



OMA Board of Directors Meeting
April 21, 2022 | 11:15 a.m. – 12:30 p.m.
Eastern Oregon Trade & Event Center
1705 E. Airport Road, Hermiston, Oregon

Zoom

<https://us06web.zoom.us/j/85327599327?pwd=QmQ2eGcrMFY5OGxKYnZuL2RSUk5PdZ09>

Meeting ID: 853 2759 9327

Passcode: 965191

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AGENDA

- A. Welcome & Roll Call** (*Jeff Gowing*) -
- B. Consent Calendar*** (*Jeff Gowing*)2
 - 1. Minutes of the March 4, 2022, OMA Board of Directors Meeting2
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- G. Second, Third & Fourth Quarter Newsletters*** (*Jeff Gowing*).....20
- H. Co-Sponsor Potential Gubernatorial Forum at LOC Conference*** (*Patty Mulvihill*).....22
- I. Staffing Update** (*Patty Mulvihill*).....23
- J. Other Business** (*Jeff Gowing*) -
- K. Adjournment** (*Jeff Gowing*) -

*Agenda items denoted with an asterisk indicate a motion is recommended. The sample motion will appear in the agenda item’s associated materials.



OMA Board of Directors

March 4, 2022 | 4:39 p.m. – 7:58 p.m.

League of Oregon Cities Office

1201 Court Street, Room 113

Salem, Oregon 97301

Zoom

<https://us06web.zoom.us/j/89083012824?pwd=aFpUYWQ3WCtwV1p4MzY3ang2STAvQT09>

MINUTES

Voting Board Members:

Jeff Gowing, President – Present
Teri Lenahan, Vice President – Present
Beth Wytoski, Past President – Present
Jason Snider, Director – Present

Henry Balensifer III, Director – Present
Rod Cross, Director – Present
Jim Trett, Director – Present
Carol MacInnes, Director - Absent
Meadow Martell, Director – Present

Staff:

Patty Mulvihill, LOC Interim Executive Director & OMA Staff Liaison

Guests:

Mayor Dean Sawyer, City of Newport (only present for Agenda Item D, via Zoom)
Mayor Ted Wheeler, City of Portland (only present for Agenda Item E, via Zoom)
Bobby Lee, City of Portland (only present for Agenda Item E, via Zoom)

A. Welcome & Roll Call

4:39 pm

President Jeff Gowing called the meeting to order and acknowledged that all Board members, with the exception of Mayor Carol MacInnes, and LOC Interim Executive Director and OMA Staff Liaison Patty Mulvihill, were present.

B. Board Member Orientation

Patty Mulvihill presented the members with a Board Member Orientation. The Orientation included information on the following:

- The Board's Buddy System – where veteran Board members are paired with newly elected/appointed Board members;
- The purpose of the OMA;
- The 2022 Board of Directors;



- The role of the Board of Directors;
- Logistical information related to serving on the Board of Directors;
- OMA's governing documents;
- OMA's website, listserve and membership directory;
- OMA's committees;
- The Board's expense and reimbursement policies;
- Important dates and events in 2022; and
- The relationship between the OMA and the LOC.

The Board member orientation included a Power Point presentation, a copy of which can be found in the packet associated with the March 4, 2022, OMA Board of Directors meeting.

C. Consent Calendar

It was moved by Mayor Henry Balensifer and seconded by Mayor Rod Cross to approve the consent calendar. The motion passed unanimously (8 Yes [Gowing, Lenahan, Wytoski, Cross, Balensifer, Snider, Trett, and Martell] 0 No, 0 Abstain, 1 Absent {MacInnes}).

The consent calendar included the minutes of the December 3, 2021, OMA Board of Directors Meeting, and the 2021 Financial Review, copies of which can be found in the packet associated with the March 4, 2022, OMA Board of Directors meeting.

D. 2022 Annual Summer Conference

Mayor Gowing welcomed Mayor Dean Sawyer to the meeting. Mayor Sawyer's city, Newport, will be hosting the 2022 Annual Summer Conference. The Mayor indicated that specific logistical details should be discussed with city of Newport staff, Peggy Hawker the City Recorder and Spencer Nebel the City Manager. Patty Mulvihill advised that LOC staff will coordinate a meeting with Newport city staff. Mayor Sawyer advised that he would like for this conference to be a family-friendly event – mayors should feel encouraged to bring their families.

