

TCMA
Executive Board Meeting
April 19, 2006
Holiday Inn Select, Nashville, Tennessee

MINUTES

In attendance: President Carl Holder, First Vice President Mark Johnson, Third Vice President Jody Baltz, Vice President At-Large Kevin Helms, Vice President At-Large Robert Wherry, and Vice President At-Large James Lewellen.

Absent: Second Vice President Mitchell Moore and Past President Victor Lay.

Also present: Executive Director Margaret Norris; MTAS Executive Director, Bob Schwartz; Amanda Relyea, ICMA liaison; William Brown, human resources director of the city of Alcoa and President of TPMA; Kurt Frederick, MTAS training consultant; and Tom Looney, IPS development director.

President Holder called the meeting to order at 10:30 a.m.

Upon a motion made by Vice President At-Large Helms, seconded by Third Vice President Baltz, the executive board meeting minutes from October 19, 2005, were approved unanimously.

President Holder recognized Mr. William Brown, president of Tennessee Personnel Management Association and human resources director for the city of Alcoa, who was there to discuss the relationship between the two associations. He handed out a packet of information that included descriptions about TPMA (mission, objectives, bylaws, board members, membership, etc.). He stressed that both associations share common ground and many of the same “clients” and that there are many opportunities for joint training and sharing of information such as surveys that are conducted and posted on the TPMA website – www.tnipma.org. President Holder commented that there is interest from managers of smaller cities that do not have HR professionals. There was consensus among board members to explore the opportunity, determine a direction, and follow up with Mr. Brown.

Next on the agenda was an ICMA update. There was discussion about the support for Mr. Jeff Earlywine, city administrator of Fort Thomas, Kentucky, for a vice president seat on the ICMA board. Since he has accepted a new job in Boone County, Kentucky, he is withdrawing from the race. Executive Director Norris mentioned that she had received a phone call from Brentwood City Manager, Michael Walker, expressing his potential interest in the position. Vice President

At-Large Lewellen suggested that if no Kentucky candidate comes forward in lieu of Mr. Earlywine that the TCMA board will support Mr. Walker. All were in agreement.

President Holder reviewed the request from ICMA for committee volunteers. He instructed those present to speak to Ms. Relyea if interested, and will mention the need during the spring conference.

Vice President At-Large Lewellen gave an overview of the issues discussed at the ICMA Southeast Region meeting held in Asheville, North Carolina last month. Items the association is focusing on include the impact of the world economy on cities, the impact of the internet on local government, the next generation, and how to lead.

President Holder reminded the board that the upcoming ICMA conference will be held in San Antonio, Texas, from September 10-14 and that the TCMA gathering will be on the night of Monday, September 11, 2006.

Continuing with the agenda, President Holder discussed the Senior Executive Institute's upcoming training opportunity. The deadline for application to the institute is June first. Therefore, if anyone is interested in taking advantage of the \$2,000 TCMA scholarship, letters of interest need to be in to the executive director by mid May. President Holder will make an announcement to that effect during the conference.

The TCMA 2006 fall conference will be held October 18 – 20 in Oak Ridge, as planned, even though there is a strong possibility that the MTAS offices will not have completely relocated at that point. If there is a problem with the housing, then the Knoxville Hilton will be a backup. Conference/tour suggestions included the National Transportation Research Center and Spallation Neutron Source at Oak Ridge National Laboratory. First Vice President Johnson offered to assist in arranging tours.

For the 2007 spring conference, President Holder informed the board that he had received a call from the Kentucky association president requesting that a joint conference be delayed until 2008. The Kentucky board had met last month and had suggested that meeting every other year may lead to burn-out and take away from the uniqueness of the arrangement. It was then agreed by the board members that the TCMA-only spring conference will be held in the Cool Springs area with targeted dates of April 18 – 20, 2007.

