



Board of Directors Meeting

AGENDA

May 18, 2022

3:00 PM

Conference Call Phone: (916) 234-5662

<https://meetings.dialpad.com/mmasc>

MISSION STATEMENT

MMASC's mission is to serve as a catalyst for public service excellence through the professional development of the leaders who serve our Southern California communities. We provide a forum for local government professionals to establish meaningful connections, exchange resources and stimulate innovation.

1. *CALL TO ORDER*

2. *ROLL CALL*

- President, Paolo Kespradit
- Vice President, Dominique Samario
- Director of Communications/Secretary, Jonathan Royas
- Director of Finance/Treasurer, Louie Lacasella
- Director of Programming, Joseph Cisneros
- Director of Membership Services, Greg Kwolek
- Immediate Past President, Tanya Spiegel
- Region 1 Co-Chairs, Ryan Kintz and David Packard
- Region 2 Co-Chairs, Erin Barry, Mitchell Cameron, Mackenzie Douglass, PJ Gagajena, Nicki Mayes and Katrina Titus
- Region 3 Chair (vacant)
- Region 4 Co-Chairs, Matt Hickey, Christopher Kennedy and Mollie Kortsen
- Region 5 Co-Chairs, Christopher Castruita, Alfa Lopez, Sophia Musa, Yesenia Paez and Jocelyn Torres
- Region 6 Co-Chairs, Ani Keshishian and Dia Turner
- Region 7 Co-Chairs, Hayley Gilbert, Kirsten Graham, Nicole Houston, Shaunna Hunter, Joshua Soliz and Alyssa Palma
- Region 8 Co-Chairs, Sylvia Solis Daniels, Imelda Huerta, Monica Martinez, David Richards, and Lauren Ryan
- CalCities Representative, Meghan McKelvey
- ICMA Representatives, Pat Martel and Kurt Wilson
- Institute for Local Government Representative, Melissa Kuehne
- MMANC Representative, Ellie Dallman
- Executive Director, Kevin Kilkenny

3. *APPROVAL OF MINUTES*

- 4. PRESIDENT'S REPORT**
- 5. VICE PRESIDENT'S REPORT**
- 6. DIRECTOR OF COMMUNICATIONS/SECRETARY'S REPORT**
- 7. DIRECTOR OF FINANCE/TREASURER'S REPORT**
- 8. DIRECTOR OF PROGRAMMING'S REPORT**
- 9. DIRECTOR OF MEMBERSHIP SERVICES' REPORT**
- 10. IMMEDIATE PAST PRESIDENT'S REPORT**
- 11. REGION CHAIR REPORTS**
 - A. CENTRAL COAST (REGION 1)**
 - B. CHANNEL ISLANDS (REGION 2)**
 - C. DESERT (REGION 3)**
 - D. INLAND EMPIRE (REGION 4)**
 - E. NORTH LOS ANGELES COUNTY (REGION 5)**
 - F. SOUTH LOS ANGELES COUNTY (REGION 6)**
 - G. ORANGE COUNTY (REGION 7)**
 - H. SAN DIEGO COUNTY (REGION 8)**
- 12. LEAGUE OF CALIFORNIA CITIES / ICMA / ILG / MMANC REPRESENTATIVE REPORT**
- 13. EXECUTIVE DIRECTOR'S REPORT**
- 14. UNFINISHED BUSINESS**
- 15. NEW BUSINESS**
- 16. ANNOUNCEMENTS / GOOD OF THE ORDER**
- 17. ADJOURNMENT**



Board of Directors Meeting
MINUTES
April 20, 2022

**MISSION
STATEMENT**

MMASC's mission is to serve as a catalyst for public service excellence through the professional development of the leaders who serve our Southern California communities. We provide a forum for local government professionals to establish meaningful connections, exchange resources and stimulate innovation.

1. CALL TO ORDER

President Kespradit called the April 20th, 2022 Board of Directors meeting to order at 3:05 p.m.

