

**COLORADO CITY AND COUNTY MANAGEMENT ASSOCIATION - BOARD MEETING**  
**Friday, November 3, 2017, 9:30 – 11:00a.m.**

**MINUTES**

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**CALL TO ORDER AND INTRODUCTIONS (Ron LeBlanc)**

In Attendance: Bill Bell, Mark Deven, Kelly Houghteling, Ron LeBlanc, Todd Leopold, Travis Machalek, Gary Sears, Greg Schulte, Denise Taylor, Scott Trainor, Jim White

**CONSENT AGENDA (Ron LeBlanc)**

- 1) Approve meeting minutes from June 23, 2017
- 2) Accept the Financial Statements as presented through October 30, 2017
- 3) Alliance for Innovation Partnership Agreement
- 4) Approve Scholarship Committee's recommendation for Certified Public Management Scholarship for Michelle Oeser

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

**Executive Director's Report (Denise Taylor) page 5**

**DISCUSSION/ACTION ITEMS**

- 1) By Law Revision (Travis Machalek)

Highlights: Department Directors added to membership category  
CWLG Rep to become member of the Board  
Codification of EM, CWLG and Scholarship committees

Travis (and committee) went through with an eye to future direction, still acceptable to ICMA, and expanding the membership definition. Important to bring CWLG rep to director on the Board.  
The Board recognized and appreciated the work of Travis and Travis Elliott, Kelly Houghteling, Seth Hoffman, Ron LeBlanc, and Heather Geyer.

Mark made a motion to present the proposed By Laws to the membership for a vote on the upcoming ballot, Scott seconded – APPROVED

- 2) Senior Advisor Policy Revision\* <sup>page 21</sup> (Denise Taylor)

Highlights: 2 year appointments (can be renewed)  
Senior Advisors will be invited to apply, there will not be a general call  
A review – a reapplication with proactive reasons for re applying and future goals

Clint made a motion to present the revised policy to ICMA for ratification, Mark seconded – APPROVED

- 3) 2018 CCCMA Winter Conference Update (Clint Kinney & Denise Taylor)

February 7-10, 2018, Hotel Colorado, Glenwood Springs

Board meeting, Saturday, February 10

Recruiting Sponsors. New session ideas – Friday afternoon of interactive sessions: coaching, mini golf, improv workshop, book club or movie – Corporate Kindergarten to encourage peer to peer connection and we'll close with the Ask Me Anything Manager's Panel.

4) 2019 & Beyond Conference Locations (Denise Taylor)

Scott noted that nothing can check every box – up for trying something new. A move allows us to disconnect and reevaluate Glenwood. Mark agrees, good location, as good as any option. Clint has concerns about student rates staying low.

Mark made a motion to negotiate a contract with Mt. Crested Butte for 2019 and possible future years, Scott seconded – APPROVED

5) 2018 Budget (Denise Taylor)

Highlights: Contract for Website refresh

Regional Training Proposal for Sustainovation

There was agreement to continue to offer more money to scholarships and keep money available for trainings that haven't crossed our radar yet and support for the significant increase in Advisor budget. The Board would like general criteria or policy about spending committee income, with authority to make decisions with the budget. Travis suggested have a Reserve Policy as well. He will draft for next board meeting.

Travis made a motion to approve the 2018 budget, Mark seconded – APPROVED

6) Nominating Committee (Ron LeBlanc)

Travis and Matthew Birnie to join Ron on this committee.

### OTHER REPORTS

1) County Manager's Update (Todd Leopold) – no report

2) Senior Advisors (Greg Schulte)

Impactful Conversation at CML on council relations and best practices will continue at next CML and annual conference

3) CWLG Update (Kelley Houghteling)

Continuing coaching calls, hosting a panel on leadership including Lt Governor

4) Emerging Manager's Update (Travis Machalek)

Moving forward on work plan – assisting with conference, build and grow social media, developing an exchange program, shore up operations and maintain a solid core group

5) ICMA Liaison (Gary Sears)

Colorado has a great presence with ICMA. Mtn Plains Summit in Arvada – CCCMA should promote. Maybe a CO committee to assist with outside activities.

6) Other Business

Adjourned at 10:46am

Next meeting - - Saturday, February 10, 2018 at Annual Conference

## Report of action taken by email in between Board Meetings

I move to award scholarships as stated below.

