

ILCMA news

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Calendar of Events

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



- | | |
|--|---|
| <p>September 4
Legacy Project Luncheon
Naperville, IL</p> <p>September 5
SWICMA Meeting
O'Fallon, IL</p> <p>September 19 – 21
ILCMA Booth at IML Conference
Chicago, IL</p> <p>October 3
SWICMA Meeting</p> <p>October 3
Metro Manager Meeting
Lombard, IL</p> <p>October 3
ILCMA Professional Development Event
Lombard, IL</p> | <p>October 17
Legacy Project Fall Professional Development Event
Schaumburg, IL</p> <p>October 21
ILCMA Reception at ICMA Conference
Nashville, TN</p> <p>November 7
SWICMA Luncheon</p> <p>November 21
ILCMA Professional Development
Lombard, IL</p> <p>November 21
Metro Manager Luncheon
Lombard, IL</p> |
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President's Column

By Mark Franz, Ethics Chair and Village Manager, Glen Ellyn

Rex Huppke is a workplace columnist for the Chicago Tribune. He wrote an article in 2016 that began with a short quote from our soon to be President, "I'm like a smart person." Mr. Huppke continued by stating that, "those words from President-elect Trump were offered recently as an explanation for why he was turning away some of his daily intelligence briefings. I brought this up in this column not to create political debate, but instead to argue the importance of humility in modern-day leadership, if not in government then at least in our places of work."

I would argue that we absolutely need to demand humility from our government, our elected officials and municipal employees. We should not be afraid to admit our mistakes, and admit that we don't have all the answers. We know this job stretches us to our limits and that is a good thing.

For me, not vigorously debating ethical issues continues to be a source of leadership guilt. My ICMA Code of Ethics is hung on the wall, our organization has done some formal training on ethics over the years, but we still don't debate the ethical dilemmas of the day as frequently as we should. As the new Chair of the Professional Conduct Committee, I urge you to consider making ethics a regular topic of conversation in your workplace. I intend to show some humility and take this opportunity to refocus my organization on the importance of ethics. By utilizing resources readily available from ICMA (Martha Perego, Ethics Director and her team at ICMA, Monthly PM magazine-Ethics Matter section, debating on the different tenants of the Code, and conference sessions) we can make ethics a priority. Ms. Perego encourages us to do the following:

1. Set the tone with elected officials and future elected officials.
2. Build a unified management team.
3. Create a code of ethics for your own organization.
4. Spread the message that ethics matter.

Even if we are successful in creating an ethical culture, a crisis could arise. A few years ago, Kevin Duggan, Ethics Trainer and West Coast Regional Director, wrote an article in PM magazine where he suggested to adequately prepare for a crisis you must decide how to respond to the following questions:

- What did you know?
- When did you know it?
- What did you do about it?

"Sometimes, otherwise ethical and honest organizational members can get entangled in the unethical conduct of others. There are reasons this occurs, but one way to help avoid becoming the collateral damage of an ethical crisis is to ask yourself the critical questions above, before someone else does."

"The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide." That is also the

mission of ILCMA and the Professional Conduct Committee. We, as a committee, stand ready to assist where we can and are available and approachable to discuss any concern. (See the ILCMA website for a list of Committee members.) I suggest that we all show some humility, debate ethical dilemmas with your team more rigorously, and set the tone for your organization. We may be "smart people", but we all need a strong ethical culture to do our jobs most effectively.

Ethics Resources:

<https://icma.org/ethics>

<https://icma.org/ethics-issues-and-advice>

Martha Perego mperego@icma.org

Mark Franz, Chair Professional Conduct Committee, mfranz@glenellyn.or

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Who's Who Directory Update

Dawn Wucki-Rossbach has been hired as the first village administrator (part-time) for the village of Maple Park.

Douglas Brimm has been appointed as the city administrator in the city of Columbia City. He previously served as city administrator in Trenton.

JoAnn Hollenkamp has been appointed as the new city administrator in the city of Geneseo. She was formerly the city administrator in Carlyle. Her new contact information is:

JoAnn Hollenkamp
City Administrator
City of Geneseo
115. S. Oakwood Avenue
Geneseo, IL 61254
Phone: 309-944-0915
Email: jhollenkamp@cityofgeneseo.com

Welcome New Members

Brianna Bacigalupo, Administrative Intern, Elk Grove Village
Andy Brackett, Interim City Administrator, City of Carlyle
Josie Clark, Communications Manager, Village of Winnetka
Joshua Dausener, Management Intern,
Village of Downers Grove
Devon Dilworth, Student, Governors State University
Katherine Gehl, Management Intern, Village of Gurnee
Jacob Lawrence, Management Analyst,
Village of Morton Grove
Bill Nicklas, City Manager, City of DeKalb
Sheila Santos, IMO Director, DeKalb County



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.

[CLICK HERE FOR INFO](#)

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2019 Webinar Schedule and Advance Registration Links



ICMA State Association Coaching Partners:

Alabama, Alaska, California, Colorado, Connecticut, Florida, Georgia, Illinois, Iowa, Kansas, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, New Hampshire, North Carolina, Oklahoma, Oregon, Pennsylvania, South Carolina, Texas, Utah, Virginia, Washington, Wisconsin

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.

Register now. Advance registration is required for each webinar. Simply click on the links below. Even if you can't attend a live session, register so that you'll receive an email when the digital recording is available. You also will find the registration links at <https://icma.org/coachingwebinars>.

