



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

OCCMA Board of Directors Special Meeting

September 21, 2021 | 1:00 pm – 2:00 pm

Join Zoom Meeting

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Meeting ID: 828 4538 3580

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AGENDA

A. Welcome & Roll Call (<i>President-Elect Marston</i>)	-
B. Consent Calendar* (<i>President-Elect Marston</i>)	-
1. Minutes of July 9, 2021 OCCMA Board Meeting.....	02
2. Minutes of August 27, 2021 OCCMA Special Board Meeting.....	08
C. Nominating Committee Report/Slate of Candidates* (<i>Spencer Nebel</i>).....	10
D. LOC Board Nomination Recommendation* (<i>Spencer Nebel</i>)	12
E. Review proposed changes to the OCCMA Bylaws (<i>Spencer Nebel</i>).....	13
F. Update on Fall Workshop (<i>Christy Wurster</i>)	17
G. Other Business (<i>President-Elect Susie Marston</i>)	-
H. Adjournment (<i>President-Elect Susie Marston</i>).....	-

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



OCCMA Board of Directors Meeting

July 9, 2021 | 9:45 am – 11:45 am

Mount Bachelor Village Resort | Winter's Hope
19717 SW Mount Bachelor Drive, Bend, OR 97702

MINUTES

Board Members:

Steve Powers, President – Present
Susie Marston, President-Elect – Present
Mike Cully, Secretary, LOC – Present
Spencer Nebel, Past President – Present
John Walsh, Director – Present
Dan Huff, Director – Present
Brian Sjothun, Director – Present

Rachael Fuller, Director – Present
Adam Brown, Director – Present
Aaron Palmquist, Director – Present
Zoe Monahan-Mombert, Director – Present (via phone)
Heidi Bell, Director – Present (via phone)

Staff:

Christy S. Wurster, Operations & Member Engagement Director, LOC

Others:

Eileen Stein, Manager in Transition
Dan Bartlett, Senior Advisor
Dave Kanner, Senior Advisor
Gary Milliman, Senior Advisor
David Clyne, Senior Advisor
Jeff Towery, City Manager, McMinnville
Melissa Thompson-Kiefer, City Manager, Nehalem
Peter Troedsson, City Manager, Albany
Megan George, Deputy City Manager, Tualatin
Erin Reynolds, City Manager, Florence
Tom Pessemier, City Manager, Independence

A. Welcome

9:55 am

President Powers called the meeting to order at 9:55 am. He asked the Board to formally recognize and thank Jeff Towery for continuing his service at the highest level for the city manager profession as he moves into the role of president-elect for ICMA. He also recognized OCCMA President-Elect Marston and the Professional Development Committee for the outstanding conference. President-Elect Marston recognized the members of the Professional Development Committee, including Dan Huff, Aaron Palmquist, Kristie Hammitt, Phil Cooper, Masami Nishishiba, Dan Weinheimer, Eileen Stein, and Sara Singer-Wilson. In addition, Christy Wurster and Lisa Trevino were recognized for their support of the committee.

B. Consent Calendar**9:59 am**

It was moved by Director Palmquist and seconded by Past President Nebel to approve the consent calendar. The motion passed unanimously (11 Yes [Bell, Brown, Fuller, Huff, Monahan-Mombert, Nebel, Palmquist, Powers, Sjothun, Marston and Walsh.] 0 No, 0 Abstain, 0 Absent).

C. Request for support of a contract with the Oregon Local Government Latino Network (OLGLN) and approval of an addendum to the contract with LOC [Renamed Oregon Latinos in Local Government (OLLG)]**10:00 am**

President Powers said the board discussed this during their last board meeting and asked for additional details. Director Fuller explained this is a component of the overall DEI strategy for the board which is to create formal partnerships with organizations recognized by ICMA. The OLGLN needed the fiscal component which will be provided by OCCMA through the LOC.