2. ROLL CALL

Present

- President, Paolo Kespradit
- Vice President, Dominique Samario
- Director of Finance/Treasurer, Louie Lacasella
- Director of Programming, Joseph Cisneros
- Immediate Past President, Tanya Spiegel
- Region 1 - David Packard
- Region 2 - Mackenzie Douglass
- Region 5 – Chris Castruita
- Region 7 – Joshua Soliz
- Region 8 – Imelda Huerta
- Executive Director, Kevin Kilkenny

Absent

- Region 3 Chair (vacant)
- Region 4
- Region 6
- CalCities Representative, Meghan McKelvey
- Institute for Local Government Representative, Melissa Kuehne
- MMANC President, Elle Dallman

Excused

- Director of Communications/Secretary, Jonathan Royas
- Director of Membership Services, Greg Kwolek

3. APPROVAL OF MINUTES

Director of Programming Cisneros motioned for approval of the minutes. • Immediate Past President Spiegel seconded the motion. Motion approved unanimously.

4. PRESIDENT'S REPORT

- President Kespradit provided his report to the Board of Directors.
- No reportable action taken.

5. VICE PRESIDENT'S REPORT

- Vice President Samario provided her report to the Board of Directors.
- No reportable action taken.

6. DIRECTOR OF FINANCE/TREASURER'S REPORT

- Director of Finance/Treasurer Lacasella provided his report to the Board of Directors.
- No reportable action taken.

7. DIRECTOR OF PROGRAMMING'S REPORT

- Director of Programming Cisneros provided his report to the Board of Directors.
- No reportable action taken.

8. IMMEDIATE PAST PRESIDENT'S REPORT

- President Kespradit provided Immediate Past President Spiegel's report to the Board of Directors.
- No reportable action taken.

9. REGION CHAIR REPORTS

- **CENTRAL COAST (REGION 1)**
 - i.* Region 1 provided their report to the Board of Directors.
 - ii.* No reportable action taken.
- **CHANNEL ISLANDS (REGION 2)**
 - i.* Region 2 provided their report to the Board of Directors.
 - ii.* No reportable action taken.
- **NORTH LOS ANGELES COUNTY (REGION 5)**
 - i.* Region 5 provided their report to the Board of Directors.
 - ii.* No reportable action taken.

- **ORANGE COUNTY (REGION 7)**
 - i.* Region 7 provided their report to the Board of Directors.
 - ii.* No reportable action taken.
- **SAN DIEGO COUNTY (REGION 8)**
 - i.* Region 7 provided their report to the Board of Directors.
 - ii.* No reportable action taken.

10. EXECUTIVE DIRECTOR'S REPORT

- Executive Director Kilkenny provided his report to the Board of Directors.
- No reportable action taken.

11. UNFINISHED BUSINESS

- None.

12. NEW BUSINESS

- None.

13. ANNOUNCEMENTS/GOOD OF THE ORDER

- None.

14. ADJOURNMENT

- President Kespradit adjourned the meeting at 3:51 p.m.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: May 3, 2022

To: Executive Board of Directors
From: Paolo Kespradit, President
Subject: **PRESIDENT UPDATES – APRIL 2022**

RECOMMENDATION

Receive and file.

BACKGROUND AND DISCUSSION

Corporate Partners Meeting

MMASC will host its next quarterly Corporate Partners Meeting on May 18, 2022 at noon. This meeting will provide an opportunity for the President and members of the Executive Board to give updates on upcoming events.

Annual Conference

It's only six months away! I will be meeting with members of the organizing committee to finalize the schedule and begin the planning process for our first in-person conference in two years.

Meeting and Events

- April 20, 2022: Region 5 Luncheon with the San Gabriel Valley City Managers

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: May 18, 2022

To: Board of Directors
From: Dominique Samario, Vice President
Subject: VICE PRESIDENT UPDATES

RECOMMENDATION

Executive Board to receive and file this report.

BACKGROUND AND DISCUSSION

The Vice President is working on outreach and recognition (Committee Spotlights). Any suggestions for the next featured committee are appreciated. The most recent Committee Spotlight was the Mentorship Committee. In June we will feature the Women's Leadership Summit planning committee.