Next on the agenda was an update on the proposed certificate program presented by MTAS. Mr. Bob Schwartz, with the assistance of Mr. Kurt Frederick, handed out a program proposal. Two options were suggested, one requiring 100 hours to complete but that allowed previous class work to be counted, and the second program requiring 60 hours to complete with coursework only offered through TCMA at the bi-annual conferences and in conjunction with the TML annual conference. Comments from those present indicated that the second option would take too long to complete (10 years); there should be an effort to make a distinction between this program and the certificate program offered by CTAS; that TVA has a very strong management program which could be modified/copied; and that there is generally a higher comfort level with the idea now that the proposal is in writing with specified criteria. There was general consensus

to move forward with the program with the caveat that it should take no longer than three years to earn the certificate. Furthermore, the membership will be surveyed to determine what courses to offer.

President Holder next recognized Third Vice President Baltz who gave an update on the TCMA website. The site is now fully operational and has been up and running for a couple of weeks. The address is www.tncma.org. He and Executive Director Norris will take comments from everyone about the site and incorporate the suggestions. There is a need for photographs from member cities, so please send them to either Mr. Baltz or Ms. Norris for inclusion. Third Vice President Baltz reported that the project came in under budget and President Holder thanked him for his time and effort in making the website concept a reality.

A membership update was next on the agenda. President Holder reported that to date, there are 81 members plus 16 people under the MTAS agency membership. There are 26 people who did not renew from last year. However, of those, six are no longer in their previous positions. There are 55 managers/assistants who are eligible, but who have not joined. However, of those, seven are either vacant positions or interim managers. There are also 12 new members this year. Additionally, Goodlettsville City Manager, Jim Thomas, sent out friendly reminder letters to non-renewing members and non-members on April 7th and 10th. As a result, the following week six more membership applications were received. President Holder thanked Mr. Thomas for his work, and then requested Executive Director Norris to give him an updated list which he would distribute to the board members with instructions to contact those who have not joined over the next month.

Executive Director Norris mentioned that there are currently two honorary members, Mr. Ed Young and Mr. A.D. Caldwell. She then proposed honoring two more managers who are retiring after lengthy TN city management careers – Gary Hensley, retiring on July 7 from the city of Maryville with 35 years of Tennessee city management experience (28 years in Maryville and seven in Loudon) and Lynn Wampler retiring from the city of Fayetteville on July 15 with 34 years with that city, 22 of which were as city administrator. Vice President At-Large Lewellen made a motion, seconded by President At-Large Wherry, to approve the two new honorary memberships. The motion passed unanimously. It was agreed to wait to make the announcement until the annual business meeting in June.

President Holder then recognized Mr. Tom Looney, development director for UT-IPS, who presented an opportunity to further honor and recognize retiring city managers. He proposed accepting and recruiting donations from the communities and staff of the retiring manager to help fund either a municipal management intern fund or an internship in the manager's name if the donations are large enough (approximately \$150,000) to support an intern on its own. All cities would be eligible to apply for an intern sponsored by the municipal management intern fund, and the named internship could be placed in any city, not just in the one of the retiring manager. In addition to honoring those who have devoted a majority of their professional city career in Tennessee, teaming the retirees with interns helps in succession planning and preparing the next generation of city managers. First Vice President Johnson made a motion to formally endorse the proposal, and it was seconded by Vice President At-Large Lewellen. The motion passed unanimously.

At this point, due to time constraints before the start of the conference, the meeting was recessed until 5:00 p.m. that evening.

President Holder reconvened the board, at the conclusion of the first day of the conference, to hear a report from executive director Norris that she will be transferring to the MTAS office in Knoxville/Oak Ridge in August and that there will be a need to change accountant, auditor, second signor for checks, and the post office box. There is a bank branch in Knoxville, so that will remain unchanged. It was agreed that the start of the fiscal year would be a good time to make the change, and that Mr. Bill Hammon, assistant city manager for the city of Alcoa, should be the second signor for checks, if he is agreeable to the task.

There being no other business to discuss, the meeting was adjourned.