



Board of Directors Meeting

AGENDA

June 19, 2019

9:00 AM

Conference Call Phone: (510) 338-9438

Access Code: 627 092 189

MISSION STATEMENT

MMASC's mission is to serve as a catalyst for public service excellence through the professional development of the leaders who serve our Southern California communities. We provide a forum for local government professionals to establish meaningful connections, exchange resources and stimulate innovation.

1. *CALL TO ORDER*

2. *ROLL CALL*

- ___ President, Nicholas Gonzalez
- ___ Vice President, Izzy Murguia
- ___ Director of Communications/Secretary, Kristen Nelson
- ___ Director of Finance/Treasurer, Ryan Hallett Hinton
- ___ Director of Programming, Monica I. Martinez
- ___ Director of Membership Services, Dominique Samario
- ___ Immediate Past President, Ashley Garcia
- ___ Region One Representatives: Norma Cervantes & Lara Christensen
- ___ Region Two Representative: Ryan Kintz
- ___ Region Three Representative: Adam McWey
- ___ Region Four Representatives: Charles Berglund, Nicole Cuadras, Justine Garcia, Matt Hickey, Imelda Huerta & Lilyan Villarreal
- ___ Region Five Representatives: Julio Donayre, Alfa Lopez, Scarlett Santos Leon, Laena Shakarian & Jackie Wong
- ___ Region Six Representatives: Joey Garcia, Arcia Hester, Ani Keshishian, Paolo Kespradit & Dia Turner
- ___ Region Seven Representatives: Joseph Cisneros, Hayley Gilbert, Kirsten Graham, Michael Johnston, Lori Karaguezian & Robert Sedita
- ___ Region Eight Representatives: Stephanie Boyce, Sylvia Solis Daniels, Ashlee Stratakis & Lois Yum
- ___ League of California Cities Representative, Meghan McKelvey
- ___ ICMA Representatives, Dave Mora & Tony Winney
- ___ Institute for Local Government Representative, Melissa Kuehne
- ___ MMANC Representative, Carla Hansen
- ___ Executive Director, Kevin Kilkenny

3. *APPROVAL OF MINUTES*

4. *PRESIDENT'S REPORT*

5. *VICE PRESIDENT'S REPORT*

- 6. DIRECTOR OF COMMUNICATIONS/SECRETARY'S REPORT**
- 7. DIRECTOR OF FINANCE/TREASURER'S REPORT**
- 8. DIRECTOR OF PROGRAMMING'S REPORT**
- 9. DIRECTOR OF MEMBERSHIP SERVICES' REPORT**
- 10. IMMEDIATE PAST PRESIDENT'S REPORT**
- 11. REGION CHAIR REPORTS**
 - A. CENTRAL COAST (REGION 1)**
 - B. CHANNEL ISLANDS (REGION 2)**
 - C. DESERT (REGION 3)**
 - D. INLAND EMPIRE (REGION 4)**
 - E. NORTH LOS ANGELES COUNTY (REGION 5)**
 - F. SOUTH LOS ANGELES COUNTY (REGION 6)**
 - G. ORANGE COUNTY (REGION 7)**
 - H. SAN DIEGO COUNTY (REGION 8)**
- 12. LEAGUE OF CALIFORNIA CITIES / ICMA / ILG / MMANC REPRESENTATIVE REPORT**
- 13. EXECUTIVE DIRECTOR'S REPORT**
- 14. UNFINISHED BUSINESS**
- 15. NEW BUSINESS**
- 16. ANNOUNCEMENTS / GOOD OF THE ORDER**
- 17. ADJOURNMENT**



Board of Directors Meeting
MINUTES
May 15, 2019

1. CALL TO ORDER

- ❖ President Gonzalez called the Board of Directors Meeting to order at 9:03 AM.

