

# City/County Management IN ILLINOIS

Volume 14 No. 9

Strengthening the quality  
of local governance through  
professional management

MAY  
2019



## Calendar of Events

For complete details on events please visit the ILCMA calendar at <https://www.ilcma.org/events/>

May 1  
**Legacy Brown Bag Luncheon**  
Elk Grove Village

May 2  
**SWICMA Luncheon**  
O'Fallon, IL

May 9 – 10  
**ICMA Midwest Regional Meeting**  
Evanston, IL

May 16  
**Metro Manager Golf Outing**  
Glen Ellyn, IL

May 21  
**ILCMA Professional Development**  
Elk Grove Village, IL

June 5  
**Legacy Brown Bag Luncheon**  
Naperville, IL

June 5 – 7  
**ILCMA Summer Conference**  
Eagle Ridge in Galena, IL

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### U.S. Census Complete Count Committee in Your Municipality

If you have not yet signed up to have a complete count committee in your municipality there is still time! The link to register is at: <https://www.ilsos.gov/ContactFormsWeb/ilcensus2020form.jsp>. The purpose of a complete count committee is for communications to be delivered to you from the U.S. Census Bureau and the Illinois Secretary of State's office who is currently managing the Complete Count Commission. Don't miss out on the communications, marketing materials and funding! Additional information is also being posted at: [https://www.cgs.niu.edu/State\\_Data\\_Center/census-2020.shtml](https://www.cgs.niu.edu/State_Data_Center/census-2020.shtml).

## President's Column

### What's On Your Wall?

Is the ICMA Code of Ethics hanging on your wall? It should be! The Code is the quintessential definition of what it means to be a professional dedicated to public service.

ARTICLE | Aug 20, 2015

Reprinted with permission from ICMA

by Martha Perego

Walls—the physical ones—are mini testimonials to what we value and hold dear. Treasured family photos, artwork, religious symbols, and pictures of places traveled can grace the walls of our homes. They serve as pleasant reminders and tell the inhabitants' life stories to those who visit.

At work, the walls are testaments to credentials, accomplishments, and values. The diploma, award, or recognition by peers; a thank-you from the previous employer; community recognition; or perhaps the ICMA Credentialed Manager certificate or service award are all sources of pride. They remind you of the value of hard work and public service. They send the message to any visitor that a competent professional occupies this space, and on a bad day, these testaments may encourage you to push forward.

### What's On Your Wall?

Is the ICMA Code of Ethics hanging on your wall? It should be! The Code is the quintessential definition of what it means to be a professional dedicated to public service.

It's far more than just having the credentials to do the work. It's having the commitment to the highest standards of honor and integrity in both public and personal conduct so that you can merit the respect and confidence of staff, elected officials, and the public.

Being an ICMA member and committing to the values of the Code is that distinguishing quality. Others may have a similar title and educational credentials, but if they don't have ethics, their bad conduct harms the organization, the public's trust, and this profession.

Hanging the Code in a visible location serves as a reminder to always incorporate the values outlined in the Code in decision-making and conduct. It can also introduce the Code to others—be they staff, residents, or elected officials. Here are ways that you can promote the values of the ICMA Code of Ethics with the end goal to build trust with the public and to improve local government:

Set the tone with elected officials and wannabees. In what seems to be a never-ending campaign season, introducing the value of political neutrality to current officials and candidates can be helpful. It can be a gracious way to decline your neighbor's request to help fund her campaign for school board.

Or it can help when you have to explain to the reporter why you cannot comment on whether your community's mayor would make a good state legislator, why a friendly candidate for county commission shouldn't pass out campaign T-shirts to county employees she encounters in the field or at meetings, or why you can't help a candidate for city council with his campaign brochure, even if it involves just checking the facts about the city's budget.

Build a unified management team. You recruit and promote smart, talented, and technically proficient department heads and assistants. And then you invest considerable effort to create a unified team to lead the organization.

Hopefully, department directors and assistants on your team come with a strong understanding of public sector ethics. Perhaps this is a result of their membership in ICMA, or because of their membership in another professional association that has solid ethical standards.

A word of caution about the ethical standards of other associations: They tend to focus on the technical aspects of the work. And given the differences between finance and planning, for example, they may not have standards in common.

Some standards may not be addressed at all. You might be surprised to know that staying out of politics is not addressed in the ethical standards of other professional associations. Adopting the ICMA Code of Ethics as the gold standard for your senior leadership is one way to establish common values that align with yours. One city manager made it a condition of employment in hiring department directors.

Create a code of ethics for your own organization. The good news is that 86 percent of local governments do have a code of ethics. The other 14 percent will want to get moving on this front. The principles outlined in the ICMA tenets are a solid foundation for creating an organization-wide code. The guidelines can be tailored to suit the audience.

Spread the message that ethics matter. We need to mobilize the 9,800 ICMA members to help enlighten the public and elected officials about why high ethical standards are so critical to good government.

Following ICMA's decision to publicly censure a Massachusetts town manager who ran for elected office in his hometown, four managers signed a letter to the editor of the local newspaper. The letter, which was actually published, explained why political neutrality should matter to all.

They closed with a powerful message: "ICMA rarely issues public censures so readers can correctly infer the gravity of the violation. The tenets and professional standards to which we subscribe are the cornerstone of our profession. They are not a matter of convenience easily abandoned; they represent a Code of behavior every bit as important as those we expect from physicians, educators, and lawyers."

The full letter is available for reading on the ICMA website at [icma.org/ethics](http://icma.org/ethics).

## Who's Who Directory Update

**Scott Coker**, city of Macomb, has been appointed as the city administrator. He was the public works director in Macomb.

**David Plyman** has been appointed as the new city manager in Streator. He was formerly the village manager in Westcheseter.



