



**MME Board of Directors Meeting
DRAFT Minutes
August 17, 2021
Zoom Virtual Meeting**

Rebecca Fleury, President, called the meeting to order at 1:34p.m.

I. Roll Call

Directors present:

Rebecca Fleury, President; City Manager; Battle Creek
Mike Cain, President-Elect; City Manager; Boyne City
John Shay, Immediate Past Pres.; Dep. County Admin.; Ottawa Co.
Victor Cardenas, Assistant City Manager; Novi
Juan Ganum, City Manager; Bridgman
Mark Heydlauff, City Manager; Charlevoix
Melissa Marsh, City Manager; Madison Heights
Sheryl Mitchell-Theriot, City Administrator; Lathrup Village
Susan Montenegro, City Manager; Leslie
Dana Muscott, City Manager; Bay City
Deborah Stuart, City Manager; Mason
Julius Suchy, Township Manager; Ada Township
James Wickman, Township Manager; Hartland Township
Christian Wuerth, Village Manager; Milford

Also present:

Kelly Warren, MML
Summer Minnick, MML
Emily Kieliszewski, MML
Betsy DeRose, MML

II. Consent Agenda

- Approval of July 20, 2021 minutes.
Motion to approve consent agenda.
Motion by: Wickman
Seconded by: Heydlauff
No discussion. Motion carried.

III. Discussion Items

- **Ethics Presentation – Jessica Cowles, ICMA**
Jessica Cowles of ICMA presented to Board on state's role in ICMA's ethics review process. Five key points reviewed: what happens when ethics complaints come to ICMA; jurisdiction when respondent is a member of both state association and ICMA; key points when ICMA

reaches out to state association; training and resources available on ethics topics.

- Upon receiving a complaint, ICMA reviews supporting documentation to substantiate allegations. Threshold for moving forward with an investigation: if the allegations (if proven true) could potentially violate ICMA's Code of Ethics. Respondent is given a call and informed ICMA received a complaint about them. ICMA also follows up with formal letter explaining complaint, which tenets of the ICMA Code of Ethics the conduct may have violated, and a series of questions to try to understand what the facts are of the situation. ICMA's ethics decisions are always based solely on what the facts are actually shown to be. The member in question has 30 days to respond – this may be extended under certain circumstances.
- If the investigation committee feels more information is needed, they may reach out to the state association president to ask for assistance in appointing ICMA members working in the state to serve on a fact-finding committee. Fact finding committee first reaches out to the member to set up meeting to gain their perspective on the allegations and uses records request process to gather any documentation that may be missing after interview with member. The fact-finding committee then provides a summary report to ICMA.
- Key outcomes of investigation from the ICMA Committee on Professional Conduct:
 1. The member has not violated the Code of Ethics. Committee votes to close case and offers member advice to consider in the future.
 2. The member has violated the Code of Ethics. Committee votes to privately censure the member.
 3. The member has violated the Code of Ethics. Committee votes to make recommendation to ICMA Executive Board to publicly censure the member, which may come with membership suspension or permanent expulsion. Process provides for member to come before Executive Board. Board's decision is final.
- State association president is always notified at the close of any investigation.
- ICMA takes lead in ethics review where respondent is a member of both ICMA and state association. State association takes lead on ethics investigations involving non-ICMA members.
- Training and resources available from ICMA on ethics topics. ICMA staff also available for confidential conversations with any member to discuss how to interpret guidelines or tenets of the code.

- **Complaint Process for Member-Vendor Interactions**

Board discussed a complaint process for member-vendor interactions at conference including the need to establish a behavioral expectation for vendors & attendees with clear process for violations.

A subcommittee will move forward with reviewing sample conference behavioral expectation models to bring back to the board to consider: Deb Stuart, Christian Weurth, Mark Heydlauff, and Juan Ganum to serve in this capacity.

- **Summer Workshop/PDC Discussion**

Fleury reviewed some complaints received regarding Summer Workshop, including less robust agenda offered than in the past; chair of the professional development committee not present enough at sessions; vendor outreach issues. It was discussed that these conference complaints are common from year to year. Professional development committee will move forward with greater sensitivity in how we reach out to vendors and focus on being inclusive & comprehensive to those that have sponsored/supported the organization in the past. Committee will also be reviewing conference feedback as it is received to improve future educational opportunities.

- **Associate Group Creation**

Vendors have also reached out with a suggestion to formulate a group to provide feedback on conferences from their perspective. The professional development committee will review and report back to the Board.

- **Potential Task Force Follow Up**

Task forces continue to seek feedback following presentations at Summer Workshop. An email will be sent to members asking again for feedback on this information. Please encourage others to submit their thoughts.

The Board also discussed the staffing support task force. This group will take a pause until the other task forces come back and changes are adopted with regional structure, listserv, etc. These changes inform the work of the staffing task force.

Continued questions have arisen from certain members about a membership listing, listserv rules/procedures, and MME's choice in legal counsel utilized in the past. These questions have been sufficiently addressed previously. The updated strategic plan is in place and MME's task forces are working on improvements.

- **Membership Review Update**
Per the membership review, the subcommittee reached out to certain members requiring membership category reclassification. The subcommittee will now revisit cleaning up the constitutional language, memberships to listserv, and membership form.
- **Potential Annual Ethics Update**
A member has requested MME require ethics training for MME membership. Board discussed not moving forward with a formal requirement but has asked PDC to offer ethics training opportunities at upcoming workshops. ICMA is willing to assist in providing this type of training as they regularly attend our state conferences.
- **Racial Equity discussion**
Mark Washington reached out regarding concern with dialogue on listserv around racial equity issues. He has convened a group of Black city managers and would like to have a conversation with membership around this issue: how racial equity shows up in our communities & why it is important in our profession/some of the work ICMA is doing. This group will be convening shortly - League staff to assist this group with contact information for other Black city managers to extend invitation for participation.
- **Conference location rotation**
Suchy reported the professional development committee would like to look at regions used to determine location for Summer Workshop & Winter Institute events. The goal is to redefine the regions to assist with a more equitable split as they schedule conferences throughout the state.

Motion to have professional development committee reassess regional areas for conference locations.

Motion by: Wickman

Seconded by: Cain

Motion carries.

IV. Comments from the Board

- Cain
- Burns
- Shay
- Cardenas
- Ganum
- Heydlauff
- Marsh
- Mitchell-Theriot
- Montenegro

- Muscott
- Stuart
- Suchy
- Van Wyngarden
- Wickman
- Wuerth

V. Comments from the President

Fleury to work with MML to see if Board needs to memorialize in some fashion that Board meetings are not open to members to attend.

VI. Adjournment

Motion to adjourn meeting.

Motion by: Montenegro

Seconded by: Weurth

Motion carries.

Meeting adjourned at 3:03p.m.