Mayor Cross inquired about buses being available because it's sometimes difficult to exit the conference hotel onto Highway 101. Mayor Sawyer advised that buses will be secured.

Mayor Wytoski directed staff to provide Mayor Sawyer, and his staff, with all feedback in the OMA's possession regarding the prior year's summer conference.



E. Houselessness & Livability Challenges for Cities

Mayor Gowing welcomed Mayor Wheeler of Portland and Bobby Lee, Mayor Wheeler's Chief of Staff, to the meeting.

Mayor Wheeler thanked the Board for allowing him to attend the meeting and for the service they provide their communities and all of Oregon's mayor. He advised that he wanted to speak with the Board about houselessness and the fact that it is impacting small, medium and large cities across the state of Oregon. Mayor Wheeler stated that he has been impressed by the direct financial assistance and support the states of California and Washington have provided their cities to help address the houselessness crisis. While Mayor Wheeler is appreciative of the \$25 million provided to some of the state's largest cities this past legislative session, he believes the dollar amount is only a starting point. Mayor Wheeler hopes that mayors from across the state, in coordination with the OMA, can come together to create a unified strategy to find a meaningful solution to houselessness, which includes a significant financial investment from the state of Oregon. He would like a collaborative approach to be taken.

Members of the OMA Board, as well as Mayor Wheeler, spent a considerable amount of time discussing the causes of houselessness, the need for a unified voice, and the importance of direct financial assistance from the state of Oregon. All agreed that a strategic and unified position should be sought and that mayors from across the state must be involved in the effort. The discussion ended with an action to create a taskforce comprised of mayors from across the state to focus on this issue between now and the 2023 legislative session. LOC and city of Portland staff were directed to take the lead on handling logistics.

It was moved by Mayor Henry Balensifer and seconded by Mayor Beth Wytoski to create a taskforce to develop a proposal on how cities can address houselessness. The taskforce is to be: representative of all regions of the state; reflective of the various population sizes of Oregon's 241 cities; should not exceed 25 members; must include all members of the OMA Board of Directors; and, must include Mayor Wheeler of Portland. LOC staff and Mr. Lee were directed to work together to identify a potential taskforce makeup and submit the same to the OMA Board of Directors for review and approval. The motion passed unanimously (8 Yes [Gowing, Lenahan, Wytoski, Cross, Balensifer, Snider, Trett, and Martell] 0 No, 0 Abstain, 1 Absent [MacInnes].



F. Appointment to 2022 Committees

The applications for the various 2022 OMA Committees were reviewed. Board members discussed how to ensure the Committees were comprised of volunteers and representative of the entire state, as much as that representation is possible given the persons who volunteered to serve. Appointments to committees were made as follows:

- Conference Planning Committee
 - Rod Cross, Mayor of Toledo
 - Brian Dalton, Mayor of Dallas
 - Cecelia Koontz, Mayor of Monmouth
 - John McArdle, Mayor of Independence
 - Michael Preedin, Mayor of Sisters
 - Jim Trett, Mayor of Detroit
 - Jules Walters, Mayor of West Linn
 - Beth Wytoski, Mayor of Dayton
- Mayor's Leadership Award Committee
 - Rod Cross, Mayor of Toledo
 - Jeff Gowing, Mayor of Cottage Grove
 - John McArdle, Mayor of Independence
 - Lucy Vinis, Mayor of Eugene
 - Beth Wytoski, Mayor of Dayton
- Nominating Committee
 - Brian Dalton, Mayor of Dallas
 - Tamie Kaufman, Mayor of Gold Beach
 - Keith Mays, Mayor of Sherwood
 - Michael Preedin, Mayor of Sisters
 - Beth Wytoski, Mayor of Dayton
- Student Contest Committee
 - Steve Callaway, Mayor of Hillsboro
 - Cathy Clark, Mayor of Keizer
 - Teri Lenahan, Mayor of North Plains
 - Meadow Martell, Mayor of Cave Junction
 - Jason Snider, Mayor of Tigard
- Constitution & Bylaws Committee
 - Henry Balensifer, Mayor of Warrenton
 - Rod Cross, Mayor of Toledo
 - Cecelia Koontz, Mayor of Monmouth
 - Keith Mays, Mayor of Sherwood



