



MICHIGAN LOCAL GOVERNMENT MANAGEMENT ASSOCIATION PROFESSIONAL DEVELOPMENT COMMITTEE

Meeting Minutes – (Unapproved)

Friday, March 20, 2009

MML Lansing Office

- Present: Lauren Wood (Birmingham), Christine Andrysiak (Plante/Moran), Rob Hillard (Allegan), Jay Cravens (Bloomfield Hills), Mike Mitchell (Hillsdale) and Tim Klunder (Zeeland)
- Absent/Excused: Jose Reyna (Grand Rapids), Art Shufflebarger (Milford), Dana Foster (Brighton), Dale Kerbyson (Lapeer) and Randy DeBruine (Belding)
- Special Guest: Ted Staton (MLGMA President), Mark Wollenweber – via conference call (Grosse Pointe Woods) and Bob Bruner – via conference call (Ferndale)

T. Klunder called the meeting to order at 10:05 a.m.

Coaching/Next Generation Program: T. Klunder noted that last year's PDC Committee started to look into the Cal-ICMA Program under the leadership of then PDC Chair Daryl Delabbio. R. Hillard did a great deal of research on the program last year and he was able to set up a meeting with Cal-ICMA Coordinator Don Maruska at the ICMA National Conference in Virginia. Mr. Maruska then attended the MLGMA Winter Institute and made a presentation on coaching during the final session on Friday.

MLGMA President Staton noted that as a result of the Winter Institute Session and his own experience working with a professional coach he feels this is something that the organization should continue to pursue. President Staton noted that M. Wollenweber and B. Bruner expressed an interest in helping with this initiative. President Staton envisions establishing a sub-committee of PDC working on this issue with a goal of having something ready by the 2010 Winter Institute.

B. Bruner noted that he has worked with an unofficial Next Generation Group in Michigan. The group is twenty-five managers (+ or -) born after 1970. He feels this group would be interested in a coaching program and he feels this group could offer as much to coaches as they would offer to those coached.

M. Wollenweber noted that he does not think we will be able to get funding to start a program on the scope of Cal-ICMA (\$100,000+ range) but he does feel we can start a program in Michigan on some level.

The committee discussed that it will be very important for the sub-committee to define exactly what we mean by coaching. It is not assumed that only next generation managers need coaching nor should it be assumed that only veteran managers can be coaches. The program may be as much about helping coaches become better coaches as it is about helping those that want to utilize a coach.

President Staton asked M. Wollenweber and B. Bruner to Co-Chair this sub-committee and they agreed. PDC representatives to the committee will include R. Hilliard as he has done a great deal of research on the Cal-ICMA Program and Christine Andrysiak as she also serves on the 2010 Winter Institute Committee. It was suggested that the sub-committee also seek existing professional executive coaches to serve on the committee (Mary Jo Asmus mentioned) and some additional managers (maybe six) with half being next generation managers and half being veteran managers who all are interested in establishing a coaching program. President Staton noted again that it would be his goal to have the sub-committee outline a program over the next ten months and then unveil it at the 2010 Winter Institute. Once M. Wollenweber and B. Bruner come up with a list of additional sub-committee member names they will forward those to President Staton and he will officially appoint a sub-committee of the PDC Committee to work on the Coaching/Next Generation Program.

The committee thanked B. Bruner and M. Wollenweber for their participation in the meeting and for their willingness to co-chair the subcommittee and then they were excused from the meeting.

Coaching/Next Generation Program Funding: T. Klunder noted that at the PDC meeting in February M. Mitchell offered an idea of establishing an endowment for a Coaching Program with any funds that remain from the scholarship program in any given year. President Staton asked if we truly wanted to establish an endowment where interest only could be used or if we wanted to set up a reserve account, etc. He said he is more than willing to bring the idea to the MLGMA Board but he would need a recommendation of the committee. A general discussion ensued on the merits of establishing some type of separate funding source, whether an endowment or reserve fund, so that there would be a dedicated source of funds for a Coaching/Next Generation Program. T. Klunder recommended that this remain as an agenda item on the PDC agenda and further discussion take place after we have a better idea of what amount of funding the sub-committee may need to start a Coaching/Next Generation Program. A specific request can then be made to the MLGMA Board. In the meantime T. Klunder will relay to President Staton that any funds that remain from the 2009 Scholarship Program not be redirected by the MLGMA Board as the PDC will bring forth a recommendation for some other use associated with professional development.

Future PDC Funding: Related to the discussion on the use of remaining scholarship funds President Staton did request that the PDC give some consideration to funding a program for newer managers. It appears to him that typically (not always) it is more seasoned managers that seek funding from the scholarship program and we may want to consider establishing a program geared to the newer manager.