2. ROLL CALL

- ✓ President, Nicholas Gonzalez
- ✓ Vice President, Izzy Murguia
- ✓ Director of Communications/Secretary, Kristen Nelson
- ✓ Director of Programming, Monica I. Martinez
- ✓ Director of Membership Services, Dominique Samario
- ✓ Immediate Past President, Ashley Garcia
- ✓ Region One Representative, Norma Cervantes
- ✓ Region Three Representative, Adam McWey
- ✓ Region Four Representative, Imelda Huerta
- ✓ Region Five Representative, Alfa Lopez
- ✓ Region Six Representative, Dia Turner
- ✓ Region Eight Representatives, Sylvia Solis Daniels & Ashlee Stratakis
- ✓ ICMA Representative, Dave Mora
- ✓ Executive Director, Kevin Kilkenny

Absent:

Director of Finance/Treasurer, Ryan Hallett Hinton
Region Two Representative
Region Seven Representative
Institute for Local Government Representative, Melissa Kuehne
League of California Cities Representative, Meghan McKelvey
MMANC Representative, Carla Hansen

3. APPROVAL OF MINUTES

- ❖ President Gonzalez presented the minutes from the Board of Directors Meeting on Wednesday, May 15. Motioned by Region 8 Representative Solis Daniels, Seconded by Vice President Murguia. The Board of Directors unanimously approved the minutes.

4. PRESIDENT'S REPORT

- ❖ President Gonzalez was in Sacramento with MMANC's President presenting to the California Association of County Executives at one of their Quarterly Board Meetings by invitation from the League to share more information about the organization and how to partner with them.

- ❖ President Gonzalez reiterated his desire to form a Fun Committee to conduct events throughout the association; he is still looking for volunteers and a Chair.
- ❖ President Gonzalez reiterated his expectation that the Board be present at regional and Signature Events and reminded everyone to mark their calendars for the upcoming Mid-Year Meeting.
- ❖ President Gonzalez informed the Board that he would be traveling to San Diego with Vice President Murguia and Director of Communications Nelson to conduct site visits for the 2020 Annual Conference hotel selection.

5. **VICE PRESIDENT'S REPORT**

- ❖ Vice President Murguia provided an update on Annual Conference, stating that the next call would occur on May 22 with a focus on the call for speakers. The deadline for proposals will likely be extended. Regional Boards have been provided with sample language to forward to potential speakers if they have any ideas for who should apply. The Committee is also getting a head start on requests for raffle prizes, asking that regional board members solicit at least two (2) prizes and that the executive board solicit at least one (1). A sample donation letter has been distributed and a tracker of past donations has been posted to BaseCamp.
- ❖ Since the last meeting, the CGL Committee has approved one course on public relations.

6. **DIRECTOR OF COMMUNICATIONS/SECRETARY'S REPORT**

- ❖ Director of Communications/Secretary Nelson informed the Board that the OneTreePlanted donation had been processed and earmarked to support Woolsey Fire reforestation efforts.
- ❖ Director of Communications/Secretary Nelson stated she would be evaluating alternatives to WebEx for future conference calls and would report back to the Board.
- ❖ Director of Communications/Secretary Nelson reminded everyone that access had been provided to SurveyMonkey and that all surveys must have approval from the Director of Programming prior to distribution.
- ❖ Director of Communications/Secretary Nelson informed the Board that Social Media Coordinator Tanya Spiegel would be out on vacation for much of June and asked that any requests for social media postings be provided as soon as possible for pre-scheduling.

7. **DIRECTOR OF FINANCE/TREASURER'S REPORT**

- ❖ President Gonzalez presented Director of Finance/Treasurer Hallett Hinton's report on his behalf, stating that the checking account contained \$86,776.89, and \$70,265.16 in savings.
- ❖ President Gonzalez informed the Board that all tax documents for 2018 had been prepared and filed.
- ❖ A spreadsheet documenting each Regional Board's event fund balance will be distributed via email.

8. **DIRECTOR OF PROGRAMMING'S REPORT**

- ❖ Director of Programming Martinez celebrated a new regional board member.
- ❖ Director of Programming Martinez reminded the Board that the Mid-Year meeting is scheduled for July 20 at Ontario City Hall and would run approximately 10:00 a.m. to 2:00 p.m. She asked that anyone with agenda items reach out to her at their earliest convenience.
- ❖ Director of Programming Martinez provided an update about progress on securing Summer Session speakers and efforts to contact the City of Fullerton to secure a contract and organize a site visit.

