



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

OCCMA Board of Directors Special Meeting

August 31, 2023 | 1:00 – 2:00 pm

Join Zoom Meeting

<https://us02web.zoom.us/j/86320890439?pwd=TzI0WXc3T3ZKVI4SVhvbmpaT0xldz09>

Meeting ID: 863 2089 0439 | Passcode: 427987 | Dial in: +1 (253) 215-8782

AGENDA

A. Welcome & Roll Call <i>(President-Elect Dan Huff)</i>	-
B. Consent Calendar* <i>(President-Elect Dan Huff)</i>	-
1. Minutes of July 22, 2023 OCCMA Board Meeting.....	02
C. Nominating Committee Report - Slate of Candidates* <i>(Past President Marston)</i>.....	08
D. LOC Board Nomination Recommendation* <i>(Past President Marston)</i>	10
E. Standing Agenda Item for OCCMA Member on the LOC Board* <i>(Past President Marston)</i>	11
F. Recommendation of Lifetime Membership – Rodger Craddock* <i>(President-Elect Dan Huff)</i>	12
G. Other Business <i>(President-Elect Dan Huff)</i>	-
H. Adjournment <i>(President-Elect Dan Huff)</i>.....	-

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



OCCMA Board of Directors Meeting

July 22, 2023 | 9:45 am

Pendleton Convention Center | 1601 Westgate, Pendleton, OR 97801

MINUTES

Board Members:

Scott Derickson, President – Present

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 – Present

Adam Brown, Director – Present

Aaron Palmquist, Director – Present

Zoe Mombert, Director – Present

Mark Shepard, Director – Present (virtually)

Jerry Gillham, Director – Present

Others: Dan Bartlett, Senior Advisor; David Clyne, Senior Advisor; Dave Waffle, Senior Advisor; and Gary Milliman, Senior Advisor

A. Welcome

9:47 am

President Derickson welcomed attendees and called the meeting to order at 9:47 am. He thanked the Professional Development Committee and the city of Pendleton for hosting the conference.

B. Consent Calendar

9:48 am

It was moved by Director Palmquist and seconded by Director Brown to approve the consent calendar. There was no discussion and the motion passed unanimously (11-0). [11-Yes (Derickson, Huff, Marston, Walsh, Varner, Palmquist, Fuller, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 0-Absent].

C. SGR and OCCMA Collaborative Proposal to Support Manager's in Transition

9:49 am

Ron Holifield, Chief Executive Officer for SGR explained he spent 20 years as a city manager and has been a manager in transition during that time. He said the proposal before the board has three main components it offers to MITs:

- Support groups that are facilitated by licensed marriage and family therapists.
- Free registration for SGR and Alliance for Innovation conferences and trainings.
- SGR matches MITs with short term work projects, such as managing a downtown parking study and ordinance review.

The program is funded by the matching service where SGR takes a fee of 30 percent of the contract between the individual and the local government. He said in some cases they are providing one-on-one counseling and they have periodically brought in recruiters to help MITs update their resumes. SGR would work with the OCCMA to provide these services to MITs at no charge to them. There would be no charge

to the association to enter into this proposal with SGR. OCCMA would be the touch point for MITs and let SGR know when a member goes into transition. Mr. Holifield said SGR recently entered into an agreement with the Wisconsin City Management Association and explained the notification process they are using. Staff would also need to periodically reach out to members about potential short-term projects.

The board discussed concerns with the association entering into a contract with SGR, which is only one consulting firm of many, and whether or not it would set a bad precedent or a potential conflict of interest. In addition, the board discussed the current contract it has with Canopy to offer three free counseling sessions to MITs. Mr. Holifield explained that SGR is not looking for preferential treatment or an exclusive contract and would encourage other firms to start similar programs.

The board would like to learn more about the Wisconsin City Management Association's experience partnering with SGR to offer these services. Director Fuller noted that MITs would be able to access these services whether there is a partnership with the OCCMA or not.

The board asked the Support for Managers Committee to explore this potential agreement further and bring a recommendation back to the board for further consideration at their October board meeting.

D. First Addendum to Contract between OCCMA and LOC

10:14 am

Patty Mulvihill, LOC Executive Director explained she was approached by an Ethics Committee member on whether the LOC could provide very limited legal services to help the committee with investigating ethics claims. She explained the contract terms and the board thanked Director Mulvihill for her willingness to provide this support to the committee.

