

COLORADO CITY AND COUNTY MANAGEMENT ASSOCIATION - BOARD MEETING
Monday, October 28, 10am
Conference Call

MINUTES

CALL TO ORDER AND INTRODUCTIONS (Aden Hogan)

Board Attendance: Matthew Birnie, Jane Brautigam, Shane Hale, Aden Hogan, Clint Kinney, Roy Otto, Michael Penny, Jim White, and Mark Achen

CONSENT AGENDA (Aden Hogan)

- 1) Approve meeting minutes from June 21, 2013
- 2) Accept the Financial Statements as presented through October 20, 2013

Jane made a motion to approve the minutes and financial statements, Clint seconded - APPROVED

DISCUSSION/ACTION ITEMS

- 1) 2013 Budget (Aden Hogan)
 Budget Review or Audit

Aden led a discussion of having a review or an audit. The Board had consensus to get estimates and have an audit.

Michael made a motion to approve allow the Executive Committee to seek estimates, not to exceed \$5,000 and conduct an association audit, Jim seconded - APPROVED

There was also a discussion about 2014 Transforming Government sponsorship. Jane indicated that 1,000 would be appreciated.

Jane made a motion to add \$1,000 to the budget for Transforming Local Government conference sponsorship, Jim seconded - APPROVED

Jane made a motion to add \$5,000 to the budget to be sent to ICMA for the Life, Well Run campaign, Roy seconded - APPROVED

Clint made a motion to add \$500 to the budget line item for Managers in Transition, Roy seconded - APPROVED

Shane made a motion to add \$500 to the budget line item for CWLG events, Jane seconded - APPROVED

Shane made a motion to pass the 2014 Budget with the approved changes, Jim seconded - APPROVED

- 2) 2014 CCCMA Board Nominating Committee Chair
 2 At Large Board positions will be open and the President-Elect. Jim will chair the Committee.

- 3) 2014 CCCMA Winter Conference Update (Shane Hale)
Other Duties as Assigned, February 20-22, 2014, Hotel Colorado, Glenwood Springs
Shane gave a report that planning is complete.
- 4) Conference Board Meeting (Shane Hale)
Shane opened a discussion about the timing of the Conference Board meeting, there isn't enough time as the agenda runs long and the Board misses the keynote. He suggested a dinner meeting on Thursday evening after the reception. There was consensus.

OTHER REPORTS

- 1) County Manager's Update (Matthew Birnie)
Matthew reported that the County is continuing to encourage membership in CCCMA. He also likes the idea of including a CWLG component to the County Fall Quarterly meeting.
- 2) Record Retention Policy (Jim White)
Jim will follow up and gather recommendations from City Clerks about a policy.
- 3) Jane brought forward the Agreement with ICMA.
Roy made a motion to support CCCMA signing the Agreement, Jim seconded - APPROVED
- 4) Aden thanked the group for their support during the flood.

Next meeting Thursday, Feb 20 in the evening at the Winter Conference

COLORADO CITY AND COUNTY MANAGEMENT ASSOCIATION - BOARD MEETING

Friday, June 21, 2013, 7:00 – 8:45a.m.

Blue Sky, Marriott, Vail

Minutes

CALL TO ORDER AND INTRODUCTIONS (Aden Hogan)

Chantal Unfug introduced herself as the new Director of DOLA. Sam thanked Aden for his leadership on the CML Board. Michael encouraged Managers to participate on the CML Board.

CONSENT AGENDA (Aden Hogan)

- 1) Approve meeting minutes from April 8, 2013*
- 2) Accept the Financial Statements as presented through May 31, 2013*
- 3) Appoint Jim White to represent CCCMA with the CAL-ICMA Coaching Program and attend a meeting at the Boston Conference
- 4) Appoint Jim White to serve on the ICMA Conference Planning Committee

