



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

## OCCMA Board of Directors Meeting

October 4, 2022 | 3:30 pm – 5:30 pm

Riverhouse on the Deschutes | 3075 N. Hwy 97, Bend, OR 97703 | Rm: Cascade CD

### Virtual Option

<https://us02web.zoom.us/j/84398758840?pwd=dmNOdHl4aUJYSXhZYWk4bGFBYUpXZz09>

Meeting ID: 843 9875 8840 | Passcode: 759285 | Dial in: +1 (253) 215-8782

### AGENDA

<b>A. Welcome</b> ( <i>President Marston</i> ) .....	-
1. Agenda (Additions).....	-
2. President's Report ( <i>President Marston</i> ).....	-
<b>B. Consent Calendar*</b> ( <i>President Marston</i> ) .....	-
1. Minutes of the September 1, 2022 Special Board Meeting.....	03
2. Budget vs Actuals .....	06
3. Transactions by Vendor.....	09
4. Summary of all Contracts Executed on Behalf of OCCMA.....	10
<b>C. Senior Advisor Program</b> ( <i>Rachael Fuller, Spencer Nebel, Dave Waffle</i> ).....	11
<b>D. Adopt Update to the Policy Annex*</b> ( <i>Heidi Bell</i> ).....	12
<b>E. Possible Changes to 2023 Dues Formula*</b> ( <i>Aaron Palmquist</i> ).....	33
<b>F. 2023 Committee Solicitations*</b> ( <i>Angela Speier</i> ).....	34
<b>G. Overview of 2022 Summer Conference</b> ( <i>Scott Derickson and Angela Speier</i> ).....	37
1. Conference Evaluation .....	38
2. Budget Overview .....	52
<b>H. Future Conference Locations</b> ( <i>Angela Speier</i> ) .....	55
<b>I. Committees</b>	
❖ <b>Reports and Action Items</b>	
1. <b>Audit</b> ( <i>Scott Derickson</i> ).....	-
2. <b>Bylaws</b> ( <i>Heidi Bell</i> ).....	-
3. <b>Communications</b> ( <i>Heidi Bell</i> ).....	-
4. <b>DEI</b> ( <i>Adam Brown</i> ).....	-
5. <b>Ethics</b> ( <i>Zoe Mombert</i> ).....	56
6. <b>ICMA Liaison</b> ( <i>Adam Brown</i> ).....	-
7. <b>Nominating</b> ( <i>Spencer Nebel</i> ).....	-
8. <b>Professional Development</b> ( <i>Scott Derickson</i> ).....	-



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<b>9. Support for Managers</b> ( <i>Adam Brown</i> ).....	-
<b>10. Northwest Women's Leadership Academy</b> ( <i>Rachael Fuller</i> ).....	57
<b>11. Veterans Committee</b> ( <i>Aaron Palmquist</i> ).....	-
<b>12. Civic Education Committee</b> ( <i>Zoe Mombert</i> ).....	58
<b>13. Scholarship Committee</b> ( <i>Adam Brown</i> ).....	-
<b>J. Senior Advisor Update</b> .....	-
<b>K. Other</b> ( <i>President Marston</i> ) .....	-
<b>L. Adjournment</b> ( <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 Board of Directors Meeting

September 1, 2022 | 10:00 am – 11:00 am

Virtual

### MINUTES

#### **Board Members:**

Susie Marston, President – Present  
Scott Derickson, President-Elect – Present  
Angela Speier, Secretary, LOC – Present  
Spencer Nebel, Past President – Present  
John Walsh, Director – Present  
Dan Huff, Director – Present  
Andy Varner, Director – Present

Rachael Fuller, Director – Excused  
Adam Brown, Director – Present (*arrived at 10:05 am*)  
Aaron Palmquist, Director – Present  
Zoe Mombert, Director – Present  
Heidi Bell, Director – Excused

**Others:** Sheila Ritz, Senior Advisor; Dave Waffle, Senior Advisor; David Clyne, Senior Advisor; and Nolan Young, Senior Advisor

#### **A. Welcome**

**10:02 am**

President Marston welcomed members and called the meeting order at 10:02 am.

#### **B. Consent Calendar**

**10:03 am**

*It was moved by Director Palmquist and seconded by Director Walsh to approve the consent calendar. There was no discussion and the motion passed unanimously (8-0). [8-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Palmquist, and Mombert); 0-No; 0-Abstain; 3-Absent (Bell, Brown, and Fuller)].*

#### **C. Nominating Committee Report/Slate of Candidates**

**10:03 am**

Past President and Nominating Committee Chair Spencer Nebel provided an overview of the application process and said the committee received 11 applications for two positions. One of the biggest challenges the committee faces is to ensure there is geographic representation on the board. With that in mind the Nominating Committee recommended Mark Shepard, Corvallis City Manager (Region 4) and Jerry Gillham, Sutherlin City Manager (Region 7) be appointed to the OCCMA Board of Directors.

Director Palmquist asked for some background on the potential bylaws amendment in the second recommended motion. Past President Nebel explained the first recommendation is to send a mailing to anyone who is eligible to serve as president-elect encouraging them to apply. The second recommendation is for the Nominating Committee to interview everyone applying for the OCCMA board, currently interviews are being conducted for the president-elect position and the LOC board position.

*It was moved by Director Palmquist and seconded by President-Elect Derickson to approve the slate of candidates as recommended by the Nominating Committee to the membership. Director Palmquist added*

that it is a great honor that Dan Huff is stepping up as president-elect. There was no discussion and the motion passed unanimously (9-0). [9-Yes (Marston, Derickson, Nebel, Brown, Walsh, Huff, Varner, Palmquist, and Mombert); 0-No; 0-Abstain; 2-Absent (Bell and Fuller)].

Senior Advisor Dave Waffle said it was an impressive group of applicants and hopes that some of them will consider serving on an OCCMA committee.

It was moved by Director Palmquist and seconded by Director Mombert that the Bylaws Committee review and modify Article 3 'Elections' of the OCCMA Policy Annex to include an annual notification process for those Active OCCMA Members who are eligible to serve as OCCMA President-Elect and to provide for an interview process for Active Members wishing to serve on the OCCMA Board of Directors. There was no discussion and the motion passed unanimously (9-0). [9-Yes (Marston, Derickson, Nebel, Brown, Walsh, Huff, Varner, Palmquist, and Mombert); 0-No; 0-Abstain; 2-Absent (Bell and Fuller)].

#### **D. LOC Board Nomination Recommendation**

**10:14 am**

Past President Nebel explained how the process to recommend this appointment has evolved and reviewed the relevant section of the LOC Bylaws. The Nominating Committee interviewed three candidates and is recommending Aaron Cubic, Grants Pass City Manager be appointed to the LOC Board. Discussion ensued on the appointed positions of the LOC Board and how they rotate through the three positions. The board discussed the history of these positions. David Clyne explained how the Arizona League has a separate city manager advisory board that reviews board agendas before every meeting. This allowed the city managers to provide recommendations to the board.

It was moved by President-Elect Derickson and seconded by Director Palmquist that the OCCMA Board of Directors recommend the nomination of Aaron Cubic, City Manager of Grants Pass, to the LOC Nominating Committee to fill the open appointed position on the LOC Board of Directors in accordance with Section 8.B.1.d of the LOC Bylaws. There was no further discussion and the motion passed unanimously (9-0). [9-Yes (Marston, Derickson, Nebel, Brown, Walsh, Huff, Varner, Palmquist, and Mombert); 0-No; 0-Abstain; 2-Absent (Bell and Fuller)].

Past President Nebel recommended adding the LOC board appointment process to the OCCMA Policy Annex and said he will write a letter to the LOC Nominating Committee stating the board's recommendation.

#### **E. Update on the Fall Workshop**

**10:25 am**

President-Elect Scott Derickson provided an update on the Fall Workshop. The Professional Development Committee has decided to break the session into three different topics that might be more impactful to a better variety of cities. He provided an overview of the three topics the committee is moving forward with.

#### **F. Other Business**

**10:30 am**

President Marston has valued being able to serve as the OCCMA President and is thankful for the opportunity. She is also looking forward to attending her first ICMA Conference and said she wouldn't have been able to attend if it wasn't for the OCCMA's support. She also provided an update on the letter she sent to the LOC Board of Directors regarding the search for LOC's next executive director. She felt the position profile that was adopted aligned with the recommendations from the OCCMA.

David Clyne will be traveling for about two months and encouraged the board to consider Rob Drake as a backup to the senior advisors.

Past President Nebel asked the committee chairs to provide a report outlining what their committee worked on this past year to be included in the packet for the annual membership meeting.

**N. Adjournment**

**10:35 am**

President Marston adjourned the meeting at 10:35 am.

**APPROVED** by the OCCMA Board of Directors on October 4, 2022.

Respectfully submitted by:

/s/Angela Speier, Project & Affiliates Manager



# Oregon City/County Management Association

Budget vs. Actuals: OCCMA CY2022

January - August, 2022

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
3-4000 Conference Income			
3-4300 Fall Conference			
3-4303 Registration Fall Conference		7,500.00	7,500.00
<b>Total 3-4300 Fall Conference</b>		<b>7,500.00</b>	<b>7,500.00</b>
3-4400 Summer Conference			
3-4404 Registration Summer Conference	33,560.00	40,000.00	6,440.00
3-4407 Sponsorships	30,200.00	25,000.00	-5,200.00
3-4411 Summer Wells/Jordan Scholarship	5,100.00		-5,100.00
<b>Total 3-4400 Summer Conference</b>	<b>68,860.00</b>	<b>65,000.00</b>	<b>-3,860.00</b>
3-4600 NW Women's Academy			
3-4606 NW Women's Leader Summit	13,900.00	13,900.00	0.00
3-4607 NW Women's Academy Donation	1,000.00		-1,000.00
<b>Total 3-4600 NW Women's Academy</b>	<b>14,900.00</b>	<b>13,900.00</b>	<b>-1,000.00</b>
<b>Total 3-4000 Conference Income</b>	<b>83,760.00</b>	<b>86,400.00</b>	<b>2,640.00</b>
3-4700 General Operations			
3-4701 Dues	49,391.29	45,000.00	-4,391.29
3-4770 CIS Senior Advisor		2,500.00	2,500.00
3-4780 ICMA Senior Advisor	509.15	7,000.00	6,490.85
3-4785 Charlie Henry Scholarship	1,953.54	5,000.00	3,046.46
<b>Total 3-4700 General Operations</b>	<b>51,853.98</b>	<b>59,500.00</b>	<b>7,646.02</b>
Oregon Latinos in Local Government			
3-4611 OLLG Dues	15,950.00	21,650.00	5,700.00
<b>Total Oregon Latinos in Local Government</b>	<b>15,950.00</b>	<b>21,650.00</b>	<b>5,700.00</b>
<b>Total Income</b>	<b>\$151,563.98</b>	<b>\$167,550.00</b>	<b>\$15,986.02</b>
<b>GROSS PROFIT</b>	<b>\$151,563.98</b>	<b>\$167,550.00</b>	<b>\$15,986.02</b>
Expenses			
3-5100 Conferences			
3-5330 Fall Conference			
3-5334 Food & Beverage Fall		6,000.00	6,000.00
3-5335 Room Rental Fall		600.00	600.00
3-5339 Speakers Fall		5,000.00	5,000.00
<b>Total 3-5330 Fall Conference</b>		<b>11,600.00</b>	<b>11,600.00</b>
3-5440 Summer Conference			
3-5441 Activities Summer		3,000.00	3,000.00
3-5442 Administration Summer		500.00	500.00
3-5443 Audio/Trade Show Summer	3,285.00	500.00	-2,785.00
3-5444 Food & Beverage Summer	26,058.00	35,000.00	8,942.00
3-5445 Lodging Summer	1,786.28	1,000.00	-786.28



# Oregon City/County Management Association

Budget vs. Actuals: OCCMA CY2022

January - August, 2022

	TOTAL		
	ACTUAL	BUDGET	REMAINING
3-5446 Postage/Printing Summer	243.00	500.00	257.00
3-5447 Travel Summer	158.75	300.00	141.25
3-5448 LOC Summer Wells/Jordan Sch	2,587.92	1,000.00	-1,587.92
3-5450 Speaker Summer	1,468.14	7,500.00	6,031.86
<b>Total 3-5440 Summer Conference</b>	<b>35,587.09</b>	<b>49,300.00</b>	<b>13,712.91</b>
3-5550 NW Regional			
3-5554 NW Hotel/Food/Reception	30.00		-30.00
3-5557 NW Travel	768.86		-768.86
<b>Total 3-5550 NW Regional</b>	<b>798.86</b>		<b>-798.86</b>
3-5600 NW Women Academy			
3-5601 LOC Admin Svcs NWWLA	643.75	2,500.00	1,856.25
3-5602 Other Administration	7,758.56	10,566.00	2,807.44
<b>Total 3-5600 NW Women Academy</b>	<b>8,402.31</b>	<b>13,066.00</b>	<b>4,663.69</b>
<b>Total 3-5100 Conferences</b>	<b>44,788.26</b>	<b>73,966.00</b>	<b>29,177.74</b>
3-5700 Oregon Latino's in Local Government			
3-5701 LGHN Dues	13,300.00	18,000.00	4,700.00
3-5702 Meetings & Events	495.00	2,500.00	2,005.00
<b>Total 3-5700 Oregon Latino's in Local Government</b>	<b>13,795.00</b>	<b>20,500.00</b>	<b>6,705.00</b>
3-6000 Operations Expense			
3-6001 LOC Services	7,218.74	31,965.00	24,746.26
3-6016 Board Functions	500.00	6,000.00	5,500.00
3-6018 ICMA Membership- Executive		2,000.00	2,000.00
3-6020 Coaching Program		1,000.00	1,000.00
3-6021 Conference Calls		100.00	100.00
3-6027 Marketing/Supplies	496.33	1,000.00	503.67
3-6033 Miscellaneous	565.88	1,500.00	934.12
3-6034 Miscellaneous Credit Card Exp	2,017.53	3,000.00	982.47
3-6036 National/Committee Travel	2,682.40	8,000.00	5,317.60
3-6039 Newsletter		2,500.00	2,500.00
3-6042 Postage		400.00	400.00
3-6045 Printing, Fax		300.00	300.00
3-6051 Scholarships Charlie Henry	2,345.52	3,000.00	654.48
3-6054 Senior Advisor	4,557.73	14,000.00	9,442.27
3-6057 Web Support	1,787.40	1,500.00	-287.40
3-6058 Audit		8,000.00	8,000.00
3-6059 Sponsorship of Other Organizations	250.00	2,000.00	1,750.00
3-6060 Managers In Transition	2,260.00	2,500.00	240.00
<b>Total 3-6000 Operations Expense</b>	<b>24,681.53</b>	<b>88,765.00</b>	<b>64,083.47</b>
<b>Total Expenses</b>	<b>\$83,264.79</b>	<b>\$183,231.00</b>	<b>\$99,966.21</b>



