



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

OCCMA Board of Directors Meeting

January 28, 2022 | 10:00 am – 12:00 pm

Join Zoom Meeting

<https://us02web.zoom.us/j/89304491760?pwd=TXdmQzB3bGdFbGx6MWJ1VkFiaWJoUT09>

Meeting ID: 893 0449 1760 | Passcode: 979219 | Dial-in: +1 253 215 8782

AGENDA

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|--|----|
| A. Welcome (President Marston) | - |
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| 3. Communications (Heidi Bell) | - |
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| 5. Ethics* (Spencer Nebel and Zoe Mombert) | 64 |
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|---|----|
| 8. Professional Development (<i>Scott Derickson</i>)..... | - |
| 9. Support for Managers (<i>Adam Brown</i>)..... | - |
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| 11. Northwest Women's Leadership Academy (<i>Rachael Fuller</i>)..... | 74 |
| 12. Dues Committee (<i>Aaron Palmquist</i>)..... | - |
| 13. Veterans Committee (<i>Aaron Palmquist</i>)..... | - |
| 14. Civic Education Committee (<i>Zoe Mombert</i>)..... | - |
| 15. Scholarship Committee (<i>Adam Brown</i>)..... | - |
| N. Senior Advisor Update | - |
| O. Other (<i>President Marston</i>) | - |
| P. Adjournment (<i>President Marston</i>) | - |

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



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

Date: January 19, 2022
To: OCCMA Board of Directors
From: President Susie Marston
Re: President's Report – January, 2022

Happy New Year!

It was nice to see everyone at our retreat in November. We did a lot of great work on our work plan for 2022, which will be adopted by the Board at this board meeting. Angela has prepared a staff report in the packet that summarizes the updates to the plan.

Sadly, Steve Powers has submitted his resignation from the Board as he has his sights on retiring to Michigan at the end of February. You will be missed, Steve, but all the best to you in your retirement! Fortunately, Spencer Nebel is willing and able to continue on the board as Past President. Thank you, Spencer!

I have been working with President-elect Scott Derickson to transition him to the role of Chair of the Professional Development Committee and to bring him up to speed on where the PDC left off in the planning of the *fall* workshop that was cancelled in 2021 and moved to the 2022 NW Regional Conference.

We will be discussing the format of the summer conference. We are scheduled to be in Eagle Crest July 19-22, and I think it would be good for the Board to discuss the feeling of holding this in person given the evolving situation with COVID. Having this discussion early would help to mitigate added pressure on the Professional Development Committee as they work to plan the program for us. Angela is doing some outreach to Eagle Crest and will be prepared to share more information at our meeting.

With that, I am looking forward to our meeting on the 28th, and I am especially looking forward to working together as a Board in 2022. I've really enjoyed the opportunity to serve alongside peers who I greatly respect.



OCCMA Board of Directors Meeting and Retreat

November 18-19, 2021

Oregon Garden Resort | Orchard Ballroom
895 W. Main Street, Silverton, OR 97381

MINUTES

Board Members:

Steve Powers, President – Present

Susie Marston, President-Elect – Present

Mike Cully, Secretary, LOC – Present

Spencer Nebel, Past President – Present

John Walsh, Director – Present

Dan Huff, Director – Present

Brian Sjothun, Director – Absent

Rachael Fuller, Director – Present

Adam Brown, Director – Present

Aaron Palmquist, Director – Present

Zoe Mombert, Director – Present

Heidi Bell, Director – Present on 11/18; Absent
11/19

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

Others: David Clyne, Senior Advisor; Scott Derickson, Woodburn City Administrator; Andy
Varner, North Plains City Manager; Sheila Ritz, Senior Advisor; Dave Waffle, Senior
Advisor; Dan Bartlett, Senior Advisor; Dave Kanner, Senior Advisor

A. Welcome

President Powers called the meeting to order at 10:15 am and introductions were made.

B. Consent Calendar

It was moved by Director Fuller and seconded by Director Palmquist to approve the consent calendar. There was no discussion and the motion passed unanimously (10-0) [10 Yes (Powers, Marston, Nebel, Walsh, Huff, Fuller, Brown, Palmquist, Mombert, and Bell); 0 No; 0 Abstain; 1 Absent (Sjothun)].

C. Committees

❖ Reports and Action Items

1. Nominating Committee

Chair Nebel said the Nominating Committee completed their work for 2021.

2. Ethics Committee

Chair Nebel reviewed the draft investigation process for ethics complaints (agenda item I). He explained there have been a couple ethics issues that have involved both OCCMA and ICMA over the

last couple of years. Chair Nebel has been working with Marty Wine to improve the complaint process and walked the board through the third draft of the OCCMA Rules for Enforcement of the ICMA's Code of Ethics. He said the Code of Ethics applies to all members but explained the difference between how complaints are handled for ICMA members versus OCCMA members. ICMA does not provide assistance for complaints against OCCMA members who are not ICMA members. This process will govern those types of complaints. The code allows complaints to be made confidentially which can cause some difficulty when it comes to investigations.

He referred members to Section 4 of the draft which covers the complaint process. Complaints will be received by the president of OCCMA, or the president-elect, if the president has a conflict of interest related to the complaint. If the complaint is regarding an OCCMA member the president would consult with the past president, president-elect, and the chair of the Ethics Committee to review the complaint and determine the next steps. Chair Nebel explained if the complaint is valid and needs to be addressed the Ethics Committee Chair would be responsible for leading the investigation. The chair would create a fact-finding committee and then report their findings back to the Ethics Committee. The Ethics Committee would make a recommendation on what action should be taken to address the complaint to the OCCMA Board of Directors. The types of actions include a private censure, public censure, expulsion, and/or membership bar.

The respondent would have an opportunity to have a hearing which would be done in Executive Session by the OCCMA Board. Chair Nebel walked the members through the hearing process. The LOC Legal Counsel will review the draft policy and it will also be sent to ICMA staff for their input. Lastly, Chair Nebel noted the draft policy has been vetted through the Ethics Committee as well.

Director Palmquist noted there are some timelines addressed, but asked if there should be some sort of timeline for final closure of the complaint (i.e. the complaint should not go beyond nine or 12 months). Chair Nebel said he would discuss this suggestion with the Ethics Committee when they do their final review. Director Palmquist asked about the section dealing with complaints against former OCCMA members and asked if there should be specificity around re-admission depending on if it was a public or private censure. If it was a private censure maybe the individual could be reinstated as an OCCMA member in the future. Chair Nebel said there is also language in the Bylaws that should be looked at to make sure it is consistent with this policy and noted the Ethics Committee will look at providing more specificity around what type of action would constitute barring a member from OCCMA. Senior Advisor Waffle suggested removing ICMA from Section 4, B2, the title should read "Complaints Regarding Members." Director Fuller noted her appreciation for allowing complainants to remain anonymous by providing a summary of the complaint and encouraged the Ethics Committee Chair to work with the complainant to provide a summary that would be appropriate to be shared with the respondent, because there could be an impact to the complainant.

Chair Nebel said this policy will come back to the OCCMA Board in January after it is reviewed by the LOC Legal Department and the Ethics Committee.

3. Support for Managers Committee

Chair Marston welcomed the senior advisors to the meeting and noted Larry Lehman and Wes Hare have resigned their positions as senior advisors.

4. Bylaws Committee

Chair Nebel noted there will be some cleanup work needed to the bylaws in 2022. He also noted there have been approved policies that have not made it into the bylaws which will be sorted out next year.

5. Audit Committee

Angela Speier, Project and Program Coordinator reported staff sent a letter of engagement to the LOC auditors for a financial review of the 2021 books.

6. Professional Development Committee

Chair Marston and Scott Derickson met with the Washington Association, and they are still trying to determine if the NW Regional Management Conference will be held in person or virtually in March 2022.

7. Communications Committee

Chair Bell said the communications team is wrapping up the most recent newsletter. She encouraged everyone to pass the newsletter on to the staff in their organization.

8. Host Committee

Co-Chair Nebel said the Host Committee charge runs through the end of 2021. He said the committee is still waiting for the final bill from ICMA and if there is money remaining in the Host Committee account then the OCCMA Board will need to determine where that money should go. He suggested folding the remaining money into the two scholarship programs. Co-Chair Nebel provided a recap of the evaluation from the ICMA Conference and thanked everyone who was involved with the Host Committee and chaired subcommittees. Lastly the Host Committee will put together a wrap-up report that will be shared with future host cities and can be utilized if Portland hosts again. The board suggested sending a thank you letter to Mayor Ted Wheeler for his role in serving as the host city.

9. DEI Committee

There will be a meeting of the Big Thinkers Group and Eugene City Manager Sarah Medary is representing Oregon managers on that group.

10. ICMA Liaison Committee

Albany City Manager Peter Troedsson serves as the ICMA West Coast Regional Vice President and asked President Powers to remind members about the opportunity to serve on the ICMA Executive Board.

D. Consideration of Assistance to OCCMA Executive Positions

President Powers explained he would like the OCCMA Board to consider paying ICMA membership for the board's executive positions, including president, president-elect, and past president if they are not currently a member of ICMA. He feels there is a need for this, because OCCMA is affiliated with ICMA, but the membership dues can be too costly for many members.

It was moved by Past President Nebel and seconded by Director Mombert to have OCCMA fund the ICMA membership for OCCMA President-elect, President, and Past President if the nominees have not been ICMA members for at least two years prior to their nomination to those OCCMA executive positions. Director Palmquist noted this could potentially require OCCMA to pay for nine years of membership for these positions and asked for further information about the cost for the membership and the travel expenses. Past President Nebel noted the travel expenses that are currently reimbursable under the bylaws. Senior Advisor Waffle noted if the motion is approved this should be added into the bylaws. There was no further discussion and the motion passed unanimously (9-0) [9 Yes (Powers, Nebel, Walsh, Huff, Fuller, Brown, Palmquist, Mombert, and Bell); 0 No; 1 Abstain (Marston); 1 Absent (Sjothun)].

E. Update on Counseling and Reputation Management Services

Angela Speier, Project and Program Coordinator reached out to Cascade Centers who is currently the EAP provider through CIS and they can provide counseling services to managers-in-transition for an annual administrative fee of \$1,800 or \$150 per month. They would also charge \$150 per counseling session. Typically, their monthly minimum is \$350, but they are providing a discount due to OCCMA's relationship with CIS. Staff is seeking input from the board on if they would like staff to proceed with an agreement that can be brought back to the board for approval at the January meeting. Past President Nebel feels this service fits with what was discussed at the last meeting and is cost effective. Director Bell asked about other services that might be included with the monthly administrative fee. Director Brown volunteered to help with drafting the agreement.

F. Declare Senior Advisor Vacancies

President Powers said Senior Advisors Wes Hare and Larry Lehman have resigned and per Article 8 of the OCCMA Bylaws Policy Annex the board must declare the seats vacant.

It was moved by Director Huff and seconded by President-Elect Marston to declare Senior Advisor Regions 5 and 8 vacant and direct staff to begin the recruitment process. Discussion ensued on how to fill the vacancies and the flexibility of assigning the regions. There was no further discussion and the motion passed unanimously (10-0) [10 Yes (Powers, Marston, Nebel, Walsh, Huff, Fuller, Brown, Palmquist, Mombert, and Bell); 0 No; 0 Abstain; 1 Absent (Sjothun)].

Members discussed the announcement and recommended keeping the region assignment general, because they can be reassessed when the positions are filled.

G. Senior Advisor Reports

Senior Advisor Waffle provided an update on the Washington County managers and noted they are pretty worn out and there was a lot of discussion regarding mandatory vaccines.

Senior Advisor Clyne noted there are number of vacant city manager positions in Marion and Yamhill counties and provided an update on the meetings in his area.

Senior Advisor Ritz said Abigail Elder has started as city manager in Hood River. She said Nolan Young is retiring from Fairview in January and has expressed interest in serving as a senior advisor. She noted Denise Carey is retiring from Estacada in February.

Senior Advisor Bartlett provided an update on the Clatsop Economic Development Resources Group. He said Dale Shafer has retired from Nehalem and is working with some of the cities in the area.

Senior Advisor Kanner said everyone in his region seems to be upbeat about how things are going. Most have reopened their City Halls but are noticing the foot traffic has not returned to pre pandemic levels. He asked for feedback from the board on whether the senior advisors should be meeting with managers who are not members of OCCMA and/or ICMA. He continues to meet with these managers and encourage them to join OCCMA. The board was comfortable with the advisors continuing to meet with non-members and encourage membership in OCCMA.

Executive Director Mike Cully thanked the senior advisors for their work and provided an update on the LOC strategic planning process. He encouraged the OCCMA Board to stay involved with the LOC. Operations & Member Engagement Director Christy Wurster provided an update on the staffing levels at the LOC and the educational resources being built by the DEI Committee. She also noted the LOC is working on building out the training program as well. Lastly, she encouraged managers to access the newly developed interim registry.

The board took a break at 12:00 pm and returned at 1:15 pm.

H. 2022 OCCMA Board Calendar

Angela Speier, Project and Program Coordinator provided an overview of the OCCMA Board meeting dates for 2022.

I. Investigative Process for Ethics Complaints

This item was covered under the Ethics Committee update (agenda item C2).

J. Bylaws

Bylaws Chair Spencer Nebel noted a copy of the OCCMA Bylaws are included in the meeting packet. OCCMA is an unincorporated association of a general service local government. Chair Nebel said there are additional policies that have been adopted by the board that need to be included with the bylaws for historical purposes. In addition, the agreements OCCMA has entered into should also be attached to the bylaws. He explained any changes to the bylaws must be approved by the membership. Any changes to the Policy Annex can be approved by the OCCMA Board of Directors, with notice to the membership.

Project & Program Coordinator Angela Speier reviewed the memo located in the packet and asked for direction on whether the board considers the LOC Annual Conference an eligible expense for the senior advisors. The members agreed it is and should be considered an eligible expense and reimbursable.

Another area staff would like direction on is which membership categories should be allowed to have access to the OCCMA listserv. The board was comfortable with keeping the current categories, but it was decided to not allow the cohort members of the Northwest Women's Leadership Academy to be on the listserv due to privacy concerns. Chair Nebel explained the listserv policy needs to be reviewed and suggested the Bylaws or the Communications Committee take the lead on updating it in 2022.

Staff also wanted feedback on the dues structure related to pro-rated dues and/or looking at giving a new member a month free if they sign up for OCCMA close to the end of the year. The directors would like to assign this as an item for the Dues Ad/Hoc Committee to review.

Lasty, staff asked for direction on lapsed membership. For example, if an individual was a member of OCCMA in 2020, but did not renew their membership in 2021, but then signed up in 2022 would staff need to collect dues for 2021 as well. The board said this should also be an item discussed by the Dues Ad/Hoc Committee, but in the meantime for 2022 the cut-off period should be 60 days after January 1 and staff does not need to collect dues from a person if they have a lapsed membership in 2021.

L. Membership Drive

Project & Program Coordinator Angela Speier provided an update on the upcoming 2022 membership drive and asked for feedback on the dues form and letters that were provided in the packet. Director Brown said the board should figure out a way to encourage greater membership in the affiliate and student categories, because that is the pipeline to grow local government administrators. Currently there are only six student members. Members discussed how OCCMA could do better outreach to encourage individuals who fall under these membership levels to apply, as well as how the rate structure could be modified to encourage more employees from the same organization to join. Senior Advisor Waffle said he will work with the ICMA Student Chapter at PSU to encourage membership in OCCMA as well.

M. 2022 Work Plan

President Powers walked the board through the 2021 Work Plan. Hosting the 2021 ICMA Annual Conference in Portland was removed as item D under the strategic goals section. The board discussed adding an additional strategic goal related to actively recruiting and growing OCCMA across local government and statewide. Discussion ensued on needing to grow the pipeline for future managers. Scott Derickson said the LOC should look at incorporating roles and responsibilities of the city manager and departments as part of the training, for example the role between the city manager and a police chief and/or a public works director. Senior Advisor Clyne said the mission statement is both inward and outward facing while the goals are more inward facing. He felt a statement of civility should be added under the core beliefs.

Discussion also ensued on how to educate the public about what city managers do. Director Bell encouraged city managers to visit schools to educate the students about pursuing careers in local government. Others explained what they do in their community regarding civic education and discussed how OCCMA could support these efforts.

