



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

OCCMA Board of Directors Meeting

October 11, 2023 | 2:15 pm – 4:15 pm

The Graduate | 66 E 6th Street, Eugene, OR 97401 | Room: Sousa

Zoom Option

<https://us02web.zoom.us/j/86027999306?pwd=ak9kU3k3K2lwdmd6cUVHZjNBS3I5UT09>

Meeting ID: 860 2799 9306 | Passcode: 671841 | Dial-in: +1 (253) 215-8782

AGENDA

A. Welcome (President Derickson)	-
1. Agenda (Additions).....	-
2. President's Report (President Derickson).....	-
B. Consent Calendar* (President Derickson)	-
1. Minutes of August 31, 2023 Special Board Meeting.....	03
2. Budget vs Actuals.....	06
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E. LOC Board of Directors Update (John Walsh)	-
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I. Committees	
❖ Reports and Action Items	
1. Audit (Dan Huff)	-
2. Bylaws (Aaron Palmquist)	-
3. Communications (Andy Varner)	-
4. DEI (Mark Shepard)	-
5. Ethics (Zoe Mombert)	-
6. ICMA Liaison (Adam Brown)	-
7. Nominating (Susie Marston)	-



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8. Professional Development (<i>Dan Huff</i>).....	-
9. Support for Managers (<i>Adam Brown</i>).....	-
10. Northwest Women’s Leadership Academy (<i>Rachael Fuller</i>).....	87
11. Veterans Committee (<i>Aaron Palmquist</i>).....	-
12. Civic Education Committee (<i>Zoe Mombert</i>).....	-
13. Scholarship Committee (<i>Adam Brown</i>).....	-
J. Senior Advisor Update	-
K. Other (<i>President Derickson</i>)	-
L. Adjournment (<i>President Derickson</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

August 31, 2023 | 1:00 pm

Zoom

MINUTES

Board Members:

Scott Derickson, President – Excused

Dan Huff, President-Elect – Present

Susie Marston, Past President – Present

Angela Speier, Secretary, LOC – Present

John Walsh, Director – Present

Andy Varner, Director – Present

Rachael Fuller, Director – Excused

Adam Brown, Director – Present

Aaron Palmquist, Director – Excused

Zoe Mombert, Director – Present

Mark Shepard, Director – Present

Jerry Gillham, Director – Present

Others: Sheila Ritz, Senior Advisor; Dave Waffle, Senior Advisor; Rob Drake, Senior Advisor; David Clyne, Senior Advisor

A. Welcome

1:00 pm

Dan Huff called the meeting to order at 1:02 pm and welcomed members.

B. Consent Calendar

1:07 pm

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

C. Nominating Committee Report – Slate of Candidates

1:07 pm

Past President and Nominating Chair Susie Marston said there were seven applicants to fill the president-elect position and three director positions on the board. The Nominating Committee met on August 15 and 16 and interviewed all the candidates. She reviewed the slate of candidates recommended by the Nominating Committee:

- Martha Bennett – President-Elect
- Zoe Mombert – Director, term expiring on December 31, 2026
- Nina Vetter – Director, term expiring on December 31, 2026
- Abigail Elder - Director, term expiring on December 31, 2026

In addition, she explained that the OCCMA membership will be voting on a bylaws amendment on October 12 to increase the number of director positions to nine. If this passes the Nominating Committee is recommending the board appoint Sabrina Cotta to serve fill the newly created position with a term expiring on December 31, 2025.

Director Mombert recused herself and noted she won't be voting on the recommended slate of candidates as she has applied to continue serving on the board.

Director Shepard asked about the reason the nominating committee didn't select the city manager from Region 5, since there isn't a representative from that region currently. Past President Marston explained the committee encouraged the applicant to serve on an OCCMA committee to become more familiar with the organization. The committee also considered the size the community served when making their recommendation.

It was moved by Director Walsh and seconded by Director Varner to approve the slate of candidates as recommended by the Nominating Committee to the membership. There was no discussion and the motion passed unanimously (7-0). [7-Yes (Huff, Marston, Walsh, Varner, Brown, Shepard, and Gillham); 0-No; 1-Abstain (Mombert); 3-Absent (Derickson, Fuller and Palmquist)].

D. LOC Board Nomination Recommendation

1:14 pm

Past President Marston said the committee is recommending the board nominate Rochelle Roaden, Dayton City Manager to the LOC Nominating Committee for their consideration to fill an appointed position on the LOC Board of Directors.

It was moved by Director Walsh and seconded by Director Brown to recommend the nomination of Rochelle Roaden, City Manager of Dayton, 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 discussion and the motion passed unanimously (8-0). [8-Yes (Huff, Marston, Walsh, Varner, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 3-Absent (Derickson, Fuller, and Palmquist)].

E. Standing Agenda Item for OCCMA Member on the LOC Board

1:16 pm

Past President Marston explained this discussion came up as the committee was conducting interviews. The committee would like the board to consider adding a responsibility to the appointed LOC board member to report to the OCCMA board on what is happening at the LOC board and to develop a written process for nominating an appointed board member to serve on the LOC Board of Directors.

It was moved by Director Shepard and seconded by Director Gillham to direct the Bylaws Committee to develop a written process to be included in the Policy Annex to document the steps for nominating an appointed board member to serve on the LOC Board of Directors and to outline reporting responsibilities of the LOC appointed board members to the OCCMA Board of Directors at a future meeting. There was no discussion and the motion passed unanimously (8-0). [8-Yes (Huff, Marston, Walsh, Varner, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 3-Absent (Derickson, Fuller, and Palmquist)].

F. Recommendation of Lifetime Membership – Rodger Craddock

1:21 pm

It was moved by Director Gillham and seconded by Director Walsh to recommend that Rodger Craddock be recommended for consideration of Lifetime Membership by the membership at the Annual Membership meeting taking place on October 12, 2023. There was no discussion and the motion passed unanimously (8-0). [8-Yes (Huff, Marston, Walsh, Varner, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 3-Absent (Derickson, Fuller, and Palmquist)].

P. Other Business

1:23 pm

President-Elect Huff announced that Dan Bartlett recently resigned from his position as a Senior Advisor. The board discussed potential applications.

It was moved by Past President Marston and seconded by Director Varner to accept Dan Bartlett's resignation and declare his seat vacant. There was no discussion and the motion passed unanimously (8-0). [8-Yes (Huff, Marston, Walsh, Varner, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 3-Absent (Derickson, Fuller, and Palmquist)].

Q. Adjournment

1:30 pm

President Elect Huff adjourned the meeting at 1:30 pm.

APPROVED by the OCCMA Board of Directors on October 11, 2023.

Respectfully submitted by:

/s/Angela Speier, Project & Affiliates Manager



Oregon City/County Management Association

Budget vs. Actuals FY23

January - December 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
3-4000 Conference Income			
3-4300 Fall Conference			
3-4303 Registration Fall Conference		7,500.00	7,500.00
Total 3-4300 Fall Conference		7,500.00	7,500.00
3-4350 Spring Conference			
3-4351 Spring Conference Registration	2,543.00	2,800.00	257.00
Total 3-4350 Spring Conference	2,543.00	2,800.00	257.00
3-4400 Summer Conference			
3-4404 Registration Summer Conference	32,350.00	35,000.00	2,650.00
3-4407 Sponsorships	42,500.00	30,000.00	-12,500.00
3-4420 Activity Fee	770.00	1,000.00	230.00
Total 3-4400 Summer Conference	75,620.00	66,000.00	-9,620.00
3-4600 NW Women's Academy	325.00		-325.00
3-4606 NW Women's Leader Summit	15,050.00	16,000.00	950.00
Total 3-4600 NW Women's Academy	15,375.00	16,000.00	625.00
Total 3-4000 Conference Income	93,538.00	92,300.00	-1,238.00
3-4700 General Operations			
3-4701 Dues	44,105.30	50,000.00	5,894.70
3-4702 Dues Surcharge Scholarship(s)	7,783.28	5,000.00	-2,783.28
3-4770 CIS Senior Advisor	2,500.00	2,500.00	0.00
3-4780 ICMA Senior Advisor	3,753.24	5,000.00	1,246.76
3-4785 Charlie Henry Scholarship		0.00	0.00
Total 3-4700 General Operations	58,141.82	62,500.00	4,358.18
3-9998 Uncategorized Income	-13,800.00	224,271.00	238,071.00
Oregon Latinos in Local Government			
3-4608 OLLG Dues	675.00	16,000.00	15,325.00
Total Oregon Latinos in Local Government	675.00	16,000.00	15,325.00
Uncategorized Income (FY 1998)	618.73		-618.73
Total Income	\$139,173.55	\$395,071.00	\$255,897.45
GROSS PROFIT	\$139,173.55	\$395,071.00	\$255,897.45
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		2,500.00	2,500.00
Total 3-5330 Fall Conference		9,100.00	9,100.00
3-5360 Spring Workshop	-312.76		312.76



Oregon City/County Management Association

Budget vs. Actuals FY23

January - December 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
3-5361 Food & Beverage -Spring		2,000.00	2,000.00
3-5362 Room Rental - Spring		600.00	600.00
3-5364 Speaker(s) - Spring	1,112.78	1,000.00	-112.78
Total 3-5360 Spring Workshop	800.02	3,600.00	2,799.98
3-5440 Summer Conference			
3-5441 Activities Summer	1,195.37	3,000.00	1,804.63
3-5442 Administration Summer		500.00	500.00
3-5443 Audio/Trade Show Summer	4,500.00	3,500.00	-1,000.00
3-5444 Food & Beverage Summer	19,756.43	35,000.00	15,243.57
3-5445 Lodging Summer	1,106.20	2,000.00	893.80
3-5446 Postage/Printing Summer	360.00	500.00	140.00
3-5447 Travel Summer		500.00	500.00
3-5448 LOC Summer Wells/Jordan Sch	2,137.32		-2,137.32
3-5449 Summer Wells/Jordan Scholarship		2,500.00	2,500.00
3-5450 Speaker Summer	8,379.47	7,500.00	-879.47
Total 3-5440 Summer Conference	37,434.79	55,000.00	17,565.21
3-5550 NW Regional			
3-5557 NW Travel		4,000.00	4,000.00
Total 3-5550 NW Regional		4,000.00	4,000.00
3-5600 NW Women Academy			
3-5601 LOC Admin Svcs NWWLA	2,729.50	2,575.00	-154.50
3-5602 Other Administration	499.76	9,600.00	9,100.24
3-5604 Speaker Fees	2,000.00		-2,000.00
3-5605 NW Women Food & Beverage	88.70	6,000.00	5,911.30
3-5606 Miscellaneous		1,000.00	1,000.00
Total 3-5600 NW Women Academy	5,317.96	19,175.00	13,857.04
Total 3-5100 Conferences	43,552.77	90,875.00	47,322.23
3-5700 Oregon Latino's in Local Government			
3-5701 LGHN Dues		13,300.00	13,300.00
3-5702 Meetings & Events	379.00	2,650.00	2,271.00
3-5703 LOC Admin Services	3,172.88	3,126.00	-46.88
3-5704 Travel		2,000.00	2,000.00
Total 3-5700 Oregon Latino's in Local Government	3,551.88	21,076.00	17,524.12
3-6000 Operations Expense			
3 6056 Listerv		750.00	750.00
3-6001 LOC Services	26,136.20	26,523.00	386.80
3-6016 Board Functions	629.06	6,000.00	5,370.94
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



Oregon City/County Management Association

Budget vs. Actuals FY23

January - December 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
3-6027 Marketing/Supplies		3,000.00	3,000.00
3-6030 Membership	183.78		-183.78
3-6033 Miscellaneous		1,500.00	1,500.00
3-6034 Miscellaneous Credit Card Exp	-2,150.24	3,000.00	5,150.24
3-6035 Insurance	750.00	750.00	0.00
3-6036 National/Committee Travel	-811.88	8,000.00	8,811.88
3-6039 Newsletter		2,500.00	2,500.00
3-6042 Postage	-8.37	400.00	408.37
3-6045 Printing, Fax		300.00	300.00
3-6051 Scholarships Charlie Henry	2,341.78	2,500.00	158.22
3-6054 Senior Advisor	5,211.28	14,000.00	8,788.72
3-6057 Web Support	1,188.00	1,500.00	312.00
3-6058 Audit		8,000.00	8,000.00
3-6059 Sponsorship of Other Organizations		2,000.00	2,000.00
3-6060 Managers In Transition	1,350.00	2,500.00	1,150.00
Total 3-6000 Operations Expense	34,819.61	86,323.00	51,503.39
Melio Credit card fee	67.50		-67.50
Total Expenses	\$81,991.76	\$198,274.00	\$116,282.24
NET OPERATING INCOME	\$57,181.79	\$196,797.00	\$139,615.21
NET INCOME	\$57,181.79	\$196,797.00	\$139,615.21



Oregon City/County Management Association

Transaction List by Vendor

July - August, 2023

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Alissa Kolodzinski						
07/27/2023	Bill		Yes	Travel Reimbursement - Scholarship	3-2099 Accounts Payable	560.68
08/25/2023	Bill Payment (Check)		Yes		3-1001 Checking	-560.68
Canopy						
07/07/2023	Bill Payment (Check)		Yes	MIT Counseling Admin Fee	3-1001 Checking	-150.00
08/01/2023	Bill		Yes	Invoice 122695	3-2099 Accounts Payable	150.00
08/25/2023	Bill Payment (Check)		Yes		3-1001 Checking	-150.00
Dave Kanner						
07/01/2023	Bill		Yes	Senior Advisor Reimbursement	3-2099 Accounts Payable	326.23
07/11/2023	Bill Payment (Check)		Yes	OCCMA	3-1001 Checking	-326.23
Dave Waffle						
07/06/2023	Bill Payment (Check)	143313	Yes	Senior Advisor Reimbursement	3-1001 Checking	-276.74
David Clyne						
07/07/2023	Bill		Yes	Senior Advisor Reimbursement	3-2099 Accounts Payable	157.20
07/10/2023	Bill Payment (Check)		Yes	OCCMA	3-1001 Checking	-157.20
Elite Taxis Inc.						
08/15/2023	Bill		Yes	Buses for Summer Conference Tours	3-2099 Accounts Payable	492.59
Forest Grove						
07/31/2023	Bill		Yes	Reimbursement for Jesse VanderZanden golf tournament	3-2099 Accounts Payable	70.00
08/25/2023	Bill Payment (Check)		Yes		3-1001 Checking	-70.00
LOC						



Oregon City/County Management Association

Transaction List by Vendor

July - August, 2023

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
07/01/2023	Bill		Yes	LOC Associate Membership Dues	3-2099 Accounts Payable	500.00
07/01/2023	Bill Payment (Check)	143333	Yes		3-1001 Checking	
07/12/2023	Bill	1281	Yes	LOC Services	3-2099 Accounts Payable	7,862.74
07/16/2023	Bill	R20588	Yes	David Clyne LOC Annual Conference Registration	3-2099 Accounts Payable	475.00
08/02/2023	Bill Payment (Check)		Yes	LOC Services	3-1001 Checking	-
08/03/2023	Bill		Yes	Rob Drake LOC Conference Registration	3-2099 Accounts Payable	520.00
08/25/2023	Bill Payment (Check)		Yes		3-1001 Checking	
08/25/2023	Bill Payment (Check)		Yes	Gary Milliman LOC Conference Registration	3-2099 Accounts Payable	520.00
08/25/2023	Bill		Yes	Staff Credit Card bill back	3-2099 Accounts Payable	8,575.50
08/31/2023	Bill		Yes			