# Oregon City/County Management Association

Budget vs. Actuals: OCCMA CY2022

January - August, 2022

	TOTAL		
	ACTUAL	BUDGET	REMAINING
NET OPERATING INCOME	<b>\$68,299.19</b>	<b>\$ -15,681.00</b>	<b>\$ -83,980.19</b>
NET INCOME	<b>\$68,299.19</b>	<b>\$ -15,681.00</b>	<b>\$ -83,980.19</b>



**Oregon City/County Management Association**  
**Bills and Applied Payments**  
**July - August, 2022**

	Date	Transaction Type	Memo/Description	Num	Amount
<b>Angela Arrington</b>					
	08/24/2022	Bill Payment (Check)		4556864	-212.45
	08/03/2022	Bill	Travel reimbursement OCCMA scholarship		212.45
<b>Canopy</b>					
	08/24/2022	Bill Payment (Check)		4556257	-150.00
	08/01/2022	Bill	Fee for counseling	114609	150.00
	08/24/2022	Bill Payment (Check)		4556582	-1,510.00
	08/03/2022	Bill	Speaker for summer conference		1,510.00
<b>CIS Trust</b>					
	07/14/2022	Bill Payment (Check)		4178473	-250.00
	06/23/2022	Bill	General Liability insurance	PO-OCCMA-I2022-00	250.00
<b>Dave Kanner</b>					
	07/21/2022	Bill Payment (Check)		4251482	-94.77
	07/01/2022	Bill	Senior Advisors		94.77
<b>Gary Milliman</b>					
	07/21/2022	Bill Payment (Check)		4251341	-599.63
	07/15/2022	Bill	Senior Advisors		599.63
<b>Gervais, City</b>					
	07/21/2022	Bill Payment (Check)		4252916	-785.00
	06/28/2022	Bill	OCCMA President registration for ICMA Annual Conference		785.00
<b>Lisa Trevino</b>					
	08/24/2022	Bill Payment (Check)		4556626	-158.75
	07/18/2022	Bill	mileage reimbursement - LOC staff		158.75
<b>LOC</b>					
	07/21/2022	Bill Payment (Check)		4249833	-2,085.29
	07/18/2022	Bill	ULLG catering event \$495, domain name and hosting \$900.19, NWWLA Lunch Gradution\$190, Retreat deposit \$500	1212	2,085.29
<b>NJ Johnson</b>					
	08/24/2022	Bill Payment (Check)		4556592	-247.63
	08/09/2022	Bill	Travel reimbursement OCCMA scholarship		247.63
<b>Sabrina Cotta</b>					
	08/24/2022	Bill Payment (Check)		4558202	-251.25
	07/25/2022	Bill	Travel reimbursement OCCMA scholarship		251.25
<b>Sheila Ritz</b>					
	07/21/2022	Bill Payment (Check)		4252967	-18.54
	07/01/2022	Bill	Senior Advisors		18.54

Thursday, Sep 22, 2022 12:42:34 PM GMT-7



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, Project & Affiliates Manager  
**Date:** September 28, 2022  
**Subject:** Summary of Contracts Executed on Behalf of OCCMA

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There have not been any contracts executed on behalf of OCCMA since the last board meeting.



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** President Marston and OCCMA Board Members  
**From:** Rachael Fuller, Spencer Nebel and Dave Waffle  
**Date:** September 12, 2022  
**Subject:** Senior Advisor program

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The purpose of this memo is to recommend an option for board consideration regarding the Senior Advisor program. At the July board meeting, the board discussed a recommendation to create an additional tier of Senior Advisors, called Senior Ambassadors, given the high level of interest in participating in the Senior Advisor program from retiring managers. The board recognized the value of engaging retired City/County Managers to provide advice and counsel to OCCMA members and tasked a small group with discussing the issues and providing a recommendation to the board.

OCCMA has a robust Senior Advisor program. The Senior Advisor program is supported by the organization through a cost sharing program with ICMA and City/County Insurance Services (CIS). Recently, OCCMA received more interest than available roles.

As discussed by the board, there is great value in engaging retired managers to support OCCMA members and the work of the board. However, it is recommended OCCMA board hold off on adding more Senior Advisor roles. Senior Advisors report that they are currently able to keep up with the workload of supporting managers throughout the state. In addition, ICMA is currently reviewing the Senior Manager program.

One option for future consideration is to create a volunteer opportunity for retired manager interested in working on a specific OCCMA board priority, for example, the coaching ([OCCMA - Coaching](#)) or credentialling ([ICMA Voluntary Credentialing Program | icma.org](#).) Oregon has 39 credentialed members, many of whom are retired and there have been few candidates entering the program. An advocate for either or both professional development programs would augment the work of the Senior Advisors and assist the OCCMA Board of Directors in their duties.

### **Suggested Motion**

Informational only



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, LOC Project & Affiliates Manager  
**Date:** September 28, 2022  
**Subject:** Adopt Update to the Policy Annex

---

Article 6 “Office and Terms of Office”, Section 6. PROMULGATION OF POLICIES provides that the OCCMA Board of Directors is empowered to enact the policies from time to time to govern the operations of the Association. Policies are enacted by two-thirds vote of the Board members present at a regular meeting after they have been introduced at a previous Board meeting. Notice must also be provided to the OCCMA membership regarding proposed bylaw changes.

The Board of Directors reviewed the attached changes during the July 22, 2022 board meeting and recommended the changes be approved at the October 4 Board of Directors meeting. Staff posted the proposed changes on the OCCMA listserv on Wednesday, August 17, they were also posted on the website, and were included in the 3<sup>rd</sup> Quarter Newsletter. Staff has not received any comments from the OCCMA membership on the changes.

The proposed changes to the policy annex include:

- Article 5, Section 2 – Adds a new section regarding the membership in ICMA for the President-Elect, President, and Past President
- Article 5, Section 4 – Modifies who has the authority to approve payments from the OCCMA
- Article 8, Section 5 – Adds attendance to the LOC and AOC Conferences as an eligible expense for Senior Advisors
- Article 8, Section 5 – Makes it clear that reimbursement for attendance at any event by a senior advisor is subject to adequate funding
- New Article 12 – Creates an OCCMA Scholarship Program

**Attachments:**

1. Proposed changes to the OCCMA Policy Annex

**Suggested Motion**

I move to adopt the proposed changes to the policy annex as presented in attachment 1.

# OREGON CITY/COUNTY MANAGEMENT ASSOCIATION POLICY ANNEX

## ARTICLE 1

### *Purpose*

Section 1. Article 6, Section 6 of the Oregon City/County Management Association Bylaws provides that the Board may enact, amend or repeal policies to govern the operations of the Association. Policies are enacted by a vote of two thirds of the members of the Board present at a regular meeting after they have been introduced at a previous Board meeting, and after at least thirty (30) days' notice has been provided in the OCCMA newsletter; and/or the OCCMA website; and/or on the OCCMA list serve. Policies take immediate effect upon the Board adoption. The Bylaws and Policies Committee will give a report at the annual membership meeting which will include any policies approved, amended or repealed since the last annual meeting. A majority of the membership may reverse or repeal any action taken by the Board of Directors following the report of policy changes at the annual meeting.

Section 2. The policy annex shall include a date indicating when policies are adopted and revised.

*Adopted 9-28-2017; Amended 9-27-2018.*

## ARTICLE 2

### *Meetings / Conferences*

Section 1. ANNUAL MEMBERSHIP MEETING: Article 5 of the Bylaws provide that an annual Membership meeting be held at the same time and place as the League of Oregon Cities annual meeting. The OCCMA President is the Chair of the annual Membership meeting. At the annual Membership meeting of the Association, an agenda shall be available that includes the following:

- Call to Order;
- Roll call;
- Minutes;
- Correspondence;
- Financial Report;
- President's Report;
- Announcement of the Board meeting schedule;
- Bylaws or Policy Amendments;
- Committee Reports;
- Election of officers;
- Other business;
- Adjournment.

Section 2. PARLIAMENTARIAN. The President shall appoint a parliamentarian for the annual Membership meeting. The parliamentarian shall advise the President on any questions of order. The President shall decide all points of order, including interpretations of the By-Laws and the Policy Annex, which decisions shall be final and not subject to appeal.

Section 3. CONFERENCE AND BOARD MEETING DATES: The Board and the Board elect shall meet annually in November to establish the Association's goals and Board meeting dates for the upcoming fiscal year. The

Spring Conference, if hosted by the Oregon City/County Management Association, shall be set by the Board of Directors, and shall be held during the spring. The Summer Conference, if held, shall be on a Wednesday, Thursday and Friday in July, and shall be in various locations as determined by the Board. The annual Membership meeting shall be held in conjunction with the League of Oregon Cities Conference. The Board may approve changes in this schedule and report any changes to the membership.

#### Section 4. BOARD OF DIRECTOR'S MEETINGS CONDUCTED VIA EMAIL:

- A. Any board member may make a motion via email.
  - 1. The subject line should include the word "Motion."
  - 2. The first line of the body of the email should include the words "I move that the board approve/authorize/recommend ..."
  - 3. The motion shall be forwarded to the Secretary-Treasurer for distribution to the Board members, and to provide notice to the membership of the meeting being conducted via e-mail.
- B. All board members, including the President, may vote. Board members should include the words "I vote No" or "I vote Yes" in the first line of their response. A member may vote "No" and indicate that deliberation is suggested on that motion.
- C. A majority of Board member votes are required to decide an email motion. The member who proposed the motion is automatically counted as an affirmative vote.
- D. Email motions can only be voted up or down and cannot be amended.
- E. The motion will expire in seven calendar days or at the start of the next board or membership meeting – whichever comes first. If the motion doesn't receive the required majority vote by the deadline it fails.
- F. The member who proposed the motion may withdraw it at any time prior to approval.
- G. The s Secretary-Treasurer is responsible for tallying the votes and informing the board of the outcome. If a member fails to cc: other board members on his vote, the Secretary-Treasurer should forward the email to the others.

*Adopted 9-28-2017; Amended 9-27-2018.*

### **ARTICLE 3**

#### *Elections*

Section 1. ELECTION OF DIRECTORS AND PRESIDENT ELECT: Article 7 of the Bylaws provides for a nominating committee to be appointed by the President to present a slate of candidates including Directors and a President Elect for the Association. Once approved by the Board, a final slate of candidates will be presented to the membership for a vote. Nomination of qualified members can also be made from the floor to fill the position of Director or President Elect. For qualifications, see Article 7.4 of the Bylaws.

Section 2. ELECTION PROCESS: The election process will be as follows:

- A. At the first meeting of the Board in the new calendar year, the President appoints no less than three individuals to serve on the Nominating Committee, with the Immediate Past President to serve as Chair.

- B. On, or before July 1, the Secretary-Treasurer will publish a notice indicating which positions must be filled in the upcoming election and invite members who are interested to apply for open positions. Notice to fill regularly scheduled vacancies for the position of President Elect and Directors shall be made in the OCCMA Newsletter; and/or on the OCCMA website; and/or, on the OCCMA Listserv in accordance with any adopted policies.
- C. July 30 is the deadline for applications.
- D. The Secretary-Treasurer will review the applicants to determine whether the member is in good standing, and has the required years of service in OCCMA, and meets any term limitations. The Secretary-Treasurer will provide all applications, and a report on any ineligible candidates to the Chair of the Nominating Committee.
- E. At least forty-five days before the annual meeting, the Nominating Committee will provide a report to the Board, including the names of all applicants and the recommended nominees for election.
- F. At least thirty days prior to the annual meeting, the President will call a special meeting (via email or telephone) to vote to forward a list of nominees for election to the membership.
- G. Notice of the nominees will be provided in the agenda packet distributed approximately ten days prior to the annual meeting via the OCCMA website and/or OCMMA list serve.
- H. In the event that the Board does not forward a candidate for all open positions, a call for nominations from the floor will be made by the President at the annual meeting.
- I. At the annual meeting, the President will present the list of nominees approved by the Board to the membership.
- J. The President will call for any other nominations of qualified candidates from the floor for election to vacant positions. If there are no nominations of other candidates from the floor, the President will call for a motion and support to elect the candidates as a slate as presented by the Board of Directors, and a voice vote on the motion will be made.
- K. If other qualified candidates are nominated from the floor, and there are more candidates than open positions, the President will conduct voting through a paper ballot with the Secretary-Treasurer and Immediate Past President charged with counting the election ballots. The candidates with the highest vote totals will be elected.

