



2023 WORK PLAN

OUR MISSION

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

OUR STRATEGIC GOALS

Our Strategic Plan has five goals which reflect our Mission:

- A. Cultivate diversity inclusion and a sense of belonging within OCCMA's membership and governance structure.
- B. Provide professional development opportunities to our members.
- C. Support our members in the profession.
- D. Promote and expand membership.
- E. Promote civic education and effective local government.

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

CORE BELIEFS

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

WORK PLAN

OCCMA carries out its Mission through programs, support services, and special activities conducted by the Board and a number of standing and ad hoc committees, with administrative support from the League of Oregon Cities. On January 27, 2023 the Board of Directors adopted a work plan for 2023. The letters in parentheses reference the goals(s) related to that work item. The 2023 OCCMA Work Plan is as follows:

A. OCCMA Board

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

A.2 Conduct an inventory of existing regional manager meetings and explore establishing regional meetings in parts of the state that are currently not served by regional manager groups and look at possibly utilizing the small cities network to assist with this effort (C).

A.3 Develop and provide OCCMA branded items for use in promoting the benefits and membership in OCCMA. (D).

A.4 Develop a relationship with the Oregon Association of Chiefs of Police (OACP). (C).

A.5 Develop a relationship with the Coalition of School Administrators to help with the implementation of SB 513. SB 513 was approved during the 2021 legislative session requires a half-credit course on civics to get a diploma. (E).

A.6 Present the OCCMA Toolkit to the LOC Board of Directors. (E).

B. Nominating Committee

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

B.2 Develop a bylaws amendment to ensure the Nominating Committee considers the following factors when they are recruiting and considering appointments to the board:

- Race;
- Gender;
- Tenure;
- Size of communities served; and
- Geographic areas served throughout their career. (A).

C. Ethics Committee

C.1 Educate members about the ethics policy and review complaints in accordance with the policy. (C).

D. Support for Managers Committee

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

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

E. Bylaws Committee

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

E.2 Review the potential amendment from the Nominating Committee to amend the selection criteria to the board. (A).

E.3 Review the listserv policy as it relates to ethics and make recommended amendments. (C).

E.4 Amend the bylaws to include an additional director to the OCCMA Board of Directors. (A).

F. Audit Committee

F.1 Review the policy annex to ensure policies are matching practices. (D).

G. Professional Development Committee

G.1 Utilize the PDC guidelines as a basis for conference planning in 2023, and review and revise the policy guidelines to reflect operational best practices for future conference planning. (B).

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

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

G.4 Collaborate with the DEI Committee to develop sessions and focus on the utilization of diverse and inclusive professionals to present at our conferences and engage with OCCMA. (A,B).

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

G.6 Collaborate with OLLG and NWWLA to develop sessions for the OCCMA Summer Conference. (A,B).

G.7 Begin planning the 2024 NW Regional Managers Conference. (B).

G.8 Solicit ideas for workshop and conference session topics from the OCCMA membership. (B).

G.9 Add professional reading recommendations to the website. (B,C).

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

H.1 Clarify and re-commit to including DEI topics at every conference and newsletter and work to spotlight the equity lens in every topic. (A, B).

H.2 Data collection – collect current demographic information about OCCMA membership and beyond. What are the demographics of Oregon city managers, assistants and potentially city recorders and where are they and their organizations in leading DEI. This could be a combined research and survey project that looks at basic demographics and asks a few simple questions about leadership in this work. An example could be from Santa Clara County and a project that was presented at ICMA as part of the Equity cohort’s final presentation. There could also be an opportunity to collaborate or utilize ELGL diversity dashboard. (A).

H.3 Listening session follow up – Based on what we learn from the survey, offer a couple of listening session drop ins to better understand and support our membership. (A).

H.4 Highlight and build on work of other state associations – Recognize that many local government staff are participating in associations that are doing excellent work on diversity, equity and inclusion. The committee would like to engage with a few of those to see where it can support and not re-create existing resources. A good example is the Oregon Recreation and Parks Association. (A).

H.5 Cultivate a welcoming and sense of belonging in profession and at our events – Consider looking at the COG’s around the state and how they are the front door for OCCMA and new and emerging leaders. Continue more structured dinners and social activities at OCCMA events. (A).

H.6 Encourage recruitment of more diverse senior advisors. Go beyond call for applications to direct calls and asks. (A).

H.7 To explore and help facilitate land acknowledgement statements for conferences and board meeting if meaningful to the tribe. (A).

I. Communications Committee (ad hoc)

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

I.2 Review the content and design of the OCCMA website. (C).

I.3 Consider making the Communications Committee a formal standing committee. (B).

I.4 Promote the Civic Education Toolkit and the ICMA Dues Structure. (E).

I.5 Define the purpose of the Communications Committee and whether it should be focusing on inward or outward communication. (E).

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

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

J.2 Work with the Professional Development Committee to design a session at the summer conference. (B).

K. Oregon Latinos in Local Government (OLLG)

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

K.2 Work with the Professional Development Committee to design a session at the summer conference. (B).

L. Civic Education Committee (ad/hoc)

L.1 Update tools, resources, and information in the Civic Education Toolkit for OCCMA members when they are educating newly elected officials, the community (i.e. chamber of commerce and civic classes), and future local government employees about local government and what city managers do. (C,E).

L.2 Develop a presentation guide to promote the Civic Education Toolkit to OCCMA members. (C,E).

L.3 Develop a presentation template for OCCMA members to share the Civic Education Toolkit with local schools, civic groups, and future local government leaders. (C,E).

L.4 Develop and promote civics with local schools. (C,E).

L.5 Survey members to see how the committee can improve the Civic Education Toolkit. (C,E).

M. Scholarship Committee

M.1 Create a defined scholarship program with eligible uses, percentage matches, and rules for selection. (A,B).

M.2 Explore the expansion of the scholarship program to allow funds to be used for ICMA training programs. (A,B).

M.3 Promote the scholarships for NWWLA and OLLG members to attend OCCMA conferences. (A,B).

N. Develop a Retired Senior Manager Corp.

N.1 To promote the ICMA Coaching and Credentialing Programs. (C).

O. Veteran’s Committee (ad/hoc)

O.1 To evaluate the interest in creating a Veteran’s in Local Government Affiliate Group. (C).