There was consensus to simplify strategic goal C to read “Foster diversity and inclusiveness for our membership.” The directors also recommended adding civility as a core belief. The board reviewed the work plan items and removed the items that have been accomplished. It was decided to add an item related to building the relationship the Oregon Latinos in Local Government (OLLG). Director Bell requested they be invited to present at the OCCMA Annual Conference in 2022. Members brainstormed ideas to be discussed during the second day of the retreat, including looking at creating ad/hoc committee associated with veterans in the profession, analyzing the dues structure, as well as something focused on educating the public about what cities and city managers do. Other ideas discussed included better utilization of the small cities network, engaging with ELGL, ensuring a good mix of virtual trainings as well as in-person trainings, creating more structure and rules around the two scholarship funds of OCCMA, and providing better student outreach.

President Powers recessed the retreat at 3:57 pm on Thursday, November 18, 2021.

President Powers called the meeting to order at 8:30 am on Friday, November 19, 2021.

The board discussed the need to provide some structure around eligibility and other guidance in regard to the two scholarship funds. Director Fuller volunteered to assist with that effort. In addition, this ad/hoc committee or working group would also recommend how any leftover Host Committee funds should be spent. Eventually this will go to the Bylaws Committee for incorporation into the OCCMA Bylaws. This group could also look at the NWWLA scholarship fund. Director Wurster said the intent of the Roger Jordan Scholarship Fund was to give scholarships to students to help fund housing during the OCCMA Annual Conference. The Charlie Henry Scholarship Fund is specifically for OCCMA members. Another item to be discussed is to develop a plan on how to fund the two scholarships as well as how to provide an avenue for people to donate to them. Directors Mombert and Brown also volunteered to serve on this committee.

Senior Advisor Dave Waffle explained he sent a note to Dr. Phil Cooper with PSU last night to have a follow-up discussion on the ICMA Student Chapter at PSU and how those students can also participate in OCCMA. Senior Advisor Waffle serves on PSU's Local Government Program Advisory Committee and will report back to the board. 2022 President-Elect Scott Derickson volunteered to work on engaging students as well.

Discussion ensued on the need to promote virtual and in-person trainings. Either through offering a virtual option for conferences or creating an educational library where conference sessions are available to watch later. OCCMA should work on this in conjunction with the LOC training program and the Professional Development Committee. Also discussed was speaker copyright issues as well as confidentiality issues that could arise with recording conference sessions.

Board members discussed the need to utilize the knowledge of veterans in local government, but prior to creating an ad/hoc committee Director Palmquist suggested surveying the membership to see if they would like to see a committee created to focus on this work. The board would like to see a working group formed to explore how OCCMA can strengthen its relationship with veterans and see how it can build on ICMA's program. The board discussed possible survey questions and how to capture the employer's perspective on what they need to employ veterans. 2022 President-elect Scott Derickson, Director Palmquist and Albany City Manager Peter Troedsson volunteered to help with the development of the survey.

The board discussed creating an Education Ad/Hoc Committee that could help create resources and tools for OCCMA members to utilize when they promote local government to their community members, elected officials and future employees. In addition, the committee could also explore whether OCCMA should help promote the council-manager form of government. This work could be done in coordination with the LOC.

Discussion ensued on how to create better relationships between OCCMA and organizations such as ELGL and the police chief's association.

K. Committees

The board reviewed the list of volunteers in the packet (page 56) and assigned the following board members to serve on the 2022 committees as board liaisons and/or chairs.

Audit Committee: Directors Huff and Walsh volunteered to serve on the committee with President-elect Derickson.

Bylaws & Policy Committee: Director Bell volunteered to serve as the chair and board liaison.

Ethics Committee: Director Mombert volunteered to serve as the chair and board liaison.

Nominating Committee: Past President Powers will serve as the chair and the board liaison. Directors Mombert and Fuller volunteered to serve as members.

Professional Development Committee: President-elect Derickson will serve as the chair and board liaison. Directors Fuller and Huff volunteered to serve as members.

Support for Managers Committee: Director Brown volunteered to serve as the chair and board liaison.

DEI Ad/Hoc Committee: Eugene City Manager Sarah Medary will serve as the chair and Director Brown volunteered to serve as the board liaison and John Walsh volunteered to serve as a member.

Communications Ad/Hoc Committee: Director Bell volunteered to serve as the chair and the board liaison.

Dues Restructuring Ad/Hoc Committee: Director Palmquist volunteered to serve as the chair and board liaison. Directors Sjothun, Bell, Varner, and Brown volunteered to serve as members of the committee.

ICMA Liaison Ad/Hoc Committee: Director Brown volunteered to continue to serve as the chair and board liaison.

NWWLA Steering and Leadership Team: Director Fuller will serve as the board liaison.

Veterans Ad/Hoc Committee: Director Palmquist volunteered to serve as the chair and the board liaison. He suggested the following individuals to serve on the committee Amity City Administrator Michael Thomas, Albany City Manager Peter Troedsson, and Sutherlin City Manager Jerry Gillham.

Civic Education Ad/Hoc Committee: Director Mombert volunteered to serve as the chair and board liaison. President-elect Derickson and Directors Bell, Varner, Huff and Fuller volunteered to serve as members.

Scholarship Ad/Hoc Committee: Director Brown volunteered to serve as the chair and as the board liaison. Directors Fuller and Mombert volunteered to serve as members.

N. 2022 OCCMA Proposed Budget

Project & Program Coordinator Speier referred the board to page 80 of their board packet and reviewed the proposed changes to the 2022 budget. The board will formally adopt the budget at the January meeting. There was consensus of the board to add the following items to the 2022 budget:

- Add a revenue line item for the Charlie Henry Scholarship Fund.
- Increase line item 3-6036 to \$8,000 for travel expenses for the ICMA National Committee and other meetings as appropriate.

Discussion ensued on the need to ensure the money coming into scholarship funds is used for scholarships. Director Brown requested the scholarship ad/hoc committee and/or the Professional Development Committee also look into utilizing scholarships for the senior executive institute which was adopted by ICMA and other training opportunities.

The board will look at possibly increasing the money for executive officer's ICMA membership next year.

O. Other Business

Director Fuller walked the board through the NWWLA draft charter in the packet. The goal of NWWLA is to have 50 percent of women in leadership positions.

A motion was made by Past President Nebel and seconded by Director Huff to adopt the NWWLA Charter. There was no further discussion and the motion passed unanimously (9-0) [10 Yes (Powers, Marston, Nebel, Walsh, Huff, Fuller, Brown, Palmquist, Mombert, and Bell); 0 No; 0 Abstain; 2 Absent (Sjothun and Bell)].

Director Fuller will bring the NWWLA 2021/2022 curriculum to the January board meeting.

LOC Executive Director Mike Cully explained the LOC was approached by Grand Canyon University (GCU) to enter into an educational alliance participant agreement to help promote their local government MPA program. President Powers asked for additional information about this program prior to the board entering into an agreement.

P. Adjournment

President Powers adjourned the meeting at 11:22 am on November 19, 2021.

APPROVED by the OCCMA Board of Directors on January 28, 2022.

Respectfully submitted by:

/s/Angela Speier, Project & Program Coordinator

Oregon City/County Management Association

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

January - December 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 | 31,915.00 | 40,000.00 | 8,085.00 | 20.21 % |
| 3-4407 Sponsorships | 23,900.00 | 25,000.00 | 1,100.00 | 4.40 % |
| 3-4411 Summer Wells/Jordan Scholarship | 1,500.00 | 1,000.00 | -500.00 | -50.00 % |
| Total 3-4400 Summer Conference | 57,315.00 | 66,000.00 | 8,685.00 | 13.16 % |
| 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 | 650.00 | | -650.00 | |
| Total 3-4600 NW Women's Academy | 7,500.00 | 15,000.00 | 7,500.00 | 50.00 % |
| Total 3-4000 Conference Income | 64,815.00 | 88,500.00 | 23,685.00 | 26.76 % |
| 3-4700 General Operations | | | | |
| 3-4701 Dues | 47,073.72 | 41,000.00 | -6,073.72 | -14.81 % |
| 3-4760 Board Retreat Meetings | 3,030.40 | 5,000.00 | 1,969.60 | 39.39 % |
| 3-4770 CIS Senior Advisor | 2,500.00 | 2,500.00 | 0.00 | 0.00 % |
| 3-4780 ICMA Senior Advisor | 2,408.65 | 7,000.00 | 4,591.35 | 65.59 % |
| Total 3-4700 General Operations | 55,012.77 | 55,500.00 | 487.23 | 0.88 % |
| Total Income | \$119,827.77 | \$144,000.00 | \$24,172.23 | 16.79 % |
| GROSS PROFIT | \$119,827.77 | \$144,000.00 | \$24,172.23 | 16.79 % |
| 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 | 163.62 | 300.00 | 136.38 | 45.46 % |
| 3-5448 LOC Summer Wells/Jordan Sch | 905.66 | 1,000.00 | 94.34 | 9.43 % |
| 3-5450 Speaker Summer | 850.00 | 7,500.00 | 6,650.00 | 88.67 % |
| Total 3-5440 Summer Conference | 21,746.87 | 44,800.00 | 23,053.13 | 51.46 % |

Oregon City/County Management Association

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

January - December 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 | 33,138.45 | 70,300.00 | 37,161.55 | 52.86 % |
| 3-6000 Operations Expense | | | | |
| 3-6001 LOC Services | 25,781.21 | 28,000.00 | 2,218.79 | 7.92 % |
| 3-6016 Board Functions | 3,232.48 | 5,000.00 | 1,767.52 | 35.35 % |
| 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 | 572.37 | 5,000.00 | 4,427.63 | 88.55 % |
| 3-6033 Miscellaneous | 1,081.88 | 1,500.00 | 418.12 | 27.87 % |
| 3-6034 Miscellaneous Credit Card Exp | 2,892.95 | 2,000.00 | -892.95 | -44.65 % |
| 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 | | 3,000.00 | 3,000.00 | 100.00 % |
| 3-6054 Senior Advisor | 4,973.66 | 14,000.00 | 9,026.34 | 64.47 % |
| 3-6057 Web Support | 972.00 | 1,500.00 | 528.00 | 35.20 % |
| 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 | 124,257.55 | 157,201.00 | 32,943.45 | 20.96 % |
| Total Expenses | \$157,396.00 | \$227,501.00 | \$70,105.00 | 30.82 % |
| NET OPERATING INCOME | \$ -37,568.23 | \$ -83,501.00 | \$ -45,932.77 | 55.01 % |
| NET INCOME | \$ -37,568.23 | \$ -83,501.00 | \$ -45,932.77 | 55.01 % |

Oregon City/County Management Association
Transaction List by Vendor
November - December, 2021

| Date | Transaction Type | Num | Posting | Memo/Description | Account | Amount |
|---|----------------------|---------|---------|-------------------------------|-------------------------|-----------|
| Dave Kanner | | | | | | |
| 12/27/2021 | Bill | | Yes | | 3-2099 Accounts Payable | 338.52 |
| Dave Waffle | | | | | | |
| 12/06/2021 | Bill | | Yes | | 3-2099 Accounts Payable | 60.93 |
| David Clyne | | | | | | |
| 12/15/2021 | Bill | | Yes | | 3-2099 Accounts Payable | 922.80 |
| ICMA | | | | | | |
| 12/02/2021 | Bill | | Yes | | 3-2099 Accounts Payable | 802.36 |
| 12/16/2021 | Bill Payment (Check) | 3144 | Yes | | 3-1001 Checking | -802.36 |
| Just Right Awards and Engraving Inc. | | | | | | |
| 11/03/2021 | Bill | 81795 | Yes | | 3-2099 Accounts Payable | 85.55 |
| 12/14/2021 | Bill Payment (Check) | | Yes | Invoice no. 81795 | 3-1001 Checking | -85.55 |
| LOC | | | | | | |
| 12/31/2021 | Bill | 1166 | Yes | | 3-2099 Accounts Payable | 7,031.24 |
| 12/31/2021 | Bill | 1168 | Yes | | 3-2099 Accounts Payable | 36.00 |
| 12/31/2021 | Bill | 1167 | Yes | | 3-2099 Accounts Payable | 4,493.91 |
| Sheila Ritz | | | | | | |
| 12/30/2021 | Bill | | Yes | | 3-2099 Accounts Payable | 84.32 |
| SSW Consulting LLC | | | | | | |
| 11/10/2021 | Bill | 1286 | Yes | NW Woman's Leadership Academy | 3-2099 Accounts Payable | 6,190.00 |
| 12/02/2021 | Bill Payment (Check) | 2204276 | Yes | Invoice no. 1286 | 3-1001 Checking | -6,190.00 |

Thursday, Jan 20, 2022 10:49:17 AM GMT-8



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Program Coordinator
Date: January 21, 2022
Subject: Summary of Contracts Executed on Behalf of OCCMA

The Oregon Latinos in Local Government (OLLG) has entered into an agreement with the Local Government Hispanic Network (LGHN).

REGIONAL CHAPTER/LOCAL GOVERNMENT AGREEMENT
Local Government Hispanic Network and Oregon Latinos in Local Government

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.

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:
 - a. Allow OLLG's use of the LGHN tax-exempt status to fundraise, provided semi-annual financial reporting to LGHN. LGHN may require additional fees commensurate with services provided to handle OLLG fundraising.
 - b. Recruit members for OLLG.
 - c. Provide technical assistance and resources 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 jurisdictions. The chapter shall submit bylaws approved by its governing body to the LGHN board of

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

directors prior to approval of the affiliate agreement. The chapter will provide bylaws 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 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 for LGHN shall be established by the LGHN board of directors and be effective January 1 of each year. Prior to January of each year, the chapter will provide LGHN with the list and organizational size of jurisdictions that have joined the chapter. After receiving the list, the LGHN membership committee shall work with the chapter to establish the baseline dues for each chapter jurisdiction to determine the amount that is to be invoiced by LGHN. The chapter is responsible for establishing their supplemental fees/dues for chapter programs and to reimburse the chapter's fiscal agent. 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. 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.

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

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



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

OREGON LATINOS IN LOCAL
GOVERNMENT



By: _____
Name: Martha Bennett
Title: President OLLG
Date: November 5, 2021



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Program Coordinator
Date: January 21, 2022
Subject: Discussion and adoption of 2022 Work Plan

On November 18-19 the OCCMA Board of Directors met for their Annual Retreat. During the retreat the board reviewed the 2021 Work Plan and updated it accordingly. The following is an overview of the changes made by the board:

- Updated the strategic goals.
- Added the promotion of civility as a core belief.
- Added three action items under the OCCMA Board of Directors, including:
 1. The creation of a work group to develop structure and guidance for OCCMA's scholarship programs. This group will also make a recommendation to the board regarding how any remaining Host Committee funds should be spent.
 2. Survey the membership to assess interest in creating a Veteran's in Local Government Group.
 3. Develop a relationship with the Oregon Association of Chiefs of Police (OACP).
- Removed action item D.2 from the Support for Manager's Committee because the update to the OCCMA welcome packet has been completed.
- Added action item E.2 for the Bylaws Committee to ensure all contracts are included as attachments to the bylaws.
- Added two action items under the Professional Development Committee:
 1. Work with the ICMA Student Chapter at PSU to bolster student membership.
 2. Explore ways to utilize technology to provide in-person and virtual training opportunities.
- Removed item H.1 from the action items under the DEI Committee because the statement of belonging has been adopted by the board.
- Added two action items under the Communications Committee:
 1. Review the list-serve policy as it relates to ethics.
 2. Review the content and design of the OCCMA website.
- Added action items related to building relationships and continuing to support the Northwest Women's Leadership Academy (NWWLA) and the Oregon Latinos in Local Government (OLLG).
- Created a Dues Restructuring Ad/Hoc Committee.
- Created a Civic Education Ad/Hoc Committee.

Attachment:

1. 2022 Work Plan

Recommended Motion

I move to adopt the 2022 OCCMA Board of Directors Work Plan.



2022 WORK PLAN

OUR MISSION

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

OUR STRATEGIC GOALS

Our Strategic Plan has four goals which reflect our Mission:

- A. Provide professional development opportunities to our members.
- B. Support our members in the profession.
- C. Foster diversity and inclusiveness of our membership.
- D. Promote and expand membership.

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

CORE BELIEFS

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

WORK PLAN

OCCMA carries out its Mission through programs, support services, and special activities conducted by the Board and a number of standing and ad hoc committees, with administrative support from the League of Oregon Cities. On January 28, 2022 the Board of Directors adopted a work plan for 2022. The letters in parentheses reference the goals(s) related to that work item. The 2022 OCCMA Work Plan is as follows:

A. OCCMA Board

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

A.2 Review membership categories used by OCCMA to develop future local government managers and assistants. (D).