*Adopted 9-28-2017; Amended 7-13-2018.*

#### **ARTICLE 4** *Annual Budget*

Section 1. BUDGET PREPARATION: In accordance with Article 10.2 of the Bylaws, the Board shall adopt an annual budget at the first meeting of the newly seated Board. The draft budget shall be developed by the Secretary-Treasurer in consultation with the President Elect.

## Section 2. BUDGET CALENDAR:

- A. The Secretary-Treasurer shall prepare a draft budget in consultation with the President Elect for presentation at the annual Board retreat in November.
- B. At the annual Board retreat, the current Board and Board-Elect will review the draft budget and provide comments to the Secretary-Treasurer and President Elect on any suggested modifications to the draft budget.
- C. At the first meeting of the Board in the new calendar year, the Board will review, modify, and formally adopt the budget.

*Adopted 9-28-2017; Amended 9-27-18.*

## ARTICLE 5

### *Reimbursement and Financial Policies*

## Section 1. TRAVEL EXPENSES:

- A. When used in this policy, the term “travel expenses” means and is limited to:
  - 1. The costs of a rental car, or mileage for private automobile travel at current IRS-approved rates, whichever would be less;
  - 2. Coach/economy class airfare, airport parking, and ground transportation to and from the departure and destination airport, when traveling out of state and travel by air is least cost to the Association;
  - 3. Hotel or motel accommodations at an amount that does not exceed the federally established Government Service Administration lodging per-diem rates (excluding local taxes) for the locality where the event or meeting is held;
  - 4. Actual expenses for meals including gratuities in an amount not to exceed the federally established per-diem rate for the locality in which the meal was consumed;
  - 5. Registration fees for ICMA Annual Conference, Northwest Regional Conference (when held outside of Oregon), and the ICMA West Coast Regional Conference; and
  - 6. Incidental expenses, to include but not limited to, long distance telephone charges, copy charges, transportation and luggage handling tips, dry cleaning, at an amount not to exceed \$5/day.
- B. President Travel Expenses: Within 30 days of travel, the President may request reimbursement for travel expenses to attend the ICMA Conference, Northwest Regional Conference (when held outside of Oregon), ICMA West Coast Regional Conference, ICMA committee meetings, and Field Visits (when the field visit was approved by the Board). No reimbursement shall be provided for attendance at the annual League of Oregon Cities conference. The President may designate a board member to attend meetings on the President’s behalf and receive reimbursement pursuant to this policy.
- C. Board Member Travel Expenses: For all membership events, including the annual Board retreat/business meeting, all expenses shall be paid by individual Board members. Provided however that any meals provided as part of the meeting, facility/meeting room and audio-visual equipment costs shall be paid by the Association.
- D. ICMA Committee Member Travel Expenses: Active Association members (including Board members) may request, by petition to the Board, up to one-half of their travel expenses for out-of-State



participation on national committees including but not limited to Conference Planning Committee, Strategic Planning Committee and Small Community Task Force.

- E. Travel Expenses for Members in Transition: Board Members or Active Association members appointed to an ICMA Committee who are in transition may make requests to the Board for reimbursement of travel expenses incurred to attend Association business meetings.
- F. Procedure for Expense Reimbursement: The OCCMA Secretary-Treasurer (or designee) will develop an expense report form that is consistent with this policy for persons to use when submitting a reimbursement request. A person who is eligible for reimbursement under this policy shall send the request for reimbursement along with the expense report, which must include receipts substantiating the expense, to the OCCMA Secretary-Treasurer (or designee) within thirty days of the last day of travel in which the expense was incurred. All reimbursements are subject to sufficient funds being allocated in the Association budget to pay for the expenses. Any disputed reimbursements shall be reviewed and settled by the Board.

Section 2: ICMA MEMBERSHIP: In the event the individual was not a member of ICMA within 12-months prior to their election as President-Elect the OCCMA will pay for membership dues in the International City/County Management Association (ICMA) for individuals serving in the office of President-Elect, President, and Past President.

Section ~~32~~. DUES: The OCCMA membership year runs January 1 through December 31. A new member's initial dues may be prorated by 50% if the member joins after June 30. On a regular basis, the OCCMA Secretary-Treasurer (or designee) will verify that all applicants for membership have paid dues within thirty-days of application.

Section ~~43~~. FINANCIAL CONTROLS: All ~~check payments~~ disbursements from the OCCMA shall be handled by the LOC Finance Director and require authorization of two signatures: that of the OCCMA Secretary-Treasurer (or designee), and the President (or the President's designee) and the OCCMA President-Elect, or other OCCMA Board members as designated by action of the board. If an expenditure is not approved by authorized officials, then the bill shall be presented to the Board for consideration for payment.-

Section ~~54~~. AUDIT: The Association shall budget for and hire an independent auditor to review the Association's financials on a periodic basis not to exceed five years.

*Policies on League Reimbursement, Expense Reimbursement, and Proration of Dues adopted 9-28-2017; combined and amended 9-27-2018; amended on 10-04-22.*

## ARTICLE 6

### *Member Directory and Member Communications*

The Association will maintain a directory of members on the website that includes all active members of the Association. The Association newsletter and recruitment information to the Association shall be provided just prior to the start of the fiscal year to all public officials of an eligible organization who serve in a chief executive capacity. All managers new to the state shall receive a letter from the President welcoming them and providing membership information.

*Adopted 9-28-2017; Amended 9-27-2018.*

## ARTICLE 7

### *Coaching Program*

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

Section 2. ASSIGNMENT OF COACHES:

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

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

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

*Adopted 9-28-2017; Amended 10-13-2020.*

## **ARTICLE 8**

### *Senior Advisor Program*

Section 1. PURPOSE:

The purpose of the Oregon Senior Advisor Program is to provide the counsel, experience and support of respected, retired managers of the profession to city, county and COG chief administrators and to their chief assistants. The program is intended to primarily help with personal and professional issues of managers and not to provide any extensive form of technical assistance nor to solve substantive problems in a local government.

Section 2. APPOINTMENT OF SENIOR ADVISOR:

A. Qualifications

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.

B. Appointment Process

1. When there is a vacant Senior Advisor position created by a decision of the OCCMA Board declaring a vacancy as a result of the resignation or removal of an incumbent or a decision to increase the total number of Senior Advisor positions, notice of that vacancy will be given in the OCCMA Newsletter or by email to all members.
2. Members shall have 30 days from the date of the notice to apply for the position or recommend a candidate to the OCCMA President. Potential candidates shall submit a letter of interest and a resume to the President. The final selection process shall be determined by the Board.
3. Initial appointments shall be made jointly by the President of OCCMA, with Board concurrence, and the Executive Director of the ICMA.
4. Reappointments do not require declaration of a vacancy and may be made by the President. Senior Advisors must continue to meet the program's qualifications in order to be considered for reappointment.

C. Terms of Appointment

1. The term of an initial appointment shall be one year.
2. After the first term, the Board will conduct a review to assess whether expectations are being met. Senior Advisors must continue to meet the program's qualifications in order to be considered for reappointment. Reappointment can be made for up to two years with a review conducted at least every two years.
3. 30 days before a review the membership shall be notified and may provide comments to the President.
4. ICMA, OCCMA Board or the Senior Advisor may terminate an appointment with written notification.

Section 3. SENIOR ADVISOR RESPONSIBILITIES:

- A. Make contact by phone, email or in person with each OCCMA or ICMA member and other local government chief administrators in the Senior Advisor's assigned region within one year of appointment as a Senior Advisor. Also, make contact within one month of receipt of notice of appointment of a new manager, assistant, chief administrator or COG director.
- B. Meet with members in the assigned region as frequently as possible. Meetings may take place at the manager's office, at OCCMA events, at regional managers' meetings, or any other venue that affords the Senior Advisor an opportunity to develop meaningful rapport with the individual manager.
- C. Contact members who are in transition within five days of learning of this development and as frequently thereafter as the situation indicates to assure the awareness of continued OCCMA support.
- D. Provide confidential counseling/support to all ICMA and OCCMA members on personal and professional issues when invited to do so by the member, within a 48-hour response time, if at all possible.
- E. Offer support in a private manner directly to members who may be experiencing problems with their elected officials, staff or community groups.
- F. Attend at least one meeting or social event annually of the managers' group within the Senior Advisor's assigned area, if possible.

- G. Attend meetings of the Board, OCCMA business meetings and other OCCMA sponsored events, as time permits.
- H. Refrain from direct or indirect public criticism of any member and uphold the standards of the profession as embodied in the ICMA Code of Ethics.
- I. Provide, at least quarterly, a statement of expenses to the Secretary-Treasurer (or designee) accompanied by a chronological report of activities to the President and ICMA Senior Advisor Coordinator.
- J. Contribute information for use in the OCCMA Newsletter.
- K. Encourage participation by members in OCCMA, ICMA, LOC and AOC activities.
- L. Provide support for the Council-Manager Plan when requested.
- M. Assist in recruitment of ICMA and OCCMA members and other joint activities and programs with ICMA when requested.
- N. Keep informed about current municipal affairs by reading *PM*, the LOC and ICMA newsletters and other publications.

#### Section 4. ANNUAL BUDGET:

Each year the Board shall consult with the Senior Advisors at the November Board meeting to determine eligible expenses and approve an annual budget for the Senior Advisor Program. ICMA will provide 50% reimbursement to the Association for eligible and budgeted Senior Advisor expenses. Any changes to the budget shall be communicated to ICMA for approval by ICMA in accordance with the ICMA/OCCMA Sponsor Agreement.

#### Section 5. SENIOR ADVISOR EXPENSES:

- A. Senior Advisors shall be reimbursed for certain expenses in fulfilling the responsibilities outlined in this policy as follows:
  - 1. Meeting with members within their assigned region.
  - 2. Attending membership meetings within their assigned region.
  - 3. Attending meetings of the association board or general membership and association sponsored events and conferences.
  - [4. Attending LOC Conferences.](#)
  - [5. Attending AOC Conferences.](#)
  - [6. Attending the Northwest Regional Managers Association Conference.](#)
  - [7. Attending the ICMA Annual Conference when that conference is in the ICMA West Coast Region.](#)
  - [8. Other activities as specifically requested by the Senior Advisor and approved by the Board.](#)
- B. The following expenses are eligible for reimbursement:
  - 1. Mileage for private automobile travel at current IRS-approved rates for in state travel for business expenses.

2. Hotel or motel accommodations at a conference hotel for a basic room, or at an amount that does not exceed the federally established Government Service Administration lodging per-diem rates (excluding local taxes) for the locality where the event or meeting is held.
  3. Actual expenses for meals in an amount not to exceed the federally established per-diem rate for the locality in which the meal was consumed at moderate prices and at meeting events.
  4. Registration fees unless waived by the hosting organization.
  5. Long distance telephone charges, postage, miscellaneous supplies and copying costs and similar expenses incidental to performing Senior Advisor duties.
  6. Coach/economy class airfare, airport parking, and ground transportation to and from the departure and destination airport, when traveling out-of-state and travel by air is least cost to the Association.
  7. Reimbursement shall not be provided for out-of-state travel (except for the Northwest Regional Managers Meeting, and the ICMA Annual Conference), unless authorized by the Board.
  8. Reimbursement for attendance at ~~any event the ICMA Annual Conference~~ is subject to having adequate funding appropriated by the Board in the Senior Advisors' budget for the purpose.
- C. In accordance with the ICMA Senior Advisors Program Manual, complimentary registrations shall be provided to Senior Advisors as follows:
1. The Association shall provide complementary registrations for the attending Association sponsored events.
  2. ICMA shall provide complementary registration for attending the ICMA Annual Conference.
- D. Procedure for Expense Reimbursement:
1. Once a quarter Senior Advisors shall send the request for expense reimbursement along with a report of activity required in Section 3 to the OCCMA Secretary-Treasurer (or designee) for the preceding quarter.
  2. The OCCMA Secretary-Treasurer (or designee) shall authorize payment for expenses incurred by the Senior Advisor(s) in conformance with this policy and shall submit, at least quarterly, a request to ICMA for 50% reimbursement.

## Section 6. OUTSIDE ACTIVITIES:

- A. Senior Advisors may engage in part-time consulting or comparable professional activities as private entities and/or sole proprietors. They may also engage in teaching, consulting, or interim services with state agencies, quasi-public entities, local governments or regional agencies. Such part-time activities shall be in accordance with ICMA Senior Advisor Guidelines. Senior Advisors shall advise the President before accepting any consulting agreement with a local government. In no instance shall a Senior Advisor accept a consulting assignment with a community without the expressed consent of the senior ICMA or OCCMA member at the same entity.
- B. Senior Advisors may engage in interim manager positions and shall notify the President before the acceptance of any such position. Such an assignment should not detract from the Senior Advisor's attention to his/her Senior Advisor responsibilities.
- C. Retired administrators who commercially advertise as consultants are not eligible for Senior Advisor appointment. Senior Advisors may be employed by a consulting firm on a part-time basis or as an independent contractor if the focus of the work is on providing technical expertise on individual projects and there is no responsibility for soliciting business or for client development/maintenance for purposes of future business.