Annual Conference

The Call for Speakers garnered excellent entries. Thank you to everyone who submitted or encouraged others to submit. The Programming Committee is working on finalizing the speakers and the website will be updated as soon as that process is complete. The Logistics Committee will be doing its second site visit of the Annual Conference hotel and location in early June and the first all-committee meeting was held on Monday. Co-chair Lacasella and I would like to thank everyone serving on an Annual Conference planning committee. It's going to be a great event!

MMASC Website

Immediate Past President Spiegel and I have approved the next phase of the concept and are moving forward with MMASC's website refresh. The executive board will be participating in a website training on June 20.

Women's Leadership Summit

The WLS planning committee is working extremely hard to put on an incredible event next week on May 25. We have three event sponsors and an excellent lineup of speakers. Please make sure you are signed up to attend. Board members can enjoy the early bird pricing using **MemberRate2022WLS**. Please spread the word to your colleagues and professional networks, even those who are not MMASC members. The event takes place from 9 a.m. – 4 p.m. at the Riverside Convention Center with a special Region 4 networking event afterwards from 4:30 p.m. – 6 p.m.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: May 18, 2022

To: Board of Directors

From: Jonathan Royas, Director of Communications/Secretary

Subject: DIRECTOR OF COMMUNICATIONS/SECRETARY REPORT

RECOMMENDATION

Receive and file.

BACKGROUND & DISCUSSION

Continue to work with Vice President Samario to support the new Committee Spotlight section in the What's Happening Wednesday (WHW). I anticipate including coverage of the Women's Leadership Summit (WLS) as our next session spotlight to take place in June 2022 post event. Thank you to Communications Committee member Alyssa Palma for her continued assistance with What's Happening Wednesday.

Continue to work with the Communications Committee on innovative enhancements to the Region event process. The new Region Board Event Form is now active on our website and will allow Region Board members to quickly and easily submit all required information needed to create a registration link for an event, add it to the MMASC calendar and assist the Communications Committee in creating marketing materials. Thank you to Communications Committee member Nicki Mayes for her assistance in bringing this new innovation to fruition.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: May 13, 2022

To: Board of Directors

From: Louie Lacasella, Director of Finance/Treasurer

Subject: DIRECTOR OF FINANCE UPDATES

RECOMMENDATION

Receive and file.

BACKGROUND AND DISCUSSION

2022 MMASC Annual Conference

I am continuing to work with fellow Co-chair Dominique Samario to plan the 2022 annual conference at the Westin Rancho Mirage Golf Resort & Spa, Wednesday, November 2 – Friday, November 4, 2022. We will be holding our first full committee meeting next week, Monday, May 16. Below is a summary of committee chairs:

Conference Chairs: Dominique Samario and Louie Lacasella

Programming Committee Chair: Nicole Houston, City of Lake Forest

Scholarships and Awards Committee Chair: Meghan Wishner, City of Fountain Valley

Marketing Committee Chair: Jonathan Royas, City of Santa Paula

Logistics Committee Chairs: Greg Kwolek, City of Morro Bay and Joseph Cisneros, City of La Palma

Special Events: Tanya Spiegel, City of Ontario

Bylaws Committee: Bryce Wilson, City of Murrieta and Imelda Huerta, City of Vista

Program-At-A-Glance outline has been published online.

Account Status and Activity

As of May 13, 2022, the MMASC accounts had the following balances:

- Checking: \$88,330.50
- Savings (reserve): \$80,300.81

Reserve Policy and Investment Policy

At the annual executive board retreat, for the board's consideration, concepts for a reserve policy and investment policy were presented. Based on feedback from the executive board a committee was established to draft the two policies for the board's consideration. The committee consists of the following:

Louie Lacasella, City of Murrieta – Chair

Matthew Hawkesworth, City of Pasadena, Director of Finance

Brett Channing, City of Lake Forest, Deputy City Manager

Sarah Johnson-Rios, Assistant City Manager, City of Morro Bay

The committee has agreed on a recommendation, and I will be presenting the recommendation to the executive board shortly.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: May 18, 2022

To: Board of Directors

From: Joseph Cisneros, Director of Programming

Subject: **DIRECTOR OF PROGRAMMING – MAY 2022 REPORT**

RECOMMENDATION:

Receive and file.