9. DIRECTOR OF MEMBERSHIP SERVICES' REPORT

- ❖ Director of Membership Services Samario stated that while we had 22 lapsed members, we were able to have many of them renew their membership as a result of outreach efforts.
- ❖ Director of Membership Services Samario asked that anyone interested in working on Veteran's Membership & Outreach to contact her.
- ❖ Director of Membership Services Samario provided a brief update on the upcoming Women's Leadership Summit, stating that the original wait list goal was hit before early bird had ended and that they still plan to have a sell-out event, even with the additional 20 seats that were added. This will be the first time that WLS will have concurrent breakout sessions. Details about each session have been posted to the website.

10. IMMEDIATE PAST PRESIDENT'S REPORT

- ❖ Immediate Past President Garcia had nothing new to report.

11. REGION CHAIR REPORTS

A. CENTRAL COAST (REGION 1)

- ❖ Representative Cervantes stated that Region 1 is working on their upcoming professional development event. They have been trying to contact Region 2 in an effort to collaborate. President Gonzalez asked Director of Programming Martinez to assist.
- ❖ Representative Cervantes informed the Board that Region 1 was focusing their efforts on events that had received positive feedback in the past, including their Dress for Success and CM Luncheon events.

B. CHANNEL ISLANDS (REGION 2)

- ❖ None.

C. DESERT (REGION 3)

- ❖ Representative McWey informed the Board that yesterday's Lunch & Learn in the City of Palm Desert was successful with approximately 20 people in attendance. The Region will be hosting a networking social tomorrow at BrewQuinta to continue outreach efforts.
- ❖ Representative McWey shared that the City of Coachella had been in touch about the possibility of sponsoring or advertising their upcoming cannabis event. President Gonzalez approved advertising to our membership. The Board agreed that we would not provide sponsorship.

D. INLAND EMPIRE (REGION 4)

- ❖ Representative Huerta stated that the Temecula Valley Wine Mixer was a successful event which received positive feedback. The Region plans to meet to debrief and discuss plans for a student outreach effort with the University of La Verne and a Lunch & Learn in the Fall.

E. NORTH LOS ANGELES COUNTY (REGION 5)

- ❖ Representative Lopez stated that the Trackside Luncheon was a huge success with approximately 62 people in attendance. The Region's decision to move the event to the LA

Arboretum was also successful. The income from sponsorships allowed the Region to keep costs down. The Region will meet tomorrow to discuss future events.

F. SOUTH LOS ANGELES COUNTY (REGION 6)

- ❖ Representative Turner informed the Board that their May 23 Lunch & Learn already has 24 RSVP's, half of which are members. Their June Breakfast with a City Manager was changed to a luncheon and advertising for the event would be submitted today for advertising. Additionally, the Region is still working to reschedule their Dress for Success event and is looking to a collaboration with LA World Airports to host a tour and discussion about upgrades, access and transit.

G. ORANGE COUNTY (REGION 7)

- ❖ None.

H. SAN DIEGO COUNTY (REGION 8)

- ❖ Region Co-Chair Solis Daniels shared that the Region had decided to cancel their brewery tour based on low registration. They have contacted interested attendees and issues refunds. They are working on reviewing their survey results and are evaluating other event opportunities. Additionally, the Region is excited to start advertising their annual Padre Game event, scheduled for September 7, and are working to solicit donations. 40 seats are currently available.

12. LEAGUE OF CALIFORNIA CITIES / ICMA / ILG / MMANC REPRESENTATIVE REPORT

- ❖ ICMA Representative Dave Mora shared that ICMA had launched ICMA Coach Connect, announcing that membership was not required to participate as a coach or "coachee." He will provide more information.
- ❖ ICMA Representative Dave Mora informed the Board that Kevin Duggan had officially announced his retirement for the end of June and recommended that MMASC contact his successor once it was announced to invite and encourage their attendance at Annual Conference.

13. EXECUTIVE DIRECTOR'S REPORT

- ❖ Executive Director Kilkenny had nothing new to report.

