

WCMA EXECUTIVE BOARD MEETING
April 26, 2007
Waupun City Hall

Meeting Minutes

Present:

Attendee

Scott Gosse, President
Mike Davis, Vice President
Lisa Kotter, Treasurer
Mark Rohloff, Board Member

Gary Rogers, Past President
Joe Murray, Board Member
Todd Schmidt, Board Member
Jeremy Smith, WAMCAM President
Barb Blumenfield

Ed Henschel

Organization

Village of Pewaukee
City of Middleton
City of Clintonville
Town of Grand Chute

City of Waupun
Village of Greendale
City of Milton
Village of Sussex
ICMA-Vice President

WCMA Executive Director

Call to Order: President Scott Gosse called the meeting to order at 11:30 AM.

Approval of Minutes: A motion was made by L. Kotter and seconded by T. Schmidt to approve the minutes of the March meeting as presented. The motion carried unanimously.

WAMCAM Report: Jeremy Smith, President of WAMCAM, reported that the professional development seminar in Waunakee on Municipal Labor Law was well attended. The next program will be held in Oshkosh with a presentation on organization leadership development. WAMCAM will conduct one of the sessions at the Summer conference and plan to do a session on brownfield development.

Wisconsin Range Rider Program: Barb Blumenfield has suggested at the last Board meeting the creation of a range rider program for the State, since one has never been offered in the past. It was explained that a range rider is typically a retired manager. ICMA will match a State's budget for the program, but must also approve the program and the selected range rider. A proposed statement of policy based on the Missouri program was reviewed and discussed. Barb explained that if the policy is adopted by the Board, then WCMA could advertise for a range rider and then submit a proposal to ICMA

A motion was made by M. Rohloff to approve the Range Rider Statement of Policy (see copy attached) and provide a \$1,000 budget for the 2007 program. The motion was seconded by M. Davis and passed unanimously.

Appointments: President Gosse recommended the appointment of Tammy LaBorde and Cameron Clapper to the 2008 ICMA Conference Planning Committee. A motion was made by M. Rohloff and seconded by L. Kotter to approve the recommendations as presented. The motion passed unanimously.

Strategic Planning: Mike Davis, Strategic Planning Committee Chairman presented a Strategic Plan Outline for the Board to consider. He stated that it is built on the foundation of the ICMA Strategic Plan with components unique to Wisconsin. As the Board considered the outline, it was felt the following concepts should be stressed in the plan:

- That WCMA supports and promotes democratic government
- There is strong support to promote local government internships to train future leaders

- There is a strong desire to strengthen relationships with academic institutions
- The Association should strive to strengthen the need and importance of regional groups
- The Association needs to attract high quality and diverse members to serve on its Board of Directors

After a lengthy discussion of the outline, Mr. Davis indicated that he would incorporate the concepts discussed and send it out to the Board members for review, with the goal of presenting the final outline to the members at the June Business Meeting.

ICMA Report: ICMA Vice President Barb Blumenfield reported that the Midwest Regional meeting in Milwaukee was well attended by Wisconsin administrators. In June the Board will meet in Washington DC to interview candidates for ICMA President.

She also announced that she has accepted a new position as a regional Vice President with Cigna Insurance focusing on municipal health insurance needs for municipalities in the Mid-West.

Next Generation Task Force: Todd Schmidt, chair of the Next Generation Task Force presented an outline of tasks and strategies for the Task Force to try to address (see copy attached). He also suggested the appointment of 2 more members to the Task Force. An email will be sent to the membership soliciting additional participants.

A motion was made by T. Schmidt and seconded by G. Rogers to authorize the Association President to appoint 2 additional members to the Next Generation Task Force. The motion passed unanimously.

A motion was made by L. Kotter and seconded by G. Rogers to adopt the outline of Tasks and Strategies as the charge and direction for the Task Force. The motion passed unanimously.

Executive Director's Report: Ed Henschel reported that the Spring Newsletter and 2007 Roster were in the mail. If members do not receive these documents, they should contact him to get copies mailed to them.

He reported the March Conference in LaCrosse was well attended and a financial success. Due to the low cost of speakers and the modest food costs at the hotel, the conference will net approximately \$10,000.

The June Conference Program has been finalized. The conference topics and registration form can be found in the Spring Newsletter and on the website.