It was moved by Director Palmquist and seconded by Director Huff to accept the contract and the addendum as provided ensuring the contract includes the new organizational name of the entity. Director Palmquist asked about the dollar amount provided in the contract, because it might need to be changed down the road. LOC staff said this amount should cover the cost for staff time through the contract term and can be reevaluated once the organization is better established. Discussion ensued on how donations will be handled by the two entities. The motion passed unanimously (11 Yes [Bell, Brown, Fuller, Huff, Monahan-Mombert, Nebel, Palmquist, Powers, Sjothun, Marston and Walsh.] 0 No, 0 Abstain, 0 Absent).

D. Consideration of Rejoining ICMA Coaching Program**10:10 am**

President Powers explained OCCMA's participation in the ICMA Coaching Program lapsed.

It was moved by Director Bell and seconded by Past President Nebel to approve a three-year subscription fee for participation in the ICMA Coaching Program and authorize LOC staff to move forward with securing the sponsorship. Members discussed letting this program lapse because the hope was to develop a local program. Even if OCCMA developed its own coaching program it would be helpful to develop it under the ICMA framework. The motion passed unanimously (11 Yes [Bell, Brown, Fuller, Huff, Monahan-Mombert, Nebel, Palmquist, Powers, Sjothun, Marston and Walsh.] 0 No, 0 Abstain, 0 Absent).

E. Discussion Regarding Benefits Offered to Managers in Transition**10:14 am**

President Powers explained the Board is being asked if OCCMA should mirror or match the support ICMA provides to members in transition. Discussion ensued on the need to modify the bylaws if the Board is in support of pursuing this. The suggested changes could be brought back to the Board at the October meeting.

It was moved by Director Palmquist and seconded by President-Elect Marston to direct the Bylaws Committee to look at implementing the Members in Transition Program from ICMA into OCCMA documents to allow for a smooth transition. The motion passed unanimously (11 Yes [Bell, Brown, Fuller, Huff, Monahan-Mombert, Nebel, Palmquist, Powers, Sjothun, Marston and Walsh.] 0 No, 0 Abstain, 0 Absent).

F. Recommendation of Lifetime Membership

10:19 am

President Powers said the OCCMA Board received a nomination for Dale Shafer as a Lifetime Member. Ms. Shafer has served for over 30 years in local government and recently retired from the city of Nehalem. President Powers recognized Nehalem City Manager Melissa Thompson-Kiefer who worked with Ms. Shafer for the past eight years. City Manager Thompson-Kiefer explained the mentorship she received from Ms. Shafer as well as her commitment to developing the next generation.

It was moved by Director Palmquist and seconded by Director Sjothun to recommend that Dale Shafer be recommended for consideration of Lifetime Membership by the membership at the Annual Membership Meeting. The motion passed unanimously (11 Yes [Bell, Brown, Fuller, Huff, Monahan-Mombert, Nebel, Palmquist, Powers, Sjothun, Marston and Walsh.] 0 No, 0 Abstain, 0 Absent).

G. Membership Report

10:25 am

Operations & Member Engagement Director Wurster provided an update on OCCMA membership. LOC staff will evaluate the reduction in total membership and reach out to those who have not processed their membership renewals.

H. Committees

10:26 am

❖ Reports and Action Items

1. Audit

Director Dan Huff and President Powers referred to the memo in the packet and noted there has been a question about ongoing audits and/or limited review audits regarding timing and what makes sense for the organization.

2. Bylaws

Past President Nebel explained the Bylaws Committee has not been active this year and will likely not be able to catch up on assigned tasks until after the ICMA Conference in October. He said they will investigate the Managers in Transition items discussed earlier in order to have that ready for the October OCCMA Board meeting.

3. Communications

Director Bell referred to the memo in the packet and reported the committee is growing. She encouraged members to reach out if they have topics for the OCCMA Newsletter and noted the next quarter will likely feature an article on cities experiencing drought. She would appreciate articles by August 2, 2021. Other possible articles discussed were related to ethics and the OCCMA Statement of Belonging.

