



# Business Meeting Agenda

April 7, 2023

Ohio City/County Management Association  
2023 OCMA Annual Conference  
8:30 AM - 9:15 AM  
Hayes Ballroom CDE

## 2022-2023 OCMA Board Members

Robert Fowler, President  
Dan Ralley, Vice President  
Amber Holloway, Board Member  
Dan Wendt, Board Member  
Bryan Heck, Board Member  
Sheryl Long, Immediate Past President  
Mark Schwieterman, Secretary/Treasurer

8:30 - 8:35

**Welcome** - Robert Fowler

8:35 - 8:40

**Approval of Business Minutes** from March 18, 2022 - Robert Fowler

pages 3-6

8:40 - 8:45

**Treasurer's Report** - Mark Schwieterman

pages 7-9

8:45 - 8:55

**New Business** - Robert Fowler

1. OCMA Updates and Annual Report 2020-2022

pages 10-15

2. Bylaw Changes

pages 16-20

3. OCMA Members Recommended for Life Membership

- Tom Moeller, Retired City Manager, City of Madeira
- Jack Haney, Retired Village Manager, Village of Sebring

4. Recommended Slate of 2023-2024 OCMA Officers:

Dan Ralley, President  
Amber Holloway, Vice President  
Dan Wendt, Board Member  
Bryan Heck, Board Member  
Jeff Weckbach, Board Member  
Robert Fowler, Immediate Past President  
Mark Schwieterman, Secretary/Treasurer

Nominations from the floor are accepted.

The 2023-2024 slate of officers will take office effective July 1, 2023.

Presidential Transition

8:55 - 9:10

**Committee Reports**

1. Membership Services - Kyle Kridler, Jackie Thiel
2. Professional Development and Education - Daryl Hennessy, Larry Burks
3. Support of the Profession - Philip Turske
4. Leadership Development - Mariah Vogelgesang, Jeff Weckbach
5. Diversity and Inclusion - Ken Wilson, Tracy Henao

9:10 - 9:15

**ICMA** - Robert Fowler

**2023 ICMA Annual Conference Austin/Travis County, Texas** - Dan Ralley

9:15

**Adjourn**

### OCMA

#### Business Meeting Minutes

##### Ohio City/County Management Association

March 18, 2022

12:00 – 1:00 PM

OCMA 2022 Spring Summit

Grand Event Center

Columbus, Ohio

- Board Member Introductions
  - Sheryl Long, President – City of Cincinnati
  - Dana McDaniel, Vice President (absent) – City of Dublin
  - Mark Schwieterman, Secretary-Treasurer – City of Kettering
  - Robert Fowler, Board Member – City of Norton
  - Dan Ralley, Board Member (absent) – City of Hilliard
  - Amber Holloway, Board Member – City of Vandalia
  
- Welcome – Sheryl Long
  
- Approval of Minutes
  - Approval: Robert Fowler; Second: Ken Filipiak;
  
- Treasurer's Report:
  - Review of account balances; all reconciled with the bank/Quickbooks
  - Thank you to all sponsors who have stepped up to help us with OCMA Sponsorships as well as ICMA this year; we have accrued roughly \$15,000 to help with this event
  - Approval – Dan W; Second: Charlotte C;
  
- Committee Reports:
  - Membership Services (Wade Calhoun):
    - Wade is the new Chair of this Committee; received feedback from Dan Ralley to get up to speed and looking forward to getting started
    - Looking for OCMA members to join this committee
  - Professional Development (Gary Burkholder):
    - Recent activity has focused on this event.
  - Support of the Profession (Dan Wendt):
    - Several interesting prospects for Charter Amendments around the state;
    - The committee has been working with several communities and Senior Advisors (including Dave Collinworth) to help support cities looking to convert to a Council-Manager form of government