Ron LeBlanc, Scott seconded - APPROVED

Good afternoon everyone,

The scholarship committee met over the phone this morning and is recommending the following:

- Waive CCCMA Conference Registration costs for all students who applied; and
- Award scholarships to the following individuals:
  - Kelly Arnold - MIT
  - Michael Brack - Town of Fraser
  - Malcolm Fleming - MIT
  - Andrew Halpern - UC Denver
  - Arielle Hodgson - Town of Lyons/UC Denver
  - Hunter Hovenga - Town of Buena Vista/Americorps
  - Azarel Madrigal - City of Monte Vista
  - Riley McCormick - Town of Columbine Valley/UC Denver
  - Phillip Puckett - Town of Buena Vista
  - Drew Woodward - Town of Columbine Valley/UC Denver

**COLORADO CITY AND COUNTY MANAGEMENT ASSOCIATION - BOARD MEETING**

**Friday, June 23, 2016, 7:00 – 8:45a.m.**

**CALL IN: (641) 715-3814** Code: 473080

**Spencer's Dining Room**

**MINUTES**

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**CALL TO ORDER AND INTRODUCTIONS (Wesley LaVanchy)**

Board In Attendance: Mark Deven, Wesley LaVanchy, Ron LeBlanc, Todd Leopold, Travis Machalek, Scott Trainor

Others In Attendance: Tim Gagen, Heather Geyer, Craig Kocian, Sam Mamet, Gary Sears, Denise Taylor

**CONSENT AGENDA (Wesley LaVanchy)**

- 1) Approve meeting minutes from April 24, 2017\*
- 2) Approve the business meeting Agenda\*
- 3) Accept the Financial Statements through June 15, 2017\*

Mark made a motion to approve the consent agenda, Todd seconded - APPROVED

**DISCUSSION/ACTION ITEMS**

- 1) 2018 CCCMA Winter Conference Update (Clint Kinney & Denise Taylor)
  - February 7-10, 2018, Hotel Colorado, Glenwood Springs  
Board meeting, Saturday, February 10
  - 2019 & Future Locations\* (Denise Taylor)

After discussion of the RFPs that were collected, the Board agreed the following locations should be considered: Crested Butte, Estes Park, Grand Junction, Keystone.

- 2) Proposed ByLaw Amendments\* (Travis Machalek & Denise Taylor)

A committee will be set up to review the By Laws and bring back any suggested changes. The new draft will be presented to the membership at the Annual Meeting. – Travis, Ron, Heather & one non board member are recommended to get things started.

**OTHER REPORTS**

- 1) CML Update (Sam Mamet)

Sam stated that he appreciates having City Managers on the CML board, Katie Sickles has been newly elected. He also reported that Pueblo is going to host an election to have strong Mayor governance

instead of their current Council/Manager.

2) Website Update/Executive Director's Report (Denise Taylor)

The first Regional Round Up is being planned for September 21. The Metro Manager's had already scheduled a national speaker. He will be live in Adams County and streamed to 3 other locations.

Innovation - Denise asked for clarification and direction on Board expectations around "innovation." Suggestions included connecting with The Alliance for Innovation and investigating how other states are approaching the topic. Craig mentioned that DRCOG group used to meet monthly to "incubate" ideas. Maybe CCCMA needs a think tank.

A suggestion for website content: Are you a new administrator? What you need to know.

3) Emerging Manager's Update (Travis Machalek)

Travis reported that the Emerging Managers had an event last night. They are creating a work plan and will share with the Board. They are also hosting a lunch and learn on July 19.

4) CWLG Update

Coaching calls are appearing to be the most effective way to reach membership across the state. They are partnering with WLG. They are also working on a Diversity Dashboard with ELGL, Wheat Ridge has an intern that is compiling Colorado data. CWLG suggests *having a minorities in management scholarship?*

5) County Manager's Update (Todd Leopold)

ACCA has appointed District Reps, but they aren't getting together regularly. If they do, Senior Advisors could be part of these. Todd will facilitate a meeting between Linda and Wes to encourage cooperation between the two associations.

6) Range Riders (Tim Gagen & Craig Kocian)

Craig suggested we revive the Ethics Committee. Tim went to LaPlata and Grand Junction area on Advisor trips, he will also be going to the Gunnison area and ICMA conference. Craig and Tim say their interactions have typically been with MiTs, graduate students, and some emerging managers.

The Senior Advisor Committee will be activated to fill the vacancy of the fourth position. Geographic location and diversity are priorities.

7) ICMA Updates (Gary Sears & Heather Geyer)

A student chapter is coalescing at CU Denver, School of Public Administration. Gary reported that ICMA is always available to present Ethics at our conference.