4. DEI

President Powers said the DEI Committee is looking for the Board to adopt the OCCMA Statement of Belonging. Director Sjothun said this statement was strategy #1 for the committee. A subcommittee chaired by Sarah Medary and included Megan George, Zoe Monahan-Mombert, Eileen Stein and Dan Weinheimer created the statement for the Board's review. It was also reviewed by members of the

NW Women's Leadership Academy, Veterans in the Profession, and the Local Government Hispanic Network.

It was moved by Director Brown and seconded Director Palmquist to approve the OCCMA Statement of Belonging. Director Palmquist asked if this needs to be incorporated into OCCMA documents, such as the bylaws and would it need to go to the full membership for approval. Past President Nebel said the Board approval should suffice and it should not impact the bylaws. Discussion ensued about placing it on the website, putting it in the newsletter, and the next steps on how to continue this effort. The motion passed unanimously (11 Yes [Bell, Brown, Fuller, Huff, Monahan-Mombert, Nebel, Palmquist, Powers, Sjothun, Marston and Walsh.] 0 No, 0 Abstain, 0 Absent).

5. Ethics

Past President Nebel said there will be an article on ethics in the 4th Quarter Newsletter. The ICMA issued a censure to Chris Eppley and there is one outstanding complaint from an OCCMA member that has not been resolved to-date. President Powers further explained that Chris Eppley self-reported to ICMA and recognized his mistake.

6. Host Committee

Past President Nebel said the Host Committee has approximately \$229,000 to utilize for social activities and events. These activities will be determined by the Host Committee which will be meeting in the next few weeks finalize the budget.

7. ICMA Liaison

Director Brown provided an update on the international internship and fellowship programs through the ICMA.

8. Nominating

Past President Nebel reported July 30, 2021 is the deadline for individuals to apply to serve on the board and asked managers to help spread the word to ensure geographic representation. The three board members whose terms are expiring are Directors Palmquist, Sjothun, and Walsh. In addition, the Nominating Committee will need to nominate a President-Elect for the board. Members applying to serve as President-Elect need to have at least a minimum of one year of service on the OCCMA Board.

Past President Nebel explained the LOC Board changed their bylaws to have OCCMA advertise for a member to serve on their board for a three-year term. That application process also closes on July 30, 2021 and the Nominating Committee will be making a recommendation on this position as well. The OCCMA Board will hold a Special Board meeting in September to formally forward the slate of candidates for the membership's consideration at the annual meeting in October.

9. Professional Development

President-Elect Marston said the Professional Development Committee is planning the Fall Workshop. Past President Nebel suggested focusing on the Statement of Belonging for the one-day session.

10. Support for Managers

President-Elect Marston said the Senior Advisors continue to meet monthly through Zoom. The welcome packet Dave Waffle put together is being distributed to new managers coming to Oregon.

I. Senior Advisor Update

10:56 am

Senior Advisor David Clyne said several advisors have done some interim city management work which has made it difficult to fulfill the senior advisor obligations. The board discussed solutions, such as having the senior advisor take a leave of absence from their role while they are serving in an interim capacity and then additional coverage could be provided by the other senior advisors. Senior Advisor Dave Kanner asked if the League still maintains a list of people interested in doing interim work. These were typically retired individuals who were not senior advisors and asked if this is something the League could provide. Director Fuller noted smaller cities have this same issue with Public Works and Finance Directors as well. Senior Advisor Gary Milliman asked how these lists would be monitored to ensure the individuals who sign-up are in good standing. Senior Advisor Kanner said in the past interested individuals would send their resume to the LOC and noted it is not the job of the LOC or OCCMA to vet the people who voluntarily submit their resumes, that should be up to the cities.

Senior Advisor Kanner said Larry Lehman has indicated he does not wish to continue as a Senior Advisor. He has a large geographic region with not a lot of retired city managers. It could be a challenge to find someone to fill this role.