Webinar Topic [link takes you to free registration]	Date and Time
Grappling with Gnarly Issues (opioids, homelessness, etc.) -- how local government can help	Wednesday, September 11 10 a.m.-11:30 a.m. PT (1-2:30 p.m. ET)
Promoting Trust in a Divisive World	Thursday, October 10 11:00 a.m.-12:30 PT (2-3:30 p.m. ET)
Having Difficult Conversations in Your Organization and Beyond	Thursday, November 14 9:30 -11 a.m. PT (12:30-2:00 p.m. ET)

Participate as a group. This is an excellent way to learn best practices together and boost talent at all levels. Each webinar includes a set of Post Webinar Discussion Questions to stimulate your conversation. It's like professional development in a box—add talent and stir.

Access presentations, resource materials, and digital recordings. You'll find these at the "Agendas & Archives" tab of <https://icma.org/coachingwebinars>. Subscribe to the free email list for webinar and program updates at <https://icma.org/coachingList>.

Tap additional resources to thrive in local government. Check out 1-1 Coaching, Talent Development, Career Compass articles, and other resources at <https://icma.org/icma-coaching-program>.



powering lives

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.

Stressed, Exhausted, Dragging Yourself Through the Week?

By Mary Smith, Baecorp

Do you find yourself wishing it was Friday only to realize it's really Monday morning? Seems like we haven't changed much from when we were kids anxiously awaiting the next big thing. It started with the small stuff, "I can't wait for recess" and progressed from there to "I can't wait for my birthday, summer vacation, or Christmas." As kids, most of us were looking forward to the next "big thing." Now as adults, not much has changed; recess became the weekend that we long for, wish would come sooner, and last longer. There is not enough time in the day and so many distractions that the weekend isn't long enough to feel recharged.

It seems like it doesn't matter where we are in life, too often we are looking to the next thing or "better thing." While focusing on the future, we are barely present in the moment. The Harvard Business School, along with INSEAD (Europe's leading business school), has concluded from their research that the two most effective business tools for twenty-first century executives are meditation and intuition. The benefits of meditation in the workplace are cumulative; they build on one another, starting with the individual and from there, positively impact the performance of the business as a whole.

Meditation can:

- Promote Emotional Health,
- Reduce Stress,
- Lengthen your Attention Span, Focus
- Improve Sleep
- Help you Live in the Moment

Perhaps you already know many of the benefits of meditation but don't know how to meditate. Or maybe you tried and felt, "that is not for me," or "I can't clear my mind, count breaths or sit in a twisted pretzel position." While attendees of a business meeting would look absurd sitting in a pretzel position, no one would question a practice that enhances focus, reduces stress, and promotes emotional health. Each of those personal benefits translates into increased productivity, an asset for any organization.

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- ERP Implementation

While some think meditation is the newest fad, consider this: In India, some of the oldest written records about meditation date from around 1500 BCE. In China, early forms of meditation are referenced as far back as the 3rd and 6th century BC. Considering practices with the earliest origins, someone eventually makes it better, faster, or easier. Meditation is not the exception; it has been practiced for thousands of years and did not miss its evolution and updating.

Meditation practices and teachings have evolved to support our stress-filled, split attention, sleep deprived, anxiety riddled lives. If you're considering meditation, there are a variety of ways to learn. There is even an app for that, in fact, more than a thousand apps. If an app isn't your style, wasn't really mine either, there are great teachers out there too. Consider applying meditation and sharpening your intuition, two of the most effective business tools in your business. If you need help getting started in a meditation practice, reach out to me and I am glad to help you get started. Meditation may date back to 1500 BCE but its benefits hold equal importance to life in 2019. Try something different today, you might be amazed at the difference it makes. Mary Smith (smith@baecore.com)

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.

Comcast Announces Largest Ever Expansion of its Internet Service for Low-income Households

The expansion of Internet Essentials eligibility will help more low-income seniors, people with disabilities, families with children and others gain access to the Internet at home

Comcast announced recently that it is significantly expanding eligibility for Internet Essentials, the nation's largest and most comprehensive broadband adoption program, to include all qualified low-income households in its service area in Illinois and the rest of the country. The Company estimates that more than three million additional low-income households, including households with people with disabilities and seniors, are now eligible to apply. It also estimates a total of nearly seven million households now have access to low-cost Internet service, which literally doubles the total number of previously eligible households. More than 8 million people from two million households have now been connected to the internet at home through Internet Essentials – around 380,000 in Chicago and 880,000 in Illinois.

"This expansion is the culmination of an audacious goal we set eight years ago, which was to meaningfully and significantly close the digital divide for low-income Americans," said David L. Cohen, Senior Executive Vice President and Chief Diversity Officer of Comcast NBCUniversal. "The Internet is arguably the most important technological innovation in history, and it is unacceptable that we live in a country where millions of families and individuals are missing out on this life-changing resource. Whether the Internet is used for students to do their homework, adults to look for and apply for new jobs, seniors to keep in touch with friends and family, or veterans to access their well-deserved benefits or medical assistance, it is absolutely essential to be connected in our modern, digital age."

To be eligible to apply to the program, low-income applicants simply need to show they are participating in one of more than a dozen different government assistance programs. These include: Medicaid, Supplemental Nutrition Assistance Program (SNAP) and Supplemental Security Income (SSI). A full list of these programs can be found at www.internetessentials.com. In Illinois, the Company already accepts applications from households that have a student eligible to participate in the National School Lunch Program, live in public housing or receive HUD Housing Assistance,



including Section 8 vouchers, or participate in the Veterans Pension Program, as well as community college students. According to U.S. Census data, households in cities with the highest poverty rates are up to 10 times more likely than those in higher earning communities not to have fixed broadband at home. That gap defines the digital divide in this country.

