



MCMA Board Meeting

Missouri Municipal League Offices, Jefferson City MO

11:00 AM

July 1, 2021

AGENDA

1. Call to Order
2. Approval of the Minutes of May 18, 2021
3. MCMA Membership Legal Services Proposal – Mauer Law Firm
4. MCMA Member Conduct Policy
5. MML Conference Booth Staffing
6. Fall Conference Update
7. Future Spring Conference Location Discussion
8. ICMA Conference Update and Scholarships
9. Mansfield Scholarship Update
10. Life Membership Application – Douglas Leslie
11. Committee Member Appointments
 - a. Nominating: Shelby Teufel, Mike Ekey, Jennifer Yackley, Dana Tarpener
 - b. Awards: Jennifer Yackley, Gabby Macaluso, Sharon Stott
 - c. 2022 Spring Conference: Scott Schaefer, Danielle Dulin, Mike Ekey, Kim Nakahodo, Shawna Davis, Kristen Ayers, Jason Eisenbeis, Marie Peoples, Brent Buerck
 - d. Winter Workshop: Steve Crowell, Gabby Macaluso, Harrison Fry, Matt Zimmerman, Fred Ventresco, Brent Buerck
 - e. Ethical Conduct Committee: Kris Simpson, Amy Hamilton, Gregory Rose, Brittany Gillett, Trevor Pulley, David Gipson, Pam Hylton, Scott Avery

- f. Diversity and Inclusion: Pam Hylton, Cathy Pratt, Andrea Muskopf, Kim Nakahodo, George Ertle, Marie Peoples, Brittany Gillett
- g. Membership Outreach: Greg McDanel, Michael Padella, Steve Crowell, Shelby Tuefel, Andrea Muskopf, Anna Mitchell, Scott Avery, Fred Ventresco
- h. MCMA Dues Task Force: Zach Walker, Kris Simpson, Jeana Woods

12. Liaison Reports

- a. MoWLG – Jessica Hoffman
- b. NFBPA – Gregory Rose
- c. ICMA – Molly Mehner
- d. MML – Emily/Richard

13. Other

14. Adjournment



MCMA Board Meeting
MINUTES

May 18, 2021

BE IT REMEMBERED that the board of directors for the Missouri City /County Management Association met on May 18, 11:00 am, at the MML Office and via Teleconference.

The meeting was called to order at 11:02 a.m. by Board President Ben DeClue, with board members Bola Akande, Greg Camp, Roger Haynes, Jessica Hoffman and Zach Walker and program manager Emily Koenigsfeld also present. Absent was Greg McDanel.

APPROVAL OF MINUTES

A MOTION WAS MADE AND SECONDED TO APPROVE THE MINUTES OF FEBRUARY 23, 2021. MOTION PASSED UNANIMOUSLY.

WELCOME NEW BOARD MEMBERS

Walker and McDanel welcomed to the Board.

FINANCIAL REPORT

A MOTION WAS MADE AND SECONDED TO APPROVE THE FINANCIAL REPORT AS PRESENTED. MOTION PASSED UNANIMOUSLY.

ESTABLISHMENT OF BOARD MEETING SCHEDULE

DeClue informed board that future board meetings would be in June, September (at the MML Conference) and January 2022 (before Winter Workshop).

ESTABLISHMENT OF DUES RATE FOR 2021-2022

DeClue reported the dues rate would remain the same for 2021-2022. A committee will be appointed to review dues increase in the coming years. **A MOTION WAS MADE THAT DUES WILL REMAIN THE SAME FOR 2021-2022. MOTION PASSED UNANIMOUSLY.**

FALL CONFERENCE UPDATE

The conference committee is working on finalizing the agenda.

MML CONFERENCE BOOTH STAFFING AND SESSION/BREAKFAST SPEAKER

Kim Becking will present at breakfast and afternoon session. Koenigsfeld will reach out on the listserv for individuals to work the booth. A list of non-members will be available at the booth.

ICMA CONFERENCE AND MCMA SCHOLARSHIPS

ICMA has committed to doing an in person conference. MCMA will do six scholarships, the number was reduced due to the lack of applications.