President Derickson explained he recused himself from a more recent complaint and has assigned it to President-Elect Huff to handle. He doesn't feel like there is a conflict associated with him voting on this matter. Director Mulvihill requested the Ethics Committee members work through the LOC General Counsel or Assistant General Counsel on complaints moving forward. Director Mombert noted that section 11 of the OCCMA Policy Annex could be amended to reflect the committee working through the LOC Legal Department and not the secretary/treasurer of the board.

It was moved by Director Palmquist and seconded by Director Mombert to approve the first addendum to the contract for services between the OCCMA and the LOC and authorize the President or President-Elect to sign on behalf of the Board of Directors. Director Palmquist asked about how the LOC would handle a conflict of interest. Director Mulvihill explained the process the legal department will use if a conflict arises. The motion passed unanimously (11-0). [11-Yes (Derickson, Huff, Marston, Walsh, Varner, Palmquist, Fuller, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 0-Absent].

E. OCCMA Scholarship Program

10:22 am

Director Brown explained the changes that were made to the program after the April Board of Directors meeting and after getting feedback from the membership. He noted the Roger Jordan Scholarship Fund will remain the same moving forward focusing on sending students to the OCCMA Summer Conference only.

It was moved by Director Palmquist and seconded by Director Varner to adopt the OCCMA Professional Development Program effective January 1, 2024. There was no discussion and the motion passed unanimously (11-0). [11-Yes (Derickson, Huff, Marston, Walsh, Varner, Palmquist, Fuller, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 0-Absent].

F. NWWLA Committee Appointments

10:25 am

Megan George, NWWLA Leadership Committee Chair thanked the board for their support. She explained the NWWLA leadership structure and asked for the board's approval of the new committee assignments. Director Shepard asked about the committee members who are not affiliated with a city. Director Fuller said the steering committee will discuss SSW Consulting's role on the Leadership Team.

It was moved by Director Palmquist and seconded by President Elect Huff to approve the NWWLA committee appointments as proposed. There was no discussion and the motion passed unanimously (11-0). [11-Yes (Derickson, Huff, Marston, Walsh, Varner, Palmquist, Fuller, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 0-Absent].

G. OCCMA Bylaws Update

10:31 am

Director Palmquist reviewed the bylaws update that are listed in the packet. The board discussed the proposed changes and agreed to remove the word "demand" from article 5, section 3 of the OCCMA Policy Annex. Director Shepard said he would like the DEI Committee to review Article 13 of the OCCMA Policy Annex to look at ways to expand the diversity of senior advisors and the support offered to members. This could be a potential item to add to the board work plan at the retreat in November. In addition, the DEI Committee could look at the bylaws to ensure the language is inclusive.

It was moved by Director Palmquist and seconded by Past President Marston to approve the proposed changes to the OCCMA bylaws and request staff forward them to the membership for ratification at the annual membership meeting on October 12, 2023. There was no discussion and the motion passed unanimously (11-0). [11-Yes (Derickson, Huff, Marston, Walsh, Varner, Palmquist, Fuller, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 0-Absent].

It was moved by Director Palmquist and seconded by Director Mombert to formally introduce the amendments to the OCCMA policy annex with adoption scheduled for the October 11, 2023 OCCMA Board of Directors meeting and remove the word 'demand' and authorize staff to do any scrivener adjustments. There was no discussion and the motion passed unanimously (11-0). [11-Yes (Derickson, Huff, Marston, Walsh, Varner, Palmquist, Fuller, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 0-Absent].

H. Updated to OCCMA Listserv Code of Conduct

10:50 am

Ms. Speier reviewed the proposed changes to the listserv code of conduct.

It was moved by Director Mombert and seconded by Director Huff to adopt the proposed changes to the OCCMA Listserv Rules and Code of Conduct. The board discussed ways to cut back on listserv traffic. The motion passed unanimously (11-0). [11-Yes (Derickson, Huff, Marston, Walsh, Varner, Palmquist, Fuller, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 0-Absent].

I. OCCMA Listserv Update

10:53 am

Staff is recommending the OCCMA switch listserv providers.

It was moved by President Elect Huff and seconded by Director Palmquist to authorize staff to proceed with switching listserv providers by September 1, 2023. There was no discussion and the motion passed unanimously (11-0). [11-Yes (Derickson, Huff, Marston, Walsh, Varner, Palmquist, Fuller, Brown, Shepard, Gillham, and Mombert); 0-No; 0-Abstain; 0-Absent].