Internet Essentials has an integrated, wrap-around design that addresses each of the three major barriers to broadband adoption that research has identified. These include: a lack of digital literacy skills, lack of awareness of the relevance of the Internet to everyday life needs and fear of the Internet, the lack of a computer and cost. As a result, the program includes: multiple options to access free digital literacy training in print, online and in person, the option to purchase an Internet-ready computer for less than \$150; and low-cost, high-speed Internet service for \$9.95 a month plus tax. The program is structured as a partnership between Comcast and tens of thousands of school districts, libraries, elected officials and nonprofit community partners. For more information, or to apply for the program in seven different languages, please visit www.internetessentials.com or call 1-855-846-8376. Spanish-only speakers can also call 1-855-765-6995.

The most significant barrier to broadband adoption in low-income communities remains a basket of digital literacy deficits, lack of digital awareness and fear of the Internet.

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Corporate Partner Spotlight

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Investigating Police Misconduct

By Daniel S. McDevitt, Senior Vice President and Mark W. Field, Vice President for Consultation Services, P4 Security Solutions

A critical, yet occasionally distasteful function, is for municipal authorities in managing complaints against police officers.

Broad reaching impacts include: time consumption, appropriate disciplinary application, public image, and, internal strife.

Citizens demand accountability for fair and equitable treatment. Conversely, officers expect a fair and unbiased investigation.

Investigations impact directly all "stakeholders":

- Officer(s) against whom allegations are made;
- Citizens who make complaints;
- Elected/appointed officials;
- Community reputation; and,
- Agency reputation/perception and greater law enforcement.

Most law enforcement agencies do not enjoy a full-time Internal Investigations staff, but, instead, rely on existing personnel who are called upon to investigate other personnel with which they have regular contact.

Several benefits accrue from engaging an independent investigator:

- "Insulates" agencies from claims of biased or unfairly completed investigations;
- Independent investigators guard against officer's allegations of unfair or imbalanced treatment since an external entity has no preconceived notions about officer's performance record or conduct history;
- Clearly demonstrate to the citizenry, elected officials, and stakeholders the primary goal is a thorough investigation and resolution of allegations;
- Independent investigators complete investigations more expeditiously since agency investigators may have other collateral duties and responsibilities that potentially detract from their investigative time;
- Potential complainant's perception that the matter might simply be "swept under the rug" or "covered up" by the department or by other entities;
- Possible employee perception that, regardless of actual culpability, they will eventually be found as culpable as a



means of placating the complainant, community, and, perhaps elected/appointed officials; and, -Perception by fellow employees that the employee against whom the allegations were made is being made a "scapegoat" or someone to blame in order to diminish liability for the agency and municipality.

Clearly, none of these perceptions are positive, however, as in most cases, perception often becomes reality in the mind of the person engaged in the perceiving.

Conclusion

Following completion of an investigation by an independent firm, the agency should insist on the delivery of a complete and thorough report of the investigative process. Such a report, and any subsequent information, will form the basis for the determination by the Chief of Police as to the accuracy and veracity of the complaint.

A final disposition decision should always rest with the Police Chief and command staff – not the investigative firm.

At the very core should be a sincere sense of fairness and objectivity by all parties: complainant; citizens; elected officials; administrative personnel; collective bargaining units; and, most importantly the accused officer.

When all stakeholders believe that the investigative process is truly managed in an unbiased way, the reputation of fairness will be enjoyed, department morale improved, and, overall department image, municipality image, and that of the greater law enforcement profession will be enhanced.

Editor's Note: Guidance offered in this article is solely that of the authors and should not be construed as legal instruction/recommendation of ILCMA.

Corporate Partner Spotlight

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My Community Has Adopted A Development Plan – What’s Next?

By Lance Dorn, Vice President, SB Friedman Development Advisors

It is exciting to envision and plan for what your community might look like in the future. That is why it is disappointing when development plans sit on a shelf, rather than be carried through to implementation. Plans can falter for a variety of reasons, including a change in priorities, lack of committed leadership, or limited financial resources. Outlined below are a few steps you, as the public sector, can take to ensure that your plan does not experience a similar fate.

1. **Ensure Plan Is Action-Oriented and Implementable.** It is important to create a plan that is aspirational and meets community objectives. However, the plan also needs to be achievable and rooted in market realities and financial feasibility. Plans with the greatest likelihood of success are those that are implementable with clear strategies and action steps to achieve the vision and address specific challenges.

2. **Identify Strong Leadership to Advance the Plan.** Strong leadership is key. The most successful planning efforts often include a diversity of leadership, including the public sector, business and resident stakeholders, and others with a vested interest. The multiple parties can hold each other accountable and keep implementation efforts on track.

3. **Make the Business Case for Investment.** The private sector will likely need to take a lead role in implementation if the plan includes private real estate projects. Therefore, the plan will need to resonate with the development and investment communities. It is important to conduct outreach to these groups and to communicate to them that the proposed projects are economically viable and have the support of the community. If proposed projects are overly ambitious and/or not in line with the market, developers may not take a serious look at the opportunity.

4. **Identify and Deploy Available Resources.** Real estate projects need to generate sufficient financial returns to attract developers, lenders and equity investors. For pioneering projects or those in challenging investment environments, the public sector often needs to participate financially in the development. If that is the case, it is important to understand up front the level of investment



that may be required. The public sector should also have a clear understanding of the resources available to support private development and be willing to deploy them if the project achieves key community objectives and requires public assistance in order to move forward.

5. **Be Willing to Undertake Some Heavy Lifting.** In certain situations, particularly when the proposed project is anticipated to be transformational and have widespread community benefit, it may be appropriate for the public sector to proactively undertake predevelopment work. Activities could include site acquisition and assembly, environmental remediation, and infrastructure construction. Doing so can speed up the process and demonstrate that the public sector is a committed partner.

6. **Build Momentum.** Building momentum around plan implementation is also important. The easiest way to do so is to demonstrate that change is already underway. Quickly advancing projects that are “low-hanging fruit” can signal to the community that implementation is a priority. These projects could include programming public spaces to generate activity or financing cosmetic improvements. Projects with a longer time horizon, such as new construction real estate projects, could then move forward in parallel without the perception that plan implementation is stalled or taking longer than anticipated.