WINTER WORKSHOP DATES

Koenigsfeld reported the dates for Winter Workshop are January 26-27, 2022, at the Stoney Creek Conference Center.

STRATEGIC PLAN REVIEW

Appointments: Culture-Jessica Hoffman, Communication-Zach Walker, Member Engagement-Greg McDanel, Organization-Ben DeClue

COMMITTEE APPOINTMENTS

DeClue reviewed the committee chairs. He appointed a new committee, the MCMA Dues Task Force, Haynes and Akande will act as co-chairs.

ICMA COACHING PROGRAM ROLES

There will now be two members of the coaching program, Haynes will act as the senior member and Kim Nakahodo will act as the rising member.

MCMA FOUNDATION UPDATE

DeClue asked the question of if the foundation is still needed since MCMA is its own 501c3 now. He is going to get with Steve Mauer about combining the two organizations.

LIAISON REPORTS

Hoffman reported MoWLG 501c3 status is done. They plan to focus on statewide initiatives.

MANSFIELD SCHOLARSHIP

Koenigsfeld reported that there has been no scholarship application to date. She recommended that we extend the deadline. **A MOTION WAS MADE AND SECONDED TO EXTEND THE MANSFIELD SCHOLARSHIP DEADLINE TO JULY 1. MOTION PASS UNANIMOUSLY.**

ICMA REPORT

DeClue reported that the current Midwest rep is from Iowa. Molly Mehner currently holds the Missouri seat but her term will end this cycle. DeClue requested that if anyone from the board or membership is interested in the that position to let him know.

OTHER

The spring/fall conference will have the golf event.

ADJOURNMENT

AT 12:04 P.M. A MOTION WAS MADE AND SECONDED TO ADJOURN THE MEETING. MOTION PASSED UNANIMOUSLY.

With there being no further business before the board the meeting, President Ben DeClue adjourned the meeting.

Respectfully submitted,

Emily Koenigsfeld, Program Manager

June 21, 2021

VIA: E-Mail

Ben DeClue
Missouri City Managers Association
bdeclue@glendalemo.org

Re: *MCMA Legal Services*

Dear Ben:

Accompanying this letter is our proposal for outside legal services for MCMA Members. Please let me know if it is sufficient and covers your desired topics. We can make any changes, enhancements, or refinements you request. After we have your approval, we can send it to you in final, or feel free to circulate this draft if it is acceptable. We look forward to working with you. Thank you for your time and attention.

Very truly yours,



Steven E. Mauer

Enclosure

Outside Legal Services for MCMA Members (Proposal)

Mauer Law Firm, PC (“MLF”) has been asked by the Missouri City/County Management Association (“MCMA”) to prepare a proposal for legal services available to MCMA Members as part of Member benefits for belonging to MCMA. The proposal is premised on a similar legal services agreement utilized by the Minnesota City/County Management Association.

Member Benefit

- Up to one (1) hour of free legal consultation regarding *any* legal issue an MCMA Member would not otherwise feel comfortable using inside counsel.
 - By example, this consultation could regard: employment issues between the Member and his or her employer; potential unethical conduct the Member uncovers; outside review of a Member’s employment agreement; a separation agreement from an employer, etc.
- This legal consultation ensures Members have ready access to competent outside legal counsel.
- If further consultation beyond the first hour is needed, MLF will enter into a separate agreement with the Member at a discounted rate of \$100.00 per hour.

Cost

- The one hour legal consultation could be included in a Member’s dues, or be an additional benefit for a small amount (\$25.00). This “cost” is to be decided by MCMA.
- The first hour of legal services will be billed to MCMA at the rate of \$100 per hour.
- MLF will complete all a conflict checks before consulting with any Member.
- MLF will provide monthly billing information to MCMA with sufficient detail to appraise MCMA of the nature of the consultation, without invading the confidentiality between MLF and Members.
- To prevent unexpected expenditures, MLF agrees to “cap” consultations at an amount per month set by MCMA, such as \$1,000.00/month (roughly 10 consultations in one month).