Melio

07/10/2023	Bill	2325864	Yes	Check Fees	3-2099 Accounts Payable	1.50
07/10/2023	Bill	2326348	Yes		3-2099 Accounts Payable	1.50
07/10/2023	Bill	2330555	Yes		3-2099 Accounts Payable	1.50
07/10/2023	Bill	2331096	Yes		3-2099 Accounts Payable	1.50
07/11/2023	Bill	2338326	Yes		3-2099 Accounts Payable	1.50
07/11/2023	Bill Payment (Check)	143322	Yes		3-1001 Checking	-1.50
07/11/2023	Bill Payment (Check)	143323	Yes		3-1001 Checking	-1.50
07/11/2023	Bill Payment (Check)	143324	Yes		3-1001 Checking	-1.50
07/14/2023	Bill Payment (Check)	143325	Yes		3-1001 Checking	-1.50
07/14/2023	Bill	2373856	Yes		3-2099 Accounts Payable	1.50
07/31/2023	Bill Payment	143329	Yes		3-1001 Checking	-1.50



Oregon City/County Management Association

Transaction List by Vendor

July - August, 2023

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
	(Check)					
07/31/2023	Bill Payment	143331	Yes		3-1001 Checking	-1.50
	(Check)					
08/03/2023	Bill	2508894	Yes		3-2099 Accounts Payable	1.50
08/25/2023	Bill	2672422	Yes		3-2099 Accounts Payable	1.50
08/28/2023	Bill	2684436	Yes		3-2099 Accounts Payable	1.50
08/28/2023	Bill	2685066	Yes		3-2099 Accounts Payable	1.50
08/28/2023	Bill	2686231	Yes		3-2099 Accounts Payable	1.50
08/28/2023	Bill	2686440	Yes		3-2099 Accounts Payable	1.50
08/28/2023	Bill	2688237	Yes		3-2099 Accounts Payable	1.50
08/28/2023	Bill	2688128	Yes		3-2099 Accounts Payable	1.50
08/28/2023	Bill	2688350	Yes		3-2099 Accounts Payable	1.50
08/31/2023	Bill Payment	143332	Yes		3-1001 Checking	-1.50
	(Check)					
Minuteman Press Salem						
07/10/2023	Bill	8068	Yes	Summer Conference Signs	3-2099 Accounts Payable	360.00
07/14/2023	Bill Payment		Yes		3-1001 Checking	
	(Check)					
Oregon State University Cascades						
08/10/2023	Bill		Yes	NWWLA Venue Rental - 2024 Cohort Retreat	3-2099 Accounts Payable	330.00
Penhollow Promotions LLC						
07/25/2023	Bill	2131	Yes	NWWLA T-Shirts	3-2099 Accounts Payable	452.55
08/25/2023	Bill Payment		Yes		3-1001 Checking	
	(Check)					
Riverhouse on the Deschutes						
07/14/2023	Bill		Yes	Deposit for 2025 Summer Conference	3-2099 Accounts	5,000.00



Oregon City/County Management Association

Transaction List by Vendor

July - August, 2023

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
08/25/2023	Bill Payment (Check)		Yes		Payable 3-1001 Checking	-
Sheila Ritz						
07/01/2023	Bill		Yes	Senior Advisor Reimbursement	3-2099 Accounts Payable	39.52
07/10/2023	Bill Payment (Check)		Yes		3-1001 Checking	-39.52
SSW Consulting LLC						
07/03/2023	Bill Payment (Check)		Yes	Spring Workshop Facilitation	3-1001 Checking	1,112.78
The Grove Consultants International						
07/28/2023	Bill		Yes	Keynote Speaker-Summer Conference	3-2099 Accounts Payable	8,379.47
08/25/2023	Bill Payment (Check)		Yes		3-1001 Checking	-



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, Project & Affiliates Manager
Date: October 3, 2023
Subject: Summary of Contracts Executed on Behalf of OCCMA

On July 22, 2023 the OCCMA Board of Directors approved the first addendum to the contract for services between the OCCMA and the LOC.

Attachment:

1. First addendum to the contract for services between the OCCMA and the LOC

Attachment 1

**First Addendum to Contract for Services
Between
Oregon City/County Management Association
and
League of Oregon Cities**

This First Addendum is between the Oregon City/County Management Association, hereafter “OCCMA” and the League of Oregon Cities, hereafter “LOC” (and collectively the “Parties”).

1. Whereas the Parties entered into a Contract for Services, hereafter the “Contract” effective on July 1, 2021, for various staffing support and related services.
2. Whereas the Parties wish to amend the Contract on the terms and conditions set for in this First Addendum Agreement. Pursuant to Section 4.6 of the Contract, the Contract can only be modified if in writing and signed by both parties.
3. References in this First Addendum to the Contract are to the Contract as previously amended or varied.
4. IN CONSIDERATION OF the Parties agreeing to amend their obligations in the existing Contract, and other valuable consideration, the receipt and sufficiency thereof, the Parties agree LOC will provide the OCCMA legal services under the following parameters:
 - a. The legal services provided will be related solely to assisting the OCCMA interpret, administer, and enforce Article 11, Code of Ethics of the OCCMA Bylaws.
 - b. Prior to the provision of any legal services, OCCMA, or any of its committees assigned to interpret, administer, and enforce Article 11, Code of Ethics shall identify one point of contact to work directly with the LOC assigned attorney.
 - c. LOC’s General Counsel will assign an LOC attorney based solely on the General Counsel’s discretion to provide legal services.
 - d. Legal services provided under this addendum will be billed at a rate of \$50.00 per hour and in 15-minute increments.
 - e. OCCMA will be billed monthly for all charges incurred with payment due within 30 days of the invoice being issued.
 - f. No work related to Article 11, Code of Ethics and the scope of services under this addendum shall be done by any other LOC staff member other than the assigned attorney(s). Prohibited work from other LOC staff includes but is not limited to gathering facts, securing documents, or attending meetings of any fact-finding committee.

5. This First Addendum expires on June 30, 2024 and is not eligible for automatic renewal.
6. Except as otherwise expressly provided in this First Addendum, all of the terms and conditions of the Contract remain unchanged and in full force and effect.

I have read this First Addendum. I certify I have the authority to sign and enter into this First Addendum. I understand this First Addendum and agree to be bound by its terms.

THIS AGREEMENT IS NOT VALID UNTIL ALL SIGNATORY APPROVALS ARE COMPLETED.

OREGON CITY/COUNTY MANAGEMENT
ASSOCIATION



Title: 2023 OCCMA President

8/17/2023

Date

LEAGUE OF OREGON CITIES



Title: LOC Executive Director

8/17/2023

Date



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, LOC Project & Affiliates Manager
Date: October 3, 2023
Subject: Adopt Update to the OCCMA Policy Annex

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

The Board of Directors reviewed the attached changes during the July 22, 2023 board meeting and recommended the changes to be approved at the October 11 Board of Directors meeting. Staff posted the proposed changes on the OCCMA listserv on Monday August 21, they were also posted on the website, and included in the 3rd Quarter Newsletter. Staff has not received any comments from the OCCMA membership on the changes.

The proposed changes to the policy annex include:

- Article 1, Section 1 – Changes "list serve" to listserv for consistency purposes.
- Article 3, Section 2 – Changes "list serve" to listserv for consistency purposes.
- Article 5, Sections 3 and 4 – Clarifies the membership drive and billing procedures. Changes Finance Director to Senior Accountant, because the LOC no longer has a Finance Director.
- Article 8, Sections 2 and 5 – Changes the title of Article 8 to ICMA Senior Advisor Program. Adds the listserv as a recruitment tool and adds at least before 30 days to allow for some flexibility in the review period. Changes the word shall to may for more flexibility when reimbursing expenses.
- New Article 13 – Creates the OCCMA Senior Advisor Program.

Attachment:

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.

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 ~~listserv~~~~-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 OCCMA ~~-listserv~~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 3. DUES: The OCCMA membership year runs January 1 through December 31. New active members and members returning after three years or longer may get their first-year dues prorated by 50%. 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. The process is as follows:

- The OCCMA Board of Directors approve the membership drive materials during their Annual Retreat in November.
- Membership drive opens in mid-December.
- Reminder emails are sent directly to eligible members, via the OCCMA listserv, and the LOC Bulletin every two weeks.
- The deadline to renew is January 31.
- Members who have not renewed are removed from the OCCMA listserv on February 1.
- Applications are processed and invoiced as they are received.
- Once payment is received the member will be added to the OCCMA listserv and will receive a welcome email.
- Invoices become past due 30 days after being generated and emailed.
- After 60 days, past due accounts will receive a second invoice with applicable finance charges. The 60-day past-due invoice will be generated and mailed with a letter by the LOC Finance Department.
- After 90 days past due, the Secretary/Treasurer will forward the invoice to the Legal Department. A 90-day past-due notice and accompanying letter will be generated and mailed by the LOC Member Services Department. If the account remains unpaid membership status is removed in the registration system and an invoice will no longer be mailed.

Section 4. FINANCIAL CONTROLS: All disbursements from the OCCMA shall be handled by the LOC Senior Accountant ~~Finance Director~~ and require authorization of the OCCMA President 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 5. 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 10-4-2022.

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

ICMA 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 and/or through the OCCMA listserv.
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. At least 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 ~~may 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 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.
- D. The President shall recognize the contributions of the Senior Advisor at the annual meeting of the association.

Adopted 9-28-2017; Amended 9-27-2018; Amended 10-04-2022.

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.

Adopted 10-20-2021.

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.

ARTICLE 13
OCCMA Senior Advisor Program

Section 1. PURPOSE:

The purpose of the OCCMA 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 and to the Association and other affiliated groups. This program is to compliment the ICMA Senior Advisor Program and to provide additional types of support from retired managers as defined by the OCCMA Board.

Section 2. ROLES OF OCCMA SENIOR ADVISORS:

- A. The Board may appoint OCCMA Senior Advisors to supplement the ICMA Senior Advisor Program. The OCCMA Senior Advisor shall follow the requirements as outlined in Article 8 of the Policy Annex as it relates to OCCMA. OCCMA Senior Advisors are not compensated by ICMA and do not have to meet the requirements specific to ICMA Senior Advisors.
- B. Alternative OCCMA Advisor roles to benefit OCCMA and its members may be created by the Board. A description of those responsibilities will be approved by the Board prior to providing notice to OCCMA members to fill these OCCMA Advisor Positions.

Section 3. APPOINTMENT OF OCCMA SENIOR ADVISORS:

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. Have an active phone number and email address.
- 6. Substantially retired and/or not engaged in a business that could create a conflict of interest.

B. Appointment Process

- 1. When an OCCMA Senior Advisor position is created by a decision of the OCCMA Board and a vacancy in this position exists, notice of that vacancy will be given in the OCCMA Newsletter or by email to all members and/or through the OCCMA listserv.
- 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. Appointments shall be made by the OCCMA Board of Directors.
- 4. Reappointments do not require a declaration of a vacancy and may be made by the OCCMA Board of Directors provided the retired member continues 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. OCCMA 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. At least 30 days before a review the membership shall be notified and may provide comments to the President.
4. The OCCMA Board or the OCCMA Senior Advisor may terminate an appointment with written notification.

Section 3. OCCMA SENIOR ADVISOR RESPONSIBILITIES:

- A. Participate in meetings with Oregon ICMA Senior Advisors.
- B. Attend meetings of the Board, OCCMA business meetings and other OCCMA sponsored events, as time permits.
- C. 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.
- D. Provide, at least quarterly, a statement of expenses to the Secretary-Treasurer (or designee) accompanied by a chronological report of activities to the President.
- E. Contribute information for use in the OCCMA Newsletter.
- F. Encourage participation by members in OCCMA, ICMA, LOC and AOC activities.
- G. Provide support for the Council-Manager Plan when requested.
- H. 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 OCCMA Senior Advisors at the November Board meeting to determine eligible expenses and approve an annual budget for the OCCMA Senior Advisor Program. The Board shall establish a budget separate from the ICMA Senior Advisor Program.

Section 5. SENIOR ADVISOR EXPENSES:

- A. Senior Advisors may 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 OCCMA Board Meetings.
 5. Attending LOC Conferences.
 6. Attending AOC Conferences.
 7. Attending the Northwest Regional Managers Association Conference.
 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 unless authorized by the Board.
8. Reimbursement for attendance at any event is subject to having adequate funding appropriated by the Board in the Senior Advisors' budget for the purpose.

C. 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 within budgeted allowances.

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 RECOGNITION

- E. The President shall recognize the contributions of the Senior Advisors at the annual meeting of the association.

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, Project & Affiliate Manager
Date: October 3, 2023
Subject: Senior Advisor Vacancy

On April 25, 2023 the board accepted Ric Ingham's resignation from the senior advisor program and declared his seat vacant. On August 31, 2023 the board accepted Dan Bartlett's resignation from the senior advisor program and declared his seat vacant. Staff opened the recruitment for both positions on September 6, 2023. Staff has received one statement of interest from Richard Meyers to fill Ric's position serving Linn, Lane, and Benton counties. In addition, on Monday, October 2 staff had a conversation with Dale Shafer who is a Lifetime member of the OCCMA. Dale is interested in filling Dan Bartlett's position serving Clatsop, Columbia, Lincoln, and Tillamook counties. Dale will be submitting a statement of interest in the coming weeks for the board review in November.

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

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

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

Attachment:

1. Richard Meyers' statement of interest and resume

Suggested Motion:

I nominate Richard Meyers to serve as an OCCMA senior advisor for Region 5 (Linn, Lane, and Benton counties) and direct staff to forward his statement of interest and resume to ICMA for approval.

Attachment 1

September 22, 2023

Angela Speier
Project & Affiliate Manager/OCCMA
League of Oregon Cities

VIA Email: aspeier@orcities.org

Dear Angela:

I am writing to express my interest in serving as a Senior Advisor. During the course of my career in Oregon I have felt blessed to have had the opportunity to have benefited from visits by Senior Advisors or Range Riders such as Charlie Henry, Roger Jordon, Wes Hare and Ric Ingham. Early in my career I have had a desire to one day, at the close of my career, to give back to the profession and provide support to members of the association. That day has come with my retirement beginning October 1st.

I believe I have a good relationship with other OCCMA members and I am specifically familiar with the communities in Lane County. Because of the length of tenure in Cottage Grove, I have been contacted by managers within the County for support and advice. I also grew up in Sweet Home and am familiar with many of the cities in Linn and Benton counties.

I have been a member of ICMA since 1987 and joined OCCMA in 1990 upon returning to Oregon from Arizona. I have served on the OCCMA Board of Directors (2004 & 2005) and served as President in 2007.

I have read and understand the requirements and time commitment to be a Senior Advisor. I would look forward to fulfilling the responsibilities of a Senior Advisor and the opportunity to give back and provide personal support to those in the profession.

If you have any questions or need additional information, please feel free to contact me.

Sincerely,



Richard Meyers

██████ ██████
Cottage Grove, Oregon 97424
Phone/Text: (541)228-6042
Email: rlmeyers618@gmail.com

RICHARD L. MEYERS

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WORK EXPERIENCE

CITY OF COTTAGE GROVE

Cottage Grove, Oregon, Population 10,729

City Manager

October 1997 – October 1, 2023

Manages the operation of a full-service city, \$51 million budget with 100 full-time employees. Directly supervises the operation of the City services of 6 departments through department heads and contracted City Attorney. Directly responsible for risk management, labor negotiations with three unions, and oversight of the compliance with the collective bargaining agreements. Formed and staff the Cottage Grove Youth Advisory Council.

While serving as City Manager, the City of Cottage Grove:

- conducted a community-wide community visioning project;
- negotiated the purchase of the Cottage Grove Armory;
- received the recognition as a Oregon Heritage All-Star community from the Oregon Heritage Foundation;
- established the Oregon Covered Bridges Scenic Byway through the Oregon Department of Transportation and the Covered Bridges Scenic Bikeway through the Oregon Parks Department;
- coordinated application and presentation for the 2004 All-America City Award;
- partnered with local foundation in the development of a 14 acre park in center of community;
- secured the funding for the paving of the Row River Trail;
- acquired Middlefield Golf Course;
- acquired park land adjacent to Coiner Park and Row River Trail;
- restored the Chambers Covered Railroad Bridge;
- updated wastewater and water treatment facilities;
- acquired and developed community center and library building;
- established local motor vehicle fuel tax;
- developed new City Shop facility;
- pursued the completion of the Cottage Grove Industrial Park;
- increased the availability of broadband services through installation of 8.5 miles of fiber optics and creation of CGWiFi;
- partnered with Chamber of Commerce on Yard of the Week program.
- planned and coordinated Oregon Mayors Conference in Cottage Grove 2010 and 2015.
- coordinated homelessness response

Serves as liaison on Chamber of Commerce Board of Directors. President of BYU MPA Alumni Association. State of Oregon Scenic Bikeway Committee Member since Oct. 2015, chair since 2018. Previous Chamber of Commerce Board of Director. Has served on Lane County's Public Safety Coordinating Council, League of Oregon Cities Energy Advisory Committee and the League's Telecommunications Committee. Board Member of the Oregon City/County Management Association 2004-2007. President of Oregon City/County Management Association in 2007. International City/County Management Association Conference Planning Committee member 2014-15.