A clear strategy and commitment to implementation are the most important aspects of a development plan. While the efforts outlined above do not guarantee development outcomes, they ensure that the process stays on track, and demonstrate to the community that the time and resources to prepare the plan were well spent.

continued from page 6

To help address this barrier, since 2011, Comcast has invested more than \$650 million to support digital literacy training and awareness, reaching more than 9.5 million low-income Americans. In addition, the company has either sold or donated more than 100,000 discounted and heavily subsidized computers to families and veterans that need one.



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Legacy Project

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4th Quarter 2019 Luncheons

Brown Bag (bring your own)

Wednesday, October 2

Libertyville Village Hall
118 West Cook
Libertyville, IL 60048

[RSVP for Libertyville](#)

Wednesday, November 6

Elk Grove Village Hall
901 Wellington Ave
Elk Grove, IL 60007

[RSVP for Elk Grove](#)

Wednesday, December 4

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.

Not Everyone Wants to be a Manager

Our panel will discuss and answer questions regarding their career paths, what lead them to their current position, and their decision not to pursue the top spot in local government administration. Please come ready to share your experiences and questions!

Presenters Include:

Jenn McMahon, Director of HR, St. Charles
Kevin Wachtel, Director of Finance, Villa Park
Ellen Baer, Director of Admin. Services, Western Springs
Denise Burchard, Assistant to the Chair, NIU MPA Dept
Mike Baker, Deputy Village Manager



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

www.legacyprojectnow.org

REGISTRATION OPEN: BIG IDEAS 2019



Two Americas

Driving Community Equity

September 13-15
Clearwater, FL

Growing socio-economic disparity is resulting in a tale of “Two Americas” – one experiencing the tremendous benefits of historic economic expansion and technological achievement and the other struggling with limited opportunity and declining life expectancy.

What should local government’s role be in developing next-gen community support systems?

How do we define and evaluate the current state of our community ecosystems?

What is the best strategy to create the systems and services needed for the future?

At BIG Ideas 2019, you’ll have the exclusive opportunity to learn new ways to think about local government challenges, dive into these critical discussions with your colleagues, and find solutions in small groups.

We invite you to join us as we work together to define specific actions to address the critical needs of our communities.



Learn more and register at transformgov.org/big-ideas

Municipal Finance Data Forum Midwest



Join us October 3rd at NIU Naperville to learn how data standardization is changing the face of municipal financial reporting. Hear public sector and financial data standards experts discuss how standardizing reported data can improve the efficiency of disclosures by U.S. state and local governments. Speakers from the Bond Buyer, the Illinois Office of the Controller (IOC), NIU's Center for Governmental Studies, Truth In Accounting, Will County, and more. This event is free to attend but requires advance registration. Seating is limited. For information including a preliminary agenda/speaker line-up, and a registration link, visit <https://xbrl.us/events/muniforum-20191003/>

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ICMA conference

NASHVILLE — TENNESSEE —
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OCTOBER 20-23 2019



Shaping our Future:
Purpose, Partnership, Possibilities
Framing Sustainable Solutions



NORTHERN ILLINOIS UNIVERSITY

Center for Governmental Studies

NIU Center for Governmental Studies Celebrates 50 Years in 2019

DEKALB IL - For 50 years, Northern Illinois University's (NIU's) Center for Governmental Studies (CGS) has provided applied research, technical assistance, and public sector capacity-building services to our region, state and beyond. On Thursday, Nov. 7, 2019, a one-day conference will be held in DeKalb to celebrate CGS's five decades of generating and sharing knowledge with its many university and external partners, and to chart a course for the future.

"This celebration will not only highlight CGS's accomplishments, but also will be future-focused. We will explore how to understand and harness the demographic, economic, environmental and technological forces that are reshaping our world," said Diana Robinson, CGS Director.

"It will be a day of celebration and idea exchange among community stakeholders in Illinois. CGS will use information from the day to help decide our strategic priorities for the next three years. Learning communities will be created for those interested in continuing to formulate innovative and effective solutions. Attendees will become better connected to like-minded stakeholders as we examine the complex challenges confronting our region and share successful approaches to navigating those challenges," said Robinson.

Founded in 1969, CGS has an interdisciplinary staff with advanced degrees in fields such as public administration, public policy, business, economic development, history, computer science, data analysis and statistics, and mathematics. CGS works directly with community leaders in governmental and non-governmental organizations.

The CGS 50th Anniversary Conference at NIU Holmes Student Center on Nov. 7, is titled "Shaping Our Future: Purpose. Partnership. Possibilities - Framing Sustainable Solutions." The featured morning keynote speaker is Neil Howe, best-selling author of the *4th Turning* and over a dozen other books on generations, demographic change and fiscal policy. Afternoon keynoter is Rebecca Ryan, APF, presenting "Future Perfect: Local Government's Next 50 Years." She will share the three core issues that local government must get right to remain relevant for future generations.

NIU President Lisa Freeman will welcome attendees with observations on the day's themes and NIU's role in addressing them. During the lunch presentation, NIU's Anne Kaplan and James Banovetz will highlight important milestones in CGS's history.

Morning and afternoon breakout sessions will focus on four priority areas affecting hundreds of northern Illinois communities with which CGS has worked: new models and strategies to strengthen local economies; environmental stewardship and energy conservation; fiscal sustainability in civic organizations and local governments; and, new and emerging community health challenges and resources.

The sessions will feature subject matter experts and panelists who will frame the issues, challenges and opportunities. Sessions will promote interaction between panelists and attendees to discover innovative solutions and suggestions for future partnerships with NIU.