8) Other Business

Next meeting - - conference call in October, budget and conference discussions

Report of action taken by email in between Board Meetings

#### IEG support

IEG is inviting CCCMA to add our logo and voice to the kick off the project. They are preparing a brochure and would request that CCCMA managers forward it to their elected officials. A motion to proactively support IEG's marketing for up to 1 year. Then we can evaluate the program and it's impact.

Ron/Scott-Approved Request of IEG to allow CCCMA Board to attend any sessions – yes.

Senior Advisors raised to 6 with appointment of Lee Merkel, Greg Schulte and Penny Culbreth-Graft

I would move that these 3 candidates be appointed as senior advisors and that the committee's recommendation along with a favorable vote by the CCCMA Board be forwarded to ICMA for review and approval.

Ron LeBlanc

City Manager

Seconded by Scott – APPROVED

CWLG \$200 sponsorship of WLG networking

After discussion, majority supported this use of CWLG funds.

Donation to ELGL Diversity Dashboard research project. Committed \$1,000, will be due if kickstarter campaign is funded at 100% by October 31.

Colleagues:

I would support this request. The future of our profession depends on attracting and retaining professionals who reflect the demographics of the communities we serve. There is data that shows the percent of women holding management positions in local government has not changed in 30 years. The only way we can improve diversity and open up the profession is to establish a base line of data and use that information going forward to measure progress.

That's my 2 cents.

Ron LeBlanc

City Manager

Seconded by Mark – APPROVED

**COLORADO CITY AND COUNTY MANAGEMENT ASSOCIATION - BOARD MEETING**

**Monday, April 24, 2017, 11:00am  
(Conference Call)**

**AGENDA**

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**CALL TO ORDER AND INTRODUCTIONS (Wesley LaVanchy)**

Board Members in Attendance: Wesley LaVanchy, Clint Kinney, Travis Machalek, Todd Leopold, Scott Trainor, Mark Deven, Ron LeBlanc, Jim White

Guests in Attendance: Gary Sears, Mark Achen, Tim Gagen

**CONSENT AGENDA (Wesley LaVanchy)**

- 1) Approve meeting minutes from January 28, 2017
- 2) 1<sup>st</sup> Quarter Financial Reports

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

**DISCUSSION/ACTION ITEMS (Wesley LaVanchy)**

- 1) Session/Lunch Meeting at CML – Clint Kinney  
Clint wanted to make sure County managers are invited to the manager's lunch and that there is a program. Wes and Denise will plan the program. Extra lunch tickets are available for CCCMA members.
- 2) Partnership with Bang the Table - Denise Taylor  
There was consensus to move forward with the partnership proposal with Bang the Table.
- 3) Speed Coaching at PPIA Event – Denise Taylor  
There was concern that the event is not for local government students. Will there be managers interested/available? Mark volunteered. Denise will circle back with CU SPA.
- 4) Regional Pop Ups – Denise Taylor  
Unanimous agreement to make this event happen. Plan to break even, however not absolute necessity.
- 5) ICMA Conference Planning Committee – Wesley LaVanchy  
After review of the interested responses,  
Ron made a motion to support the appointment of Jane Brautigam to the 2018 ICMA Conference Planning Committee, Mark seconded - APPROVED
- 6) Outside Scholarship Application - Travis Machalek  
A draft application for scholarships to attend non CCCMA or ICMA, "outside," conferences and trainings was presented. After discussion, there was consensus to change the requirement of the

2 years of membership, to a preference. There was also agreement to create a standing subcommittee to review all scholarship applications.

Clint made a motion to approve the amended application and allow up to \$3,000 for these scholarships in 2018, and form the scholarship committee, Jim seconded – APPROVED

### **Updates & Reports**

- 1) Ex Director's Report (Denise Taylor)  
Denise reported on the creation of CCCMA's twitter account as part of Innovation and Engagement efforts. Alliance for Innovation should be contacted to partner with their innovative work. Denise requested a future call focused on future conference locations. There was agreement to continue the discussion on a call in May.
- 2) CWLG (Heather Geyer) – Heather submitted a report via email.
- 3) Report on ICMA (Karen Daly) - Gary reported on the last Mtn Plains regional call.
- 4) County Manager's Update (Todd Leopold) – Todd reported that ACCA hosted a disrupt event and that maybe CCCMA should host, too? He suggested that CCCMA and ACCA have a conversation about partnership to ensure collaboration and attempt to avoid overlap or duplication.
- 5) Emerging Manager's Update (Travis Machalek) – The Emerging Managers have developed a work plan. They are planning an event in partnership with CWLG on July 19. Travis also reported that the EMs have started sending a welcome email as EMs join CCCMA.
- 6) Innovation & Engagement (Bill Bell) – First call was light. Included a discussion about providing training and networking in addition to the conference and staying on member's radar all year long. Innovation is everywhere in Colorado and we need to find ways to share what's happening.
- 7) Senior Advisors Report (Advisors) - Tim reported on his regional visits and future trip to SW area. Mark reported that he has had several requests for employment attorneys. He has a list from 2013.

