



# OCCMA

**Oregon City/County  
Management Association**

A State Affiliate of **ICMA**

## OCCMA Board of Directors Special Meeting

September 1, 2022 | 10:00 – 11:00 am

Join Zoom Meeting

<https://us02web.zoom.us/j/82391587137?pwd=QUtrTXlCWUpVMFdGL0QwYUwzOEZlUT09>

Meeting ID: 823 9158 7137 | Passcode: 778206 | Dial in: +1 (253) 215-8782

### AGENDA

<b>A. Welcome &amp; Roll Call</b> <i>(President Marston)</i> .....	-
<b>B. Consent Calendar* <i>(President Marston)</i> .....</b>	-
1. Minutes of July 22, 2022 OCCMA Board Meeting.....	02
<b>C. Nominating Committee Report/Slate of Candidates* <i>(Spencer Nebel)</i>.....</b>	09
<b>D. LOC Board Nomination Recommendation* <i>(Spencer Nebel)</i> .....</b>	11
<b>E. Update on Fall Workshop</b> <i>(President-Elect Derickson)</i> .....	12
<b>F. Other Business</b> <i>(President Susie Marston)</i> .....	-
<b>G. Adjournment</b> <i>(President Susie 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

July 22, 2022 | 9:45 am – 11:45 am

Eagle Crest Resort | 1522 Cline Falls Rd, Redmond, OR 97756

### 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 – Present

Adam Brown, Director – Present

Aaron Palmquist, Director – Present

Zoe Mombert, Director – Present

Heidi Bell, Director – Present

**Others:** David Milliron, North Bend City Manager; Roger Jordan, Senior Advisor Emeritus; Pat Martel, ICMA West Coast Regional Director; Yoko Kinoshita, PSU Graduate Student; Megan Phelan, Lake Oswego Assistant City Manager/HR Manager and NWWLA Chair; Peter Troedsson, Albany City Manager; Stuart Rodgers, Aurora City Recorder; Will Klebes, The Dalles City Manager; Aaron Cubic, Grants Pass City Manager; Justin Hogue, Yamhill County Deputy County Administrator; Dave Waffle, Senior Advisor; Nolan Young, Senior Advisor; Dan Bartlett, Senior Advisor; Eileen Stein, Clackamas County Interim Deputy Director, Business and Community Development Department

#### **A. Welcome**

**9:48 am**

Chair Marston called the meeting to order at 9:48 am. She thanked President-Elect Derickson and the Professional Development Committee for the wonderful conference.

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

**9:53 am**

It was moved by Past President Nebel and seconded by Director Huff to approve the consent calendar. Director Palmquist asked if there was any action that needed to be taken on the late fee memo. President Marston said Interim Executive Director Mulvihill is looking for feedback from the board on charging late fees on past due invoices for conferences and training events. Director Bell requested staff include details in the transaction report for each of the items listed, so the board will have a better idea on what the purchases were for. The motion passed unanimously (11-0). [11-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Fuller, Brown, Palmquist, Mombert, and Bell); 0-No; 0-Abstain; 0-Absent].

#### **C. Ad/Hoc Senior Advisor Position**

**9:53 am**

President Marston explained at the last meeting the board appointed Ric Ingham to serve as the Region 5 senior advisor and considered appointing Rob Drake as a backup senior advisor. The board asked for additional information regarding the budget and requested staff see if ICMA would be okay with this type of arrangement. The staff report included the feedback from ICMA which is not supportive of having a

backup advisor, but if OCCMA chooses to appoint an additional senior advisor they recommend calling the position an ambassador and not have it be a senior advisor. President Marston reviewed the budget for the program and expenses to-date and noted if the board chooses to create this position, she does not see it having a big impact to the budget. The board could also cap the expenditure amount for this position since the position would not be eligible for partial reimbursement from ICMA.