Senior Advisor Clyne suggested a topic for the Fall Workshop could be a reflection of last year's fires around the state and what has been done one later. There is still work being done by two members in transition in the Santiam Canyon.

Senior Advisor Dan Bartlett said the Clatsop area cities and counties have been meeting through Zoom. He noted the Wheeler city manager has expressed interest in joining OCCMA.

Senior Advisor Kanner has been unable to travel and meet with managers face-to-face due to the pandemic. He reported on the Jackson County Regional Managers meetings that have been taking place through Zoom.

Senior Advisor Milliman has been getting out some to meet with managers and noted most of his time has been spent working with first time managers. There are no city manager groups in his region (southwest), so he has been talking with managers about forming a group to include the cities in Curry and Coos Counties and Roseburg. Senior Advisor Kanner said first time managers can rely heavily on the senior advisors and noted the senior advisor guidebook explains they are not there do things a consultant would do. Senior Advisor Clyne said the creation of the Small Cities Network was to create a safe space for managers to have conversations and learn from their peers. The network has since evolved overtime to allow elected officials to attend.

Operations & Member Engagement Director Wurster said the OCCMA bylaws require a review of the Senior Advisor Program every two years and noted it is past due. Staff will be sending a thirty-day notice to the membership. This item will be placed on the fall agenda.

J. Other

11:15 am

Members noted it was great meeting in person and that they enjoyed the conference. Director Fuller noted she resigned her position in Hood River, but the OCCMA Bylaws allow her to continue to serve on the board and she will let everyone know if her status changes.

K. Adjournment

11:16 am

President Powers adjourned the meeting at 11:16 am.

APPROVED by the OCCMA Board of Directors on October 20, 2021.

ATTEST:

Mike Cully, Secretary-Treasurer

Steve Powers, President



OCCMA Board of Directors Meeting

August 27, 2021 | 9:00 am – 9:30 am

League of Oregon Cities Zoom Video

MINUTES

Board Members:

Steve Powers, President – Present
Susie Marston, President-Elect – Absent
Mike Cully, Secretary, LOC – Present
Spencer Nebel, Past President – Present
John Walsh, Director – Absent
Dan Huff, Director – Present

Brian Sjothun, Director – Absent
Rachael Fuller, Director – Present
Adam Brown, Director – Present
Aaron Palmquist, Director – Present
Zoe Monahan-Mombert, Director – Present
Heidi Bell, Director – Present

Staff: Christy S. Wurster, Operations & Member Engagement Director, LOC
Angela Speier, Project & Program Coordinator, LOC

Others: Scott Derickson, City Manager, Woodburn
Nathan George, City Manager, Tillamook
David Clyne, Senior Advisor
Sheila Ritz, Senior Advisor

A. Welcome & Roll Call

9:01 am

President Powers welcomed members and Angela Speier called the roll.

B. Amend FY 2022 Budget to allocate \$25,000 for ICMA Conference scholarships

9:02 am

President Powers explained the purpose of this special meeting is to discuss helping ICMA and OCCMA members attend the Annual ICMA Conference which is taking place in Portland. ICMA has offered to cover the conference registration for members of ICMA and OCCMA who have not attended a conference in the past five years, if OCCMA will help cover travel, lodging and meals. President Powers said there is capacity within the OCCMA budget to offer this assistance. In addition, the Board could also consider expanding this opportunity beyond just members of ICMA. Past President Nebel said this is a unique opportunity for the Board to support managers who have not been able to attend an ICMA conference. Staff will need to work with ICMA to see if this could apply to people who are already registered. President-Elect Marston chairs the Professional Development Committee (PDC) and is ready for the PDC to review applications for this assistance.