A.3 Review the OCCMA dues structure to provide opportunities to broaden membership in OCCMA, including consideration of agency dues and use of a progressive dues structure to encourage participation from smaller communities. (D).

A.4 Conduct an inventory of existing regional manager meetings and explore establishing regional meetings in parts of the state that are currently not served by regional manager groups and look at possibly utilizing the small cities network to assist with this effort (B).

A.5 Develop and provide OCCMA branded items for use in promoting the benefits and membership in OCCMA. (B).

A.6 Create a work group to develop structure and guidance for the Roger Jordan and Charlie Henry Scholarship Funds. Develop a funding plan and create an avenue for donations for these funds as well as for the NWWLA scholarship program. Determine how the remaining Host Committee funds will be spent. (B).

A.7 Explore interest in the creation of a Veteran's in Local Government group through a survey. (B,C).

A.8 Develop a relationship with the Oregon Association of Chiefs of Police (OACP). (B).

B. Nominating Committee

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

C. Ethics Committee

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

D. Support for Managers Committee

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

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

E. Bylaws Committee

E.1 Develop written guidelines for scheduling billing and collection of dues by OCCMA. (B).

E.2 Review past OCCMA Board of Directors actions and ensure they are included in the Bylaws Policy Annex.

F. Audit Committee

F.1 Conduct a financial review of OCCMA financial statements. (B).

G. Professional Development Committee

G.1 Utilize the draft PDC guidelines as a basis for conference planning in 2022, and review and revise the draft policy guidelines to reflect operational best practices for future conference planning. (A).

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

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

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

G.5 Work with the ICMA Student Chapter at PSU to bolster student membership in OCCMA. (D).

G.6 Explore ways to continue to utilize technology to provide virtual training options. Will need to work with the LOC to make this happen. (A).

H. Diversity, Equity, and Inclusion Committee (ad hoc)

H.1 Encourage strong partnerships with affiliate groups and encourage a formal path for partnership with OCCMA. (C, D).

H.2 Development of Training & Inclusion Opportunities. (D).

I. Communications (ad hoc)

I.1 Produce a quarterly newsletter with articles on ethics, promotion of professional development opportunities, and diversity, equity and inclusion initiation opportunities for the profession, including a list of regional managers' meetings and contacts for those groups. Use the newsletter and other media to promote positive images of city events and other creative ways to bring communities together (B).

I.2 Review the list-serve policy as it relates to ethics.

I.3 Review the content and design of the OCCMA website. (D).

J. Northwest Women's Leadership Academy (ad hoc)

J.1 Continue to support and grow the relationship with NWWLA. (C, D).

K. Oregon Latinos in Local Government (OLLG)

K.1 Build the relationship with OLLG and evaluate other opportunities to engage with OCCMA. (C, D).

L. Create a Dues Restructuring Ad/Hoc Committee

L.1 Review ICMA's dues restructuring plans and evaluate pro-rating of dues and consider a flat fee structure for cities under a certain population. (D).

M. Create a Civic Education Ad/Hoc Committee

M.1 Provide tools, resources, and information to OCCMA members for when they are educating newly elected officials, the community (i.e. chamber of commerce and civic classes), and future local government employees about local government and what city managers do. (B).



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Program Coordinator
Date: January 21, 2022
Subject: Authorization to enter into an agreement with Canopy Wellbeing

On October 20, 2021 the OCCMA Board of Directors adopted Article 10 – Managers in Transition, as part of the OCCMA Policy Annex. Section V of this annex states OCCMA will provide up to three visits to a pre-selected counseling service for Managers in Transition.

On November 18, 2021 there was consensus from the board for staff to work with Canopy Wellbeing (formerly Cascade Centers) on an agreement for them to provide counseling services to OCCMA Managers in Transition. The attached agreement has been reviewed by Patty Mulvihill, LOC Interim Executive Director and Director Adam Brown who volunteered to review it on behalf of the board. All suggested changes made by LOC staff have been incorporated into the attached agreement.

There are a couple items Director Mulvihill asked me to highlight for the board, the first is section 17 that states Canopy may identify OCCMA as a client in their marketing materials and the second is in section 18 related to compliance. She asked me to make the OCCMA Board aware that if OCCMA members were to transmit a message that should not be transmitted, OCCMA could be financially responsible for a violation of the federal laws listed in this section.

The monthly administrative fee is \$150 and includes initial case set-up or phone intakes, billing and account maintenance, and subsequent appointment maintenance. In addition, OCCMA will also have access to their member site, which has content the Communications Committee can pull from to include in the OCCMA quarterly newsletter.

Attachment:

1. Canopy Wellbeing Subscription Agreement

Recommended Motion

I authorize OCCMA President Susie Marston to enter into an agreement with Canopy Wellbeing to provide counseling services to OCCMA Managers in Transition.

Canopy Subscription Agreement

This Subscription and License Agreement ("Agreement"), effective as of February 1, 2022 ("Effective Date"), is between Cascade Inc., dba Canopy Wellbeing, an Oregon corporation, located at 7180 SW Fir Loop Suite 100, Portland, Oregon, 97223 ("Canopy") and the Oregon City County Management Association (OCCMA), an Oregon company ("Customer" or "Employer") (each a "Party" and collectively, the "Parties").

This Agreement governs the provision of certain EAP services offered by Canopy (the "Service" or "Services") to Customer and sets forth the terms and conditions under which those Services will be delivered.

This Agreement applies to members of OCCMA who are Managers in Transition access to, and use of, all or part of any service of Canopy. Managers in Transition are defined as any active members in OCCMA who have resigned or been removed from a position in local government. They may retain active membership status for a period of three years, or for a longer period if authorized by a majority vote of the Board.

AGREEMENT

In consideration of the mutual covenants and promises contained herein, and of other good and valid consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Services

Canopy shall provide the Services listed on Exhibit A to Customer. Customer may opt for Additional Services as described in Exhibit A by executing an additional Order Form.

2. Term of Subscription

This Agreement will commence upon the Effective Date and continue for the one-year initial term unless this Agreement is terminated earlier in accordance with the terms of this Agreement. This Agreement will automatically renew for additional successive one-year terms unless at least 60 days before the end of the then-current term either party provides written notice to the other party that it does not want to renew.

3. Fees

The subscription fees for the Term shall be calculated at the rates listed in Exhibit A, per employee per month (the "Subscription Fees").

4. Rate Guarantee

No later than ninety (90) days prior to the Agreement anniversary date, Canopy will provide Customer with the PEPM rate and supplemental fees applicable to the next renewal term and such service fees will become effective on the Agreement

anniversary date unless this Agreement is terminated pursuant to the terms of Agreement. Canopy may not increase Subscription Fees nor decrease services during the term of this agreement.

5. Payments

Canopy shall bill Customer for the Subscription Fees on a monthly basis. Unless otherwise agreed to in writing by the Parties, Customer will pay all invoiced fees within thirty (30) days of receipt of the applicable invoice.

6. Suspension of Services

Canopy reserves the right to suspend or terminate access to services provided by third-party vendors upon sixty (60) days' written notice if, in Canopy's judgement, such services cease to be available on commercially reasonable terms from third party vendors. If Canopy elects to suspend or terminate any such services, the remaining provisions of this Agreement will remain in full force and effect, except that Canopy will adjust its Fees prorate to reflect the suspension or termination of these services.

7. Termination

This Agreement shall continue in effect until terminated as set forth herein. This Agreement may be terminated (a) by Canopy, if Customer fails to pay Subscription fees when due; or (b) by Customer, without cause, on sixty (60) days' written notice. Canopy shall have the right to recover all direct damages resulting from any breach by End User of this Agreement, including, without limitation, all unpaid fees under Section 3 (Fees) and

Section 4 (Payments). End Customer's payment obligations under this Agreement are non-cancellable and non-refundable.

8. User Eligibility

Eligible employees and family members are those persons eligible for EAP benefits under Customer Employment policy.

9. Limited License

Unless otherwise indicated, the Services and all content and other materials therein, including, without limitation, the Canopy trademark, logo and all designs, text, graphics, pictures, information, data, software, sound files, other files and the selection and arrangement thereof (collectively, "Materials") are the proprietary property of Canopy and are protected by intellectual property laws.

Upon acceptance of the Terms of Use, Privacy Policy, and compliance with all of the terms and conditions stated herein, Canopy hereby grants Customer and Users a non-exclusive, non-transferable, and non-sub-licensable limited license for the term of this Agreement to use the Services and Materials. Customer will promptly discontinue the display or use of any Materials to change the manner in which a Material is displayed or used when requested by Canopy. Other than the express licenses granted by this Agreement, Canopy grants no right or license to Customer, by implication, estoppel or otherwise, to the Materials or any Intellectual Property Rights of Canopy.

Such license is subject to this Agreement and the Terms of Use and does not include: (a) any resale or commercial use of the Services; (b) modifying or otherwise making any derivative uses of the Services and Materials, or any portion thereof; (c) use of any data mining, robots or similar data gathering or extraction methods; (d) downloading (other than the page caching) of any portion of the Services, the Site Materials or any information contained therein, except as expressly permitted on the Services; or (e) any use of the Services or the Materials other than for its intended purpose. Any use of the Services or Materials other than as specifically authorized herein, without the prior written permission of Canopy, is strictly prohibited and will terminate the license granted herein. Such unauthorized use may also violate applicable laws, including, without limitation, copyright and trademark laws and applicable communications regulations and statutes. Unless explicitly stated herein, nothing in this Agreement or the Terms of Use shall be construed as conferring in any manner, whether by implication, estoppel or otherwise, any title or ownership of, or exclusive use-rights to, any

intellectual property or other right and any goodwill associated therewith.

10. Intellectual Property

Customer acknowledges that the Services and any copies that Customer and/or Users are authorized by Canopy to make are the intellectual property of Canopy. Canopy warrants that it owns, controls, or otherwise has full rights to use all software utilized in connection with providing the Services. With regard to Canopy proprietary elements of the structure, organization and code of the system used to provide the Services, such elements are the valuable intellectual property and confidential information of Canopy and are protected by copyright laws, including without limitation United States Copyright Law, international treaty provisions and applicable laws in the country in which it is being used. With regard to the proprietary elements of Canopy system, Customer acknowledges that Canopy retains the ownership of all patent rights, copyrights, trade secrets, trademarks and other intellectual property rights to those elements as they are used in connection with the Services.

11. Trademark Information

Canopy and the Canopy logo are trademarks of Canopy. Other product or company names referred to on the Services may be trademarks of their respective owners. Customer may not use any trademark, service mark, domain name, logo, company name, trade name or indicia of origin of Canopy or any third party without permission from the owner of the applicable trademark, service mark, domain name, logo, company name, trade name or indicia of origin.

12. Confidentiality

Health Information and Protected Health Information.

Canopy agrees to protect the confidentiality of participants and their individually identifiable health information ("Protected Health Information" as defined in 45 CFR §164.501) in accordance with the requirements of state and federal laws, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA). All records of participants are and will remain the property of Canopy.

Both Canopy and Customer shall treat individually identifiable health information as confidential and will take reasonable precautions to safeguard the privacy, security, and confidentiality of all Protected Health Information and other such individually identifiable health information.

13. WARRANTY DISCLAIMER

EXCEPT AS OTHERWISE EXPRESSLY STATED HEREIN, THE PARTIES UNDERSTAND AND AGREE THAT THE SERVICES PROVIDED IN CONNECTION WITH THIS AGREEMENT ARE PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT. CANOPY MAKES COMMERCIALY REASONABLE EFFORTS TO TRY TO KEEP THE SERVICE UP AND RUNNING, AND SAFE, BUT CUSTOMER USES IT AT CUSTOMER'S OWN RISK. CANOPY PROVIDES THE SERVICE WITHOUT ANY REPRESENTATION OR GUARANTY THAT THE SERVICE WILL BE SAFE OR SECURE. CANOPY IS NOT RESPONSIBLE FOR THE ACTIONS, CONTENT, INFORMATION, OR DATA OF THIRD PARTIES, AND CUSTOMER RELEASES CANOPY, ITS DIRECTORS, OFFICERS, EMPLOYEES, AND AGENTS FROM ANY CLAIMS AND DAMAGES, KNOWN AND UNKNOWN, ARISING OUT OF OR IN ANY WAY CONNECTED WITH ANY SUCH CLAIM THAT INVOLVES THIRD PARTIES.

14. Limitation of Liability

To the maximum extent permitted by applicable law, Canopy and its officers, directors, employees, shareholders or agents shall not be liable for any indirect, punitive or consequential damages, or any other damages of any kind, including but not limited to loss of income, profits, goodwill, data, contracts, use of money, or loss or damage arising from or connected in any way to business interruption, whether in tort (including without limitation negligence), contract or otherwise, arising out of or in connection with the use of or inability to use the Services, the content or the materials contained in or accessed through the Services, including without limitation any damages caused by or resulting from reliance by a User on any information obtained from Canopy, or that result from mistakes, omissions, interruptions, deletion of files or email, errors, defects, viruses, delays in operation or transmission or any failure of performance, whether or not resulting from acts of God, communications failure, theft, destruction or unauthorized access to Canopy's records, programs or services. In no event shall the aggregate liability of Canopy, whether in contract, warranty, tort (including negligence, whether active, passive or imputed), product liability, strict liability or other theory, arising out of or relating to the use of or inability to use the

Services exceed any compensation Customer pays to Canopy for access to or use of the Services during the six (6) month period immediately preceding the events giving rise to the damages. Some jurisdictions do not allow the limitation of liability in contracts with consumers, so some or all of these limitations of liability may not apply to Customer.

15. Limited Liability and Warranties

Canopy warrants that it and its third-party vendors will make every effort to ensure the accuracy of the information or the appropriateness of any service or product provided to Customer's members. Referrals given by Canopy to Customer's members for elder or childcare, legal or financial consultation services or other community services are not endorsements or recommendations for the referred programs or providers. The responsibility for selecting and engaging such providers lies solely with the employee. Vendors and such other providers are not and shall not be deemed agents of Canopy or Customer.

16. Indemnification

Canopy shall save, defend, indemnify, and hold harmless the Customer, and their officers, agents, employees, and members from all claims, suits, and actions of any nature resulting from or arising out of the negligent acts or omissions of Canopy or its subcontractors, officers, agents, or employees acting under this Agreement. Customer shall save, defend, indemnify, and hold harmless Canopy, and their officers, agents, employees, and members from all claims, suits, and actions of any nature resulting from or arising out of the negligent acts or omissions of Contractor or its subcontractors, officers, agents, or employees acting under this Agreement.

17. Publicity

Canopy may identify Customer as a client of Canopy in marketing materials.

18. Compliance

Customer and Canopy shall comply with all applicable laws in the administration of this Agreement and the operation of the employee assistance program provided by Canopy for Customer, including but not limited to the Americans with Disabilities Act, the Health Insurance Portability and Accountability Act (HIPAA), the Genetic Information Nondiscrimination Act, the Health Information Technology for

Economic and Clinical Health (HITECH) Act, and any and all applicable laws.

Customer agrees to be solely responsible and financially liable for any non-compliant messages sent pursuant to this Agreement. Customer agrees to defend and indemnify Canopy for any claim of an alleged violation of the regulations promulgated thereunder, or any state laws covering the same subject-matter that relates to any communication made by Customer relating to Canopy or this Agreement.

19. Governing Law; Venue

Access to and use of the Services and this Agreement are governed by U.S. federal law and/or the laws of the State of Oregon, without resort to conflict of law provisions. Any legal action or proceeding relating to Customer's access to, or use of, the Services or this Agreement shall be instituted only in a state or federal court located in Washington County, Oregon. Customer agrees to submit to the jurisdiction of, and agree that venue is proper in, these courts in any such legal action or proceeding.

20. Injunctive Relief

The parties acknowledge that the Services and each party's Confidential Information are unique property, and the unauthorized use thereof may cause the injured Party irreparable harm that may not be adequately compensated by monetary damages. Accordingly, the Parties agree that the injured Party will, in addition to other remedies available to it at law or in equity, be entitled to seek injunctive relief to enforce the terms of this Agreement, including to prevent any actual or threatened unauthorized use or sublicensing of each Party's Confidential Information, the Services, or any information or data contained therein.