Discussion ensued on the Senior Advisor Emeritus position held by Roger Jordan and how this appointment would differ from that position. Mr. Jordan explained how he continues to support city managers, but does not get a reimbursement for his travel. Director Palmquist asked about the process of filling senior advisor vacancies if the board chooses to create ambassador positions. The senior advisors felt by having an ambassador position it would be an easier transition to fill the next vacancy. Director Mombert is not concerned with the budget and felt that if someone wants to serve and provide assistance to members than OCCMA should be supportive. She would also like to see the ambassador position provide support to individuals entering the profession. It could also be beneficial to have a starting recruitment list for when there is a vacancy in a senior advisor position, and it might make it easier to fill the position. Director Fuller said if the board decides to create a new category of individuals of the membership it would make sense to open it up for other individuals in the profession to be able to serve in this role as well. By opening it up it could help create more diversity in the people providing support to the membership.

The board decided prior to creating this position, they should approve a position description and figure out what role this type of position would take. The position description could be approved by the board at the October meeting. The board decided to create a workgroup to define the position, taking into consideration mentoring new local government professionals and how the appointment process to a senior advisor would work. ICMA West Coast Regional Director Pat Martel explained ICMA is reassessing the Senior Advisor Program, not to change it or eliminate it, but to look at what they should be doing to be consistent with ICMA's principles, including diversity.

*It was moved by Past President Nebel and seconded by Director Huff to create a workgroup consisting of himself, Director Fuller, and a senior advisor to define the position as discussed as well as to determine a recommended process for filling this position moving forward. The motion passed unanimously (11-0). [11-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Fuller, Brown, Palmquist, Mombert, and Bell); 0-No; 0-Abstain; 0-Absent].*

#### **D. NWWLA Committee Appointments**

**10:12 am**

NWWLA Chair Megan Phalen explained how new committee members were recruited to join a committee. The Leadership Team was fortunate to receive enough interest from alumni to fill all the vacancies and even increase the number of members serving on the Communications and Engagement Committee. These additional members will be focusing on programs for the 100 alumni who have graduated from the academy.

*It was moved by Director Bell and seconded by Director Palmquist to approve the NWWLA committee appointments as proposed. The motion passed unanimously (11-0). [11-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Fuller, Brown, Palmquist, Mombert, and Bell); 0-No; 0-Abstain; 0-Absent].*

#### **E. OCCMA Bylaws Update**

**10:13 am**

Director Bell provided an overview of proposed changes to the bylaws and the changes recommended to the policy annex. The Bylaws Committee is recommending a new article be added to the policy annex that creates a Standing Scholarship Committee and better defines the two scholarship programs.

It was moved by Director Bell and seconded by Director Palmquist to approve the proposed changes to the OCCMA bylaws and request staff forward them to the membership for ratification at the annual membership meeting on October 5, 2022. The motion passed unanimously (11-0). [11-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Fuller, Brown, Palmquist, Mombert, and Bell); 0-No; 0-Abstain; 0-Absent].

It was moved by Director Bell and seconded by Director Palmquist to formally introduce the amendments to the OCCMA policy annex with adoption scheduled for the October 4, 2022 Board of Directors meeting. The motion passed unanimously (11-0). [11-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Fuller, Brown, Palmquist, Mombert, and Bell); 0-No; 0-Abstain; 0-Absent].

#### **F. Letter to the LOC Board of Directors regarding LOC Executive Director Recruitment 10:28 am**

President-Elect Derickson said he completed his term on the LOC board last year and the last item of business was handling the departure of the LOC's executive director. He said the LOC is at a critical juncture in looking forward at its mission, purpose, and how it views its relationship with local governments. He said this hire will be very important to help resolve those issues and he would like to see someone filling that role with direct local government management experience. He is seeking the OCCMA board's approval to draft a letter to the LOC board encouraging them to look at candidates that have local city/county management experience to help lead LOC into the future and he would like to see the OCCMA board advocate for the kind of leadership it thinks the LOC needs to best serve the OCCMA membership. He is asking the board to authorize the president to submit a letter to the LOC board.