14. UNFINISHED BUSINESS

- ❖ None.

15. NEW BUSINESS

- ❖ None.

16. ANNOUNCEMENTS / GOOD OF THE ORDER

- ❖ None.

17. ADJOURNMENT

- ❖ President Gonzalez adjourned the Board of Directors Meeting at 9:48 AM.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: June 19, 2019

To: Board of Directors
From: Nicholas Gonzalez, President
Subject: PRESIDENT REPORT

RECOMMENDATION

Authorize the President to negotiate a contract for the 2020 Annual Conference hotel site and receive and file the administrative items.

BACKGROUND AND DISCUSSION

2020 Annual Conference Site Selection: On June 7-9, Vice President Murguia, Director of Communications/Secretary Nelson and myself participated in the site selection tours with Helms Briscoe in the San Diego region for the 2020 Annual Conference. Throughout the weekend, we visited the following properties:

- Omni San Diego Hotel
- Loews Coronado Bay Resort
- Catamaran Resort Hotel & Spa
- Bahia Resort Hotel
- Hyatt Regency La Jolla at Aventine

At the conclusion of the site tours, we reviewed all proposals and are now ready to present a recommendation to the Board of Directors.

We would like to receive approval from the Board of Directors to authorize the President to negotiate a contract for the 2020 Annual Conference hotel site. The recommendation of the conference site is the Hyatt Regency La Jolla for the week of Tuesday, October 27, 2020 through Friday, October 30, 2020 at \$189 per night. The three of us all agree that out of the five proposals, this property presents the best rate for our members and

has the ideal meeting space that we are looking for. The flow between general session, breakout sessions, and other special events is perfect for our program.

We will need a full vote from the Board of Directors to proceed with authorization.

Institute for Local Government (ILG): On Friday, May 31, 2019 I attended the Institute for Local Government Board Meeting in Sacramento as the representative for MMASC. At this meeting we discussed the opening conversations of a new strategic planning initiative that ILG will be working on through the end of the calendar year. At this meeting I also discussed with staff about the importance of being involved on our Board of Directors calls and to send us updated information regarding ILG's programs and services so we can including in communications to our membership.

International City/County Management Association (ICMA): On Thursday, May 30, 2019, I had a conference call with ICMA staff (Michael Silliman, Kevin Duggan, and Dave Mora) to discuss joint recruitment efforts between ICMA and MMASC. Prior to this call, I sent our membership list to ICMA staff (per our affiliate agreement) so they can do some analysis. During the call, ICMA noticed the following:

- There are 177 people that are members of both MMASC and ICMA
- There are 151 Southern California ICMA Affiliate Members that are not members of MMASC (these are entry-level to Director level positions)
- There are 380 people that are MAMSC members that are not members of ICMA and that would qualify for Affiliate Membership

Now, ICMA has offered to draft a membership letter to the 151 members of ICMA who are not members of MMASC to send them hard copy notices to encourage them to join MMASC. This letter will be placed on ICMA letterhead and will have our logo, contact information, my signature and also include a copy of our membership brochure. ICMA will cover all administrative costs related to printing, postage and mailing of these letters. ICMA will do the same with the 380 MMASC members who are not members of ICMA. They just ask that we share the statistics with them afterwards. They have done

this joint-recruitment effort with other state organizations and it has become effective, so we are hoping the same for us.

League of California Cities City Managers' Department: On June 19, 2019, I will be traveling to Newport Beach to attend the League of California Cities City Managers' Department Meeting representing MMASC.

ICMA Coach Connect: ICMA has started a no cost coach connect resource that they are providing free to anyone. For more information about this new program, please visit <https://coachconnect.chronus.com/about>.

Attendance at Upcoming Events: I want to remind the Board of Directors that it is important that all of us try and be present at the signature events. If you are not able to attend the Mid-Year Meeting, Summer Session or the Annual Conference, please let me know as soon as possible.