## Section 7. ASSISTANCE TO LOCAL GOVERNMENT IN RECRUITMENT OF A MANAGER/ADMINISTRATOR:

- A. Senior Advisor involvement in placement work for a local jurisdiction should be the exception rather than the rule as the main focus of the Senior Advisor Program is member support and advocacy of the Council-Manager Form and other forms of professionalism in local government management. Generally, placement work is best handled by a search firm or by the jurisdiction on their own, especially in cases where there are divided governing bodies or there are complex local issues. In cases where a jurisdiction lacks resources and seeks the assistance of the Senior Advisor Program in a placement process for the chief administrative officer, basic guidelines are presented below.
- B. Senior Advisor placement assistance to a local jurisdiction may include some or all of these items:
  - 1. Discussing the placement process with elected officials at public meetings. This includes the option for a jurisdiction to use a search firm.
  - 2. Providing information to the local governing body on the benefits of seeking an experienced public manager or assistant, preferably an ICMA member.
  - 3. Working with the local governing body on determining position requirements, KSAs (Knowledge, Skills, Abilities) and compensation.
  - 4. Working with the jurisdiction to prepare a position summary and advertisement based on local charter or code provisions.
  - 5. Review resumes and application materials and assist the local jurisdiction in developing a list of those applicants meeting the requirements set forth by the governing body. Note: if more than one Senior Advisor is involved with the application review process, the Senior Advisors should be aware of any restrictions in state law that might prohibit discussion outside the public meeting.
  - 6. Assist the local governing body in developing the interview process.
  - 7. At the request of the governing body, facilitate the selection of the finalists for interview. The local governing body is solely responsible for selection of finalists for interview purposes. This should be done in accordance with applicable state or local laws regarding open meetings.
  - 8. Assist the local governing body at the interview process but not participate in the actual interview.
- C. What the Senior Advisors SHOULD NOT do in a placement process are as follows:
  - 1. Perform background checks on candidates.
  - 2. Be involved in the selection of the candidate by the governing body.
  - 3. If involved with a placement project for jurisdiction, offer to serve as or accept permanent appointment as chief administrative officer.
  - 4. Be involved in negotiation of terms of employment for the selected candidate.

## Section 8. SUPPORT FOR AND REVIEW OF SENIOR ADVISOR PROGRAM

- A. The Board shall serve as the Oversight Committee for the Senior Advisor Program and accepts by reference the ICMA Senior Advisor Program Guidelines.
- B. The Board shall enter into an agreement with ICMA for Joint Support of the Senior Advisor Program. In addition, the Board shall review this Statement of Policy and all aspects of the program at least every two years and shall meet with the Senior Advisors at the Spring or Summer conference to discuss the Senior Advisor Program. At least every two years there shall be a formal review and assessment of the performance of all parties in meeting their responsibilities and expectations.
- C. The President shall recognize the contributions of the Senior Advisor at the annual meeting of the association.

## **ARTICLE 9**

### *Policy Annex Attachments*

Section 1. Article 13 “Indemnification” of the Oregon City/County Management Association Bylaws provides that a current summary of insurance coverage be included as part of the policy annex. The current certificate of coverage will suffice for this purpose. A change in insurance coverage or a new certificate of coverage, does not constitute a change of policy with the notice requirements as outlined in Article 6, Section 6 “Promulgation of Policies” of the Bylaws.

Section 2. Article 10, Section 3 “Financial Management” provides that the agreement for administration and financial support services with the League of Oregon Cities, or other qualified providers, be included in the policy annex.

Section 3. Any multiyear agreements, memorandums of understanding, affiliate agreements, or other similar types of agreements approved by the Board of Directors shall be attached in whole or as a summary in the policy annex. The Board’s approval of these types of agreements do not constitute a policy change, in accordance with Article 6, Section 6 “Promulgation of Policies”, and can be approved by majority vote at the meeting in which the agreement is introduced.

*Adopted 9-27-2018.*

## **ARTICLE 10**

### *Managers in Transition*

Section 1. MEMBERS IN TRANSITION: OCCMA provides that active members who have resigned or been removed from a position in local government, may retain Active Membership in accordance with Article 4 Section 2 of the Bylaws subject to provisions in the bylaws.

Section 2. OCCMA CONFERENCES AND TRAINING SESSIONS: Registration fees for conferences and training sessions offered by OCCMA will be waived for active members who are in transition at the time of registration for that OCCMA conference or event.

Section 3. TRAVEL AND LODGING STIPEND: Active members in transition who are appointed to an ICMA Committee may request reimbursement of travel expenses from the Board to attend meetings on behalf of OCCMA.

Section 4. SENIOR ADVISORS: Active members in transition will be contacted by a senior advisor upon notice of separation from their employer. A senior advisor will be assigned to contact the member in transition on a monthly basis to offer advice and guidance during the transitional time.

Section 5. COUNSELING SERVICES: OCCMA will provide up to three visits to a pre-selected counseling service for managers in transition.

Section 6. REPUTATION MANAGEMENT SERVICES: OCCMA offers reputation management services to its members. OCCMA provides online reputation management services to prevent and repair threats to a manager’s online reputation. The OCCMA will provide a reduced cost of fees for these services to managers in transition.

## ARTICLE 11

### *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. **Bias and 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 bias impacting their ability to act impartially in reviewing the complaint.
- 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 to the respondent, the public, and OCCMA membership, other than those directly involved in the investigation and adjudication of the complaint.
- 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 decide 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 investigate 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.

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. The President will also prepare a letter to the respondent. If no violation is determined or a private censure is issued, the letter will indicate that the case was considered and resolved, and that no public action was taken. If a public censure or greater is issued, then the letter will specify the action taken by the Board.

## 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, or the Court has accepted a guilty plea from the member, (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.
- D. **Oregon Government Ethics Commission (OGE) Violations.** Upon receiving documented evidence that, (1) a member has been found guilty by the OGE to have violated state ethics laws, (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 ask the Ethics Committee to commence an investigation in accordance with the Initiation of Procedures section of this policy.

## 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. 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.
- 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.
- 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 or 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.

## **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.

*Adopted 03-25-2022.*

## ARTICLE 12 OCCMA Scholarship Program

### Section 1. Scholarship Committee

- A. **Purpose.** The Scholarship Committee shall be authorized to administer and grant scholarship funds in accordance with Board parameters established in this policy and within authorized funding, advise the Board on various scholarship issues including annual appropriation requests, pursue fundraising, recommend to the Board adding or discontinuing scholarship programs and other related issues pertaining to scholarship programs.
- B. **Funding.** The board will allocate funding to established scholarship programs as part of the annual budget. The committee may ask the board for adjustments in funding during the fiscal year.
- C. **Annual Report.** The committee shall provide an annual report to the board for the annual board retreat of their activities during the course of the previous 12 months.
- D. **Accounting.** Funding appropriated by the Board and any contributed funds raised during the year shall be tracked separately for each established scholarship program. Any unspent funds will be carried over into the next the fiscal year for that program. The Board will authorize the amount that the committee can disperse in any given year in the approved budget.
- E. **Providing Notice.** The committee shall develop a process to ensure members are notified of the scholarship opportunity.
- F. **Establishing Award Criteria.** The committee will establish criteria to use when ranking applications.
- G. **Awarding Scholarships.** The committee shall be responsible for awarding scholarships.

### Section 2. Scholarship Programs

- A. The Board will consider any recommendations from the committee regarding future scholarship programs. Any additions or deletions of programs will be addressed by amendment to this policy. Scholarship programs can be supported by annual funding or through endowed funds. Criteria for any endowed scholarship funds shall be approved by the Board.

### Section 3. Charlie Henry Scholarship

A. **Purpose.** Established to honor Charlie Henry's local government career and the 25 years he devoted to city management through volunteering as a "range rider" after his retirement. The Charlie Henry Scholarship provides scholarships to attend the OCCMA summer conference for the following OCCMA members:

1. Active members
2. Members in transition
3. Affiliate members

B. **Eligible Expenses.** Scholarship funds cover conference registration and if requested by the applicant reimbursement of lodging, travel, and meal expenses up to an amount determined by the Scholarship Committee.

#### **Section 4. Roger Jordan Perpetual Training Scholarship**

A. **Purpose.** Established to honor Roger Jordan's distinguished service and outstanding contributions to professional management and mentorship of Oregon's local government managers. This scholarship fund is available to assist university students who are studying local government and are current members of the OCCMA in attending the OCCMA summer conference.

B. **Eligible Expenses.** Scholarship funds cover conference registration, on-site meal expenses, lodging, and travel.

Adopted 10-04-2022.

# **OREGON CITY/COUNTY MANAGEMENT ASSOCIATION POLICY ANNEX ATTACHMENTS**

## **A. Required Attachments per Bylaws:**

1. ARTICLE 13 of the Bylaws: Certificate of Insurance from C.I.S.
2. ARTICLE 10 Section 3. Financial Management: Contract for Services with the League of Oregon Cities.  
Effective Date: July 1, 2021  
Termination Date: June 30, 2024.

## **B. Board Agreements, Memorandum of Understandings, and Affiliate Agreements:**

1. Affiliate agreements between ICMA and OCCMA:  
Effective Date: July 19, 2019  
Termination Date: Indefinite.
2. Joint support of the Senior Advisory Program with ICMA:  
Effective Date: May 9, 2018  
Termination Date: Indefinite.
3. Affiliate relation between the Alliance for Innovation and OCCMA:  
Effective Date: May 1, 2018  
Termination Date: April 30, 2019, but automatically renews unless a written notice is provided.
4. Contract between the OCCMA and the OLLG:  
Effective Date: September 1, 2021  
Termination Date: December 31, 2022
5. Contract between the OCCMA and Canopy Wellbeing:  
Effective Date: February 1, 2022  
Termination Date: February 1, 2023, but automatically renews unless written notice is provided.
6. ICMA Coaching Program:  
Effective Date: January 1, 2022  
Termination Date: December 31, 2024





# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, LOC Project & Affiliates Manager  
Aaron Palmquist, Dues Ad/Hoc Committee Chair  
**Date:** September 28, 2022  
**Subject:** Possible Changes to 2023 Dues Formula

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At the July 22 Board of Directors meeting Director Palmquist presented the recommendations from the Dues Ad/Hoc Committee. These recommendations included:

- Increasing the dues for affiliate and cooperating memberships over the next three years;
- Adding a 5 percent surcharge to all dues categories except for students; and
- Directed staff to implement half priced dues for new members and members who are returning after three years or later.

In addition to the changes listed above, the board also asked the committee to explore modifying the dues formula to round it to the nearest 100<sup>th</sup>. Staff met with Director Palmquist to discuss how this would impact current dues. Currently the formula is .001667, a 15 percent surcharge would increase the dues to .00191705 (which was the rate used to collect the dues for the 2021 ICMA Conference).

Staff ran calculations using both a .002 and a .00192 methodology. If the board chooses to round the formula to .002 this would result in an average dues increase of \$40.14. The range would be a \$4.33 annual increase to the lowest paying member and an increase of \$81.28 to the highest paying dues member.

If the board chooses to round the formula to .00192 the average dues increase would be \$30.47. This range would be a \$3.29 increase to the lowest paying member and a \$61.75 increase to the highest paying member. It was determined this increase would be more tolerable to the membership.

### **Suggested Motion**

I move to change the formula for active membership in the OCCMA to be .00192 for the 2023 membership application.



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, LOC Project & Affiliates Manager  
**Date:** September 28, 2022  
**Subject:** 2023 Committee Solicitations

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In October, staff would like to begin soliciting for volunteers to serve on the various OCCMA committees. Attachment 1 was the solicitation used last year. Staff is seeking approval to remove the ICMA Liaison Committee and add the following committees:

1. Civic Education Committee – The current committee members are recommending the continuation of this committee, see Director Mombert's committee report for a proposed work plan.
2. Scholarship Committee – If the changes to the bylaws and policy annex are approved this will be a new standing committee.
3. Veteran's Committee – Staff will be distributing a survey to the OCCMA and LOC membership regarding the interest in creating an affiliate organization: Oregon Veterans Leading Government. If there is interest in creating such an affiliate organization this committee would be integral in its creation.

Staff is proposing to open the 2023 committee solicitation (attachment 2) on Monday, October 10 and have it close on Wednesday, November 9. This will allow staff time to correlate the committee requests for the board's review and discussion during its retreat taking place on November 17-18.

**Attachments:**

1. 2022 OCCMA committee solicitation
2. Draft 2023 OCCMA committee solicitation

**Suggested Motion**

I move to approve the 2023 OCCMA committee solicitation as proposed in attachment 2.



## 2022 OCCMA Committee Solicitation

The OCCMA Board of Directors is soliciting OCCMA members who are willing to serve on an OCCMA committee in 2022. The Board will make 2022 committee appointments during their annual retreat on November 18-19, 2021. A list of committees and their objectives is below.

Please complete and return this form to Angela Speier at [aspeier@orcities.org](mailto:aspeier@orcities.org) by **October 31, 2021** if you're interested in serving on one or more committees beginning January 1, 2022. Current committee rosters can be viewed at [www.occma.org](http://www.occma.org) under the About OCCMA tab. In addition, the OCCMA Strategic Plan can also be viewed on the website.

