



Agenda
City Management Association of Oklahoma
Board Meeting
Wednesday, January 27, 2021
2:00 p.m.

1. Call to Order
2. Roll Call

Dave Slezickey, President	_____
Jason Orr, Vice President	_____
David Tillotson, Treasurer	_____
Jim Thomas, Past President	_____
Mike Miller, Northeast Representative	_____
Greg Buckley, Southeast Representative	_____
John Dean, South Central Representative	_____
Gerald Haury, North Central Representative	_____
Brooks Mitchell, Central Representative	_____
Dale Bunn, Southwest Representative	_____
Shaun Barnett, Northwest Representative	_____
Justin Battles, Assistant City Manager Representative	_____
Jody King, Student Representative	_____

3. Consider a motion approving the minutes of the City Management Association of Oklahoma special Board meeting held on October 6, 2020.
4. Consider a motion authorizing the President to sign a Contract for Services with Oklahoma Municipal Management Services (OMMS) for management of the day-to-day operations of CMAO.
5. Discussion and possible action on proposed revisions to the Wilkins Award Committee.
6. Adjournment.



The Zoom video conference City Management Association of Oklahoma Special Board Meeting was called to order at 10:30 a.m., on October 6, 2020, by President Dave Slezcickey. Those in attendance were Dave Slezcickey, Jason Orr, David Tillotson, Jim Thomas, Greg Buckley, John Dean, Gerald Haury, Brooks Mitchell, Dale Bunn, Shaun Barnett, Justin Battles and Jody King (arrived at 10:33 a.m.).

A motion was made by Jim Thomas, seconded by Jason Orr, to approve the minutes of the City Management Association of Oklahoma Special Board meeting held on August 19, 2020.

All voted aye. Motion carried.

A motion was made by Greg Buckley, seconded by John Dean, to cancel the 2021 CMAO Winter Conference, in Edmond, which was scheduled for January 27, 28, and 29, 2021, and move to a virtual conference format.

All voted aye. Motion carried.

A motion was made by Jim Thomas, seconded by John Dean, to approve the waiver of CMAO dues, for the first year, for new City Managers/Town Administrators who are new to the profession and/or new to Oklahoma.

All voted aye. Motion carried.

A motion was made by Jim Thomas, seconded by Brooks Mitchell, to develop and send out a survey to the CMAO membership regarding the creation of a coaching/mentoring program.

All voted aye. Motion carried.

A motion was made by Greg Buckley, seconded by David Tillotson, to develop and send out a survey to the CMAO membership, regarding CMAO Committee assignments, in order to gauge interest from the membership.

All voted aye. Motion carried.

A motion was made by Greg Buckley, seconded by Justin Battles, to combine the creation of an ethics response committee with the coaching/mentoring program.

All voted aye. Motion carried.

A motion was made by Jason Orr, seconded by David Tillotson, on having CMAO schedule and host a monthly Zoom interactive virtual session.

All voted aye. Motion carried.

No action was taken on scheduling a CMAO Strategic Planning Retreat.

No action was taken on "Growing CMAO."

No action was taken on improvements to how the organization welcomes new members.

A motion was made by Justin Battles, seconded by Jim Thomas, to adjourn the meeting at 11:42 a.m.

All voted aye. Motion carried.

ATTEST:

APPROVED:

David Tillotson
CMAO Treasurer

Dave Slezcicky
CMAO President



MEMORANDUM

Agenda Item No. 4

To: CMAO Board
From: Dave Slezickey, CMAO President
RE: Renewal of OMMS Contract
Date: January 8, 2021

Agenda Item

Consider a motion authorizing the President to sign a Contract for Services with Oklahoma Municipal Management Services (OMMS) for management of the day-to-day operations of CMAO.

Background

Attached is a copy of the Contract for Services, with OMMS, for management of the day-to-day operations of CMAO.

The only two changes proposed are as follows:

1. Increase compensation for services from \$50,000 to \$65,000 per year (which is consistent with initial contract negotiations and comparable to the \$64,000 salary rate that Jeri Rivera was compensated as Executive Director).
2. Modifying the contract term from a year-to-year agreement to a right by either party to terminate the contract by providing 180 days written notice to the other party.

Recommendation

That the CMAO Board authorize the President to sign a Contract for Services with OMMS for management of the day-to-day operations of CMAO.

CONTRACT FOR SERVICES

This contract is entered into this 27th day of January, 2021, by and between Oklahoma Municipal Management Services ("OMMS"), and the City Management Association of Oklahoma (hereinafter "CMAO"). The parties agree as follows:

WHEREAS:

1. CMAO offers a variety of services as an association for municipal management in Oklahoma.
2. CMAO has employed an "executive director" to manage the association in recent years, primarily to oversee the operations of the association.
3. OMMS, as an Oklahoma Interlocal Act Agency, offers a variety of municipal services, including management services.
4. Both organizations would benefit from common operations and management to avoid any duplication of services, while also operating as separate entities with distinct purposes.
5. Approval of this agreement is in the best interest of the member cities of OMMS and the members of CMAO.

