

COLORADO CITY AND COUNTY MANAGEMENT ASSOCIATION - BOARD MEETING
Thursday, October 29, 1:00pm Conference Call

MINUTES

Call to Order & Introductions

Board members in attendance: Bill Bell, Matthew Birnie, Jane Brautigam, Torie Brazitis, Clint Kinney, Wes LaVanchy, Michael Penny, Jim White

Guests: Mark Achen, Heather Geyer, Seth Hoffman, Gloria Kaasch-Buerger

CONSENT AGENDA (Matthew Birnie)

- 1) Approval of June 19, 2015 meeting minutes
- 2) Review of 3rd Quarter 2015 Financial Statements

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

DISCUSSION/ACTION ITEMS:

- 1) New Trailblazer Award* (Seth Lorson/Heather Geyer)

On behalf of CWLG, Heather has suggested this new award. Seth, Awards Chair, supports the proposal. Heather stated the purpose of the award is to support individuals promoting diversity and women in local government management. Heather would like to keep the application broad, not limited to individuals or CCCMA members.

Jim made a motion to approve adding this award, Wes seconded. – APPROVED

Seth asked for committee volunteers. Clint, Michael, Jim, Matthew, and Jane volunteered.

- 2) Nominating Committee (Denise Taylor)

In 2016, 3 At Large Board Representative positions and President Elect will be on the ballot.

- 3) Strategic Planning (Matthew Birnie)

Michael made a motion to adopt the Strategic Plan, Jane seconded. – APPROVED

- 4) 2016 Budget (Denise Taylor)

Clint made a motion to approve the 2016 Budget, Wes seconded. - APPROVED

NEW BUSINESS:

- 1) CML Sales Tax Committee (Denise Taylor, see info from Rachel Allen, CML)

CML requested an opportunity to discuss the 2015 Standard Sales Tax Definitions Project. Bill will follow up with Rachel at CML.

ADJOURN

Next Meeting, Thursday, February 25, 6:30pm, CCCMA Conference

COLORADO CITY AND COUNTY MANAGEMENT ASSOCIATION - BOARD MEETING

Friday, June 19, 7:30am

Conference Call

MEETING MINUTES

Call to Order & Introductions

CONSENT AGENDA (Matthew Birnie)

- 1) Approval of June 19, 2015 meeting minutes
- 2) Accept the Financial Statements as presented through June 1, 2015
- 3) Authorize payment for ACCA membership (\$200)

Clint made a motion to approve the Consent Agenda, Michael seconded - APPROVED

Reports & Updates

- 1) Association Manager's Report (Denise Taylor)

Denise reported that Parker, Arvada, Lakewood and Thornton have accepted interns from the CU Denver SPA program. They will start this summer and fall. Englewood's intern had to delay because of military service obligations.

Denise recommended that CCCMA apply for a 1st Bank credit card that offers a 1% rebate. Jim made a motion to move forward with an application, Clint seconded - APPROVED.

- 2) Report on ICMA (Jane Brautigam)

Bob O'Neil is retiring 2016. ICMA Board (Jane is on audit/evaluation committee) is hiring search committee, they will be in Seattle and working on a survey for the membership. ICMA is also strategic planning with a very diverse committee.

In 2017, Colorado can again nominate a board representative, must be a Non CEO/Manager. Jane asked that CCCMA begin brainstorming potential nominees.

ICMA finances are changing. In the past, 50% of income was from Dept of State because of consulting work ICMA does. A large contract ended, changing the dynamics. There was a discussion of changing the dues, however, the only change adopted was the \$200 membership fee for Dept Heads (a significant reduction). ICMA publishing will move to online only for expediency and moving savings.

3) Conference Update (Denise Taylor)

Feb 25-27, 2016 at Hotel Colorado, Glenwood Springs

The program is largely planned. Speed coaching will return. Another idea was dealing with media and social media bashing: 1st Amendment issues, don't use 3rd party services (you can't control) when is it time to engage?

4) Strategic Planning Update (Matthew Birnie)

Matthew will work on the next iteration of the survey questions.

Other Reports

1) County Manager's (ACCA) update

Matthew participated in ACCA strategic planning, he will invite them to participate with us.

2) Range Riders

Mark and Drew Gorgey went to Moffat County for discussions with their Commission on bringing on a county manager. They have national issues and they had a recent personnel issue.

Mark has helped/worked with several managers in stressful situations.

3) Emerging Managers

Planning is underway for the EM Summit in Durango. Gloria Kaasch-Buerger running Communications for the EMs. They are planning a professional development event in August, maybe remote as well.

The EM Rep is appointed for 2 years – because of this Torie is succession planning and has a steering committee allowing opportunities for involvement and leadership development.

4) Other Business

CML report from Sam Mamet

Bill Bell is VP, he is chairing Resource/Research Group. Michael Penny is back on the board. Sam gave kudos to Jane's service to ICMA.