21. Notices and Assignment

All notices hereunder must be in writing and sent by hand delivery; or by postal service, postage prepaid; or by expedited mail courier service; or by electronic mail (e-mail) to the addresses listed below. Notices are deemed received and effective as follows: If hand-delivered, upon delivery; if sent by e-mail, upon sending; if mailed, upon the earlier of (i) receipt or (ii) three days after being deposited in the mail. If the addressee provided for below rejects or otherwise refuses to accept the notice, or if the notice cannot be delivered because of a change in address for which no notice was appropriately given, then notice is effective upon the rejection, refusal or inability to deliver. Either Party may change its

notice address by giving written notice to the other Party in a manner prescribed above.

The terms of this Agreement shall be binding on the Parties, and all successors to the foregoing who take their rights hereunder. Neither Party will assign, transfer or delegate its rights or obligations under this Agreement (in whole or in part) without the other Party's prior written consent except pursuant to a transfer of all or substantially all of such party's business and assets, whether by merger, sale of assets, sale of stock, or otherwise. Any attempted assignment, transfer or delegation in violation of the foregoing shall be null and void.

22. Independent Contractors

Each Party shall act at all times as an independent contractor, and the Agreement shall not establish any fiduciary relationship or other relationship of partnership, joint venture, employment, franchise or agency between them. Neither Party shall have the authority to enter into any commitments on behalf of or otherwise bind the other Party without the express written consent of the other Party.

23. All Amendments in Writing

No variation, waiver, modification or amendment of this Agreement shall be binding upon either Party unless in writing executed by the duly authorized representatives of both Parties. This Agreement may not be supplemented or modified by course of dealing or performance. The waiver or failure of either Party to exercise any right provided for herein shall not be deemed a waiver of any further right hereunder.

24. Severability

If any provision of this Agreement shall be deemed unlawful, void or for any reason unenforceable, then that provision shall be deemed severable from this Agreement and shall not affect the validity and enforceability of any remaining provisions.

25. Taxes.

Customer shall be solely responsible for collecting and remitting any and all applicable sales and use taxes pursuant to this Agreement. In no event shall Canopy be liable for any taxes owed by Customer, including for Customer's use of the Services. Each Party shall bear sole responsibility for all taxes, assessments, and other ad valorem levies on its owned property.

26. Additional Terms.

Canopy and Customer agree that the Additional Terms listed on Exhibit A shall apply to this Agreement.


27. General

This Agreement may be executed in two or more identical counterparts, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute the Agreement when a duly authorized representative of each Party has signed the counterpart. Facsimile or electronic signatures will be deemed original signatures for all purposes under this Agreement.

By signature below, Canopy and Customer have each caused this Agreement to be executed by their duly authorized representative as of the Effective Date and such execution evidences each Party's acceptance of and agreement with the terms and conditions set forth herein.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first written above by their respective officers thereunto duly authorized

**CASCADE CENTERS, INC DBA CANOPY
WELLBEING**

By 
Name Anthony Brown
Title CEO

7180 SW Fir Loop Suite 100
Portland OR 97223

Date: December 8, 2021

**OREGON CITY COUNTY MANAGEMENT
ASSOCIATION (OCCMA)**

By _____
Name _____
Title _____

Address: _____

Date: _____

Exhibit A

| Canopy EAP Services | Fee |
|---|--|
| One Time Set Up Fee | Waived |
| Administrative Services : <ul style="list-style-type: none"> Initial Case Set-up or Phone Intake Billing & Account Maintenance Subsequent Appointment Maintenance 24/7/365 crisis telephone coverage: Staffed by professional counselors | \$150.00 per month |
| Interactive EAP Website <ul style="list-style-type: none"> Self-Assessments Videos Webinars Legal Resource Center | Included |
| Clinical Services : <ul style="list-style-type: none"> Diagnosis and Treatment Planning – up to 3 sessions per unrelated incident for each member/family unit. Sessions available face-to-face, telephonic or live online virtual sessions through secure video or chat. Telephone Consultation Wellbeing Text Support Career Development Services | \$125.00 per hour |
| Promotional Materials* <ul style="list-style-type: none"> Posters (available in English and Spanish) Tear-Offs for Posters Brochures (available in English and Spanish) Wallet Cards - EAP or Wellness (if applicable for the program) Flyers (color) Flyers (black and white) <p>* Available free via our website</p> | \$1.25 each \$2.54 each \$0.54 each \$0.17 each \$0.50/each \$0.40/each |



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Program Coordinator
Date: January 21, 2022
Subject: Vacancy of Past President and Secretary/Treasurer Positions

On Tuesday, January 11, 2022 Steve Powers submitted his resignation from the OCCMA Board of Directors to President Marston due to his upcoming retirement from the City of Salem. Mr. Powers would have served as Past President during 2022. Article 7, Section 6 of the OCCMA Bylaws states if a vacancy occurs in the term of the Immediate Past President, the most recent Past President who is available and willing to serve shall resume service on the Board of Directors. Newport City Manager and most recent Past President Spencer Nebel has agreed to serve in this capacity through 2022.

In addition, Mike Cully submitted his resignation to the LOC Board of Directors on December 20, 2021, leaving a vacancy in the Secretary-Treasurer position. The Secretary-Treasurer transacts the necessary financial business of the association, keeps a complete record of all transactions, which shall be submitted for auditing at the annual meeting of the Association, and keeps written minutes of the board and membership meetings. Article 6, Section 3 of the OCCMA Bylaws describes the officers of the association and states the Secretary-Treasurer (non-voting) shall be the League of Oregon Cities Executive Director, or designee. On January 11, 2022 the LOC Board of Directors unanimously appointed Patty Mulvihill as the Interim Executive Director. Director Mulvihill is requesting the OCCMA Board of Directors allow her to designate Angela Speier, Project & Program Coordinator as the OCCMA Secretary/Treasurer.

To ensure a separation of financial duties, staff is also requesting a change in the designated bank signers for OCCMA. Article 5, Section 3 of the OCCMA Policy Annex explains the financial controls and states all check payments shall require two signatures: that of the OCCMA Secretary-Treasurer (or designee), and the President (or the President's designee). Staff would like the board to designate the President and President-Elect as the bank signers. This also allows for the President-Elect to become familiar with the OCCMA finances prior to their term as President. This item will be reviewed by the Bylaws Committee as possible amendment this year.

Attachment:

1. Steve Powers resignation letter

Recommended Motions

I move to appoint Angela Speier as the Secretary/Treasurer of the OCCMA Board of Directors.

I move to authorize President-Elect Scott Derickson to serve as the OCCMA Secretary-Treasurer's check signer designee.

From: [Steve Powers](#)
To: [Susie Marston](#)
Cc: [Angela Speier](#)
Subject: Resignation
Date: Tuesday, January 11, 2022 4:38:37 PM

President Marston,

Please accept my resignation from the Oregon City/County Management Association Board of Directors. I am retiring from the city of Salem and moving to Michigan. My last day of employment with the city of Salem is February 28, 2022. I plan on attending the January OCCMA board meeting.

Serving as President while OCCMA hosted the International City/County Management Association's Annual Conference is among the highlights of my 36-year local government career. My thanks to OCCMA members for giving me the opportunity. I hope I delivered.

I regret that I am unable to continue as Past President. The three-hour time difference and OCCMA bylaws are insurmountable obstacles to my wish to continue to serve Oregon city and county management. I received more from my OCCMA colleagues during my 13 years in Oregon than I can ever give back. I will miss our time together.

Sincerely,

Steve

Steven D. Powers

City Manager

City of Salem | Mayor/City Manager's Office

555 Liberty Street SE, Room 220

Salem, Oregon 97301

spowers@cityofsalem.net | 503-588-6255

[Facebook](#) | [Twitter](#) | [YouTube](#) | CityofSalem.net



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Program Coordinator
Date: January 21, 2022
Subject: Adopt 2022 Budget

On November 18, 2021 the OCCMA Board of Directors discussed the proposed 2022 budget. The board asked staff to make the following adjustments:

- Add a revenue line item for the Charlie Henry Scholarship – this item can be found under General Operations Income on page 1.
- Increase line item 3-6036 the National/Committee Travel to \$8,000 – this item can be found under General Operations Expenses on page 3.

In addition to the changes listed above, staff increased line item 3-6001 LOC Services by \$3,125 to account for the LOC management of OLLG per their contract.

Attachment:

1. 2022 OCCMA Adjusted Budget

Recommended Motion

I move to adopt the 2022 OCCMA Annual Budget.



**OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2022 Budget**

| | | 2019 ACTUAL | 2020 ACTUAL | 2021 BUDGET | 2021 Year End | 2022 PROPOSED BUDGET | ADJ 2022 PROPOSED BUDGET | 2022 Approved BUDGET |
|--|-----------------------------|----------------|----------------|----------------|------------------|----------------------------|--------------------------------|----------------------------|
| Conference Income | | | | | | | | |
| Fall Conference Registrations | | | | | | | | |
| 3-4303 | · Registration | 3,671 | 1,475 | 7,500 | 0 | 7,500 | 7,500 | |
| Total Fall Conference | | 3,671 | 1,475 | 7,500 | 0 | 7,500 | 7,500 | 0 |
| Summer Conference | | | | | | | | |
| 3-4404 | · Registration | 45,235 | 4,875 | 40,000 | 31,915 | 40,000 | 40,000 | |
| 3-4407 | · Sponsorships | 31,000 | 8,400 | 25,000 | 23,900 | 25,000 | 25,000 | |
| 3-4411 | · Roger Jordan Scholarship | 1,000 | 0 | 0 | 1,500 | 0 | | |
| 3-4413 | · Food Charges | 275 | 0 | 0 | 0 | 0 | | |
| 3-4420 | · Activity Fee | 0 | 0 | 0 | 0 | 0 | | |
| Total Summer Conference | | 77,510 | 13,275 | 65,000 | 57,315 | 65,000 | 65,000 | 0 |
| NW Regional Conference | | | | | | | | |
| 3-4501 | · Registration | 35,045 | 0 | 0 | 0 | 0 | | |
| 3-4505 | · Sponsorships | 11,250 | 0 | 0 | 0 | 0 | | |
| Total NW Regional Conference | | 46,295 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total · Conferences | | 127,476 | 14,750 | 72,500 | 57,315 | 72,500 | 72,500 | 0 |
| NW Women's Leadership Academy | | | | | | | | |
| 3-4600 | · Registration | 15,900 | 0 | 15,000 | 6,850 | 13,900 | 13,900 | |
| 3-4607 | · Sponsorship | 0 | 0 | 0 | 650 | | | |
| Total NW Women's Leadership Academy | | 15,900 | 0 | 15,000 | 7,500 | 13,900 | 13,900 | 0 |
| Oregon Latino's in Local Government | | | | | | | | |
| 3-4608 | · Dues | 0 | 0 | 0 | 0 | 21,650 | 21,650 | |
| Total Oregon Latino's in Local Govt | | 0 | 0 | 0 | 0 | 21,650 | 21,650 | 0 |
| General Operations Income | | | | | | | | |
| 3-4701 | · Dues | 44,879 | 40,978 | 46,615 | 47,074 | 45,000 | 45,000 | |
| 3-4703 | · Dues Surcharge 2021 | 6,773 | 6,094 | 0 | 0 | 0 | 0 | |
| 3-4760 | · Board Retreat Meetings | 2,015 | 928 | 5,000 | 3,030 | 0 | 0 | |
| 3-4770 | · CIS Senior Advisor | 2,500 | 0 | 2,500 | 2,500 | 2,500 | 2,500 | |
| 3-4780 | · ICMA Senior Advisor | 7,485 | 629 | 7,000 | 2,409 | 7,000 | 7,000 | |
| 3-4785 | · Charlie Henry Scholarship | | | | | | 5,000 | |
| Total General Operations Income | | 63,652 | 48,630 | 61,115 | 55,013 | 54,500 | 59,500 | 0 |
| Total Income | | 207,028 | 63,380 | 148,615 | 119,828 | 162,550 | 167,550 | 0 |

OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2022 Budget

| | | 2019 | 2020 | 2021 | 2021 | 2022 | ADJ 2022 | 2022 |
|---|--|--------|--------|--------|----------|----------|----------|----------|
| | | ACTUAL | ACTUAL | BUDGET | Year End | PROPOSED | PROPOSED | Approved |
| | | | | BUDGET | | BUDGET | BUDGET | BUDGET |
| EXPENSE | | | | | | | | |
| Conference Expense | | | | | | | | |
| Fall Workshop | | | | | | | | |
| 3-5334 | · Food & Beverage Fall | 4,194 | 0 | 5,000 | 0 | 6,000 | 6,000 | |
| 3-5335 | · Room Rental Fall | 0 | 500 | 500 | 0 | 600 | 600 | |
| 3-5338 | · Administration Fall | 122 | 0 | 0 | 0 | 0 | 0 | |
| 3-5339 | · Speakers Fall | 527 | 0 | 5,000 | 0 | 5,000 | 5,000 | |
| Total · Fall Conference | | 4,843 | 500 | 10,500 | 0 | 11,600 | 11,600 | 0 |
| Summer Conference | | | | | | | | |
| 3-5441 | · Activities Summer | 2,990 | 0 | 3,000 | 0 | 3,000 | 3,000 | |
| 3-5442 | · Administration Summer | 460 | 8,272 | 500 | 0 | 500 | 500 | |
| 3-5443 | · A/V & Trade Show Summer | 448 | 0 | 1,000 | 0 | 500 | 500 | |
| 3-5444 | · Food & Beverage Summer | 30,061 | 0 | 30,000 | 19,317 | 35,000 | 35,000 | |
| 3-5445 | · Lodging Summer | 0 | 0 | 1,000 | 0 | 1,000 | 1,000 | |
| 3-5446 | · Postage/Printing Summer | 802 | 324 | 500 | 510 | 500 | 500 | |
| 3-5447 | · Travel Summer | 100 | 0 | 300 | 164 | 300 | 300 | |
| 3-5448 | · Roger Jordan Scholarship | 1,250 | 0 | 1,000 | 906 | 1,000 | 1,000 | |
| 3-5450 | · Speaker Summer | 6,710 | 0 | 7,500 | 850 | 7,500 | 7,500 | |
| Total · Summer Conference | | 42,820 | 8,596 | 44,800 | 21,747 | 49,300 | 49,300 | 0 |
| NW Regional | | | | | | | | |
| 3-5552 | · Administration | 7,451 | 0 | 0 | 0 | 0 | 0 | |
| 3-5554 | · Food & Beverage | 22,909 | 0 | 0 | 0 | 0 | 0 | |
| 3-5556 | · Postage/Printing | 126 | 0 | 0 | 0 | 0 | 0 | |
| 3-5557 | · Travel | 5,550 | 0 | 0 | 0 | 0 | 0 | |
| 3-5559 | · Speaker | 4,792 | 0 | 0 | 0 | 0 | 0 | |
| Total · NW Regional | | 40,828 | 0 | 0 | 0 | 0 | 0 | 0 |
| NW Women's Leadership Academy | | | | | | | | |
| 3-5601 | · LOC Administration- OCCMA contribution | 0 | 0 | 2,500 | 2,500 | 2,500 | 2,500 | |
| 3-5602 | · Other Administration | 665 | 0 | 12,500 | 8,892 | 10,566 | 10,566 | |
| 3-5603 | · A/V & Room | 0 | 0 | 0 | 0 | 0 | 0 | |
| 3-5604 | · Speaker | 0 | 0 | 0 | 0 | 0 | 0 | |
| 3-5605 | · Food & Beverage | 0 | 0 | 0 | 0 | 0 | 0 | |
| 3-5606 | · Miscellaneous | 12,938 | 0 | 0 | 0 | 0 | 0 | |
| Total · NW Women's Leadership Academy | | 13,603 | 0 | 15,000 | 11,392 | 13,066 | 13,066 | 0 |
| Oregon Latino's in Local Government | | | | | | | | |
| 3-5701 | LGHN Dues | | | | | 18,000 | 18,000 | |
| 3-5702 | Meetings & Events | 0 | 0 | 0 | 0 | 2,500 | 2,500 | |
| Total Oregon Latino's in Local Government | | 0 | 0 | 0 | 0 | 20,500 | 20,500 | 0 |

OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2022 Budget

| | | 2019 | 2020 | 2021 | 2021 | 2022 | ADJ 2022 | 2022 |
|--|--------------------------------------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|----------|
| | | ACTUAL | ACTUAL | BUDGET | Year End | PROPOSED | PROPOSED | Approved |
| | | | | | | BUDGET | BUDGET | BUDGET |
| General Operations Expenses | | | | | | | | |
| 3-6001 | · LOC Services | 25,807 | 25,750 | 28,000 | 25,781 | 28,840 | 31,965 | |
| 3-6016 | · Board Functions | 4,299 | 0 | 5,000 | 3,232 | 6,000 | 6,000 | |
| 3-6019 | · ICMA Executive Officers Membership | 0 | 0 | 0 | 0 | 2,000 | 2,000 | |
| 3-6020 | · ICMA Coaching Program | 0 | 0 | 1,000 | 2,850 | 1,000 | 1,000 | |
| 3-6021 | · Conference Calls | 451 | 0 | 100 | 0 | 100 | 100 | |
| 3-6027 | · Marketing/Supplies | 743 | 0 | 5,000 | 572 | 1,000 | 1,000 | |
| 3-6033 | · Miscellaneous | 348 | 250 | 1,500 | 1,082 | 1,500 | 1,500 | |
| 3-6034 | · Miscellaneous - Credit Card Exp | 1,900 | 825 | 2,000 | 2,893 | 3,000 | 3,000 | |
| 3-6036 | · National/Committee Travel | 2,422 | 0 | 1,500 | 0 | 4,500 | 8,000 | |
| 3-6039 | · Newsletter | 4,405 | 1,401 | 2,500 | 0 | 2,500 | 2,500 | |
| 3-6042 | · Postage | 557 | 152 | 400 | 0 | 400 | 400 | |
| 3-6045 | · Printing, Fax | 478 | 0 | 300 | 0 | 300 | 300 | |
| 3-6051 | · Scholarships Charlie Henry | 4,381 | 0 | 3,000 | 0 | 3,000 | 3,000 | |
| 3-6054 | · Senior Advisor | 12,722 | 2,451 | 14,000 | 4,974 | 14,000 | 14,000 | |
| 3-6057 | · Web Support | 1,092 | 0 | 1,500 | 972 | 1,500 | 1,500 | |
| 3-6058 | · Audit | 0 | 0 | 7,500 | 0 | 8,000 | 8,000 | |
| 3-6059 | · Sponsorship of Other Organizations | 0 | 0 | 2,000 | 0 | 2,000 | 2,000 | |
| 3-6060 | · Managers In Transition | 0 | 0 | 0 | 0 | 2,500 | 2,500 | |
| * | · Host Committee Account Transfer | 0 | 0 | 81,901 | 81,901 | 0 | 0 | |
| * | · Contingency | 0 | 0 | 0 | 0 | 0 | 0 | |
| Total General Operations Expenses | | 59,604 | 30,829 | 157,201 | 124,258 | 82,140 | 88,765 | 0 |
| | | | | | | | | |
| Total Expenses | | 161,698 | 39,925 | 227,501 | 157,396 | 176,606 | 183,231 | 0 |
| | | | | | | | | |
| Net Income (Loss) | | 45,331 | 23,454 | (78,886) | (37,568) | (14,056) | (15,681) | - |
| | | | | | | | | |
| Fund Balance, beginning year | | 159,853 | 205,185 | 205,185 | 205,185 | 167,616 | 167,616 | |
| Net Income (Loss) | | 45,331 | 23,454 | (78,886) | (37,568) | (14,056) | (15,681) | |
| Fund Balance, end of year | | 205,185 | 228,639 | 126,299 | 167,616 | 153,560 | 151,935 | 0 |

OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2022 Budget

| | 2019 ACTUAL | 2020 ACTUAL | 2021 BUDGET | 2021 Year End | 2022 PROPOSED BUDGET | ADJ 2022 PROPOSED BUDGET | 2022 Approved BUDGET |
|--|----------------|----------------|----------------|------------------|----------------------------|--------------------------------|----------------------------|
| Beginning Cash | | | | | | | |
| Beginning Cash - Operations | 74,447 | 110,256 | 90,767 | 90,767 | 157,824 | 140,284 | |
| Beginning Cash - NWWLA | 0 | 0 | 4,968 | 4,968 | 3,576 | 6,910 | |
| Beginning Cash - 2021 ICMA Conference | 79,534 | 89,307 | 81,901 | 0 | 0 | 1,150 | |
| Beginning Cash - OLLG | 0 | 0 | 0 | 0 | 0 | 0 | |
| Beginning Cash - RJ Scholarship | 5,872 | 5,622 | 5,622 | 5,622 | 6,216 | 5,216 | |
| Total Beginning Cash | 159,853 | 205,185 | 183,258 | 101,357 | 167,616 | 153,560 | 0 |
| Transfers | | | | | | | |
| · Operating to RJ Scholarship | 0 | 0 | 0 | 0 | (1,000) | (1,000) | |
| · Operating to ICMA 2021 | 9,773 | 7,406 | 0 | 0 | 0 | 0 | |
| · Operating to NWWLA | 0 | 0 | 0 | 0 | 3,334 | 3,334 | |
| · Operating to OLLG | 0 | 0 | 0 | 0 | 1,150 | 1,150 | |
| · ICMA 2021 Host Committee Account | 60,000 | 0 | 0 | 0 | 0 | 0 | |
| Total Transfers | 69,773 | 7,406 | 0 | 0 | 3,484 | 3,484 | 0 |
| Ending Cash | | | | | | | |
| · Ending Cash Balance - Operations /Unrestricted | 110,256 | 180,728 | 66,412 | 157,824 | 140,284 | 136,325 | |
| · Ending Cash Balance - NWWLA | | | 4,968 | 3,576 | 6,910 | 10,244 | |
| · Ending Cash Balance - ICMA 2021 | 89,307 | 81,901 | 81,901 | 0 | 0 | 0 | |
| · Ending Cash Balance - OLLG | | | | | 1,150 | 1,150 | |
| · Ending Cash Balance - RJ Scholarship | 5,622 | 4,968 | 5,622 | 6,216 | 5,216 | 4,216 | |
| Total Ending Cash OCCMA | 205,185 | 185,696 | 78,527 | 167,616 | 153,560 | 151,935 | 0 |



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Program Coordinator
Date: January 21, 2022
Subject: Senior Advisor Vacancy

On November 18, 2021 the board declared Senior Advisor vacancies in Regions 5 and 8 due to the resignation of Wes Hare and Larry Lehman. Staff opened the recruitment on November 22, 2021 and asked for statements of interest and resumes to be submitted by December 31, 2021. OCCMA received one application from Nolan Young. During the OCCMA retreat the current Senior Advisors noted they would be willing to reevaluate the regions based on our applicants, however, Nolan has indicated interest in serving as the Region 8 advisor. The remaining vacancy will stay open until filled. The current advisors have agreed to work with the Region 5 managers during the interim.

Article 8, Section 2 of the OCCMA Bylaws Policy Annex lists the qualifications that must be met for the role:

1. A resident of Oregon at the time of appointment.
2. At least ten years' experience as an appointed chief administrative officer (CAO) and/or an assistant/deputy CAO in local government.
3. Recognition as a respected manager in Oregon and/or another state.
4. A willingness to participate in the program for at least nine months each year throughout the duration of the appointment.
5. A current member of OCCMA and ICMA at time of appointment and to maintain such memberships during service as Senior Advisor.
6. A commitment to follow the outline of responsibilities for Senior Advisors and the ICMA Senior Advisor Program Guidelines and Manual.
7. Have an active phone number and email address.
8. Substantially retired and/or not engaged in a business that could create a conflict of interest.

Initial appointments shall be made jointly by the President of OCCMA, with Board concurrence, and the Executive Director of the ICMA.

Attachment:

1. Nolan Young's statement of interest and resume

Recommended Motions

I nominate Nolan Young to serve as an OCCMA Senior Advisor for Region 8 and direct staff to forward his statement of interest and resume to ICMA for approval.

From: [Nolan Young](#)
To: [Angela Speier](#)
Cc: [Sheila Ritz \(sheilaritz.sa@gmail.com\)](mailto:Sheila.Ritz(sheilaritz.sa@gmail.com))
Subject: Statement of Interest in OCCMA Senior Advisory Position
Date: Tuesday, December 28, 2021 9:25:02 AM
Attachments: [Nolan- Resume 2021.doc](#)

Angela

Attached is my resume submitted for consideration for a position of Senior Advisor for ICMA/OCCMA. As you can see on the resume I have been actively employed in public administration for 40 years. Approximately 38 of those years has been as a City Manager or Administrator. My experience includes working for four Oregon cities in four different regions of the state for a total of over 37 years. I have been a member of ICMA for 40 years and a member of OCCMA for around 37 years. I have served a term on the League of Oregon Cities board and as a member of the Board for City/County Insurance (CIS).

As I am preparing to retire from the position of City Manager for the City of Fairview the end of January, I've been looking for opportunities to keep myself involved in the profession that I have enjoyed participating in for four decades. Approximately six years ago I was a manager in transition from The Dalles. I remember the support that I received from a Senior Advisor during that period of time. Paying back that gift I received by now serving as a Senior Advisor seems like a golden opportunity. I love the state of Oregon and traveling this beautiful state to become better acquainted with and to assist other City Managers and Administrators seems like a golden opportunity. I believe I have the knowledge, character and personality to be successful in this Position. Because of my current residence in The Dalles I should be able to cover the Eastern Oregon Region.

I have read and understand the responsibility, qualifications and time commitment required to be a Senior Advisor. In the spirit of full consideration one of the reasons I am retiring at this time is because of the health of my wife of 44 years. Currently we believe she could be my companion as I travel to the obligations of this volunteer position. On occasions circumstances could limit my ability to be at certain places at certain times. Through technology I believe

that I will be able to overcome any obstacles that result in those circumstances and believe that serving in this position and giving back to others will benefit both me and my spouse as she is allowed to be active, see more of this beautiful state and meet and interact with new people.

Respectively Submitted;

Nolan K Young
City Manager
City of Fairview
503-674-6221
Cell: 541-300-0551

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RESUME

Nolan K. Young

The Dalles, OR 97058

(541) 300-0551

email: nyoung@gorge.net

PROFESSIONAL CAREER:

An experienced (40 year) public administrator, 38 as a city manager, who has worked in partnership with many elements of several communities in achieving desired results.

EDUCATION

- Master's of Public Administration Degree (MPA) from Brigham Young University Graduate School of Management.
- Bachelor of Arts Degree (BA) in History, with a minor in Sociology, from Brigham Young University.

WORK EXPERIENCE

I. CITY OF FAIRVIEW:

Fairview, Oregon

CITY MANAGER

January 25, 2016 to Present

I. QUALITY LIFE INTERGOV. AGENCY:

The Dalles, OR 97058

INTERIM ADMINSTRATOR

October 2015 to March 2016

Duties: Part time Chief Administrative Officer for City of The Dalles and Wasco County Intergovernmental Agency to provide middle mile broadband to the Community.

II. CITY OF THE DALLES

The Dalles, Oregon

CITY MANAGER

May 1997 to Sept. 2015

III. THE CITY OF REEDSPORT

Reedsport, Oregon

CITY MANAGER

September 1985 to November 1996

IV. CLINTON CITY

Clinton, Utah

CITY MANAGER/RECORDER

March 1983 to August 1985

V. MILTON-FREEWATER

Milton-Freewater, Oregon

ASSISTANT TO THE CITY MANAGER

March 1980 to March 1983

PROFESSIONAL & BOARD MEMBERSHIPS AND AWARDS:

- ICMA: 40 years
- OCCMA: 37 years
- Columbia Gorge Discovery Center Board: 2015 - 2016
- City County Insurance Service (CIS) Broad Member: 2012 - 2016
- League of Oregon Cities Board Member: 2009 – 2011
- The Dalles Chamber of Commerce Board: 1997 - 2015
- 2006 Excellence in Partnership Award: Oregon Economic Development Conference
- 2005 Connect Oregon's Excellence in Telecommunication Projects Award
- Quality Life Intergovernmental Agency (QLife) President: 2003 – 2004



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Spencer Nebel, 2021 Chair of the Ethics Committee
Date: January 21, 2022
Subject: Ethics Policy

Included in the agenda packet is Draft 5 of the OCCMA Rules for Enforcement of ICMA Code of Ethics.

Draft 3 of the OCCMA Rules for Enforcement of the ICMA Code of Ethics was reviewed by the Board of Directors at the annual retreat in November of last year. Since that time, comments from that meeting have been incorporated into Draft 4 with that draft being submitted to the League of Oregon Cities Assistant General Counsel, Jayme Hafner and ICMA Ethics Advisor Jessica Cowles. Draft 5 shows the changes that have been made from the previous draft of this policy based, in part, on their comments. I have also submitted this to the 2021 Bylaws Committee and Ethics Committee members for any comments they may have on this version of this policy. I will plan to participate at the Board meeting to present this report. I appreciate the efforts of Marty Wine who co-authored the policy with me.

Under OCCMA's bylaws, the Board can enact a new policy by vote of 2/3 of the members present at a regular meeting after introduction at a previous Board meeting, and after at least 30-days' notice has been provided on the OCCMA listserv, website and newsletter. I believe for transparency purposes, it would be good for the Board to consider formally introducing the policy at the January board meeting and place notice for its final approval at the March Board meeting. I think, it should also appear in the listserv, the OCCMA website, and the OCCMA newsletter, if possible.

Recommended Motion

I recommend the Board formally introduce the policy outlining OCCMA's Rules for Enforcement of the ICMA Code of Ethics with adoption scheduled for the March 18 OCCMA Board of Director's meeting.

Respectfully Submitted

Spencer Nebel
2021 Chair of the Ethics Committee

DRAFT 5
OCCMA Rules for Enforcement
of the ICMA's Code of Ethics

Section 1. ICMA Code of Ethics

The ICMA Code of Ethics (Code) define the principles that serve as the foundation for the local government management profession and set the standard for excellence. Article 11 of the OCCMA Bylaws adopts the Code which requires OCCMA members to govern their conduct in accordance with the Code and its associated guidelines, and provides that members will submit to peer review for any allegations of unethical behavior. The Board shall have the authority to take disciplinary action up to and including expulsion from the Association, against any member which, in its judgment, may be appropriate to maintain the professional standards of the Association. Disciplinary action for violations of the Code may include public censure in which notice is given to members of OCCMA, the governing body of the member's, employer, and media, indicating that the Association strongly disapproves of such conduct.

- A.) **OCCMA Ethics Committee.** Article 9 of the OCCMA Bylaws creates a standing Ethics Committee to assist the OCCMA Board of Directors in adjudicating ethics complaints.
- B.) **Ethics Committee Membership.** the OCCMA President shall make appointments of OCCMA members to serve on the Ethics Committee. All members shall serve a term of one year.
- C.) **Ethics Committee Chair.** The OCCMA President shall appoint an Association member to serve as Ethics Committee Chair. The Chair shall not be the OCCMA President or OCCMA Past-president, since both officers have specific responsibilities in reviewing ethics complaints.

Section 2. Complaints Against Oregon ICMA Members

Any complaints against members of OCCMA who are also members of the International City/County Management Association (ICMA) shall be forwarded by the OCCMA President to ICMA. Ethics complaints can also be directly submitted to ICMA. The rules of procedure for ICMA will apply to the investigation of reported violations of the Code for all ICMA members. The President of OCCMA will appoint a fact-finding committee, when requested by ICMA, to investigate any ethics complaints of OCCMA members who are also members of ICMA. OCCMA will not conduct a separate investigation of these complaints for those who are members of both organizations. OCCMA will accept sanctions as final for ethics violations made by ICMA. If ICMA issues a sanction of expulsion, permanent bar from future membership, or membership suspension, those same actions will be applied to OCCMA membership. A copy of the ICMA sanctions shall be kept by the Secretary/Treasurer of OCCMA for OCCMA members as provided by this policy.

Section 3. Complaints Against OCCMA Members

OCCMA is responsible for the investigation of ethics complaints against members of OCCMA who are not members of ICMA. The following policy outlines OCCMA's process to enforce provisions of the Code, including investigation and enforcement of any complaints and/or violations of the Code of Ethics. The OCCMA Board of Directors (Board) shall be responsible for making final decisions on matters pertaining to the enforcement of the Code of Ethics. The OCCMA Ethics Committee (Committee) shall be responsible for implementing these rules and shall have specific duties as set forth in this policy.