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Entity:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Check one or more	Committee
	<b>NOMINATING</b> Recommend candidates for the OCCMA Board of Directors for the following year at the Annual Membership Meeting in October.
	<b>ETHICS</b> Monitor OCCMA and ICMA member compliance with the ICMA Code of Ethics. The Committee also serves as the local fact-finding body inquiry.
	<b>SUPPORT FOR MANAGERS</b> To connect managers with the network of opportunities to gain knowledge, insight, experience and perspective through developing other professionals in the field.
	<b>BYLAWS &amp; POLICY</b> Review Bylaws and Policy Annex and recommend amendments as requested by the Board of Directors.
	<b>PROFESSIONAL DEVELOPMENT</b> Plan conferences and other training opportunities including the Northwest Regional Managers Conference, Summer Conference and Fall Workshop.
	<b>COMMUNICATIONS</b> Maintain and enhance multimedia communication and information exchange through quarterly newsletter, website and other tools.
	<b>ICMA LIAISON</b> Identify and recommend actions in relation to the ICMA/OCCMA Affiliation Agreement and provide updates on international issues.
	<b>DIVERSITY, EQUITY, &amp; INCLUSION</b> Advancing diversity, equity and inclusion of and for the Membership of OCCMA. The Committee will seek to ensure a sense of belonging and inclusion by and with OCCMA among its membership. Encourage and foster professional management reflective of the community we serve. Promote training and development, for cultural competency in conjunction with the Professional Development Committee for the members of OCCMA. On January 29, 2021 the OCCMA Board of Directors voted to combine the DEI and Veterans in the Profession Committees. The Veterans in the Profession Committee worked to develop strategies to recruit and ensure success for veterans entering the City Manager profession. The Committee shall report to the OCCMA Board of Directors.

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

*Return completed forms to Angela Speier at [aspeier@orcities.org](mailto:aspeier@orcities.org) by October 31 2021.*



## 2023 OCCMA Committee Solicitation

The OCCMA Board of Directors is soliciting OCCMA members who are willing to serve on an OCCMA committee in 2023. The Board will make 2023 committee appointments during their annual retreat on November 17-18, 2022. A list of committees and their objectives is below.

Please complete and return this form to Angela Speier at [aspeier@orcities.org](mailto:aspeier@orcities.org) by **November 9, 2022** if you're interested in serving on one or more committees beginning January 1, 2023. Current committee rosters can be viewed at [www.occma.org](http://www.occma.org) under the About OCCMA tab. In addition, the OCCMA Strategic Plan can also be viewed on the website.

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Entity:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Check one or more	Committee
	<b>NOMINATING</b> Recommend candidates for the OCCMA Board of Directors for the following year at the Annual Membership Meeting in October.
	<b>ETHICS</b> Monitor OCCMA and ICMA member compliance with the ICMA Code of Ethics. The Committee also serves as the local fact-finding body inquiry.
	<b>SUPPORT FOR MANAGERS</b> To connect managers with the network of opportunities to gain knowledge, insight, experience and perspective through developing other professionals in the field.
	<b>BYLAWS &amp; POLICY</b> Review Bylaws and Policy Annex and recommend amendments as requested by the Board of Directors.
	<b>PROFESSIONAL DEVELOPMENT</b> Plan conferences and other training opportunities including the Northwest Regional Managers Conference, Summer Conference and Fall Workshop.
	<b>COMMUNICATIONS</b> Maintain and enhance multimedia communication and information exchange through quarterly newsletter, website and other tools.
	<b>DIVERSITY, EQUITY, &amp; INCLUSION</b> Advancing diversity, equity and inclusion of and for the Membership of OCCMA. The Committee will seek to ensure a sense of belonging and inclusion by and with OCCMA among its membership. Encourage and foster professional management reflective of the community we serve. Promote training and development, for cultural competency in conjunction with the Professional Development Committee for the members of OCCMA.
	<b>SCHOLARSHIP</b> Administer and grant scholarship funds in accordance with Board parameters and Article 12 of the OCCMA Policy Annex.
	<b>CIVIC EDUCATION</b> Provide tools, resources, and information to OCCMA members for when they are educating newly elected officials, the community, and future local government employees about local government and what city managers do.
	<b>VETERANS</b> Explore interest in the creation of a Veteran's in Local Government Group.

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

**Return completed forms to Angela Speier at [aspeier@orcities.org](mailto:aspeier@orcities.org) by November 9, 2022.**



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, LOC Project & Affiliates Manager  
**Date:** September 28, 2022  
**Subject:** Overview of 2022 Summer Conference

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The OCCMA Summer Conference took place at Eagle Crest Resort on July 19-22. Overall, the feedback received was positive with nobody indicating they wouldn't attend another OCCMA Summer Conference. The complete conference evaluation is included with this memo as attachment 1.

Also included is the budget overview (attachment 2). The Professional Development Committee raised \$30,000 in conference sponsorships and in total the OCCMA profited over \$24,000 from the conference. Included in page three of the budget overview is a list of expenses. The biggest cost overrun was in the AV/Trade Show line item. The board budgeted \$500, but the actual expense was \$3,285. It should be noted that venues charge for AV per day, so the association will be paying a full day rate for half days. The board could consider condensing the conference to occur over three full days instead of having a half-day Tuesday and a half-day Friday as a cost saving measure.

The OCCMA Scholarship Committee received nine requests for scholarships to attend the Summer Conference. The requests came from four students, four professional staff, and one manager in transition. One scholarship recipient was unable to attend the conference.

The scholarships covered the following items:

- Registration fees for seven individuals;
- Lodging costs for eight individuals;
- Travel expenses for five individuals; and
- Food per diems for three individuals.

**Attachments:**

1. Conference Evaluation
2. Budget Overview

**Suggested Motion**

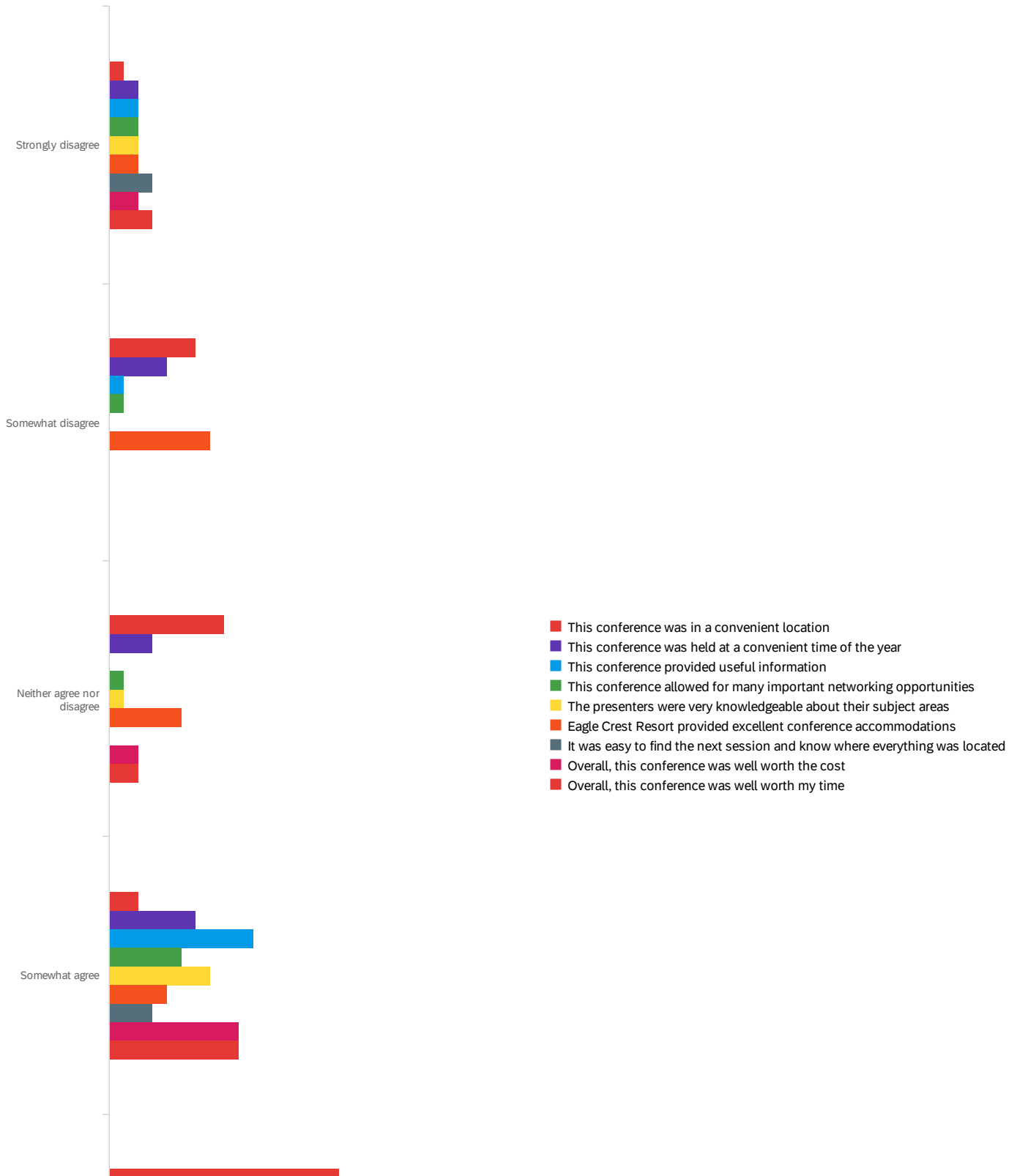
Information only

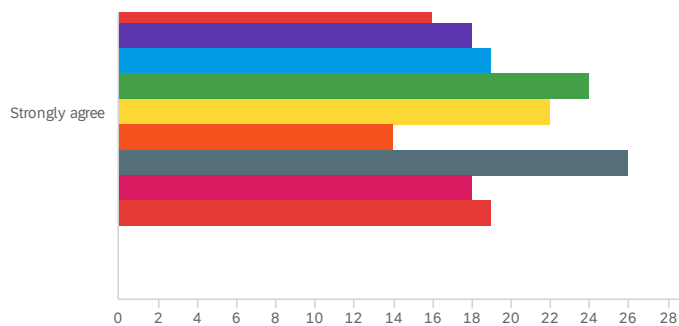
# 2022 OCCMA Summer Conference Evaluation Responses

2022 OCCMA Summer Conference Evaluation

September 16, 2022 2:50 PM MDT

Q1 - Please evaluate the following statements about the conference:





#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	This conference was in a convenient location	1.00	5.00	3.79	1.30	1.68	33
2	This conference was held at a convenient time of the year	1.00	5.00	4.03	1.29	1.67	33
3	This conference provided useful information	1.00	5.00	4.34	1.08	1.16	32
4	This conference allowed for many important networking opportunities	1.00	5.00	4.45	1.10	1.22	33
5	The presenters were very knowledgeable about their subject areas	1.00	5.00	4.47	1.03	1.06	32
6	Eagle Crest Resort provided excellent conference accommodations	1.00	5.00	3.66	1.38	1.91	32
7	It was easy to find the next session and know where everything was located	1.00	5.00	4.53	1.17	1.37	32
8	Overall, this conference was well worth the cost	1.00	5.00	4.32	1.06	1.12	31
9	Overall, this conference was well worth my time	1.00	5.00	4.24	1.18	1.40	33