- If anyone knows of a community in need of assistance, please reach out to the committee chair/co-chair
  - Leadership Development (Mariah)
    - 1<sup>st</sup> committee meeting was in March; next meeting: April 7;
    - 10 people participated in March – lots of interest and they identified goals of this year; More information to come!
  - Tom Carroll, Diversity & Inclusion
    - Looking for additional OCMA members to join the committee – one of the things you can “start” doing for your DEI goals
    - Please join by emailing the OCMA Secretariat ([ocmaohio@gmail.com](mailto:ocmaohio@gmail.com)) if you are interested
- Senior Advisor Reports:
  - Jim Bodenmiller – Senior advisors are here to provide support with specific issues, challenges with council, managers-in-transitions, etc. Please let us know how we can help you! Jim had several meetings in the last quarter – welcomed new members to the profession
  - Brian Humphress – Jim’s partner in the Dayton area. On behalf of Ed Ciecka, he apologizes for not being in attendance. Senior Advisors are available if needed across the state for support. There are currently 4 senior advisors, the largest number they’ve ever had at one time. Brian looks forward to doing more outreach now that COVID is slowing down. If there is anything you need from him, please do not hesitate to reach out. He is happy to attend various meetings if insight/support is needed. Senior Advisors’ main focus is to be available to listen/support others. If you are a Manager-in-Transition, advisors are available to help in this space as well.
  - Dave Collinsworth – Supports the Central Ohio area/eastern part of the State (please see the Senior Advisor map in your packets). Dave recently had a member in W. VA reach out for support. Dave is busy reaching out to new members in the area, and has been spending a lot of time with a couple of communities looking to change their form of government. The first (Fostoria, Ohio) was not successful, as the charter committee/council didn’t advocate strongly enough. The second (Circleville, Ohio) is pursuing its 2<sup>nd</sup> attempt at changing their form of government (first on the ballot 10 years ago). This year, they’re working closely to promote the change. Dave also provided an explanation of the ICMA Fund for Professional Management – if you find yourself in a situation where a community might need help, this fund can help with that and can financially support communities seeking to achieve that change. Hilliard is a recent example of success using these funds. When you see those appeals from ICMA to contribute to this fund, this is what it’s used for.
- ICMA Update:
  - Brian Humphress – In the last ICMA Senior Advisor’s meeting, ICMA provided the following updates:
    - You’ll soon be seeing information requests and requests for feedback related to the Code of Ethics and updates to incorporate Diversity, Equity, and Inclusion

into this code. They will be sending out suggested language and will ask for feedback.

- ICMA is updating the Model Contract Agreement to adjust for recent updates/changes- should be done by the end of this year.
  - ICMA is updating and improving the Managers in Transition program – additional resources are being developed to support these managers.
  - ICMA has a reputation vendor program – unifying what is going on with your name in social media and public domain; this program helps managers manage/control their presence in social media and public space;
  - Rolling out an Employee Assistance Program for all City Managers and Assistants – purpose is to support the mental, physical, and emotional health of City Managers; particularly helpful if you aren't interested in using your current HR EAP Program.
  - ICMA is rolling out a new structure to reduce the burden of prohibitive dues by lowering the price and seeking other revenue-generating sources; will be particularly beneficial to those members who pay their own dues.
- 2022 ICMA Columbus/Franklin County Conference:
    - Sandra Puskarcik – Thank you Tom and Charlotte for working so very hard to make the ICMA 2022 event a successful.
    - The host committee has been fortunate to have received \$100,000 in funds and \$200,000 in pledges. It is seeking 5 more sponsors at the \$20,000 to enhance events. Example: Open bar at Saturday night reception – no drink tickets! Better food, music, location of events;
    - “20 Sponsors at \$10,000” Campaign – asking OCMA members to consider which organization/private industries/corporate partners might be willing to sponsor the conference and OCMA Reception. This is a great opportunity to network and connect with others in the profession. Please reach out to Sandra Puskarcik with suggestions.
  - New Business:
    - Vote on Recommended Slate of OCMA Officers:
      - Review of Slate of Officers
      - Motion: Wayne D; Second: Patrick T
    - New Item of Business: Ken made a motion to add item of agenda for consideration by the Board. Under our Bylaws, any three members in good standing can recommend a Life Member. OCMA Members have nominated Mark Schwieterman as a Lifetime Member.
      - Ken made a motion to add this to the agenda: Second: Patrick;
      - The membership voted on this nomination: Motion: Robert F; Second: Dan W;
      - Motion accepted.
  - Items from the Membership:
    - Dave Anderson – West Carrollton; G. Tracy Williams just passed away last month; He asked that the board consider a way to honor his legacy (suggestions: naming a

scholarship or other opportunity to put his name into the history books as he was a great mentor to many)

- Motion to Adjourn: Robert; Second: Ken.
  
- Meeting Adjourned: 12:41 PM.