Despite differences, Urban Renewal law is collective responsibility of local governments. Broadband is the issue du jour – CML and CCI have created a joint task force.

Michael Penny reported that Littleton has hired 5 interns (undergrad and grad). Bill added that Montrose County has 4.

COLORADO CITY AND COUNTY MANAGEMENT ASSOCIATION - BOARD MEETING
Thursday, April 30, 10:00am

Meeting Minutes

Call to Order & Introductions

CONSENT AGENDA (Matthew Birnie)

- 1) Approval of February 26, 2015 meeting minutes
- 2) Review of 1st Quarter 2015 Financial Statement

Clint made a motion to approve the minutes and financial statements, Wes seconded – APPROVED

REPORT AND UPDATES:

1) ICMA Regional Meeting Report (Shane Hale)

Shane attended the ICMA Regional Meeting in Omaha, NE. He said it was a great chance to network with ICMA leaders, offering higher quality time than at the annual conference.

At the business meeting the Regional Representative election protocol was discussed as well as ICMA's desire for diversity (gender, racial, regional). A state cannot have a back to back Representative or more than two times in a 10 year span.

The region appointed Bert Lumbreras (Assistant City Manager, Austin, TX) as a new Representative. Colorado's next opportunity to nominate a Representative would be one year after Jane has left the board. The opening would be for an Assistant or Deputy. CCCMA wants to continue to have a strong nomination. The process needs to be underway by Fall for a 2017 nomination. This will be on the agenda at the CML business meeting.

2) Emerging Manager's Update (Torie Brazitis)

Emerging Managers are focused on summer planning. ELGL will be in town in August, EMs will do a joint event. Planning is also underway for the EM Summit in September. Torie reported that 70 people attended the panel event in Fort Collins – highest attendance outside of Denver.

3) CWLG submitted a written update on their future events, including a live presentation in June and continued monthly coaching calls.

4) CCCMA Fellowship Update (Denise Taylor)

Eight applications were submitted to five local governments – Arvada, Englewood, Lakewood, Parker, Thornton. SPA is hosting a partner celebration on May 19. This will be an opportunity for networking and CCCMA can promote the profession and the fellow program.

Clint made a motion to allow up to two additional fellowships of \$2,000, if five are offered, Michael seconded – APPROVED

DISCUSSION/ACTION ITEMS:

1) MIT Policy (Mark Achen)

The policy was briefly discussed. One clarification will be made, MITs can be on the "list" as long as they would like. To be eligible for scholarships or other financial awards they must be actively seeking full time employment in local government.

There was also discussion about the work plan of this program. Personal contact info is vital and continued involvement by the MIT committee, Board and membership. Denise will track MIT status and contacts.

Jane made a motion to adopt the policy, Michael seconded. - APPROVED

2) ICMA 2016 Conference Planning Committee (Denise Taylor)

Five members indicated interest in serving on this committee. Mike Scanlon was appointed.

3) Senior Advisor program discussion (Matthew Birnie)

There has been interest from potential new advisers....how should we respond to those inquiries? Mark reported that there has been difficulty in outreach in the SE part of the state. If the state is divided in quarters, 4 might be a good maximum.

The discussion moved to the purpose and expectations of the program. Everyone appreciates the time and effort Mark devotes to the membership regardless of their MIT status. Should that be the baseline? The program will look different if the goal is to make contact by phone or to make personal contact at the conference or near their offices.

The consensus was to survey the membership.

4) ICMA State Liaison replacement process

There was not a formal process when Mark was appointed. Mark and Jane will speak with Martha and find out more if there is a role for CCCMA in the decision for Mark's replacement.

5) Strategic Planning (Matthew Birnie)

Based on email feedback about the interest in pursuing a new strategic plan, Matthew brought forward a proposal from Managing Results, LLC. They have offered to do the work pro bono, Matthew would like to offer travel expenses. The proposal is strong and no others were submitted.

Jim made a motion to move forward with Managing Results and authorize reimbursing their travel expenses, Michael seconded – APPROVED

NEW BUSINESS:

1) CML is requesting that CCCMA appoint a Manager's section chair. Wesley volunteered!

2) ACCA

ACCA has requested an affiliate membership to cover a Senior Adviser. Matthew will discuss with them.