Director Brown serves as the ICMA Liaison and said he would really like to see the board support this assistance. Director Mombert voiced support for offering this type of assistance and noted with the conference being held in Oregon this is a great opportunity for individuals to attend. Members discussed

the rates for the conference and noted the ICMA member rate does apply for OCCMA members who are not members of ICMA as well, so hopefully that will also encourage non-ICMA members to attend. President Powers explained ICMA would cover the registrations for anyone who meets their criteria if OCCMA covers their travel, lodging and meals. Director Palmquist asked if OCCMA could cover the travel, lodging and meals for individuals who are OCCMA members, but not members of ICMA. Discussion ensued on the need to create two different processes one for ICMA members and another for non-ICMA members. Director Bell suggested creating two deadlines where the first round could be open to the ICMA members and then if there is still money left then a second deadline could apply for non-ICMA members. Members discussed the first deadline being September 7 and then opening it up if there are funds left.

It was moved by Past President Nebel and seconded by Director Bell to authorize ICMA members of OCCMA who have not attended a conference in five years according to the ICMA guidelines to offer a scholarship for their housing, meals, and travel for attending the Portland Conference. Director Palmquist noted the budget needs to be amended. Past President Nebel amended his motion to include that the FY 2021-22 budget will need to be amended to fund these scholarships. Director Bell agreed to the amendment. The motion passed unanimously [8-Yes (Powers, Nebel, Huff, Fuller, Brown, Palmquist, Mombert, and Bell) 0-No 0-Abstain and 3-Absent (Marston, Walsh, and Sjothun)].

It was moved by Past President Nebel and seconded by Director Bell that if funds are remaining after September 7, 2021, scholarships could be offered to non-ICMA who are members of OCCMA. Past President Nebel amended his motion to include a deadline of September 15, 2021. Director Bell was agreeable to this amendment. The motion passed unanimously [8-Yes (Powers, Nebel, Huff, Fuller, Brown, Palmquist, Mombert, and Bell) 0-No 0-Abstain and 3-Absent (Marston, Walsh, and Sjothun)].

J. Other Business

9:17 am

Heidi Bell noted she will be leaving Donald as their City Manager and starting with the city of Sheridan as their City Manager on November 1, 2021.

K. Adjournment

9:19 am

President Powers adjourned the meeting at 9:19 am.

APPROVED by the OCCMA Board of Directors on October 20, 2021.

ATTEST:

Mike Cully, Secretary-Treasurer

Steve Powers, President



OCCMA

**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Spencer Nebel, OCCMA Nominating Committee Chair
Committee members Rachael Fuller and Dan Huff
Date: September 3, 2021
Subject: Nominating Committee Report – 2022 Slate of Officers Proposed

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

- Aaron Palmquist, City Manager, Irrigon (2021)
- Brian Sjothun, City Manager, Medford (2021)
- John Walsh, City Administrator, St. Helens (2021)

Name	Role	Organization	Population	Region	Position Sought
Keith D. Campbell	City Manager	Stayton	7,880	3	Director
Andy Varner	City Manager	North Plains	3,360	2	Director
Brian Latta	City Manager	Dallas	16,555	3	Director
John Walsh	City Administrator	St. Helens	13,915	1	Director
Michael Thomas	City Manager	Amity	1,705	3	Director
Rochelle Roaden	City Manager	Dayton	2,745	3	Director
Tom Pessemier	City Manager	Independence	9,675	3	Director
Aaron Palmquist	City Manager	Irrigon	2,040	11	President-Elect
Scott Derickson	City Manager	Woodburn	25,185	3	President-Elect

The OCCMA Nominating Committee met on Friday, August 13 and September 3 to review applications. In keeping with prior board discussions, the Committee wished to advance a slate of candidates who would offer greater diversity on the board in terms of city size, organizational role, gender, and geographic region. The biggest challenge the OCCMA Nominating Committee had was addressing geographic diversity issues relating to the nominations received to serve on the Board. Of the nine applicants to serve on the Board 5 members were from LOC Region 3. Four of the Board members who will continue serving are also from LOC Region 3. While there were many strong candidates who had applied, the Nominating Committee felt that geographic diversity is critical for a well-functioning board.

