



# LEADERSHIP AND MANAGEMENT COMMITTEE MINUTES

<b>DATE:</b>	<b>Wednesday, December 3, 2014</b>
<b>TIME:</b>	<b>10 – 11 a.m.</b>
<b>LOCATION:</b>	<b>City of Eugene, Public Works Administration, Osprey Room</b>

## **Committee Members:**

CHAIR: *Jim McLaughlin, City of Eugene*

*Lynn Iaquina, WHPacific, Inc*

*Mark Schoening, City of Eugene*

*Katie Marwitz, City of Eugene*

*Robert Tintle, City of Eugene*

**Visitors:** *None*

## **Agenda Items**

### **Spring Conference Planning**

The committee discussed potential sessions for the spring conference. The submission deadline is Friday, December 5, 2014. The Leadership and Management Committee is responsible for submitting four sessions. Sessions ideas already submitted or soon to be submitted include:

1. “Hard News” by Eric Jones, Christian Wihtol and Matt Templeman.  
Focus on crisis communications. Briefly discuss the foundational aspects of media relations, but ask, what is our relationship like when the chips are down? Two examples come to mind: natural disasters; and management crises (scenario to be further developed, but along the lines of really bad news like embezzlement or an employee killed on the job). In both cases, the questions for the panel discussion and audience engagement would be around what do we, as public works officials, want/need to put out there, and what does the media want/need to do their job?
2. “Ambition to Transition: Eugene’s ADA Transition Plan for R/W” by Jenifer Willer, Nancy Burns, and Erica Abbe.  
The session will provide information on the City of Eugene’s ADA Transition Plan.
3. “Learning to Connect / Connecting to Learn” by Robert Brack and Robert Tintle (two sessions).  
A fresh, active approach to team-building and communication. Through a series of guided games, mental exercises and adventure learning, you’ll finish the session with ideas for problem-solving, team building and communication. No long lectures here—just lots of movement and energetic fun! It’s a great way to re-charge and reflect on how we act and treat others that may bring a different and equally valuable perspective and contribution to the workplace. You will discover new skills, gain insights on leadership, and learn how to build a more effective team to achieve a common goal.

#### Additional Comments:

- Jon Ruiz is confirmed for the keynote lunch on Wednesday. He will share his lessons on Leadership.
- Lynn was going to identify a keynote speaker for the Thursday lunch. Mark will follow up.
- Mark mentioned Len Goodwin may be doing a session on SDCs.
- Mark will confirm with Craig Carnagy, City of Eugene Parks and Open Space Director, that he will be presenting a session on addressing homelessness in Eugene's parks and natural areas.

#### **Mentorship Program Update**

- The Leadership and Management Committee developed the mentorship program over the past year and is planning to pilot the program early next year with a half dozen or so recent graduates of the Northwest Public Works Institute.
- Mark provided an update of the mentorship program. He introduced the mentorship program concept to the NWPWI class in Cannon Beach. He will also be going to the upcoming class in Portland to promote the pilot version of the program which is scheduled to begin in 2015.
- Mark sent copies of the [Mentorship Program Handbook](#) to staff at National APWA and the Oregon Chapter Board. National requested to have the handbook posted on the national site in the PWI resource section.

#### **Other, Info Share**

- Mark suggested the chapter website have a link to the mentorship handbook.
- Robert will spend time over the next month updating the L&M web pages.
- The committee discussed its role for the diversity award. Mark will follow up.
- Robert shared information about an update to the Supervision and Management textbook by National. The National Leadership and Management group is looking for individuals to assist with the update. If interested, contact Becky Stein.
- Next meeting: Wednesday, January 7, 2015.