The financial Report for the first quarter on 2007 was presented (see copy attached). A motion was made by L. Kotter and seconded by M. Davis to accept the financial report as presented. The motion passed unanimously.

With no other business to come before the Board, the meeting was adjourned at 1:30 pm.

Future Meeting Dates:

- June 14, 2007 (in Wisconsin Dells at the Summer Conf.)

Respectfully Submitted,

Ed Henschel
Executive Director

WISCONSIN CITY/COUNTY MANAGEMENT ASSOCIATION RANGE RIDER PROGRAM

STATEMENT OF POLICY

I. PURPOSE

The purpose of the Range Rider Program is to make the counsel, experience and support of respected, retired managers of the profession available to individual members. The program is designed to help with personal and professional issues and not to provide any form of technical assistance nor to solve substantive problems in a local government.

II. APPOINTMENT OF RANGE RIDERS

A. QUALIFICATIONS - A Range Rider shall have the following qualifications:

1. A resident of Wisconsin at the time of appointment.
2. At least ten years experience as a chief appointed local government administrator.
3. A willingness to actively participate in the program for the duration of the appointment.
4. A commitment to follow the outline of responsibilities for WCMA Range Riders and the ICMA Range Rider Program Guidelines and Manual.
5. Be a member of the International City/County Management Association and the WCMA at time of appointment and to maintain such memberships during service as a Range Rider.
6. Have an active email address.

B. APPOINTMENT PROCESS - The following process shall be used for the appointment of Range Riders.

1. Creation of an open position by the Wisconsin City Management Association Board of Directors through the declaration of a vacancy as a result of the departure of an incumbent or by expanding the total number of Range Rider positions.
2. Notice of any vacancy shall be given to all WCMA members, who then shall be given 30 days from the date of notice to recommend candidates to the WCMA President. Potential candidates shall be requested to submit a letter of interest and a resume. Candidates shall be interviewed by the President, Vice President and at least one other member of the Board, or a panel of Range Riders who shall make a recommendation to the President.
3. Appointments shall be made jointly by the President of the WCMA with concurrence of the WCMA Board and the Executive Director of the ICMA.
4. Reappointments do not require the declaration of a vacancy and may be made by the President of the WCMA, with concurrence of the WCMA Board. Range Riders must continue to meet the program's qualifications in order to be considered for reappointment.

C. TERM OF APPOINTMENT

1. The appointment continues until the Range Rider, the ICMA, or the WCMA wants to discontinue the relationship. Any one of the three parties may end the appointment upon written notification to the others.

III. OUTLINE OF RESPONSIBILITIES FOR RANGE RIDERS

- A. The Range Rider is encouraged to make contact personally or by phone with each WCMA member at least one time each year.
- B. The Range Rider is encouraged to visit with each newly appointed manager and assistant manager within one month of notice of appointment; and is encouraged visit with each WCMA member in transition within one month of notification.
- C. The Range Rider is expected to provide confidential counseling to all WCMA members on personal and professional issues when invited to do so by a member within a 48 hour response time if at all possible.
- D. The Range Rider is expected to offer support upon request in a private manner directly to members who may be experiencing problems with their elected officials.
- E. The Range Rider is encouraged to attend at least one meeting or social event annually of each area managers' group within the state.
- F. The Range Rider is expected to attend the annual Wisconsin City/County Management Association conferences.
- G. The Range Rider is expected to refrain from direct or indirect public criticism of any WCMA member and to uphold the standards as embodied in the ICMA Code of Ethics.
- H. The Range Rider should provide, at least quarterly, a statement of expenses along with a report of activities to the WCMA Executive Director who shall then forward the same to the WCMA President and WCMA Range Rider Coordinator.
- I. As requested assist the WCMA in recruitment of ICMA and WCMA members and other joint activities and programs with the ICMA.

IV. RANGE RIDER EXPENSES

- A. Annual Budget - Each year the WCMA Board of Directors shall approve an annual budget for the Range Rider Program.
- B. Eligible Expenses
 1. Automobile travel at the current IRS mileage rate.
 2. Meals, lodging, and registration fees while attending managers meetings and the WCMA Annual Conference.
 3. Telephone usage, postage, miscellaneous supplies, copying costs and similar expenses incidental to performing Range Rider responsibilities.
- C. Procedure for Expense Reimbursement
 1. Range Riders shall send the reports required in Section III to WCMA Executive Director.
 2. The WCMA Board of Directors shall approve appropriate expenses and shall authorize full payment of authorized expenses from the WCMA treasury.

