for final approval.

2. **Sub-Committee Chairs will submit final reports and evaluations of their sub-committees' efforts by November 5, 2021. This report should focus on what went well, what challenges were encountered and recommendations to pass forward to future Host Committees.** Joe, Eileen, and I will finalize a report for review by the Host Committee on Host Committee activities relating to the Portland Conference. There is great interest in this report from Ohio, Florida and Long Beach who are hosting future conferences. It will also be good have this report in OCCMA's archives for the next time we host a conference in Portland!!! While we had members that were part of the Portland 1999 Conference that provided great guidance to the Host Committee (with Conference shirts from this conference still surviving to this day), there was not any documentation of the successes and challenges of hosting the conference that survived in OCCMA's archives. I have offered to take the lead on drafting this report.
3. **There will be a Final Host Committee Meeting in November or early December to wrap up our responsibilities and finalize our financial commitment to ICMA.** We will send you notice of this meeting when we can get it scheduled. We may try to do this in person or as a hybrid, depending on what the situation with COVID is in the next couple of months. Eileen has mentioned It would be great to use this final meeting as a celebration of OCCMA's efforts in successfully hosting this event. I believe that Martha has some beer and wine left over from Washington/Oregon night!!!

On behalf of the Co-Chairs, thank the members of the Host Committee for all of their efforts over the past years that lead to a successful and enjoyable 107th ICMA Conference in Portland Oregon this past week!

Respectfully Submitted

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

Spencer Nebel
Co-Chair of the OCCMA Host Committee



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Spencer Nebel, Chair, OCCMA Nominating Committee
Date: October 11, 2021
Subject: Report from the OCCMA Nominating Committee for the 2022 Slate of Officers

The following report has been included in the OCCMA Membership meeting for October 21.

Article 7- "Nomination, Election of Officers and Directors, and Removal from Office" outlines the process for electing Board members to the OCCMA Board of Directors. Under the bylaws, the president's position is filled by the previous president-elect, and the immediate past president shall be filled by the previous president. The secretary-treasurer shall be the executive director of the League of Oregon Cities, or designee.

The Nominating Committee has met and presented the recommended slate of officers to the OCCMA Board of Directors at the September 21 Special Board of Directors meeting. The Board approved the Nominating Committee's report and referred this slate of officers to the membership for a vote at the Annual Membership meeting. Nominations from the floor of qualified members for election will be considered in addition to the proposed slate of candidates.

The Annual Membership meeting will be held on October 21, 2021 at 11:30 AM.

At this meeting, President Steve Powers will ask for the report of the Nominating Committee. After this report, he will ask if there are any nominations from the floor. Motions will be requested from the membership as follows:

I move that nominations to the OCCMA Board of Directors be closed.

If this motion passes, President Steve Powers will then ask for a vote of the members in support of the slate of candidates.

In the event that a nomination(s) is made from the floor, then there will be a vote for either the president elect (if the nomination was for president elect) or for the Board of Directors (if the nomination was to the Board). The candidate receiving the highest vote total would be elected as President-elect, or the three candidates receiving the highest number of votes would then be elected by ballot to the Board.

The nominees to the OCCMA Board of Directors are as follows:

President-elect: Scott Derickson, City Manager of Woodburn.

Board of Directors (term expires 2024): Aaron Palmquist, City Manager of Irrigon.
Andy Varner, City Manager of North Plains.
John Walsh, City Manager of St. Helens.

I would like to express appreciation to Rachael Fuller and Dan Huff for serving with me on the 2021 Nominating Committee.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "D. Huff", is positioned below the text "Respectfully submitted,".

Chair
OCCMA Ethics Committee



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

Date: October 11, 2021

To: OCCMA Board of Directors

From: Susie Marston, Professional Development Committee Chair

Re: Report for October 20th Board Meeting

Since the summer conference, the Professional Development Committee (PDC) has met to discuss and start planning for the fall workshop. However, that temporarily went off the rails as we learned the Annual LOC Conference has been cancelled.