It was moved by Director Palmquist and seconded by Director Huff that President-Elect Derickson work with President Marston to draft a letter as described. The motion passed unanimously (11-0). [11-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Fuller, Brown, Palmquist, Mombert, and Bell); 0-No; 0-Abstain; 0-Absent].

#### **G. Co-Sponsorship of Reception at the ICMA Conference**

**10:32 am**

President Marston said Jeff Towery, McMinnville City Manager is the incoming President of ICMA. To help celebrate this accomplishment the Maxwell School in Columbus Ohio would like to hold a reception in his honor during the ICMA Conference. Staff has been in discussion with the individuals planning the reception and they are asking for OCCMA to provide a sponsorship in the amount of \$250.

It was moved by Past President Nebel and seconded by Director Bell to have the OCCMA co-sponsor the Maxwell School's reception to honor Jeff Towery by donating \$250. The motion passed unanimously (11-0). [11-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Fuller, Brown, Palmquist, Mombert, and Bell); 0-No; 0-Abstain; 0-Absent].

## **H. Managers Workshop at the LOC Spring Conference**

**10:34 am**

Secretary/Treasurer Angela Speier is seeking the board's feedback on holding a Manager's Workshop during the LOC Spring Conference. Past President Nebel said it would be nice for the managers to have something to do during that time and it could be just a structured discussion. He said since the conference is held in different parts of the state it might help to engage some of the members who are not typically engaged through regular meetings. Director Bell said it could be something informal such as touring the City Hall or their water or wastewater facilities. Discussion ensued on the capacity of the Professional Development Committee to take this on and the need for OCCMA to build partnerships with elected officials throughout the state. The board would like to see the Professional Development Committee take the lead on planning a workshop at the LOC Spring Conference.

## **I. Membership Report**

**11:18 am**

Secretary/Treasurer Speier provided an update on OCCMA's membership to-date.

## **J. Approve updated conference refund policy**

**11:21 am**

*It was moved by Director Palmquist and seconded by Director Bell to approve the proposed cancellation policy as presented. The motion passed unanimously (11-0). [11-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Fuller, Brown, Palmquist, Mombert, and Bell); 0-No; 0-Abstain; 0-Absent].*

## **K. Committees**

**10:43 am**

### **❖ Reports and Action Items**

#### **1. Audit**

President Elect Derickson said the Audit Committee will be meeting in September.

#### **2. Bylaws**

Director Bell referred to the earlier discussion of the proposed changes to the bylaws and thanked the members who helped draft the proposed language.

#### **3. Communications**

Director Bell said the Quarter 2 Newsletter has been published and the deadline to submit articles for Quarter 3 is August 8. She encouraged the board to share the newsletter with their employees. She encouraged members to submit their City Hall Selfies for inclusion, as well as articles regarding what cities are doing regarding climate change and innovative articles related to water/wastewater projects.

Director Fuller requested the committee help get the word out about the civic education toolkit that Ashleen developed. Director Palmquist requested the board acknowledge the members who served on committees this year prior to soliciting for new members. Director Brown requested the committee look at including articles related to counties.

#### **4. DEI**

There was no update.

## **5. Ethics**

Director Mombert provided an update on the last complaint and is happy to have a formalized process moving forward.

## **6. ICMA Liaison**

Director Brown said there is no shortage of connections between OCCMA members and ICMA. He reported the Brian Latta was able to secure a YSEALI Fellow from Cambodia.

## **7. Nominating**

Past President Nebel provided an update on the nomination process for the both the LOC and OCCMA Board of Directors. He said the nominations for two director positions and the position of president-elect are open until July 29. The nominations will come back to the OCCMA Board of Directors during a special meeting in September.