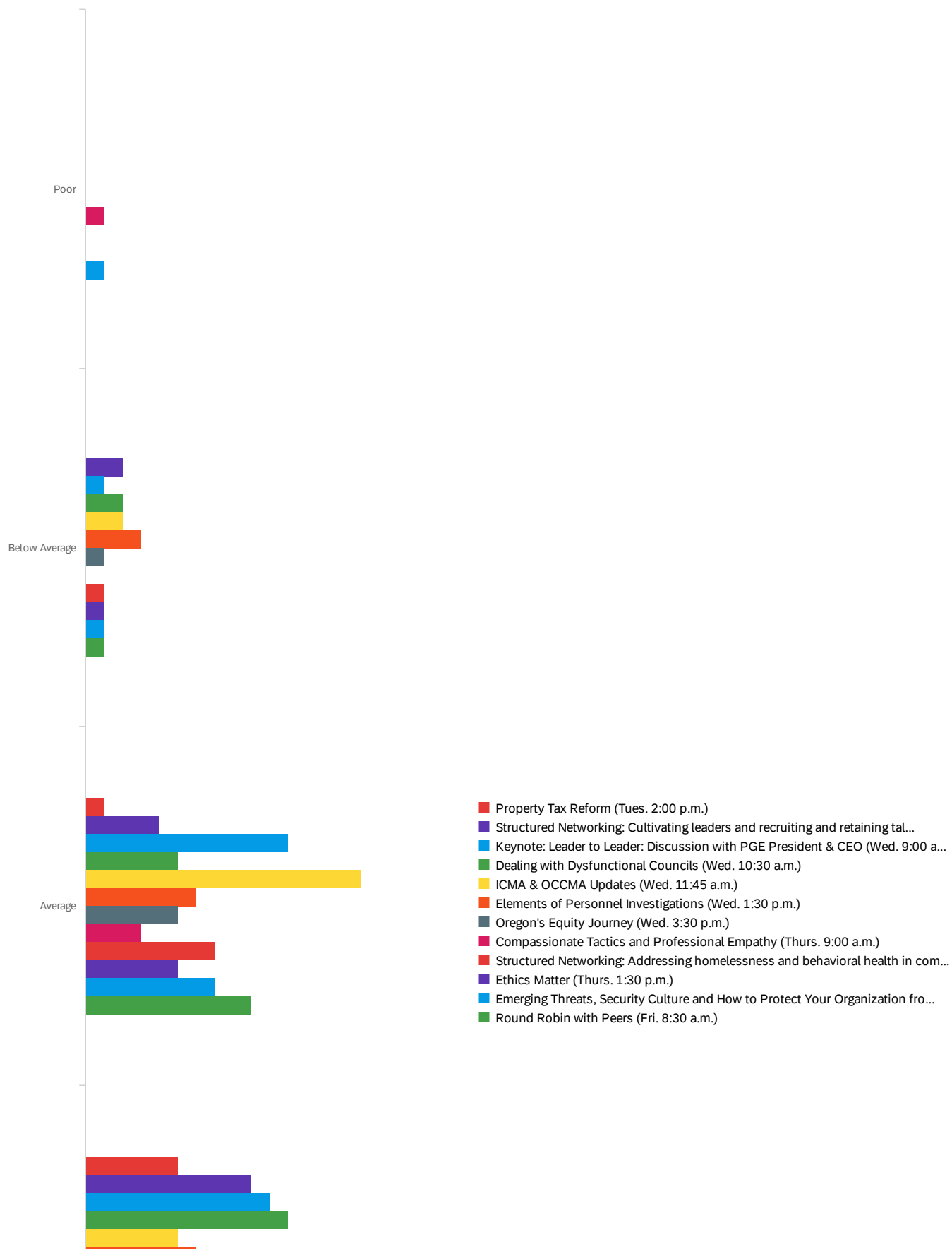
#	Field	Strongly disagree		Somewhat disagree		Neither agree nor disagree		Somewhat agree		Strongly agree		Total
1	This conference was in a convenient location	3.03%	1	18.18%	6	24.24%	8	6.06%	2	48.48%	16	33
2	This conference was held at a convenient time of the year	6.06%	2	12.12%	4	9.09%	3	18.18%	6	54.55%	18	33
3	This conference provided useful information	6.25%	2	3.13%	1	0.00%	0	31.25%	10	59.38%	19	32
4	This conference allowed for many important networking opportunities	6.06%	2	3.03%	1	3.03%	1	15.15%	5	72.73%	24	33
5	The presenters were very knowledgeable about their subject areas	6.25%	2	0.00%	0	3.13%	1	21.88%	7	68.75%	22	32
6	Eagle Crest Resort provided excellent conference accommodations	6.25%	2	21.88%	7	15.63%	5	12.50%	4	43.75%	14	32

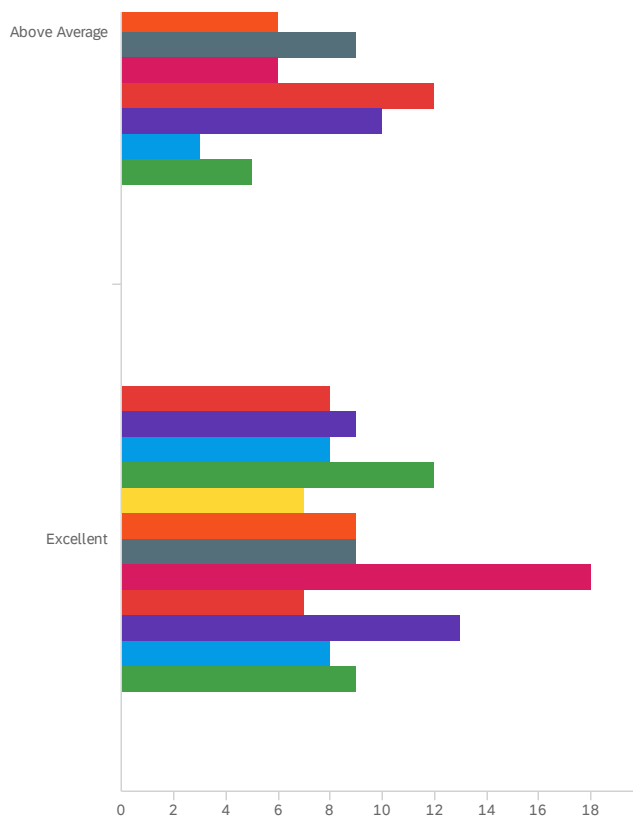
#	Field	Strongly disagree		Somewhat disagree		Neither agree nor disagree		Somewhat agree		Strongly agree		Total
7	It was easy to find the next session and know where everything was located	9.38%	3	0.00%	0	0.00%	0	9.38%	3	81.25%	26	32
8	Overall, this conference was well worth the cost	6.45%	2	0.00%	0	6.45%	2	29.03%	9	58.06%	18	31
9	Overall, this conference was well worth my time	9.09%	3	0.00%	0	6.06%	2	27.27%	9	57.58%	19	33

Showing rows 1 - 9 of 9



## Q2 - Please evaluate the conference sessions:





#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Property Tax Reform (Tues. 2:00 p.m.)	3.00	5.00	4.50	0.63	0.39	14
2	Structured Networking: Cultivating leaders and recruiting and retaining talent (Wed. 7:30 a.m.)	2.00	5.00	4.04	0.93	0.87	24
3	Keynote: Leader to Leader: Discussion with PGE President & CEO (Wed. 9:00 a.m.)	2.00	5.00	3.83	0.86	0.74	30
4	Dealing with Dysfunctional Councils (Wed. 10:30 a.m.)	2.00	5.00	4.10	0.91	0.82	30
5	ICMA & OCCMA Updates (Wed. 11:45 a.m.)	2.00	5.00	3.59	0.93	0.86	29
6	Elements of Personnel Investigations (Wed. 1:30 p.m.)	2.00	5.00	3.88	1.05	1.11	24
7	Oregon's Equity Journey (Wed. 3:30 p.m.)	2.00	5.00	4.08	0.86	0.74	24
8	Compassionate Tactics and Professional Empathy (Thurs. 9:00 a.m.)	1.00	5.00	4.43	0.94	0.89	28
9	Structured Networking: Addressing homelessness and behavioral health in communities big and small (Thurs. 10:45 a.m.)	2.00	5.00	3.93	0.81	0.66	27
10	Ethics Matter (Thurs. 1:30 p.m.)	2.00	5.00	4.21	0.85	0.72	29
11	Emerging Threats, Security Culture and How to Protect Your Organization from Cybercriminals (Thurs. 3:30 p.m.)	1.00	5.00	3.80	1.17	1.36	20

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
12	Round Robin with Peers (Fri. 8:30 a.m.)	2.00	5.00	3.92	0.95	0.91	24

#	Field	Poor	Below Average	Average	Above Average	Excellent	Total
1	Property Tax Reform (Tues. 2:00 p.m.)	0.00% 0	0.00% 0	7.14% 1	35.71% 5	57.14% 8	14
2	Structured Networking: Cultivating leaders and recruiting and retaining talent (Wed. 7:30 a.m.)	0.00% 0	8.33% 2	16.67% 4	37.50% 9	37.50% 9	24
3	Keynote: Leader to Leader: Discussion with PGE President & CEO (Wed. 9:00 a.m.)	0.00% 0	3.33% 1	36.67% 11	33.33% 10	26.67% 8	30
4	Dealing with Dysfunctional Councils (Wed. 10:30 a.m.)	0.00% 0	6.67% 2	16.67% 5	36.67% 11	40.00% 12	30
5	ICMA & OCCMA Updates (Wed. 11:45 a.m.)	0.00% 0	6.90% 2	51.72% 15	17.24% 5	24.14% 7	29
6	Elements of Personnel Investigations (Wed. 1:30 p.m.)	0.00% 0	12.50% 3	25.00% 6	25.00% 6	37.50% 9	24
7	Oregon's Equity Journey (Wed. 3:30 p.m.)	0.00% 0	4.17% 1	20.83% 5	37.50% 9	37.50% 9	24
8	Compassionate Tactics and Professional Empathy (Thurs. 9:00 a.m.)	3.57% 1	0.00% 0	10.71% 3	21.43% 6	64.29% 18	28
9	Structured Networking: Addressing homelessness and behavioral health in communities big and small (Thurs. 10:45 a.m.)	0.00% 0	3.70% 1	25.93% 7	44.44% 12	25.93% 7	27
10	Ethics Matter (Thurs. 1:30 p.m.)	0.00% 0	3.45% 1	17.24% 5	34.48% 10	44.83% 13	29
11	Emerging Threats, Security Culture and How to Protect Your Organization from Cybercriminals (Thurs. 3:30 p.m.)	5.00% 1	5.00% 1	35.00% 7	15.00% 3	40.00% 8	20
12	Round Robin with Peers (Fri. 8:30 a.m.)	0.00% 0	4.17% 1	37.50% 9	20.83% 5	37.50% 9	24

Showing rows 1 - 12 of 12

### Q3 - Do you have any general comments on the sessions you attended?

Do you have any general comments on the sessions you attended?

Thank you to the presenters!

N/A

All was great. When we come to Central Oregon, let's do Eagle Crest again. Balance of location from all points of view. This survey almost got me - first half it was left (poor) to right (Excellent) and the second half was Excellent (left) and Poor (right). Look at the toggle buttons. Hope everyone reads slowly and checks appropriately. :)

The guy from Canopy regarding Compassionate Tactics was the best session of the conference HANDS DOWN!! He was engaging, relevant, high energy. The Equity Journey session was really good as well - the presenters (from Hillsboro and Bend) were fantastic! I keep coming to the Round Robin, but honestly, it's painful so I think next year, I'm going to abandon it. People just don't engage enough. I had high hopes for the Ethics session - changing it to more of an inspirational theme, but it didn't turn out that way. Hearing about what people are being censured for would be really interesting :-). The lunch updates on Wednesday were also painful! The gal who did her 509 project...someone should have coached her on that presentation. SOOO many words on the slides; no pictures or graphics; SOOOO dry. The website she put together looks like it was built in the 80's; honestly. With all of the technology we have access to today, it should have been better than that. Her work, assuming it was good, got lost in the delivery. Jenny from Beaverton did great - loved her presentation/delivery. It felt like the three panelists (Scott, Brian, and Jenny) had not coordinated beforehand. Perhaps that should be a requirement for panel presentations - to coordinate. I feel like it would have made for a more smooth presentation because Brian and Scott's information sort of got lost, even though I know their content was solid. Maria Pope was great! She's the real deal; great catch getting her to our conference!

Broad topics that were well suited for today's issues.

I think the round robin would benefit from having some primer topics/questions. 90 minute session can feel long for some of the topics. I suggest 60 minutes for most with a few 90 minutes sessions for meatier or more participatory sessions.

The Eagle Crest resort is pretty outdated. Lots of issues with our room. But the location was great.

The speaker from Canopy was excellent and a great reminder about our EAP and personal self-care.

Just the technology glitches there at the end. Otherwise, a well put together conference.

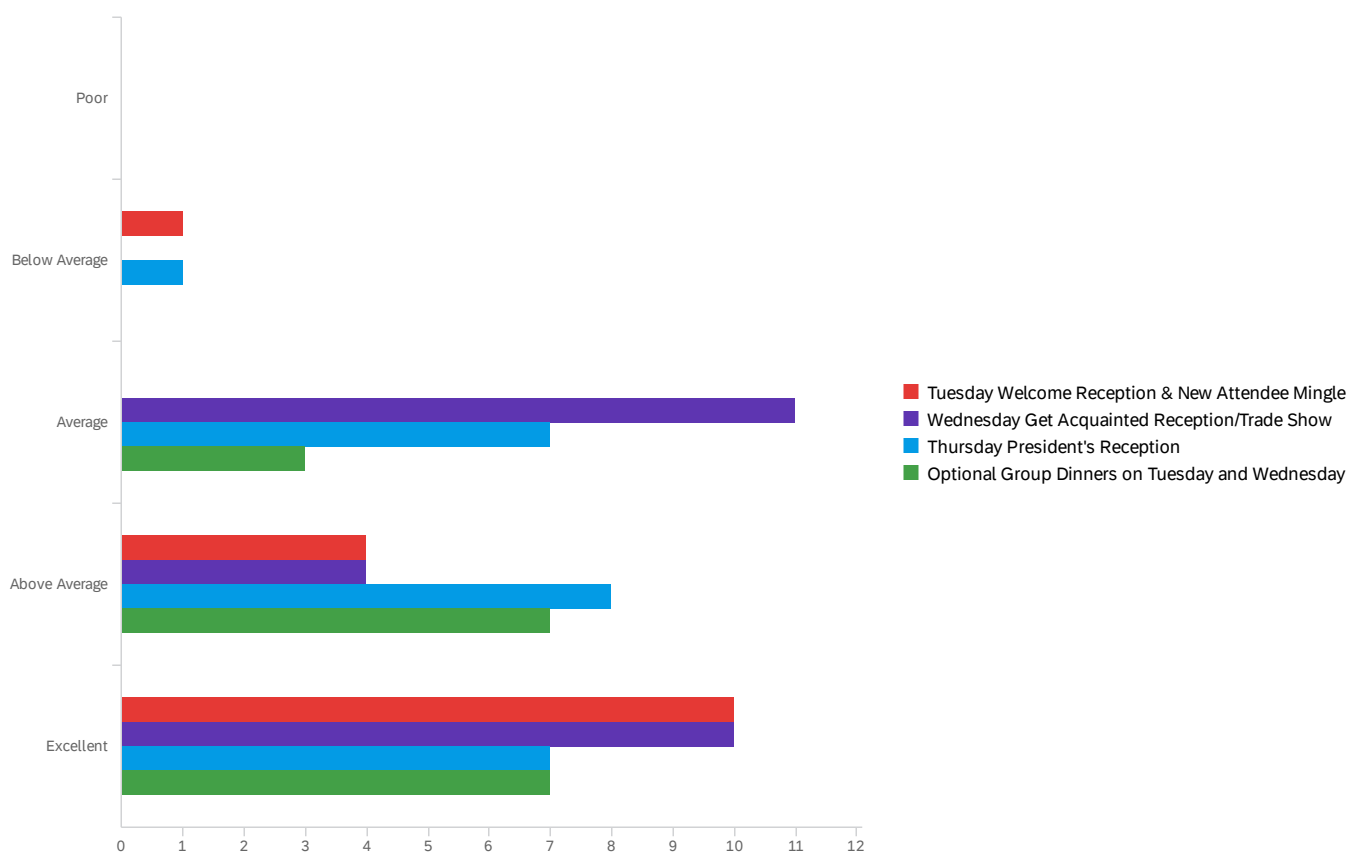
Providing greater opportunities for vendor interaction will increase the value proposition for vendors/sponsors. Invitations to present with members in more intentional way - all while avoiding the "sales pitch" challenge

I loved the diversity of the session topics. At the Thursday Networking Session at 10:45, I felt that the panel sitting in the circle talking was a little different and it gave me a sense that they were only having a conversation amongst themselves and not including the audience. Great topic, but probably could have been set up differently.