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

President-Elect: Scott Derickson

Directors: Aaron Palmquist (2024), Andy Varner (2024), John Walsh (2024)

Continuing Board Members include:

- **President:** Susie Marston, City Manager, Gervais
- **Past President:** Steve Powers, City Manager, Salem
- **Directors:**
 - Dan Huff, City Manager, Molalla (2022)
 - Heidi Bell, City Manager, Donald/Sheridan (2022)
 - Adam Brown, City Manager, Ontario (2023)
 - Racheal Fuller, City Manager in Transition (2023)
 - Zoe Monahan Mombert – Assistant to City Manager, Wilsonville (2023)

- **Secretary-Treasurer:** Mike Cully, Executive Director, League of Oregon Cities

Please note that John Walsh was serving a partial term that expires in December 2021. It has been a tradition to nominate an individual serving a partial term to a full term. Aaron Palmquist will have served a complete term and is eligible for a second term. Aaron applied for the President-Elect position but is willing to stay on the Board for a second term representing Eastern Oregon. Even though we had 9 applications to serve on the Board of Directors, of the 12 LOC Regions, 6 have no representation on the Board. Furthermore, there are no southern Oregon representatives or coastal representatives on the proposed board. Recruiting candidates from these regions should be a focus for next year's nomination process.

Potential 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: Spencer Nebel, OCCMA Nominating Committee Chair
Committee members Rachael Fuller and Dan Huff
Date: September 3, 2021
Subject: Nominating Committee Report – 2022 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. The board consists of four officers (President, Vice President, Treasurer, and Immediate Past President) who serve one-year terms in each role on a four-year rotation, and 12 directors who serve three-year terms. Nine directors are elected city officials, and three directors are appointed positions with a member city. In the first year of the appointed positions term, they are non-voting.

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.*

Scott Derickson, Woodburn City Manager is serving in the Senior City Manager position. His term expires on December 31, 2021 and Bryon Smith, Hermiston City Manager will be assuming that role beginning in 2022. John Walsh, St. Helens City Administrator will become a voting member of the LOC Board of Directors with a term expiring on December 31, 2023.

Name	Role	Organization	Population	Region	Position Sought
Kenna West	City Manager	Willamina	2,270	3	Appointed City Official Director

The OCCMA Nominating Committee met on Friday, August 13 and September 3 to review applications. The OCCMA Nominating Committee met with City Manager West on September 3, 2021. The OCCMA Nominating Committee has reviewed the current composition of the appointed members of the Board and believe that this nomination complies with the criteria outlined in Section 8(B)(1)(a), (c) and (g) of the LOC Bylaws.

Potential Motion

"I move that the OCCMA Board of Directors recommend the nomination of Kenna West, City Manager of Willamina, 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."



OCCMA

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Date: July 16, 2021
TO: OCCMA Board of Directors
FROM: Spencer Nebel, Chair of the Bylaws Committee
RE: Members in Transition

At the request of the Board at the July 9, 2021 meeting, the Bylaws Committee has reviewed two modifications to the bylaws that could be considered by the Board at a special meeting in September. This will be the meeting when the Board receives the report from the Nominating Committee. The bylaws provide a required 30-day notice to the members before the members vote on these changes. There should be sufficient time between the special meeting and the annual meeting to accomplish this.

There are two changes to the bylaws recommended for the Board's consideration. The first is Article XI - Code of Ethics. The changes in this section were recommended by Colton Totland, Honors Attorney, for the League of Oregon Cities, following his review of our current ethics provisions to provide additional clarity regarding potential consequences relating to the violation of the Code of Ethics.

In addition, we anticipate working on the provisional policy adopted by the Board in May, 2020, later this fall to both streamline the process and assure appropriate due process remains in this policy for dealing with ethics complaints.