MEMBER AND VENDOR CONDUCT POLICY

As approved by the MCMA Board of Directors on MONTH DAY, 2021

The Missouri City/County Management Association (MCMA) is dedicated to providing safe and harassment-free conferences, meetings, and events. It is the responsibility of every MCMA member and vendor to refrain from any harassing behavior. Harassment of conference speakers, staff and attendees will not be tolerated in any form.

Examples of harassment include, but are not limited to, the following:

- Offensive verbal comments related to gender, race, religion, color, age, disability, national origin, sexual orientation or identity, familial status, or any other status that is protected by law;
- deliberate intimidation;
- stalking or following;
- harassing photography or recording;
- substantial disruption of talks or other events;
- inappropriate physical contact;
- unwelcome sexual attention; and
- retaliation for making a complaint.

Participants asked to stop any harassing behavior are expected to comply immediately. A report may be made immediately which will trigger the initiation of the disciplinary process.

Anyone violating these rules will be subject to the MCMA disciplinary process, which may include any or all of the following actions, at the discretion of the Board of Directors after investigation by the Ethical Conduct Committee:

- Immediate expulsion from the event
- Barred from attending future MCMA events
- Membership sanction
- Report to employer

If an MCMA member or conference attendee believes that they have been subjected to harassment, the individual is strongly encouraged to report the action to a member of the MCMA Board of Directors or to the MCMA Program Director/Secretariat. If a member of the Board of Directors is involved in an accusation, that member will remove themselves from any discussions of the accusation by the Board. If a member of the Board of Directors or Secretariat receives a report of harassment from the subject of the alleged harassment, the board member or secretariat is obliged to initiate a formal report to the MCMA Board. All reports made to the Board of Directors will be reviewed and referred to the Ethical Conduct Committee for investigation with appropriate due process. The investigation, including the names and results, will be limited to those on a need-to-know basis. As with all ethical complaints, the Board of Directors is responsible for reviewing the investigative report and levying sanctions. If a member of the Board of Directors has been deemed to have violated the Member and Vendor Conduct policy, it shall serve as cause for consideration of removal from their board seat/office absent mitigating circumstances.



1727 Southridge Drive
Jefferson City, MO 65109
573-635-9134
Fax: 573-635-9009

MEMBERSHIP APPLICATION 2021-2022

(Please print or type)

Name DOUGLAS K. LESLIE
City/Firm
Street Address 1316 N. CLARK
City CAPE GIRARDEAU, MO
Phone 573 334 3901
E-Mail dleslie@charter.net

Title RETIRED CITY MANAGER
P.O. Box
State MO Zip 63909
Fax

Yes, please add me to the MCMA Listserv (FULL members only)

Home Address SANG
City State Zip
Home Phone Email

Present ICMA Classification RETIRED CM

Membership Requirements (please mark the appropriate category):

Full Membership: \$75.00

Any duly appointed Chief Administrative Officer (CAO), Manager, Assistant CAO, Assistant Manager or an individual which has general administrative responsibilities and is recommended by their CAO of any municipality in the State of Missouri may hold Full Membership in the Association.

Associate Membership: \$40.00

Anyone otherwise qualified to be a member of the International City/County Management Association may hold Associate Membership in the Association. (excludes access to the MCMA Listserv)

[X] MCMA Life Membership: complimentary membership

This category of membership in the MCMA is available to any individual who has retired from the profession of city or county management and has been a member for a minimum of twenty years.

MIT (Member in transition) Membership: 1 year membership fee waived while in transition

Student Membership: \$10.00

Any student of public administration who subscribes to the purposes of this organization may hold Student Membership in the Association. If applying for student membership, please indicate: College or University attending anticipated date of graduation major area of study

Ethics Acknowledgement (ICMA Code of Ethics available online at www.icma.org/ethics)

I hereby acknowledge that I have read and will adhere to the ICMA Code of Ethics. Initial Here [Signature]

Please complete and return this form with your remittance.

Make check payable to:

Missouri City/County Management Association
1727 Southridge Drive
Jefferson City, MO 65109