- Rick Rodgers, Mayor of Newberg
- Jim Trett, Mayor of Detroit
- Resource Committee
 - Henry Balensifer, Mayor of Warrenton
 - Cathy Clark, Mayor of Keizer
 - Rod Cross, Mayor of Toledo
 - George Endicott, Mayor of Redmond
 - Jeff Gowing, Mayor of Cottage Grove
 - Teri Lenahan, Mayor of North Plains
 - John McArdle, Mayor of Independence
 - Carol MacInnes, Mayor of Fossil
 - Meadow Martell, Mayor of Cave Junction
 - Jason Snider, Mayor of Tigard
 - Jim Trett, Mayor of Detroit
 - Susan Wahlke, Mayor of Lincoln City
 - Beth Wytoski, Mayor of Dayton

After Committee appointments were made, Mayor Trett expressed a desire to increase the profile of the Mayor's Leadership Award and increase the ability of people to nominate mayors for the award. The Board agreed that more people in the community should be aware of the award and their own ability to nominate a mayor for the award. Patty Mulvihill advised that this year the LOC can circulate that nominations for the award are open in the following ways: distribution via the OMA listserv; distribution via the LOC Bulletin; notification to all chief executive officers of Oregon cities; and issuing a press release to all newspaper outlets in the state.

A copy of the documents related to Appointments to 2022 Committees can be found in the packet associated with the March 4, 2022, OMA Board of Directors meeting.

G. Membership Drive 2022 & 2022 Directory

Patty Mulvihill advised that the OMA Board achieved its membership drive goal and that the directory is almost complete. The Board decided that the directory would be printed and provided to all OMA members. Additionally, LOC staff was advised to research the possibility of providing the directory in an app based format.



A copy of a memorandum related to Membership Drive 2022 and 2022 Directory can be found in the packet associated with the March 4, 2022, OMA Board of Directors meeting.

H. Responses to RFP for 2023 & 2024 Summer Conference Locations

Patty Mulvihill quickly summarized the various proposals received from venues looking to host the 2023 and/or 2024 Summer Conference. There was little discussion by the Board, which quickly identified Hood River as the logical choice for 2023 since it was the only city expressing a strong desire for that event and Klamath Falls for 2024 since the OMA had not hosted an event in that region in at least 20 years.

It was moved by Mayor Teri Lenahan and seconded by Mayor Henry Balensifer to award the 2023 Summer Conference to the city of Hood River. The motion passed unanimously (8 Yes [Gowing, Lenahan, Wytoski, Cross, Balensifer, Snider, Trett, and Martell] 0 No, 0 Abstain, 1 Absent {MacInnes}).

It was moved by Mayor Henry Balensifer and seconded by Mayor Jim Trett to award the 2024 Summer Conference to the city of Klamath Falls. The motion passed unanimously (8 Yes [Gowing, Lenahan, Wytoski, Cross, Balensifer, Snider, Trett, and Martell] 0 No, 0 Abstain, 1 Absent {MacInnes}).

A copy of the documents related to the Responses to RFP for 2023 & 2024 Summer Conference Locations can be found in the packet associated with the March 4, 2022, OMA Board of Directors meeting.

I. 2022 Budget

Patty Mulvihill reviewed the 2022 Draft Budget with the OMA Board of Directors, noting that changes requested by the Board during its December 2021 meeting have been incorporated.

It was moved by Mayor Henry Balensifer and seconded by Mayor Jason Snider to amend the presented budget, specifically Budget Line 4-6013, related to the Directory, so that said line is increased by \$4,000 to allow for the creation of an app, and any other budget lines impacted by that increase should be updated accordingly. The motion passed unanimously (8 Yes [Gowing, Lenahan, Wytoski, Cross, Balensifer, Snider, Trett, and Martell] 0 No, 0 Abstain, 1 Absent {MacInnes}).



It was moved by Mayor Jim Trett and seconded by Mayor Rod Cross to adopt the budget as amended. The motion passed unanimously (8 Yes [Gowing, Lenahan, Wytoski, Cross, Balensifer, Snider, Trett, and Martell] 0 No, 0 Abstain, 1 Absent {MacInnes}).

A copy of the documents related to the 2022 Budget can be found in the packet associated with the March 4, 2022, OMA Board of Directors meeting.

J. Resolution Establishing a Policy Regarding Third Party Requests for Information Distribution

Patty Mulvihill explained the purpose of the proposed Resolution. There was no discussion by the Board.

