



CIVIC LEADERSHIP ACADEMY

2012-2013



Advancing **Civic Leadership**



WORKSHOPS

leadership

management

strategic planning

economic development

budget & finance

communications & media

+ CEU Credits



NORTHERN ILLINOIS UNIVERSITY

Center for
Governmental Studies

Outreach, Engagement, and Information Technologies

What is the Civic Leadership Academy?

The Civic Leadership Academy was created in 2004 by the Center for Governmental Studies (CGS) at Northern Illinois University as a leadership skills development program for elected and appointed leaders and managers in government and not-for-profit agencies. Academy workshops expose participants to relevant theory and practice and emphasize experiential learning and peer-to-peer exchange. Sessions are led by recognized experts from Northern Illinois University and the surrounding region.

Academy workshops address topics central to effective governmental leadership in the 21st Century. Workshops

are designed to give participants new skills for personal effectiveness and growth in their professional/governmental roles. Participants may take individual workshops of interest or complete the requirements to earn a Certificate of Achievement (see page 11).

The Center for Governmental Studies (CGS) is celebrating its 43rd year of providing services to enhance the capacity and performance of civic institutions and governments in the northern Illinois region.

Earn Credit for ICMA's Voluntary Credentialing Program by Workshop Participation

The ICMA Voluntary Credentialing Program recognizes professional local government managers qualified by a combination of education and experience, adherence to high standards of integrity, and an assessed commitment to lifelong learning and professional development. Managers are recognized by ICMA through a peer review credentialing process, and this self-directed program offers an opportunity

for interested ICMA members to quantify the unique expertise they bring to their communities. Members who participate in the program may earn the designation of ICMA Credentialed Manager granted by the ICMA Executive Board. ICMA Credentialed Managers are viewed with growing distinction by local governing bodies and progressive, civically engaged communities.

Civic Leadership Academy

Course information

815.753.2090

Registration Information

800.345.9472

1 full-day workshop

\$139/each

2 or more full-day workshops

\$99/each

1 half-day workshop

\$89/each

(see page 12 for details)



NORTHERN ILLINOIS UNIVERSITY
Center for Governmental Studies
 Outreach, Engagement, and Information Technologies
 Northern Illinois University
 DeKalb, IL 60115



tailored
 “Instructor(s) are willing to tailor presentation to attendees’ needs.”

Advancing Civic Leadership



New Civics and the Impact of Globalization

Kurt Thurmaier, Ph.D., Professor and Director, NIU Division of Public Administration

Addresses ICMA Practice Areas

- 9. Diversity
- 13. Strategic Planning

Objectives

- » Understand what globalization is and how it affects local communities
- » Examine specific demographic, economic, and development trends in northern Illinois that are associated with globalization
- » Learn about strategies being used by civic leaders to position their communities for success in an increasingly competitive and connected world

Description

The purpose of the workshop is to better understand the demographic, development, and economic factors that will determine the competitive advantage of local places in an increasingly global world. Vertical and horizontal global networks affect governments at all levels, and we will highlight the effects on legislative, executive, and judicial systems in the US and around the world. Current trends affecting our region will be reviewed, including the region’s role in the global economy. Participants will discuss strategies to cope with the challenges and maximize the opportunities of increased competition and interconnectivity in the global economy.

The workshop is held concurrently with PSPA 671, a graduate course on “Public Management in a Globalized Environment” in the Master of Public Administration program at NIU. Workshop participants will be given access to the course website and will benefit from preparing for the discussions by reading the recommended materials. *This workshop is one of two core sessions required to earn a Civic Leadership Academy certificate.*

diversity
 “A thought-provoking, fun session.”

Saturday, September 8, 2012
 9:00 am — 3:30 pm

Tuesday, September 25, 2012
9:00 am — 3:30 pm

Leadership Lessons: Trying Times Demand Sound Leadership

Craig Rapp, M.A., President, Craig Rapp, LLC and Senior Associate, NIU Center for Governmental Studies

Addresses ICMA Practice Area

1. Staff Effectiveness

Objectives

- » Learn the difference between leadership and management
- » Develop an understanding of the wide variety of leadership approaches in use today
- » Gain insight into your own leadership style

Description

This workshop is an active exploration of the “art and science” of leadership. Participants will study various leadership styles as well as the broad spectrum of tools, techniques, and theories available for leading an organization. The workshop is interactive and uses video, written case studies, simulations, and discussion to explore current issues, authors, and developments in leadership theory and practice. Participants will leave the session energized and with new insights on how they act and serve as leaders. Administrative leaders, elected officials, volunteer board members, and supervisors will all benefit from this course. *This workshop is one of two core sessions required to earn a Civic Leadership Academy certificate.*

“Mr. Rapp engages participants.”

Labor and Management Relations: A Primer for Negotiations

Jason A. Guisinger, Esq., Associate; David Lefkow, Esq., Partner; and Thomas M. Melody, Esq., Partner from Klein, Thorpe & Jenkins, Ltd.



Addresses ICMA Practice Areas

2. Policy Facilitation 12: Human Resources Management

Objectives

- » Understand the basics of negotiating public sector collective bargaining agreements
- » Gain insights into union positions and perspectives
- » Learn about various collective bargaining strategies

Description

Fraught with legal and human resource conundrums, labor and management relations can be a difficult area to navigate. Learn negotiation fundamentals as workshop leaders in this session of the Civic Leadership Academy provide a descriptive and analytical review of the

statutory framework for public sector collective bargaining, unfair labor practices and procedures, and grievance arbitration. Whether you are involved at the bargaining table with unions (police, fire, or outside contractors) or hiring a new city manager, changing laws and regulation verbiage can be tricky to navigate in the challenging environment of government relations. Engage in a discussion of the issues frequently arising in public sector collective bargaining and review real-life examples of the difficult issues and decisions that require skillful negotiation by public officials to reach a win-win outcome.