CITY OF MYRTLE POINT

Myrtle Point, Oregon, Population 2,740

City Manager

October 1990 - October 1997

Managed the operation of a full-service city, \$4 million budget with 27 full-time equivalent

employees. City also provides services, under contract, to the Myrtle Point Health District and the Myrtle Point Rural Fire Protection District. City Manager position includes duties as City Recorder, City Treasurer, Personnel Director, Planning Director and Budget Officer for the City and the Myrtle Point Health District. Significant achievements include:

- Upgraded computer and accounting system for utility billing and accounts payable. Streamlined financial record keeping and monitoring.
- Coordinated creation of strategic planning process for community.
- Supervised wastewater treatment facility plan, implemented improvements to system to meet DEQ deadlines.
- Established annual goal process for City Council.
- Created Myrtle Point Health Care Center, Inc. a nonprofit organization to continue the operation of City's long-term care facility. Pursued the purchase of the Care Center.
- Coordinated downtown revitalization project.
- Created the City's "Yard of the Week" beautification program.
- Created and edited City Newsletter.
- Reestablished Municipal Court.
- Coordinated expansion of the Fire & Ambulance Hall building.
- Coordinated accessibility renovations to City Hall.
- Supervised periodic review process.
- Enforced Planning and Zoning ordinances, reviewed building permit applications and issued zoning clearance letters.
- Conducted revision of City Personnel Manual.
- Reviewed and revised Police Department Policy and Procedure Manual.

Other appointments or activities:

- Graduated from Rural Futures Forum Training sponsored by Rural Development Initiatives.
- Served on the Highway 38 & 42 Corridor Planning Management Team.
- Served two appointments to the Coos County Local Public Safety Coordinating Council.
- Selected and served on the Local Government Personnel Institute's Salary and Fringe Benefit Survey Advisory Committee.
- Conducted labor negotiations, prepared collective bargaining agreement.
- Member of regional Strategy Linking Project team coordinated by RDI.
- Served two terms as President of the Coos County Logging Museum Board of Directors.

LEAGUE OF ARIZONA CITIES AND TOWNS

Phoenix, Arizona

Staff Associate

January 1990 - October 1990

In addition to responsibilities as Staff Assistant:

- Planned, coordinated and directed annual conferences for local government finance directors and energy coordinators.
- Supervised and administered activities relating to the model city tax code for cities and towns.
- Served on the Arizona Department of Economic Security's Population Technical Advisory Committee.

Staff Assistant

July 1988 - January 1990

- Conducted and compiled results for the annual Salary and Fringe Benefit Survey, Property Tax Survey and Sales Tax Survey. Conducted other surveys as needed.
- Analyzed, researched and responded daily to a variety of inquiries from both elected local government officials and staff in areas such as budgeting, finance, city or town code preparation, personnel procedures, planning, elections and administration.
- Prepared and conducted presentations to various groups: City Councils, League Executive Committee and citizen groups.
- Monitored and analyzed legislation with a potential impact on local government,

- and assisted in implementation of League legislative program.
- Assisted in the development and adoption process of city and town codes.
- Analyzed and evaluated personnel policies for cities and towns.
- Developed informational publications for use by local government elected officials and staff.
- Assisted in administration of annual League Conference. Organized and directed annual Festival of Cities and Towns at League Conference.

CITY OF OREM

Orem, Utah

Management Intern

April 1987 - April 1988

Worked in the City Manager's office on projects throughout the city.

- Developed in-house employee fitness program. Wrote City Council Training Handbook. Compiled policy manual. Provided staff assistance for community parade. Regularly dealt with public. Conducted surveys.
- Interviewed job applicants. Rewrote employee orientation program. Organized employee appreciation barbecue.
- Budget preparation and analysis.
- Reviewed site plans, and plat amendments. Prepared staff reports for Planning Commission. Made presentations to Planning Commission. Made Hazard Mitigation study recommendations.
- Completed Citizen's Academy. Revised county fire protection agreement.

CORVALLIS HOME BUILDERS ASSOCIATION

Corvallis, Oregon

Manager's Assistant

May - August 1983

Conducted monthly vacancy surveys. Prepared weekly meeting agendas and meeting minutes. Prepared bimonthly Building Activity Reports.

EDUCATION

MASTER OF PUBLIC ADMINISTRATION

April 1988

Brigham Young University - Graduate School of Management

Studies Included: Budgeting and financial analysis, personnel administration, labor relations, economic development issues, municipal financing, urban and regional planning, communications and urban management.

AWARDS--LeRoy F. and Agda G. Harlow Scholarship.

BACHELOR OF ARTS

December 1985

Brigham Young University

Major--Public Policy / Minor--Communications

Studies included: Policy research, formulation, analysis, and implementation, governmental processes, organizational and interpersonal communications, journalism, Constitutional law and Japanese.

PERSONAL QUALITIES

Works well with people. Familiar with government and political processes. Good research and analytical skills. Strong oral and written communication skills. Strong computer skills, familiar with a variety of computer programs and use of the Internet.

PERSONAL

Married with four children, five grandchildren. Served as a missionary in Japan. Interests include; camping, kayaking and canoeing, photography, gardening and continued maintenance and restoration of 125 year old home. Membership in ICMA(1987) and OCCMA(1990).



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, LOC Project & Affiliates Manager
Date: October 3, 2023
Subject: Overview of 2023 Summer Conference

The 2023 OCCMA Summer Conference was held July 19-22 at the Pendleton Convention Center. Attendees were asked to complete an evaluation of the event. The Professional Development Committee met on September 8 to review the evaluation results and offered the following suggestions:

- Offer at least one drink ticket.
- More social activities at the end of the day.
- Keynote – Needed to connect her work with city management.
- Like moving around the state.
- Like more unstructured time to mingle and network with fellow managers.
- Hard to sit there all day and keep the mind focused.
- Build-in more breaks and non-educational lunches.
- Need to be inclusive of first timers and students.
- “Get to know you” bingo card game.
- Micro competition games – do something as a team.
- More tabletop exercises.
- Need to have welcome bags for new attendees and students – make it more targeted to the individual.
- Hire a conference facilitator to figure out when the right time to have a break is.
- Look at the entire year and make sure it’s a sequence, so each conference and workshop feel connected.
- Schedule the board meeting at the beginning of the conference.
- Having multiple sessions so people can choose which track, maybe having two tracks: new vs. experienced city managers.

Also attached to this staff report is the conference profit & loss statement. I am happy to report the conference was profitable, because of the money raised through sponsorships.

Attachments:

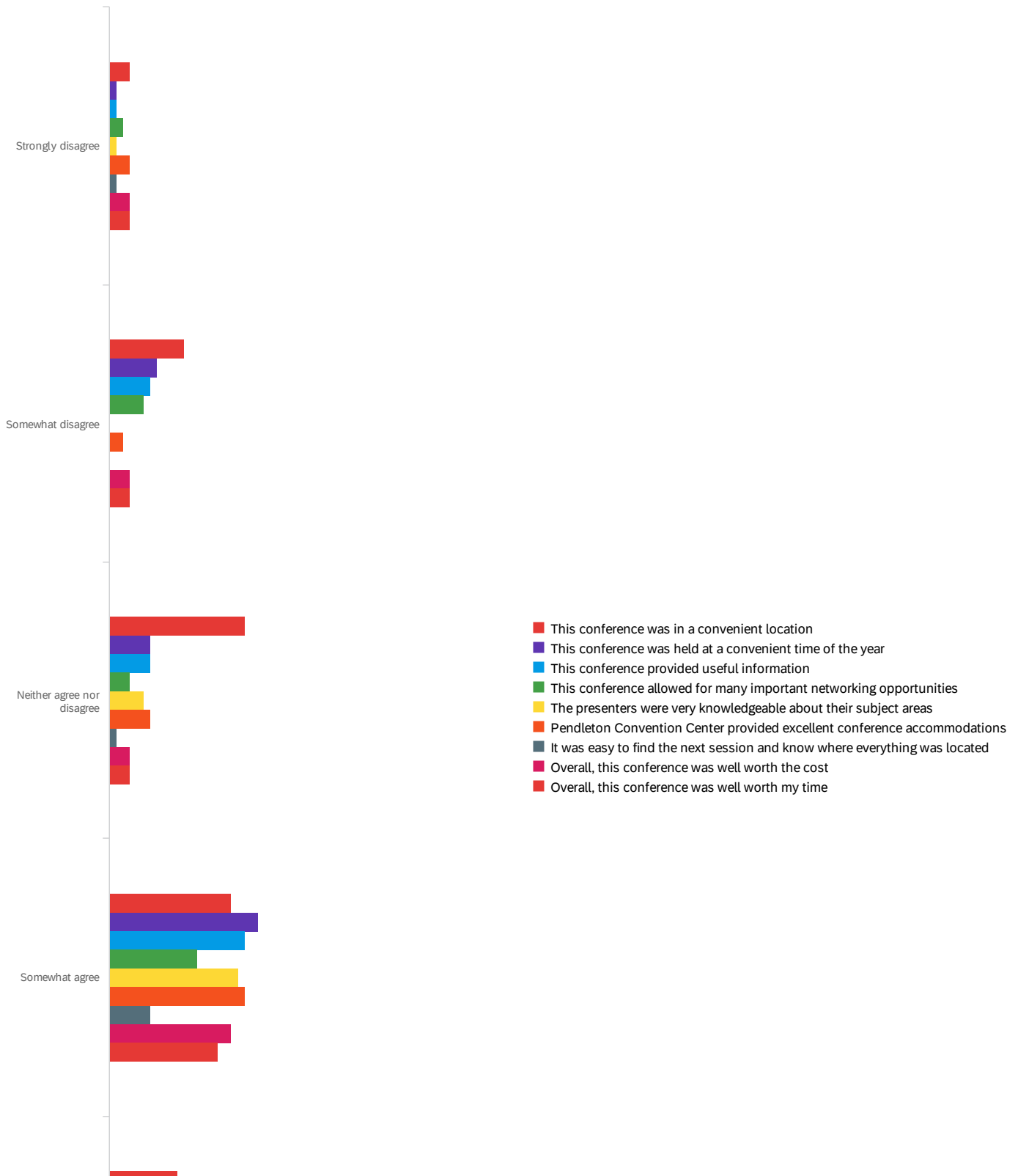
1. 2023 Summer Conference Evaluation
2. Profit & Loss Statement

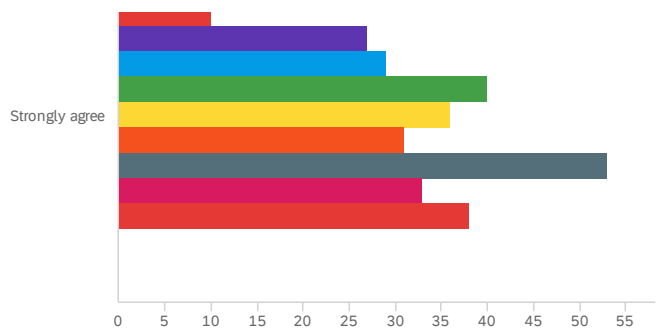
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2023 OCCMA Summer Conference Evaluation

August 31, 2023 12:08 PM MDT

Q1 - Please evaluate the following statements about the conference:

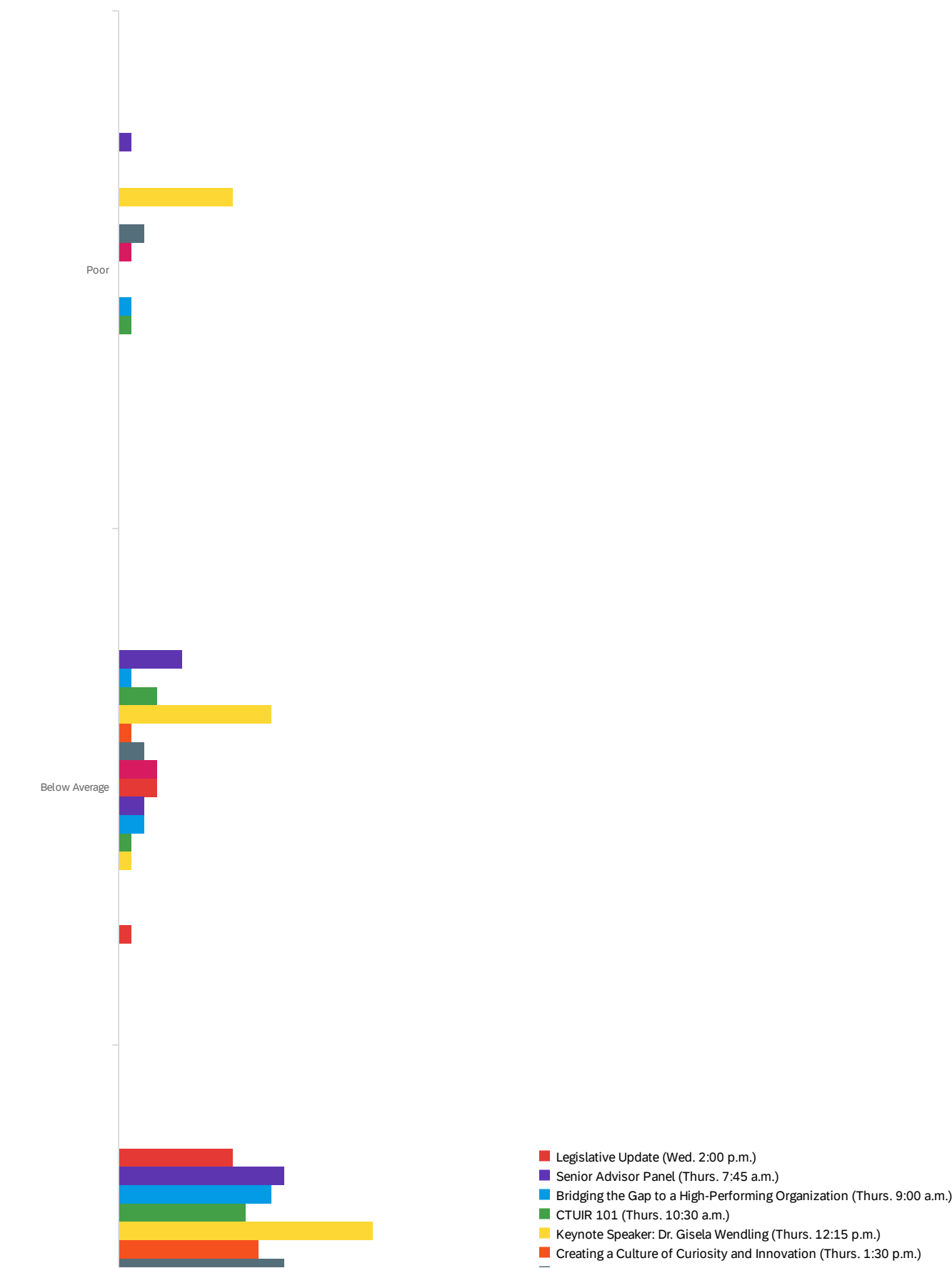


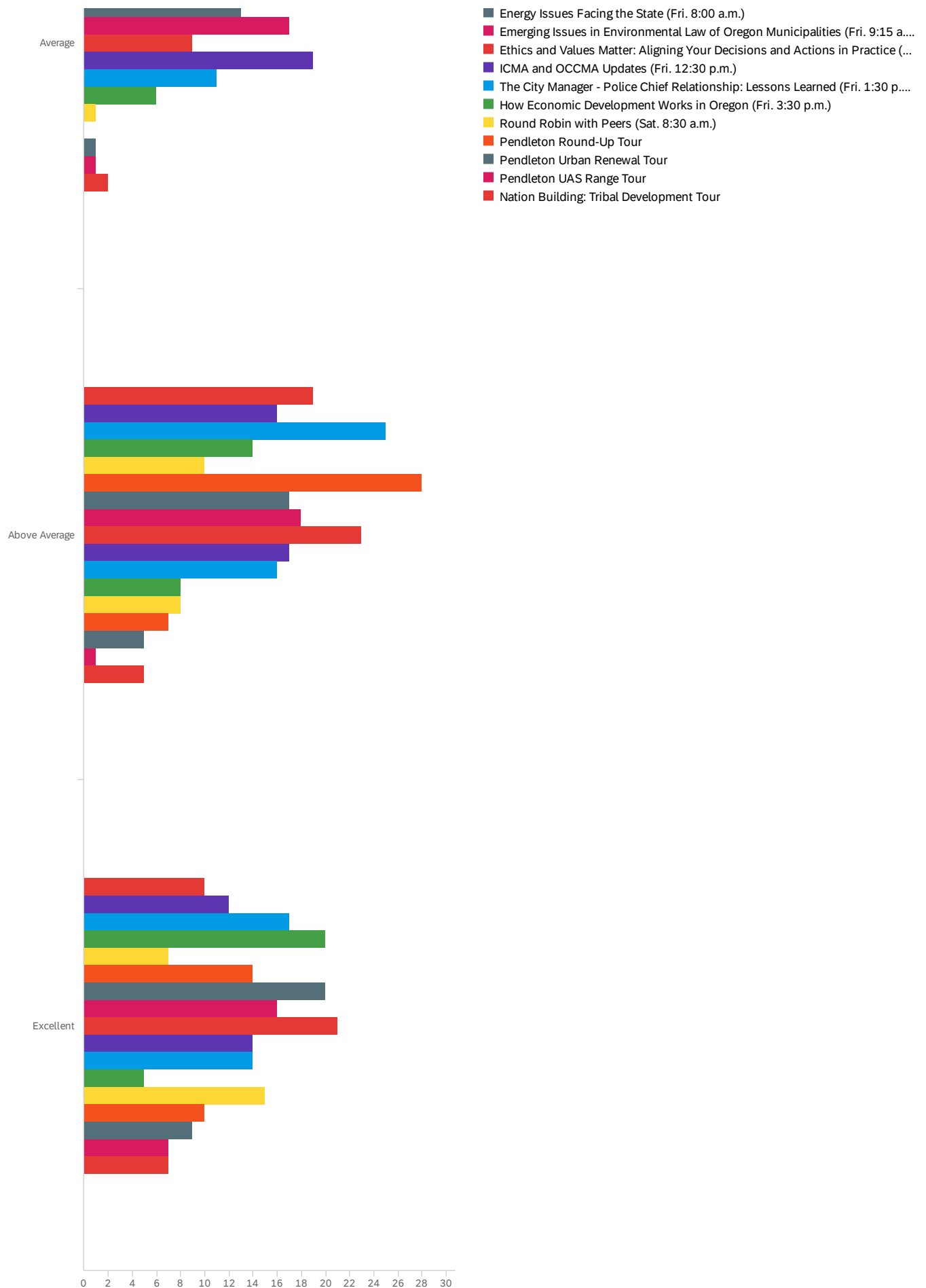


#	Field	Strongly disagree		Somewhat disagree		Neither agree nor disagree		Somewhat agree		Strongly agree		Total
1	This conference was in a convenient location	4.84%	3	17.74%	11	32.26%	20	29.03%	18	16.13%	10	62
2	This conference was held at a convenient time of the year	1.59%	1	11.11%	7	9.52%	6	34.92%	22	42.86%	27	63
3	This conference provided useful information	1.61%	1	9.68%	6	9.68%	6	32.26%	20	46.77%	29	62
4	This conference allowed for many important networking opportunities	3.17%	2	7.94%	5	4.76%	3	20.63%	13	63.49%	40	63
5	The presenters were very knowledgeable about their subject areas	1.64%	1	0.00%	0	8.20%	5	31.15%	19	59.02%	36	61
6	Pendleton Convention Center provided excellent conference accommodations	4.84%	3	3.23%	2	9.68%	6	32.26%	20	50.00%	31	62
7	It was easy to find the next session and know where everything was located	1.64%	1	0.00%	0	1.64%	1	9.84%	6	86.89%	53	61
8	Overall, this conference was well worth the cost	5.00%	3	5.00%	3	5.00%	3	30.00%	18	55.00%	33	60
9	Overall, this conference was well worth my time	4.76%	3	4.76%	3	4.76%	3	25.40%	16	60.32%	38	63

Showing rows 1 - 9 of 9

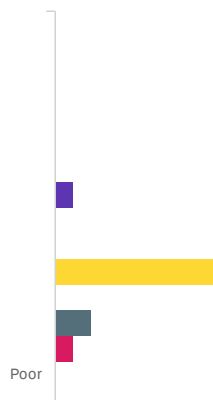
Q2 - Please evaluate the conference sessions:

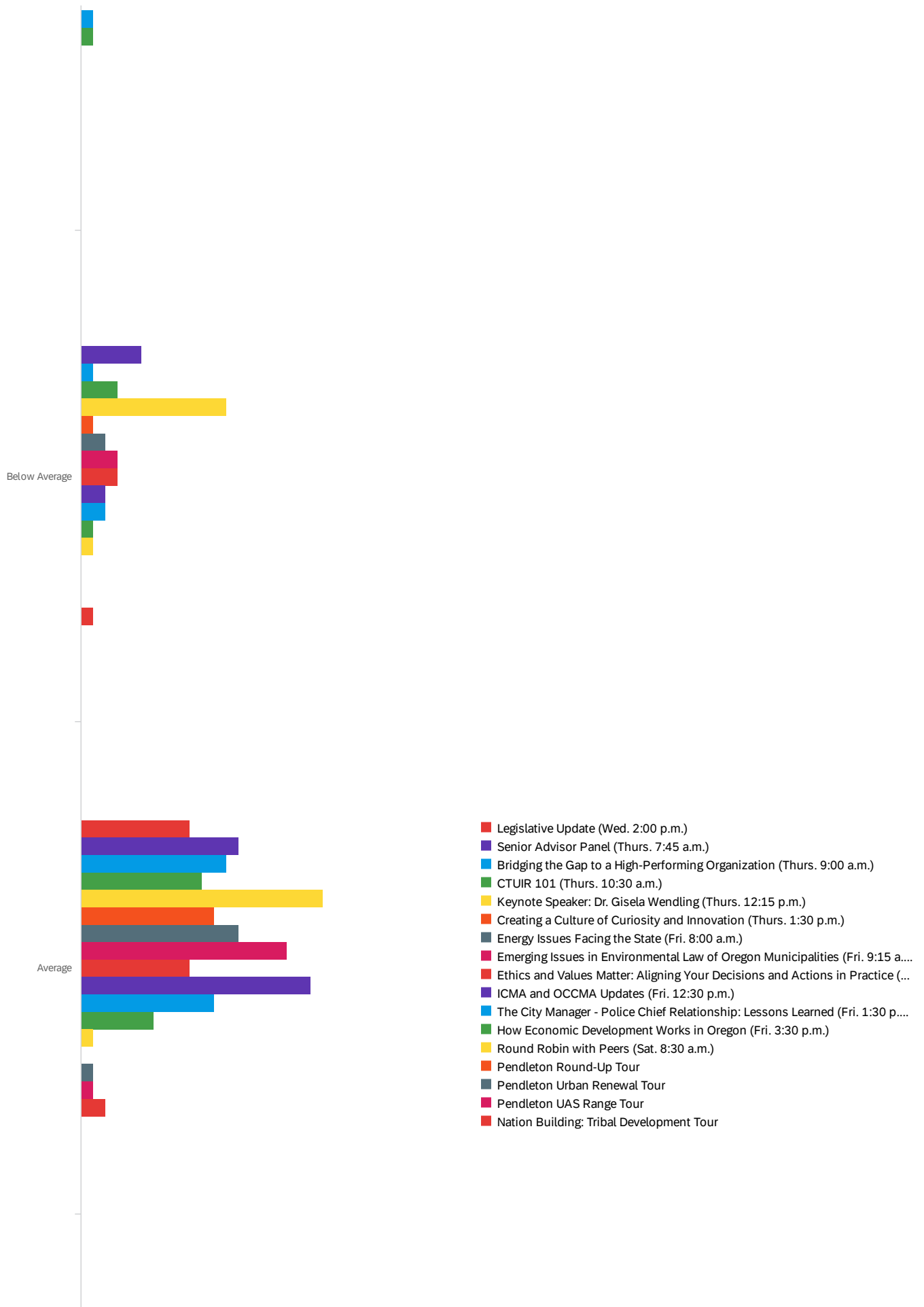


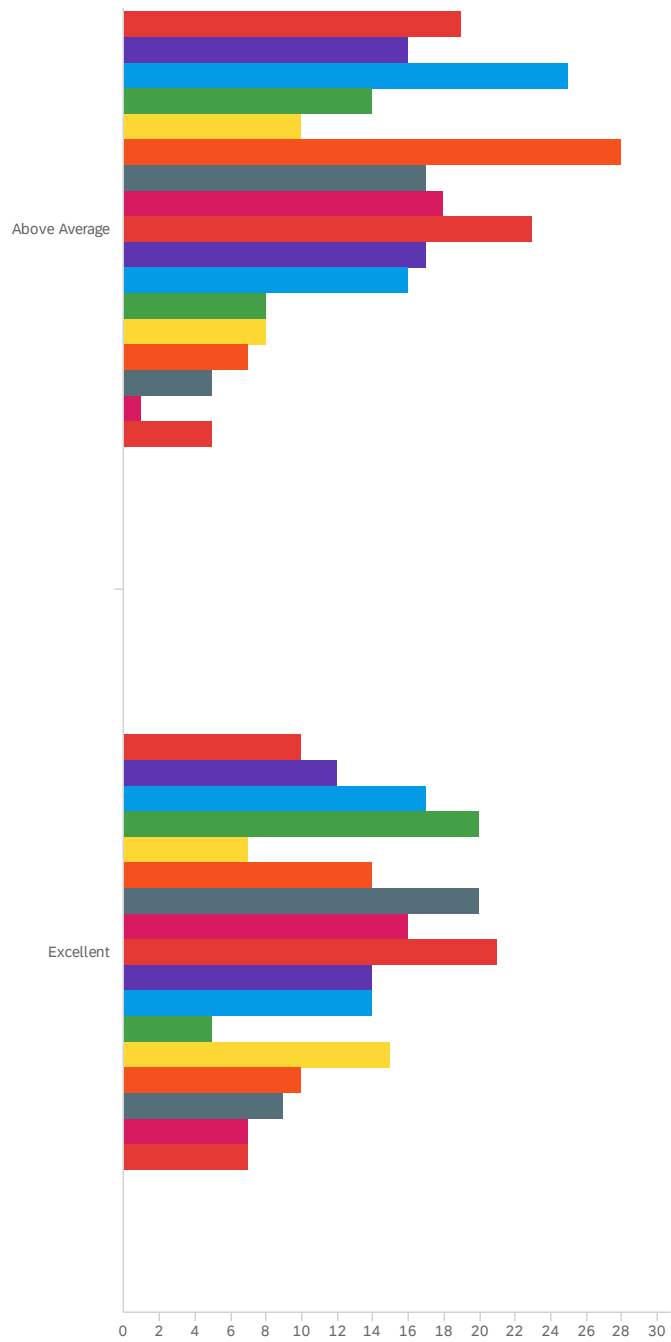


#	Field	Poor		Below Average		Average		Above Average		Excellent		Total
1	Legislative Update (Wed. 2:00 p.m.)	0.00%	0	0.00%	0	23.68%	9	50.00%	19	26.32%	10	38
2	Senior Advisor Panel (Thurs. 7:45 a.m.)	2.13%	1	10.64%	5	27.66%	13	34.04%	16	25.53%	12	47
3	Bridging the Gap to a High-Performing Organization (Thurs. 9:00 a.m.)	0.00%	0	1.82%	1	21.82%	12	45.45%	25	30.91%	17	55
4	CTUIR 101 (Thurs. 10:30 a.m.)	0.00%	0	6.38%	3	21.28%	10	29.79%	14	42.55%	20	47
5	Keynote Speaker: Dr. Gisela Wendling (Thurs. 12:15 p.m.)	15.52%	9	20.69%	12	34.48%	20	17.24%	10	12.07%	7	58
6	Creating a Culture of Curiosity and Innovation (Thurs. 1:30 p.m.)	0.00%	0	1.85%	1	20.37%	11	51.85%	28	25.93%	14	54
7	Energy Issues Facing the State (Fri. 8:00 a.m.)	3.70%	2	3.70%	2	24.07%	13	31.48%	17	37.04%	20	54
8	Emerging Issues in Environmental Law of Oregon Municipalities (Fri. 9:15 a.m.)	1.82%	1	5.45%	3	30.91%	17	32.73%	18	29.09%	16	55
9	Ethics and Values Matter: Aligning Your Decisions and Actions in Practice (Fri. 10:45 a.m.)	0.00%	0	5.36%	3	16.07%	9	41.07%	23	37.50%	21	56
10	ICMA and OCCMA Updates (Fri. 12:30 p.m.)	0.00%	0	3.85%	2	36.54%	19	32.69%	17	26.92%	14	52
11	The City Manager - Police Chief Relationship: Lessons Learned (Fri. 1:30 p.m.)	2.27%	1	4.55%	2	25.00%	11	36.36%	16	31.82%	14	44
12	How Economic Development Works in Oregon (Fri. 3:30 p.m.)	4.76%	1	4.76%	1	28.57%	6	38.10%	8	23.81%	5	21
13	Round Robin with Peers (Sat. 8:30 a.m.)	0.00%	0	4.00%	1	4.00%	1	32.00%	8	60.00%	15	25
14	Pendleton Round-Up Tour	0.00%	0	0.00%	0	0.00%	0	41.18%	7	58.82%	10	17
15	Pendleton Urban Renewal Tour	0.00%	0	0.00%	0	6.67%	1	33.33%	5	60.00%	9	15
16	Pendleton UAS Range Tour	0.00%	0	0.00%	0	11.11%	1	11.11%	1	77.78%	7	9
17	Nation Building: Tribal Development Tour	0.00%	0	6.67%	1	13.33%	2	33.33%	5	46.67%	7	15

Showing rows 1 - 17 of 17







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

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

Overall good sessions. It was just awfully hot, especially on the bus tour for the tribal development activities

It was a lot of slide-driven presentations with being talked at. It would be nice to switch up the formats to encourage movement, small group discussions, networking with more than your table, more interaction, etc. I noticed many people picked a seat and stayed in the same spot for the day. As the day went on, I saw more and more people looking at their phones/laptops. I think offering different presentation formats and opportunities for increased networking and small group discussion would go a long way.

Maybe this is an unfair assumption on my part, but the information delivered by the keynote speaker seemed to be content most City Manager's would already be somewhat (or completely) aware of based on other leadership training. I did not find it particularly helpful and it ran way over the time allotted to the session.

The CTUIR presentation was excellent! I so loved that they shared their culture with us with this session and also during the dinner with the dancing. I didn't find the keynote speaker very engaging.

Overall very good conference, connections with people

None.

During the ethics presentation, it might be helpful to direct the conversation toward members based on challenges from experience.

Sessions were very well done. QandAs could have been longer and better sound system would have helped.

For the Senior Advisor "panel", rather than doing a formal panel, it might work better to simply have the Senior Advisors move about the room during the breakfast and chat with the different groups. There are often questions that folks may want to ask, but not necessarily to the larger audience. Plus, this would give the Senior Advisors the opportunity to just meet and chat with folks in an informal setting.

