



Kansas Association of City/County Management

Kansas Association of City/County Management

Board of Directors Meeting

PourHouse, Wichita

February 9, 2022

Minutes

In Attendance: Jonathan Mitchell, Nathan Law, Taggart Wall, JD Gilbert, Leslie Herring, Ty Lasher, Barack Matite, Melissa McCoy, Michael Ort, Kelly Passauer, Todd Pelham, Ethan Reimer, and Phillip Smith-Hanes. **Senior Advisors:** Larry Paine, Jay Weiland. **League Staff:** Kate Cooley.

1. **Call Meeting to Order.** President Mitchell called the meeting to order at 4:01 p.m.
2. **Approval of Minutes.**
 - a. Lasher moved and Ort seconded a motion to approve the minutes from October 25, 2021. Motion was approved.
 - b. Lasher moved and Wall seconded a motion to approve the minutes from November 4, 2021. Motion was approved.
3. **Treasurer's Report.** Gilbert reviewed the financial statements and discussed the balances, pointing to the success of the Jobs Newsletter.
 - a. **Approve Financial Statement & Approve Quarterly Invoice.** Lasher moved and Smith-Hanes seconded a motion to approve the financial statement and quarterly invoice. Motion was approved.
4. **Committee Reports**
 - a. **Awards/Recognition.**
 - i. **Awards.** Wall reported that he will be reaching out to universities regarding scholarships that will be presented at the Spring KCCM Conference.
 - b. **Conference Planning.**
 - i. **2021 Conference Wrap-up.** Cooley reviewed the 2021 Conference Report included in the packet. Future events will have more structured networking, and the KACM board will introduce themselves and make sure Senior Advisors and any students are identified to make a bigger impact on networking.
 - ii. **Spring KCCM Conference.** Law discussed the Spring KCCM Conference that will be held on April 28-29. A Conference Planning Committee meeting is scheduled for Monday, February 14 led by KU.



Kansas Association of City/County Management

- iii. **Planning for 2022 Annual Conference.** Cooley discussed KACM's Annual Conference that will be held on November 30-December 2 in Great Bend. The Conference Planning Committee will meet in April in conjunction with KCCM to plan the curriculum.
- iv. **Planning for 2023 Annual Conference.** Cooley discussed requesting RFPs for the 2023 Annual Conference. RFPs will go out the first week of March, due back ahead of the April board meeting for discussion. Preference will be given to Western or Central cities who apply.

- c. **Ethics.** Ort discussed the ethics policy included in the packet. The board is to email additional comments to Ort ahead of the next meeting, so final approval can be granted at the April board meeting. Ort will follow up with Martha Perego of ICMA on the final draft.
- d. **Foundation Fund Trustees.** Cooley and Wieland gave an update on foundation activities. The foundation met on January 27 and discussed the fundraising dinner set for April 28 in Lawrence. The foundation will be hosting a BBQ dinner and social for \$35/person. Wieland reported the matching grant was reached and the foundation is a third of the way to their initial fundraising goal. Discussion of making a contribution in Jim Witt's honor was discussed. Taggart Wall moved and Ethan Reimer seconded for KACM to make a \$250 contribution in his honor.
- e. **Marketing.** Reimer is working on scheduling a meeting for the marketing committee to get plans for the podcast finalized and topics for the first few episodes set.
- f. **Membership.** Wall shared that Smith-Hanes will become the Membership Chair. Smith-Hanes will assume the role in 2022 and will be brought up to speed on duties from Wall.

- 5. **Senior Advisors Report.**
 - a. **Ratification of Appointment.** Smith-Hanes moved, and Law seconded a motion to ratify the Senior Advisor appointment of John Deardoff. Motion was approved. Once ICMA fully approves Deardoff as Senior Advisor, it will be announced to full membership.
 - b. **ICMA/KACM Senior Advisor Program Agreement.** Paine discussed the current agreement signed in 2018. Cooley discussed the current Senior Advisor expense breakdown and shared that ICMA automatically increases the level of reimbursement by \$1,000 for every newly approved Senior Advisor.
 - c. **Senior Advisor Regions.** Paine shared that Senior Advisors plan to travel more this year, so adjustments need to be made to the map to divide it into more manageable regions. The western region will be adjusted once the fourth Senior Advisor is officially approved by ICMA. Efforts to meet virtually, in addition to strategically planning travel will be made to maximize the travel budget.



Kansas Association of City/County Management

- d. **Legal Representation.** Paine gave an update on this item following the discussion at the November board meeting. Should the question of legal representation arise again, KACM or ICMA will refer to the Kansas Bar Association for consultation.
 - e. **Other Senior Advisor Updates.** Paine is drafting a 'Senior Advisor Playbook' based on resources from Colorado and ICMA. Paine also reminded the board that ICMA coaching is available as a resource to members and other staff from the city can access as well.
6. **Code of Conduct Policy.** Mitchell discussed sharing a new Code of Conduct Policy with the membership during the Spring KCCM Conference. Pelham moved, and Law seconded a motion to adopt the Code of Conduct and present to the full membership at the April membership meeting for final approval.
7. **League-KACM Administrative Policies.** Cooley referred to the Administrative Policies document included in the packet and asked the board to review the document so the policies can be approved at the April board meeting. Wall moved, and Law seconded to adopt the updated Administrative Policies.
8. **Upcoming Events.** Mitchell & Cooley referred to the upcoming events flyer in the packet.
9. **Next Board Meeting Date/Time:** This meeting will be held virtually during the week of April 11 prior to the Spring KCCM Conference on April 28-29. A doodle poll will be sent by Cooley to determine exact date and time.
10. **Adjourn.** The meeting was adjourned at 5:48 p.m.