## **8. Professional Development**

President-Elect Derickson thanked everyone who helped with the conference this year and said he has received positive feedback. The committee will now turn its focus to planning the Fall Workshop. He would like to see the workshop focus on the roles and responsibilities between city managers and police chiefs. This could be a joint session between the OCCMA and the Chief of Police Association. The session could include a panel of both managers and chiefs. He would like to see the session cover the managerial roles between the two departments as well as the roles during a police shooting either when an officer shoots or is shot in the line of duty. It could also include topics such as policing strategies and the organizational cultural of police departments. CIS's responsibility should also be included, and the committee will need to make sure to include information for cities that contract with counties for law enforcement. Discussion ensued on mass shootings and best practices for ensuring safety during large community events. It was decided this could be a topic for a future conference.

## **9. Support for Managers**

Director Brown said the committee continues to meet regularly and keeps a pulse on vacancies and recruitments.

## **10. Northwest Women's Leadership Academy**

Director Fuller said nominations are being accepted for the next cohort and the Leadership Team is excited to get back to in person full day sessions. Lastly, she thanked Megan Phelan for serving as chair and leading the academy.

## **11. Dues Committee**

Director Palmquist provided an update on the Dues Committee and walked the board through the committee recommendation. There are four key areas the committee would like the board to consider. The first is modifying the definition of an active member, which was included in the proposed revisions to the bylaws. The second is to increase the membership dues for affiliate and cooperating members to \$95 in 2023; \$100 in 2024; and \$110 in 2025. The third is to add a 5% surcharge to dues for active, affiliate and cooperating memberships to fund the OCCMA's two scholarship programs. The last item was related to a recruitment strategy and would allow staff to

give someone who has never been an OCCMA member or who has not been in the last three years to receive their first year of membership at half price.

Senior Advisor Dave Waffle has been actively involved with the ICMA Student Chapter at PSU and said the students would appreciate the board dedicating funds to scholarships. Past President Nebel agreed and likes the idea of a surcharge dedicated to the scholarships and noted it is important to ensure the two programs are funded on a sustainable basis. He would like the committee to look at modifying the formula to round to the nearest 100<sup>th</sup>.

*It was moved by Past President Nebel and seconded by President Elect Derickson to approve the Dues Committee recommendation of increasing the dues for affiliate and cooperating memberships over the next three years, as well as adding a 5 percent surcharge to all dues categories except for students to help fund the scholarship programs and direct staff to implement half priced dues for new members and members who are returning after three years or later. In addition, he requested the committee report back to the board in October regarding a potential change to the dues formula for 2023. The motion passed unanimously (11-0). [11-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Fuller, Brown, Palmquist, Mombert, and Bell); 0-No; 0-Abstain; 0-Absent].*

## **12. Veterans Committee**

Director Palmquist said the committee is asking the board to approve sending a survey to the OCCMA and LOC membership regarding their desire to create a Veteran affiliate group. Staff will also send the survey to the Association of Oregon Counties (AOC) and request they distribute it to their members.

*It was moved by Director Palmquist and seconded by Director Bell to provide a survey to OCCMA membership and request support from the LOC to send the same survey to city leadership across Oregon. The motion passed unanimously (11-0). [11-Yes (Marston, Derickson, Nebel, Walsh, Huff, Varner, Fuller, Brown, Palmquist, Mombert, and Bell); 0-No; 0-Abstain; 0-Absent].*

## **13. Civic Education Committee**

Director Mombert provided an update on the Civic Education Toolkit that was created by Ashleen McGirk through her capstone project at PSU. The board discussed how to get students involved with OCCMA and how to use the toolkit in their own communities. The board also discussed how to utilize students in their cities and Eileen encouraged members to reach out to her and she can help facilitate the connection to the students. Discussion also ensued on the need to address the division between cities and school districts. The board suggested doing a presentation to the OSBA encouraging greater civic education in schools. The committee will meet again to discuss education efforts in the community and at schools.

## **14. Scholarship Committee**

Director Brown provided an update on the number of individuals who received scholarships to attend in the conference.