It was moved by Mayor Balensifer and seconded by Mayor Rod Cross to adopt the Resolution as presented. The motion passed unanimously (8 Yes [Gowing, Lenahan, Wytoski, Cross, Balensifer, Snider, Trett, and Martell] 0 No, 0 Abstain, 1 Absent {MacInnes}).

A copy of the resolution, as well as a memorandum related to the resolution, can be found in the packet associated with the March 4, 2022, OMA Board of Directors meeting.

K. 2022 Spring Workshop, Travel Expense Approvals

Patty Mulvihill explained that if a Board member needs their travel expenses covered for the 2022 Spring Workshop, they need to ask for that coverage today during the meeting. Mayors requesting hotel and mileage coverage included: Mayor Henry Balensifer; Mayor Rod Cross; Mayor Meadow Martell; Mayor Teri Lenahan; and Mayor Jim Trett.

A copy of a memorandum related to the 2022 Spring Workshop, Travel Expense Approvals, can be found in the packet associated with the March 4, 2022, OMA Board of Directors meeting.

L. LOC Staffing Update

Patty Mulvihill advised that she expects to continue staffing the OMA through its Summer Conference due to the LOC being significantly understaffed and overcommitted. She advised



that the Interim Member & Administrative Services Director is working to review the structural deficiencies within that Department before a plan is made on how to hire additional staff.

A copy of a memorandum related to the LOC Staffing Update can be found in the packet associated with the March 4, 2022, OMA Board of Directors meeting.

M. Student Contest – Guidance to Students With No Participating City

Patty Mulvihill advised that some homeschooled students do not reside in a city but still wish to participate in the contest. Other students who do reside inside of cities, and want to participate in the program, find themselves living in a city whose mayor does not wish to participate in the program. There was significant discussion by the Board and the Board ultimately advised that a student in this situation can have two options: (1) find a neighboring city and see if that city will allow them to participate; or, (2) the OMA Student Contest Committee will review any such submissions as if the Committee were its own city.

A copy of a memorandum related to Student Contest – Guidance to Students With No Participating City can be found in the packet associated with the March 4, 2022, OMA Board of Directors meeting.

N. Feedback for LOC's Strategic Planning Process

Patty Mulvihill advised that the LOC Board is involved in gathering information from members to use in its forthcoming strategic planning process. The Board is specifically interested in learning about where the LOC excels, where it can improve, and where members hope to see the organization in the next four to five years.

The Board expressed a strong belief that one of the greatest needs of cities is for the LOC to act as a lobbying force; but, that the lobbying activities used need to improve. Board members expressed a strong belief that the LOC is too defensive, and that the LOC needs to take some proactive initiatives to undo existing preemptions. Other ideas discussed included having LOC lobbyists act as coordinators and directors, but not as the persons actually making the arguments before legislators – that job, according to the Board, should rest with local elected officials.



Several Board members agreed that the creation of caucuses was a good idea, but that their creation was not well advertised, and that LOC personnel should not be prohibited from providing core LOC functions, like training or lobbying, to staff the caucuses.

O. Other Business

No other business was discussed.

P. Adjournment

President Gowing adjourned the March 4, 2022, meeting at 7:58 pm.

APPROVED by the Oregon Mayors Association Board of Directors on April 21, 2022.

ATTEST:

Patricia M. Mulvihill
LOC Interim Executive Director
OMA Staff Liaison

Jeff Gowing
OMA President
Mayor of Cottage Grove



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, LOC INTERIM EXECUTIVE DIRECTOR & OMA STAFF LIAISON

SUBJECT: 2022 OMA DIRECTORY

DATE: APRIL 11, 2022

The 2022 OMA Directory has been completed by LOC staff and sent to the publisher. The Directory will be published, with copies being mailed to all OMA members.

LOC staff is still working to identify a potential app to serve as an electronic directory. Staff is attempting to identify an appl that will work with the LOC's current database system so that when the LOC database is updated, the app will automatically update as well – thereby eliminating any duplicative data input needs.



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, LOC INTERIM EXECUTIVE DIRECTOR & OMA STAFF LIAISON

SUBJECT: 2022 OMA COMMITTEES

DATE: APRIL 11, 2022

During its March 4, 2022, meeting, the OMA Board of Directors established its Committee rosters for this calendar year. Below is a list of the Committees as established, as well as any scheduled meeting dates.