Shane made a motion to /Roy - approved

DISCUSSION/ACTION ITEMS

- 1) Report on ICMA (Aden Hogan)
 - Recent Appointments/Recommendations to ICMA Committees
 - Update from Jane
Jane was elected as Vice President, first to represent Colorado. She will attend an orientation this summer. 4 meetings a year, around the country. (get newsletter updates)
 - Laura Perry appointed by ICMA to 100th Celebration Committee
 - Conference Planning Committee, appointment of Jim White
 - Regional Meeting Update (Board Members)
There was a good turnout of Colorado managers. Jane reported that the focus right now is on the Code of Ethics/politics. Mark mentioned that this was a topic at the ACCA meeting, too.
 - ICMA Credentialing
Michael reported that he has met with the National group. There may be some changes, small tweaks. He will keep the membership updated in the newsletter.
- 2) Professional Advocacy Group* (Matt LeCerf)
- 3) 2013 CCCMA Winter Conference Update (Shane Hale)
 - *Theme: Other Duties as Assigned*, February 20-22, 2014, Hotel Colorado, Glenwood Springs Still in Glenwood for 2014. Strong committee and planning has begun much earlier. Dick Lamm and Corey Ciochetti will be keynotes.
(send the list of 2013 sponsors to the Board and encourage them to recommend others
Collective Bargaining session/panel discussion says Sam)
- 4) Political Science/MPA/Capstones/Awards program discussion (Aden Hogan/Seth Hoffman)

Aden led a discussion on CCCMA's involvement in this program. Maybe CCCMA should establish some criteria and open it up to other programs.

B & B abstracts have been lower quality....there should be an executive summary – not just an abstract. Shane offered 2 alternatives, that B & B choose the award and we give them space on our agenda. Michael suggested there should be a tie with the EM program. Roy mentioned CCCMA could distribute the paper.

Michael and Aden will meet with Kathryn and Dean of SPA program and explain that CCCMA would like the papers would be applicable. Maybe the winners should be offered a membership or conference scholarship.

Seth Hoffman asked the Board to give him feedback on the CCCMA Awards program. Should the awards be given at the Conference?

Offers a chance to involve County people and peers.

Clint/Michael shift to February at the 2014 Conference.

Committee - Matthew, Roy, Clint, Seth

OTHER REPORTS

1) CML Update (Sam Mamet)

Hosting Intergovernmental Forums – talk amongst varied elected officials; councils, school boards, etc

How to Hire – draft has been completed, Chip Taylor and Aden are reviewing. Hope to begin distributing in January.

Collective Bargaining – Kevin met with managers during the CML conference to create a working group of managers. CML is also doing this with HR, attorneys, and districts. Sam is going to ask MSEC to lead the trainings and be the repository of sample agreements and salary surveys.

Alliance for Innovation – CML is part of the local host committee. CCCMA should be promote the event.

Involved with higher education projects.

2) County Manager's Update (Matthew Birnie)

Matthew reported that the Mark and Tom attended ACCA. Appreciates the continuing efforts to cooperate. ACCA is considering inviting the CCCMA president to their meeting. Could ACCA be part of the CML manager list serv? ACCA would like the CCCMA conference material. (coordinate with Keith Montag)

3) Range Riders

Riders on the Storm, session at the CML conference. Mark is on the ICMA Committee to discuss the program nationally.

Who does what – can we create a list of resources for managers? Mark recommended an MIT committee, it takes more than the RRs.

Nathan Henne, Shane, Aden, Jim, Craig

4) Other Business

Aden will check in before the next meetings with the Committees.

* has attachment

next meeting October conference call for budget discussions

COLORADO CITY AND COUNTY MANAGEMENT ASSOCIATION - BOARD MEETING

Monday, April 8, 1:00pm

Conference Call

MINUTES

ATTENDANCE Matthew Birnie, JR Clanton, Tom Dority, Shane Hale, Denise Taylor Henasey, Aden Hogan, Clint Kinney, Roy Otto, Michael Penny, Laura Perry, Jim White

Absent: Jane Brautigam

Call to Order & Introductions

CONSENT AGENDA (Aden Hogan)

- 1) Approval of February 15, 2013 meeting minutes
- 2) Review of 1st Quarter 2013 Financial Statement

Jim made a motion to approve the Consent Agenda, Roy seconded - APPROVED

REPORT AND UPDATES:

- 1) 2014 Conference Planning Committee (Shane Hale)

Shane reported that the Committee has started early. They have secured former Governor Richard Lamm as the keynote. The highest rated speakers in 2013 gave practical tips and shared working knowledge. The 2014 will feature "in the trenches" presentations.