- A. **Timelines.** It is the intention that this policy be carried out carefully but expeditiously to minimize the time during which a member may be subject to possible disciplinary action while also ensuring the fairness of the process.
- B. **Conflicts of Interest.** No person may participate in the investigation or adjudication of a complaint brought under these Rules if that person's participation would otherwise create, or appear to create, a conflict of interest.
- C. **Ethics as a Foundation of Membership.** All active members of the OCCMA are subject to the Code and are subject to sanctions for any violations whereof which occur during their membership. As a condition of membership, the OCCMA membership application shall include a provision that requires OCCMA members to acknowledge and adhere to the ICMA Code of Ethics. A member may be subject to sanctions for a violation, which continues while he or she is a member even though the conduct in question originated prior to admission for membership.
- D. **Former OCCMA Members.** If a complaint is made against a person who was an OCCMA member at the time the alleged violation occurred, but who is not a member of the OCCMA at the time the complaint is made, the complaint will be processed under this policy only if the former member agrees in writing. In no event shall consideration be given for an individual's re-admission to membership in OCCMA until an outstanding and unresolved complaint against the individual for conduct while formerly an OCCMA member has been reviewed in accordance with this policy. The OCCMA shall retain jurisdiction over an investigation of a respondent who, before the conclusion of the investigation, resigns from the OCCMA or otherwise allows his or her membership to elapse.

Section 4. Ethics Complaint Resolution

- A. Complaints shall be received by the President of OCCMA, or the President-elect, if the President has a conflict of interest relating to the complaint. The form of complaint may be a written complaint or other written information, including media articles or email from any source indicating that a violation of the Code may have occurred. The complaint must be accompanied by documentation that supports the allegation of a violation of the Code. The complainant may remain anonymous.
- B. **Complaint Evaluation Process.** The guidelines for addressing complaints received of violations of the Code are as follows:

1. Receipt of the Complaint. The complaint is directed to the OCCMA President. The President will determine whether the subject of the complaint (respondent) is an ICMA member or an OCCMA member.

2. Complaints Regarding Members.

a) If the subject of the complaint is an ICMA member, the complaint will be forwarded to the ICMA Executive Director or designee for review by ICMA by the Committee on Professional Conduct (CPC). ICMA may request that the OCCMA President appoint a fact-finding committee to interview the member and gather public information relative to the allegations in the complaint as necessary. If a sanction is made by ICMA, then the President will be notified, and this communication will be placed in a confidential file with the Secretary/Treasurer of OCCMA in accordance with these provisions.

b) If the subject of a complaint is an OCCMA member who is not an ICMA member, then the President will call a meeting of the President, Past-President, and Ethics Chair to review the complaint. If the complaint demonstrates the member's conduct may have violated the Code and contains the appropriate documentation, then the complaint will proceed to the next step. If additional information is required, the Ethics Chair will request information from the complainant, and once this information is reviewed, the President, Past-president and Ethics Chair will make a determination that, if the alleged violation occurred, could constitute a violation of the Code of Ethics. If that determination is made, the complainant will be investigated as provided in this policy. If a determination is made that the facts in the complaint do not constitute a violation of the Code, then the President will notify the complainant of this conclusion and the matter will be closed.

3. Notification to the Respondent.

a) The Chair of the Ethics Committee will provide written notification via registered mail marked 'Personal and Confidential' to the respondent that a complaint has been received regarding possible violations of the Code by that respondent. The notification should include:

- The nature of the complaint, including the Code Tenets that may have been violated;
- A copy of the complaint, if not submitted anonymously, or a summary of the complaint, if the complaint would reveal the confidentiality of the complainant;
- The documentation submitted as the basis for the complaint;
- A copy of the Code with guidelines;
- A copy of the OCCMA Rules of Enforcement of the Code.

b) The respondent will be provided 30 days to provide a response to the complaints and any questions posed by the Ethics Committee Chair. If there is no response, the complaint will proceed to subsection 6.

4. Respondent's Reply.

a) If the respondent indicates that the facts as outlined in the complaint are correct, then the complaint will go to subsection 6 for review by the Ethics Committee.

b) If the respondent contests the facts as provided in the complaint, then the Ethics Committee Chair will appoint a fact-finding committee of members of

the Ethics Committee, or other members, including senior advisors, who will investigate and objectively review the facts of the case. The Fact-finding Committee will consist of at least three members.

5: Fact-Finding Committee Responsibilities.

a) The Fact-finding Committee will conduct an investigation to gather the facts surrounding the allegations in the complaint by offering to interview the member and using the records request process, and preparing a summary report for the Ethics Committee. The Fact-finding Committee members are encouraged to use non-governmental email addresses and other private communications to avoid creating public records that could be subject to a public records request and to protect the confidentiality required for this review.

b) The Fact-finding Committee will request the OCCMA Secretary/Treasurer to review the ethics files to determine if any previous complaints have been investigated regarding the respondent. If a previous investigation has occurred, the Secretary/Treasurer will provide a copy of the materials to the Fact-finding Committee for their review.

c) The Fact-finding Committee will contact the respondent to offer the opportunity to interview with the fact-finding committee and may contact the complainant to clarify issues relating to the complaint. The Fact-finding Committee may collect any additional information or interview other potential witnesses as to the facts surrounding the complaint. The Fact-finding Committee will be aware of maintaining the confidentiality of the complaint and investigation in their efforts to collect necessary information.

d) The Fact-finding Committee will gather the facts of the case but will not make a recommendation regarding possible sanctions that could be imposed to address any possible violations.

e) The Fact-finding Committee will forward their report to the Ethics Committee Chair. The Ethics Committee Chair will forward a copy of the confidential report to members of the Ethics Committee, and also provide the respondent a copy of the report. If the complaint was filed anonymously, all references that would identify the complainant will be redacted from the copy of the report forwarded to the respondent by the Ethics Committee Chair.

f) The respondent will have 15 days to provide a written response to the Ethics Committee Chair regarding the findings of the Fact-finding Committee. This response, if provided, will be provided to the Ethics Committee as part of their review.

6: Ethics Committee Review.

a) The Ethics Committee will meet in executive session to review the information provided by the Fact-finding Committee, the respondent's response, if provided, and the Committee will determine whether any additional information needs to be obtained. If the matter is referred back to the Fact-finding Committee, no determination will be made as to whether a violation of the Code has occurred until a following meeting is scheduled by the Ethics Committee Chair to review any additional requested information on the complaint. The Fact-finding Committee will participate in this meeting.

b) If the Ethics Committee determines that the facts of the complaint are sufficiently clear, then the Committee will report to the OCCMA Board of Directors as to whether a violation occurred, and if a violation occurred, recommend an appropriate sanction to the OCCMA Board for consideration. The Ethics Committee Chair will prepare a written report for the OCCMA President who will schedule an executive session of the Board for review of the findings of the Ethics Committee. The report will be shared as a confidential report to the Board of Directors prior to the executive session.

7. OCCMA Board of Directors Review of Ethics Committee Report.

a) The OCCMA Board will meet in executive session with the Ethics Committee Chair and the Fact-finding Committee to review the report from the Ethics Committee. Following the review, discussion, investigation, and recommendation from the Ethics Committee, the Board may:

- Refer the matter back to the Ethics Committee for further information;
- Determine that a violation of the Code did not occur to close out the complaint;
- Determine that a violation of the Code did occur, and determine the appropriate sanctions for the violation.

b) If the Board determines that a violation of the Code did not occur, the President will provide notice to the respondent of this finding and notice provided to the complainant indicating that this matter has been closed.

c) If the Board determines that a violation occurred, notice will be sent to the respondent by the President of this determination. The letter will include the sanctions imposed to address the Code violations. The respondent will have 15 days in which to request a hearing of the determination of the Board. If no response is provided, then the determination previously issued stands as the final communication to the respondent. A letter will be sent to the complainant indicating the outcome of this action.

d) If the respondent requests a hearing, then the hearing will be scheduled with an executive session for the Board, Ethics Committee Chair, and the Fact-finding Committee to meet with the respondent as provided in Section 5 'Ethics Hearings.' Following the hearing, the Board will meet to determine final action on the Ethics complaint. The President will prepare a letter to be sent to the respondent, and a letter to the complainant indicating the outcome of this complaint, and any sanctions imposed.

Section 5 Ethics Hearings

- A. **Requested Hearings.** In the event a respondent requests a hearing, the following procedure shall govern conduct pursuant to this policy. The hearing shall be conducted by the Board, which shall be convened by the OCCMA President. The hearing shall be conducted as an executive session. Hearings may be virtual or in-person.
- B. **Hearing Notice.** Within thirty (30) calendar days of receiving a request for a hearing, the President shall notify the respondent by registered or certified mail that a hearing has been scheduled before the Board. The hearing date shall not

be earlier than thirty (30) calendar days after the date the notice is postmarked. The notice shall also state that the respondent has a right:

1. To appear personally at the hearing;
 2. To be accompanied and represented at the hearing by an attorney or other representative;
 3. To review all documentary evidence, against him or her, in advance of the hearing (unless the complaint has been requested to be anonymous in which case identifying information will be redacted);
 4. To cross-examine any witness who testifies against him or her at the hearing; and
 5. To submit documentary evidence and to present testimony, including the respondent's, in his or her defense, at the hearing.
6. The respondent may request witnesses appear at the hearing. The President will determine if the witnesses are germane to determine whether a violation of the Code has occurred.
7. The meeting may be conducted virtually as determined by the President.
- C. **Rules of Evidence.** The Board shall not be bound by any formal rules of evidence but may accord appropriate weight to the evidence based on its relevance and reliability.
1. The Fact-finding Committee report shall be admissible evidence at the hearing.
 2. The Board may not hear evidence of any alleged ethics violation by the respondent that was not related to the initial investigation.
- D. **Hearing Agenda.** At any hearing conducted under these Rules, the Chair of the Ethics Committee or designee, shall first present evidence in support of the subcommittee's report and the Ethics Committee's recommendation. Upon conclusion of the presentation, the respondent shall have the opportunity to present evidence in his or her defense, and the Chair of the Ethics Committee shall have the right to question or cross-examine any witness testifying at the hearing.
- E. **Decision of the Board.** Within thirty (30) calendar days of the conclusion of the hearing, the Board shall render a decision in the case. The decision shall be in writing, communicated by the OCCMA President, and shall include a statement of the reasons therefore. Only evidence which was put before the Board and the Ethics Committee may be considered as a basis for the decision.

Section 6. Sanctions for Code Violations

- A. **Violation Sanctions.** The Board may impose sanctions on an OCCMA member who is found to have violated the Code in accordance with these Rules. In determining the kind of sanction to be imposed, the following factors may be considered: the nature of the violation, prior violations by the same individual, the willfulness of the violations, the level of professional or public responsibility of the individual, and any other factors, which bear upon the seriousness of the violation.

- B. **Sanction Types.** The following sanctions may be imposed singularly or in combination at the end of an investigation and/or hearing under these rules:
1. Private Censure. A letter to the respondent and the complainant indicating that the respondent has been found to have violated the Code of Ethics, that the OCCMA disapproves of such conduct, and that, if it is repeated in the future, it may be cause for more serious sanctions.
 2. Public Censure. Written notification to the respondent, the complainant, ICMA, local governing bodies affected by the circumstances, and the news media, indicating that a violation of the Code took place, that the OCCMA strongly disapproves of such conduct, and the nature of the sanction(s) imposed. Notice shall also be published in the OCCMA newsletter.
 3. Expulsion. Written notification to the respondent, the complainant, ICMA, local governing bodies affected by the circumstances, and the news media indicating that the respondent's membership privileges in the OCCMA have been revoked. Notice shall also be published in the OCCMA newsletter.
 4. Membership Bar. If the respondent is no longer a member of the OCCMA, written notification to the respondent, the complainant, ICMA, local governing bodies affected by the circumstances, and the news media that the respondent has been barred from re-admission. Notice shall also be published in the OCCMA newsletter.
- C. **Criminal Conduct.** Upon receiving documented evidence that (1) a member has been found guilty of criminal conduct after trial by a judge or a jury, (2) the member's conduct violates the Code of Ethics, and (3) the conduct occurred while the person was a member of the OCCMA, the President may (a) ask the Ethics Committee to commence an investigation in accordance with the Initiation of Procedures section of this policy; or (b) defer consideration until the person has exhausted all legal appeals or the time for legal appeals has expired.

Section 7 Confidentiality

- A. **Confidentiality.** OCCMA, the Board of Directors, Ethics Committee, Fact-finding Committee, and others involved on behalf of OCCMA with the investigation and hearings shall treat all aspects of complaints, investigations, hearings, and procedures as confidential. All meetings involving the investigation, and determining sanctions, shall be held in confidential executive sessions.
- B. **Private Censure.** Private Censure shall be kept confidential with the complainant and respondent being notified of the results as outlined in the Code's guideline on confidentiality. The issuance of a private censure will be acknowledged in the OCCMA Board of Director's minutes with a brief summary describing the action that violated the Code's tenets, provided that no names or local governments identifying other details are disclosed. This summary may be published in the OCCMA newsletter or used for ethics training purposes.
- C. **Other Actions.** Public censure, expulsion, and membership ban shall be handled in accordance with Section 4 of this policy.

- D. **Association Business.** Investigations of other complaints are associated with membership in OCCMA. Communications relating to an ethics complaint shall be conducted using non-governmental email addresses and other private communications to avoid creating public records that could be subject to a public records request.

Section 8 Use of Legal Counsel

- A. **Legal Counsel.** The Board is authorized to secure legal counsel to represent the OCCMA and, more specifically, the Ethics Committee and any subcommittees it may establish during an investigation of alleged violations against the Code of Ethics. OCCMA shall provide professional liability coverage to assist and protect the OCCMA and the participants in this process.

Section 9 Ethics Investigation Records

- A. **Records of Investigation.** Upon conclusion of an ethics investigation, all materials will be placed in a sealed envelope or file labeled 'Confidential Ethics Investigation.' Ethics Complaints that are unfounded or result in a private censure should be sealed. The envelope or file will include the name of the respondent only, and will not indicate whether sanctions were imposed by the Board. Public censures, membership bars and expulsion should be kept in a file that is subject to review, and will identify a date thirty years from the closure of the investigation of the Board's decision on an ethics matter. The Secretary/Treasurer will destroy the file after this date.
- B. **Access to Ethic Complaint Files.** Envelopes shall remain sealed unless there is a subsequent ethics complaint being investigated by the Ethics Committee of the member previously investigated. In this event, the Secretary /Treasurer will provide a copy of the contents of the envelope to the Ethics Committee Chair. Information regarding past ethical violations will be considered when investigating the new complaint. Upon completion of the investigation, the files will be returned to the Secretary/Treasurer for inclusion in the most recent ethics violation investigation. Ethics records for membership bars and expulsions shall be reviewed by the Secretary/Treasurer when an application is received for membership to OCCMA to determine the applicant's eligibility for membership. In addition, ICMA should be notified by the Secretary/Treasurer if a propose member to ICMA has been barred from membership to OCCMA due to an ethics violation.

Section 10 ICMA Ethics Decisions

- A. **Retention of Records.** A copy of ethics sanctions imposed on OCCMA members by ICMA will be kept on file by the OCCMA Secretary/Treasurer in accordance with the provisions described in Section 9 Ethics Investigation Records.
- B. **Public Censures, Membership Bars, and Expulsion.** OCCMA members who receive a public censure or expulsion from ICMA, or non-members who receive a

membership bar or expulsion from ICMA, are subject to the same sanctions by OCCMA. The OCCMA Ethics Committee will review the decision made by ICMA without conducting an independent investigation and will recommend sanctions to be imposed by the OCCMA Board of Directors. The Board of Directors will impose appropriate sanctions based on the record compiled by ICMA. The decision of the Board of Directors is final.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Program Coordinator
Date: January 21, 2022
Subject: Membership Report

Membership in OCCMA runs on a calendar year (January through December), with a pro-rated membership being allowed after July 1st. Membership applications were made available on December 15, 2021 and were emailed and mailed to all chief administrative officers (CAOs) and current OCCMA members. The notice of the opening of registration was also posted on the OCCMA listserv.

Staff has sent one follow up email to members who have not renewed, as well as to CAO's who have not signed up, and posted a reminder on the OCCMA listserv. A registration reminder has also been published multiple times in the weekly LOC Bulletin. Staff plans to send another reminder email during the week of January 24th reminding members they will lose their access to the listserv if they have not renewed by February 1, 2022.