Conference Planning Committee

- Rod Cross, Mayor of Toledo
- Brian Dalton, Mayor of Dallas
- Cecelia Koontz, Mayor of Monmouth
- John McArdle, Mayor of Independence
- Michael Preedin, Mayor of Sisters
- Jim Trett, Mayor of Detroit
- Jules Walters, Mayor of West Linn
- Beth Wytoski, Mayor of Dayton

First meeting scheduled for April 28, 2022.

Mayor's Leadership Award Committee

- Rod Cross, Mayor of Toledo
- Jeff Gowing, Mayor of Cottage Grove
- John McArdle, Mayor of Independence
- Lucy Vinis, Mayor of Eugene
- Beth Wytoski, Mayor of Dayton

First meeting scheduled for June 8, 2022.

Nominating Committee

- Brian Dalton, Mayor of Dallas
- Tamie Kaufman, Mayor of Gold Beach
- Keith Mays, Mayor of Sherwood
- Michael Preedin, Mayor of Sisters
- Beth Wytoski, Mayor of Dayton

Meeting scheduled for September 22, 2022.

Student Contest Committee

- Steve Callaway, Mayor of Hillsboro
- Cathy Clark, Mayor of Keizer
- Teri Lenahan, Mayor of North Plains
- Meadow Martell, Mayor of Cave Junction
- Jason Snider, Mayor of Tigard

Meeting scheduled for April 27, 2022.

Constitution & Bylaws Committee

- Henry Balensifer, Mayor of Warrenton
- Rod Cross, Mayor of Toledo
- Cecelia Koontz, Mayor of Monmouth
- Keith Mays, Mayor of Sherwood
- Rick Rodgers, Mayor of Newberg
- Jim Trett, Mayor of Detroit

No meeting scheduled as Committee is only convened when necessary.

Resource Committee

- Henry Balensifer, Mayor of Warrenton
- Cathy Clark, Mayor of Keizer
- Rod Cross, Mayor of Toledo
- George Endicott, Mayor of Redmond
- Jeff Gowing, Mayor of Cottage Grove
- Teri Lenahan, Mayor of North Plains
- John McArdle, Mayor of Independence
- Carol MacInnes, Mayor of Fossil
- Meadow Martell, Mayor of Cave Junction
- Jason Snider, Mayor of Tigard
- Jim Trett, Mayor of Detroit
- Susan Wahlke, Mayor of Lincoln City
- Beth Wytoski, Mayor of Dayton

First meeting scheduled for May 16, 2022; second meeting scheduled for June 15, 2022.



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, LOC INTERIM EXECUTIVE DIRECTOR & OMA STAFF LIAISON

SUBJECT: HOUSELESSNESS & LIVABILITY CHALLENGES FOR CITIES

DATE: APRIL 11, 2022

During its March 4, 2022, meeting, the OMA Board of Directors consulted with Mayor Ted Wheeler about the prospect of creating a statewide taskforce comprised of mayors whose purposes will be to address the houselessness crisis in a way that results in establishing a unified and comprehensive request of direct financial assistance from the state during the 2023 legislative session.

The OMA Board agreed to create a taskforce with the taskforce makeup being structured to follow these parameters:

- Representative of all regions of the state;
- Reflective of the various population sizes of Oregon's 241 cities;
- Should not exceed 25 members;
- Must include all members of the OMA Board of Directors; and,
- Must include Mayor Wheeler of Portland.

LOC staff and Mayor Wheeler's Chief of Staff, Bobby Lee, were directed to work together to identify a potential taskforce makeup and submit the same to the OMA Board of Directors for review and approval. Attached is a 25-person proposed taskforce created by LOC staff in consultation with staff from the city of Portland. Persons highlighted in green are persons who have **not** been asked to serve on the Taskforce as appointments to the taskforce rest in the OMA Board's discretion.

The proposed taskforce makeup was discussed with President Gowing in advance of this meeting. President Gowing expressed concern that the taskforce includes a significant number of larger metro area cities. I explained to President Gowing that I and the city of Portland recognized this may be an issue, but those cities were chosen for two reasons: (1) they have dedicated staff large enough to help successfully lobby the legislature to secure the needed funding; and (2) they are cities seeing some of the largest impacts from the current houselessness crisis. Additionally, strong steps were taken to ensure that the overall taskforce contains an equitable representation of cities from all regions of the state

and from cities of various sizes. During our discussion Mayor Gowing accepted the rationale behind the proposed taskforce makeup and expressed his support for the proposal.