At a Special Meeting on September 21, the OCCMA Board considered some options for the fall workshop. The Board made a decision to schedule the workshop at the 2022 NW Regional Conference at Skamania Lodge in March. The PDC has not met since that decision has been made, however I have been able to confirm the attendance of two panel presenters on the topic of water issues and challenges that local governments are facing. As of now, this is the topic of the worksession that the PDC has discussed. We will need to coordinate with the Washington planners to figure out where our worksession can fit.

As we near the end of this year, I will be including the next President-Elect to be involved in the planning of this workshop, as I will be passing the torch at the end of this year.

I've enjoyed this year serving as Chair of the PDC, and I was very glad that we had that short window of opportunity during COVID that allowed us to have the OCCMA Annual Summer Conference in person this year.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

Date: October 11, 2021
To: OCCMA Board of Directors
From: Susie Marston, Chair of Support for Managers Committee
Re: Support for Managers Committee Report – October 20 Board Meeting

The Support for Managers Committee continues to meet by Zoom conference call each month.

Senior Advisor, Dave Waffle has been working with Angela on finalizing the “Welcome to Oregon Local Government Management” packet, which is now easily accessed on the OCCMA website. This is a great resource with information about OCCMA, LOC, ICMA and the Senior Advisor Program. There are also website links provided for Oregon Budget Law and Oregon Land Use Planning and other professional organizations that are part of local government.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**



**Welcome to Oregon Local
Government Management**



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

Date: October 11, 2021
To: OCCMA Board of Directors
From: Angela Speier, Project & Program Coordinator
Re: Oregon Latinos in Local Government (OLLG) Update

The OLLG Board of Directors have been meeting monthly and are planning for their first membership drive this winter. Attached to this memo is the draft agreement between OLLG and the Local Government Hispanic Network (LGHN). The LGHN Board of Directors will be considering this agreement at their November 5, 2021 Board meeting.

REGIONAL CHAPTER/LOCAL GOVERNMENT AGREEMENT
Local Government Hispanic Network and [Regional Chapter]

This Chapter Agreement is made by and between the Local Government Hispanic Network (LGHN), a national nonprofit incorporation and Oregon Latinos in Local Government (OLLG) and is made this 5th day of November 2021. Regional chapters shall include two or more *jurisdictions.

The purpose of this Agreement is to acknowledge by both the above parties is agreed with the following terms:

I. Recognition of Chapter

- A. **Regional Chapter.** LGHN hereby recognizes Oregon Latinos in Local Government (OLLG) as a Regional Chapter organization and in accordance therewith, authorizes it to use the name “Local Government Hispanic Network,” acronym “LGHN” and logo of LGHN in or in connection with chapter’s name, acronym and logo, with the authority to use such marks in connection with chapter’s activities authorized under this Agreement, subject to the terms and conditions of this Agreement and any written guidelines attached herein, or subsequently provided to the chapter by LGHN. Chapters shall use language stating they are “A Chapter of LGHN” as part of their logo. LGHN shall provide the artwork to the chapter.
- B. **Term and Termination.** The Term of this Agreement shall commence on the effective date set forth above and shall continue until revoked by either party, pursuant to the terms of this Agreement. Either party may request revisions to this agreement to enhance mutual partnership benefits.
- C. **Territory.** The chapter shall represent LGHN as LGHN Regional Chapter in the State of Oregon (the Territory) pursuant to and in accordance with LGHN mission and purposes as set forth in LGHN’s Articles of Incorporation and Bylaws or as otherwise established by LGHN Board of Directors. The chapter acknowledges that this designation is non-exclusive in the Territory and that LGHN may, in its sole discretion, designate other chapters in the Territory or may sponsor or conduct programs, accept members, and perform other activities within the Territory.
- D. **Authorized Activities.** LGHN encourages the chapter to conduct the following activities within the Territory: membership recruitment, professional development, education and training activities, networking activities, career enhancement and awareness activities and such other activities as may be consistent with the mission and purposes of LGHN and in which LGHN may from time to time authorize the chapter to engage.

