

COLORADO CITY AND COUNTY MANAGEMENT ASSOCIATION - BOARD MEETING
Thursday, November 15, 2018, 8:15 - 9:30a.m.
Conference Call
MINUTES

CALL TO ORDER AND INTRODUCTIONS

Board Members in attendance: Mark Deven, Jennifer Hoffman, Kelly Houghteling, Clint Kinney, Wesley LaVanchy, Ron LeBlanc, Travis Machalek, Scott Vargo
Others in attendance: Russ Forrest, Tim Gagen, Lee Merkel

MEMBERSHIP COMMENT & INVITED GUESTS

CONSENT AGENDA

- 1) Approve meeting minutes from June 22, 2018
- 2) Accept the Financial Statements as presented through October 30, 2018

Clint moved to approve the consent agenda, Scott V seconded -APPROVED

DISCUSSION/ACTION ITEMS

- 1) New Manager Training (Russ Forrest)
The Board had directed a working group to create a new manager training program that would offer practical leadership and management skills for new managers – leading up, down and sideways. This will be a valuable effort to promote the management pipeline. Kudos to the working group. Russ Forrest, chair of the planning committee, submitted a draft outline and budget request.

Clint made a motion to approve the program and the requested \$2,190, Jennifer seconded – APPROVED

- 2) Proposal for the future of CCCMA (Travis Machalek)
Travis stated the proposal began as an attempt to make the emerging manager program more successful and grew to encompass the entire organization.
Fundamental changes would include: change to a working board, recognize limitations, and measure outcomes and results.
Mark, Kelly, Travis, Ron, Jennifer volunteered to be the leadership group that would refine the proposal and outline the action steps.
- 3) Strategic Plan Update (Mark Deven)
Mark suggested merging the Plan and the Proposal for the Future of CCCMA (or be one step behind). Further revisions and drafts will be put on hold.
- 4) Cal ICMA Program (Mark Deven)
Mark received information at the ICMA Annual Conference about the program. Send an email blast regarding the coaching program. Tim mentioned the challenge is encouraging people to take advantage of the program more than signing up to be coaches.

- 5) 2019 Budget (Denise Taylor)

Clint made a motion to approve the 2019 Budget, Kelly seconded – APPROVED

6) Contract(s) Review (Ron LeBlanc)

Scott V made a motion to approve the contract/partnership agreements with Slate Communications, Strategic Government Resources and Institute for Excellence in Government, Mark seconded – APPROVED

7) Resource X Mapping Initiative Update (Denise Taylor)
The workshop will take place at the annual conference.

8) 2018 CCCMA Winter Conference Update (Clint Kinney & Denise Taylor)
February 6-8, 2019, Hotel Colorado, Glenwood Springs
Board meeting/Retreat – Friday afternoon or Saturday morning?
The Board agreed to hold a meeting with strategic planning on Saturday morning.

OTHER REPORTS

- 1) Mountain Plains Regional Nominating Committee (Ron LeBlanc) - move to next meeting
- 2) County Manager's Update (Jennifer Hoffman) - none
- 3) Senior Advisors (Tim Gagen) - none
- 4) CWLG Update (Kelly Houghteling) - none
- 5) Emerging Manager's Update (Travis Machalek) - none
- 6) CCCMA Nominating Committee (Mark Deven)
Jennifer, Clint and Mark were appointed to the nominating committee
- 7) Other Business

Meeting was adjourned at 9:00am

Action between board meetings

January 15, 2019

Conference Call: Mark Deven, Clint Kinney, Kelly Houghteling, Scott Vargo, Wesley LaVanchy, Travis Machalek, Jennifer Hoffman, Ron LeBlanc

Review of Future of CCCMA proposal, acceptance of action steps.

Consensus to extend award deadline by one week.

COLORADO CITY AND COUNTY MANAGEMENT ASSOCIATION - BOARD MEETING

Friday, June 22, 2018, 8:00 – 9:30a.m.

Barela Board Room, Antlers Vail

MINUTES

CALL TO ORDER AND INTRODUCTIONS (Mark Deven)

In Attendance: Mark Deven, Clint Kinney, Trish Stiles, Kelly Houghteling, Travis Machalek, Scott Trainor, Jennifer Hoffman, Penny Culbreth-Graft, Tim Gagen, Katherine Correll, Daniel Kreeger

MEMBERSHIP COMMENT & INVITED GUESTS

- 1) No Member Comments
- 2) Katherine Correll, Downtown Colorado Inc (DCI)

Partnership for past few years, Katherine would like to encourage stronger participation. They are expanding their services. Board trainings for economic development, challenge studios through a partnership with CU Denver. CCCMA could join this program. Make a commitment to attend the conference and have a presence.