3. The WCMA shall submit both the reports and a request for 50% reimbursement to ICMA.

V. OUTSIDE ACTIVITIES

- A. Range Riders may engage in part-time consulting or comparable professional activities as private entities and/or sole proprietors. They may also engage in teaching, consulting, or interim services with state agencies, quasi public entities, local governments or regional agencies. Such part-time activities shall be in accordance with ICMA Range Rider Guidelines. Range Riders shall advise the President of the WCMA before accepting any consulting agreement with an ICMA recognized jurisdiction. In no instance shall a Range Rider accept a consulting assignment with a community without the expressed consent of all ICMA or WCMA members who may be serving at the same entity.
- B. Range Riders may engage in interim manager positions and shall notify the WCMA Executive Director of the acceptance of any such position. Such an assignment should not detract from the Range Rider's attention to his/her Range Rider responsibilities.
- C. Retired administrators who commercially advertise as consultants or who are members of a consulting firm, on a full time basis, are not eligible for Range Rider appointment.

VI. SUPPORT FOR RANGE RIDER PROGRAM

- A. The WCMA Board of Directors shall serve as the Oversight Committee for the Range Rider Program and accepts by reference the International City/County Management Association Range Rider Program Guidelines and Manual.
- B. The WCMA Board of Directors shall annually review this Statement of Policy and all aspects of the program. The Board of Directors shall meet with the Range Rider at the WCMA annual conference to solicit his/her views on the program.
- C. The Range Rider Coordinator, who shall be a WCMA Board of Directors appointee, shall contact the Range Rider quarterly to discuss the program and to offer support. The Coordinator shall encourage the Range Rider to be active, to complete reports and to attend the WCMA annual conference. The coordinator shall also encourage regional manager associations to invite the Range Rider to participate in their activities and the coordinator shall update the WCMA Board of Directors periodically on Range Rider activities.
- D. The WCMA President shall recognize the contributions of the Range Rider at the annual banquet of the association.

VII. APPROVAL OF AND AMENDMENTS TO THE STATEMENT OF POLICY

- A. This Statement of Policy shall become effective upon majority vote of the WCMA Board of Directors.
- B. This Statement of Policy may be amended using the same process as with its original approval.

Adopted by the WCMA Board on this 24th day of April, 2007.

**WCMA Next Generation Task Force
Tasks and Strategies
April 2007**

PURPOSE

The WCMA Board of Directors authorized the creation of the WCMA Next Generation Task Force. This Task Force has the following basic purposes:

- Analyze the status of the local government management profession in Wisconsin to firmly grasp and analyze the environment to be faced by the next generation of managers.
- Assess the strengths and weaknesses of the profession in Wisconsin as it is geared for the next generation, including efforts of WCMA, initiatives in local communities, and pursuits of the educational system.
- Research best practices both in-state and out-of-state to determine next generation strategies that have created positive results.
- Recommend specific strategies and work plans to address next generation needs, both short and long-term, to the WCMA Board.

PARTICIPATION

Co-Chairs: Mark Rohloff, Administrator – Town of Grand Chute
Todd Schmidt, Administrator – City of Milton

WAMCAM Rep: Josh Schoemann, Director of Public Works / Deputy Clerk-Treasurer –
City of Princeton

Members (4): Lisa Kotter, Administrator – City of Clintonville
Andrew Vickers, Intern – Village of Bayside

KEY QUESTIONS & PROPOSED STRATEGIES

1. What are the facts and statistics telling us about the next generation of local government managers in Wisconsin? Can we numerically define the crisis?
 - a. Seek out data already available (ICMA?).
 - b. Engage MPA program in state to provide research assistance for data gathering and compilation.
 - c. Compile information such as retirement trends and future “gaps” in the workforce.
 - d. Determine trends specifically unique to Wisconsin.
 - e. Include thorough information regarding the latest entrants to the profession (< 5 yrs.) and those in-training in MPA programs.
2. What are the barriers, real or perceived, that stand in the way of encouraging new and talented individuals to the profession of local government management in Wisconsin?
 - a. ICMA will be good source of information. Good research and analysis has been done on this in professional journals and think-tanks.
 - b. Specifically for Wisconsin, MPA programs should be involved to determine what today’s students are focusing on. In addition, information should be collected regarding why MPA programs are/are not pushing local government management.
 - c. Wisconsin may face some challenges when “competing” with neighboring states for talent (salaries, benefits, regard for the profession, entry-level positions, etc.). Those challenges should be identified and analyzed.
3. Are the MPA "feeder" programs in Wisconsin achieving what we might consider appropriate goals for producing administrators/managers in our State? Is this a trickle-down from undergraduate programs in political science, planning, public policy, etc.? What can we do to strengthen the impact of these programs on our profession?
 - a. Opportunities for WCMA to outreach to undergrad programs should be researched.
 - b. Bringing back local talent that leave the state for other schools could be encouraged to return.

