



# INSTITUTE FOR LOCAL GOVERNMENT<sup>SM</sup>

*Promoting Good Government at the Local Level*

## **A. Draft Minutes from the November 2018 Meeting**

### **Present**

- **Institute Board Members:** Teresa Acosta, Michele Beal Bagneris, Patrick Blacklock (via phone), Stan Caldwell, Brett Channing, Carolyn Coleman, Hal Conklin, Mark Gaughan, Rod Gould, Graham Knaus, Neil McCormick, Lydia Romero, Amy Shuklian, Erin Steffen (via phone) and Art Takahara (via phone)
- **Absent:** Stephany Aguilar, Nick Gonzalez, James Gore, Jim Keene, Pat Martel, Dan Miller and Casey Tanaka
- **Guests:** Norman Coppinger, Christine Rever and Jennifer Whiting
- **Staff:** Karalee Browne, Kim Danko, Melissa Kuehne, Corrie Manning, Christal Lazard, Steve Sanders and Randi Kay Stephens

### **I. Welcome/Introductions**

### **II. Executive Session**

The Board met in Executive Session with the Interim Executive Director.

### **III. Administrative Items (Action)**

#### **August 2018 Minutes**

Hal moved to approve the August 2018 minutes. Brett seconded. All in favor. Motion approved.

### **IV. Executive Committee Report**

Michele reported that the retreat summary document was included in the packet. She also shared that the Executive Committee decided on the following dates for the 2019 Board meetings:

- Executive Committee Retreat – Friday, February 8<sup>th</sup> (Pasadena)
- Friday, March 15<sup>th</sup> (Sacramento)
- Friday, May 31<sup>st</sup> (Sacramento)
- Thursday/Friday, August 15-16<sup>th</sup> (TBD Southern California)
- Friday, November 15<sup>th</sup> (Sacramento)

She added that staff will research locations for the August retreat.



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## **V. Finance Committee Report (Action)**

Art reported that the Finance Committee met to discuss the September 2018 financials and 2019 budget.

### **September 2018 Financials**

Corrie shared that the financials were included in the packet and that overall ILG is tracking on budget. Neil commented that the Finance Committee might want to review ILG's investment portfolio in the near future as it is not yielding much return.

Rod moved to accept September 2018 financials. Graham seconded. All in favor. Motion approved.

### **2019 Budget**

Corrie and Art reported that the proposed 2019 budget is very conservative. Corrie added that there is some cushion built so the new executive director can make decisions regarding hiring and staff compensation adjustments.

Rod moved to approve the 2019 budget. Lydia seconded. All in favor. Motion approved.

## **VI. Governance Committee Report (Action)**

### **New Board Member**

Brett reported that the new liaison from the City Managers Department will be Pat Martel former city manager of Daly City.

### **2018 Expiring Terms**

Brett shared that five board members – Michele, Rod, Mark, Art and Dan - have expiring terms in 2018. Michele, Rod, Mark and Dan have confirmed their interest in continuing service on the ILG Board, and Art has decided to step down from the Board when his term expires at the end of 2018.

Lydia moved to approve renewing Michele, Rod, Mark and Dan for another three-year term on the Board. Amy seconded. All in favor. Motion approved.

### **Board Vacancy**

Brett reported that with departures of Henry, Art and Casey, there are currently three vacancies on the Board. The list of prospective members was included in the Committee report and they invited Board members to submit any additional names to Brett and the Committee. The Committee shared that they had discussed waiting until the new executive director was on board to fill the vacancies. Board members shared concerns about waiting and asked the Governance Committee to move forward with narrowing down and vetting prospects. Board members also reminded each other to review the current Board matrix and recommend potential candidates that increase diversity and/or fill gaps that exist (geographically, etc.).

### **Board Self-Evaluation**

Brett explained that the Board conducts a Self-Evaluation bi-annually. The 2016 evaluation was included in the packet, and the Committee welcomed edits and additions to the survey. He added the Committee will work with staff to distribute the evaluation in December and share the results at the March meeting.

### **Meeting Logistics**

Brett added that the Committee also discussed meeting logistics. The Committee reaffirmed holding the Executive Session at the beginning of the meeting instead of the end. They also discussed the format of the meeting, having guest speakers, etc., and emphasized a need to focus on the business of ILG and the current work.

## **VII. Advancement Committee Report**

### **Board Giving**

Teresa congratulated the Board for reaching the annual goal of 100% giving. She added that the Committee will work with staff to get the 2019 giving reminder out in early 2019.

### **Fundraising Summary**

The fundraising summary was included in the packet. Teresa thanked the board and staff for all of their efforts.



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## **Big Day of Giving**

Teresa shared that the Committee agreed with staff's recommendation not to participate in the 2019 Big Day of Giving due to the limited fundraising success in 2017 and 2018. She reminded Board members that they will be able to direct their annual contributions to programmatic efforts or the endowment.

## **VIII. Program Updates**

Full program updates were included in the packet.

## **IX. 2019 Project Highlights**

### **Beacon Program and SCG/ILG Partnership**

Karalee shared that in 2019 these projects will be focused on technical assistance/"boots on the ground." She reported that ILG is currently in negotiations with the Strategic Growth Council (SGC) to finalize the contract. The contract will span two years and fund ILG to do capacity-building in disadvantaged communities – focused on two regions and 15 local governments.

Christal added that this will build on the work ILG has been doing in partnership with the American Lung Association. Over the last year, ILG has hosted a dinner in the Inland Empire, workshops in the Central Valley and a dinner in Sacramento that brought together local, regional and state representative to discuss opportunities to work together to improve the intersections between health, transportation, equity and climate resilience.

Kim shared that ILG will also continue work on the Beacon Program focusing on recruiting small and medium-sized cities and updating the Sustainability Best Practices Framework.

### **Picture Yourself in Local Government**

Randi Kay shared that ILG will be working with the Sacramento County Office of Education to update the Picture Yourself in Local Government curriculum in 2019. She added that earlier in the week Sacramento County hosted a youth in government day where students visited different departments to learn about local government and career opportunities.



### **TIERS Public Engagement Learning Lab**

Christal shared that ILG plans to host three TIERS Learning Labs in 2019. The first is set for January in West Sacramento, the other two will likely be in the bay area and southern California. She added that ILG incorporated the framework into the public engagement toolkit that ILG developed for the Gateway Cities Project.

### **Ethics/Governance Resource Update**

Melissa shared that, in addition to the statewide ethics trainings, in 2019 ILG will host more regional trainings to reach additional local governments across the state. She added that staff will work with ILG's law firm partners to update a few of ILG's key ethics publications in 2019. She reported that work with Cal-ICMA continues on its Survival Skills and Talent Initiative projects. Staff is also working on a *Western City Magazine* article and conference session for the City Managers Conference focused on navigating and governing through the transition to district elections.

### **Adjourn**

Approved March 15, 2019