It would be very useful to have smaller breakout sessions concerning differing topics (public works issues, grant management, procurement changes, etc) than the large conference room presentations. It would also allow for better solutions from our peers rather than how large cities with resources address an issue. It feels the smaller cities are disenfranchised by many of the discussions.

I liked the interactive sessions the best. I would like more structured networking next year and/or having different tracks in smaller groups so we have more choice on topics that are relevant to us.

## Q4 - Please evaluate the conference events:



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Tuesday Welcome Reception & New Attendee Mingle	2.00	5.00	4.53	0.81	0.65	15
2	Wednesday Get Acquainted Reception/Trade Show	3.00	5.00	3.96	0.92	0.84	25
3	Thursday President's Reception	2.00	5.00	3.91	0.88	0.78	23
4	Optional Group Dinners on Tuesday and Wednesday	3.00	5.00	4.24	0.73	0.53	17

#	Field	Poor	Below Average	Average	Above Average	Excellent	Total
1	Tuesday Welcome Reception & New Attendee Mingle	0.00% 0	6.67% 1	0.00% 0	26.67% 4	66.67% 10	15
2	Wednesday Get Acquainted Reception/Trade Show	0.00% 0	0.00% 0	44.00% 11	16.00% 4	40.00% 10	25
3	Thursday President's Reception	0.00% 0	4.35% 1	30.43% 7	34.78% 8	30.43% 7	23

#	Field	Poor		Below Average		Average		Above Average		Excellent		Total
4	Optional Group Dinners on Tuesday and Wednesday	0.00%	0	0.00%	0	17.65%	3	41.18%	7	41.18%	7	17

Showing rows 1 - 4 of 4

## Q5 - Do you have any general comments on the events you attended?

Do you have any general comments on the events you attended?

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I really prefer the conference one week earlier like it normally is.

N/A

Good attendance for the President's Reception, wind did not like us.

Well planned and fostered relationships.

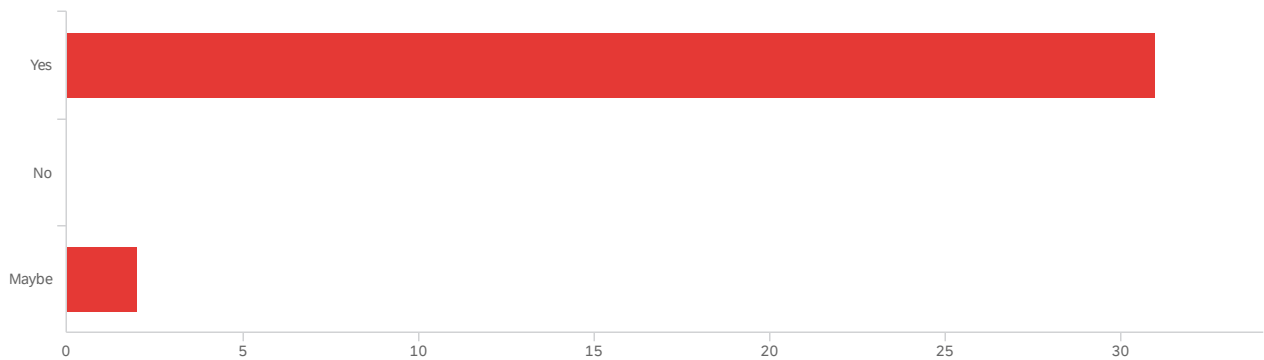
The dinner venue on Thursday was a bit windy. Might have been held indoors. Change the direction of the wind : )

Eagle Crest was an excellent venue for those of us with young families. I attended past years when it was at MBVR, and it was nice, but I'm realizing now that with our kids the age they are now, I probably wouldn't have attended. Eagle Crest's on-site amenities really allowed me to bring my whole family along so that I could be locked-in and focused during the day at the conference and still feel like it was worth the 3.5 hour drive and multiple nights away from home in the middle of summer vacation season. I look forward to this event being at Eagle Crest again in the future.

All very good - thank you!

It's great to see everybody. But it be better to schedule the networking around some social activities rather than

## Q6 - Would you attend the OCCMA Summer conference in future years?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Would you attend the OCCMA Summer conference in future years?	1.00	3.00	1.12	0.48	0.23	33

#	Field	Choice Count
1	Yes	93.94% 31
2	No	0.00% 0
3	Maybe	6.06% 2
		33

Showing rows 1 - 4 of 4



## Q7 - Why would you not (or hesitate to) attend future conferences?

Why would you not (or hesitate to) attend future conferences?

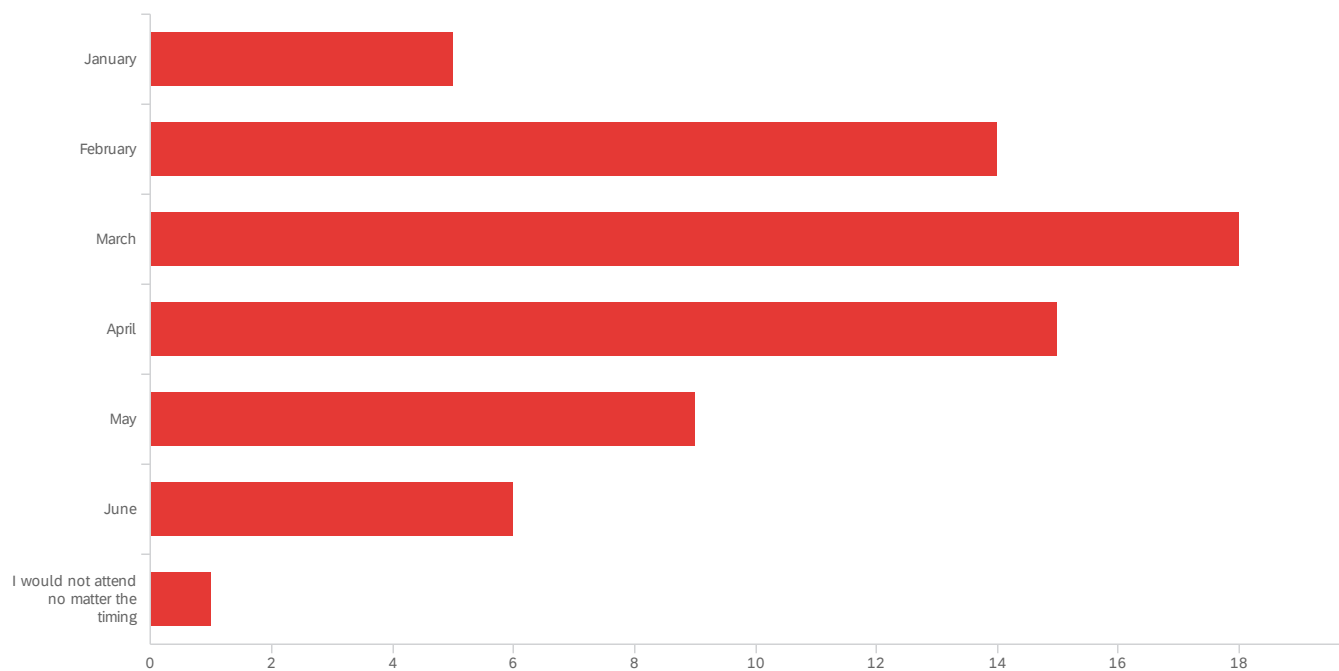
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Support from employer/financial reasons

Whether I am in the profession any longer.

## Q8 - Regarding another OCCMA event, the Northwest Regional Managers Conference

held in conjunction with Washington each spring - In which months would you be most likely to attend? (Check all that Apply)



#	Field	Choice Count
1	January	7.35% 5
2	February	20.59% 14
3	March	26.47% 18
4	April	22.06% 15
5	May	13.24% 9
6	June	8.82% 6
7	I would not attend no matter the timing	1.47% 1
		68

Showing rows 1 - 8 of 8

## Q9 - Do you have any additional comments about the conference?

Do you have any additional comments about the conference?

N/A

Professional Development Committee did excellent and all items were relevant.

Being mindful of budget preparation for Oregon managers is helpful.

I didn't attend the NW Regional conference this past year because it was too close to time that I needed to be out of the office for Spring Break, so I would advocate for late February/early March. I also think it needs to be before Spring Break versus after Spring Break, because I think it more evenly spreads out the conferences I attend (Spring NW Regional, OCCMA Summer, ICMA Fall)

It was just so great - I look forward to this every year. Eagle Crest is a great space and I hope we can go back again someday. It was nice to have a change of scenery, and I'm looking forward to Pendleton next year. Thanks to Lisa and Angela for taking care of all the little details of making this run smoothly!

I miss Bend. Eagle Crest was too large.

I would have preferred more healthy food options. Providing more keto friendly options such as the basics, plain meat/eggs or more vegetables and would have been ideal and allowed more customization to accommodate diets. Other than that the conference itself surpassed my expectation. Nice Work!

It really depends on workload, very busy the first half of the calendar year.

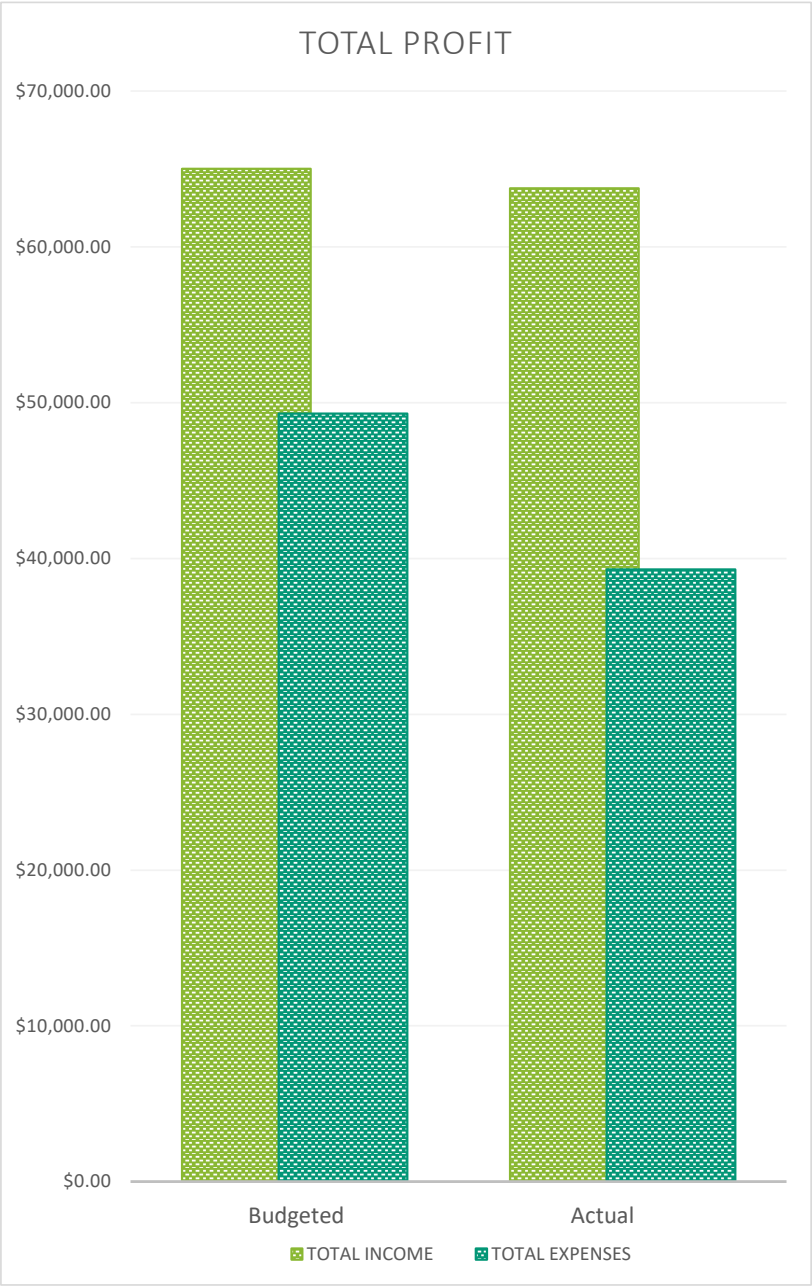
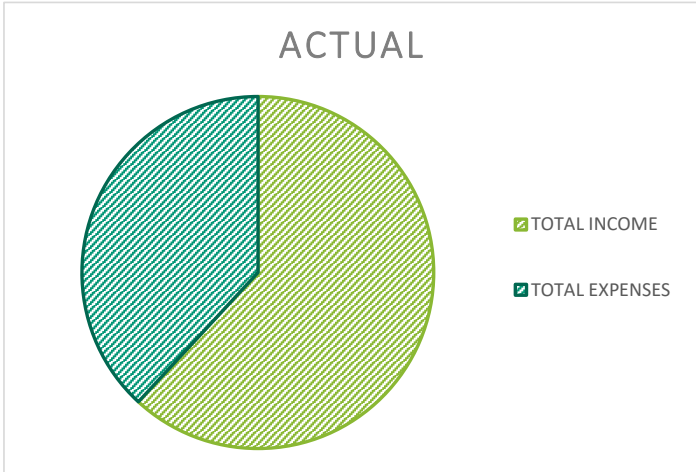
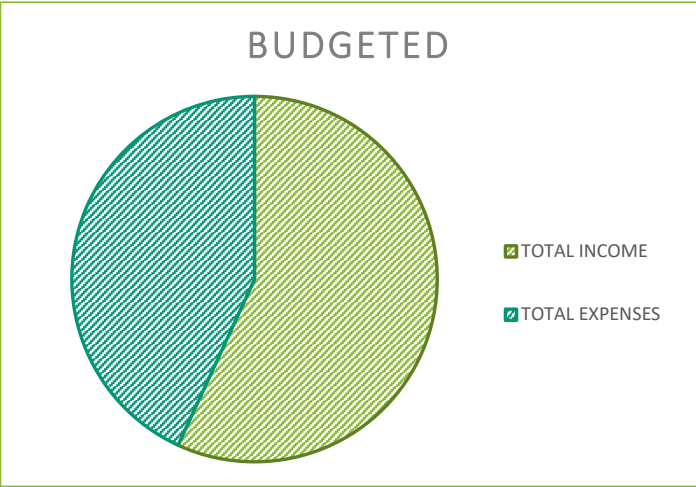
This conference really seemed to focus on issues of self care, and little to do with specific city manager challenges.