**Energy Efficiency Program**

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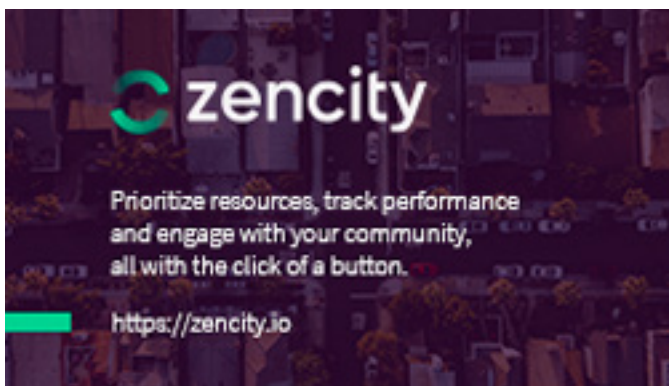


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## Welcome New Members

Ran Agassi, Zencity  
Jason Blumenthal, Management Analyst, City of DeKalb  
Eric Hanson, Assistant City Manager, Town of Normal  
Steven Miller, City Administrator, City of Effingham  
Abigail Monrroy, Administrative Intern,  
Voluntary Action Center  
Matthew Plyman, Finance Intern, City of Elmhurst  
Nitzan Rochman, Zencity  
Bethany Salmon, Planner, Village of Orland Park  
Thomas Thomas  
Billy Tyus, Deputy City Manager, City of Bloomington



ILCMA is proud to announce the launch of ILCMA Connect on March 4. ILCMA Connect is an enhanced member benefit that is a powerful network to connect colleagues from across the state of Illinois to exchange knowledge and share solutions.

ILCMA Connect, which automatically enrolls all ILCMA voting members, students, and cooperating members, is a cloud-based, private online community. ILCMA has started off with one general community for launch, which includes an open forum for general discussion. The potential exists for affiliate associations to have their own specialty community, so look for this new feature soon.

ILCMA members will receive an email with a subscription notification. In addition to being able to chat with colleagues, members will be able to participate in discussions; access a library of resources specific to communities; and post images, videos and documents to share with others.

ILCMA Connect access is tied to ILCMA corporate membership. Members will be able to join communities, update individual profiles and manage the frequency of community notifications. To learn more and join the discussion, please visit the ILCMA Connect website.







*Opening Keynote: Dr. Bruce Moeller*  
*Leadership During Crisis - Isn't Everyday a Bit Challenging?*

Join us on Thursday, June 6th to explore the challenges of leading communities in our typical day-in / day-out 'crisis mode' – through lessons drawn from responding to national disasters. Based on personal experiences dealing with large-scale incidents, **Dr. Bruce Moeller** will share how he transplanted secrets learned in the field to become more effective while serving as a city manager. This presentation offers insights and anecdotes designed to strengthen your city's leadership team – helping them to be more effective & resilient in managing the everyday, and extraordinary, in the life of a city manager.

*Closing Keynote: Melissa Agnes*  
*Crisis Ready*

Any local government manager could have been called upon to deal with one of the many tragic mass shootings of recent years. If a crisis was to strike your community, would you be ready?

Melissa Agnes helps organizations prevent or manage festering problems before they become catastrophic.

Her powerful presentation provides tools and strategies that create a proactive, crisis-ready culture, ready to respond to whatever may arise.



## Stay for the Networking...

Social events will include:

- ♦ Wednesday Morning-Golf at Eagle Ridge 9 or 18 holes
- ♦ Wednesday Evening-Western BBQ at Ehrler's Ranch in Galena
- ♦ Thursday Evening—ILCMA Awards Dinner followed by a Taste of Nightlife in Downtown Galena

For more details and to register for golf, visit [ilcma.org/conferences](http://ilcma.org/conferences)

## Details:

ILCMA 2019 Summer Conference  
June 5-7, 2019  
Eagle Ridge Resort & Spa  
Galena, Illinois  
[ilcma.org/conferences/](http://ilcma.org/conferences/)



8TH ANNUAL  
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## BREAKING THROUGH BARRIERS

**May 17th, 2019**

NIU Naperville Conference Center  
1120 E Diehl Rd, Naperville, IL 60563

Registration and Continental Breakfast Begins at 8 a.m.

Conference Keynote Begins at 9 a.m.

Sara Taylor

Filter Shift: How Effective People See the World  
Book available for purchase

Post-Conference Event at 4:00 pm

Embassy Suites

1823 Abriter Ct. Naperville, IL

Not included in the registration fee.

**Register Online**

**[LegacyProjectNow.org/2019-Annual-Conference](http://LegacyProjectNow.org/2019-Annual-Conference)**

## Corporate Partner Spotlight

As part of the "Friends of ILCMA" Corporate Partnership Program, partners at the highest level get the opportunity to submit a one-page written educational piece in the ILCMA newsletter.

### The Importance of Proactive Communication in Public Improvement Projects

By Christopher B. Burke Engineering, Ltd. (CBBEL)

The weather is heating up and construction crews across Illinois are breaking ground on municipal improvement projects, upgrading public spaces and infrastructure for generations to come. These projects represent years of preparation and financial commitment but can also represent a significant impact to your residents and business community. With great public improvement often comes great public disruption and consternation about lengthy projects, which is why we at Christopher B. Burke Engineering, Ltd. (CBBEL) encourage our municipal partners to proactively message and continually communicate the details, benefits and updates of these projects to build and maintain support for the investment.

#### Be Proactive

Before beginning a major project, construction or not, it's important to define a message that supports that project. At the very least, your message should answer the questions, "What is being done?" and "Why is it being done?". The answers to these questions help provide context to the investment and should include the benefits of a project, an honest timeline for completion and realistic expectations for the impacts of the project. This message is significant because it is your chance to define the narrative for the entire project, set expectations and explain the investment that is being made.

Once your message has been developed, the next step is proactively spreading it, far and wide. By getting this message out, the project is defined on your terms and you can ensure that the information shared is accurate. If you communicate reactively rather than proactively, you open an opportunity for others to define your project in a way that might not support your goals. Tactics for sharing this message include media outreach to profile the project, and direct outreach to residents and businesses.

#### Outreach to Residents and Businesses

Ensuring that residents and businesses are kept informed before, during and after the project provides a sense of inclusion and illustrates that they are valued members of the community. Further, residents and business owners are potential messengers who can help share the project message and updates. Communicating with residents



and businesses also provides an outlet and contact for questions, giving you an additional opportunity to support your message with the latest information.

Different people get their information in different ways, so in order to effectively spread your message across the entire community, a variety of messaging channels should be employed. These can include posts on your website, email newsletter updates, snail-mail, social media posts and more. While each update does not need to be lengthy, they should reinforce the defined message of the project and provide clear information about any updates.

#### Outreach to Media

Local media outlets play a key role in defining your project to the broader public and are an important partner in sharing information. Consistent outreach on project updates and news provides outlets with much-needed information and content, while setting a tone of transparency on the project. Further, by proactively sharing information on a project before it begins you can cement your message, address any questions and explain the investment.

When making a significant investment in improving the look, feel and function of your community, it's important to consider how the project is being communicated to the public. At CBBEL, we know that major public improvement projects have the ability to significantly disrupt the day-to-day lives of the very residents and businesses meant to benefit from the project. Developing a comprehensive project message and proactively sharing that message with residents, business owners and local media outlets throughout the length of the project can help cement the projects goals and benefits.



