

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

**AGENDA**

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**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) 1<sup>st</sup> 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