Complete details, the day's schedule and registration information for the CGS 50th Anniversary Conference are available at: <https://www.cgs.niu.edu/Events/cgs-50th-anniversary-2019.shtml>



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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:

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



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ILCMA Reception at the ICMA Annual Conference



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ILCMA will once again be participating as an exhibitor at the Illinois Municipal League Conference and is seeking volunteers to staff the booth. Please sign up for a time slot using the form below!

IML Conference Booth Sign-up for Booth #415

Count me in! I have indicated three (3) time slots that I can work

Name:

Title:

Address:

Phone:

E-mail:

Please indicate your choices by putting a 1 by your first choice, a 2 by your second choice and a 3 by your third choice:

Thursday, September 19

Friday, September 20

_____ 2:00 pm – 3:30 pm

_____ 10:00 am - 11:30 am

_____ 3:30 pm - 5:00 pm

_____ 11:30 am – 1:00 pm

_____ 1:00 pm – 2:30 pm

_____ 2:30 pm – 4:00 pm

_____ 4:00 pm – 5:30 pm*

*The Dessert Reception will be held from 4:30 - 5:00 p.m. Teardown begins at 5 p.m. on Friday.

_____ YES, my mayor is willing to staff the booth with me!

Please respond by September 9th to:

Dawn S. Peters
ILCMA Executive Director
Center for Governmental Studies
NIU
DeKalb, IL 60115

You can also fax or e-mail your response to:

Fax: 815-753-7278
Email: dpeters@niu.edu

Secretariat ■ Center for Governmental Studies ■ Northern Illinois University ■ DeKalb, Illinois
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www.ilcma.org

IML Managers Monthly Column

Recreational Cannabis: Guidance for Local Regulations

By Julia Cedillo, Village Manager, La Grange Park and IML Manager Committee Member

Effective January 1, 2020, the Cannabis Regulation and Tax Act legalizes the possession, consumption and sale of cannabis for nonmedicinal purposes for Illinois residents over 21 years of age. Illinois is the first state to legalize recreational cannabis (to include sales) as part of a legislative process rather than through a ballot initiative. The Act is detailed and comprehensive and touches upon a number of areas that impact local government policymaking and administration. First and foremost, the Act provides for a system of regulation and taxation. And it also includes automatic expungement for certain cannabis offenses, adds the ability for medical patients to grow cannabis at home, and provides for a social equity component for new licensees to enter the market.

In the coming months, each municipality will have to consider: (1) policy choices to its local code with regard to public laws and regulations; (2) policy considerations for internal workplace regulations; and (3) training to familiarize employees with the new regulations and policies. To assist with these tasks, the Illinois Municipal League (IML) has created a dedicated webpage of all IML cannabis resources at iml.org/cannabis. As new information becomes available, the webpage will be updated to include those new resources.

Resources include a Fact Sheet and model ordinances to regulate the public consumption of cannabis. Local officials are advised to consult with their municipal attorneys before considering any ordinances or regulations. IML encourages communities to email their approved ordinances to: imllegal@iml.org to be used as a future resource for others. Additionally, in early September, the IML is releasing a comprehensive Frequently Asked Questions (FAQ) document in conjunction with Klein Thorpe and Jenkins, Ltd., Attorneys at Law.

Perhaps the first consideration that municipalities face is whether or not to allow cannabis businesses within their jurisdiction. While no unit of local government may prohibit the use of cannabis within their boundaries, the Act does allow local governments to ban or significantly limit cannabis businesses, including dispensaries, cultivation centers, craft growers, processing organizations, and transportation organizations. Municipalities may prohibit cannabis businesses by adoption of a local ordinance.



While not required under the Act, IML recommends a public hearing in advance of the adoption of such an ordinance to establish a record that supports that determination.

The Act allows for local regulation of cannabis businesses, primarily through zoning as conditional uses. IML recommends that a cannabis regulatory ordinance be adopted as an amendment to your zoning code or zoning ordinance. In addition to the conditional use authority, municipalities have the option of authorizing on-site consumption of cannabis and co-location of craft growers, infusers and dispensaries. Among the options municipalities may want to include would be minimum distance limitations between other cannabis establishments, liquor establishments, schools, daycare centers, or other uses the municipality deems sensitive. These options are included in the IML model that municipalities may want to adopt or adjust. The Illinois Municipal Code requires a public hearing conducted by the local planning or zoning commission as designated by the corporate authorities before any amendment to a zoning ordinance be approved.

Under the new law, existing medical dispensary licensees may start selling on January 1, 2020 while new Adult Use licensees are eligible to receive their licenses by May 1, 2020, and processors, growers and transporters are eligible by July 1st. A detailed schedule is provided below.

In addition to local regulation, municipalities can adopt ordinances to impose a local tax on the operation of a cannabis dispensary. The IML provides for a model ordinance. The rate of tax cannot exceed 3% of the dispensary's gross receipts from the sale of non-medical cannabis. If imposed, the tax may only be imposed in 0.25% increments. Any local tax ordinance approved by the local jurisdiction must be filed with the state by June 1 to be eligible to tax by September 1 (it appears as though there is a gap between January 1 and September 1, if so, there may be lost tax revenue).

continued on the next page

continued from page 18

Additionally, local governments have other regulatory measures to consider. Each will have to decide how to engage in Crime Prevention. Under the Act, the Cannabis Regulation Fund will transfer 8% of the state tax revenue to the Local Government Distributive Fund (LGDF), earmarked to fund crime prevention programs, training, and enforcement/prevention efforts, relating to illegal cannabis and driving under the influence. Additionally, municipalities will have to make decisions regarding how to prosecute Cannabis use and possession. While local ordinances cannot prohibit home cultivation for medical use, local governments can regulate this consistent with the Act and may wish to consider adopting ordinances enforceable through local prosecutions.