J. Senior Advisor Evaluations

10:58 am

The senior advisors did not recommend any changes to the self-evaluation that has been used in past years. The board discussed adding the following questions to the membership evaluation:

- What other support programs and/or resources would you like to see OCCMA offer?
- If you haven't utilized the Senior Advisor Program in the past, why not?
- Please provide any additional comments you have about the program.
- Add personnel issues to the question about services provided by senior advisors.
- Add additional boxes for people to be able to add services.

The board discussed the need to better educate the membership on the Senior Advisor Program. It could also be helpful for members to know what the advisor's area of expertise is.

K. Membership Report

11:13 am

Ms. Speier encouraged board members to try and grow affiliate members in their own organizations.

L. August 31 OCCMA Board Meeting

11:14 am

The board decided to hold their August 31 meeting at 1:00 pm via Zoom.

M. OCCMA Board of Directors Work Plan Check-In

11:17 am

Ms. Speier referred to the staff report in the packet. The board did not have anything to add.

N. Committees

11:19 am

1. Audit

President-Elect Huff said there is nothing new to report.

2. Bylaws

Director Palmquist referred to the earlier agenda item.

3. Communications

Director Varner referred to his written report in the packet and said the committee will work on promoting the senior advisor program.

4. DEI

Director Shepard provided an update on the DEI committee and said he was happy with the session from the Confederated Tribes of the Umatilla Indian Reservation at the conference. He said there is a subgroup looking at adding demographic questions to the application when people sign up for membership. The board will review these questions at their October meeting. He provided an update on the committee's other work plan items.

5. Ethics

Director Mombert referred to the report in the packet.

6. ICMA Liaison

Director Brown reminded everyone about the join save go program for the Annual Conference in Austin.

7. Nominating

Past President Marston said the committee will be interviewing candidates for the board during the week of August 14.

8. Professional Development

President Elect Huff discussed the conference and thanked the city of Pendleton for being great hosts. He also provided an update on the Fall Workshop.

9. Support for Managers

This committee continues to meet monthly.

10. Northwest Women's Leadership Academy

Director Fuller said the NWWLA session at the conference went well and thanked the board for their support of the program.

11. Veterans Committee

Director Palmquist referred to his lunch presentation at the conference.

12. Civic Education Committee

Director Mombert said the committee will be working with a 509 student to develop a guide for the toolkit and reviewed the results from the recent survey about the toolkit. The board discussed how they have used the toolkit and suggested adding information about starting a citizen's academy.

13. Scholarship Committee

Director Brown noted the OCCMA provided several scholarships to members and students to be able to attend the summer conference.

O. Senior Advisor Update

11:35 am

The senior advisors provided an update on what is happening in their region.

Director Gillham left the meeting at 11:37am.

P. Other

11:40 am

President Derickson said he has been having conversations about the OCCMA and how the organization should think about how it can become more structured and professional. He asked the board to think about how it can be taken to the next level.

Director Shepard thanked the Professional Development Committee for surpassing the sponsorship goal. He also asked about the timing of the board meeting during the summer conference and having it at the beginning either before or after the meet and greet the first day. It could help with the recruitment of new board members.

Q. Adjournment

11:46 am

President Derickson adjourned the meeting at 11:46 am.

APPROVED by the OCCMA Board of Directors on August 31, 2023.

Respectfully submitted by:

/s/Angela Speier, Project & Affiliates Manager



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To: OCCMA Board of Directors
From: Susie Marston, OCCMA Nominating Chair
Committee members: Rachael Fuller, Sherilyn Lombos, Spencer Nebel, and Justin Hogue
Date: August 17, 2023
Subject: Nominating Committee Report – 2023 Slate of Officers Proposed

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

- Rachael Fuller, Assistant County Administrator, Washington County (2023)
- Zoe Mombert, Assistant to the City Manager, Wilsonville (2023)
- Adam Brown, City Manager, Keizer (2023)

Name	Title	City/County	Population	Region	Position Sought
John Walsh	City Administrator	St. Helens	14,371	1	President-Elect
Martha Bennett	City Manager	Lake Oswego	41,148	2	President-Elect
Zoe Mombert	Assistant to the City Manager	Wilsonville	27,414	2	Director
Nina Vetter	City Manager	Gresham	114,833	2	Director
Sabrina Cotta	Deputy City Manager	Ashland	21,642	7	Director
Daphnee Legarza	City Manager	Lincoln City	10,134	5	Director
Abigail Elder	City Manager	Hood River	8,378	8	Director

The OCCMA Nominating Committee met on August 15 and 16 to interview the applicants. The committee wished to advance a slate of candidates who would offer greater diversity on the board in terms of race, gender, tenure, size of community served, and the geographic area served at the time of election and areas served throughout the candidate's career.