II. Membership

Members of the chapter organization shall be considered to be members of LGHN. The terms and conditions of membership in LGHN shall be determined by LGHN. The terms and conditions of membership in the chapter shall be determined by the chapter. The chapter shall provide chapter members’ names, positions, and contact information to LGHN. The dues for LGHN membership for all chapter members shall be included in chapter dues to LGHN.

*Jurisdiction may include a county, regional or state local government association, or other entity that agrees to manage the administrative process.

III. Obligations of LGHN

LGHN's obligations under this Agreement shall include:

- A. Maintain a national office of and promote the organizations' mission, goals and objectives to enhance the reputation and goodwill of LGHN.
- B. Maintain tax-exempt status.
- C. Maintain LGHN Bylaws.
- D. Maintain a comprehensive membership database, provide for maintenance and advancement of a membership program for individuals, students, institutions and private sector organizations in accordance with a dues structure approved by the Board of Directors.
- E. Invoice and collect dues from LGHN members, local governments and chapters for dues renewal. Conduct professional development programs that will benefit members.
- F. Maintain a national committee structure.
- G. Conduct national education and training conferences, regional seminars and networking activities in locations throughout the United States for the benefit of LGHN members. Conduct national biannual conferences (contingent upon local representatives' ability to organize conference activities) with logistical and technical assistance to conference planners/organizers, including fundraising support.
- H. Conduct on-line training opportunities throughout the year.
- I. Provide marketing and educational publications, brochures and other promotional materials that may be made available to chapters for their use.
- J. Maintain an LGHN website to serve members and enhance promotion of LGHN and the recruitment of members. All chapters shall be listed on the website with a link to local/regional website, if available. LGHN shall coordinate access to local/regional activities on the LGHN website.
- K. Assign an LGHN board member to be a liaison with each chapter.
- L. Work with chapters to identify and provide information on national issues impacting local governments.
- M. Serve as primary link with ICMA through the ICMA/LGHN association agreement.
- N. Optional obligations (**requires semi-annual financial reporting to LGHN and may require additional fees commensurate with services provided):
 - a. **Allow chapters use of the LGHN tax-exempt status to fundraise.
 - b. Recruit members for chapters.
 - c. Provide technical assistance and resources to chapters for activities such as facilitation and strategic planning.

IV. Obligations of Regional Chapter

- A. The chapter certifies it was established as an LGHN Regional Chapter on November 5, 2021 with a governing board with representation from participating jurisdiction. The chapter shall submit bylaws approved by its governing body to the LGHN board of directors prior to approval of the affiliate agreement. The chapter will provide bylaws

*Jurisdiction may include a county, regional or state local government association, or other entity that agrees to manage the administrative process.

updates to the LGHN national organization. The chapter shall have as its purposes those set forth in their bylaws, shall conduct its activities at all times in accordance with such bylaws and all other chapter-related policies, procedures or other written guidance.