The National Consortium for Creative Placemaking: We have been contacted by this organization to promote the Creative Placemaking Leadership Summit taking place in the City of Los Angeles on June 20-22. There is no monetary sponsorship to MMASC to become a sponsor, just promotion. In return, the organization will provide us one complimentary registration. If one of you are interested in attending, please let me know.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: June 19, 2019

To: Board of Directors
From: Izzy Murguia, Vice President
Subject: **VICE PRESIDENT UPDATES**

RECOMMENDATION

Receive and file.

BACKGROUND AND DISCUSSION

Annual Conference Updates: Conference registration opened on June 12. Early bird registration lasts until August 12. The 3-day early bird rate for Full Members, Nonmembers, and Student Members is \$385, \$480, and \$255 respectively. The two-day early bird rate is \$335, \$450, and \$225, respectively. When registering for the conference, please also make your hotel reservation, as the last day to receive the room discount rate of \$199/night is October 21. The Programming Committee is in the process of completing its evaluation of session submittals. We received over 70 session/speaker proposals. The goal is to have a draft of the program in place by the first week of July.

Annual Conference 2020: On June 7-9, President Nicholas Gonzalez, Secretary Kristen Nelson and myself conducted the hotel site tours for the 2020 Annual Conference in San Diego, CA. We toured five hotels and decided on the Hyatt Regency La Jolla. Overall the hotel provides great overall value for our members, as detailed in the President's report.

CGL: Since our last call, the CGL Committee reviewed one CGL course proposal for credit: Cultivating Economic Development Through Connection + Community, submitted under the Economic Development Effective Area.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: June 19, 2019

To: MMASC Board of Directors

From: Kristen Nelson, Director of Communications/ Secretary

Subject: DIRECTOR OF COMMUNICATIONS REPORT

RECOMMENDATION

The MMASC Executive Board **RECEIVES** and **FILES** this Report.

BACKGROUND AND DISCUSSION

What's Happening Wednesday. You've probably noticed the social media postings about our technical difficulties with MailChimp, the service we use to generate the What's Happening Wednesday e-newsletter and Annual Conference Digest. MailChimp changed the functionality on the back end and, as a result, our usual process for updating our subscriber list resulted in a complete deletion of all subscribers. I was working with MailChimp customer service to resolve the issue as quickly as possible and greatly appreciate everyone's patience, most especially the Annual Conference marketing committee. The subscriber list has been corrected and things should be back up and running.

Annual Conference 2020. Nick, Izzy and I travelled to San Diego last weekend to conduct site visits for a prospective Annual Conference 2020 venue. We are very excited about the possibilities that the San Diego location affords us for this event and look forward to sharing more information.

WebEx Update. Our current contract with WebEx is a one-year subscription of \$348 which was paid back in December 2018. I've attached the invoice here just for reference. This is a \$29 per month subscription that is paid up front in one lump sum

and allows up to 25 participants on any given call. I reviewed alternative options and presented my findings to the Executive Board on June 5, 2019. At the Board's direction, I will be moving forward with transitioning our conferencing platform from WebEx to UberConference. We look forward to using this new service and will keep the Board informed as to when the switch occurs, so you don't miss any calls. I will be available to assist with rescheduling all recurring meetings as needed.

Board of Directors Minutes. All Board of Directors minutes dated December 2017 to current have been uploaded to the website for archival purposes. These can be viewed by the general public without logging in to the website and are located here: <https://mmasc.org/agendacenter>. I do not have access to the missing minutes from 2016 or 2017 but would be happy to upload them if anyone has them. As a reminder, Executive Board meetings are not public, and their associated agendas and minutes are not posted to the website for public access.

Region Events Banner. Last year, I had asked the Regional Boards to take photos of their events, not only so we had an archive, but so we could use those photos to showcase their efforts and promote engagement. To that end, we have added a banner to the homepage of the website which, when clicked, directs users to our main Region page where they can find more information about each region and get in touch with their regional board members. Please continue to take photos and upload them to BaseCamp so we can showcase your localized efforts!

Board Reports. Just another reminder to please check your Board Reports for accuracy before submitting for the agenda. I am still noticing submissions which do not have the correct date (it should be the date of the meeting), have an incorrect "TO" field (should be Board of Directors), still contain the sidebar comments from the template, or have a full blank page still tacked to the end. Giving these areas a quick once over before submission saves time on the back end. Thank you!