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### Surfing the Small Cell Tsunami

Recently, the FCC approved an order to enact preemptions of local authority over small cell wireless facility deployment and management of local rights-of-way. The new FCC ruling is meant to expedite and streamline the national rollout of millions of new cell towers and antennas for 5G deployment. However, many Illinois communities are now caught in a reactionary mode and are seeking guidance on how to handle this new preemptive order. Some municipalities are surprised that it is mandatory for them to approve new small cell towers within a few weeks as required by the FCC's "shot clock" timeframes. Some estimates project that at build out the number of new small cell transmitters, and their subsequent street cuts, could result in the HUNDREDS per square mile.

Government officials also believe that they have limited options to regulate and control options for 5G/Small Cell deployments; however, there are ways to help leverage specific tactics to gain advantages for your community.

#### HOW TO CREATE COMMUNITY ADVANTAGE

Despite this new legislation, governments can maintain local advantage by creating reasonable regulations governing 5G/small cell deployments. With the right approach, local governments can still negotiate win-win outcomes that address key community concerns, such as aesthetics, public safety, and managing public rights-of-way.

Local jurisdictions must be prepared to proactively implement a forward-thinking strategy and enact public policies that can help create advantages for their community. Below are some creative examples of how communities throughout the country are turning these challenges into opportunities.

- Develop a community Fiber Master Plan
- Create effective policies to manage deployment
- Build infrastructure to help advance your community's goals

#### DEVELOP A FIBER MASTER PLAN

Create a Fiber Master Plan to capitalize on the opportunity to co-locate community fiber assets alongside incoming deployments. Effective colocation can deliver needed infrastructure at a lower rate than a full-cost city deployment. One of HR Green's clients has developed a multi-tenant, duct bank system to lower deployment costs, ensure ubiquitous penetration of fiber and enable economic development. By creating a partnership model with the private sector, this community is putting itself ahead of the curve for future growth.



#### CREATING EFFECTIVE POLICIES

Developing strong policies can help a community to better manage aesthetics in the community. A California Beach City is identifying "fiber/5G corridors" to protect residential and culturally sensitive neighborhoods from small cell proliferation. By creating a fast, easy-to-deploy alternatives, this city seeks to enable the 5G its constituents demand, while protecting the look and feel of the community that makes it so unique.

#### BUILD INFRASTRUCTURE TO ADVANCE COMMUNITY GOALS

Communities who want to deploy their own advanced communications infrastructure have a unique opportunity to deploy assets at a fraction of the cost of building individually. The Public Works Department in one Colorado City recently implemented a creative policy that encouraged the placement of small cells on their traffic signals. In doing so, communications providers must install their 5G/small cell devices on connected traffic signals with fiber optic cables. This allows the community to have control over small cell locations and provide them with access to fiber optics at the cost of the incumbent communications provider. Thus, they have turned traffic signal fiber installation from an expense to a revenue source.

Turning the FCC's tough new preemption order from something that your municipality is reacting to into advantages for your community is no easy task. Doing this requires cooperation between local governments and incumbent communication providers to provide solutions that benefit the community while addressing concerns, such as aesthetics, public safety, and managing public rights-of-way.

Fortunately, proactive community leaders can not only mitigate the impact of the 5G/small cell tsunami, but can surf the wave to create real opportunities!

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### Northern Illinois University Department of Public Administration Is Your Resource for Employee Professional Development and Retention

By Denise Burchard, Assistant to the Chair, NIU MPA Program

Succession planning is not a new topic for local government managers. More upper level managers are retiring and it is challenging to find qualified people to fill key management positions. This along with constantly changing technology, rising community expectations and less employee retention leaves you, the manager, with a great challenge. Retaining excellent employees is critical to maintaining a responsive organization. Offering your employees professional development opportunities is a great way to reward and retain them, and the #4 ranked MPA program at Northern Illinois University can help.

The NIU program has a long history of preparing students for upper management in local government. As described by a recent MPA graduate, Amy Mason: "I appreciate the efforts of the faculty and staff to make sure that the MPA program's rankings and reputation are maintained, because that stays with us through our whole career. People respect that we have an NIU MPA and don't ask, 'Why did you go there?'"

The NIU Department offers three programs for developing current and future employees:

- **Certificate in Public Management** – employees who have two or more years of service can start a five-course certificate program and complete it in one year. Courses are offered one night per week for eight weeks and employees can take two courses every semester. Tuition for this program is under \$7,820 and courses are offered in DeKalb, Naperville and Hoffman Estates on a rotating basis. Courses completed in the certificate can be transferred to the MPA degree program.

- **New: Online Certificate in Public Management for Local Government** – employees now have an opportunity to complete the certificate online with a cohort of students who work in local government. All course assignments and discussions focus on local government issues and cases. Courses are offered in an eight-week format and students can complete course work independently. Tuition for this program is \$8,800.

### Earn a Graduate Certificate Emphasizing Local Government ONLINE!

**Northern Illinois University** now offers mid-career managers who work in local government organizations an online option to earn a graduate certificate leading to its MPA.

**Program Highlights**

- All courses focused on local government.
- Executive eight week format.
- NIU's outstanding national MPA reputation.
- Internationally recognized faculty.
- Credits apply toward the Master of Public Administration degree (MPA).
- Cost of certificate under \$7,500.

**Call 815-753-0183 or email [onlineMPA@niu.edu](mailto:onlineMPA@niu.edu)**



- **Traditional MPA Internship Program** – If you are looking for assistance with special projects and daily management, consider hiring a graduate intern for your organization. The NIU program has been placing well-qualified graduate students in local governments for close to 55 years. Students complete a two-year paid internship with your organization and are placed through a competitive placement event. You review resumes and interview the candidates of your choice. The program allows students to benefit from a long-term internship which projects their professional career. You receive a graduate level management trainee for a nominal investment. Many of our interns are hired full-time after they complete their internship, which speaks to the quality of our students and our program. We are in the process of placing fall '19 applicants in internships now.

For more information about these professional development opportunities at NIU, please contact Denise Burchard at 815-753-0183 or [dburchard@niu.edu](mailto:dburchard@niu.edu).



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### Employers Embracing New Retiree Health Care Funding Options

*Tax-advantaged and, frequently, budget-positive Health Reimbursement Accounts (HRAs) help fund employees' medical expenses in retirement*

By Dan Dodd, CFP®, AIF®, Retirement Plan Advisors

Paying for health insurance prior to Medicare eligibility remains a major challenge for governmental employers and their employees – particularly public safety personnel, who are eligible to retire earlier and need to fund their health care premiums and expenses until Medicare eligibility and beyond.