In the coming months, local governments will have to evaluate their role with regard to Records Expungement. Many expungements relate to local code violations, which must be expunged according to the schedule outlined in the Act. Finally, local government organizations will need to review and update personnel policies for when the law becomes effective. Employers will have the authority to adopt zero tolerance policies or other policies concerning drug testing, smoking, consumption, storage, or use of cannabis in the workplace provided that the policy is applied in a nondiscriminatory manner. In addition, employers will have the power to discipline an employee for violating an employer's employment policies or workplace drug policy, subject to an appeals process. However, use of a lawful product while not on duty or on call is now protected under the Right to Privacy in the Workplace Act, so policies will need to be adjusted to accommodate that activity.

More to come?

With this substantial new state law, there is sure to be changes in future legislative sessions. In late July, the IML submitted a letter to Senator Heather Steans (D-Chicago) and Representative Kelly Cassidy (D-Chicago) requesting that any follow-up legislation to the Cannabis Regulation and Tax Act address remaining issues of municipal concern. Those issues include: 1.) Clarifying how municipalities are able to comply with the spending requirements of revenues received from state taxes on cannabis; 2.) Depositing revenues from the Municipal Cannabis Retailers' Occupation Tax into a dedicated local fund; 3.) Allowing municipalities to have a local registration process for medical cannabis cardholders that are cultivating cannabis plants at home; and 4.) Defining "unreasonably" to provide clarity on the time, place and manner restrictions a municipality may impose. These requests will be one facet of IML's advocacy during the fall veto session.

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Legacy Project 2019 Seminar – Thursday, October 17

COMMUNITY BUILDING

8:00 a.m.: Registration & breakfast
 9:00 a.m.: Introduction with Kim Morreale McAuliffe
 10:00 a.m.: **Community Building Panel Discussion** with Morreale Communications, City of Aurora, City of Evanston and Village of Oak Park
 Noon: Optional Lunch

Location:
 Al Larson Prairie Center for the Arts
 201 Schaumburg Court
 Schaumburg, IL 60193

Registration Fee:
 \$25 - Members
 \$35 - Non-Members
 \$65 - Membership + Registration
 \$15 - Interns

During a time when individuals seem more connected to devices than to their neighborhood, creating connections with and in our communities can be a daunting task. Join the Legacy Project for the 2019 half day seminar, *Community Building*. This seminar will focus on how to ensure that the building blocks of a solid community are in place before a divisive issue arises, how to respond to residents and stakeholders during a challenge, and how to rebuild a community after a crisis.

Kim Morreale McAuliffe will begin the seminar with a discussion of the role of strategic communications in building a community – before, after, and during a crisis or conflict. Representatives from the City of Aurora, City of Evanston and Village of Oak Park will join Kim in a panel discussion to give real life examples of the role of community building plays in preparing for, responding to and recovering from a community challenge.

Continue the conversation at an optional lunch following the seminar. Register today!

[REGISTER ONLINE](#)

About the Speaker

Kim Morreale McAuliffe,
 President/CEO of Morreale Communications

Kim Morreale McAuliffe founded Morreale Communications in 2006, blending her unique background in journalism and government to develop strategic communications for a wide variety of clients. Through her experience as a news reporter and anchor, Kim developed a strong relationship with media throughout Illinois and has a deep understanding of how to leverage media coverage to shape and drive the narrative. Kim has authored award-winning campaigns for public engagement, grass roots mobilization, coalition building and strategic communications.

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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 hi-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.

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.)

Tim Ridder	timothyridder@hotmail.com	309-236-0929
Darin Girdler	dgirdler@gmail.com	618-971-8276
Joe LaMargo	jamargo1@gmail.com	708-277-3209
John Marquart	jmarquart6@charter.net	906-396-1035
Thomas Thomas	thomasedwinthomas@yahoo.com	
Heather Kokodynsky	hkodynsky@aol.com	708-670-4440

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.

Congrats Award Winners!

Community Health & Safety Awards:

Elderly Residents in Need (E.R.I.N.) Program, Village of Lindenhurst, Clay Johnson, Village Manager

Strategic Leadership & Governance Award:

Can You Afford to Not Know? Lake Zurich's 20-Year Community Investment Plan, Village of Lake Zurich, Ray Keller, Village Manager and Roy Witherow, Assistant Village Manager

Community Health and Safety Awards recognize the local government programs or processes that demonstrate innovation, excellence, and success in the community's safety, health, and/or wellness, including enhancement in the quality of life for the disadvantaged.

Strategic Leadership and Governance Awards recognize the innovative and successful local government programs or processes that have significantly affected a local government organization's culture or strategic direction.

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<https://2020census.gov/en/partners/promotional-materials.html#overview-materials>



ILLINOIS
COMPLETE COUNT
COMMISSION



Updated 10/11/2018

LOCAL COMPLETE COUNT COMMITTEES

The What, Why and How of Forming a Successful Local Complete Count Committee

What is a Local Complete Count Committee?

A Local Complete Count Committee (LCCC) is an organization established by local and/or community leaders to help with outreach and awareness for the upcoming 2020 Census. They work in conjunction with the U.S. Census Bureau and the state-wide Complete Count Commission. They work best when the membership reflects a good cross section of their community including but not limited to government, education, business, religious organizations and the media.

LCCCs are usually government or community sponsored.

- **Government sponsored** LCCCs usually operate within the jurisdiction of the highest elected official serving on or organizing the Committee. This is usually the mayor/village president/county board chair but may be any elected official willing to take on the responsibility. Government LCCCs can be multi-jurisdictional based on the makeup of their membership. Membership size is dependent upon the size of the community. It can be 3-5 members for a small community while larger communities may have 50 or more members.
- **Community sponsored** LCCCs may be organized by local community, religious or civic organization leaders.