The committee thanked President Staton for attending the meeting and sharing his insights and then he was excused from the meeting.

Scholarship Program: The committee noted the receipt of four scholarship requests. Alan Vanderberg (Ottawa County) for ICMA – Gettysburg Leadership Institute in the amount of \$375, Adam Smith (Village of Jonesville) for Disney Institute’s Leadership Excellence Program in the amount of \$1,998, Victor Cardenas (Village of Brooklyn) for Senior Executive Institute – University of Virginia in the amount of \$2,500, and Scott Pietrzak (City of Pleasant Ridge) for Disney Institute’s Leadership Excellence Program in the amount of \$1,998. All requests were for 50% of the program fees.

The committee reviewed the scholarship guidelines and if the applicants met the criteria established for the scholarship program. A good deal of discussion centered on the intent of guideline number three “service to the profession, i.e. city/county management associations from other states, ICMA, MML, etc. will be considered”. Was the intent of this guideline that a scholarship applicant should be a member of MLGMA for a certain number of years before the organization invests scholarship money on that individual? For example, the ICMA Code of Ethics mandates that a manager remain in a community for a minimum of two years except for extenuating circumstances. Should there be a similar requirement for scholarships? The committee noted that no specific years of service are outlined in the scholarship guidelines. It was also noted that it may be of benefit to MLGMA if a newer manager is provided scholarship money to attend these professional development opportunities as they will gain skills valuable to the local government management profession, their community, and it may further spark their interest in staying in the field of local government management. With it noted that all of the applicants meet the current guidelines of the scholarship program the following motions were offered:

- Moved by L. Wood, supported by R. Hillard, to approve a scholarship for Alan Vanderberg to ICMA – Gettysburg in the amount of \$375. All voted in favor of the motion.
- Moved by M. Mitchell, supported by R. Hillard, to approve a scholarship for Victor Cardenas to SEI Virginia in the amount of \$2,500. All voted in favor of the motion.
- Moved by J. Cravens, supported by C. Andrysiak, to approve a scholarship for Scott Pietrzak to Disney’s Leadership Excellence Program in the amount of \$1,998. All voted in favor of the motion.
- Moved by R. Hillard, supported by J. Cravens, to approve a scholarship for Adam Smith to Disney’s Leadership Excellence Program in the amount of \$1,998. All voted in favor of the motion.

The committee agreed that our next agenda should have a discussion on if we want to recommend changes to the scholarship guidelines in regards to minimum years of service to the profession before an applicant is eligible and/or other scholarship guideline changes.

Other Business: R. Hillard referenced the 2009 Goals and Objectives set for the PDC by the MLGMA Board. He strongly encouraged committee members to take hold of one or more of the goals as a way to ensure the committee remains on task and addresses the goals. He was not suggesting that we can complete all of the goals in one year but if we don’t have focused effort

on them we will not make progress toward them either. With that suggestion T. Klunder asked each committee member to review the PDC goals and inform him of a particular area they have an interest in. Current assignments are as follows:

1. Scholarship program – all committee members
2. Target training efforts at core competencies – C. Andrysiak noted that she is also serving on the Winter Institute Committee
3. Develop opportunities for women, minorities and assistants that aspire to be city managers and work with other professional associations to support persons interested in city management – open
4. Promote and encourage credentialing – open
5. Local Government Management Initiative with University of Michigan-Dearborn – T. Klunder
6. Mentoring/Coaching – R. Hillard and C. Andrysiak

Preliminary agenda items for the next meeting include:

- Review of scholarship program guidelines with specific discussion on if the guidelines should reference a minimum number of years of service/membership in MLGMA prior to being eligible for a scholarship.
- Update from the sub-committee on Coaching/Next Generation Program.
- PDC Funding Recommendation: establishment of an endowment or reserve account for Coaching/Next Generation Program, program to encourage new members to seek professional development, special training program for all managers, etc.
- Recommendation on Winter Institute training opportunities.
- Local Government Management Initiative update.

Next Meeting: The committee felt that meeting quarterly would be sufficient (special meetings called if necessary). C. Andrysiak offered to provide conference call capabilities again this year – thank you Chris! The committee felt that conference calls do save time and they work quite well. The next meeting will be a conference call with subsequent meeting locations to be determined. The remaining meeting dates for this year will be:

- Friday, June 19 @ 10:00 a.m. (conference call)
- Friday, September 18 @ 10:00 a.m. (location to be determined)
- Friday, November 20 @ 10:00 a.m. (location to be determined)

There being no further business the meeting adjourned at 12:10 p.m.

Respectfully submitted,

Timothy R. Klunder, PDC Chair