Public employers face significant future Other Post-Employment Benefits (OPEB) liabilities. Meanwhile, employees continue to delay retirement due to rising health insurance premiums. In order to address these challenges, employers are seeking out new solutions to help employees pay for qualified medical expenses in retirement.

Many employers are choosing to alleviate their OPEB liability and support their employees via Health Reimbursement Accounts (HRAs), including Voluntary Employees Beneficiary Association (VEBA) Plans and 115 Trusts. A VEBA Plan is an employee-owned trust with immediate vesting. A 115 Trust is an employer-owned trust which allows for employer vesting of plan assets.

These retiree health care funding options provide tax-free withdrawals for qualified medical expenses. Under certain circumstances, an HRA can be combined with a 401(a) defined contribution plan to create an even more flexible tax-advantaged solution.

#### Funding

In an HRA, the employer and the employee agree on how to fund the account. All contributions are made by the employer. Contribution sources include ongoing contributions (percentage of salary or a flat dollar amount), accumulated benefits such as unused sick and vacation time, good attendance bonuses, and negotiated buyouts of current defined benefit retiree health insurance. HRAs are not subject to contribution limits, and all dollars contributed and investment earnings are tax-free<sup>1</sup>.

#### Participant Benefits

At separation from service, the money becomes available to plan participants to cover their – or a spouse's or any qualifying dependent's – eligible health care expenses. Eligible expenses include health insurance premiums, Medicare Part B and long-term care premiums, and qualified



out-of-pocket medical expenses such as prescription drugs, eyeglasses, and office visit co-pays.

#### Plan Sponsor Benefits

Plan sponsors use HRAs both to help longer-term employees pay for health care in retirement and for the tax savings these vehicles offer. Why not pay for medical expenses with tax-free dollars?

Many public employers pay out large sums of money to employees at retirement for accumulated sick leave benefits. HRA contributions are not subject to FICA or pension costs. The employer now saves thousands of dollars per retiree while the employee can now use those dollars to cover their health insurance premiums tax-free!

HRAs also provide a tool for negotiating retiree health care benefits in exchange for giving up a defined benefit form of health insurance.

How are you managing your OPEB liability and supporting your employees' timely, healthy retirement?

<sup>1</sup> Subject to IRS rules regarding funding and qualified medical expenses.

#### Retiree Health Care By the Numbers

A man reaching 65 today can expect to live, on average, to 84.3

A woman turning 65 today can expect to live, on average, to 86.7  
(Source: Social Security Administration)

\$6,896: Average premium for a single person in 2018, up 3% from 2017

\$19,616: Average premium for a family in 2018, up 5% from 2017  
(Source: Henry J Kaiser Family Foundation)

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### Top 3 Ways Electronic Plan Review (EPR) Helps Your Community

By Steve Nero, SAFEbuilt

A digital shift on building plan reviews means a smarter path toward better communities.

#### KEY BENEFITS OF EPR

- **Faster Turnarounds** – EPR enables faster plan review turnarounds with parallel plan reviews, efficient comments, and immediate access to plans examiners.
- **Stabilizing Budgets** – Applicants avoid the high costs of printing plans, while municipalities ensure stable budgets by efficiently collecting permit fees.
- **Increased Customer Service** – Municipalities achieve peace of mind and community support with better customer service and enhanced project quality.

Oh, the dreaded building plan review backlog, an issue many municipalities across the country are all-too-familiar with - construction booms bring floods of new permit applications, forcing building departments to process more plan reviews, often without the additional staff or resources they need to stay afloat. Chaos ensues—with permit delays and vacant lots, angry calls from unhappy residents and businesses, and missed opportunities when frustrated developers take their business elsewhere.

Fortunately, Electronic Plan Review can make backlogs a thing of the past and help municipalities better manage the high and low fluctuations of building activities. Using today's digital technology, municipalities can streamline the traditional permitting process and usher in a future of faster plan review turnarounds—streamlining operations, reducing costs for applicants while simultaneously avoiding budget deficits, and improving overall service.

#### FASTER TURNAROUNDS

Implementing EPR, your building operations will realize immediate results through a streamlined and scaled plan review process that more efficiently manages fluctuations in activity levels. This is achieved through the use of parallel plan reviews, and the use of multiple plans examiners who evaluate various aspects of a project concurrently—including standard building code components, engineering standards, and zoning.

#### STABILIZED BUDGETS

Unpredictable and unstable permit revenues make it difficult to ensure an always-positive contribution to the

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General Fund. However, by omitting costs associated with traditional plan reviews (printing, storage, mailing), wider access to technical reviewers, and shorter turnaround times helps your building department manage more reviews in the same amount of time thereby increasing your permit revenues.

#### INCREASED CUSTOMER SERVICE

Municipalities that use EPR to optimize plan review processes not only experience improved efficiency and consistent revenues, but also increased customer service that comes with the accessibility, ease, and transparency that EPR provides. Delivering constant, remote access to plans from any device, EPR promotes project accuracy and transparency throughout each stage of development. With digital commenting, stakeholders can coordinate and discuss detailed aspects of a project in real time to optimize communication and avoid errors that could lead to delays or failed inspections down the road. Additionally, inspectors in the field can easily pull up plans to ensure the critical compliance components of a project are being met, minimizing inspection oversights, keeping projects moving, and ensuring top-quality development.

#### READY TO MAKE THE CHANGE?

SAFEbuilt provides building and remote plan review services to over 1,000 communities across the United States. As a partner, you'll benefit from on-demand access to a wide-range of technical expertise for simple to complex projects; ensuring faster turnarounds, stabilized budget revenues, and increased customer service.

To learn more, visit [SAFEbuilt.com](https://www.safebuilt.com) or contact Steve T. Nero (312)-339-0436 [SNeo@safebuilt.com](mailto:SNeo@safebuilt.com) to set up a free consultation.



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## MIT Lifesaver Award

*Do you know someone who has provided assistance to a member in transition (MIT)? If so, consider nominating them for recognition through the new MIT Lifesaver Award!*

Anybody who has been an MIT knows it is a very difficult time and any assistance provided by their fellow ILCMA members is greatly appreciated. The Membership Services Committee has been working to develop a simple, inexpensive, durable, and easily identifiable form of recognition, in a manner that encourages and promotes such assistance to ILCMA members who assist MITs. A lifesaver-ring lapel pin will be awarded to members who provide significant, tangible assistance to an ILCMA MIT. Significant, tangible assistance may include sharing a room at an ILCMA or ICMA conference, adding an MIT to an interview process, hiring an MIT part-time, full-time, or for a special project, or inviting an MIT to a regional managers' lunch. Applications are available on the ILCMA website and may be submitted to the Secretariat who will provide the information to the Membership Services Committee for review.