As a new manager, I would've liked to learn more about by job and responsibilities. I would've liked more table discussions and for longer. We barely got a chance to get to know each other.

My biggest comment is that is it's just too much to have sessions start at 8 and have no actual break for networking lunch. I'd love to see us start a bit later and have more time at lunch for networking. I know we want to cram a lot of content in, but it's really too much. My second comment is that if we're going to pay a lot to have a keynote, then we need to actually have a workshop-style format where we devote a lot of time to not only listening to the speaker but also having time for roundtable discussions and working issues. Also, if we're going to pay that much for a speaker, let's put her in the morning when people are fresh. . . and not after lunch when we are all tired and zoned out. Finally, can we please figure out a way to set air conditioning so it's not freezing cold?? It's really distracting.

The energy section and the advocacy against the Snake River Dam project was entirely inappropriate, as was the follow up email from Michael Sykes. Important policy perspectives have multiple sides and this should have been presented. The integration of the Confederated Tribes was incredible and informative, well done planning committee and thank you to the tribes. The addition of the tours was really great and would love to see this next year. I would recommend a few more breaks, I enjoyed the lunch speaker on change, but it felt rushed and people didn't get a true break.

Dr. Wendling's presentation was too abstract to understand what we were supposed to be focusing on. I felt sorry for the presenter who had a Friday at 3:30 presentation during all the tours. Having the CTUIR involved in so many aspects of the conference was great and a very important learning in many respects. The energy issues presentation was also really great to get thinking about issues we will be facing in our water systems, energy grid and climate action.

The URA tour on the second day had one attendee who was myself. I did not ask the presenters to provide a private tour. Granted it was 1000 degrees outside.

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

Overall, a great conference. I enjoyed being in Pendleton...even with the 100-degree heat. The keynote speaker was a bit of a letdown to an otherwise great conference. It would have been nice to have some inside tables at the President's reception and dinner. It was very hot at that outdoor event and my wife and I left after the introductions.

No conference can be perfect. But: This is the Best ever!!! Even the golf event allowed for having fun and getting to know one another afterward during lunch in the clubhouse. I didn't expect this additional treat.

The keynote was a little dry but I appreciate the effort.

I thought the line-up was really good! I was ho-hum going into the energy issues and environmental topics facing the state, but ended up really enjoying both of those sessions. The Tribal Court Director was amazing!

While the conference location was not convenient for us folks in the valley, I do appreciate when conferences move around the state, so others who live in those far away areas are afforded the convenience of less travel every time. That said, Pendleton in the middle of July was not ideal...SO hot, but I had a great time, it was a wonderful experience and opportunity.

It would be great to have more diverse voices on the senior panel.

The Keynote was extremely subpar. I think there wasn't enough interactive session work, and wish there was more time to have that kind of interaction.

The tours were fantastic. I greatly enjoyed that component of the conference. It broke up the monotony of sessions at the perfect time-of-day and provided a neat way to meet people living/working in the host community. I encourage the OCCMA Professional Development Committee to continue this approach, where feasible.

Please have more chairs and tables so we can move around and still have elbow room :) It could be nice to do shorter sessions (or vary the length more) so more topics could get touched and there would be more natural breaking points in the time.

I really enjoyed the session on change and liminality!

I really enjoyed the tours and that there were options that did not conflict with conference sessions. They were great and interesting this year.

Interactive sessions on Thursday were excellent. Not only did they have great information, they told us how to implement and use the information.

Eye opening. I initially felt guilty taking the time off to attend. Being new to city management in a small town makes you feel like you are so incompetent, but after attending this conference I have a renewed outlook on this position and discovered that I wear many more hats than I had ever could imagine. It is really too bad that managers do not last very long. I have made it a year and can see why there would be a turn over.

I got confused with the schedule on the Thursday after lunch, so I did not have much time before the tours. I don't remember the "How Economic Development Works" on Friday. I recalled after "The City Manager - Police Chief Relationship: Lessons Learned," we went straight into the tours.

The venue was great. Convention Center staff were very helpful. Each session I attended was worth my time.

Nice job by the professional development committee for a variety of topics and good presentations. One concern is the over abundance of text that some people use in their slides. They need to be much more simple and easily readable at distance (larger fonts).

Please schedule at least one lunch without a speaker.

Q11 - Do you have suggestions for future topics for OCCMA Conferences?

Do you have suggestions for future topics for OCCMA Conferences?

Repeat the police-CM relationship topic on a regular basis. We also need an electric vehicle presentation including charging station options.

Community engagement, public-private partnerships, partnering with local MPA programs for student internships/post-graduate positions that are meaningful to both the organization and individual

Update on the state's energy issues that were discussed during this year's session Continue with relevant legislative updates and information on grant opportunities Presentation from emergency managers about fires and other natural disasters we might face

I'd like a session to unpack/explore the disparities that result from differences in revenue bases of cities across Oregon, and how that intersects with policy

Loved the idea of moving the conferences around the state.

None.

NA

Energy presentation with more emphasis on green renewables with smaller footprint and less focus on so called transition sources. The urgency of our ongoing climate disaster seems to have been downplayed.

Financial, how to work with difficult employees, how to work with employees who make complaints against us, how to bring a community together, how to get departments on board with policies.

Let's do some real leadership development.

More information about Native American history and modern tribes would be amazing.

On the first day two possible tracks for entry managers and more seasoned. Seems to be alot of new managers that need the basics.

Developing DEI statements and practices, more on recruitment and retention during the job

Keep up the information sharing on current issues, providing insights into future issues and opportunities and allowing for continued networking.

Extending the Round Robin with Peers would be great. I like the facilitated discussion and always learn a lot from the folks in the room.

More time for round table discussion earlier in the conference

It seems like the majority of the attendees really came to this even to network and connect. It would be interesting to shift the flow of the conference in the future to be less sessions of people talking, but more engaging sessions like table topics, or a "speed-dating" concept of moving around the space and connecting with other leaders, vendors and sponsors.

Do you have suggestions for future topics for OCCMA Conferences?

Developing and managing a *working* Capital Improvement Plan. Hermiston struggled through standing-up our first real comprehensive CIP for Water/Sewer/Streets back in 2018/19, after about two years worth of effort. It really did require City Manager-level insight/effort to tie together the engineering, financing, and political will (rates) to keep it from becoming a useless document full of projects that will never get paid for until something breaks. I feel pretty good about where we have it at now in our 5th year (3rd 2-year update cycle) of operationalizing it. I'd (Mark Morgan- Hermiston) be happy to participate in the discussion, and I'm sure our engineering firm (Anderson Perry) would be happy to sponsor the session.

I loved the energy and environmental law information - would be awesome to look at statewide issues to see natural partnerships/alignments for communities in similar regions/environments. I'd love to see more sessions on the built environment and zoning/municipal levers to influence public and private development in positive environmental way. Would be great to speak to presenting these ideas to your community, cost/benefit analysis, infrastructure/project examples, and as always, where it can go wrong. Especially balancing costs with other priorities. More discussion/presentation on opportunities for collaboration with other governments and special districts (ideas for creative/effective partnerships, maybe even unlikely sounding ones). Including tribal nations! Participatory/collaborative budgeting good and bad experiences - how to make an organized/realistic process that meets both professional city needs and goals of community PLEASE offer some structured networking for young professionals.

Incorporating self care/ work - family balance

None

Nothing comes to mind.

Homelessness: Mental Health and Addiction - What's the Plan (speaker - OHA Director)

Energy innovation by local government.

Q12 - Do you have suggestions for topics for the 2024 Northwest Regional Managers Conference?

Do you have suggestions for topics for the 2024 Northwest Regional Managers...

See above. How about a balanced view of energy issues instead of only traditional energy producers? It would be a good regional topic.

Labor negotiations, the benefits of moving to a biennial budget, succession planning/how to develop your staff to take on leadership positions no matter what size your organization is, success stories of cities working with Bloomberg Philanthropies What Works Cities program to increase efficiencies and effectiveness, Denver Peake Academy training, How to get the most out of offering a MPA graduate internship/fellowship opportunity

?

None.

NA

Same

Maybe, dealing with media issues (i.e. media bias, etc.), working with "split" Councils, how to incorporate diversity into Boards/Committees, how to create balance in our careers (particularly with the pressures we get coming "down" from the State and "up" from angry/uninformed community members), perhaps how to educate community members. Just a few thoughts, but perhaps these aren't issues that other cities deal with and it's just mine. I'm sure as we get closer to the event there may be other topics that become relevant or important. I know that makes it hard for planning purposes since you have to plan/book people well in advance of the conference.

Same as above

More on energy generation and future costs

On the first day two possible tracks for entry managers and more seasoned. Seems to be alot of new managers that need the basics.

Same as above

No, but looking forward to it!

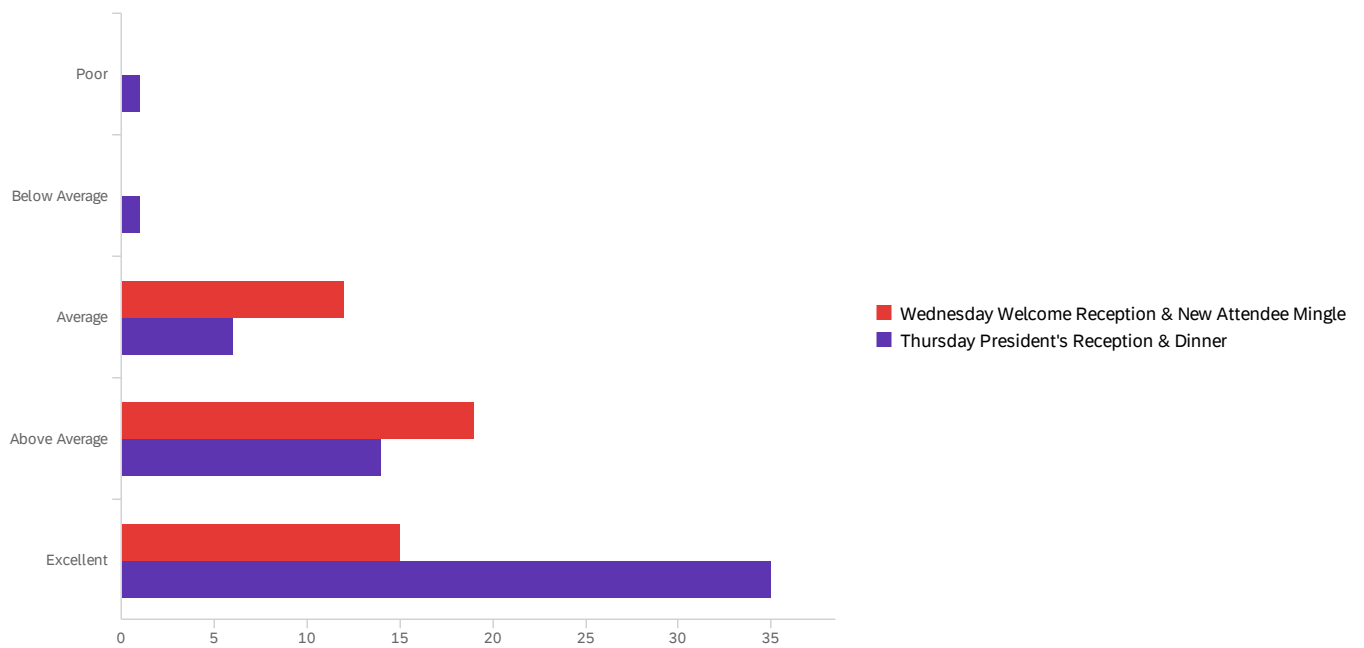
Developing and managing a *working* Capital Improvement Plan. Hermiston struggled through standing-up our first real comprehensive CIP for Water/Sewer/Streets back in 2018/19, after about two years worth of effort. It really did require City Manager-level insight/effort to tie together the engineering, financing, and political will (rates) to keep it from becoming a useless document full of projects that will never get paid for until something breaks. I feel pretty good about where we have it at now in our 5th year (3rd 2-year update cycle) of operationalizing it. I'd (Mark Morgan- Hermiston) be happy to participate in the discussion, and I'm sure our engineering firm (Anderson Perry) would be happy to sponsor the session.

Similar to above!

None

No.

Q4 - Please evaluate the conference events:



#	Field	Poor		Below Average		Average		Above Average		Excellent		Total
1	Wednesday Welcome Reception & New Attendee Mingle	0.00%	0	0.00%	0	26.09%	12	41.30%	19	32.61%	15	46
2	Thursday President's Reception & Dinner	1.75%	1	1.75%	1	10.53%	6	24.56%	14	61.40%	35	57

Showing rows 1 - 2 of 2

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

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

It would be great to find creative ways to mix people up to facilitate new social connections. People tend to gravitate to the people they know and it's difficult/awkward for those of us to break in and introduce ourselves. Would be nice to have some built-in ice breakers or fun and creative mixers. Given the increase in conference registration, I expected the quality of the accommodations and food to be better.

The President's reception dinner should have been held inside due to the extreme heat or at minimum, should have been tented, to provide protection from the sun.

I also really loved the URA tour - so much history and really appreciated going into some of the old buildings.

The Native American ceremonies and dance were splendid.

A great event and presentation at the President's Reception. Happy Canyon and all took it over the top. Way to go Pendleton!

None.

NA

Thoroughly enjoyed

The tours were FANTASTIC! And it's ok to drive really far to get away and learn more about our awesome state.

Very hot outside

I thought the food was really good, and I was so happy to have the tribal dancers, even though it was a bit warm.

I was sure that the sun would not be on us by the time of the president's reception, but not...given the temperature, maybe we could have given people an indoor option. The staffing at the bar was overwhelmed at the beginning.

It was great to introduce the presidents Dinner with the Native American and Pendleton Round Up folks, but it was just too hot to stick around and enjoy the event.

Best food ever!!!

Would love if the new member social hour included introductions of new members and/or maybe a senior staff member being paired up with a new attendee to help them meet folks and learn the ropes.

Only that it was quite warm, so the outside gathering was too uncomfortable to spend much time out there...thank goodness for A/C inside.

I was a vendor and even though the attendees got their meals where we were set up, they had no compelling reason to come to our booths. There was very little encouragement to interact with vendors. I would like to see some kind of bingo, or game, or something to incentivize the attendees to visit the booths and at least say hello. We all bring give-aways and have more interaction with attendees. Thank you for listening.

It would be great to have a hosted bar for the attendees who had such high registration fee to attend.

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

The Umatilla were such kind hosts- honored they were willing to share with us! It would be excellent to continue more representation of local tribes and visible collaboration in our organization.

I loved having the tribal presentation. It was very interesting to learn about the history and the connections between the governments/communities.

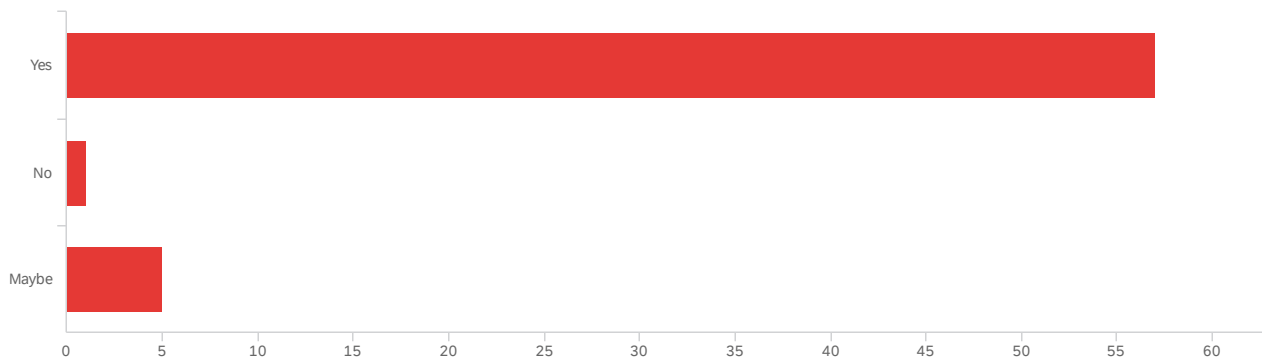
It would be great to learn more about the communities we are attending/ allow the manager to highlight the community that we are hosting.
Excellent tours - appreciated the opportunity to see the community and have the price incorporated into the conference cost.

