

RESOLUTION NO. 2021-27
TO AUTHORIZE THE CITY TO ENTER INTO AN AGREEMENT TO BECOME A
HOST FOR THE VETERAN'S LOCAL GOVERNMENT MANAGEMENT
FELLOWSHP PROGRAM.

WHEREAS, The City has been contacted through the International City/County Management Association to take part in a Nationwide Program intended to develop the next generation of talented individuals to assume management positions within the local Government professions and assist veterans as they transition out of the Armed Services and into the civilian workforce; and

WHEREAS, The City is uniquely positioned to take part in this program as a result of the large Military presence within the area; and

WHEREAS, The Mayor and City Council have determined that it is in the interest of the City to take part in this program; and

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of North Augusta, South Carolina, in meeting duly assembled and by the authority thereof, that:

1. The City agrees to take part in such program.
2. That the City Administrator is specifically authorized to execute the attached letter of intent that is marked Exhibit "A" and incorporated by reference.

DONE, RATIFIED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH AUGUSTA, SOUTH CAROLINA, ON THIS 21st DAY OF JUNE, 2021.

SIGNED BY:



BRIAN S. WILLIAMS, MAYOR

ATTESTED BY:



SHARON LAMAR, CITY CLERK

Intent to Host a Veterans Local Government Management Fellow

Overview

The Veterans Local Government Management Fellowship is a 16 to 20-week Department of Defense Military Installation approved Career Skills (Skillbridge) Program that provides transitioning service members with management training and hands-on experience in the local government environment to prepare them for smooth transitions into local government careers. This program will match eligible and selected Fellows with surrounding Local Government sponsors based on skills, education, experience, and the preferences of both parties.

Intent

This document signifies that our jurisdiction will participate in good faith as a host community for the Veterans Local Government Management Fellowship (VLGMF) Program. Hosts recognize the need to identify and develop the next generation of talented individuals to assume management positions within the Local Government profession and they want to support Veterans as they transition out of the Armed Services and into the civilian workforce. By submitting this application, Hosts agree to provide transitioning Veterans with an enriching learning and professional development experience and to follow the guidelines set forth below.

Guidelines

AS A HOST LOCAL GOVERNMENT ORGANIZATION PARTICIPATING IN THE VLGMF PROGRAM, WE AGREE TO FULFILL THE OBLIGATIONS OF HOSTING A FELLOW BY PROVIDING FOR THE FOLLOWING:

1. Assign a mentor to the Fellow who will, for the duration of the Fellowship, be the Fellow's primary point of contact and coach while the Fellow is in our jurisdiction; the mentor may be the CAO, a Deputy, or Senior Assistant Manager or Department Head, but not necessarily the Fellow's direct day-to-day supervisor.
2. Schedule monthly luncheons and/or weekly feedback sessions with the Fellow to provide an opportunity to ask questions, review resumes, and seek career advice.
3. Encourage the Fellow to attend a minimum of one Council or Board meeting per month in order to observe the interaction between Local Government staff and the elected body.
4. Allow the Fellow the opportunity to develop and give presentations to the Senior Manager, Executive Staff, City Council, or Board.
5. Expose the Fellow to the Local Government Budget process.

6. Give the Fellow the opportunity to work with the staff and partner organizations to coordinate efforts for the community.
7. If circumstances allow, the Fellow will complete the LG 101 Certificate within the first two weeks of the Fellowship. If this is not possible, allow time each week for the Fellow to complete the ICMA LG 101 certificate.
8. Provide professional development or educational courses as available.
9. Allow the Fellow the time to attend the Annual Conference (if it occurs during the Fellowship) and to arrive early to attend any Veterans events.
10. Allow the Fellow the time to attend the Regional Conference (if it occurs during the Fellowship).
11. Provide the Fellow the time to schedule and attend the appointments necessary for their retirement process.

ADDITIONALLY:

- We will prepare and submit to ICMA a work plan (job/rotation description <https://icma.org/building-veteran-fellow-work-plan>) by the time we interview a perspective Fellow. The purpose of the plan is to create an enriching professional learning experience for the Fellow.
- We understand that the Fellowship is approximately 16-20 week commitment (can be adjusted if necessary for Host or Fellow), and that we are encouraged to employ our Fellow if a position is available and the Fellow meets all position and interview requirements.
- We understand that we will be asked to participate in surveys at the end of each Fellowship that will strengthen the program in the coming years.

The undersigned agrees to participate in the VLGMF Program based on the criteria listed in this document. By signing and submitting our Letter of Intent, our primary contact/approving administrator designates this letter as an agreement to participate in this program. This Letter of Intent secures our participation as a Host Organization in the VLGMF Program but does not mandate that we host a Veterans Local Government Management Fellow when asked.

Name *James S. Clifford*
Position *City Administrator*
Phone; E-Mail *jclifford@northaugusta.net*

ICMA