In addition, the Board also requested policy changes as it relates to members in transition to better align with the ICMA Transition Program. This would require a change to the bylaws in Article III - Membership. Currently, the bylaws provide that an active member of the association who has resigned or been removed from a position of local government, may retain active membership status for a period of two years, or a longer period if authorized by a majority vote of the Board, provided the member continues to pay dues. ICMA allows full members to remain in transition for a period of three years, and during this time, waives the requirement to pay dues. The Bylaws Committee has reviewed alternate language that would parallel this process with ICMA.

In addition, a draft policy has been developed for managers in transition that would allow any active managers in transition as provided in Article 3 Section II of the bylaws, to waive registration fees for OCCMA conferences and training sessions. The draft policy refers to the provision in Article 5, Section 1, E of the Policy Annex that managers in transition attending ICMA Committees can request reimbursement of travel expenses to serve on

that ICMA Committee. A provision has been added to reflect the role senior advisors play for members in transition.

ICMA also offers counseling services and a discount to reputation management services offered through ICMA or members in transition. These may be services that OCCMA would like to provide to our members. There would have to be some work done to determine whether we could utilize the same vendors as ICMA, or identify our own counseling services for members requesting that accommodation.

If the two bylaw changes are approved by the Board at least 30 days in advance of the annual meeting, then the bylaw changes can be presented to the annual membership for ratification at the annual membership meeting on October 21. The policy changes would need to be introduced at the special meeting, and set up for approval at the October regular Board meeting that will be held prior to the membership meeting on October 20. The modification of policies would be presented to the general membership at the annual meeting. If no motion is made to repeal the policy, then the policies stand as adopted.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "S. Nebel".

Spencer Nebel
Chair, Bylaws Committee

Draft Bylaws Changes

ARTICLE 4 Membership

Section 2. ACTIVE MEMBERS: Any person who is an appointed manager or administrator, or an assistant city or county manager or administrator, or an assistant to a manager or administrator of a general purpose local government or council of governments in the State of Oregon, or a corporate member of the International City/County Management Association who serves in Oregon, or while in transition from such a position and actively pursuing other eligible employment in Oregon, shall be eligible for active membership in the Association. Active members shall comply with the ICMA Code of Ethics and the Declaration of Ideals. Any active member of this Association, who has resigned or been removed from a position in local government, may retain active membership status for a period of ~~two~~three years, or for a longer period if authorized by a majority vote of the Board. Annual membership dues will be waived for up to three years while the member remains in transition and actively pursuing other eligible employment in Oregon. provided the member continues to pay dues. If it is shown to the satisfaction of the Board that the member's resignation or removal was for a cause that violates the ethical standards of the International City/County Management Association, the membership in the Association shall be terminated immediately. The Board may consider requests for refunding dues. The decision of the Board shall be final.

ARTICLE 11 Code of ~~Ethics~~Ethics

~~Section~~Section 1. ICMA CODE OF ETHICS: The association has adopted the ICMA Code of Ethics as a requirement to maintain Active Member status in~~to~~ the Oregon City/County Management Association. All active members are required to govern their conduct in accordance with ~~to~~ the ICMA Code and its associated guidelines. Active members are further required to submit to ~~and will submit prior to~~ a peer-to-peer review of ~~for~~ any allegations of unethical behavior.

Section 2. DISCIPLINARY ACTION: The Board shall have the authority to take disciplinary action, up to and including expulsion from the Association, against any member which, in its judgement, may be appropriate in order to maintain the professional standards of the Association. Disciplinary action may include public censure wherein notice is given to other members of OCCMA, the governing bodies of appropriate cities and counties, and/or news media outlets that a violation of the code has taken place and that OCCMA strongly disapproves of such conduct.

Article X- Managers in Transition

SECTION I- 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 3 Section 2 of the Bylaws subject to provisions in the bylaws.