Ohio City/County Management Association

Balance Sheet  
As of March 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Chase CD	0.00
Chase Checking	89,340.74
Chase Savings	2,686.75
Day Air CD	51,808.31
Day Air Savings	10.61
<b>Total Bank Accounts</b>	<b>\$143,846.41</b>
<b>Total Current Assets</b>	<b>\$143,846.41</b>
<b>TOTAL ASSETS</b>	<b>\$143,846.41</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Designated for ICMA Conf. 2022	0.00
Opening Balance Equity	83,516.29
Retained Earnings	181,905.10
Net Income	-121,574.98
<b>Total Equity</b>	<b>\$143,846.41</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$143,846.41</b>

Ohio City/County Management Association

Profit and Loss  
July 2022 - March 2023

	TOTAL
<b>Income</b>	
General Revenue	
ICMA 2022 Assessment	0.00
ICMA Range Rider Expense Reimbursement	751.17
Investment interest and dividends	220.56
Job Posting Fees (Non-Member)	100.38
Membership Dues	19,692.84
<b>Total General Revenue</b>	<b>20,764.95</b>
ICMA 2022 Conference Accounts	
Administrative	-25,477.87
Airport Welcome Marketing	-3,180.00
April Planning Committee Meeting	-69.94
Closing Ceremony	-1,500.00
Committee/Volunteer	-8,873.72
Fundraising Consultant - Sandra	-36,312.50
Host Committee Lounge and AP Activation	-16,444.00
ICMA 2022 Sponsorship Revenue	126,000.00
Payments to ICMA	-131,027.00
Saturday Welcome Reception	-3,628.41
Sporting Event Needs Overall	-320.10
Sports Golf Outing	-4,948.73
Sunday Opening Ceremony	-4,252.60
Tailgate	-9,681.38
<b>Total ICMA 2022 Conference Accounts</b>	<b>-119,716.25</b>
Sponsorships	20,469.43
Winter Conference	
Registration Fees	21,992.19
<b>Total Winter Conference</b>	<b>21,992.19</b>
<b>Total Income</b>	<b>\$ -56,489.68</b>
<b>GROSS PROFIT</b>	<b>\$ -56,489.68</b>
<b>Expenses</b>	
Conference	
Misc. Conference Expenses	2,051.76
<b>Total Conference</b>	<b>2,051.76</b>
Membership Services	
Awards, Plaques, Memorials	1,912.52
ICMA Meeting Reimbursements	1,018.57
Senior Advisor	1,244.93
<b>Total Membership Services</b>	<b>4,176.02</b>



# Ohio City/County Management Association

Profit and Loss  
July 2022 - March 2023

	TOTAL
Office/General Administrative Expenses	
Board Meeting Expenses	1,444.62
Insurance	2,183.22
Professional Fees	
Accounting Services	205.60
<b>Total Professional Fees</b>	<b>205.60</b>
Secretariat Fee	54,500.00
Uncategorized Expense	12.82
Web site	461.26
<b>Total Office/General Administrative Expenses</b>	<b>58,807.52</b>
Outgoing President Award	50.00
<b>Total Expenses</b>	<b>\$65,085.30</b>
NET OPERATING INCOME	<b>\$ -121,574.98</b>
NET INCOME	<b>\$ -121,574.98</b>



# Annual Report 2020-2022

Strengthening the Quality of Local Governance  
Through Professional Management

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## **Board Members 2020-2021**

Ken Filipiak, President  
Sheryl Long, Vice President  
Mark Schweiterman, Treasurer  
Patrick Titterington, Past President  
Mark Wendling  
Dana McDaniel  
Robert Fowler

## **Board Members 2021-2022**

Sheryl Long, President  
Dana McDaniel Vice President  
Mark Schwieterman, Treasurer  
Ken Filipiak, Past President  
Mark Wendling  
Robert Fowler