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: June 19, 2019

To: Board of Directors

From: Ryan Hallett Hinton, Director of Finance/Treasurer

Subject: DIRECTOR OF FINANCE/TREASURER REPORT

RECOMMENDATION

Receive and file

BACKGROUND AND DISCUSSION

Financial Information: Attached is the 2019 Statement of Activity report through May 31, 2019. As of June 13, 2019, the balance in MMASC's checking account was \$82,198.03 and \$70,266.95 in its savings account. Lastly, MMASC's 2018 federal and state taxes were prepared and filed prior to the May 15 deadline, and a copy of the federal return has been uploaded to the website.

Regional Budgets: Below is a table showing current budget information for each region. If your region is planning an event that will cost more than the available balance in your regional budget, you must reach out to me so that I can work with you on your event funding plan.

Available Balance in Regional Budgets (as of May 31, 2019)	
Region 1	\$911
Region 2	\$1,000
Region 3	\$937
Region 4	\$1,000
Region 5	\$719
Region 6	\$1,000
Region 7	\$1,000
Region 8	\$1,000

Women's Leadership Summit: The event was held on Wednesday, May 29, at the Huntington Library in San Marino. We had a sold-out crowd of 180+ attendees with approximately 75-100 of them attending the networking event following the program. We've been receiving positive feedback regarding the venue, food, and programming. Women Leading Government were great partners in this co-hosting event and is interested in co-hosting again next year. Thanks to everyone who helped make this event a success especially Dominique for all of her hard work in planning the event even though she knew we could not attend.

Municipal Management Association of Southern California
Statement of Activity
 January - May, 2019

End of Year 2018	\$	59,824.30
<hr/>		
Total		
<hr/>		
Revenue		
Annual Conference Revenue	\$	430.00
Membership Due	\$	23,776.28
Refunds-Allowances	\$	(430.00)
Regional Events Revenue	\$	10,290.81
Sponsorship	\$	40,575.00
Summer Session Revenue	\$	259.58
Winter Forum Revenue	\$	10,526.07
Women's Leadership Summit Revenue	\$	16,816.13
Total Revenue	\$	102,243.87
<hr/>		
Expenditures		
Annual Conference	\$	15,000.00
ARC Contract	\$	14,000.04
Bank, Legal, and Insurance Fees	\$	1,431.86
Dues & Subscriptions	\$	6,201.00
Meetings	\$	1,273.86
Office Supplies, Postage, and Copies	\$	991.34
Regional Events	\$	10,639.10
Sponsorship Expenditure	\$	500.00
Taxes & Licenses	\$	85.00
Travel	\$	2,245.46
Website	\$	1,044.59
Winter Forum	\$	4,591.98
Women's Leadership Summit	\$	15,951.38
Total Expenditures	\$	73,955.61
<hr/>		
Transfer to Savings (January 2019)	\$	5,000.00
<hr/>		
Total Revenue	\$	162,068.17
Total Expenditures	\$	78,955.61
Balance	\$	83,112.56

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: June 19, 2019

To: Board of Directors

From: Monica Martinez, Director of Programming

Subject: PROGRAMMING UPDATE

RECOMMENDATION

Receive and file.

BACKGROUND AND DISCUSSION

Board Member Update

- Welcome Joseph Cisneros to Region 7

Board Orientation/Mid-Year

Mid-Year – July 20. Location Ontario.

Agenda

Summer Session

August 8. City of Fullerton. Engage. Educate. Empower.

Co-Chairs: Stephanie Boyce and Matt Hickey.

Update

Cal-ICMA Ethics Committee

- 5/20 Meeting Update

Cal-ICMA Student Chapter & Outreach (Talent Initiative)

- Student Chapter Update

Misc.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: June 19, 2019

To: MMASC Board of Directors
From: Kevin Kilkenny, Executive Director
Subject: MMASC OFFICE HOURS

RECOMMENDATION

Receive and file.