SECTION II - 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 III - 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. In addition, Policy Annex Article 5 provides:

MEMBERS in Transition may request through the Secretary/Treasurer of OCCMA a stipend equal to 50% of the cost of mileage and lodging to attend the OCCMA Annual Conference, the spring Northwest Annual Conference, when ICMA holds the West Coast Regional Meeting in Washington or Oregon, or the ICMA Regional Meeting.

SECTION IIII - 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 V - COUNSELING SERVICES

OCCMA will provide up to three visits to a pre-selected counseling service for managers in transition [please note that OCCMA would need to identify an appropriate counseling service if we were to offer this to members in transition. Several state associations do offer this service.]

SECTION VI - 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.

[Please note that ICMA offers this service. OCCMA may be able to partner with the same organization.]



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**Oregon City/County
Management Association**

A State Affiliate of **ICMA**

To: OCCMA Board of Directors
From: Angela Speier, LOC Project & Program Coordinator
Date: September 3, 2021
Subject: Update on Fall Workshop

On September 1, 2021 the LOC Executive Committee met and heard a recommendation from Mike Cully, LOC Executive Director regarding canceling the LOC Annual Conference due to the highly contagious Delta variant, the high case counts of COVID infected persons in Oregon, and the impact on the state's health care systems. Director Cully and the LOC Executive Committee have decided to cancel the in-person LOC Annual Conference. This decision was not made lightly. Perhaps one of the largest factors coming into play was a conversation staff had with the Mayor of Bend at the end of August. While Bend's Mayor was not asking the LOC to cancel its in-person conference, it was clear that her preference would be to not have large scale conferences occur in her jurisdiction until her community was not in the midst of what she described as a critical health care capacity crisis. This cancellation will have an impact on the OCCMA events that are scheduled in conjunction with the LOC Annual Conference. Below is the current schedule of in-person OCCMA events.

Event	Date	Time
OCCMA Board Meeting	Wednesday, October 20, 2021	3:30-5:30 pm
OCCMA Fall Workshop	Thursday, October 21, 2021	8:30-11:30 am
OCCMA Annual Membership Meeting	Thursday, October 21, 2021	11:30 am

In addition to canceling the in-person Annual Conference, LOC is also not hosting a full-blown three-day virtual conference like it did last year. Essentially in the last year, the LOC has learned two things: (1) the most valued aspect of its conference is the networking it provides – and that networking is simply not the same virtually; and (2) most people are really tired of attending Zoom meetings/events by now; LOC does not anticipate anyone being super excited to sit at a computer screen for three days to attend a virtual conference.

Instead of having a full-blown three-day virtual conference, the LOC will run programming between 8 a.m. and 12:30 p.m. on Friday, October 22nd. The morning will kickoff by providing an opportunity for those interested to join virtual affinity breakout rooms. When those conclude, there will be two educational programming sessions: (1) Police Legislation: What Elected Officials Need to Know; and (2) a COVID Update related to employer responsibilities (mandatory vaccines, health insurance risks, mandatory COVID testing, etc.) and the interchange between the Governor's Orders and a local jurisdiction's own desires. Those two sessions will be followed by the LOC Annual Membership meeting.

The plan is to expand the LOC Spring Conference, taking place in Hermiston April 21-22, 2022, to include several topics from the 2021 Fall Conference.

On September 21, 2021 staff is looking for direction from the OCCMA Board on how you would like to proceed with the events listed above. The following are options the board can consider:

- Keep all events in-person but hold them all on the same day – staff will provide an updated cost estimate when it becomes available.
- Keep all events as listed above but move them to a virtual environment.

- Move to virtual but rearrange the events to take place all on the same day. The LOC Board of Directors will be holding their board meeting on Wednesday, October 20 at 9:00 am.
- Coming off the heels of the ICMA Conference it might make sense to reschedule the Fall Workshop to be in conjunction with the LOC Spring Conference, which is scheduled to occur after the NW Regional Management Conference taking place March 15-18, 2022 at Skamania Lodge.
- Cancel the Fall Workshop for 2021 and only hold the OCCMA Board and Membership meetings.