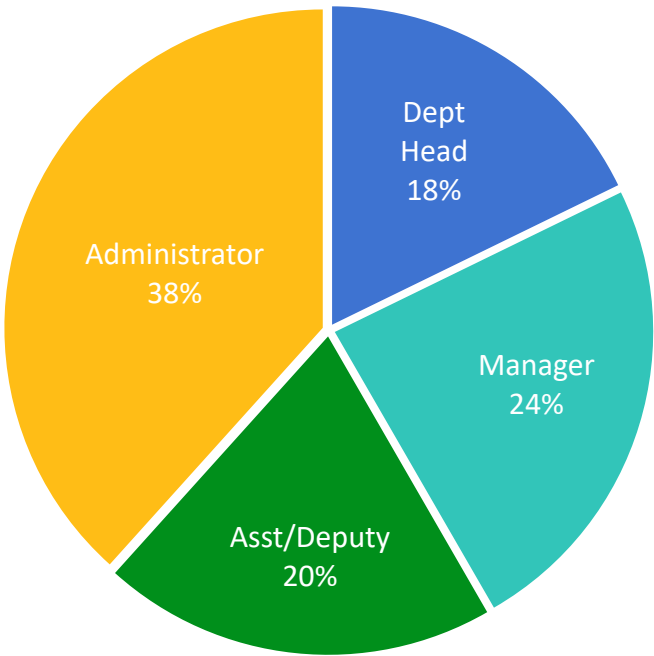
2021  
Number of Active  
Members: 254

Where We're From	
City	162
County	49
Township	21
Village	22

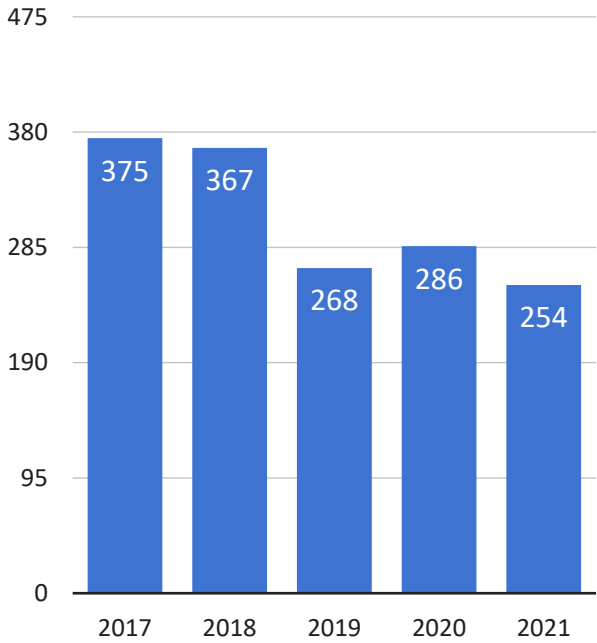
Geographic Location	
NE/NW	54
Central/East	58
West Central	26
Southwest	114

Member Types	
Full	165
Affiliate	14
Student	2
MIT	1
Lifetime	27
Honorary	0
Consulting	4