## **L. Senior Advisor Update**

**11:29 am**

Senior Advisor Dan Bartlett provided an update on the Clatsop County managers group and said he will be meeting with managers in Columbia and Lincoln Counties. Senior Advisor Nolan Young attended two small cities meetings in his region and encouraged new managers to participate in OCCMA.

**M. Other**

**11:31 am**

Staff reported the Board Retreat will be taking place at the Oregon Garden Resort November 17-18. Staff will be reaching out to the members regarding their hotel room needs soon. The board thanked the catering and LOC staff for their work on the conference.

**N. Adjournment**

**11:35 am**

President Marston adjourned the meeting at 11:35 am.

**APPROVED** by the OCCMA Board of Directors on September 1, 2022.

Respectfully submitted by:

/s/Angela Speier, Project & Affiliates Manager





**OCCMA**  
**Oregon City/County**  
**Management Association**  
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To: OCCMA Board of Directors  
From: Spencer Nebel, OCCMA Nominating Committee Chair  
Committee members Rachael Fuller, Zoe Mombert, and Eileen Stein  
Date: August 24, 2022  
Subject: Nominating Committee Report – 2023 Slate of Officers Proposed

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OCCMA received eleven applications, listed in the table below, to fill two available 3-year board positions and the President-Elect position. Retiring board members include:

- Dan Huff, City Manager, Molalla (2022)
- Heidi Bell, City Manager, Sheridan (2022)

Name	Title	City/County	Population	Region	Position Sought
Ann Ober	City Manager	Milwaukie	21,235	2	Director
Jesse VanderZanden	City Manager	Forest Grove	26,242	2	Director
Nina Vetter	City Manager	Gresham	114,361	2	Director
Brian Latta	City Manager	Dallas	17,320	3	Director
Dan Huff	City Manager	Molalla	10,207	3	President-Elect or Director
Justin Hogue	Deputy County Administrator	Yamhill Co.	106,087	3	Director
Kenna West	City Manager	Independence	10,081	3	Director
Mark Shepard	City Manager	Corvallis	57,601	4	Director
Erik Glover	Assistant City Manager	Newport	10,591	5	Director
Jerry Gillham	City Manager	Sutherlin	8,909	7	Director
Matthew Klebes	City Manager	The Dalles	16,047	8	Director

The OCCMA Nominating Committee met on August 15, 22, and 23 to review applications. In keeping with prior board discussions, the Committee wished to advance a slate of candidates who would offer greater diversity on the board in terms of city size, organizational role, gender, and geographic region. The biggest challenge the OCCMA Nominating Committee had was addressing geographic diversity issues relating to the nominations received to serve on the Board. Of the 11 applicants to serve on the Board 7 members were from LOC Regions 2 and 3. Six of the Board members who will continue serving are also from LOC Regions 2 and 3. While there were many strong candidates who had applied, the Nominating Committee felt that geographic diversity is critical for a well-functioning board.

After careful deliberation, the Nominating Committee is recommending the following slate of officers.

**President-Elect:** Dan Huff

**Directors:** Mark Shepard (2025) and Jerry Gillham (2025)

Continuing board members include:

- **President:** Scott Derickson, City Administrator, Woodburn
- **Past President:** Susie Marston, City Manager, Gervais
- **Directors:**  
Adam Brown, City Manager, Keizer (2023)

Rachael Fuller, Assistant County Administrator, Washington County (2023)

Zoe Mombert, Assistant to the City Manager, Wilsonville (2023)

Andrew Varner, City Manager, North Plains (2024)

John Walsh, City Administrator, St. Helens (2024)

Aaron Palmquist, City Manager, Irrigon (2024)

- **Secretary-Treasurer:** Angela Speier, LOC Project & Affiliates Manager

The OCCMA Election policy provides that at least thirty days prior to the annual meeting, the President will call a special meeting of the Board to vote to forward a list of nominees for election to the membership.

During their deliberations the Nominating Committee discussed a couple items they would like to include in the process in future years.