**Apply Here**

### ILCMA Members who have been awarded the ILCMA Lifesaver Award:

Jim Arndt, Former City Administrator, Effingham  
Kathleen Gargano, Village Manager, Hinsdale  
Matt Fritz, City Administrator, Coal City  
Jim Grabowski, City Manager, Elmhurst  
Cara Pavlicek, City Manager, Oak Park



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Area Vice President  
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shawn\_hamilton@ajg.com

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## **Call for ILCMA Committee Volunteers**

Have you wanted to get more involved with ILCMA, but just haven't gotten around to it? Well, now's your chance as the following 2019-2020 Committees need members:

### ***ILCMA Conference Committee***

Chair – Pres Elect – Ken Terrinoni, Boone County

Co-Chair – Vice President – Drew Irvin, Lake Bluff

The Conference Committee shall plan and organize the summer and winter conferences. The Conference Committee shall be divided into two subcommittees in order to divide the labor of planning the conferences. The Committee make-up shall be as follows: two representatives from each affiliate (one to serve on the Summer Conference Subcommittee and one to serve on the Winter Conference Subcommittee) and a representative from the host cities for the summer and winter conference when appropriate. There should also be geographic representation on each of the Subcommittees.

### ***Summer Conference Committee – Joint Conference ILCMA/WCMA at The Abbey, Lake Geneva on June 24 – 26, 2020***

2019-20 Conference Chair – Ken Terrinoni, County Administrator, Boone County

The Summer Conference Subcommittee shall plan and organize the principal annual Association conference held in June, which includes the Annual Business Meeting.

### ***Winter Conference Committee – Marriott, Normal, IL on Feb. 5 - 7, 2020***

2019-20 Chair – Drew Irvin, Village Administrator, Lake Bluff  
The Winter Conference Subcommittee shall plan and organize the Association conference held in February.

### ***Professional Development Committee***

2018-20 Chair – Sharon Tanner, Assistant Village Manager, Glencoe

The Professional Development and Education Committee shall provide information and guidelines to further the continuing education of its members. In addition, the committee assists ILCMA members in achieving continuing education goals for their respective organizations and in periodically reassessing the professional development and continuing education goals of the ILCMA membership. There shall be a commitment to the ICMA credentialing program so members are able to achieve professional development goals. The committee is in need of representation from all affiliates as well as the general membership.

### ***Membership Services Committee***

2019-21 Chair – Rich Keehner, Village Manager, Villa Park  
The Membership Services Committee shall evaluate current services and provide recommendations on additional member services. The committee shall be responsible for facilitating a survey of the membership every two years. Over the past few years the committee has also focused on diversity initiatives, membership development, and recruitment.

### ***Communications Committee (Promote the Profession)***

2018-20 Chair – Joan Walls, Deputy City Manager, Champaign

The Communications Committee shall coordinate activities to promote the local government management profession to cities, villages, counties, and townships throughout the state. The committee shall also coordinate activities and provide information about the profession to educational institutions.

### ***Committee on Professional Conduct*** (based on vacancy per term requirements and regional representation)

2019-2021 Chair - Mark Franz, City Manager, Glen Ellyn

The Committee on Professional Conduct is responsible for:

- Serving as a fact-finding committee to review ICMA ethics complaints or questions involving Illinois members
- Developing and carrying out education and training activities to promote the highest ethical standards of conduct
- Serving as the primary liaison with the ICMA Committee on Professional Conduct

If you are interested in serving on any of the above committees, please contact Dawn S. Peters by June 18, 2019 at dpeters@niu.edu or call her at 815-753-0923.

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## 23rd Annual IAMMA Conference & Award Winners

On April 12, 2019, over 100 members of the Illinois Association of Municipal Management Assistants (IAMMA) attended the 23rd Annual IAMMA Conference to share best practices, learn from peers, build professional relationships and honor the contributions of their colleagues. Many thanks to those that attended, sponsored and presented at this year's event.

This year's IAMMA award winners include:

### **John Scopelliti - Outstanding Member Award – Intern**

John Scopelliti was described as having gone above and beyond his everyday assignments and duties to demonstrate leadership and commitment to the field of professional local government management through his work as Administrative Intern at the Village of Lake Bluff. John is pursuing a Masters of Public Administration degree at Northern Illinois University. He is an active member of the IAMMA Next Generation Committee. He demonstrated a strong work ethic and maintained a positive attitude that impressed his colleagues.

### **Clayton Black – Outstanding Member Award - Service**

Clayton Black, Management Analyst with the Village of Schaumburg, was recognized for his contributions to IAMMA and his tireless efforts fundraising and advocating for the Woodfield Area Children's Organization (WACO), an all-volunteer 501(c)(3) nonprofit dedicated to creating positive childhood memories, providing children with their basic needs as well as education support for children living at or below the poverty level in Chicago's northwest and western suburbs. Clayton helped organize two incredibly successful food drives and launched the inaugural fundraising dinner. Clayton currently serves as Vice-President of WACO.

### **Dan O'Malley - Gregory F. Outstanding Member Award – Assistant**

Dan O'Malley, Deputy Village Manager at the Village of Hoffman Estates, has mentored 12 Northern Illinois University MPA program interns. Dan is described as an advocate and trusted advisor by his mentees. He serves his profession with a deep sense of pride and does so daily with the upmost humility. Dan provides interns with the opportunity to work on substantive projects. He inspires his direct reports, promotes their confidence and cheers on their success.



*L to R: Clayton Black, John Scopeletti, and Steven Vinezeano*

### **Steven Vinezeano – Outstanding Manager Award**

Steven Vinezeano, Village Manager at the Village of Niles, was recognized for his leadership and support for early and mid-career local government professionals. Steve is an advocate for his employees and continually encourages them to obtain professional development and training that will allow them to grow and succeed in the workplace. Steve himself is an ICMA Credentialed Manager, active in ILCMA and once led the IAMMA organization. Before his time in Niles, Steve was a Captain in the U.S. Army, serving our country in Desert Storm. He has 22 years of local government experience.

Congratulations to all of this year's award winners! Special thanks to everyone on the Conference Committee for facilitating an outstanding event.

If you would like to participate or learn more about IAMMA, please visit [www.iamma.org](http://www.iamma.org).