**End of Report**

# Event Budget for 2022 OCCMA Summer Conference

## Profit - Loss Summary

	Budgeted	Actual
TOTAL INCOME	\$65,000.00	\$63,760.00
TOTAL EXPENSES	\$49,300.00	\$39,287.84
TOTAL PROFIT	\$15,700.00	\$24,472.16



# Event Budget for 2022 OCCMA Summer Conference

## TOTAL INCOME

Budgeted	Actual
\$65,000.00	\$63,760.00

## Registration Fees

Estimated	Actual			Budgeted	Actual
87	75	Member	\$400.00	\$34,800.00	\$30,000.00
8	5	Non-Member	\$500.00	\$4,000.00	\$2,500.00
0	1	Sponsor Reg (paid)	\$200.00	\$0.00	\$200.00
0	7	Scholarship	\$0.00	\$0.00	\$0.00
10	2	Student	\$100.00	\$1,000.00	\$200.00
9	10	Senior Advisor/ICMA	\$0.00	\$0.00	\$0.00
3	4	Staff	\$0.00	\$0.00	\$0.00
10	14	Speakers	\$0.00	\$0.00	\$0.00
10	19	Sponsors (incl.)	\$0.00	\$0.00	\$0.00
4	6	Late Fee	\$50.00	\$200.00	\$300.00
0	0	Cancellation Fee	\$0.00	\$0.00	\$0.00
<b>Total</b>				<b>\$40,000.00</b>	<b>\$33,200.00</b>

## Paid Events

Estimated	Actual			Budgeted	Actual
0	7	Golf	\$80.00	\$0.00	\$560.00
0	0		\$0.00	\$0.00	\$0.00
0	0	Other	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>7</b>			<b>\$0.00</b>	<b>\$560.00</b>

## Sponsors

Estimated	Actual			Budgeted	Actual
1	1	Reception	\$3,500.00	\$3,500.00	\$3,500.00
2	1	Platinum	\$2,500.00	\$5,000.00	\$2,500.00
3	4	Gold	\$1,500.00	\$4,500.00	\$6,000.00
4	8	Silver	\$1,000.00	\$4,000.00	\$8,000.00
1	2	Keynote/Pres Reception	\$5,000.00	\$5,000.00	\$10,000.00
4	0	Non-Profit	\$750.00	\$3,000.00	\$0.00
<b>Total</b>	<b>16</b>			<b>\$25,000.00</b>	<b>\$30,000.00</b>

# Event Budget for 2022 OCCMA Summer Conference

## TOTAL EXPENSES

Administration	Budgeted	Actual
LOC Staff meals - 3-5444	\$500.00	\$19.20
<b>Total</b>	<b>\$500.00</b>	<b>\$19.20</b>

Audio/Trade Show 3-5443	Budgeted	Actual
AV Rental (Hotel)	\$250.00	\$2,505.00
Trade Show Tables	\$250.00	\$780.00
<b>Total</b>	<b>\$500.00</b>	<b>\$3,285.00</b>

Postage/Printing 3-5446	Budgeted	Actual
Postage	\$0.00	\$0.00
Printing (signs)	\$500.00	\$243.00
<b>Total</b>	<b>\$500.00</b>	<b>\$243.00</b>

Travel 3-5447	Budgeted	Actual
Staff Travel	\$300.00	\$158.75
<b>Total</b>	<b>\$300.00</b>	<b>\$158.75</b>

Speakers	Budgeted	Actual
Speaker Fee - 3-5450	\$6,000.00	\$1,510.00
Speaker Lodging	\$1,000.00	\$910.40
Speaker Travel - Steve Lee	\$500.00	\$557.74
<b>Total</b>	<b>\$7,500.00</b>	<b>\$2,978.14</b>

Other	Budgeted	Actual
Activities - Golf 3-5441	\$3,000.00	\$560.00
Roger Jordan Scholarship (travel)	\$0.00	\$707.91
Charlie Henry Scholarship (travel)	\$0.00	\$395.00
Other	\$0.00	\$0.00
Other	\$0.00	\$0.00
<b>Total</b>	<b>\$3,000.00</b>	<b>\$1,662.91</b>

Budgeted	Actual
\$49,300.00	\$39,287.84

Food and Beverage	Budgeted	Actual
Tues - Reception	\$2,000.00	\$1,938.00
Wed - Breakfast	\$3,000.00	\$2,808.00
Wed - All Day Coffee	\$500.00	\$336.00
Wed - AM Break	\$600.00	\$0.00
Wed - Lunch	\$3,000.00	\$3,024.00
Wed - PM Break	\$250.00	\$423.60
Wed - Reception	\$2,500.00	\$1,812.00
Thurs - Breakfast	\$3,500.00	\$3,024.00
Thurs - All Day Coffee	\$500.00	\$294.00
Thurs - AM Break	\$500.00	\$1,220.40
Thurs - Lunch	\$3,500.00	\$2,736.00
Thurs - PM Break	\$300.00	\$882.00
Thurs - Reception	\$6,000.00	\$5,616.00
Fri - Breakfast	\$3,500.00	\$1,944.00
Fri - All Day Coffee	\$300.00	\$0.00
Room Rental	\$1,000.00	\$0.00
Other	\$4,050.00	\$0.00
	\$0.00	\$0.00
<b>Total</b>	<b>\$35,000.00</b>	<b>\$26,058.00</b>

Hotel, Lodging	Budgeted	Actual
Staff - Angela Speier 3-5445	\$1,000.00	\$804.48
Scholarship (Charlie Henry)	\$500.00	\$1,950.52
Scholarship (Roger Jordan)	\$500.00	\$2,127.84
Senior Advisors	\$0.00	\$2,945.40
LOC Staff		\$981.80
<b>Total</b>	<b>\$2,000.00</b>	<b>\$8,810.04</b>

Bill Backs	Budgeted	Actual
LOC Staff		-\$981.80
Senior Advisors		-\$2,945.40
<b>Total</b>	<b>\$0.00</b>	<b>-\$3,927.20</b>



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Angela Speier, LOC Project & Affiliates Manager  
**Date:** September 28, 2022  
**Subject:** Future Conference Locations

---

Currently the OCCMA only has a contract executed for the 2023 Summer Conference. This conference will be occurring Wednesday, July 19 – Saturday, July 22, 2023 at the Pendleton Convention Center. Staff would like board direction on potential locations for the following conferences/events.

## **2023**

*Board of Directors Retreat – Typically held the third Thursday and Friday in November*

In the past the retreat has been held in Silverton at the Silver Falls State Park and at the Oregon Garden. 2022 is the last contract year for the Oregon Garden, thus the board will need to determine whether it would like to continue holding the retreat at the Oregon Garden or move to a different location. Staff has typically negotiated a multi-year contract for this event and could secure the same location for 2023, 2024, and 2025 if the board is agreeable.

## **2024**

*NW Regional Managers Conference – held in March or April*

Staff would like the board to determine their preferred location for the NW Regional City/County Managers Conference. Oregon has not hosted since 2019 and the conference took place at the Best Western Plus in Hood River. In 2017 it was held at the Resort at the Mountain in Welches and in 2015 it was held at the Red Lion on the River in Portland.

*OCCMA Summer Conference*

Does the board wish to continue with the tradition of holding its summer conference every other year in central Oregon. If yes, staff can reach out to potential venues for pricing and availability. Staff would also like direction on a preferred date for the conference. The Oregon Mayors Association (OMA) will be holding their conference Thursday, July 18 – Saturday, July 20. Staff would like to ask the board to consider moving the conference to either the week of June 24 or August 5 to avoid staffing conflicts. In addition, the board should also provide direction on the length of the conference (i.e. 3-full days or 2 full days with two half days).

## **2025**

*OCCMA Summer Conference*

Identify the preferred region and dates the board would like to see the conference held and staff will reach out to possible venues for pricing and availability.

## **Suggested Motion**

A formal motion is not needed at this time. Once venues are identified the board will be asked to approve the contracts.



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Zoe Mombert, Ethics Committee Chair  
**Date:** September 21, 2022  
**Subject:** Ethics Committee Update

---

The OCCMA Ethics Committee met once in 2022 to review a complaint from 2021 and forwarded a recommendation to the OCCMA Board of Directors. There are not currently any additional ethics complaints under review.





# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** President Marston and Board Members  
**From:** Rachael Fuller  
**Date:** September 12, 2022  
**Subject:** NW Women's Leadership Academy – Update on Cohort #5

---

The purpose of this memo is to update the OCCMA Board on recruitment for the fifth cohort of the NW Women's Leadership Academy. Interest in the academy continues to outpace available spaces. This year, the academy received 57 nominees from a total of 46 organizations for 20 available spaces in this year's cohort.

Nominees will be invited to apply, and a selection committee will review the applications and make the final determinations. In a typical year, the cohort meets in person monthly in a different host city throughout the state. After multiple years of hybrid or virtual cohorts, the Academy is thrilled to return to in-person/all-day meetings.

The NW Women's Leadership Academy (NWWLA), founded in 2018, is a program designed to advance, connect, inspire, and empower women from a variety of backgrounds in local government. The first cohort kicked off in February of 2018 and the fifth cohort will begin in November, 2022. More than 100 women throughout Oregon have graduated from the program.



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

**To:** OCCMA Board of Directors  
**From:** Zoe Mombert, Civics Education Ad Hoc Committee Chair  
**Date:** September 16, 2022  
**Subject:** Report to the Board: Civics Education Ad Hoc Committee

---

The Civics Education Ad Hoc Committee was formed by the Board of Directors and was established in 2021 to become effective in calendar year 2022. The Board tasked the committee with the following charge: "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."

The committee was focused on creating a toolkit for city managers, in various Oregon communities, to communicate with the manager/ council form of government, budget basics, etc. The committee was fortunate to have graduate student, Ashleen McGirk, assist the committee and develop a tool kit of editable forms/ resources, videos and fact sheets for OCCMA members to use. The materials are available here: <https://sites.google.com/pdx.edu/civiceducationtoolkit/home>. The toolkit was presented at the OCCMA Summer Conference, and we hope to distribute information about the toolkit at the October LOC Annual Conference.

The committee believes that we were able to make great stride in 2022, especially due to the work of our graduate student, and recommend that the board continues the ad-hoc committee in 2023. The original charge from the board would remain the same. The recommended work plan would include:

- Continuing to improve and update the tool kit as needed
  - o Ask members what could be improved, are there hold ups using the tool kit, what should civics education in schools look like (local government participation)
- Develop a presentation guide to promote the tool kit to OCCMA members
- Develop a presentation template for OCCMA members to share the tool kit or tool kit information with their local schools, civics groups (chamber, rotary, etc) and future local government professionals.

**Suggested Motion**

None