BACKGROUND AND DISCUSSION

The ARC offices (MMASC office) will be closed on both July 4 and 5. The office will open again on Monday, July 8 at 8:00 am. Please keep in mind if you need any assistance/information from me (Kevin). Thanks.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: 06/19/2019

To: Board of Directors

From: Lara Christensen & Norma Cervantes, Region 1 Co-Chairs

Subject: REGION 1 UPDATES

RECOMMENDATION

Receive and file.

BACKGROUND AND DISCUSSION

EVENTS

We are having to push the professional development event that was scheduled for July to later in the Summer or early Fall because of scheduling conflicts between the presenter and the venue:

- Professional Development Event – Leveraging Understanding of Differences in Behavioral Styles as a Tool for Stronger Workplace Relationships

We are also working w/other MMASC regional members to plan for other networking events during the summer.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: June 19, 2019

To: MMASC Executive Board of Directors

From: Adam McWey, Region 3 Chair

Subject: REGION 3 (DESERT REGION) – JUNE 2019 UPDATE

RECOMMENDATION

Receive and file.

BACKGROUND AND DISCUSSION

Board Membership

PJ Gagajena, Administrative Services Manager at City of Indio, has volunteered to serve on the Region 3 Board. PJ has been an MMASC member since October 2018 and has submitted a signed letter of commitment form to the Director of Programming, Monica Martinez.

Events

The Desert Region co-hosted a Lunch N Learn event at the City of Indio about what MMASC is and the benefits of MMASC membership. The Lunch N Learn was held in the City of Indio Council Chambers on Wednesday, June 15. Approximately 20 individuals attended. The City of Indio provided lunch to all attendees and City Manager Mark Scott introduced MMASC and encouraged staff to join.

Events Calendar

There are currently no upcoming events scheduled.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: June 19, 2019

To: Board of Directors
From: Region 4 Co-Chairs
Subject: REGION 4 UPDATES

RECOMMENDATION

Receive and file.

BACKGROUND AND DISCUSSION

On October 10, 2019, Region 4 is planning to host a speed networking event with aspiring Public Servants and/or MPA students who are already in Public Service but wish to grow in their career. We will also have a panel discussion with three city managers.

The Region 4 team is planning to meet sometime this month to continue to plan and set dates for our next three regional events, which tentatively include a student outreach and networking at University of La Verne, a lunch and learn (topic TBD), and possibly a joint presentation with ESRI in Rancho Cucamonga. We plan to continue to provide updates as we solidify our plan.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: June 19, 2019

To: Board of Directors

From: Dia Turner, Region 6

Subject: **SECRETARY UPDATES**

RECOMMENDATION

Receive and File

BACKGROUND AND DISCUSSION

1. **City of Culver City MG hosted a Lunch and Learn: FEAR (False Evidence Appearing Real) on Thursday, May 23, 2019.** In this session we learned how FEAR affects your body and how to excel in spite of it. We discussed the needed skills and competencies as well as some ways to continue your professional development and job advancement in spite of it. 30 seats were available. 21 attended, 11 were CCMG members.
2. **Region 6 held the annual Collaboration with Gateway City Manager's Lunch on Thursday, June 13, 2019** at Mayfair Park Activity Room, 5720 Clark Avenue, Lakewood, CA 90712. Dia attended on behalf of Region 6 Board. The COG covered the cost of the City Managers and their invited guests. MMASC will be billed for its members in attendance. There were 10 RSVPs, 10 members actually attended. Two new members attended and one Executive Board member. There were 37 City Managers, Assistant / Deputy City Managers, partner agencies and their invited guests. One new member was recruited (his City Manager will sponsor his membership).

The meeting agenda was:

- 12:00 PM Lunch and Networking
- 12:15 PM Welcome and Introductions
- 12:20 PM Ethics in the Gateway Region: Where are we Nine Years after Bell? By Pat West, City Manager, City of Long Beach
- 12:50 PM Ask a City Manager Panel
- 12:50 PM Succession Planning – Finding and Developing Emerging Leaders within Your Organization By Rowen Lambuguen Turner, MBA, SPHR
- 1:15 PM Organization Reports
- 1:25 PM Good of the Order
- 1:30 PM Adjourn

Thaddeus McCormack, City of Lakewood led a panel of City Managers who talked through questions about family/work-life balance, how relationships with Department Heads changed once they became the Manager, and how the position of CM differs from any other position prior to becoming the CM, and Council / Manager relationships. After there was a Q&A.