If the Board agrees with the recommended taskforce, LOC staff will contact the recommended mayors to identify their interest in serving on the taskforce. Should a mayor identified on the attached list does not wish to participate on the taskforce, staff recommends that President Gowing be provided authority to appoint a similarly situated mayor to the taskforce.

It is staff's understanding that Mayor Wheeler of Portland will be attending the OMA Board meeting, in person, and will be available to continue discussing the taskforce, and its composition, with the Board.

Proposed Motion: I move the appointment of persons to the OMA Houselessness Taskforce as recommended by staff. If a mayor recommended by staff does not wish to serve on the Taskforce, President Gowing is provided the authority to appoint a similarly situated mayor to serve.

	City	City's Population	Senate District	Representative District	LOC Region
Mayor Henry Balensifer	Warrenton	6,352	16	32	1
Mayor Rod Cross	Toledo	3,611	5	10	5
Mayor Jeff Gowing	Cottage Grove	10,792	4	7	4
Mayor Teri Lenahan	North Plains	3,446	15	30	2
Mayor Carol MacInnes	Fossil	449	4	7	9
Mayor Meadow Martell	Cave Junction	2,149	2	3	7
Mayor Jason Snider	Tigard	55,854	18	35	2
Mayor Jim Trett	Detroit	141	9	17	3
Mayor Ted Wheeler	Portland	658,773	18	36	2
Mayor Beth Wytoski	Dayton	2,698	12	23	3
Mayor Lucy Vinis	Eugene	175,626	7	13	4
Mayor Randy Sparacino	Medford	87,353	3	6	7
Mayor Sally Russell	Bend	100,922	27	54	9
Mayor Richard Mays	The Dalles	16,047	30	59	8
Mayor Dave Drotzmann	Hermiston	19,696	29	57	11
Mayor Steve Clements	La Grande	13,087	29	58	11
Mayor Julie Akins	Ashland	21,554	3	5	7
Mayor Lacey Beaty	Beaverton	97,782	14	27	2
Mayor Steve Callaway	Hillsboro	108,154	15	29	2
Mayor Travis Stovall	Gresham	114,361	25	50	2
Mayor Jessica Engelke	North Bend	10,375	5	9	6
Mayor Michael Preedin	Sisters	3,286	30	59	9
Mayor Carol Westfall	Klamath Falls	22,022	28	56	10
Mayor Kate McBride	Hood River	8,259	26	52	8
Mayor John Turner	Pendleton	17,169	29	58	11



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, LOC INTERIM EXECUTIVE DIRECTOR & OMA STAFF LIAISON

SUBJECT: 2022 SUMMER CONFERENCE, TRAVEL EXPENSE APPROVALS

DATE: APRIL 11, 2022

With the adoption of the 2022 Budget, the Board specifically allocated funds to pay for the costs associated with Board members attending its workshops and conferences if the Board member's city cannot cover said expenses. The purpose of this agenda item is to identify which Board member's require assistance, and the type of assistance needed, to attend the Summer Conference, so that LOC staff can move forward appropriately.

Once Board members have indicated their level of needed assistance, the Board needs to authorize LOC staff to make the relevant expenditures.



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, LOC INTERIM EXECUTIVE DIRECTOR & OMA STAFF LIAISON

SUBJECT: 2022 SUMMER CONFERENCE, REGISTRATION FEES

DATE: APRIL 11, 2022

Before the registration for the OMA Summer Conference is released, LOC staff needs direction from the Board on the amount of the conference registration fee. Lisa Trevino, LOC's Interim Operations & Member Engagement Director is working with the Best Western Plus Agate Beach Inn to obtain updated menu pricing schedules. Once she has this updated schedules she can properly calculate a recommended registration fee. I will have Ms. Trevino's recommended registration fee during the meeting.



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, LOC INTERIM EXECUTIVE DIRECTOR & OMA STAFF LIAISON

SUBJECT: USE OF OMA CONFERENCE TRAINING VIDEOS

DATE: APRIL 11, 2022

The LOC is building a digital library of trainings for use by LOC members. In reviewing past LOC, OCCMA, OCAA, and OMA conferences, LOC staff identified two trainings put forward at OMA conferences that LOC staff would like to include in its digital library. However, given that the content was created by and for the OMA, LOC staff wishes to secure the OMA Board's permission before adding the conference session recording to its own digital library.