**Positions Held**



**Total Membership**



**2022**  
**Number of Active**  
**Members: 248**

**Where We're From**

City	126
County	47
Township	19
Village	24

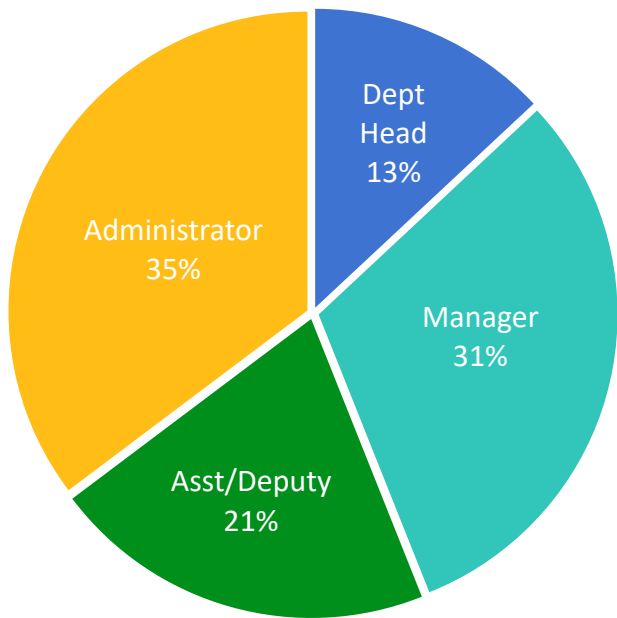
**Geographic Location**

NE/NW	49
Central/East	58
West Central	25
Southwest	113

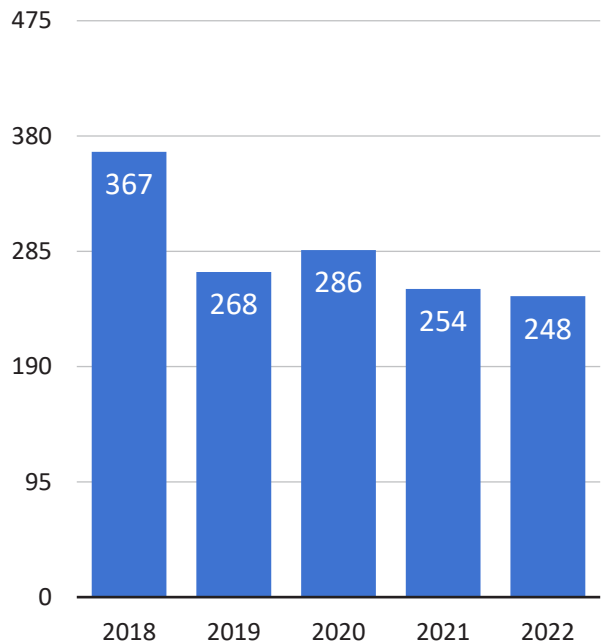
**Member Types**

Full	187
Affiliate	10
Student	3
MIT	2
Lifetime	27
Honorary	0
Consulting	9

**Positions Held**



**Total Membership**



## [OCMA 2020-2022 Highlights](#)

### **2022 ICMA Annual Conference**

OCMA continued coordination with Tom Homan and Charlotte Colley who are serving as Co-Chairs for the Conference Host Committee. OCMA member Aubrey Hale and consultant Sandra Puskarcik are assisting with the preparation of the conference and liaison communications with ICMA.

### **DEI Committee Established**

A Diversity Equity and Inclusion (DEI) Committee was established that is being chaired by Ken Wilson. ICMA has publicly committed to including equity as a criteria in the Code of Ethics and asked for feedback regarding members perceptions of these initiatives in the context of broader political discussions about these issues.

### **COVID**

The lack of regular annual conferences and other in person meetings had a significant impact revenues and expenses and membership totals within OCMA. 254 people were members of OCMA in 2021, down from pre-COVID membership numbers that exceeded 365. Increasing membership in the organization will need to be a major focus of the organization moving forward.

### **Spring Conference**

COVID required changes to the OCMA Spring Conference which was cancelled in 2021 and held in Grandview Heights in 2022. The 2022 conference sessions were all held over one and a half days with a mobile workshop and pre-ICMA conference planning occurring on the first half-day, and speakers including Kenny McDonald from the Columbus Partnership speaking to the group during the full-day session.

## Budget Summary FY 2020-2021

	<b>2020-2021 Budget</b>	<b>Actual 2020-2021</b>
<b>Revenue/Income</b>		
General Revenue	\$35,000	\$13,740
Sponsorships	\$50,000	\$4,500
Winter Conference	\$32,000	\$900
Other	\$1371	\$662
<i>Subtotal</i>	<b>\$118,371</b>	<b>\$19,802</b>
<b>Expenses</b>		
Conference	\$60,700	\$0
Internship Program	\$4,000	\$0
Sponsorship Fees	\$500	\$0
Membership Services	\$3,750	\$0
Office/General Administrative	\$65,350	\$48,233
ICMA 2022	\$35,000	\$1,759
<i>Subtotal</i>	<b>\$169,300</b>	<b>\$49,992</b>
<i>Net Operating Income</i>	<b>(\$50,929)</b>	<b>(\$30,190)</b>
	<b>Commitment</b>	<b>Current Balance</b>
<b>ICMA Conference 2022</b>	n/a	\$65,160

## Budget Summary FY 2021-2022

	<b>2021-2022 Budget</b>	<b>Actual 2021-2022</b>
<b>Revenue/Income</b>		
General Revenue	\$58,000	\$59,383
Sponsorships	\$50,000	\$23,000
Winter Conference	\$32,000	\$7,479
ICMA 2022	\$0	\$168,000
Other	\$1100	\$930
<i>Subtotal</i>	<b>\$141,100</b>	<b>\$258,792</b>
<b>Expenses</b>		
Conference	\$60,700	\$17,833
Internship Program	\$4,000	\$0
Sponsorship Fees	\$500	\$0
Membership Services	\$5,250	\$5,267
Office/General Administrative	\$65,100	\$38,518
ICMA 2022	\$33,000	\$38,518
<i>Subtotal</i>	<b>\$168,550</b>	<b>\$118,174</b>
<i>Net Operating Income</i>	<b>(\$27,450)</b>	<b>(\$140,618)</b>
	<b>Commitment</b>	<b>Current Balance</b>
<b>ICMA Conference 2022</b>	n/a	\$76,740

