

**Wisconsin Association of Municipal & County Assistant Managers (WAMCAM)**

**Meeting Notes  
February 14, 2001  
Menomonee Falls, "Public House"  
9:00 a.m. – 11:00 a.m.**

Present:

Patrick Boyle, Village of Whitefish Bay  
Peter Coffaro, City of Wauwatosa  
Ray Ellingen, Village of Whitefish Bay  
Rebecca Finn, Village of Elm Grove  
Tamara Mayzik, City of South Milwaukee  
Constance McHugh, Village of Fox Point  
Mike Morse, Village of Menomonee Falls  
Todd Schmidt, Village of Brown Deer  
Angela Sheehan, City of Janesville

I. Introductions

II. Guest Speaker – JoEllen Mulder, Assistant Village Manager of Menomonee Falls

- A Ms. Mulder gave us an excellent overview of the 10 "C's" to a successful career in city / county government. Here are a few of her key points.
- Cultivate friendships / relationships, particularly with the front line workers and especially the maintenance staff
  - Confidant (People need to be able to trust you)
  - Communicator / Messenger (Be prepared to have to deliver some difficult news to people)
  - Counselor (Personnel issues often require the ability to listen and comfort)
  - Coordinator
  - Citizen concerns / conflict resolution (Her experience has shown that if you do what you fundamentally believe is the right thing, almost everything works out for the best)
  - Connected with the Community (Having many connections to civic groups, the schools, Chamber of Commerce helps a great deal)
  - Committed to Public Service (You have to be committed to helping people and have a desire to make the community a better place to live and work)
  - Recognize and appreciate staff, most importantly, front line workers

Ms. Mulder, who is retiring soon, wished us well in our careers.

III. Old Business

A. WAMCAM Purposes, Goals & Mission Statement:

We reviewed the goals that had been developed from the brainstorming session at the January meeting. They are:

- 1) Learning opportunities and continuing education.

- 2) Sharing network for ideas and information.
- 3) Networking with peers to develop positive working relationships and friendships.
- 4) Establish a positive relationship with other professional associations, such as the Wisconsin City/County Management Association (WCMA).
- 5) Means for different forms of government (Municipalities and Counties) to connect and share information.
- 6) Professional development for Assistants and others on a Municipal/County management career track.
- 7) Resource for those entering the profession (i.e., Graduate Interns)

Angela, Jeff (we volunteered him because he would bring a county perspective), Ray, and Patrick have volunteered to help consolidate the goals and write a mission statement. They will present these at a later date for all of us to review and approve.

#### B. Meeting Coordination (Minutes, Frequency, Meeting Time, etc)

Pete has volunteered to take minutes of the meetings. To keep the momentum, it was agreed that we should continue to meet once a month. Lunch meetings would work out better for most people. Rebecca Finn of Elm Grove volunteered to host the next meeting. Lunch will be served. Generally, the hosting municipality will provide lunch. If it's not possible for a host to cover the cost, everyone could pitch in \$5 if necessary.

#### C. Membership Promotion Efforts

Ray sent out about 50 press releases to various media sources and publications. Todd distributed information at a local MASPA meeting. Word has spread and Todd has received emails and phone calls from more than a dozen interested people. Before we send out a directed mailing to a statewide audience, we decided to wait until the mission statement and goals were clearly defined. Todd has also secured some time at the WCMA training conference in Madison in March to talk about WAMCAM.

### IV. New Business

#### A. Helpful Internet Resources

Ray has a link on the Whitefish Bay web site where we can access many state, local and other helpful web sites: [www.village.whitefish-bay.wi.us/links.html](http://www.village.whitefish-bay.wi.us/links.html). From this point forward, "Technology Watch" will always be a continuing agenda item.

#### B. The WCMA Professional Seminar (March 8 & 9<sup>th</sup>)

These conferences and seminars present a good opportunity for networking. Perhaps at the conference, WAMCAM folks can meet for a little while, particularly with those who live outside of the Southeastern Wisconsin area.

#### C. WCMA Membership

WAMCAM members are encouraged to join WCMA. It's helpful for networking and staying on top of the latest developments in the profession.

V. Next Meeting

A. Possible Topics / Speakers

1. Doug Irke – UW-Milwaukee MPA Program & MASPA

Dr. Irke may visit with us to discuss ways in which UW-Milwaukee can assist WAMCAM. Patrick mentioned that on Saturday, April 28<sup>th</sup>, MASPA and the Public Administration Society at UW-M are hosting a morning conference for undergraduate and graduate students to learn about internship and job opportunities in public administration. This presents a good opportunity to share information about WAMCAM.

2. Kettle Commission

The recommendations from the Kettle Commission are important for us to understand. We could invite a member from the Commission to speak with WAMCAM about its implications for our work.

3. Joint Meeting w/Area Managers

WAMCAM could meet with City Managers to network and to let them know more about what we are trying to do.

4. Federal & State Grant Resources

Todd was contacted by a State representative who is involved with federal and state grant resources. She might be a good speaker to have at a future meeting. (When we get a newsletter going, she would like to submit an article talking more about these resources.)

5. Others

- Have a speaker come and talk about the types of skills that are essential for a successful career in public administration. This would be helpful for those that were not trained specifically in public administration as an undergraduate or graduate student. It might also be helpful for us to learn more about different management styles, particularly because city managers will often come to the job with varied professional experiences that shape how they will act as an administrator.
- Invite someone from the League of Wisconsin Municipalities.
- Invite a Director from a particular department, like Public Works, to talk about the latest developments in their field and what information generalists like us need to know about their work .
- Have a meeting in Madison or Fox Valley at some point to draw interest from more people from around the state.

**Next Meeting: Tuesday, March 20<sup>th</sup>, in Elm Grove, at Noon. Details and directions will be sent at a later date.**

Respectfully Submitted:

Peter Coffaro