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*The ILCMA Professional  
Development Committee Presents*

## **Building and Sustaining Employee Engagement**

The importance of employee engagement can't be overstated – employee engagement strategies have been proven to reduce staff turnover, increase productivity, improve efficiency, and increase customer satisfaction. Most importantly, engaged employees are happier, both at work and in their lives.

Learn what causes employee engagement, what performance and productivity metrics best measure it, as well as leadership strategies to support a highly engaged corporate culture. How can organizations create and sustain a highly engaged, high performing culture?

**Speakers:**

**Tom Walter** is a “serial entrepreneur” and a principal in numerous companies. He is the Chief Culture Officer (CCO) for Tasty Catering—a corporate caterer and event planner that was recently named a Forbes Best Small Company in America. Tom is a national speaker and a published author on management and employee engagement. Tom will share insights about the link between company culture and performance as well as effective employee engagement practices he has learned through years of research and experience with organizations in the public and private sectors.

**Greg Stopka** is the Strategy and Innovation Manager at the Park District of Oak Park. He previously worked for the Alliance for Innovation, which works to inspire innovation in local government. Greg will explain why employee engagement is such a vital component of innovation and share the engagement processes and strategies that the Oak Park Park District is using to bring innovation back to the forefront of their organizational culture. Greg will also lead a short workshop for attendees to identify specific engagement strategies to bring back to their organizations.

**Date:** Tuesday, May 21, 2019

**Time:** **8:30 a.m. – Registration and Continental Breakfast**  
**9:00 a.m. – 11:30 a.m. – Professional Development Session**

**Location:** **Elk Grove Village Hall**      Addresses ICMA Practice Areas 4 (Staff Effectiveness);  
901 Wellington Avenue      6 (Strategic Leadership); and 13 (Human Resources  
Elk Grove Village, IL      Management and Workforce Engagement)

**Cost:** \$35 for Professional Development  
\$20 for Interns  
Members in Transition – receive complimentary registration

**RSVP:** **Online Registration:** <https://www.ilcma.org/?p=9262>  
**By May 16** Email registration to Alex Galindo at [agalindo@niu.edu](mailto:agalindo@niu.edu)  
Phone in Registration 815-753-5424

*Cancellations must be made by May 16, 2019. Any cancellations after that date will require full payment. Payment not received by event date will be invoiced with a \$5 invoicing fee.*

# IML Managers Monthly Column

## IML Monitoring Influx of Capital Funding Legislation

*By Scott Niehaus, Member, IML Managers Committee and Village Manager, Lombard*

As noted in the March IML Managers' Column, many of us are eagerly anticipating a General Assembly discussion regarding a Capital Bill. As municipal administrators, we all have infrastructure projects that need to be addressed regardless of our size or location. This includes roads, bridges, stormwater management and underground utilities. In some cases, these projects are in desperate need of immediate attention and can result in safety-related shutdowns that have a substantial impact on residents.

While there is sure to be general support for a Capital Bill, there will also be some fear and trepidation regarding the identified funding sources, requirements for expenditure of funds and process for distributing the money. In order to assist member municipalities, IML is closely monitoring legislation being filed so that it can provide appropriate guidance. As of the writing of this article, there have been two proposals. A brief synopsis of both is provided below.

The first proposal is Senate Amendment #1 to SB 103 which was introduced by Senator Martin Sandoval (D-Chicago). This legislation originated from the International Union of Operating Engineers (IOUE) Local 150 as their capital bill proposal.

- \$0.19 increase to Motor Fuel Tax effective July 1, 2019
- Annual increase to Motor Fuel Tax by index factors up to \$0.01 per year
- \$50 increase to vehicle registration fee (\$34 committed to transit projects)
- \$60 increase to vehicle title fees
- \$532 million to IDOT
- \$312 million to municipal governments
- \$323 million to other local governments

The second proposal is HB 3823 which was introduced by Representative Andre Thapedi (D-Chicago). This legislation originated from the Illinois Chamber of Commerce as their proposal.

### **Key components of this legislation include:**

- \$0.15 cent increase to the Motor Fuel Tax effective July 1, 2019
- \$50 increase to registration fees
- \$600 million funding for IDOT
- \$240 million for local governments (40% increase over current funding)
- \$672 million for transit funding



IML staff does anticipate that there will be more Capital Bill legislation filed prior to the IML Lobby Day scheduled for May 1. In addition, Executive Director Brad Cole did appear at a hearing on April 8 in Peoria to testify as to the need for infrastructure funding assistance at the municipal level. Included in that testimony was a representation of the key points that IML would encourage to be included in any Capital Bill with regard to the source and distribution of funds.

Included in the written testimony of IML was a list of potential projects submitted by 171-member communities that totaled over \$6,000,000,000 in capital projects. The main message also provided was that IML and its member communities were ready to work with the General Assembly and the Pritzker Administration to find a path forward on a fiscally responsible capital plan for today and into the future. However, a major theme of the communication was also that municipal governments should also have the choice to choose the projects that get done in their communities as they are in a better position to know what is best for their residents.

As these bills are filed, IML will continue to monitor them, provide a summary on key components and when appropriate, develop a formal IML position for consideration by members. The IML Board may decide what positions to take on specific legislation at their May 2nd IML Board of Directors' meeting.

### **What Can Municipalities Do?**

Municipal leaders are encouraged to open a dialogue with local State legislators as soon as possible to best position their communities for potential funding opportunities should a Capital Bill get approved. This includes providing them with information on your current multi-year CIP plan. Including information on safety-related enhancements, total number of citizens impacted and possible economic development benefits is also helpful in terms of showing the importance of a capital bill. In addition, while not every municipality has the ability to do so, it may be beneficial to consider advance engineering of capital projects as there may be a priority placed on "shovel ready" projects in an effort to have any future Capital Bill have an immediate impact on the State.



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# Legacy Project

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## 2nd Quarter 2019 Luncheons

*Brown Bag (bring your own)*

### Wednesday, May 1

Elk Grove Village Hall

901 Wellington Ave

Elk Grove, IL 60007

[RSVP for Elk Grove](#)

### Wednesday, June 5

Sikich LLP

1415 W. Diehl Road, Ste. 400

Naperville, IL 60563

[RSVP for Naperville](#)

Luncheons begin at 11:30 a.m. and  
end promptly at 1:00 p.m.

Please join us for interactive  
discussion on topics of particular  
interest to women working at all  
levels of local government.