ADJOURN at 11:38am

Next Meeting, Friday, June 19, 7:30am, CML Conference

CCCMA - BOARD MEETING
Thursday, February 26, 2015, 6:30pm
The Gallery, Hotel Colorado
Minutes

Call to Order & Introductions (President, Shane Hale)

CONSENT AGENDA (Shane Hale):

- 1) Approval of October 17, 2014 meeting minutes
- 2) Review of Year End 2014 Financial Statement
- 3) Announcement of 2015 Board

Michael made a motion to approve the Consent Agenda, Clint seconded - APPROVED

DISCUSSION/ACTION ITEMS (Matthew Birnie):

- 1) Election of 2015 Board Vice President/Secretary

Michael nominated Clint to continue as Vice President/Secretary, Jim seconded – APPROVED

- 2) ICMA Travel Stipends

Clint made a motion to raise the travel stipend, up to \$1,000, for ICMA regional meeting and ICMA Conference planning meeting participation. Michael seconded. - APPROVED

- 3) Center for New Directions/Best & Brightest update (Kathryn Cheever)

Kathryn reported that the Best & Brightest program is looking for communities to participate, DOLA representatives can facilitate this. This is the 10th year for the program.

The Center is seeking local government leaders to join its Advisory Board. The Board meets 2 times a year, they review curriculum and advise on topical projects.

- 4) School of Public Affairs Partnership

Brendan Hardy presented the background of this collaborative program and the proposal with 3 ideas for a more formalized partnership. Michael Penny stated the idea is to bring students into the profession, tying the ideas of supporting emerging managers and what education is needed today. He and Torie have talked about a new membership committee that brings that connectivity.

Aden said it is a professional obligation to bring young people into the field.

Michael made motion to adopt the ideas of a fellowship (including the up to \$6,000 per year expense), an advisory board, and a yearly event with SPA and CCCMA participation, Clint seconded. Craig suggested a MOA for SPA and CCCMA. The motion was amended to include an MOA.
APPROVED

- 5) Certified Public Manager (CPM) Scholarships

CCCMA members requested the Board consider offering scholarships to the CPM program.

Shane made a motion to offer up to 2 \$1,000 scholarships for CCCMA members (with a minimum of 2 years membership) to take CPM classes, Michael seconded - APPROVED

REPORT AND UPDATES:

1) Range Rider Update (Mark Achen and Craig Kocian, Tom Dority)

Mark made a significant trip to visit managers in small communities. He announced this is his last year as State Liaison. Craig has been connecting with managers about resume reviews and those contemplating retirement. They are working with Lee Merkel to get a 2nd annual meeting of the SE managers. Tom reported on his trips and his work on the draft of the state agreements.

Mark suggested CCCMA create an MIT policy, it should state the benefits of the program and the responsibilities. It should also include guidelines for making interim recommendations. There should be a standing committee to monitor and support those managers. Michael, Jim, Aden are on the current committee. CCCMA requests personal contact info from members, this should be encouraged. The consensus of the Board was to have staff and Senior Advisors draft a policy.

A) ICMA Agreement

Mark recommended that CCCMA enter into this agreement with ICMA for the Senior Advisor program.

Aden made a motion to support this recommendation, Clint seconded - APPROVED

2) Emerging Managers (Torie Brazitis)

Torie reported on their latest activities. She gave an update on the networking purpose of the Glenwood events.

3) Colorado Women Leading Government (Heather Geyer)

CWLG has momentum! They have created monthly coaching calls, this has made it possible for women across the state to participate. These complement the live quarterly meetings. There will not be membership fees this year. At the CWLG luncheon, Jacquie Wedding-Scott was honored for forming the group.

4) ICMA Reports

Mark indicated it is time to review and update the affiliation agreement. He also reported on the prorated membership dues schedule, ICMA has not found a way to make this viable. He also shared ICMA's recognition of our 100 for \$100 efforts.

Mike Conduff reported on the nominations for the next ballot and the organizational restructuring efforts.

5) ACCA Update (Andrew "Drew" Gorgey)

Drew stated that ACCA is a complementary collaborative organization. He pointed out the differences between Councils and Commissioners, and that is why it is important to be their own group AND a collaborative organization. ACCA has filed articles of incorporation and has "separated" from CCI, they are now a nonprofit in good standing. They are also inviting the Universities to cooperate, they don't want to duplicate CCCMA efforts. ACCA has district meetings so county managers can connect at least one a year. Drew has created an ethics presentation and would like Board and Senior Advisor reviews.

6) CML Update (Sam Mamet)

CML is changing up the If I were Mayor contest to the Municipal Hero Award. They want to acknowledge citizen leaders, volunteers, or municipal employees who have made a significant difference in their communities.

7) Association Manager Update (Denise Taylor)

Denise reported on the communities in transition outreach. She made contact with 3 communities and was also contacted by Palmer Lake for information because they are considering creating the position. She also reported that the conference sponsorship goal was met, there is also strong membership renewal. The partnership with CU Denver SPA is moving forward and there should be fellows in local government internships this fall. What are the next priorities?

OTHER BUSINESS

Craig suggested we need to market to Managers to get them to disseminate messages from EM and CWLG. Aden has a list that he automatically forwards. He has developed leadership 1.0 to 4.0.

ADJOURN

8:48pm adjournment

*attachment