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

I. DUTIES

CMAO agrees to contract with OMMS for OMMS to provide organization services to CMAO, said services to be similar to those provided in the past by the executive director. The primary duties and responsibilities for OMMS shall consist of some or all of the following:

a. Leadership

1. Participate with the Board of Directors in executing the strategic plans, goals and mission of the association.
2. Identify, assess, and inform the Board of Directors of internal and external issues that affect the association.
3. Act as a professional advisor to the Board of Directors on all aspects of the organization's activities.
4. Foster effective teamwork between the Board and its members.
5. In addition to the President of the Board, act as a spokesperson for the association.
6. Conduct official correspondence on behalf of the Board as appropriate and jointly

with the Board when appropriate.

7. Represent the association to enhance the association's profile and to promote the council-manager form of government.

8. Acts as a "hands-on" leader.

b. Operational planning and management

1. Ensure that the operation of the association meets the expectations of its members, Board and Sponsors.

2. Conduct the efficient and effective day-to-day operation of the association.

3. Provide support to the Board by preparing meeting agenda and supporting materials, taking minutes, ensuring that activities follow the Constitution and By Laws.

c. Program planning and management

1. Conduct the planning, implementation and evaluation of the association's programs, committee meetings, conferences and member services.

2. Ensure that the programs and services offered by the association contribute to the association's mission and reflect the priorities of the Board.

3. Conduct and monitor the day-to-day delivery of the programs and member services of the association to maintain or improve efficiency and quality.

d. Conference planning and management

1. Plan, coordinate and oversee the two major professional development conferences. Research and schedule professional development sessions and speakers along with the Conference Planning Committee.

2. Coordinate meeting rooms, lodging, and catering for all association events.

3. Monitor conference costs to ensure that registration fees are adequate.

4. Seek sponsors for conference events.

5. Prepare conference agendas and other conference materials including sponsor posters, maps, Board and Business meeting agendas, attendees' lists, name badges, etc.

6. Build the online registration, and conference evaluations via the online event and survey program.

7. Monitor checks received and follow up on outstanding registration payments.

e. **Membership recruitment and retention**

1. Conduct the annual membership renewal campaign starting in June.
2. Contact new managers regarding membership in CMAO.
3. Maintain current membership information and membership forms and brochures on the association's website.
4. Set up new members log in information on the website, and add new member information in the various member/manager databases.

f. **Financial planning and management**

1. Prepare an annual budget for review by the Board, and approval by the membership.
2. Develop sponsorship sources and maintain positive relationships with sponsors.
3. Approve expenditures within the authority delegated by the Board.
4. Provide sound bookkeeping and accounting in coordination with the CPA.
5. Review monthly financials as prepared by the CPA and provide them to the Executive Officers. Monitor year-to-date budget expenses.
6. Ensure that the organization complies with all state and federal laws as they pertain to 501(c)6 associations.

g. **Community relations/advocacy**

1. Communicate with members to keep them informed of the work, activities and services of the association.
2. Establish good working relationships and collaborative arrangements with sponsor groups and other organizations to help achieve the goals of the association.
3. Represent the association at local universities in support of professional city management.
4. Represent the association and its members to local media.
5. Coordinate the annual Gerald Wilkins Award application process, and issue the press release announcing the winner.

h. **Risk management**

1. Ensure that the Board of Directors and the association carries appropriate and adequate insurance coverage.

2. Ensure that the Board and membership understand the terms, conditions and limitations of the insurance coverage.

II. COMPENSATION FOR SERVICES

CMAO, for the services outlined herein, agrees to pay OMMS the amount of \$65,000.00 per year. Additionally, OMMS is further authorized to contract for legal services related to the Manager in Transition (MIT) program and to use designated CMAO Manager in Transition fees for that purpose.

III. TERM

This contract can be terminated by either party by providing 180 days written notice to the other party.

IV. ASSIGNABILITY

This contract shall not be assignable to any other party without written consent.

V. ENTIRE AGREEMENT

This contract constitutes the entire agreement between the parties.

Approved this 27th day of January, 2021.

CMAO

Dave Slezickey, CMAO President

OMMS

Steve Whitlock, OMMS Executive Director



MEMORANDUM

Agenda Item No. 5

To: CMAO Board
From: Dave Slezickey, CMAO President
RE: Wilkins Award Committee
Date: January 8, 2021

Agenda Item

Discussion and possible action on proposed revisions to the Wilkins Award Committee.

Background

During the recent CMAO committee survey, the two standing members of the Wilkins Award Committee resigned. Prior to the survey, there were five total participants on the committee, two standing members and the last three recipients. Since there are now vacancies, we have the opportunity to decide the future of this committee and we believe that it would be best to be comprised solely of past recipients of the Gerald Wilkins Award. There are a number of reasons this would be beneficial but one main reason is it would remove the risk of a committee member having to recuse themselves from their participation due to being nominated for the award.

For your information, the past recipients include Doug Henley, Leonard Martin, Paul Buntz, Richard Ball, Wilt Brown, Steve Whitlock, Larry Mitchell, Steve Eddy, Larry Stevens, James Crosby, Alan Riffel, Tony Rivera, Earl Burson, Dan Galloway, Bob Wade, Craig Stephenson, Mike Nunneley, Tim Rooney, Pam Polk, Janice Cain, Dave Slezickey and Mike Spurgeon.

Recommendation

That the CMAO Board approve changing the Wilkins Award Committee to being solely comprised of past recipients of the Gerald Wilkins Award, which shall include two standing past recipients along with the three most recent recipients.