Why Should I (Or My Community) Form a Local Complete Count Committee?

It is very important that all Illinois residents are counted in the 2020 Census. An LCCC should be formed to:

- Help increase the census response rate for members of your community through a targeted campaign in your community.
- Use the knowledge, expertise and influence of your LCCC membership to implement an awareness campaign to suit your community's needs.
- Bring community members together to focus on 2020 Census awareness.
- Develop ways to reach the hard-to-count residents and build trust of the Census among the members of your community.

What Are The Keys To A Successful LCCC?

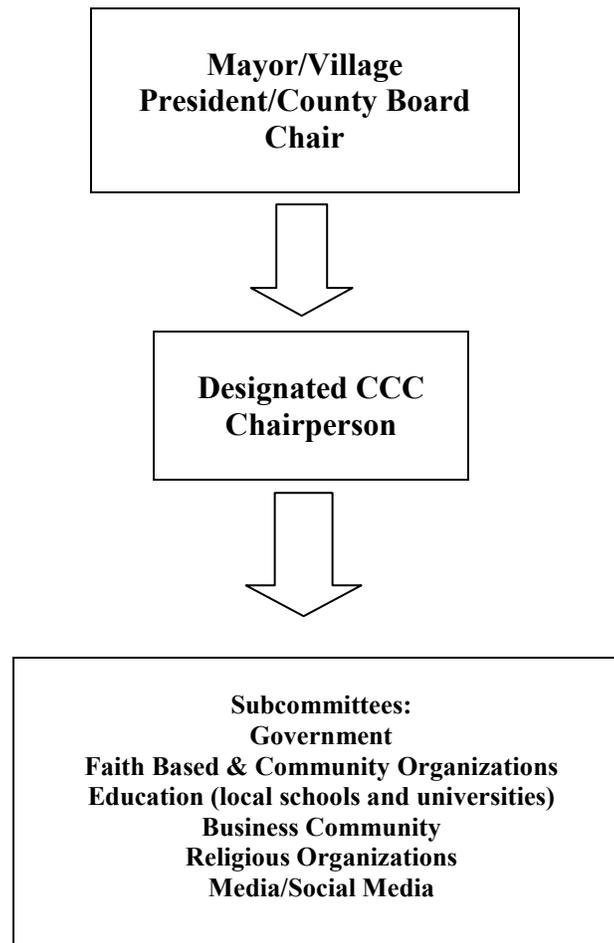
- Goals should be clear and achievable.
- Develop good community outreach to access as many people in your community as possible (i.e., school functions, sport events, parades/festivals.)
- Partner with important and respected organizations in your community to get their involvement and support.
- Plan your outreach efforts. Target specific hard-to-count populations in your community to ensure their Census participation.

continued on next page



How Do I Develop an LCCC In My Town/Organization?

- Have the highest elected official in your community (usually the mayor/village president/county board chair) official form a committee and schedule your first organizational meeting.
- Register your LCCC with the state-wide Complete Count Commission at www.IllinoisCensus2020.com so the Commission can keep track of all the local efforts throughout the state.
- Recruit members from your community to serve on the LCCC including civic organizers, educators and business and religious leaders representing the demographics of your community.
- Here is a sample of a government sponsored LCCC structure:





October Luncheon

Preview the Fall Veto Session and Receive an Update on Pension Consolidation from Illinois Municipal League Executive Director – Brad Cole

Illinois Municipal League Executive Director Brad Cole will provide attendees with insights into the fall veto session, along with an update on IML's own fall legislative agenda. Executive Director Cole will also provide an update on pension consolidation. The report from the governor's task force is expected to be made public by the date of this lunch.

Brad Cole Biography: Brad Cole has served as executive director of the Illinois Municipal League (IML) since 2014. The IML is the statewide association of all 1,298 cities, villages and towns. Since 1913, the League's mission has been to articulate, defend, maintain and promote the interests and concerns of Illinois communities.

Special Recognition - Robert R. Keily:

Robert Keily will be formally recognized as the recipient of Robert B. Morris Lifetime Achievement Award for his many years of service and significant contributions to local government management.

Date: Thursday, October 3, 2019

Time: 11:30 a.m. networking – 12:00 p.m. luncheon

Location: **Harry Caray's – Sheffield Room**
70 Yorktown Center
Lombard, IL

Cost: **\$40.00** [prefer payment online](#) (Interns & MITs are Free).
There will be an additional \$5 charge for invoicing the cost of the luncheon.
\$75.00 if also attending the ILCMA Professional Development Event:
"Recreational Marijuana is Here – What Comes Next?"
Members in Transition – please e-mail or call Alex below to register ****ILCMA members – invite an MIT to lunch today!!**

RSVP: **By September 27, 2019** at <https://www.ilcma.org/?p=10066>
or to Alex Galindo at agalindo@niu.edu or (815) 753-5424.

*Cancellations must be made **by September 30, 2019.**
Any cancellations after that date will require full payment for the luncheon.*



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Recreational Marijuana is Here – What Comes Next?

On June 25th, 2019, Illinois became the 11th state to legalize the use of recreational marijuana. Now that recreational marijuana is legal, many municipalities are asking themselves what comes next? In collaboration with the Illinois Association of Chiefs of Police (ILACP), Clark Baird Smith LLP, and the Illinois Municipal League, a panel of subject matter experts will provide a wide array of information to assist municipalities with addressing public safety and human resources implications and concerns related to legalized recreational marijuana. In addition, a brief overview will be provided regarding the current status of State of Illinois recreational marijuana legislation and the possibility of a trailer bill for the Cannabis Act. This session will provide essential information about the impacts of recreational marijuana on municipal entities geared towards municipal staff involved in municipal management, public safety, and human resources.