Approx. 9,000 over budgeted revenue in 2013, allow at least half to be devoted to 2014. Denise will present a working 2014 budget.

There was a discussion about moving the conference location. Maybe Jeff Hexsel has some suggestions. Denise, Shane, Aden will look into the best way to get feedback from the membership.

- 2) Professional Advocacy Working Group Update (Matt LeCerf)

Matt was unable to attend, the Board requested an email report.

- 3) Emerging Manager's Update (JR Clanton)

JR has put together a working group. They are looking to host a social event during the Regional Meeting and a City Tour in Wheat Ridge. He is also working on creating an EM membership list. The Board agreed that EM announcements should be sent to the entire group. Tom mentioned bringing up the idea student chapter.

- 4) CWLG Update (Laura Perry)

Laura reported on the upcoming event in May, featuring Lynn Gangone, Dean of DU Women's College speaking about women in leadership roles.

DISCUSSION/ACTION ITEMS:

1) ICMA/CCCMA Affiliation Agreement Review (Mark Achen)

Jacque, Aden, Mark will review the current contract and make a recommendation to the Board.

Shane will start a list based on the ICMA list....send to the Board

2) Delegate Dinner at ICMA Boston (Aden Hogan/Laura Perry)

Laura reported on the ICMA keynotes and program progress. CIRSA has indicated they would like to sponsor a reception. Their budget won't allow for a dinner. There was consensus to not hold a dinner, offer some compensation to CIRSA for a "heavier" reception.

OTHER BUSINESS

Laura was appointed to the ICMA 100th Anniversary Task Force and she will be traveling to Atlanta to get started.

Roy reported that Greeley has a reappointment election ever 6 years. The Chamber has approached Roy about removing this from the City Charter. Roy would like to have CCCMA speak on behalf of the benefits of Council/Manager leadership.

Jim reminded the group about the Regional Meeting on May 2-3 in Aurora.

ADJOURN at 1:58pm

*attachment

Next Meeting, Friday, June 21, 7:00am, CML Conference

COLORADO CITY AND COUNTY MANAGEMENT ASSOCIATION - BOARD MEETING
Friday, February 15, 2013, 7:00 a.m.
Glenwood Springs, CO

MINUTES

ATTENDANCE: Jim White, Shane Hale, Laura Perry, Aden Hogan, Matthew Birnie, Michael Penny, Clint Kinney, Jane Brautigam, Jacque Wedding-Scott, James Clanton, Denise Taylor, Mark Achen, Tom Dority, Sam Mamet
Absent: Roy Otto

Call to Order & Introductions (President, Jim White)

CONSENT AGENDA (Jim White):

- 1) Approval of October 15, 2012 meeting minutes
- 2) Review of Year End 2012 Financial Statement
- 3) Announcement of 2013 Board
- 4) Appointment of Emerging Manager Representative, James Clanton

Michael made a motion to approve the Consent Agenda. Matthew seconded – APPROVED

DISCUSSION/ACTION ITEMS:

- 1) Election of 2013 Board Vice President/Secretary (Jim White)

Shane made a motion to appoint Clint Kinney as Vice President/Secretary. Michael seconded - APPROVED

- 2) Consider an appointment of County Representative to the CCCMA Board

The Bylaw change in 2011 created a County Manager Representative. Matthew Birnie agreed to serve as that Representative.

Clint made a motion that Matthew Birnie be appointed to a two year term as County Manager Representative and that the CCCMA Board be expanded to nine members. This Bylaw change will be presented to the membership at the Annual Meeting. Shane seconded. - APPROVED

- 3) Board decision making process and procedures for actions that arise outside of formal meetings
Jim recommended a process that would include emails with a pro/con statement. Shane offered the idea of having a quick conference call.

- 4) Plans to create a repository of CCCMA historical documents

Jim has asked CML to offer repository space. Denise and Allison, CML Finance Director will discuss options. Electronic options will also be researched.

REPORT AND UPDATES:

1) Professional Advocacy (Jim White)

Jacque reported that she has been working with Don Maruska on the Cal ICMA partnership. The committee would like to focus on the Coaching side. The committee needs some energy and commitment to keep going.