- c. Engaging out of state schools can be part of the strategy.
- 4. There is a belief that the public's general knowledge of our profession, and local government in general, is surprisingly poor. Why is this, what is the effect on our profession, and what can be done to reverse the trend?
 - a. Look at the early and/or secondary education civics curriculum to determine if there are areas of weakness here that can be strengthened.
 - b. Opportunities for managers to get in the classrooms should be researched.
 - c. Programs for educating and involving the adult population should be considered.
 - d. ICMA Next Gen program may have good information and useful tools available.
- 5. What are other sister associations in other states doing to address these issues (best practices)? What programs are worth considering here?
- 6. What specific efforts and programs will offer the greatest immediate impact and how should we measure progress and success?

Wisconsin City/County Management Association					
Financial Report for the period Jan 1 -March 31, 2007					
		Jan - Mar 07	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	Conference Sponsorships	0.00	11,000.00	-11,000.00	0.0%
	Donations	500.00	2,000.00	-1,500.00	25.0%
	ICMA 2011 Surcharge	1,630.00	2,000.00	-370.00	81.5%
	ICMA Dinner	90.00	1,850.00	-1,760.00	4.87%
	Interest Income	0.00	1,250.00	-1,250.00	0.0%
	June Conference Registrations	0.00	20,000.00	-20,000.00	0.0%
	June Conference Sponsors	2,900.00			
	Late Fees	10.00	100.00	-90.00	10.0%
	March Conference Registrations	19,230.00	19,000.00	230.00	101.21%
	March Conference Sponsors	3,950.00			
	Membership Dues	24,290.75	29,000.00	-4,709.25	83.76%
	Miscellaneous	0.00	3,000.00	-3,000.00	0.0%
	Newsletter Advertising	3,750.00	4,000.00	-250.00	93.75%
	Sale of Shirts	0.00	100.00	-100.00	0.0%
	WAMCAM dues	1,180.00	1,250.00	-70.00	94.4%
	WAMCAM Income	0.00	250.00	-250.00	0.0%
	Total Income	57,530.75	94,800.00	-37,269.25	60.69%
Expense					
	Conf Refund	1,910.00			
	Executive Director Fees	7,296.25	25,500.00	-18,203.75	28.61%
	Hospitality Expenses	0.00	500.00	-500.00	0.0%
	ICMA 2011 Conf. Restricted	0.00	2,000.00	-2,000.00	0.0%
	ICMA Conference Planning	326.98	1,000.00	-673.02	32.7%
	ICMA Dinner at ICMA Conf	0.00	1,800.00	-1,800.00	0.0%
	Insurance	0.00	1,850.00	-1,850.00	0.0%
	Internship Grants	2,000.00	5,000.00	-3,000.00	40.0%
	June Conference Expenses	0.00	23,000.00	-23,000.00	0.0%
	March Conference Expenses	12,554.68	22,000.00	-9,445.32	57.07%
	Miscellaneous Expenses	0.00	1,000.00	-1,000.00	0.0%
	Next Gen. Dev. Program	0.00	1,000.00	-1,000.00	0.0%
	Office Supplies/Postage	79.17	800.00	-720.83	9.9%
	Officer Travel	85.36	1,000.00	-914.64	8.54%
	WAMCAM Expenses	0.00	1,200.00	-1,200.00	0.0%
	Website Charges	809.95	1,000.00	-190.05	81.0%
	Total Expense	25,062.39	88,650.00	-63,587.61	28.27%
	Net Ordinary Income	32,468.36	6,150.00	26,318.36	527.94%
Net Income		32,468.36	6,150.00	26,318.36	527.94%