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

President-Elect:

- Martha Bennett

Directors:

- Zoe Mombert (2026)
- Nina Vetter (2026)
- Abigail Elder (2026)

During the Annual Membership meeting the OCCMA membership will be considering changes to the bylaws that include adding an additional director position. The Nominating Committee is recommending the board appoint Sabrina Cotta to fill that position if the amendments to the bylaws are approved. This term would expire in 2025

to allow for three open director positions each year. The board can make this appointment during their November 16 meeting.

Continuing board members include:

Name	Title	City/County	Population	Region	Board Position
Dan Huff	City Manager	Molalla	10,298	3	President
Scott Derickson	City Administrator	Woodburn	26,468	3	Past President
Andy Varner	City Manager	North Plains	3,455	2	Director (2024)
John Walsh	City Administrator	St. Helens	14,371	1	Director (2024)
Aaron Palmquist	City Manager	Irrigon	2,067	11	Director (2024)
Mark Shepard	City Manager	Corvallis	59,434	4	Director (2025)
Jerry Gillham	City Manager	Sutherlin	8,956	7	Director (2025)

Recommended Motion:

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



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To: OCCMA Board of Directors
From: Susie Marston, OCCMA Nominating Chair
Committee members: Rachael Fuller, Sherilyn Lombos, Spencer Nebel, and Justin Hogue
Date: August 17, 2023
Subject: Nominating Committee Report – 2023 LOC Board of Directors

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

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

John Walsh, St. Helens City Administrator is serving in the Senior City Manager position. His term expires on December 31, 2023 and Kenna West, Independence City Manager will be assuming that role beginning in 2024. Aaron Cubic, Grants Pass City Manager will become a voting member of the LOC Board of Directors with a term expiring on December 31, 2025.

Name	City	Population	Region	Position Sought
Rochelle Roaden	Dayton	2,670	3	Appointed Director 3

The OCCMA Nominating Committee interviewed Rochelle Roaden on August 15 and is recommending the OCCMA Board of Directors appoint her to serve as an Appointed City Official Director on LOC Board. The OCCMA Nominating Committee has reviewed the current composition of the appointed members of the Board and believes that this nomination complies with the criteria outlined in Section 8(B)(1)(a), (c) and (g) of the LOC Bylaws.

Recommended Motion:

I move that the OCCMA Board of Directors 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.



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To: OCCMA Board of Directors
From: Susie Marston, Nominating Committee Chair
Date: August 17, 2023
Subject: Standing Agenda Item for OCCMA Member on the League of Oregon Cities (LOC) Board

As you are aware, the LOC modified their bylaws regarding the election of appointed members to the LOC Board of Directors in 2020. Section 9. Subsection B.3. of the LOC Bylaws provides that the LOC Nominating Committee shall propose a slate of candidates to the membership including: *“(f.) The name recommended by the Oregon City County Management Association (OCCMA) for the open Director position reserved for appointed officials of member cities.”* Since that change was implemented, the OCCMA Board has used its Nominating Committee to solicit and identify a candidate to forward to the LOC Nominating Committee to fill this position on the Board. The actual election of this member is done by the LOC membership at the LOC annual Meeting.

One of the questions asked by the Nominating Committee in interviews for candidates for the LOC Board is: *“How will you keep OCCMA informed on critical issues that are being considered by the LOC Board of Directors?”* At times, we have had an OCCMA Board member serving at the same time on the LOC Board, which has helped to facilitate communications between the two bodies. Based on the current nominee, OCCMA will not have anyone serving on both boards at the same time during this next year. This could likely be the scenario in future years as well. The Nominating Committee discussed strengthening the reporting provisions between the appointed members of the LOC Board and the OCCMA Board.

The Nominating Committee is recommending that the OCCMA Board consider having a standing agenda item on their regular Board meetings for a report from one of the three appointed members of the LOC Board. These members could rotate this reporting requirement. If this is done, each of the three LOC members would provide two reports a year to the Board at OCCMA’s six Board meetings. This would be a good opportunity for the LOC Appointed Board member to more formally share information from LOC with OCCMA and would provide the OCCMA Board an opportunity to provide direct input to that member on any issues of importance to OCCMA.