As of Friday, January 21st, OCCMA has received 186 applications for membership. The specific breakdown between membership classifications and how it is comparing to 2021 membership totals is below.

| | 2021 | 2022 | Difference |
|-------------------------------|-------------|-------------|-------------------|
| Active | 179 | 122 | -57 |
| Affiliate | 25 | 11 | -14 |
| Cooperating | 4 | 3 | -1 |
| Honorary | 2 | 2 | - |
| Lifetime | 38 | 39 | +1 (Dale Shafer) |
| Retired | 34 | 7 | -27 |
| Student | 6 | 2 | -4 |
| Managers in Transition | 3 | 0 | -3 |
| Total | 291 | 186 | -105 |

Staff will plan to provide the board with an updated membership report in March.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Rachael Fuller
Date: January 19, 2022
Subject: Oregon Latinos in Local Government Update

The start-up board met on December 2, 2021 to identify the vision and mission of the organization and to review goals for 2022. The following was sent by Martha Bennett, Board Chair as information only for the OCCMA board.

Vision

Oregon's local governments deliver excellent services to Latino people so that they can thrive in healthy and vibrant communities.

Mission

We are network that:

- supports professional development of Latinos in leadership in local government; and
- inspires all local government professionals in Oregon to improve the delivery of culturally responsive services to Latino communities.

Goals for 2022

1. Recruit a "Critical Mass" of members in 2022.
We have 14 cities, one unique regional government, one associate member, and three counties currently signed up. We know that there about 10 more jurisdictions that expressed interest, so we are following up with them.
2. Events and Networking
We are planning for a spring event – probably early April – in Hillsboro as a kick off. It's going to be awesome.
3. Member Communications and Resources
We are also developing a plan for a monthly "conversation" over Zoom. We're modeling this after a program that I-NAPA has. . . Every month there will be a topic of interest, and people can talk about it over Zoom in affinity groups – city managers with other city managers, management analysts with management analysts, etc.
4. Transition from the "Start Up" Board to the on-going board on July 1, 2021

We're actively recruiting for people who are in mid-management or program level positions to fill board slots. Four of us are coming off the board in July. If any managers have mid- or early-level professionals who would be really good on a board, please contact Martha Bennett.



OCCMA

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Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Program Coordinator
Date: January 21, 2022
Subject: 2022 Committee Rosters

In September, staff began soliciting for volunteers to serve on OCCMA committees in 2022. On November 19, 2021 the board reviewed the list of members who volunteered. As part of the review process, board members volunteered to serve as chairs and liaisons to the committees. Through the strategic planning process several ad/hoc committees were formed and have been added to the attached roster.

President Marston made committee appointments on December 29, 2021, in accordance with Article 9, Sections 1 and 2 of the OCCMA Bylaws which gives the President the authority to make appointments to all standing and ad/hoc committees. The committee chairs have been sent the rosters of their committees and meetings are beginning to be scheduled.

Attachment:

1. 2022 OCCMA Committee Rosters

Recommended Motion

There is no motion needed.



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

2022 OCCMA Committee

Standing Committees

Audit

| | | |
|---|--------------------|------------|
| Scott Derickson, Chair & Board Liaison | City Administrator | Woodburn |
| Dan Huff | City Manager | Molalla |
| John Walsh | City Administrator | St. Helens |

Bylaws & Policy

| | | |
|--|--|----------------|
| Heidi Bell, Chair & Board Liaison | City Manager | Sheridan |
| Spencer Nebel | City Manager | Newport |
| Robb Corbett | City Manager | Pendleton |
| Ray Towry | City Manager | Sweet Home |
| Brian Latta | City Manager | Dallas |
| Justin Hogue | Deputy County Administrator/Business Services Director | Yamhill County |
| Aaron Palmquist | City Manager | Irrigon |

Ethics

| | | |
|---|---------------------------|-------------|
| Zoe Mombert, Chair & Board Liaison | Asst. to the City Manager | Wilsonville |
| Spencer Nebel | City Manager | Newport |
| David Clyne | Senior Advisor | |
| Keith Campbell | City Manager | Sherwood |
| Ray Towry | City Manager | Sweet Home |
| Bryan Cutchen | Manager-in-Transition | |
| Brian Latta | City Manager | Dallas |
| David Milliron | City Administrator | North Bend |
| Gary Milliman | Senior Advisor | |
| Marty Wine | City Manager | Monmouth |
| Martha Bennett | City Manager | Lake Oswego |
| Jordan Wheeler | City Manager | Sandy |

Nominating

| | | |
|---|--|-------------------|
| Spencer Nebel, Chair & Board Liaison | City Manager | Newport |
| Justin Hogue | Deputy County Administrator/Business Services Director | Yamhill County |
| Rachael Fuller | Interim Assistant County Administrator | Washington County |
| Zoe Mombert | Asst. to the City Manager | Wilsonville |
| Eileen Stein | Interim Deputy Director, Business and Community Services | Clackamas County |

Professional Development

| | | |
|---|--|-------------------|
| Scott Derickson, Chair & Board Liaison | City Administrator | Woodburn |
| Masami Nishishiba | Professor | PSU |
| Greg Dirks | City Manager | Wood Village |
| Ray Towry | City Manager | Sweet Home |
| Dan Weinheimer | Manager-in-Transition | |
| Nina Vetter | City Manager | Gresham |
| Phillip Cooper | Professor | PSU |
| Eileen Stein | Interim Deputy Director, Business and Community Services | Clackamas County |
| Aaron Palmquist | City Manager | Irrigon |
| Stephanie Betteridge | Chief Innovation Officer/Asst. City Manager | Bend |
| Rachael Fuller | Interim Assistant County Administrator | Washington County |
| Dan Huff | City Manager | Molalla |
| Robb Corbett | City Manager | Pendleton |
| Brian Latta | City Manager | Dallas |
| Marty Wine | City Manager | Monmouth |
| Jordan Wheeler | City Manager | Sandy |

Support for Managers

| | | |
|--|--|------------------|
| Adam Brown, Chair & Board Liaison | City Manager | Ontario |
| Eileen Stein | Interim Deputy Director, Business and Community Services | Clackamas County |
| Ray Towry | City Manager | Sweet Home |
| Aaron Palmquist | City Manager | Irrigon |
| Jordan Wheeler | City Manager | Sandy |
| Dan Bartlett | Senior Advisor | |
| David Clyne | Senior Advisor | |
| Dave Kanner | Senior Advisor | |
| Gary Milliman | Senior Advisor | |
| Sheila Ritz | Senior Advisor | |
| Dave Waffle | Senior Advisor | |
| Vacant | Senior Advisor | |
| Vacant | Senior Advisor | |
| Greg Bielawski | ICMA Senior Advisor | |
| Patricia Martel | West Coast Regional Director | |

Ad Hoc Committees

Diversity, Equity, and Inclusion

| | | |
|----------------------------------|--|------------------|
| Sarah Medary, Chair | City Manager | Eugene |
| Adam Brown, Board Liaison | City Manager | Ontario |
| John Walsh | City Administrator | St. Helens |
| David Clyne | Senior Advisor | |
| Martha Bennett | City Manager | Lake Oswego |
| Masami Nishishiba | Professor | PSU |
| Joe Samaniego | City Manager | Tangent |
| Bryan Cutchen | Manager-in-Transition | |
| Megan George | Deputy City Manager | Tualatin |
| Eileen Stein | Interim Deputy Director, Business and Community Services | Clackamas County |
| Marty Wine | City Manager | Monmouth |
| Stephanie Betteridge | Chief Innovation Officer/Asst. City Manager | Bend |
| Spencer Nebel | City Manager | Newport |

Communications

| | | |
|--|--------------------|------------|
| Heidi Bell, Chair & Board Liaison | City Manager | Sheridan |
| Marty Wine | City Manager | Monmouth |
| Ray Towry | City Manager | Sweet Home |
| Nina Vetter | City Manager | Gresham |
| David Milliron | City Administrator | North Bend |
| Jordan Wheeler | City Manager | Sandy |

2023 Dues Committee

| | | |
|---|--------------|--------------|
| Aaron Palmquist, Chair & Board Liaison | City Manager | Irrigon |
| Brian Sjothun | City Manager | Medford |
| Heidi Bell | City Manager | Sheridan |
| Andy Varner | City Manager | North Plains |
| Adam Brown | City Manager | Ontario |

ICMA Liaison

| | | |
|--|--|------------------|
| Adam Brown, Chair & Board Liaison | City Manager | Ontario |
| Ray Towry | City Manager | Sweet Home |
| Brian Latta | City Manager | Dallas |
| Justin Hogue | Deputy County Administrator/Business Services Director | Yamhill County |
| Travis Kennison | ICMA Fellow | Salem |
| Eileen Stein | Interim Deputy Director, Business and Community Services | Clackamas County |

NWWLA Steering Committee

| | | |
|----------------------------|-----------------------|-------------|
| Alissa Angelo | Interim City Manager | Stayton |
| Martha Bennett | City Manager | Lake Oswego |
| Melissa Hodnett | Senior Budget Analyst | Bend |
| Sherilyn Lombos | City Manager | Tualatin |
| Andi Howell | Transit Director | Sandy |
| Liz Newton | Councilor | Tigard |
| Jessica Harper | Livability Manager | Gresham |
| Aquilla Hurd-Ravich | | |

NWWLA Leadership Team

| | | |
|--------------------------------------|---|---|
| Megan Phelan, Chair | Assistant City Manager | Lake Oswego |
| Rachael Fuller, Board Liaison | Interim Assistant County Administrator | Washington County |
| Megan George | Deputy City Manager | Tualatin |
| Chris Bailey | Public Works Director | Albany |
| Kari Duncan | | Rockwood Water People's Utility District |
| Emily Robertson | Policy and Administration Manager | MCDD |
| Sara Singer Wilson | Consultant | SSW Consulting |

Veterans Committee

| | | |
|---|--------------------|-----------|
| Aaron Palmquist, Chair & Board Liaison | City Manager | Irrigon |
| Michael Thomas | City Administrator | Amity |
| Peter Troedsson | City Manager | Albany |
| Jerry Gillham | City Manager | Sutherlin |

Civic Education Committee

| | | |
|---|--|-------------------|
| Zoe Mombert, Chair & Board Liaison | Asst. to the City Manager | Wilsonville |
| Scott Derickson | City Administrator | Woodburn |
| Heidi Bell | City Manager | Sheridan |
| Andy Varner | City Manager | North Plains |
| Dan Huff | City Manager | Molalla |
| Rachael Fuller | Interim Assistant County Administrator | Washington County |

Scholarship Committee

| | | |
|--|--|-------------------|
| Adam Brown, Chair & Board Liaison | City Manager | Ontario |
| Rachael Fuller | Interim Assistant County Administrator | Washington County |
| Zoe Mombert | Assistant to the City Manager | Wilsonville |
| Brian Latta | City Manager | Dallas |
| Marty Wine | City Manager | Monmouth |



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Spencer Nebel, 2021 Chair of the Ethics Committee
Date: January 21, 2022
Subject: October Ethics Decision

Report on the October Ethics Decision by the OCCMA Board of Directors

On October 20, 2021, the OCCMA Board of Directors met in executive session to review a report from the OCCMA Ethics Committee on the findings on an ethics complaint that had been filed with the Association on the actions taken by a member of OCCMA. In this case, the complainant indicated that they had posted a message on the OCCMA listserv seeking advice on addressing difficulties that they were having with one of their elected officials. Another member of OCCMA (the respondent to the complaint) shared this listserv message with another member of the complainant's city council who they thought could be supportive of the manager's challenges outlined in the listserv posting without notifying the complainant. This elected official ended up publishing the listserv message in a local news blog further challenging the relation that the complaint had with the other elected official.

In reviewing this complaint, the respondent correctly believed that the listserv posting is a public document subject to public records request. While there was nothing illegal about what was done, the ICMA Code of Ethics establishes a higher threshold for professional standards for members of both ICMA and OCCMA. Tenet 2 of the Code provides:

Tenet 2. Affirm the dignity and worth of local government services and maintain a deep sense of social responsibility as a trusted public servant.

GUIDELINE

Advice to Officials of Other Local Governments. When members advise and respond to inquiries from elected or appointed officials of other local governments, they should inform the administrators of those communities in order to uphold local government professionalism.

Furthermore, the actions of the respondent did not follow the rules of the listserv which provide: "Forwarding listserv messages to outside parties should be done judiciously and within the spirit and intent of these rules and the ICMA Code of Ethics."

The ICMA Code of Ethics serves as a foundation of the profession of local government management and sets the standards for our profession. A key component of the Code is that members of ICMA and OCCMA agree to peer-to-peer review when there is an allegation of possible violation of provisions of the Code. The OCCMA Ethics Committee is charged with coordinating the resolution of any complaints. A private censure is an opportunity to inform the member that their actions were not in accordance with the Code of Ethics. It is also an opportunity to share with the members of OCCMA examples of actions that are not consistent with the Code of Ethics. A link to the ICMA Code of Ethics and Guidelines is as follows: <https://icma.org/icma-code-ethics>

Respectfully Submitted

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

Spencer Nebel
2021 Chair of the Ethics Committee



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Spencer Nebel, 2021 Chair of Ethics Committee
Date: January 21, 2022
Subject: Closeout of Ethics Complaint

As you are aware, the OCCMA Board of Directors took action in executive session to issue a private censure for violation of the ICMA Code of Ethics. In order to close out this complaint, and serve as an educational tool for the membership, I have prepared a generic summary of the issues involved in this complaint and resolution by the Board for use in the newsletter. It is also appropriate for the Board to have a record of the final outcome in the minutes available to the membership which protects the confidentiality of those involved with a private censure.

Recommended Motion

I move to accept the report on the violation of Tenet 2 of the ICMA Code of Ethics that led to the Board issuing a private censure based on an executive meeting held on October 20, 2021.

Respectfully Submitted

Spencer Nebel
2021 Chair of the Ethics Committee



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Spencer Nebel, Host Committee Co-chair
Date: January 21, 2022
Subject: Revenue and Expense Report for the Host Committee for the ICMA 2021 Annual Conference

The full Host Committee will be meeting on Friday, February 4 to finalize the expenses for the 2021 ICMA annual conference held in Portland in October. The final revenues and expenses are as follows:

**2021 ICMA Host Committee
Revenue and Expense Report**

| | | |
|-----------------|---|---------------------|
| Revenues | OCCMA surcharge and balance transfers | \$139,452.00 |
| | LOC general sponsorship | \$ 30,000.00 |
| | WCMA general sponsorship | \$ 50,000.00 |
| | Travel Portland general sponsorship | \$ 10,000.00 |
| | BerryDunn host reception sponsors | \$ 2,000.00 |
| | Lumen host reception sponsors | \$ 2,500.00 |
| | In addition to cash contributions, the Host Committee received contributions of beer from the Rogue Brewery and Astoria Brewing and wines at wholesale cost from R. Stuart & Co. Winery and Remy Wines for the Washington/Oregon reception. | |
| | TOTAL REVENUES | \$233,952.00 |
| Expenses | Host Committee conference expenses | \$ 59,986.24 |
| | Sunday night opening reception sponsorship | \$ 47,509.00 |
| | Tuesday night recreation sponsorship | \$ 80,000.00 |
| | Inspiration event sponsorship | \$ 1,000.00 |
| | 5K run | \$ 4,256.79 |
| | Mobile workshop sponsorships | \$ 6,193.00 |
| | Partners Program | \$ 3,351.00 |
| | Washington/Oregon reception | \$ 15,286.50 |
| | Misc. staff and travel expenses | \$ 6,821.04 |
| | TOTAL EXPENSES | 224,403.53 |
| Balance | Remaining Host Committee Funds | \$ 9548.47 |

The only remaining expense that is unaccounted for is the cost for layout for the final report of the Host Committee. This will be less than \$1,000.00.

No action is required by the Board at this time. I anticipate by the March Board meeting that all expenses will be finalized and the Board will be able to allocate the remaining funds as it sees fit. The remaining funds should be at least \$8,500.00. On February 4, the Host Committee will approve the payment of the final bills, primarily to ICMA, in the amount of \$199,064.11 for direct reimbursements for OCCMA costs paid by ICMA during the conference (i.e. things such as Voodoo Donuts, host lounge expenses, volunteer expenses, etc.) and for sponsorship of the major events. The Host Committee will make confirm that all other expenses have been submitted and are included in this report – which we believe they have been. A final report will be submitted by the Host Committee for the March Board meeting.