CONSENT AGENDA (Mark Deven)

- 1) Approve meeting minutes from April 24, 2017
- 2) Accept the Financial Statements through June 15, 2017

Clint made a motion to approve the consent agenda, Scott seconded - APPROVED

DISCUSSION/ACTION ITEMS

- 1) 2019 CCCMA Winter Conference Update (Clint Kinney)

There was a strong response to the call for sessions. Kirk Weisler, Verna Meyers (diversity and inclusivity) were also brought up as suggested speakers. Discussion about Friday board meeting and strategic planning after the conference included the idea of some time for member feedback prior to/during the meeting.

- 2) MOU with Smart Cities (Denise Taylor)

Trish made a motion to approve the MOU with Smart Cities and ask Shawn Lewis to serve as a liaison, Jennifer seconded – APPROVED

- 3) Council Manager Designation for Pueblo West Metro District (Mark Deven)

State associations have to approve applications for this designation. Mark spoke with Darrin, he has a strong commitment to management. The district is a full service organization. Darrin believes they will incorporate in the future. This designation makes a statement in support of

Council/Manager and staff can have more development opportunities as ICMA members.

Clint made a motion to approve the request for support of the application, Trish seconded – APPROVED

4) Regional meeting lunches (Denise Taylor)

Denise requested direction on requests for sponsoring regional meetings/lunches/happy hours. The consensus was that a policy is not necessary at this point. Make it a priority to have Board/Advisors/Staff attend these meetings.

5) Scholarship Policy Update (Travis Machalek and Kelly Houghteling)

The Outside Scholarship was intended for CCCMA members to attend various conferences. The committee would like to clarify that the intent is not to fund personal leadership programs. They will continue to finalize the document and bring to next meeting.

OTHER REPORTS

1) CWLG Update (Kelly Houghteling)

Kelly reported that CWLG is continuing conference calls, co hosting a happy hour with EMs – hoping to have these happen more regionally and that the League of Women Government is starting a template to support new chapters.

2) Emerging Manager's Update (Travis Machalek)

Travis reported the EMs are continuing with exchange program pilot, encouraging local events, and are researching having CCCMA members and Advisors on the ICMA coaching website. Travis has also been connecting with Jennifer about Broomfield's internal leadership development program.

3) County Manager's Update (Jennifer Hoffman)

Jennifer reported that ACCA continues to discuss cross pollination with CCI and CCCMA. She also reported that Boulder, Pitkin, Eagle have left CCI and formed their own lobbying group.

4) Senior Advisors (Penny Culbreth-Graft and Tim Gagen)

Penny reported that the new advisors are fully integrated. Tim gave an update on the trends they are seeing – still a lot of dismissals, some definitely due to inexperience. He continues to work with the New Manager training committee to craft a helpful course. Several Advisors have also been speaking with Mayors and Councilmembers.)

5) ICMA Updates (Heather Geyer)

On behalf of Heather, Denise reminded the Board about the Regional meeting RFPs and that it is official that Jane is President Elect.

6) Other Business

Daniel Kreeger with Compact for Colorado Communities spoke for a few minutes, he reported that a NOAA has grants for a local government "science fair" type projects. DOLA has also offered some monies for shared resources around climate change and sustainability. The

Association of Climate Change Officers is developing a relationship with ICMA and they are discussing the idea of a designation.

Next meeting - - conference call November 15, 8:15-9:45am

Action taken between board meetings:

9/17/18 Conference Call

In Attendance: Wes, Trish, Ron, Mark, Scott Train, Kelly

Mark made a motion to invite Resource X to make a presentation on their proposal at the 2019 and encouraged to bring on agencies that are interested at a discount, Kelly seconded – APPROVED

COLORADO CITY AND COUNTY MANAGEMENT ASSOCIATION - BOARD MEETING
Monday, April 23, 2018, 1:00pm
(Conference Call)

AGENDA

CALL TO ORDER AND INTRODUCTIONS (Ron LeBlanc)

Board: Matt Deven, Clint Kinney, Ron LeBlanc, Jennifer Hoffman, Kelly Houghteling, Travis Machalek, Trish Stiles, Scott Trainor, Scott Vargo

Advisors: Penny Culbreth-Graft, Lee Merkel, Greg Schulte

CONSENT AGENDA (Ron LeBlanc)

1) Approve meeting minutes from February 10, 2018

2) 1st Quarter Financial Reports

3) Renewal of Bang the Table Partnership

Clint Kinney made a motion to approve the consent agenda, Scott Vargo seconded – APPROVED

DISCUSSION/ACTION ITEMS

1) Increasing Transparency and Member Participation at Board Meetings (Ron LeBlanc)

Ron indicated that we should encourage participation. Request topics in advance from all participants. Create new space on the webpage.