The two sessions are:

1. OMA – Race In Oregon History: A Historical Perspective - Eliza E. Canty Jones - editor, Oregon Historical Quarterly and Kerry Tymchuk, Director of Oregon Historical Society .
2. “Race, Equity and Leadership” (presented at 2020 OMA Conference) presented by Leon Andrews, former head of the REAL (Race, Equity, and Leadership) program at National League of Cities.



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, LOC INTERIM EXECUTIVE DIRECTOR & OMA STAFF LIAISON

SUBJECT: SECOND, THIRD, AND FOURTH QUARTER OMA NEWSLETTERS

DATE: APRIL 11, 2022

The OMA needs to identify the cities to be spotlighted, as well as additional supplemental articles, in the second, third, and fourth quarter newsletters. Attached herein is a list of cities spotlighted in prior Newsletters, dating back to 2007.

For Quarter 2, it may be appropriate to spotlight the city of Newport since it's the host city for the Summer Conference. I would note that Newport has been spotlighted in the Newsletter previously, although it was spotlighted in ten years ago in 2012.

Past City Spotlights

2022

- Cottage Grove

2021

- Detroit
- Coos Bay
- Umatilla
- Beaverton

2020

- Seaside
- Portland
- Elgin
- Hermiston

2019

- Medford
- Springfield
- Mt. Angel
- Yachats

2018

- Florence
- Baker City
- Hillsboro
- North Plains

2017

- Prineville
- Eagle Point
- Siletz

2016

- Redmond
- Lincoln City
- Tualatin
- Scappoose

2015

- Amity
- Dallas
- Tigard
- Prineville

2014

- Manzanita
- Prineville
- Cave Junction

2013

- Amity
- Cave Junction
- Scappoose
- McMinnville

2012

- Newport
- Boardman
- Gervais
- Hillsboro

2011

- Troutdale
- Turner
- Lebanon
- Central Point

2010

- Prineville
- Metolius
- Sherwood
- Maupin

2009

- Lebanon
- Forest Grove
- Cottage Grove

2008

- Lebanon
- Island City
- Depoe Bay
- Prineville

2007

- Milwaukie
- Depoe Bay
- Winston
- Medford



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, LOC INTERIM EXECUTIVE DIRECTOR & OMA STAFF LIAISON

SUBJECT: CO-SPONSOR POTENTIAL GUBERNATORIAL FORUM AT LOC CONFERENCE

DATE: APRIL 11, 2022

The LOC is considering attempting to host a Gubernatorial Forum during its Annual Conference in Bend this coming October. Each candidate would be provided a list of pre-determined questions that focus on the similar missions of the LOC and OMA so that LOC members could properly vet which candidates are friendly towards cities.

It is my understanding that the OMA has previously co-sponsored Gubernatorial Forums that have occurred during the LOC Conference. In co-sponsoring the conference, LOC would be looking for financial contributions that could include assistance with any, or all of, the following: advertising materials, signage, food and beverages, recording fees, etc. LOC does not anticipate any revenue from this event.



To convene, network, train, and empower Mayors

TO: OMA BOARD OF DIRECTORS

FROM: PATTY MULVIHILL, LOC INTERIM EXECUTIVE DIRECTOR & OMA STAFF LIAISON

SUBJECT: STAFFING UPDATE

DATE: APRIL 11, 2022

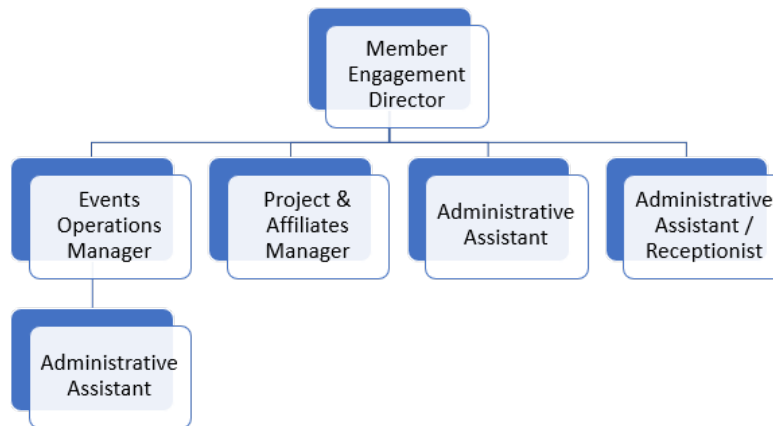
The OMA Staff Liaison has historically always been an employee of the Member & Administrative Services Department. It is this LOC Department that is the most understaffed at the moment; which is why I have been staffing the OMA since June of 2021.