REPORT:

Summer Session

Summer Session is confirmed for Thursday, July 28, 2022, at the Diamond Bar Event Center in Diamond Bar, CA. The theme of the event is “*Building a Thriving Future*”. The event will begin around 8 AM and concluded at 4 PM with a networking mixer from 4-6 PM. Summer Session Co-Chairs are continuing to build the program, reaching out to speakers, and developing session topics. In addition, the nomination committee will be accepting nominations for the 2023 Executive Board at the event. If you have any questions or want to get involved in the event planning, email SummerSession@MMASC.org.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: May 14, 2022

To: Board of Directors

From: Gregory Kwolek, Director of Membership Services

Subject: MEMBERSHIP UPDATE

RECOMMENDATION

Receive and file.

BACKGROUND AND DISCUSSION

The following is a breakdown of MMASC membership stats as of May 14, 2022-

- Total members: 800
 - Full members: 558
 - Honorary members: 150
 - Student members: 36
 - Business members: 44
 - Admin members: 8
 - Veteran members: 4
- April stats:
 - New members: 13
 - Lapsed memberships: 10

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: May 18, 2022

To: Board of Directors

From: Tanya Spiegel, Immediate Past President

Subject: IMMEDIATE PAST PRESIDENT UPDATES

RECOMMENDATION

The Board of Directors **RECEIVES** and **FILES** this Report

BACKGROUND AND DISCUSSION

ICMA Annual Conference: I am serving on the Planning Committee for the 2022 ICMA Annual Conference, that is scheduled for September 17-21 in Columbus, Ohio. The Committee met in Columbus the last week of April to finalize the programming element as well as do a site-visit of the Convention Center and surrounding area. Registration for the Conference will be opening soon. More information to follow.

MMASC Annual Conference: I am chairing the Special Events Committee for the 2022 MMASC Annual Conference. I am working with some of our Corporate Partners on a few events that will be held during the Annual Conference.

I will be working on scheduling the Wellness Sessions that will be on Thursday and Friday of the Conference as well as the Welcome Reception and Presidents Gala.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: May 17, 2022

To: Board of Directors

From: David Packard and Ryan Kintz, Region 1 Board Members

Subject: REGION 1 REPORT

RECOMMENDATION

Receive and file.

BACKGROUND AND DISCUSSION

Region 1 continues to work on solidifying the details for its next event, "Meet Your Peers at the Pier." The event will discuss tourism and visit the recently refurbished Pismo Beach Pier Plaza, followed by a networking reception at a nearby restaurant.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: May 5, 2022

To: Board of Directors
From: Nicki Mayes, Region 2 Board Member
Subject: **REGION 2 REPORT**

RECOMMENDATION

Receive and file.

BACKGROUND AND DISCUSSION

1) Upcoming Events

- a. Board Members discussed the Ventura County City Managers Group social hours, which are difficult to plan for because the Group does not schedule them until a week before they occur. Board Members will stay in contact with the Group to see if we can find a date that works.
- b. Board Members discussed a beach clean-up with the Surfrider Foundation, a local nonprofit that hosts clean-ups every 2nd and 4th Saturday of the month. Board Members decided to plan a clean-up for Saturday, July 23rd at 9-11am at the Ventura Promenade with a group lunch at the pier afterwards. Nicki to work with Jonathan to create marketing materials and registration form.
- c. Board Members discussed touring the Naval Base Ventura County, and are planning for a Thursday, August 18th tour at 2pm with a happy hour to follow. Board to determine more details regarding transportation.

2) MMASC Events

- a. PJ reminded Board Members of the upcoming Women's Leadership Summit on May 25th and the Summer Session on July 28th.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: May 16, 2021

To: Board of Directors
From: Mollie Kortsen, Region 4 Board Member
Subject: **REGION 4 REPORT**

RECOMMENDATION

Receive and file.