- B. In addition to jurisdictional membership, the chapter may provide for individual membership. Individual members may not receive all benefits afforded to jurisdictional membership (e.g., no cost unlimited job postings).
- C. The chapter shall certify that it is and shall remain in full compliance with all applicable laws, regulations and other legal standards that may affect its performance under this agreement. The chapter shall make all required filings, such as annual corporate reports and tax filings that may affect its corporate or tax status.
- D. The chapter shall maintain reasonable records related to all of its programs, activities and operations. The chapter shall provide periodic written and/or oral reports to LGHN summarizing its programs, activities and operations, and a list of officers and directors.
- E. The chapter shall develop and promote chapter mission, goals and objectives; promote LGHN mission, goals and objectives.
- F. The chapter shall identify the process for administration of the chapter organization prior to approval of the affiliate agreement.
- G. The chapter shall develop members to increase their eligibility to serve on the LGHN, state association, and ICMA boards of directors.
- H. The chapter is requested to submit annually a report outlining its officers and directors, program activities, for the 12-month period ending December 31 not later than March 1 of the following year.
- I. The chapter shall endeavor to sponsor and conduct programs and activities that further the purposes and objectives of LGHN and shall use its best efforts to ensure that such programs and activities are of the highest quality with respect to content, materials, and logistical preparation. Examples include chapter programs and networking activities.
- J. The chapter shall pay annual affiliation dues, established to provide for local support of the activities of the national office, particularly those that support chapter activities including administration and program activities. The annual dues assessment shall be established by the LGHN board of directors and be effective January 1 of each year. The chapter shall provide the list of all chapter members and contact information for each when submitting dues payment. The normal payment schedule calls for chapters to be invoiced in January of each year with payment due no later than March 31.
- K. Optional obligations:
 - a. Assist with logistics and planning for biennial conference.
 - b. Recruit members to become members of LGHN national organization.
 - c. Provide speakers for ICMA and LGHN conference sessions and regional meetings.

V. Obligation of both LGHN and Chapter

- A. Promote Hispanic cultural heritage.
- B. Promote LGHN national organizational and chapter identity.
- C. Promote LGHN awards.
- D. Conduct semi-annual chapter meetings, one of which will be at the annual ICMA conference.
- E. Develop annual activities report to the LGHN national organization. This information will be shared with other chapters to assist with program development in other regions.
- F. LGHN encourages Chapter to submit articles about their activities for publication in LGHN publications and on the LGHN website. These articles may be submitted to ICMA for publication.
- G. Development of a mutual annual work plan that addresses:
 - a. Membership development
 - b. Professional development opportunities (including ICMA/ LGHN webinars)
 - c. Conferences and/or seminars
- H. Both LGHN and the chapter shall receive the following benefits with respect to each other's conferences, if held:
 - a. 2 complimentary registrations
 - b. Free exhibit space
 - c. Conference program advertisement
 - d. Recognition of mutual chapter organizations during opening and closing ceremonies
 - e. Recognition, links and promotion of mutual chapter organizations on the LGHN and chapter Web sites, including placement of logos
 - f. If possible, the privilege of LGHN presenting at least one educational session at chapter's conference or regional events.

VI. Indemnification

The chapter shall indemnify, save and hold harmless LGHN, its subsidiaries, Chapters, related entities, partners, agents, officers, directors, employees, members, attorneys, heirs, contractors, successors and assigns and each of them from and against any and all claims, actions, suits, demands, losses, damages judgments, settlements, costs and expenses (including reasonable attorneys' fees and expenses), and liabilities of every kind and character whatsoever (a "claim"), which may arise by reason of any act or omission by the chapter or any of its subsidiaries, related entities, partners, officers, directors, employees, members, shareholders or agents or the inaccuracy or breach of any of the covenants, representations and warranties made by the chapter organization in this agreement.

Revocation or Surrender of Agreement

- A. Revocation of Agreement. The affiliation granted by LGHN to the organization hereunder shall remain in full force and effect unless and until revoked by LGHN or surrendered by its Board of Directors by an affirmative vote of at least two-thirds of the Board. If the affiliation is surrendered, the chapter may no longer use the tax identification number.
- B. Surrender of Agreement. The chapter may surrender its affiliation agreement by delivering to LGHN written notice of its intention to do so no less than thirty (30) days prior to the effective day of such surrender. If the affiliation is surrendered, the chapter may no longer use the tax identification number.

LOCAL GOVERNMENT HISPANIC
NETWORK

OREGON LATINOS IN LOCAL
GOVERNMENT

By: _____
Name: Raymond H. Gonzales
Title: President, LGHN
Date: November 5, 2021

By: _____
Name: Martha Bennett
Title: President OLLG
Date: October 11, 2021