Mark Deven made a motion to invite the membership to meetings by posting Agendas on the website. Time will be allocated for general comments at the beginning of the meeting. Requests for discussion items should be directed to the President, two weeks in advance, Scott Trainor seconded – APPROVED

2) CCCMA Strategic Plan (Ron LeBlanc)

Discover if the Board wants to continue with current plan or revisit. Trish asked about ICMA overarching goals – do they need to be consulted? Clint mentioned that the current priorities were the top 4, coalesced from the strategic planning session. Consensus to add a commitment to women.

Mark Deven will chair a committee (Scott Trainor, Clint Kinney, Trish Stiles, Jennifer Hoffman along with Matthew Birnie) to review the plan

3) CCCMA Appointment to ICMA Conference Planning Committee (Ron LeBlanc)

Encourage interest from new participants, particularly diverse voices.

Trish Stiles made a motion to appoint Carly Lorenz, Mark Deven seconded - APPROVED

4) Senior Advisor Expense Policy (Clint Kinney)

Clint Kinney presented clarifications to the policy in regards to expense reimbursement for conferences/events that are outside of CCCMA and CCCMA sponsored events.

Jennifer Hoffman made a motion to accept the new policy, Clint Kinney seconded – APPROVED

- 5) Form of Government Research w CU Denver (Penny Culbreth-Graft)
In an effort to establish an advocacy plan as discussed by the Board and Senior Advisors, Penny reached out to the CU Denver Center for Local Government about gathering data. After a discussion that included the state of council/manager form of government nationally, the need to remain neutral locally, and other MPA programs, the project was put on hold.
- 6) Future Conference Planning (Scott Vargo)
Only 1 response to membership survey for hosting. Scott reviewed past information and recommended making decisions about staying longer term.
Clint Kinney made a motion to adopt 3 year planning, the first three years stay at Hotel Colorado in Glenwood Springs, Kelly seconded – APPROVED
2019 Update – Clint Kinney and the conference committee suggest shifting conference programming, to begin on Wednesday afternoon and end on Friday afternoon. The Board agreed.
- 7) Additional payment for Website Development (Denise Taylor)
Mark Deven made a motion to approve the additional payment for website development, Scott Vargo seconded – APPROVED
- 8) New Manager Training Committee (Ron LeBlanc)
The Board agrees that Ron LeBlanc should create this new committee and appoint Russ Forrest chair.

Updates & Reports

- 1) CWLG Report (Kelly Houghteling)
Kelly Houghteling reported that CWLG is going to add the Lifetime Achievement Award winner to the monthly call program.
- 2) Emerging Manager's Update (Travis Machalek)
Travis Machalek reported the EMs are going to sharpen their focus. They are planning an event to bring EMs together at CML.
- 3) Report on ICMA (Heather Geyer)
- 4) County Manager's Update (Jennifer Hoffman)
- 5) Senior Advisors Report (Penny Culbreth-Graft)
The Advisors continue to work on coordinating service territories and managing connections. The ICMA Senior Advisor call gave strategies for working with assistants and department heads (as their membership is growing). As non traditional managers are coming to top level, continuing to stress Ethics. Greg hosted a meeting of SW managers in Durango, offered a legislative update.

Other Business

Mark Deven made a motion to contribute \$500 for Angela Cline fundraiser, Scott Vargo seconded - APPROVED

Adjourned 2:35pm

CCCMA - BOARD MEETING
Saturday, February 10, 2018, 8:30-10:30am
Colorado Room, Hotel Colorado
MINUTES

CONSENT AGENDA (Ron LeBlanc):

- 1) Approval of November 3, 2017 meeting minutes
- 2) Review of Year End 2017 Financial Statement
- 3) Announcement of 2018 Board

Clint Kinney made a motion to approve the consent agenda, Scott Trainor seconded – APPROVED

DISCUSSION/ACTION ITEMS:

- 1) Election of 2018 Board Vice President/Secretary

Clint Kinney agreed to serve in this position, the Board approved.

- 2) Financial Policy (Travis Machalek)

Travis presented the policy and the recommendation that 50% of costs held in reserve.