2) Ethics Committee Update (Jim White/Martha Perego)

One report and investigation in 2012, no sanctions. Mark recapped the ICMA process.

3) MIT Committee (Jim White)

Jim led a discussion of the committee responsibilities. Jim recommends that Aden formalize the process. Shane, Michael and Jim would like to stay involved on the committee.

4) Emerging Managers (Laura Perry/James Clanton)

Jim thanked Laura for her service. Laura and James reported that the next big goal is to build out the Coaching program. Three scholarships were awarded to emerging managers to attend the CCCMA conference. SPA is also establishing a scholarship and ICMA would like to partner with universities and State associations to create student chapters.

JR's plans include an event soon and some regional activity. Encourage the managers/membership to bring new EMs into the program.

5) Colorado Women Leading Government (Laura Perry/Jacque Wedding-Scott)

Jan Perkins spoke in the fall.

Request to the Board for 1,000 line item in the budget (increase by 500). Amended to become \$2,000. Clint/Jane - approved

Charge a membership fee of \$15 to be part of CWLG

6) ICMA Reports

A) Affiliation Agreement* (Mark Achen/Martha Perego)

Mark gave an updated matrix. About 5% make a contribution to Life, Well Run. The affiliation agreement indicates that someone will lead this campaign. Michael volunteered. There was more discussion about the agreement. Jacque had given written comments to Mark, he requested that he work with Jacque to present a final draft. Aden, as President should also be involved.

B) Membership Campaign* (Mark Achen/Martha Perego)

ICMA would like to cooperate with CCCMA to increase membership. Matthew would lead the efforts on the county side. Shane and Clint will make some contacts, all will send results to Denise. (ask if ICMA will use CCCMA list to make "sales" calls)

C) Conference Planning Committee (Laura Perry)

Hotels are expensive, money has been reserved to offer higher scholarship amounts. ICMA has assigned a liaison to Colorado, Jim Malloy. The planning committee strongly pushed for some changes to the session format. Boston will be revolutionary.

Laura indicated that almost every state is represented on the planning committee and she recommended that Colorado continue to send a representative.

D) Nominating Committee

Jim had mentioned the recommendation of Jane Brautigam.

E) Regional Meeting in Aurora (Mary Jacobs)

Mary Jacobs was not able to attend.

7) Range Rider Reports* (Mark Achen, Tom Dority, Craig Kocian unable to attend)

Tom reported that his activities were included in Mark's report. Mark reiterated that the Range Rider reports are confidential. (ask will he be changing the report format?)

The Range Riders have requested information about regional meetings. Mark stated that they still have a challenge reaching out to the Eastern part of the state.

8) CML Update (Sam Mamet)

CCCMA and CML to update *How to Hire a Local Government Administrator*

Sam spoke about this publication, it was a joint project between CML, ACCA and CCCMA. The format still seems solid, it could just use some updating and polishing. He would like the project completed this year. He requested that an individual edit on behalf of CCCMA, not a committee. The Board felt maybe an MIT? The book could be available on the web. Keith recommended that Matthew represent ACCA in the process.

Sam met with Darin Atteberry regarding the Alliance for Innovation. Their Transforming Local Government conference will be in Denver in April 2014. Sam has agreed to be on Host Committee as well as the City of Denver. CCCMA found the time commitment and cost prohibitive and therefore declined to participate.

9) County Managers' Update (Keith Montag/Matthew Birnie)

Keith reported that ACCA honored Frank Lancaster for his service. CCI has 2 conferences and ACCA participates. Tom Sullivan and Cheryl Decker were honored as managers of the year. They offer a roundtable for networking at their conference. ACCA also has district meetings, they have started inviting Town Managers.

OTHER BUSINESS

Notes from 2012 Accomplishments. Range Riders to attend CML Conference...Jim and Aden will look into the registration fees. Aden will host the April meeting in Evans. Sponsorship Committee will continue to explore options for sponsors. Jane explained the VP nominating process, it will start with an interview at the Regional meeting. Jim and the Range Riders will work together to create the CML session. Range Rider Chats could probably be a bit longer and were mostly utilized by students.

ADJOURN