



OCCMA
Oregon City/County
Management Association
A State Affiliate of **ICMA**

2020 WORK PLAN

OUR MISSION

Our mission is to support and energize our members and the profession in order to foster responsible, responsive local government with the objective of improving the sustainability and livability of Oregon communities.

OUR STRATEGIC GOALS

Our Strategic Plan has four goals which reflect our Mission:

- A. Provide professional development opportunities to our Members.
- B. Support our Members in the Profession.
- C. Provide outreach to foster diversity and inclusiveness of our Membership.
- D. Host the 2021 ICMA Annual Conference in Portland.

OCCMA carries out its Mission through programs and special activities conducted by the Board and a number of standing committees.

CORE BELIEFS (taken from Envision ICMA Strategic Plan - Adopted February 17, 2017)

1. **PUBLIC SERVICE:** including the stewardship of democratic principles and the efficient and transparent use of public resources;
2. **ETHICS:** as the core of professionalism in local government leadership and management as outlined in the ICMA Code of Ethics;
3. **COUNCIL-MANAGER FORM OF GOVERNMENT AND PROFESSIONAL MANAGEMENT:** as the preferred local government structure;
4. **EQUITY AND INCLUSION:** ensuring that local governments are inclusive and mirror the diversity in communities;
5. **THE CONTINUOUS PURSUIT OF EXCELLENCE:** including professional development, life-long learning, networking, capacity building, knowledge sharing, and engagement;
6. **STEWARDSHIP:** balancing resources including people, financial, social capital, and environmental so that communities are better than we found them; and,
7. **LEADERSHIP:** developing leadership capacity and attracting and developing future generations of leaders.

WORK PLAN

OCCMA carries out its Mission through programs, support services, and special activities conducted by the Board and a number of standing and ad hoc committees, with administrative support from the League of Oregon Cities. On January 31, 2020, the Board of Directors

adopted a work plan for 2020. The letters in parentheses reference the goals(s) related to that work item. The 2020 OCCMA Work Plan is as follows:

A. **OCCMA Board**

A.1 Promote the manager/council form of government by creating a League of Oregon Cities conference work shop or program on the manager/council form of government. (B)

A.2 Schedule the annual retreat on November 12-13 in conjunction with the ICMA Planning Committee that meets in Portland November 13-15, 2021. (B,D)

A.3 Create a Diversity, Equity and Inclusion ad hoc Committee.(C)

A.4 Create a Veterans in the Profession ad hoc Committee. (C)

A.5 Advocate with LOC for bylaws changes regarding manager nomination and participation on the LOC Board of Directors.

A.6 Develop and provide OCCMA branded items for use in promoting the benefits and membership in OCCMA. (B)

A.7 Review membership criteria to encourage broader participation of local government administrators in the Association.

B. **Nominating Committee**

B.1 Recruit a diverse slate of candidates for the Board and president-elect reflective of the OCCMA community. (C)

C. **Ethics**

C.1 Develop a policy for addressing ethics complaints for members who are ICMA members and also for OCCMA members who are not ICMA members.

D. **Support for Managers**

D.1 Regularly promote senior advisor services and encourage members and non-members to avail themselves of these services. (B)

D.2 Work with the Board to review content of membership promotion and support material. (B)

E. **Bylaws Committee**

E.1 Implement changes to Policy Annex Article 7, relating to the coaching program. (B)

E.2 Develop written guidelines for scheduling billing and collection of dues by OCCMA. (B)

F. **Audit Committee**

F.1 Determine the need for a financial review or audit of OCCMA financial statements. (B)

G. **Professional Development Committee**

G.1 Utilize the draft PDC guidelines as a basis for conference planning in 2020, and review and revise the draft policy guidelines to reflect operational best practices for future conference planning. (A)

G.2 Provide an opportunity at the conference to promote ethical local government management based on the ICMA Code of Ethics and Oregon Government Ethics. (A)

G.3 Work with county managers to consider the development of a proposed county track of training opportunities at the conferences. (A)

G.4 Focus on utilization of diverse and inclusive professionals to present at our conferences and engage with OCCMA. (A, C)

H. **Academic Affairs (ad hoc)**

H.1 Prepare a brief local government curriculum for local government officials to present when asked to speak with school and other local community groups about the manager form of government. (B)

H.2 Pair up university students attending conferences (including ICMA) with managers attending that conference. (B, C)

H.3 Develop a program at Southern Oregon University linking students with OCCMA. (B, C)

I. **Communications (ad hoc)**

I.1 Produce a quarterly newsletter with articles on ethics, promotion of professional development opportunities and diversity, equity and inclusion initiation opportunities for the profession, including a list of regional managers' meetings and contacts for those groups. (B)

I.2 Explore the development of an OCCMA app. (B)

I.3 Develop a survey for Board approval regarding OCCMA services including coaching, communication with members, membership criteria and diversity, equity and inclusion in the profession. (B)

J. **ICMA Liaison (ad hoc)**

J.1 Review compliance of OCCMA and ICMA with the Affiliation Agreement between ICMA and OCCMA dated December 14, 2016. (B)

K. **Diversity, Equity and Inclusion (ad hoc)**

K.1 Review purpose and task relating to the mission of this ad hoc Committee and report back any suggested modifications to the Board.

K.2 Increase support for the Women's Leadership Academy, including administration and logistics, continue with OCCMA memberships and expand programming. (B,C)

K.3 Focus on recruiting and expanding diversity of members in OCCMA. (B,C)

L. **Host Committee (ad hoc)**

L.1 Educate Oregon managers about the 2021 ICMA conference, explore discounts for first time attendees, scholarships and other programs that encourage managers from Oregon to be involved with this conference. (A, D)

L.2 Consider a scholarship program for 2021 ICMA conference utilizing funding raised by the Host Committee. (A, D)

M. **Next Generation Committee (ad hoc)**

M.1 Pair up new managers with existing managers to help welcome new members at conferences and other events. (B,C)

M.2 Welcome newly-appointed managers to the Association with a welcome package. (B,C)

N. **Veterans Advisory Committee (ad hoc)**

N.1 Review the purpose and task relating to the mission of the Ad hoc Committee and report any suggested modifications back to the Board.