Respectfully Submitted,
Spencer Nebel, Co-chair
Host Committee

cc: Co-chairs Joe Gall and Eileen Stein

**OCCMA HOST COMMITTEE
2021 Budget**

| | 2021 Approved BUDGET | 2021 Actual as of December |
|-------------------------------------|----------------------------|----------------------------------|
| Income | | |
| 3-4900 · Revenue (transfer in) | 81,901 | 81,901 |
| 3-4900 · Sponsors | 90,000 | 94,500 |
| Total Income | <u>171,901</u> | <u>176,401</u> |
| EXPENSE | | |
| 3-6250 · ICMA Conference Portland | 229,452 | 224,404 |
| Total Expenses | <u>229,452</u> | <u>224,404</u> |
| Net Income (Loss) | <u>(57,551)</u> | <u>(48,003)</u> |
| Fund Balance, beginning year | 57,551 | 57,551 |
| Net Income (Loss) | <u>(57,551)</u> | <u>(48,003)</u> |
| Fund Balance, end of year | <u>-</u> | <u>9,548</u> |
| OCCMA HOST COMMITTEE | | |
| Beginning Cash | 57,551 | 57,551 |
| Transfers from OCCMA | 0 | 81,901 |
| Total Ending Cash | <u>0</u> | <u>9,548</u> |

2021 ICMA Annual Conference - Portland Oregon
2021 OCCMA Host Committee Budget

12/31/2021

| Activity | OCCMA Direct Expenses | OCCMA Reimbursement to ICMA | OCCMA Subsidy to ICMA | Total Budgeted | Direct OCCMA Expenses | Indirect ICMA Expenses | TOTAL EXPENSES | Vendor Name |
|---|-----------------------------|-----------------------------------|-----------------------------|-------------------|-----------------------------|------------------------------|-------------------|---|
| <u>Host Committee Conference Expenses</u> | | | | | | | | |
| 1 Lounge Expenses | \$ - | \$ 31,500 | | \$ 31,500 | \$ - | | | |
| 2 Lounge Furniture | | | | | \$ - | \$ 9,948.00 | | ICMA |
| 3 Lounge Backdrop | | | | | | \$ - | | |
| 4 Lounge Food | | | | | | \$ 43,788.00 | | ICMA |
| 5 Shirts (Volunteers/OCCMA Host) | \$ 7,500 | \$ - | \$ - | \$ 7,500 | \$ 1,011.65 | \$ - | | Infinity Impressions \$991.65 + Stephanie Betteridge \$20 = 1011.65 |
| 6 Volunteer Food/Registration Program | \$ - | \$ 5,000 | \$ - | \$ 5,000 | \$ 23.98 | \$ 3,214.61 | | ICMA/ LOC \$23.98 |
| 7 ICMA Gift | \$ 2,000 | \$ - | \$ - | \$ 2,000 | \$ 2,000.00 | | | SAED |
| 8 Registration Gift Giveaway | \$ 10,000 | \$ - | \$ - | \$ 10,000 | | | | |
| <u>Sunday Night Grand Opening</u> | | | | | | | | |
| 9 Bar | \$ - | \$ - | \$ 12,000 | \$ 12,000 | | \$ 11,719.00 | | ICMA |
| 10 Entertainment/Portland Décor | \$ - | \$ - | \$ 25,000 | \$ 25,000 | | \$ 4,790.00 | | ICMA |
| 11 Food | | | | | | \$ 31,000.00 | | ICMA |
| <u>Tuesday Night Closing Reception</u> | | | | | | | | |
| 12 Food/Open Bar | \$ - | \$ - | \$ 80,000 | \$ 80,000 | | \$ 65,000.00 | | ICMA |
| 13 Entertainemnt | | | | | | \$ 7,500.00 | | ICMA |
| 14 Facility Rental | | | | | | \$ 7,500.00 | | ICMA |
| <u>Inspirational Event</u> | | | | | | | | |
| 15 Speaker/Entertainment | \$ - | \$ - | \$ 2,000 | \$ 2,000 | | \$ 1,000.00 | | ICMA |
| <u>5K Run/Walk</u> | | | | | | | | |
| 16 Shuttle Bus | \$ - | \$ 3,000 | \$ - | \$ 3,000 | \$ - | | | |
| 17 T-Shirts | \$ - | \$ 1,000 | \$ - | \$ 1,000 | \$ - | \$ 2,420.50 | | ICMA |
| 18 AV | \$ - | \$ - | \$ - | \$ - | \$ 196.25 | \$ 1,640.00 | | ICMA / \$196.25 - Fruit, kind bars, water 0 Cate Schneider |
| <u>Mobile Workshops</u> | | | | | | | | |
| 19 Shuttle Bus | \$ - | \$ - | \$ 10,000 | \$ 10,000 | | \$ 6,193.00 | | ICMA |
| <u>Partners Program</u> | | | | | | | | |
| 20 Lunch | \$ - | \$ - | \$ 5,000 | \$ 5,000 | | \$ - | | |
| 21 Hot Topic | | | | | | \$ 1,076.00 | | ICMA |
| 22 Transportation | | | | | | \$ 870.00 | | ICMA |
| | | | | | | \$ 1,405.00 | | ICMA |
| <u>Washington/Oregon Reception</u> | | | | | | | | |
| 23 Facility/Food/Drink | \$ 25,000 | \$ - | \$ - | \$ 25,000 | \$ 12,864.60 | \$ - | | LOC invoice \$11041.80 + R.Stuart & Co Winery \$890.40 + Remy Wines \$932.40 = \$12864.60 |
| <u>Other Support</u> | | | | | | | | |
| <u>Pre-meeting</u> | | | | | | | | |
| 24 Misc | | | | | \$ 2,421.90 | | | MERC \$2421.90 |
| | | | | | \$ 2,166.65 | \$ - | | LOC invoice- CW/AS Hotel and Meals \$2049.65 + 90 + Safeguard checks \$27 = \$2166.65 |
| 25 LOC Support | \$ 10,000 | \$ - | \$ - | \$ 10,000 | \$ 4,140.00 | \$ - | | LOC invoice- CW/AS Hours worked |
| Committee Travel | | \$ - | \$ - | \$ - | \$ 514.39 | \$ - | | Spenser and Eileen reimbursement for pre meetings |
| TOTALS | \$ 54,500 | \$ 40,500 | \$ 134,000 | \$ 229,000 | \$ 25,339.42 | \$ 199,064.11 | \$ 224,403.53 | |

-224403.53

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Oregon City/County Management Association - Host Committee
Transaction Report
January 2020 - December 2021

| | Date | Transaction Type | Num | Name | Memo/Description | Account | Split | Amount |
|------------------------------|------------|---------------------|----------|--------------------------|---|--|-------------------------|----------------|
| Operations Expense | | | | | | | | |
| ICMA Conference | | | | | | | | |
| ICCMA Portland | | | | | | | | |
| | 02/27/2020 | Bill | 33948546 | Safeguard | OCCMA Host Committee Check Order | 3-6250 Operations Expense:ICMA Conference:ICCMA Portland | 3-2099 Accounts Payable | -27.00 |
| | 03/15/2020 | Bill | | OCCMA - HC to OCCMA | Reimbursement Metro Exposition Recreation Commission (MERC) | 3-6250 Operations Expense:ICMA Conference:ICCMA Portland | 3-2099 Accounts Payable | -2,421.90 |
| | 06/30/2021 | Bill | | Spencer Nebel | Host Committee - Lodging | 3-6250 Operations Expense:ICMA Conference:ICCMA Portland | 3-2099 Accounts Payable | -174.66 |
| | 07/29/2021 | Bill | | Eileen Stein | Host committee planning meeting- expense reimbursement | 3-6250 Operations Expense:ICMA Conference:ICCMA Portland | 3-2099 Accounts Payable | -128.36 |
| | 07/29/2021 | Bill | | Eileen Stein | 3-6250 Host committee planning meeting- expense reimbursement | 3-6250 Operations Expense:ICMA Conference:ICCMA Portland | 3-2099 Accounts Payable | -211.37 |
| | 08/19/2021 | Bill | 31356 | Infinity Impressions LLC | screen printing | 3-6250 Operations Expense:ICMA Conference:ICCMA Portland | 3-2099 Accounts Payable | -991.65 |
| | 09/24/2021 | Bill | 98992 | R. Stuart & Co. Winery | Beverage order for 9/24 | 3-6250 Operations Expense:ICMA Conference:ICCMA Portland | 3-2099 Accounts Payable | -890.40 |
| | 09/24/2021 | Bill | 120660 | SAED | Host Committee Gift to ICMA for Annual ICMA Conference | 3-6250 Operations Expense:ICMA Conference:ICCMA Portland | 3-2099 Accounts Payable | -2,000.00 |
| | 10/02/2021 | Bill | | Cate Schneider | Fruits and kind bars from Fred meyers | 3-6250 Operations Expense:ICMA Conference:ICCMA Portland | 3-2099 Accounts Payable | -82.01 |
| | 10/02/2021 | Bill | | Cate Schneider | water and bars for 5k and Hike from Trger | 3-6250 Operations Expense:ICMA Conference:ICCMA Portland | 3-2099 Accounts Payable | -114.24 |
| | 10/02/2021 | Bill | | LOC | occma host committee | 3-6250 Operations Expense:ICMA Conference:ICCMA Portland | 3-2099 Accounts Payable | -1,305.00 |
| | 10/20/2021 | Bill | | Kelsey Lewis | Sign-up Genius software to manage ICMA volunteers | 3-6250 Operations Expense:ICMA Conference:ICCMA Portland | 3-2099 Accounts Payable | -23.98 |
| | 10/26/2021 | Bill | 27829 | Remy Wines | Beverage Order | 3-6250 Operations Expense:ICMA Conference:ICCMA Portland | 3-2099 Accounts Payable | -932.40 |
| | 12/02/2021 | Bill | | Stephanie Betteridge | Gift card to Backporch Coffee Roaster | 3-6250 Operations Expense:ICMA Conference:ICCMA Portland | 3-2099 Accounts Payable | -20.00 |
| | 12/31/2021 | Bill | 1155 | LOC | LOC time AS 46.5 hours and CW 48 hours | 3-6250 Operations Expense:ICMA Conference:ICCMA Portland | 3-2099 Accounts Payable | -2,835.00 |
| | 12/31/2021 | Bill | | LOC | OCCMA Host committee 3-6250 "3 Vet Mem" | 3-6250 Operations Expense:ICMA Conference:ICCMA Portland | 3-2099 Accounts Payable | -11,041.80 |
| | 12/31/2021 | Bill | | LOC | Hotel AS/CW | 3-6250 Operations Expense:ICMA Conference:ICCMA Portland | 3-2099 Accounts Payable | -1,974.80 |
| | 12/31/2021 | Bill | | ICMA | *see attached report | 3-6250 Operations Expense:ICMA Conference:ICCMA Portland | 3-2099 Accounts Payable | -199,064.11 |
| | 12/31/2021 | Bill | | LOC | Meal reimbursement AS/ CW 3-6250 | 3-6250 Operations Expense:ICMA Conference:ICCMA Portland | 3-2099 Accounts Payable | -74.85 |
| | 12/31/2021 | Bill | | LOC | OCCMA HOST COMMITTEE SUPPORT- ICMA 3-6250 | 3-6250 Operations Expense:ICMA Conference:ICCMA Portland | 3-2099 Accounts Payable | -90.00 |
| Total for ICCMA Portland | | | | | | | | \$ -224,403.53 |
| Total for ICMA Conference | | | | | | | | \$ -224,403.53 |
| Total for Operations Expense | | | | | | | | \$ -224,403.53 |
| TOTAL | | | | | | | | \$ -224,403.53 |

Sunday, Jan 2, 2022 12:03:37 PM GMT-8 - Accrual Basis

Oregon City/County Management Association - Host Committee

Budget vs. Actuals: OCCMA FY 2020 - FY20 P&L

January 2020 - December 2021

| | Actual | Budget | Total | Remaining | % of Budget |
|--|----------------------|----------------|-----------|--------------------|-------------|
| Income | | | | | |
| 3-4900 Host Committee Revenue | 233,952.00 | | | -233,952.00 | |
| Total Income | \$ 233,952.00 | \$ 0.00 | \$ | -233,952.00 | |
| Gross Profit | \$ 233,952.00 | \$ 0.00 | \$ | -233,952.00 | |
| Expenses | | | | | |
| 3-6000 Operations Expense | | | | 0.00 | |
| 3-6200 ICMA Conference | | | | 0.00 | |
| 3-6250 ICCMA Portland | 224,403.53 | | | -224,403.53 | |
| Total 3-6200 ICMA Conference | \$ 224,403.53 | \$ 0.00 | \$ | -224,403.53 | |
| Total 3-6000 Operations Expense | \$ 224,403.53 | \$ 0.00 | \$ | -224,403.53 | |
| Total Expenses | \$ 224,403.53 | \$ 0.00 | \$ | -224,403.53 | |
| Net Operating Income | \$ 9,548.47 | \$ 0.00 | \$ | -9,548.47 | |
| Net Income | \$ 9,548.47 | \$ 0.00 | \$ | -9,548.47 | |

Friday, Jan 14, 2022 6:22:59 AM GMT-8 - Accrual Basis

Oregon City/County Management Association - Host Committee
Transaction Report

| | Date | Transaction Type | Num | Name | Memo/Description | Amount |
|----------------------------------|------------|---------------------|-------------|------|--|---------------|
| Host Committee Revenue | | | | | | |
| | 12/31/2020 | Journal Entry | Reclass FBR | | Reclass to Host Committee Revenue conf 10/2021 | 57,551.00 |
| | 04/30/2021 | Journal Entry | 178 | | OCCMA dues % contribution 2020 | 81,901.00 |
| | 08/11/2021 | Journal Entry | 185 | | LOC sponsorship of ICMA in Portland | 30,000.00 |
| | 09/30/2021 | Journal Entry | 199 | | Washington City/County Management Association 2021 ICMA CONFERENCE | 50,000.00 |
| | 09/30/2021 | Journal Entry | 200 | | Travel Portland sponsorship 2021 ICMA CONFERENCE | 10,000.00 |
| | 09/30/2021 | Journal Entry | 194 | | HC Sponsor revenue BerryDunn \$2000, Lumen \$2500 | 4,500.00 |
| Total for Host Committee Revenue | | | | | | \$ 233,952.00 |
| TOTAL | | | | | | \$ 233,952.00 |

Friday, Jan 14, 2022 01:41:54 PM GMT-8 - Accrual Basis



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Rachael Fuller
Date: January 19, 2022
Subject: Northwest Women's Leadership Academy Update

Please see attached curriculum for the Northwest Women's Leadership Academy, as requested by the board at the last meeting. The committee is in the process of updating the strategic plan (which is available on the OCCMA website) and can provide an updated copy at the July board meeting.

Key areas of focus for the committee this spring including launching cohort recruitment and selection and hosting an in-person event in Bend March 3-4.



2021 – 2022 Draft Schedule

Session 1: October 7 – 8, Virtual

Curriculum Lead: Megan George

Topic: Total SDI and Pecha Kuchas

Logistics Lead: Chris Bailey

Session 2: November 5, Virtual

Curriculum Lead: Julia Hajduk

Topics: Relationship with the Governing Board
Leading Through Controversy

Logistics Lead: Sambo Kirkman

Session 3: December 3, Virtual

Curriculum Lead: Jessica Harper

Topic: Resume & LinkedIn Workshop
HR/Labor Relations

Logistics Lead: Randi Heuberger

Session 4: January 7, Virtual

Curriculum Lead: Megan George

Topics: Budgeting & Finance
Leading in Climate Chaos

Logistics Lead: Randi Heuberger

Session 5: February 4, Virtual

Curriculum Lead: Julia Hajduk

Topic: Women in Leadership

Logistics Lead: Chris Bailey

Session 6: March 3 – 4, Bend

Curriculum Lead: Megan George

Topic: Diversity, Equity, Inclusion and Belonging
Total SDI and Personal Leadership Action Plan

Logistics Lead: Sambo Kirkman

Session 7: April 8, Virtual

Curriculum Lead: Julia Hajduk

Topic: Engagement and Communications

Logistics Lead: Randi Heuberger

Session 8: May 6, Virtual

Curriculum Lead: Jessica Harper

Topics: Strategic Planning
Interviewing and Negotiations

Logistics Lead: Chris Bailey

Session 9: June 3, TBD

Curriculum Lead: Julia Hajduk, Megan George

Topics: Process Improvement
Graduation and Keynote Speaker

Logistics Lead: Monica Morris

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