## Weathering the Scorn

*Whether it is the flood of FOIA requests received by staff, insults and criticism hailing down from citizens, or staff that is drowning from the demands of one resident, these situations make getting the rest of government business done seem impossible.*

*Mallory Milluzzi, partner at Klein, Thorpe & Jenkins, will lead a discussion of how best to “weather the scorn”. This session will provide tips, tools and best practices regarding how to manage difficult FOIA requests and requestors or difficult citizens in general. In addition, this session will provide advice as to what to avoid when faced with difficult individuals, especially in situations where emotions run high. Please come ready to share your experiences, questions and/or solutions!*

To learn more about the Legacy Project, please visit our website:

[www.legacyprojectnow.org](http://www.legacyprojectnow.org)

## Conference Scholarships

**ICMA Announces its 2019 ICMA conference scholarship opportunities. Deadline to apply is June 10, 2019**

To help members experience the difference the ICMA Annual Conference has made for so many others, ICMA offers conference assistance and scholarships.

Scholarship recipients receive:

- Complimentary conference registration.
- Stipend to offset travel costs, in some cases.

Conference Assistance Scholarships | Deadline: June 10  
ICMA's Conference Assistance Scholarships are divided into three categories:

1. The Young Professional Scholarship is open to any ICMA member with three years' or fewer experience as a full-time local government employee. There is no minimum salary requirement, although salary may be considered during the evaluation process.

2. The Workplace Diversity Scholarship is open to any ICMA member who is female, a minority, or identifies as LGBTQ. It is the applicant's responsibility to demonstrate (through additional information included in a required essay) how his or her background merits receipt of a diversity scholarship and how the local government and the community served will benefit from the individual's conference attendance. There is no minimum salary or tenure cutoff for the Workplace Diversity Scholarship, although those factors may be considered during the evaluation process.

3. The Small Community Employee Scholarship is open to any member serving in a small community with limited financial resources. Applicants can self-select to apply for this scholarship. There is no minimum salary requirement, although salary might be considered during the evaluation process.

### **Conference Assistance Scholarship Eligibility**

To be eligible for any of ICMA's Conference Assistance Scholarships, an applicant must:

- Be a member of ICMA at time of application.
- Be a first-time ICMA Annual Conference attendee (this requirement is not applicable to persons who attended a past conference as a student member or a fellow).
- Be a full-time local government employee (no part-time interns).
- Submit a completed application (see below).
- Demonstrate, through an essay, an avid interest in a career in local government management.



Recipients of the Young Professional, Workplace Diversity or Small Community Employee Conference Assistance Scholarships receive complimentary registration to the ICMA Annual Conference and may receive limited travel/hotel assistance based on distance traveled.

Eligible candidates can submit an application to multiple categories, if they meet the eligibility requirements.

Candidates for scholarships must be ICMA members at time of application. To get a membership application, contact ICMA's Membership Services Department at 202/962-3680; [membership@icma.org](mailto:membership@icma.org), or visit the website to join.

### **How to Apply for the Conference Assistance Scholarship**

1. You must be an ICMA member and logged into the ICMA website in order to submit an application.
2. Once you are logged into the website, go to "my account." You will see "Awards" on the top blue menu bar. Hover over the "awards" tab and you will see the link to apply for a conference scholarship.
3. Alternately, if you are logged into the website you can go directly to the nomination form.
4. Follow the online prompts and be sure to fill out all information. Do not forget to upload the essay. (Essay must be named with NO SPACES in the name of the document- example- SmithEssay.doc.)
5. Applications are due June 10, 2019. Late applications will not be accepted. Questions regarding ICMA's Annual Conference Scholarship Program should be directed to [srobinson@icma.org](mailto:srobinson@icma.org) or 202/962-3551.

Continued on the next page

\*Members in Transition: MITs are granted complimentary registration to the ICMA Annual Conference. As well, there are a limited amount of funds available to provide travel stipends to MIT members. Interested parties should contact Rosalyn Ceasar at [rceasar@icma.org](mailto:rceasar@icma.org) or 202/962-3544.

Stene Academic Scholarship Program | Deadline: June 10  
Each year, ICMA selects a graduate school student as the recipient of its \$1,000 Edwin O. Stene Academic Scholarship, named in memory of Kansas University Professor Edwin O. Stene. As is done for all student members of the association, ICMA provides the Stene scholarship recipient with complimentary registration to its annual conference. Travel and housing expenses are not covered by ICMA; however, the Stene scholarship stipend may be used by the recipient to cover these expenses.

### **Stene Scholarship Eligibility**

Students enrolled by September of the year preceding the annual conference as full-time graduate students specializing in local government at a college or university recognized by the Network of Schools of Public Policy, Affairs, and Administration are eligible to apply for the Stene Scholarship. Applicants must have had little or no full-time experience in local government, internships excluded.

Applicants to the Stene Scholarship Program must submit the following:

- A 3-to-5-page personal essay that demonstrates the student's interest in local government and includes relevant professional and personal examples.
- A letter of sponsorship from the department head, dean, or director of the public administration/affairs/policy or related program in which the applicant is enrolled. Each graduate degree-granting program is permitted to sponsor only one applicant, and no student may apply without program sponsorship.
- A letter of recommendation from an academic other than the student's program head, dean, or director.
- A letter of recommendation from a local government manager, previous employer, or an additional academician.
- Copies of original transcripts of both graduate and undergraduate work.

Submit scanned copies of all materials to Scott Robinson at [srobinson@icma.org](mailto:srobinson@icma.org). By submitting letters of recommendation and transcripts, the applicant certifies these documents are accurate and have not been altered.

### **Other Scholarship Opportunities**

ICMA Members in Transition

MITs are granted complimentary registration to the ICMA Annual Conference. As well, there are a limited amount of funds available to provide travel stipends to MIT members. Interested parties should contact Rosalyn Ceasar at [rceasar@icma.org](mailto:rceasar@icma.org) or 202/962-3544.



### **ILCMA Offers Scholarship to ICMA Conference**

To encourage attendance at the ICMA annual conference, ILCMA and ICMA are pleased to announce they will provide financial assistance to ILCMA members, who are also members of ICMA, wishing to attend their first ICMA conference. ICMA will waive conference registration fees to the annual conference for two ILCMA members. ILCMA will in turn match the dollar amount of those fees to help defray transportation and housing fees. This is an excellent opportunity, particularly for members from communities that do not have the resources to allow their staff to travel to national conferences.