### **Other Business**

### **EXECUTIVE SESSION (Wesley LaVanchy)**

Todd made a motion to move to Executive Session, Jim seconded - APPROVED

Board Members in Attendance: Wesley LaVanchy, Clint Kinney, Travis Machalek, Todd Leopold, Scott Trainor, Mark Deven, Jim White

- 1) Executive Director Contract Renewal

Jim made a motion to approve the amended contract, Scott seconded – APPROVED

Mark made a motion to end the Executive Session, Todd seconded - APPROVED

**COLORADO CITY AND COUNTY MANAGEMENT ASSOCIATION - BOARD MEETING**  
**Saturday, January 28, 2017, 8:30am**

**Minutes**

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**CALL TO ORDER AND INTRODUCTIONS (Bill Bell)**

**1) 2018 Conference Priorities and Location**

Bill reviewed the member survey results. There were no overwhelming majorities, but these selections had slight advantages

- Locations along the 1-70 corridor
- Dates in Jan-March,
- And max prices of \$299 for registration and \$175 rooms per night

The sale of the Hotel Colorado is not going forward and the members in attendance voted unanimously to stay at the Hotel Colorado.

**CONSENT AGENDA (Bill Bell)**

- 1) Approve meeting minutes from December 12, 2016
- 2) Ratify the 2016 Election Results
- 3) Appoint new Emerging Managers Representative – Travis Machalek

Torie made a motion and Jim seconded the approval of the consent agenda - APPROVED

**DISCUSSION/ACTION ITEMS (Wes LaVanchy)**

- 1) Elect Vice President/Secretary – Todd Leopold agreed to accept the position.
- 2) ICMA Affiliation Agreement  
Bill requested updates to the agreement and made a recommendation to accept the updated agreement for signature, Todd seconded - APPROVED
- 3) Creation of an Innovation and Engagement Team - (Bill Bell)  
Bill had been chair of Best Policies of CML and wanted to bring the idea to CCCMA. To include Nuts and Bolts for managers and other resources. Engaging members in new ways.

Wesley made a recommendation to create this committee with Bill as Chair, Torie seconded - APPROVED

Wes requested that an update from this Team be on every Agenda.

- 4) Senior Advisor Guidelines (Tim Gagen and Craig Kocian)  
ICMA has updated their policy to allow career assistants to serve as Advisors and to encourage diversity.

Jim made a motion to update CCCMA's policy and bylaws to include these changes, Scott seconded – APPROVED

There was agreement to recruit a 4<sup>th</sup> Advisor. Also, ask managers to share info about their regional meetings.

5) ELGL Scholarship, other outside opportunities (Denise Taylor and Travis Machalek)

A request came in from a member for a scholarship to the ELGL 2017 Conference. This led to a discussion about creating a policy with requirements and criteria for scholarships to non CCCMA conferences.

### **REPORTS**

1) Executive Director's Report (Denise Taylor)

2) Report on ICMA (Karen Daly)

Karen would like to help us maximize our connection to ICMA resources, support us, educate and raise the awareness of profession.

3) CWLG Report (Heather Geyer)

Heather offered a slide presentation of CWLG's 2016 activities and accomplishments. She credited CWLG's successful year in large part to partnerships. CWLG requested an additional \$500 to their 2018 expense line item in the CCCMA budget.

Scott made the motion to increase their budget as requested, Torie seconded - APPROVED

4) County Manager's Update (Todd Leopold)

Todd reported that ACCA has the foundational framework for their new website. Adams County hosted a Disrupt event about transportation, they will be hosting these quarterly. He also suggested that the CCCMA president attend CCI and ACCA events - and vice versa.

5) Emerging Manager's Update (Travis Machalek)

6) Senior Advisors Report (Tim Gagen and Craig Kocian)

They are going to make a travel schedule. Recently the Advisor's contacts are falling into two categories, managers that are having current issues and emerging managers. They would like to continue to raise awareness that Advisors that are available to all!

### **Other Business**

10:32 adjournment