If you took away the hot weather, perfect evening Thursday! What a fun and memorable experience!

I big thank you to the Pendleton community, especially the Cayuse Tribe for the welcome, music and dance.

Hot!

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	1.17	0.55	0.30	63

#	Field	Choice Count
1	Yes	90.48% 57
2	No	1.59% 1
3	Maybe	7.94% 5
		63

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?

Location Time of year (during summer vacation)

I think the cost for registration for what was offered would be my only hesitation. For a \$400 registration fee it would be great to see attendees receive a welcome swag bag with intentional giveaways, and then more opportunities for networking and having valuable conversations over table topics. Just more opportunities for valuable connection.

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

Do you have any additional comments about the conference?

Consider offering a registration special for buy one registration at full cost and get a discount off the second registration if you bring a promising young professional/member of your team. Find a way to facilitate more connections between city managers and MPA students. They want to attend to network, but it can feel really awkward to make the initial connections. Perhaps it's a MPA panel sharing best capstone projects or how to make the most out of a internship/fellowship and have success stories from a panel of city managers/interns that were offered a job after their internship.

Keep up the great work

LOC Staff and their great support were great.

None.

NA

Housing kind of sucked. Downtown Pendleton was an unexpected pleasure with all the public art and high level public investment.

Grateful for the scholarship program. I would divide out a small city section for issues we commonly face.

Thank you professional development committee and LOC staff, these are great conferences.

More social times or planned guided networking items.

Overall, it was a great experience. I enjoy different venues for this conference.

The LOC staff was amazing and responsive. I appreciate all of the work and effort that goes into coordinating this and other events.

Even though Pendleton was a long drive for me, I really, really enjoyed being in Pendleton!! Great conference; I came away feeling inspired and reinvigorated.

Thank you for all the hard work and efforts put into making this event happen each year. I value the opportunity it provides to network, learn, and grow in my job and profession. I am extremely grateful for the scholarship, which allowed me to attend.

As a vendor, I would like to see more intentional time and activities to drive the attendees to our booths. As a first time vendor at the OCCMA, I didn't have any existing relationships and found it hard to encourage folks to my booth. Thank you

Pendleton was a great location. It was so wonderful to experience the Native American Culture at the President's reception. Another idea to really dive into the community of the conference location: one of the days can be sessions that are all over town in different spaces. Example: 9am - 11am meet at this coffee shop, this bakery, this library, City Hall. With each location hosting their own table topic led by a speaker or Manager. 11:30 - 2pm Lunch at City Hall or the Library catered by a local business with a different speaker or table topics.

For what it's worth, I'm in the camp of going back to having it in the Bend/Redmond area every year rather than moving it around the state.

I really didn't like having the conference fall on a Saturday.

it was a great way to meet other people in my position. Truly grateful for the experience.

Do you have any additional comments about the conference?

Great job! Loved going to a new city and learning about it.

Thank you to the professional development committee for all of their hard work - great conference!

I liked the presence and involvement of the Confederated Tribes of the Umatilla Indian, the opportunity to learn, and the encouragement to work with our tribal neighbors. I would love to see future OCCMA invite neighboring tribal entities to participate, educate, and encourage collaboration!

See you next year.

Thank you for coming to Pendleton

Great recognition of LOC staff. Really appreciate the leadership of our ICMA and OCCMA officers

The LOC staff did a great job coordinating the event. Angela is amazing!

End of Report

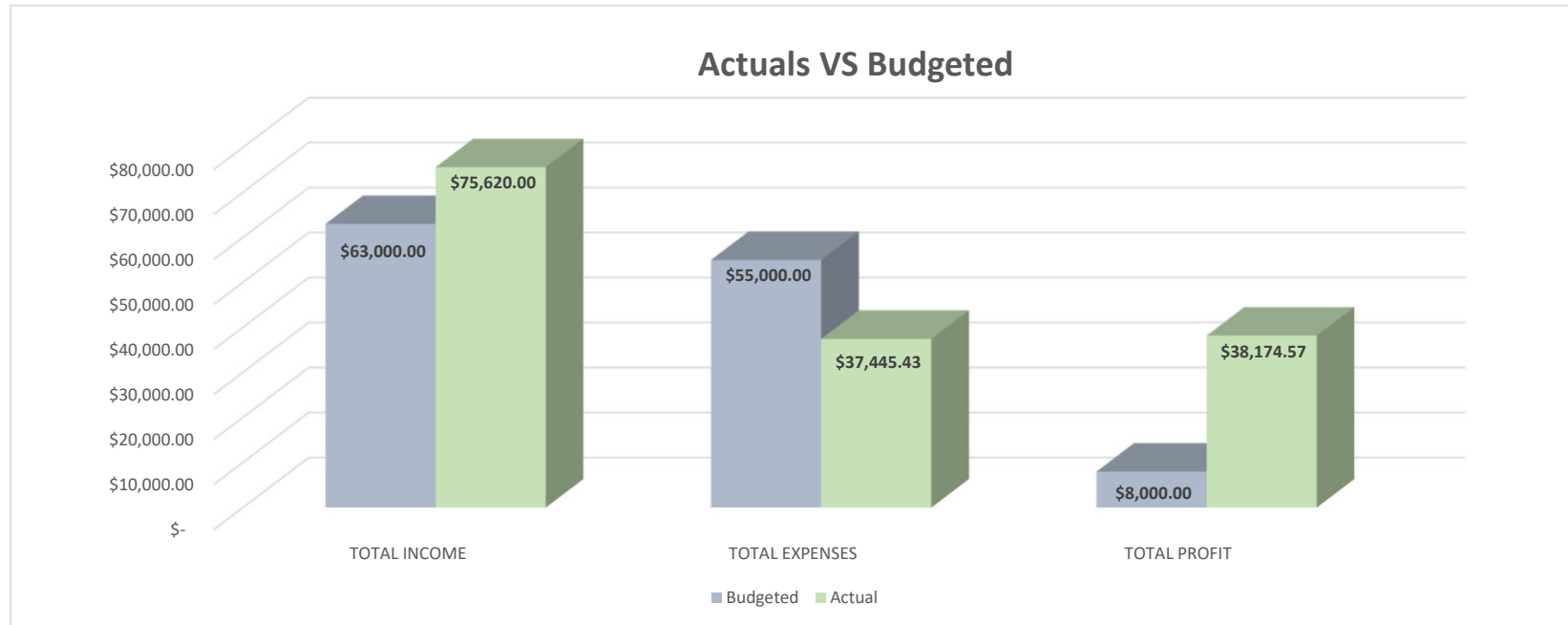
Attachment 2

2023 OCCMA Summer Conference Conference Profit & Loss Statement

Income	Actual	Budgeted
Registration Fees (3-4404)	\$ 32,350.00	\$ 35,000.00
Sponsors (3-4407)	\$ 42,500.00	\$ 25,000.00
Roger Jordan Scholarships (3-4411)		\$ 2,000.00
Activity Fee (3-4420)	\$ 770.00	\$ 1,000.00
Total Income	\$ 75,620.00	\$ 63,000.00

Expense	Actual	Budgeted
Activities Summer (3-5441)	\$ 1,206.05	\$ 3,000.00
Administration Summer (3-5442)		\$ 500.00
AV/Trade Show Summer (3-5443)	\$ 4,500.00	\$ 3,500.00
Food & Beverage Summer (3-5444)	\$ 19,756.39	\$ 35,000.00
Lodging Summer (3-5445)	\$ 1,106.20	\$ 2,000.00
Postage/Printing Summer (3-5446)	\$ 360.00	\$ 500.00
Travel Summer (3-5447)		\$ 500.00
Roger Jordan Scholarship (3-5448)	\$ 2,137.32	\$ 2,500.00
Speaker Summer (3-5450)	\$ 8,379.47	\$ 7,500.00
Total Expenses	\$ 37,445.43	\$ 55,000.00

Profit/Loss	Actual	Budgeted
	\$ 38,174.57	\$ 8,000.00





OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, LOC Project & Affiliates Manager
Date: October 3, 2023
Subject: Senior Advisor Evaluations

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

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

- A. *The 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.*

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

C. Terms of Appointment

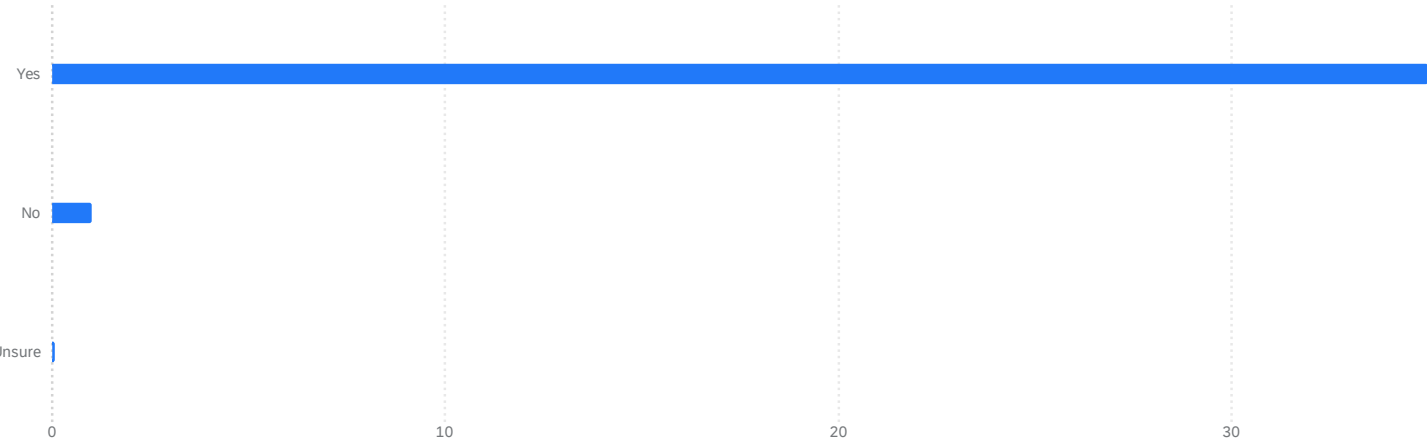
1. *The term of an initial appointment shall be one year.*
2. *After the first term, the Board will conduct a review to assess whether expectations are being met. Senior Advisors must continue to meet the program's qualifications in order to be considered for reappointment. Reappointment can be made 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.*

Each senior advisor was asked to complete a self-evaluation. In addition, the membership was asked to complete an evaluation of the program.

Attachments:

1. Results from the membership survey
2. Dave Kanner Self Evaluation
3. Dave Waffle Self Evaluation
4. David Clyne Self Evaluation
5. Gary Milliman Self Evaluation
6. Rob Drake Self Evaluation
7. Sheila Ritz Self Evaluation

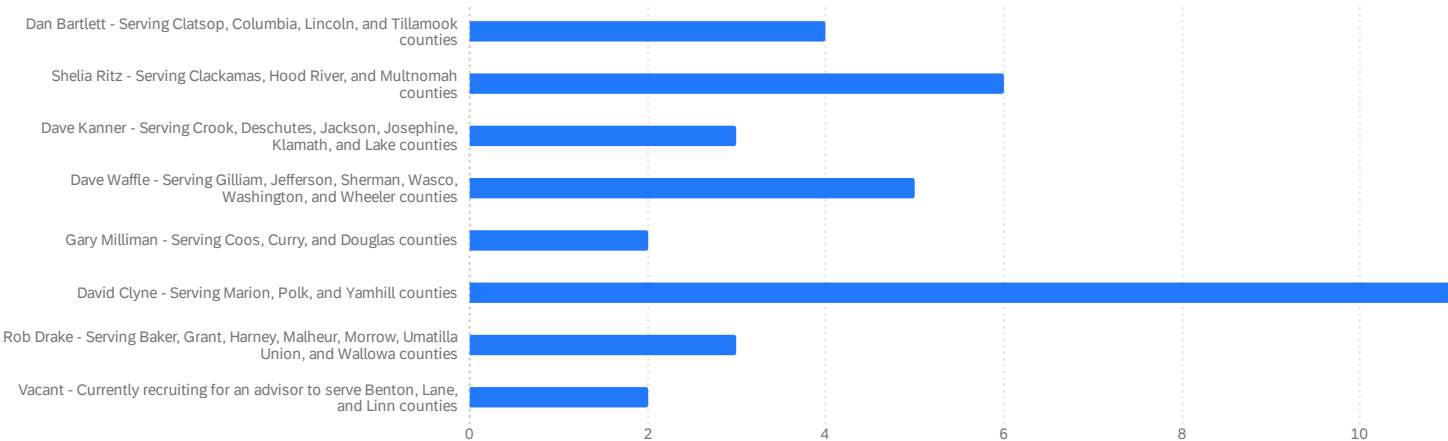
Have you heard of the OCCMA Senior Advisor Program? 36 ⓘ



Have you heard of the OCCMA Senior Advisor Program? 36 ⓘ

Q2 - Have you heard of the OCCMA Senior Advisor Program?	Percentage	Count
Yes	97%	35
No	3%	1
Unsure	0%	0
Sum	100%	36

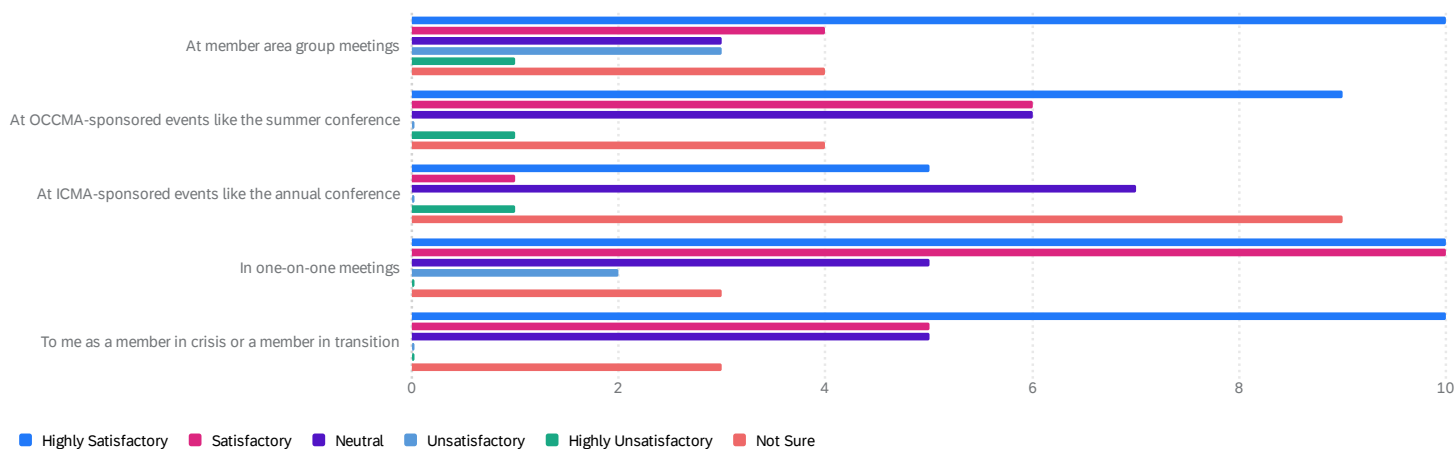
Who is your local senior advisor 36 ⓘ



Who is your local senior advisor 36 ⓘ

Q3 - Who is your local senior advisor	Percentage	Count
Dan Bartlett - Serving Clatsop, Columbia, Lincoln, and Tillamook counties	11%	4
Shelia Ritz - Serving Clackamas, Hood River, and Multnomah counties	17%	6
Dave Kanner - Serving Crook, Deschutes, Jackson, Josephine, Klamath, and Lake counties	8%	3
Dave Waffle - Serving Gilliam, Jefferson, Sherman, Wasco, Washington, and Wheeler counties	14%	5
Gary Milliman - Serving Coos, Curry, and Douglas counties	6%	2
David Clyne - Serving Marion, Polk, and Yamhill counties	31%	11
Rob Drake - Serving Baker, Grant, Harney, Malheur, Morrow, Umatilla Union, and Wallowa counties	8%	3
Vacant - Currently recruiting for an advisor to serve Benton, Lane, and Linn counties	6%	2
Sum	100%	36