Lisa Trevino is the Interim Operations & Member Engagement Director. Since taking on the interim position in December, Ms. Trevino has been analyzing and studying the Department, focusing particularly on any structural deficiencies contained therein, and working to identify potential solutions. Last week Ms. Trevino and I met at length to review her analysis, consider her recommendations, and identify ways in which the LOC can better staff and structure this Department. In the 2022/23 Fiscal Year Budget, I will be proposing financial resources to reorganize and restaff the Department – some of these changes will impact the OMA and who serves as its Staff Liaison.

Below you will find the tentative reorganization plan for the entire Department. Please know that I am honoring both my and the LOC's commitment to the OMA, I will staff this Association through its 2022 Annual Summer Conference. However, as we have identified the staff position likely to assume OMA Staff Liaison duties, I will be inviting certain LOC staff to future OMA Board and Committee meetings as a way to ensure a smooth transition this coming August.

There are two steps, in Ms. Trevino and my opinions, to achieving success in this Department. The first step in achieving stabilization is to ensure that the duties assigned to job positions are logical, equitable, and that employees understand their specific tasks. A second step in reaching stabilization is securing additional administrative support so that those employees responsible for program development and management can focus on bigger picture tasks while administrative tasks (taking minutes, printing name badges, securing hotel rooms, ordering food, etc.) can be handled by persons hired to handle those

types of activities. Below is the proposed organizational chart with an explanation to follow.



1. *Member Engagement Director (currently Operations & Member Engagement Director)*. This position will lead the Department. The position will primarily be responsible for:
 - Managing the overall Department;
 - IT Management;
 - Facilities Management;
 - Diversity Coordinator (leading the DEI Committee and any Caucuses);
 - LOC Foundation; and
 - Database Management.

Lisa Trevino is presently serving as Interim in this role.

2. *Events Operations Manager (currently Program Manager)*. This position is being switched from the Program Manager to an Events Operations Manager because once database management is eliminated from the position, all core duties are related squarely to events and training. This position will supervise one administrative assistant (whose primary functions will be to do administrative and supportive tasks related to the events and trainings planned and managed by the LOC) and be primarily responsible for:
 - LOC Spring Conference;
 - LOC Annual Conference;
 - LOC Small Cities;
 - LOC City Day;
 - LOC Elected Essentials;
 - LOC Training Program;
 - OMA Conferences/Workshops;
 - OCCMA Conferences/Workshops; and
 - OCAA Conferences/Workshops.

Presently vacant position because Lisa Trevino is serving as the Interim Director. Note Ms. Trevino continues to handle the bulk of the duties assigned to this position, with Elizabeth Gray, LOC's Limited Duration Training Coordinator, provided extensive support.

3. *Project & Affiliates Manager (currently Project & Program Coordinator)*. This position is being switched from the Project and Program Coordinator because the job duties are essentially managing the OMA and OCCMA, while also serving as the Records Custodian and Manager. This is the position that will serve as the OMA Staff Liaison once the 2022 OMA Summer Conference concludes.

Angela Speier is presently serving in this role.

For those that do not know Ms. Speier, she has been staffing the OCCMA successfully since July of 2021. The OCCMA is extremely pleased with Ms. Speier's work ethic and work product. Before joining the LOC, Ms. Speier was an Assistant City Administrator in Lafayette, Oregon, and the Assistant to the City Manager in Silverton. She also previously served as an Intergovernmental Relations Assistant and Research Associate for the LOC (208 – 2014).

4. *Administrative Assistant (not serving under the Events Operations Manager) and Administrative Assistant/Receptionist*. These two positions will perform a series of administrative tasks and play supportive roles. Ms. Trevino is working to flush out specific duties, but those duties will generally include:

- Administrative tasks associated with the DEI Committee and caucuses;
- Administrative tasks associated with the LOC Board and Executive Committee;
- Administrative tasks associated with the LOC Foundation;
- Job ads;
- Membership drives for the OMA, OCCMA, OCAA, and OCPDA;
- Mail;
- Checks;
- Phones; and
- Supplies.

Debi Higgins presently serves as the Administrative Assistant/Receptionist – although she has advised she plans to retire in September/October. Kim Narehood, a temporary employee hired through a staffing agency, is currently serving as an Administrative Assistant – we hope Mr. Narehood applies for the permanent position once it becomes open and available.