Presenters:

Recreational Marijuana Impacts on Law Enforcement

Police Chief Steven Stelter, Village of Westchester, President of ILACP

Police Chief Marc Maton, Village of Lemont, Chairman of the ILACP Legislative Committee

Recreational Marijuana Impacts on Municipal Human Resources

Ben Gerht, Attorney, Clark Baird Smith LLP

Status Update on State of Illinois Recreational Marijuana Legislation and Possible Trailer Bill

Brad Cole, Executive Director, Illinois Municipal League

Date:	Thursday, October 3, 2019	
Time:	8:30 a.m.	Registration and Continental Breakfast
	9:00 – 11:30 a.m.	In-depth panel discussion
Location:	Westin – Magnolia Room 70 Yorktown Center Lombard, IL	Addresses ICMA Practice Areas 8 (Policy Facilitation and Implementation); 10 (Service Delivery) and 13 (Human Resources Management and Workforce Engagement)
Cost:	\$40 for Professional Development Only \$75 if also attending the Metro Manager Luncheon (\$5 discount) \$25 for Student/Intern if also attending the Metro Manager Luncheon Metro Luncheon Topic: “IML Legislative Update with Brad Cole” Members in Transition – receive complimentary registration \$15 for GoTo Meeting for Downstate members	
RSVP:	Online Registration (no credit card required): https://www.ilcma.org/?p=10066	
By Sept. 27	Email registration to Alex Galindo at agalindo@niu.edu Phone in Registration 815-753-5424	

*Cancellations must be made by September 30, 2019. Any cancellations after that date will require full payment.
Payment not received by event date will be invoiced with a \$5 invoicing fee.*

Senior Advisor Column



Is It The Truth?

By Steve Carter

Local governments are vulnerable to national and regional issues, trends and events. They can infiltrate local communities like flood waters, arriving suddenly with little notice or slowly as if meandering. In either case, local governments are left to deal with the aftermath for a long time. They can be positive, e.g., economic boom, or negative, e.g., political polarization. On some national issues, managers can find themselves suddenly on the front lines dealing with the local manifestation of those issues.

A current example of this is the issue of “fake news.” As a focus of their research, the Rand Corporation dubbed it “truth decay.” In a recent research brief on the crisis (www.rand.org/pubs/research_briefs/RB10002.html), Jennifer Kavanagh and Michael D. Rich defined “truth decay” as: heightened disagreement about facts and analytical interpretation of data; blurred line between opinion and fact; increased volume and influence of opinion and personal experience across the communication landscape; and, dismissed trust in formerly respected institutions as source of factual information

Kavanagh and Rich reported that “truth decay” inflicts substantial damage on America’s civic and political institutions and its societal and democratic foundations. They identified four of the most damaging effects: “(1) erosion of civil discourse; (2) political paralysis at the federal and state level; (3) Individual disengagement from political and civic life; and, (4) uncertainty in national policy. Unchecked, truth decay causes a vicious circle of mistrust among citizens. It can lead them to narrow their sources of information, cluster with people who agree with them, avoid meaningful discussions about core issues, and feel alienated from local and national policy debates. Politics drifts into dysfunction when debate lacks a shared factual basis. In governance, that can lead to delayed decisions, deferred economic investment and reduced diplomatic credibility.” It is truly a crisis, out of control, with no end in sight.

If I were a betting man, I would bet that local governments in Illinois are already feeling the presence of this crisis in their communities. Our goal as local government managers is to have our city and county organizations be seen as trusted, reliable, and valuable sources of factual information. How can we achieve that?

Our Summer Conference keynote speaker, Melissa Agnes, lays out some crucial steps in her book, *Crisis Ready*. She

identifies what people expect in response to a crisis, and the book provides a useful guide to addressing the truth decay crisis. People expect:

1. To be notified
2. Transparency
3. Timely, consistent communication
4. You to listen and validate their feelings and emotions
5. Two-way communication
6. Communicated with by human beings--not lawyers or logos
7. Answers to their most pertinent questions
8. The organization to hold itself accountable and responsible

What, then, should you and your leadership team be doing?

First, providing information must become a top priority for your organization. Gone are the days when the local news media will research issues and prepare an objective and enlightening story on local issues. Even if they have the will, they do not have the resources. If your organization is not proactively informing the public, then it is not happening. This is a good time to have a discussion with your mayor and council members covering goals, resources and the role of elected officials.

Second, identify specific staff members who will be charged with the responsibility of sharing information and responding to inquiries, and given the time to do it. In smaller organizations, this may be you. Or, in larger ones the City Manager’s Office, and Departments of Police, Fire and Public Works may all have someone assigned public information duties.

Third, identify the methods you will use to transmit information. The more methods you use, the better. These should include press releases, media interviews, FOIA responses, newsletter, social media, presentations to service clubs and other groups, and any other way you think will be successful in your community.

Fourth, provide training for those responsible. This can teach essential skills as well as provide for consistency in how your organization approaches this work.

Fifth, don’t forget your own employees. If they are well informed, they can reach a lot of people in your community. If not included, they may feel left out.

Six, get out of your office. Work to build relationships with members of your community. Trust in you will help provide more credibility for the information you and your organization provide. Author, educator and critic Neil Postman stated: “The credibility of the teller is the ultimate test of the truth of a proposition.”

As with many issues leaders must face, setting a good personal example sends the strongest message.

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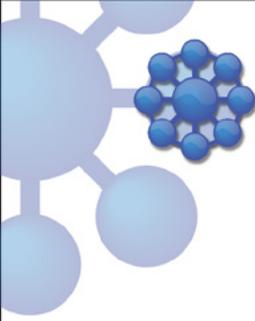
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City/County Management in Illinois

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