Answer the following questions about your local senior advisor. 31 ⓘ

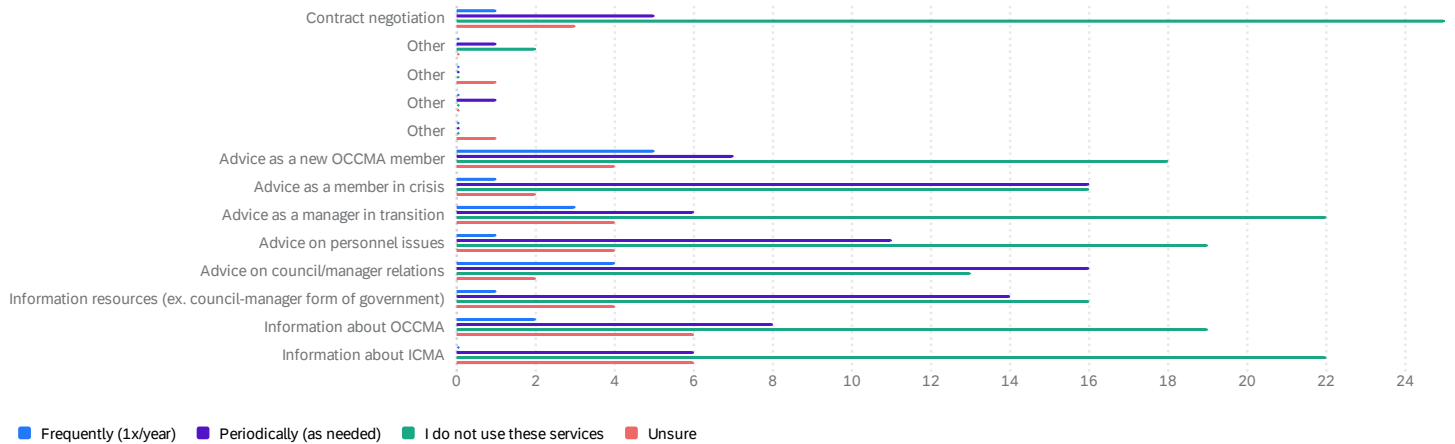


Answer the following questions about your local senior advisor. 31 ⓘ

Answer the following questions about your local senior advisor.	Highly Satisfactory	Satisfactory	Neutral	Unsatisfactory	Highly Unsatisfactory	Not Sure
At member area group meetings	10	4	3	3	1	4
At OCCMA-sponsored events like the summer conference	9	6	6	0	1	4
At ICMA-sponsored events like the annual conference	5	1	7	0	1	9

Answer the following questions about your local senior advisor.	Highly Satisfactory	Satisfactory	Neutral	Unsatisfactory	Highly Unsatisfactory	Not Sure
In one-on-one meetings	10	10	5	2	0	3
To me as a member in crisis or a member in transition	10	5	5	0	0	3
Sum	44	26	26	5	3	23

I use the following services provided by senior advisors 35 ⓘ

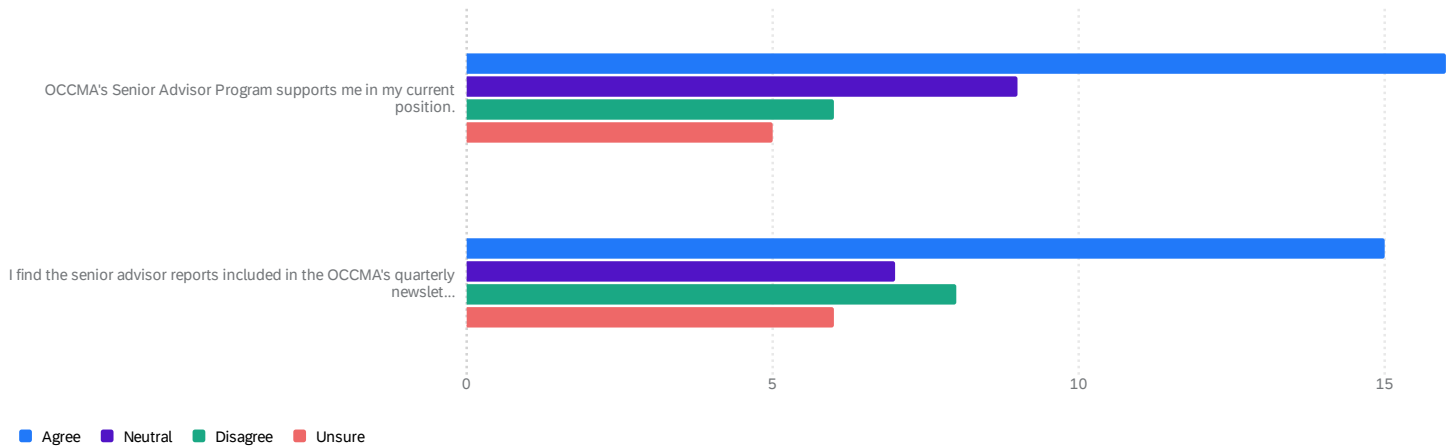


I use the following services provided by senior advisors 35 ⓘ

I use the following services provided by senior advisors	Frequently (1x/year)	Periodically (as needed)	I do not use these services	Unsure
Contract negotiation	1	5	25	3
Other	0	1	2	0
Other	0	0	0	1
Other	0	1	0	0
Other	0	0	0	1
Advice as a new OCCMA member	5	7	18	4
Advice as a member in crisis	1	16	16	2
Advice as a manager in transition	3	6	22	4
Advice on personnel issues	1	11	19	4
Advice on council/manager relations	4	16	13	2
Information resources (ex. council-manager form of government)	1	14	16	4
Information about OCCMA	2	8	19	6

I use the following services provided by senior advisors	Frequently (1x/year)	Periodically (as needed)	I do not use these services	Unsure
Information about ICMA	0	6	22	6
Sum	18	91	172	37

Please select the degree to which you agree with the following statements. 36 ⓘ



Please select the degree to which you agree with the following statements. 36 ⓘ

Please select the degree to which you agree with the following statements.	Agree	Neutral	Disagree	Unsure
OCCMA's Senior Advisor Program supports me in my current position.	16	9	6	5
I find the senior advisor reports included in the OCCMA's quarterly newslet...	15	7	8	6
Sum	31	16	14	11

If you have not utilized the Senior Advisor Program in the past, why not? ⓘ

No. Just really haven't been that aware of the program.

N/A

When in Eastern Oregon, never saw mine. Now in Toledo, I have yet to meet the advisor.

We don't have one.

I am reaching the end of my career in local government, so i am probably not a good respondent to this question. I think the program is valuable for those early in the career or new to the State of Oregon and I am very supportive of the program. Since COVID, however, we have not had a senior advisor attend our Lincoln County Managers meetings. I don't know what level of contact there has been with new members that are now working in Lincoln County.

I have been in my position just less than 2 years. We met once, which was a great meeting, and expect we meet annually.

NA

I don't have confidence in the advice I believe I would receive. I am more likely to reach out to other active City Managers for mentorship.

Rick did a great job of attending regional meetings where several managers would be present and made himself available. He was easy to get ahold of. This is a great program when advisors take the time to make time for managers to contact them.

Some of the Senior Advisors have been out of the industry for so long that they don't understand today's context or environment.

Because I have had no idea how it works and how to get into conversation with Dan. I've not ever met him, or seen him about and have no idea what he's doing.

What other support programs and/or resources would you like to see the OCCMA offer? ⓘ

OCCMA was very helpful to me as a City Manager.

Not sure.

A mentorship opportunity with active managers could be help for new managers or managers that are new to the area. They may be more relatable and have more experience with current issues or topics.

N/A

Maybe a list of currently working City Managers who are willing to provide support.

Unclear why OCCMA is open to others such as county staff (such as myself) if OCCMA events are only offered to city staff at member rates. OCCMA events appear to be beneficial for all.

I think the greatest value for the senior program is manager in crisis and a resource for new managers

Financial, budgeting

Help with credentialing. LOC and ICMA would be nice.

I do not think that they should be appointed by region - I would rather pick who I want to work with.

Assisting city managers with toxic boards. Advocating for the profession during council meetings, etc.

A dedicated resource and a regular time to chat where round tables can be had to discuss issues and concerns.

Please provide any additional comments you have about the Senior Advisor Program. ⓘ

It's a wonderful program and I relied on senior members of our industry to be available when I needed advice and/or encouragement when working full-time.

My curiosity is... how do the senior advisors stay relevant. We also need to ensure that the senior advisors are adhering to the code of ethics. How is that happening?

Our Senior Advisor, David Clyne, is a great resource for support and advice. He is readily available for any question I may have in the course of my work.

I would like to see my current senior advisor be more proactive in reaching out to me and other City Managers in our area to schedule one on one meetings. He's been responsive when I've made contact, but not otherwise.

I think it is a great program, but the level of service may vary from region to region. It can be particularly valuable for new managers and to experienced managers moving to Oregon from other states.

I made a recent transition in position/employer (past 3 months). My prior city management position was in a Clackamas County city. I am now in a city management position in Marion County. As such, I have not yet become acquainted with nor utilized the Senior Advisor for Marion County. I worked closely with Sheila Ritz in my recent prior position, and therefore I completed the rating for my Senior Advisor based on her performance. I want to note that Sheila provided excellent service to me in my prior position before accepting a new opportunity in a different city. Sheila was regularly present and engaged at area City Manager meetings and in various communications between peers/colleagues. She was particularly helpful and supportive to me in my recent transition between cities/positions. Sheila proactively reached out to me to offer her assistance and support. She provided excellent advice and mentoring. Though she is no longer the Senior Advisor for my current region, I want to offer my commendation and gratitude to Sheila Ritz for my prior interaction and work with her.

We are just in transition to a new senior advisor. In the past, I have had good interactions with our senior advisor but I haven't had the chance to interact with Rob more than by email. Overall, I like this program.

Some managers don't seem very active

I think it could be a great program. It really depends upon the advisor. I've actually had a different senior advisor who doesn't represent my area (Dave Waffle) reach out and offer advice, which was helpful. Dan Bartlett is a nice guy but doesn't add much value. He did an initial visit with me when I was new. Other than that, he just comes to our monthly luncheons. I'm not sure he has much to offer. If I needed someone to talk to, I'd reach out to Dave Waffle or other City Managers before I'd reach out to Dan.

I have connected with a senior advisor not assigned to the region I am in, and have found very useful and valued results through this communication.

Attachment 2

Q1. To ensure the Senior Advisor Program is of high quality and of continuing value it is important to periodically review the performance of the providers. ICMA recommends that the state sponsor conduct a review of its program policy, the program's effectiveness, and the year's activity at least every two years. The period of this review is August 2021-August 2023. The results will be shared with the OCCMA Board of Directors at the October 11 meeting. Please complete the self-evaluation by Friday, September 29.

Q2. Please provide your name and counties you serve.

Name

Dave Kanner

Counties served

Jackson, Deschutes, Crook, Josephine, Klamath, Lake

Q3. Duties and responsibilities: provide a rating for each applicable expectation.

	Met	Did not Meet	Not Applicable (N/A)
Contacts or meetings with members in crisis/members in transition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance at member area group meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contacts with new managers in my area	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contacts with other members	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance at statewide sponsor meetings	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Attendance at national and regional ICMA events	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Participation in the Support for Members Committee monthly meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Timely reports	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participation/attendance at other events for members in my area	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintaining awareness of resources for members	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintaining general knowledge of current issues facing local governments and members	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall performance rating	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q4. What am I doing that I believe makes me an effective Senior Advisor and that I plan to continue?

I am available and responsive to the members in my area. I make a point of contacting those managers who do not take the initiative to reach out to me. I am adept at directing people to resources that may be helpful to them if I am not able to help on my own.

Q5. What do I plan to change to be more effective?

Some health issues kept me homebound this past winter and spring and I was not able to get out and meet with people as much as I would like.


Q6. What can be done by the OCCMA and ICMA to help me and to make the Senior Advisor Program more effective?

OCCMA and ICMA can continue to reinforce the idea that members should reach out to their senior advisor when they're experiencing difficulties. I find nothing more disconcerting than reading about a member in trouble in the paper when that member has not reached out to me for help beforehand. However, I find that my services are most valuable to newer members of the profession; less so to experienced managers.

Location Data

Location: ([42.1889](#), [-122.6908](#))

Source: GeoIP Estimation



Attachment 3

Q1. To ensure the Senior Advisor Program is of high quality and of continuing value it is important to periodically review the performance of the providers. ICMA recommends that the state sponsor conduct a review of its program policy, the program's effectiveness, and the year's activity at least every two years. The period of this review is August 2021-August 2023. The results will be shared with the OCCMA Board of Directors at the October 11 meeting. Please complete the self-evaluation by Friday, September 29.

Q2. Please provide your name and counties you serve.

Name

Dave Waffle

Counties served

Gilliam, Jefferson, Sherman, Wasco, Washington, Wheeler

Q3. Duties and responsibilities: provide a rating for each applicable expectation.

	Met	Did not Meet	Not Applicable (N/A)
Contacts or meetings with members in crisis/members in transition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance at member area group meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contacts with new managers in my area	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contacts with other members	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance at statewide sponsor meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance at national and regional ICMA events	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Participation in the Support for Members Committee monthly meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Timely reports	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participation/attendance at other events for members in my area	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintaining awareness of resources for members	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintaining general knowledge of current issues facing local governments and members	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other <div>Newsletter articles, student chapter support</div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall performance rating	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q4. What am I doing that I believe makes me an effective Senior Advisor and that I plan to continue?

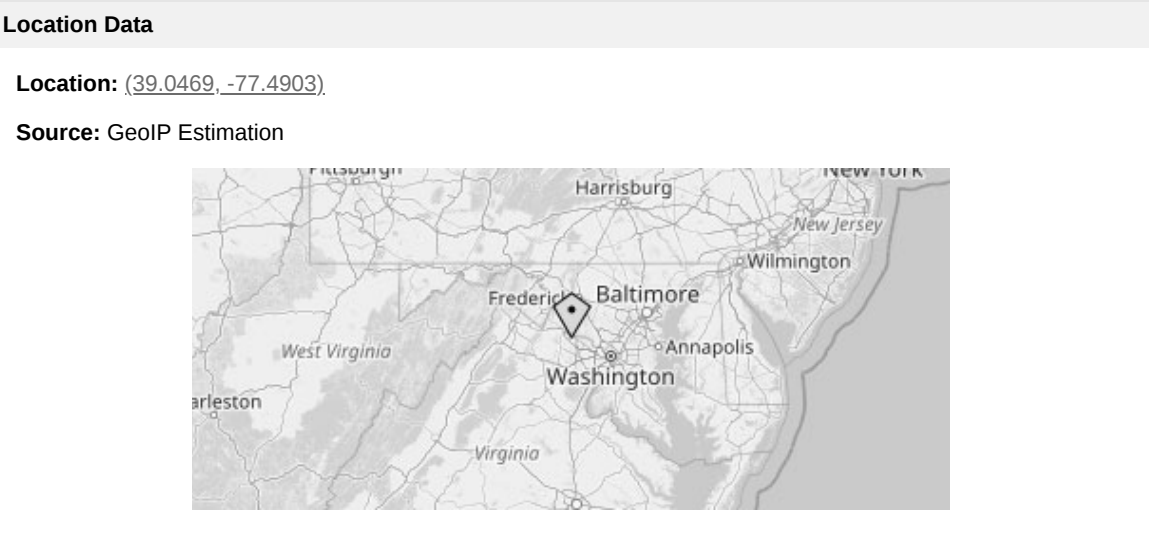
I enjoy the networking and the relationship building within OCCMA and also the student chapter at PSU. I hope the article I wrote about credentialing was useful, but received no feedback on it. I try to keep the Washington County managers well informed about ICMA and OCCMA news, but don't have that same opportunity in the other counties. I also enjoy the ability to work as a part-time local government consultant with Jensen Strategies. It gives me the ability to talk to managers about opportunities around the state while maintaining the confidences I learn as a Senior Advisor. I hope that OCCMA leadership is comfortable with the relationship.