Wesley LaVanchy made a motion to adopt the Financial Policy, Clint Kinney seconded – APPROVED

- 3) Scholarship Policy* (Travis Machalek)

Clint Kinney made a motion to adopt the Scholarship Policy, Scott Trainor seconded – APPROVED

It was announced that MCCMA will offer \$3,000 for 2018 Scholarships.

- 4) Nominating Committee Structure & Purpose (Ron LeBlanc)

Mark Deven will take a look at the Bylaws surrounding the process of the Nominating Committee.

- 5) Council Manager Government Advisory Committee (Ron LeBlanc)

There was discussion about having a group that can be deployed in a crisis or necessary situations – understanding situations will always be different. Letters to the editor, informational materials may be useful. Ron LeBlanc is looking for volunteers. Karen Daly reported on ICMA resources and says they won't send money unless state association signs off. There are recommended limits to CCCMA Board member involvement, Senior Advisors can advocate more openly.

Mark Deven and Ron LeBlanc will work on a task force/policy. A case study of Sacramento could be helpful, Greg Schulte worked there. Other steps include reaching out to Heather Geyer, Mtn Plains Regional VP, let her know it is a big issue and critical. Seems to be the shortest pillar of ICMA's strategic plan. CCCMA should send a letter to ICMA to renew their focus and strengthen that advocacy. Other states could be encouraged to do that, too.

- 6) Leadership Development for new managers (Ron LeBlanc)

Ron LeBlanc continued the discussions about offering a "boot camp" to managers new to the profession and/or new to the state. He has approached CIRSA, DOLA, CML about partnering financially and with content. The concept is survival skills and orientation to local government

management in Colorado. It could be a 1 day event, starting at the Regional Conference in Arvada. Mark Deven will contact Heather Geyer and Marc Ott about the possibility. The Advisors recommend it be mobile and have a strong focus on soft skills – success in leadership. There was also the suggestion to have recently retired managers help (Bill Efting, Brent McFall, Jack Etheredge).

6) Conference Location (Denise Taylor)

Based on the new dynamics of Hotel Colorado service and management there was renewed discussion regarding future conference locations. The consensus was that Glenwood Springs is the most central and offers the lowest room rates at the conference hotel and a range of options at surrounding properties. Denise Taylor should pursue a contract with the Hotel Colorado for 2019.

REPORT AND UPDATES:

1) Executive Director's Report (Denise Taylor)

Highlights from the first Annual Report included high conference sponsorship and responsible spending, allowing conference registration and membership fees to stay at their 2011 rates. Efforts at connection and peer to peer support will be realized in 2018, with the launch of the new website, manager minutes and regional trainings.

2) Senior Advisor Update (Craig Kocian)

Craig Kocian reported that the Advisors would still would like a NE representative, although the current advisors will travel as needed. He recommended to the members that they call when there is just a breeze, not a full blown fire.

3) Emerging Managers (Travis Machalek)

Travis stated the work plan for 2017 had a lot items, they completed about 40%, including: the West Slope piloting an exchange program, a Gen X session in cooperation with CWLG, and Bylaws clarification to codify what they are doing.

This year they would like to maintain the high energy starts; they will have less priorities and more regional, cooperative events.

4) Colorado Women Leading Government (Kelly Houghteling)

Kelly Houghteling presented highlights from the CWLG annual report – they co sponsored leadership events and conference panels, they continue to host monthly coaching calls and they have offered scholarships for conferences and events. They are getting more engaged on social media.

5) ICMA Reports (Gary Sears)

Gary Sears recognized the connections Karen Daly, Mountain Plains Representative, is creating and sustaining with ICMA. An ICMA Regional Conference will be in Arvada, April 11-13, the focus on the sessions is on professional development.

6) County Managers' Update (Jennifer Hoffman)

Jennifer Hoffman reported that ACCA has had success partnering with CCI's conference. She suggested future conference sessions could address how can cities and counties work together – maybe using examples like Jefferson County and Adams County.

Don Davis brought up the dilemma that county managers have to belong to a lot of groups. Which ones are the best? Should CCCMA recommend with one voice?

OTHER BUSINESS

ICMA Presidential Nomination

The CCCMA Board and membership strongly support Jane Brautigam's candidacy. She is a successful manager, with high integrity. Whatever can be done to support her nomination will be pursued.

Veterans Local Government Management Fellowship

VLGMF has expanded significantly and is becoming an official program of ICMA career services. A task force will develop a handbook outlining options for a future in local government and a handbook for HR/hiring professionals to recognize veteran qualifications.

ADJOURN at 10:16am