The CM's encouraged their analysts to get involved. One City Manager will sponsor an analyst to participate in MMASC.

The CM's have invited MMASC to join another COG meeting to be a "fly on the wall" and see how the meeting USUALLY happens (traditionally they change the structure when MMASC joins – the "fly on the wall" can provide a view into the CM interaction).

The COG is interested in partnering with MMASC to create an event in Gateway Cities aimed at encouraging women to become City Managers and helping discover the barriers (if any) with making that happen. There is a call scheduled for August to discuss next steps.

Ten separate city managers came up to Board members after this event and said what a great event they thought it was. They indicated that it was mentally good to talk about the reasons they got into the business, and that it made them think differently about succession planning and looking for talent. They each said it is one of the few occasions when they could talk about the "positives" of their profession (not the gadflies and the problems).

The next annual meeting (June, 2020) will be held in La Mirada and will be a breakfast. The City Manager who is hosting (Jeff Boykin) has requested a longer session on succession planning.

3. Dress for Success event.

- a. Was originally confirmed for Saturday, April 27, 2019
- b. The event will return to Nordstrom, Century City.
- c. Looking for a day that works for Nordstrom.
- d. The event will have continental breakfast, stylist appointments and a chance to win a Nordstrom gift card!
- e. Inviting USC, Northridge and Pepperdine Masters programs
- f. Students to attend for networking and bus attire tips.

4. Investigating an Emergency Preparedness event to be held in August or September, in advance of National Preparedness month in September.

- a. We have reached out to the City Manager of the City of Long Beach (followed up with Pat West at the Lunch with a City Manager event).
- b. Location will be LB ECOC.

- c. Lunch will be provided.
- d. Tour of LB ECOC.
- e. Event will discuss
 - i. preparedness issues
 - ii. Lessons learned during the extended black out LB experienced summer 2015
 - iii. Details, challenges, etc. experienced when ECOC became it's own department

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: June 19, 2019

To: Board of Directors
From: Lori Karaguezian, Region 7 Co-Chair
Subject: **REGION 7 JUNE 2019 UPDATE**

RECOMMENDATION

Receive and File

BACKGROUND AND DISCUSSION

The Region 7 Board reviewed the results from our regional survey which polled our regional members about what type of events they would like to see offered this year. Based on the results of the survey Board members decided to schedule a social event in South Orange County. A Happy Fiscal New Year themed meet and greet networking mixer has been scheduled to take place in July. This event will provide an opportunity for our region's members to meet one another and engage with the Board Co-Chairs. The Board members have been busy with finalizing the date/location to submit the event to the executive board and completing the event flyer.

Preliminary discussions have also begun on the other events for the year which will include a Lunch and Learn, our annual signature event with the Orange County City Managers Association (OCCMA) in October and one additional event.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: June 19, 2019

To: Board of Directors

From: Region 8 Board

Subject: REGION 8 BOARD UPDATES

RECOMMENDATION

Receive and file.

BACKGROUND AND DISCUSSION

Region 8 is planning a no-host mixer in North County at Yard House in Carlsbad on Thursday, July 11 from 5:30-7:30pm in place of the brewery event that was cancelled last month. The flyer will be distributed soon.

Promotion for the Padres game is underway and will be on Saturday, September 7. Several letters are in the process of being drafted to send to sponsors. We have booked 40 tickets and will be sharing the space with another group. We have secured one sponsor for \$500 so far.

We brainstormed options for the Annual Conference raffle. Stephanie will reach out to Hornblower and Flagship Cruises. Ashlee will reach out to San Diego Botanic Gardens and possibly Legoland.

We discussed options for final event of the year, a professional development lunch and learn. We may have a series of presentations on hot topics such as homelessness, marijuana dispensaries, and environmental initiatives so that the event appeals to a broad audience. We will be reaching out to local agencies and non-profits to recruit speakers. The date is tentatively Thursday, October 17.