To qualify, applicants must be a full (corporate/voting) member of ILCMA and be attending their first ICMA conference. If you are not an ICMA member, ICMA is offering a 50% 1st year's dues discount to state scholarship recipients. To apply, send a brief letter explaining how you and your community would benefit from receiving this award. Along with the letter, please enclose an up-to-date resume. Applications are due in the Secretariat office no later than June 10. The ILCMA Awards and Scholarship Committee will make a final decision on award recipients around the first week of July. ILCMA will notify ICMA of the names of award recipients indicating they are entitled to a waiver of the conference registration fee.

continued from page 9

The average healthy 65-year-old couple who retired in 2018 can expect to pay \$363,946 in lifetime Medicare and supplemental insurance premiums and out-of-pocket costs. This number excludes long-term care.

Driven primarily by the inflation rate, this couple's annual expenses at age 85 will be 170% higher than in their first year of retirement.

(Source: HealthView Services)





## Advancing Civic Leadership

### CLA Courses Qualify for ICMA's Voluntary Credentialing Program

**April 11, 2019 – NIU-Hoffman Estates**

*Engineering for Non-Engineers: Infrastructure & Design the Questions to Ask*

**April 25, 2019 – NIU-Naperville**

*Are You Thinking About a Community Survey? How, When, & Why*

**May 2, 2019 – NIU- Naperville**

*New Civics and the Impact of Globalization\**

**May 16, 2019 – Giving DuPage/DuPage County Administration Building**

*Strategic Planning - Reboot - Lessons Learned and Following Through*

*\*Required workshop for CLA Certificate of Attendance*

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## ILCMA Memberhip Responsibilities For Members In Transition

ILCMA members are encouraged to contact fellow members that are in transition. ILCMA members can help members in transition in the following ways:

- Hire members in transition for interim work and special projects.
- Provide office space and equipment for members in transition.
- When going to ICMA or ILCMA conferences, invite a member in transition to share your room at no cost.
- Invite them to an ILCMA, Downstate, Metro, IACA, SWICMA, Legacy Project, or IAMMA meeting as your guest.
- Monitor the environment. As one hears about a member that may be in trouble, members are encouraged to contact either the ILCMA Executive Director or one of the Senior Advisors.

ILCMA members are asked to help identify ILCMA members as soon as it appears that they are leaving a management position and do not have a new position identified. In addition to monitoring local papers, members should also frequently advise their regional counterparts to notify them of members who may be in transition. Once a member in transition (MIT) is identified, the member should advise the ILCMA Secretariat so that ILCMA support can be offered. ILCMA members are encouraged to personally contact the MIT to provide support. A Board liaison will be assigned to maintain regular (weekly or bi-weekly) contact with the MIT, encourage others to contact the MIT, and will keep the ILCMA Secretariat aware of the MIT's status. The Board liaison will coordinate closely with the Senior Advisors and between the two entities should provide the MIT with the support services available through the ILCMA and the ICMA.

## Do you have Special Projects for which you need Additional Help? Has your Staff been Cut Back, but your Workload Increased or Stayed the Same?

If so, ILCMA has a solution to your problem. Have you ever considered utilizing one of ILCMA's programs to help fill temporary job assignments or conduct a special project? ILCMA has two programs that may meet your needs:

**Member in Transition Program (MIT)** – ILCMA keeps a list of Illinois managers and assistants in transition. These members are willing and able to fill positions, do special projects, and provide expert service to you and your community (list of MIT's below).

**Professional Resource Program (PRS)** – The PRS program consists of retired, semi-retired, and MIT's who are again able to do special projects, fill positions, and provide expert professional services to your local government. For information please visit the ILCMA website at <https://www.ilcma.org/programs-and-services/ilcma-professional-resource-service/>

The ILCMA Senior Advisors have the most current list of Members in Transition and Professional Resource Program participants. Please do not hesitate to contact either Dawn Peters at ILCMA or one of the Senior Advisors.

Also, don't forget about recent MPA graduates. This is a tough job market and many of them are searching desperately for a position. They may be willing to provide services on contract for short-term projects. This will help them gain additional experience while searching for their first full-time position. Contact any of the graduate schools in your area to identify students who may be willing to do this type of work.

## Members in Transition Who Agreed to Publicize their Information: (Visit the Members Only section of the ILCMA website to view resumes of those who have submitted them.)

Janet Matthys	janetmatthys@gmail.com	708-698-1523
Tim Ridder	timothyridder@hotmail.com	309-236-0929
Austin Edmondson	aedmondson4@roadrunner.com	901 299-6967
Jeff Eder	Jeffery.eder@gmail.com	309-207-0543
Darin Girdler	dgirdler@gmail.com	618-971-8276
Joe LaMargo	jlamargo1@gmail.com	708-277-3209

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The following webinar topics were the highest rated in a poll of leaders across the ICMA State Association Coaching Partners and sponsoring professional associations. We recruit top presenters across the U.S.

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<i><b>Webinar Topic</b></i> [link takes you to free registration]	<i><b>Date and Time</b></i>
<a href="#"><u><b>Ethics in Action</b></u></a> <a href="#"><u><b>-- When it's your duty to say "no"</b></u></a>	Wednesday, April 10 11a.m.-12:30 p.m. PT (2-3:30 p.m. ET)
<a href="#"><u><b>Retooling Workplace Culture to Thrive in 21st Century</b></u></a>	Thursday, May 16 10:00 – 11:30 a.m. PT (1:30-3 p.m. ET)
<a href="#"><u><b>Encouraging Inclusive Communities</b></u></a>	Wednesday, June 12 9:30 – 11 a.m. PT (12:30-2:00 p.m. ET)
<a href="#"><u><b>Grappling with Gnarly Issues (opioids, homelessness, etc.) -- how local government can help</b></u></a>	Wednesday, September 11 10 a.m.-11:30 a.m. PT (1-2:30 p.m. ET)
<a href="#"><u><b>Promoting Trust in a Divisive World</b></u></a>	Thursday, October 10 11:00 a.m.-12:30 PT (2-3:30 p.m. ET)
<a href="#"><u><b>Having Difficult Conversations in Your Organization and Beyond</b></u></a>	Thursday, November 14 9:30 -11 a.m. PT (12:30-2:00 p.m. ET)

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Executive Director/Editor  
Dawn S. Peters  
Phone: 815-753-0923  
Fax: 815-753-7278  
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Greg Bielawski  
630-462-1876  
g\_bielawski@hotmail.com

Steven Carter  
217-359-1338  
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Bob Kuntz  
636-527-9068  
kuntzb@charter.net

John Phillips  
309-428-5495  
phillipsjohn99@gmail.com

Robin Weaver  
630-835-6417  
rweaver3333@gmail.com