Q5. What do I plan to change to be more effective?

I need to obtain personal contact info from the managers because it is difficult to reach them after they leave their job. I also need to take the time and travel around my central Oregon communities. Maybe this allocation of territory is not working so well. Yet it was the smaller communities in central Oregon that took so much of my time.

Q6. What can be done by the OCCMA and ICMA to help me and to make the Senior Advisor Program more effective?

If SGR is going to provide MICT services, perhaps they can provide some training to the SAs about how we can work better with managers who are experiencing difficulties. I think managers are reluctant to reach out to us, because they feel they have failed. All of a sudden they are gone from the job and we are surprised. Thank you Angela and the LOC staff for your support. I don't think that the SAs have heard anything from ICMA SA coordinator Pam B yet, except a rare email. Where is she? I appreciated Pat Martel coming to Pendleton.



Attachment 4

Q1. To ensure the Senior Advisor Program is of high quality and of continuing value it is important to periodically review the performance of the providers. ICMA recommends that the state sponsor conduct a review of its program policy, the program's effectiveness, and the year's activity at least every two years. The period of this review is August 2021-August 2023. The results will be shared with the OCCMA Board of Directors at the October 11 meeting. Please complete the self-evaluation by Friday, September 29.

Q2. Please provide your name and counties you serve.

Name

David Clyne

Counties served

Yamhill, Polk and Marion

Q3. Duties and responsibilities: provide a rating for each applicable expectation.

	Met	Did not Meet	Not Applicable (N/A)
Contacts or meetings with members in crisis/members in transition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance at member area group meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contacts with new managers in my area	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contacts with other members	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance at statewide sponsor meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance at national and regional ICMA events	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Participation in the Support for Members Committee monthly meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Timely reports	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Participation/attendance at other events for members in my area	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintaining awareness of resources for members	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintaining general knowledge of current issues facing local governments and members	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall performance rating	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q4. What am I doing that I believe makes me an effective Senior Advisor and that I plan to continue?

I focus on meeting the needs of new city managers, managers under duress and those that would like to just have the occasional chat over a cup/brew/bite. I try to stay abreast of the profession by attendance at professional meetings though am taking a pass on ICMA this year due to cost and other plans. I also believe that my efforts to raise the bar of conversation from time to time over higher level leadership matters is important. I feel it is missing from much of our engagements these days.

Q5. What do I plan to change to be more effective?

Very little to be honest. I will be undertaking fewer paid assignments that could be deemed to time-consuming and a distraction or possible conflict with my senior advisor counseling work. I hope to provide more written materials for the publications but I do not see myself returning to the Senior Advisor format of pre-pandemic days. Nor will I do much more to produce the kind of output reporting that ICMA wants.

Q6. What can be done by the OCCMA and ICMA to help me and to make the Senior Advisor Program more effective?

I think ultimately there needs to be much greater diversity among our ranks. This will of needs be more evolutionary than revolutionary as there remains a similar challenge among the active city management ranks from which we draw our candidates. Consideration might be had for waiving of rules to allow for retiree candidates from other states that could help us meet this objective. I also think at some point both OCCMA as a whole and the Senior Advisors in particular would be well served by access to greater staff resources. Angela is amazing. Imagine her full time working on our behalf. The organization could truly meet its strategic plan goals and promptly gain more respect as a profession. In a similar vein, have admin support services such as calendaring, hectoring and assistance when contacts and reports need to be completed, etc. certainly would be a wonderful addition. I spend little time away from this work thinking more about it given everything else going on in my life. I imagine I am not the only one.

Location Data

Location: (44.8468, -123.1901)

Source: GeoIP Estimation



Attachment 5

Q1. To ensure the Senior Advisor Program is of high quality and of continuing value it is important to periodically review the performance of the providers. ICMA recommends that the state sponsor conduct a review of its program policy, the program's effectiveness, and the year's activity at least every two years. The period of this review is August 2021-August 2023. The results will be shared with the OCCMA Board of Directors at the October 11 meeting. Please complete the self-evaluation by Friday, September 29.

Q2. Please provide your name and counties you serve.

Name

Gary Milliman

Counties served

Coos, Curry, Douglas

Q3. Duties and responsibilities: provide a rating for each applicable expectation.

	Met	Did not Meet	Not Applicable (N/A)
Contacts or meetings with members in crisis/members in transition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance at member area group meetings	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Contacts with new managers in my area	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contacts with other members	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance at statewide sponsor meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance at national and regional ICMA events	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participation in the Support for Members Committee monthly meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Timely reports	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participation/attendance at other events for members in my area	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintaining awareness of resources for members	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintaining general knowledge of current issues facing local governments and members	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other <div>Assisting cities with sudden manager vacancies</div>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall performance rating	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q4. What am I doing that I believe makes me an effective Senior Advisor and that I plan to continue?

Periodic visits with City Manager in my region.

Q5. What do I plan to change to be more effective?

Trying to facilitate the organization of area manager groups; there are none in my area.

Q6. What can be done by the OCCMA and ICMA to help me and to make the Senior Advisor Program more effective?

Promote the concept of organizing area manager groups that meet regularly. Provide an updated member contact information list for my region quarterly.

Location Data

Location: ([41.7817](#), [-124.1332](#))

Source: GeoIP Estimation



Attachment 6

Q1. To ensure the Senior Advisor Program is of high quality and of continuing value it is important to periodically review the performance of the providers. ICMA recommends that the state sponsor conduct a review of its program policy, the program's effectiveness, and the year's activity at least every two years. The period of this review is August 2021-August 2023. The results will be shared with the OCCMA Board of Directors at the October 11 meeting. Please complete the self-evaluation by Friday, September 29.

Q2. Please provide your name and counties you serve.

Name	Rob Drake
Counties served	NE Oregon

Q3. Duties and responsibilities: provide a rating for each applicable expectation.

	Met	Did not Meet	Not Applicable (N/A)
Contacts or meetings with members in crisis/members in transition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance at member area group meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contacts with new managers in my area	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contacts with other members	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance at statewide sponsor meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance at national and regional ICMA events	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Participation in the Support for Members Committee monthly meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Timely reports	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Participation/attendance at other events for members in my area	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintaining awareness of resources for members	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintaining general knowledge of current issues facing local governments and members	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other <div style="border: 1px solid black; padding: 2px; display: inline-block;">Regular outreach electronically and quick response by phone/e-mail.</div>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall performance rating	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q4. What am I doing that I believe makes me an effective Senior Advisor and that I plan to continue?

We receive great support from OCCMA and Angela Speier. She is an outstanding staff member and provides quality back-up. I like her direct and helpful style. Her suggestions and advice have been high quality.

Q5. What do I plan to change to be more effective?

I will continue providing more contact and support for my area. I'm only several months into this venture and continue to learn every day. I am enjoying my limited time serving the managers and cities.


Q6. What can be done by the OCCMA and ICMA to help me and to make the Senior Advisor Program more effective?

Support and back-up are helpful and effective tools. I learned a great deal of information during my nearly 30 years as a Strong Mayor/Administrator and serving three other cities as an Interim City Manager and regular full-time City Manager. Keep Angela Speier as a staff member and support person for OCCMA. She's the best!

Location Data

Location: [\(45.5221, -122.8585\)](#)

Source: GeoIP Estimation



Attachment 7

Q1. To ensure the Senior Advisor Program is of high quality and of continuing value it is important to periodically review the performance of the providers. ICMA recommends that the state sponsor conduct a review of its program policy, the program's effectiveness, and the year's activity at least every two years. The period of this review is August 2021-August 2023. The results will be shared with the OCCMA Board of Directors at the October 11 meeting. Please complete the self-evaluation by Friday, September 29.

Q2. Please provide your name and counties you serve.

Name

Sheila Ritz

Counties served

Multnomah, Clackamas, Hood River

Q3. Duties and responsibilities: provide a rating for each applicable expectation.

	Met	Did not Meet	Not Applicable (N/A)
Contacts or meetings with members in crisis/members in transition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance at member area group meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contacts with new managers in my area	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contacts with other members	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance at statewide sponsor meetings	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Attendance at national and regional ICMA events	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Participation in the Support for Members Committee monthly meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Timely reports	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participation/attendance at other events for members in my area	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintaining awareness of resources for members	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintaining general knowledge of current issues facing local governments and members	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall performance rating	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q4. What am I doing that I believe makes me an effective Senior Advisor and that I plan to continue?

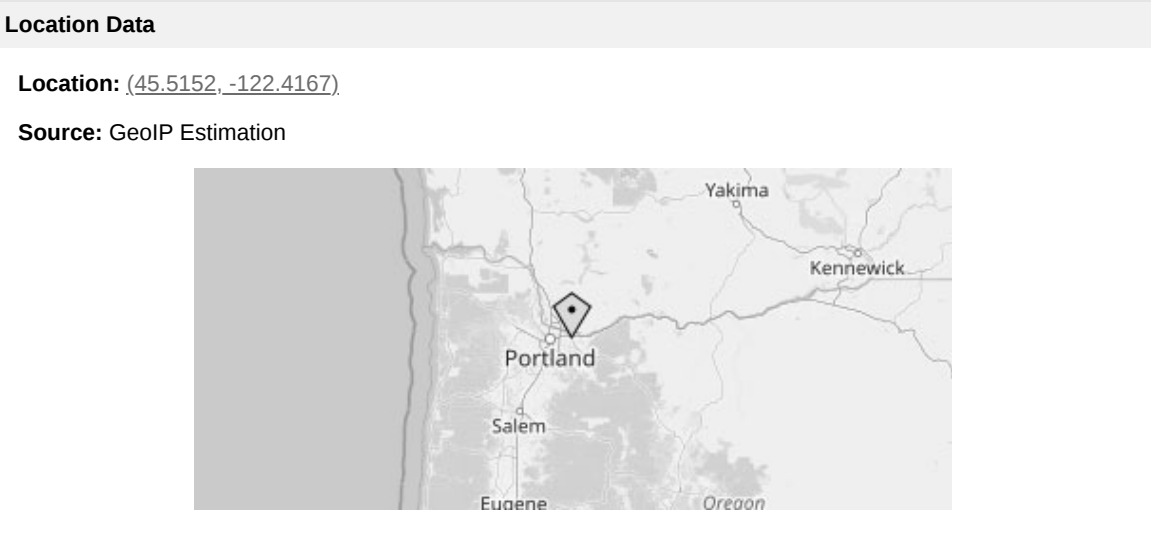
I periodically contact members in my assigned area. I try to keep up with news about my area. I think I've done really well with assisting MITs and keeping in touch during their interim positions. I have watched a number of ICMA webinars that helped with counseling managers. Keep up with the listserve to know what people are dealing with across the state. Meet with non-members and inform them of the advantages to become a member of both ICMA and OCCMA. Send articles I think would be helpful to people I've talked with. Always read the OCCMA newsletter and emails from ICMA.

Q5. What do I plan to change to be more effective?

If I knew what that was, I would be doing it! Need feedback from the membership if there is something else they would like for me to do. I attended the ICMA conferences that were available virtually; but not in-person conferences recently because of the expense.

Q6. What can be done by the OCCMA and ICMA to help me and to make the Senior Advisor Program more effective?

It would be very helpful to me if I could be sent an updated paper copy of the OCCMA membership every other year.





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 27, 2023
Subject: Oregon Latinos in Local Government (OLLG) Update

The OLLG Board of Directors held a strategic planning session on July 28. During this meeting they recommitted to the OLLG vision and mission statements, solidified the expectations of board members, created a schedule for future Café con Leche events, reimagined the organization's newsletter, and developed an outline for two in-person events to occur during calendar year 2024. In mid-December the OLLG will open their membership drive and be able to offer the following events to renewing members and potential members.

Café con Leche Virtual Events

January 11, 2024

- Topic: Crafting Professional Resumes and Cover Letters

March 14, 2024

- Topic: Transitioning from Staff to Supervisor – Key Skills

May 9, 2024

- Topic: Navigating Requests for Translation and Interpretation

July 11, 2024

- Topic: Oregon Budget Law, What Municipal Officials Need to Know

November 14, 2024

- Topic: How to be a Successful Mentor

In-Person Educational and Networking Events

OLLG expects to offer professional development training on the following topics:

February 23, 2024 – Full Day

- The Art of Networking for Success
- Finding Your Career Path
- Creating Successful Employee Affinity Groups
- Municipal Government Functions: A Primer for Future Supervisors and Managers

September 20, 2024 – Full Day

- Mastering Public Speaking Skills in English and in Spanish
- Conflict Management Skills for the Workplace
- How to Successfully Negotiate Salaries and Employee Contracts
- Project Management Skills for Beginners



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Rachael Fuller
Date: September 28, 2023
Subject: NW Women's Leadership Academy – Update on Cohort #6

The NW Women's Leadership Academy is proud to kick off its sixth cohort. Interest in the academy continues to outpace available spaces. This year, the academy received 57 nominees for 20 available spaces in this year's cohort, see attached for the roster of our 2023/24 cohort.

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 sixth cohort will begin in October, 2023. More than 120 women throughout Oregon have graduated from the program.

Attachment:

1. 2023/24 cohort roster



2023 – 2024 COHORT ROSTER

NAME	TITLE	ORGANIZATION	PHONE	EMAIL
Aisha Panas	Deputy General Manager	Tualatin Hills Parks & Recreation District	(503) 816-5804	a.panas@thprd.org
Alissa Kolodzinski	Management Analyst	City of Ashland	(541) 552-2012	alissa.kolodzinski@ashland.or.us
Becky Morinishi	Administrative Assistant	City of Durham	(971) 226-4276	beckymorinishi@gmail.com
Casey Levy	Building Permit Supervisor	Washington County		casey_levy@washingtoncountyor.gov
Cassandra Kehoe	Accessibility and Equity Manager	City of Bend		ckehoe@bendoregon.gov
Cecilia Ward	Finance Director	City of Dallas	(503) 831-3505	cecilia.ward@dallasor.gov
Chelsea Starnier	Assistant City Manager	City of Philomath	(541) 929-9706	chelsea.starnier@philomathoregon.gov
Erika Palmer	Planning Manager	City of Sherwood	(503) 217-9023	palmere@sherwoodoregon.gov
Erin Fifield	Housing Programs Analyst	City of Springfield	(541) 726-2302	efifield@springfield-or.gov
Erin Engman	Senior Planner	City of Tualatin	(503) 691-3024	eengman@tualatin.gov
Grace Wong	Assistant City Attorney	City of Beaverton	(503) 747-9185	gwong@beavertonoregon.gov
Guilian del Rio	Equity Program Manager	City of Lake Oswego		gdelrio@lakeoswego.city
Jamie Hughes	Program Manager 3	Clean Water Services		hughesj@cleanwaterservices.org
Jessica Klarr	Community Coordinator Assistant	City of Cottage Grove	(541) 942-1185	comcenter@cottagegrove.org
Katie LaSala	City Recorder and Mayor/City Council Support Manager	City of Eugene		klasala@eugene-or.gov
Maricela Guerrero	Economic Development Project and Tourism Manager	City of Woodburn	(503) 980-6322	Maricela.guerrero@ci.woodburn.or.us
Meredith Petit	Parks and Recreation Director	City of Corvallis	(541) 766-1703	Meredith.petit@corvallisoregon.gov
Robin Doughty	Library Director	City of North Plains	(503) 840-4093	rdoughty@wccls.org
Staci Belcastro	City Engineer	City of Albany	(541) 917-7645	Staci.belcastro@cityofalbany.net
Tina Escalera	Economic Development Specialist	City of Tigard		tinae@tigard-or.gov

Last Updated: September 15, 2023