1. The OCCMA Bylaws provide that active members applying to serve as President Elect of the Association shall have a minimum of one-year of service on the OCCMA Board. The Nominating Committee is recommending that all eligible active members of OCCMA who meet these qualifications be individually notified and asked to consider applying to serve as President-Elect.
2. Currently the Nominating Committee is conducting interviews for the President-Elect position and the LOC Board Appointed position. The committee recommends that interviews be expanded in future years to include the OCCMA Board director applicants as well.

#### Potential Motions

"I move to approve the slate of candidates as recommended by the Nominating Committee to the membership."

"I move to request 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."



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To: OCCMA Board of Directors  
From: Spencer Nebel, OCCMA Nominating Committee Chair  
Committee members Rachael Fuller, Zoe Mombert, and Eileen Stein  
Date: August 24, 2022  
Subject: Nominating Committee Report – 2023 LOC Board of Directors

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OCCMA received three applications to serve as an Appointed City Official Director on the LOC Board of Directors. The LOC is governed by a 16-member Board of Directors, of which one member is non-voting. The board consists of four officers (President, Vice President, Treasurer, and Immediate Past President) and 12 directors who serve three-year terms. Nine directors are elected city officials, and three directors are appointed city staff. In the first year of the appointed city staff's term, they are non-voting. During the final year of the appointed city staff's term, they serve, with the four officers, on the board's Executive Committee.

**Section 8. B. 1.d. of the LOC Bylaws provides that the LOC Nominating Committee will:** *Accept the recommendation of the Oregon City/County Management Association (OCCMA) regarding any positions reserved for an individual who holds an appointed position with a member city, provided the OCCMA in putting forward its recommendation considered the current composition of the Board and the criteria identified in Section 8(B)(1)(a), (c) and (g). If the OCCMA's recommendation was put forward without considering the current composition of the board and the criteria identified in Section 8(B)(1)(a), (c) and (g), the Nominating Committee may consider OCCMA's recommended candidate(s), but is not required to put forward that candidate(s) on its slate to the membership.*

Byron Smith, Hermiston City Manager is serving in the Senior City Manager position. His term expires on December 31, 2022 and John Walsh, St. Helens City Administrator will be assuming that role beginning in 2023. Kenna West, Independence City Manager will become a voting member of the LOC Board of Directors with a term expiring on December 31, 2024.

Name	City	Population	Region	Position Sought
Daniel Brown	Burns	2,700	12	Appointed Director 3
Aaron Cubic	Grants Pass	39,364	7	Appointed Director 3
David Milliron	North Bend	10,327	6	Appointed Director 3

The OCCMA Nominating Committee met on August 15, 22, and 23 to review applications. The OCCMA Nominating Committee held interviews with all three applicants and is recommending the OCCMA Board appoint Aaron Cubic to serve as an Appointed City Official Director on the LOC Board. The OCCMA Nominating Committee has reviewed the current composition of the appointed members of the Board and believe that this nomination complies with the criteria outlined in Section 8(B)(1)(a), (c) and (g) of the LOC Bylaws.

**Potential Motion**

"I move 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."

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To: OCCMA Board of Directors  
From: Angela Speier, LOC Project & Affiliates Manager  
Date: August 24, 2022  
Subject: Update on Fall Workshop

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The Professional Development Committee met on August 18 to discuss the topic of the Manager's Workshop which will be held at 8:30 am on October 5 at the Riverhouse in Bend. The committee decided due to the length of the workshop they wanted to focus on three topics during the three hours. These "mini sessions" will occur back-to-back and be approximately 45 minutes each.

**Working title: A Roundtable of Timely Topics**

Session	Topic	Lead
Session 1	The CEO's Role in an Officer Involved Shooting	Scott Derickson Dan Huff
Session 2	Keys to Successful Retention and Recruitment	Brian Latta Stephanie Betteridge Nina Vetter
Session 3	Tips for Onboarding New City Councilors	Scott Derickson Eileen Stein Scott Lazenby (possible speaker)