**ARTICLE III MEMBERS**

• **Section 1. FULL MEMBERS** All local government ~~administrators~~ employees working in Ohio, holding or eligible to hold full or associate membership in the International City/County Management Association may become Full members of the Association upon application and payment of dues to O.C.M.A. A Member in Transition shall be considered a Full Member. Any member ceasing to meet these qualifications shall there by forfeit Full membership in the Association, except in the case of retirement.  
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• **Section 2. AFFILIATE MEMBERS** Any person ~~not eligible for Full membership who does not otherwise meet the qualifications for full membership who is working for a non-commercial entity with an interest in local government in Ohio.~~ has municipal management as a career objective or who has attained a position in his/her special pursuit qualifying him/her to affiliate with Full members in the advancement of professional knowledge and practice may become an Affiliate member upon application and payment of dues. ~~This may include any person working in academia, or at another level of government, and any person from another state.~~ State immediately adjacent to Ohio who indicates a desire to meet with this Association may also become an Affiliate member.

RETIRED MEMBER Any Person who is no longer employed on a full time basis in local government.

• **Section 3. LIFE MEMBERS** The Association may, from time to time upon the recommendation of the Executive Board, honor a member of the profession by bestowing upon the individual the status of Life Member. The individual receiving the honor (1) must be eligible for retirement in a qualified retirement program, (2) must have retired from active service in local government, (3) must have been a participating and contributing Full member of the Association, (4) must have worked in support of the profession as well as for the betterment of the profession, (5) must have been a Full Member who has completed twenty-five years of local government service, during which at least 50 percent of the service the member has been eligible to be an officer of the Association and the rest of the time the member was a full member of the applicable state association(s), or has been a Full Member who has been eligible to be an officer of the Association for at least fifteen years and retired from active service with a local government at age sixty-five or older. Life Member status must be requested in writing by at least three (3) endorsing Full members other than the proposed Life member. Confirmation of Life member status must be approved by a majority of the Executive Board and by at least a 75 percent majority of the Full members present and voting thereon. Life member status shall be placed in abeyance if the member returns to active service, in any form, in local government.

• **Section 4. HONORARY MEMBERS** The Association may, from time to time upon the recommendation of its Executive Board, elect to honorary membership in the Association persons who have rendered distinguished service to or in support of the profession and to local government. Honorary membership is intended to be highly selective and limited and must be approved by at least a 75 percent majority of the Full members present and voting thereon.

• **Section 5. EMERGING LEADER STUDENT MEMBERS**—Individuals enrolled in a graduate or under-graduate public administration program and/or municipal interns and who do not qualify for any other membership classification may become an StuEmerging Leader dent member of the Association.

• **Section 6. ELIGIBILITY** Eligibility in any classification shall be determined by the



Executive Board which shall establish a procedure for admission to membership. Under no circumstances shall an elected official, or someone who is actively seeking elected office, be eligible for membership.

- **Section 7. VOTING RIGHTS** The right to vote upon matters coming before the Association shall be limited to Full, Life, and Retired-members, and each eligible-Full member shall have one equal vote upon each matter submitted for vote to the membership.

- **Section 8. DUES** The annual dues of ~~Full members, Affiliate members and student~~ members shall be as determined from time to time by the Executive Board. Life members, Emerging Leaders, Members in Transition, and Honorary members shall be exempt from dues. Dues shall be payable January 1 of each year. Any member whose dues are in arrears for a period of four months, shall be suspended from membership and notified in writing of his/her suspension.

- **Section 9. EXPULSION** The Executive Board by a 2/3 vote of its constituted membership, may suspend or revoke the membership of any member of the Association whose personal or professional conduct is deemed by the Executive Board to be detrimental to the best interest of the Association. No member shall have his/her membership suspended or revoked without due notice and a reasonable opportunity for a hearing before the Executive Board. A member whose membership has been revoked may be restored to membership by a 2/3 vote of the constituted membership of the Executive Board.

- **Section 10. RESIGNATION** Any member under any classification may resign his/her membership by a written notice to the secretary-treasurer of his/her desire to do so.