BACKGROUND AND DISCUSSION

After Hours Networking Event

Region 4 is hosting its first event of the year right after the 2022 Women's Leadership Summit! If you're looking to continue the connections you made at the conference or are not able to make it but still want to connect, our After Hours Networking event is the perfect place to do so! So, make sure you join us Wednesday, May 25, 2022 right after the Women's Leadership Summit for food, drinks, and networking opportunities!

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: May 10, 2021

To: Board of Directors
From: Jocelyn Torres, Region 5 Board Member
Subject: **REGION 5 REPORT**

RECOMMENDATION

Receive and file.

BACKGROUND AND DISCUSSION

The following is an update on Region 5's most current events:

- A. Annual SGV City Manager's Association Luncheon – Region 5 held their annual luncheon on April 20th at the Brookside Golf Course in Pasadena. There were a total of 76 registrations, including 14 City Managers from the regions. Attendees were able to sit with two different City Managers and discuss various table topics. A buffet-style lunch was provided.
- B. Future Events/Programs – Region 5 is working on future workshops designed for the Masters of Public Administration students of local programs in the region. Region 5 is hoping to have a workshop developed by Fall 2022. We're also working on planning a give back event and looking for opportunities to volunteer at a local charity event in the region.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: May 13, 2022

To: Board of Directors
From: Dia Turner, Region 6
Subject: **BOARD UPDATE**

RECOMMENDATION

Receive and File

BACKGROUND AND DISCUSSION

1. **Lunch and Learn – Joint events with CCMG** continue. The professional development sessions will continue be scheduled using an online WebEx format.
 - a. Waiting to schedule the events / confirming topics

2. **MMASC / Gateway Cities COG Joint event is confirmed.**

Please find below the details:

Who: MMASC/Gateway Cities COG CM

Panelists:

1. Ray Cruz, City Manager of Santa Fe Springs
2. Thaddeus McCormack, City Manager of Lakewood
3. Angela Kimmey, Deputy City Administrator of Vernon
4. Dr. Marcella Marlowe, City Manager of San Marino
5. Tanya Spiegel, Immediate Past President, MMASC

Moderators:

1. Hannah Shin-Heydorn, City Manager of Signal Hill
2. Dia Turner, City of Culver City

What: Breakfast With A City Manager Event

When: June 9, 2022 8:30 AM to

Where: Signal Hill Library, Signal Hill, CA 90755

Cost: Members \$20
Non Members \$25

Why: Historically, this event is a networking event with an eye to succession planning.

Management Analysts are allowed to network with City Managers and address the succession planning dearth of female and diverse individuals in the City Manager profession.

3. Future Events being researched include:

- a. Greystone Mansion Networking Event – Tentative date – Friday, August 12, 2022
 - b. LAWA Update – September or October Session
 - c. Diversity Education Sessions
 - d. Financial Temperature event discussing, investments, deferred comp, wills, etc. Could be possible joint event with ICMA.
4. Region 6 is working with MMASC President to add High School Interns to the MMASC intern pipeline.

Municipal Management Association of Southern California

BOARD COMMUNICATION

Date: May 12, 2022

To: Board of Directors

From: Region 8

Subject: REGION 8 UPDATES

RECOMMENDATION

Receive and File.

BACKGROUND AND DISCUSSION

- 2022 Event Discussion
 - EDCO Tour – Region 8 is planning a tour of EDCO's new Anarobic Digestive Plant and Recycling Plant in Escondido, on Wednesday, May 18. Breakfast provided prior to the tour. Currently 8 are registered. A regionwide email will be sent via Kevin to all Region 8 members.
 - Assistant City Manager Brunch – This event is still under development but Region 8 plans to schedule this event in summer 2022.
 - Del Mar City Hall event – October 5th
 - Boardmembers will reach out to Assistant City Managers
 - Sylvia is going to work on finding a caterer.
 - Padre Game – We are looking for partners, are any other local regions interested in getting tickets for a large section? We are looking at possible summer dates.
 - Bowling event in Winter 2022– under discussion. Date has not been determined.
 - Region 8 Conference Social / bowling alley.
 - Region 8 Networking Event at Annual Conference – Pending Discussion with Executive Board