In addition to this change, it would be good to document OCCMA’s process for forwarding a nomination to the LOC Nominating Committee in the OCCMA Policy Annex. This would need to be done in a way that meets the requirements of the LOC Bylaws.

Recommendation:

The Nominating Committee recommends that the OCCMA Board consider developing 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, with this issue being referred to the Bylaws Committee for a future report and recommendation to the board.



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To: OCCMA Board of Directors
From: Dan Huff, OCCMA President Elect
Date: August 17, 2023
Subject: Recommendation of Lifetime Membership – Rodger Craddock

OCCMA's Bylaws allow for two special categories of membership: Honorary and Lifetime. The OCCMA Board of Directors has received a nomination for Rodger Craddock as a Lifetime Member from David Milliron, North Bend City Administrator. The following individuals also indicated their support for this designation:

- Brian Latta, Dallas City Manager
- Jeff Towery, McMinnville City Manager
- Jacque Betz, Gladstone City Administrator
- Megan Messmer, Florence Assistant City Manager/PIO
- Erin Reynold, Florence City Manager
- Spencer Nebel, Newport City Manager
- David Clyne, OCCMA Senior Advisor and Retired Member

Article 4 of the OCCMA Bylaws describes Lifetime membership as:

Section 8. LIFETIME MEMBERS: Lifetime membership shall represent the highest honor afforded to retired members. Lifetime members shall be chosen because of distinguished service in the field of city or county management during his or her management career and lasting and meaningful contributions to the OCCMA and the profession of local government management. Lifetime members shall pay no dues, hold no office, or vote.

To be eligible for lifetime membership in the Association, the person must have been an active member of the Association for a minimum of five years and is currently retired from the profession or no longer employed in the profession. Following a written letter of nomination signed by at least three active members of OCCMA, the Board will consider conferring lifetime membership to the nominee at any regular business meeting. A lifetime member shall be elected only upon recommendation of the Board. In making this recommendation, the Board shall consider contributions to the profession at a level greater than the organizations served by the nominee; contributions at a national level; contributions to the profession as a whole, including teaching or publication; and any other relevant service. Once a recommendation has been approved by the Board, lifetime membership shall be conferred upon an individual after a majority vote of the membership present at a general membership meeting. Lifetime members shall comply with the ICMA Code of Ethics and the Declaration of Ideals.

Attachment:

1. Memo from David Milliron, North Bend City Administrator

Recommended Motion:

I 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.



City of North Bend

P.O. Box B • North Bend, OR 97459-0014 • 541.756.8500 (o) • 541.756.8527 (f)

TO: OCCMA President Scott Derickson

FROM: David Milliron, North Bend City Administrator

DATE: July 14, 2023

Re: OCCMA Life Membership for Rodger Craddock

It is with pleasure that the following OCCMA members in good standing recommend retiring Coos Bay City Manager Rodger Craddock for Life Membership.

Craddock has held administrative roles with the Coos Bay City Government for 20 years, including City Manager, since 2009. He holds a master's degree in public administration from Columbia Southern University. He is a graduate of the Oregon Executive Development Institute. Craddock is a longtime ICMA - International City/County Management Association member and serves on the Oregon City/County Management Association's Bylaws & Policy and Ethics standing committees. Locally, he serves as the immediate past chair of the South Coast Development Council, a regional economic development organization serving Oregon's south coast. He is also a board member of the CCD Business Development Corporation and the Coos Bay-North Bend-Charleston Visitor & Convention Bureau.

The undersigned attests that because of Rodger's distinguished service in city management during his management career at Coos Bay, and his lasting and meaningful contributions to the OCCMA and local government management, he deserves consideration for life membership. Rodger will retire from the City of Coos Bay at the month's end and assume his new role as Executive Director of the Coos County Airport District on Monday, August 7, 2023.

PRINTED NAME	REPRESENTING	PHONE	SIGNATURE
DAVID MILLIRON	CITY OF NORTH BEND	541-756-8536	
Brian Latta	City of Dallas	971-267-6835	
Jeff Towery	City of McMinnville	541-913-2904	
Jacque Betz	City of Gladstone	503-457-6773	
Megan Messmer	City of Florence	503-871-1643	
Erin Reynolds	City of Florence	541-619-0450	
Spencer Nebel	City of Newport	541-270-5857	
David Clyne	Senior Advisor	541-905-3230	

Update: Nichole Rutherford was appointed CM Retraactive to
 8-31-23 OCCMA Board of Directors Special Meeting