#### ARTICLE IV OFFICERS

- **Section 1 OFFICERS**

- The officers shall be president, vice-president, secretary-treasure, 32 directors at-large of which one shall be ~~and~~ an Assistant Manager representative. These officers together with the immediate past president shall constitute the Executive Board.

- Officers shall be active members of the Association. With the except of the Secretary-Treasurer who serves a 2-year, appointed term, their terms of office shall be 1 year but shall terminate in the event an officer is no longer eligible for Full Membership. of discontinuance from service to Ohio for a period of 9 months or the balance of their term, whichever is the lesser time. The president and vice-president may succeed themselves in office as a result of extraordinary circumstances, including but not limited to a termination or resignation of an officer and upon approval of the membership. (Amended February 26, 2016)

- Vacancies shall be filled within 30 days from the creation of the vacancy by a majority vote of the Executive Board.

#### ARTICLE V BOARD

- **Section 1. PRESIDENT**

The President shall be the chief executive officer of the Association; shall preside, when present, at all meetings of the Association; shall be the chairman of the Executive Board; shall appoint the members of all committees established by the Executive Board; shall issue the call

for all regular or special meetings of the Association and the Executive Board as provided by Article VI; and shall perform such other duties as may be assigned to him by the Association or the Executive Board. The president shall be an active and Full Member of the Association in good standing. an active City/Village/Township Administrator/Manager, County Administrator, or Public Safety Director

- **Section 2 VICE PRESEIDENT**

The Vice-President shall perform such duties as may be assigned to him by the President, the Executive Board, or the Association. Upon the absence or inability of the President to perform his duties, the Vice-President shall occupy the position and perform the duties of the President so long as such absence or inability shall continue. The Vice President shall be an active and Full Member of the Association in Good Standing.

**Section 3. SECRETARY-TREASURER**

The Secretary-Treasurer shall keep and maintain all records and proceeding of the Association in books designed for such purpose. They shall keep an accurate record of all monies received and disbursed by the Association, and shall report at least annually and at such other times as required by the Executive Board the status of all financial accounts to the Association or its Executive Board. The Secretary-Treasurer shall be appointed by the Executive Board and be an active member of the association. This position shall be a non-voting position on the Board. The Secretary-Treasurer shall serve a 2-year term ~~with a maximum of 2 consecutive terms.~~

1. Section 4 ASSISTANT MANAGER REPRESENTATIVE

~~The Assistant Manager representative shall be nominated by the nominating committee of the 3 past presidents who remain as members of the Association; approved by the Executive Board and be active in the state of Ohio. The Assistant Manager representative shall be any active Assistant or Assistant to: City/Village/Township Administrator/Manager, County Administrator, or Public Safety Director or Department Director level member, as deemed appropriate by the Executive Board. The representative shall perform such other duties as may be assigned and approved by the Executive Board.~~

1.2. Section 5 DIRECTORS AT-LARGE

Two (2) directors at-large shall be nominated and elected to the Board by the membership and shall perform such other duties as may be assigned to them by the Executive Board. The At-Large Board members shall be active and Full Members of the Association in good standing.

2.3. Section 6 PAST PRESIDENT

The past president shall be active in the State of Ohio. Should a past president discontinue service to Ohio for a period of 9 months or the balance of their term, whichever is the lesser time they shall not be eligible to serve. A vacancy may be filled by appointment of a former past president in service to Ohio and shall none be available the position shall remain vacant for the remainder of the term.

4. Section 7 EXECUTIVE BOARD

The Executive Board shall govern the affairs of the Association during the period between annual meetings; may expend monies of the Association, and shall from time to time make recommendations to the Association concerning the conduct of the business of the Association; may fill, by appointment, any vacancies occurring in any Association office as provided herein, for the balance of the unexpired term of such position; and may create and establish such standing or special committees as may be required for the orderly conduct of the business of the Association Membership on policies and needs of the Association and the profession of

urban management in the state. At least one member of the Executive Board shall be an Assistant Manager Representative, active in the State of Ohio. This Assistant representative may be in one of the following roles:

1. Assistant or an Assistant To a City/Village/Township Administrator/Manager
2. Assistant or Deputy County Administrator
3. Public Safety Director or Assistant Public Safety Director
4. Department Director.

## ARTICLE VI MEETINGS

- Section 1

The general membership of the Association shall ~~regularly meet~~ ~~on at least 2 occasions~~ annually, ~~one of which shall be held at the same time and place as the annual Winter Conference.~~