Presenters will introduce a new concept that is gaining a foothold in public sector contract and employment negotiations called skill-based pay.

Strategic Planning: Now is the Time!

Gerald Gabris, Ph.D., Professor, NIU Division of Public Administration

Addresses ICMA Practice Area

13. Strategic Planning

Objectives

- » Understand different strategic planning approaches and techniques and their attendant advantages and disadvantages
- » Become familiar with strategic plan implementation and follow-up and how strategic planning fits into other organizational functions, such as budgeting and accountability
- » Learn how to conduct strategic planning using interactive learning simulation exercises, or “learning by doing”

Description

This workshop is a “guided tour” of the practical techniques and fundamental principles of the strategic planning process. This workshop specifically focuses on developing skills and understanding the power of analyzing current organizational situations, laying out long- and short-range objectives, developing implementation plans, and building an effective policy decision framework for an organizational strategic plan. Topics will include environmental scanning, problem identification, SWOT analyses, strategy formulation, implementation planning, and various sub-elements of the process such as the construction of scenarios.

Tuesday, October 23, 2012
9:00 am — 3:30 pm

Tuesday, November 8, 2012
9:00 am — 3:30 pm

Tuesday, November 27, 2012
9:00 am — noon

Lean Thinking and Government

Craig Rapp, M.A., President, Craig Rapp, LLC and Senior Associate, NIU Center for Governmental Studies



Addresses ICMA Practice Areas

- 5. Performance Measurement /Management
- 11. Quality Assurance & Financial Analysis

Objectives

- » Learn to see new opportunities for creating value for citizens and customers, for removing waste from every process, and for creating more rewarding jobs for employees
- » Understand how lean thinking can be applied in every type of office and service activity in local government
- » Choose the lean pathway that is right for you and create your own action plan for implementing lean in your organization
- » Obtain practical advice, real world examples and templates you can use right away
- » Become part of an ongoing movement of those who have chosen the lean path for their organization

Description

Improving office and service delivery processes will be the key to local government competitiveness and sustainability in the coming decade. A wide range of public, private, and non-profit organizations have already begun this journey, learning from the experience of leading manufacturers that have been streamlining their factories and supply chains.

The most successful approach to the “industrialization” of office and service delivery processes is lean thinking originally developed by Toyota known as the Toyota Production System. This “lean thinking” workshop brings together leading edge examples of lean practices and offers a unique opportunity to begin the lean transformation of your organization.

Government in the Age of Social Media

Yvette Heintzelman, Esq., CBS Lawyers



Addresses ICMA Practice Area 12: Human Resources Management

Objectives

- » Identify legal issues associated with using social media to gather information
- » Establish how an employer can effectively design and implement a written social media policy

Description

Social media is the source of all information. For a governmental employer it is a double-edged sword. On one side, it provides municipal employers with a wealth of information about prospective and current employees. On the flip side, it can create tremendous legal issues. This workshop identifies these legal issues and will provide you with important tools for ensuring that social media is more helpful than harmful in employment relationships. Issues to be discussed include privacy, use of social media in hiring, use of social media in non-union and unionized work environment, social media evidence, and the use of social media in workplace investigations. This workshop may also address any new legislation affecting an employer’s ability to access an individual’s social media webpage.

Thursday, December 6, 2012
9:00 am — noon

Tuesday, January 15, 2013
9:00 am — 3:30 pm

Understanding the Economic Development Ecosystem

Keenan Grenell, Ph.D., President/CEO, Grenell Group, LLC



Addresses ICMA Practice Areas

- 3. **Functional and Operational Expertise and Planning**
- 6. **Initiative, Risk Taking, Vision, Creativity, and Innovation**

Objectives

- » Learn how to recognize economic development ecosystems and how they are structured
- » Gain an understanding of how economic development ecosystems support wealth, new venture, and job creation
- » Become familiar with resources that enable successful economic development ecosystems to transform communities and showcase economic resilience
- » Discuss case studies of successful economic development ecosystems around the globe, especially the best practices that cultivate economic ingenuity

Description

This workshop will provide participants with an in-depth understanding of how well-defined economic development ecosystems are at the very center of job, new venture, and wealth creation in market economies. A particular focus will be on establishing the right business environment to foster the success of private enterprise and lead to communitywide shared prosperity. The workshop addresses four important economic development issues: rethinking institutional alliances for new economic development outcomes, staying competitive and collaborative around a shared vision, cultivating new visionaries to lead the way, and supporting and acting on the strategies that are important to new venture creation, wealth creation and job creation.

“Relevant topic matter.”

Certificate of Achievement

A Certificate of Achievement from the Leadership Academy will be awarded to participants who complete **at least four workshops** in the program: two required courses (**Leadership Lessons: Trying Times Demand Sound Leadership** and **New Civics and the Impact of Globalization**) and two or more electives. The scheduled lead instructors for each session are indicated on the registration form.

Professional Continuing Education

You are eligible to receive continuing education credit for participation in the program. Continuing education contact hours are based on the number of instructional hours (.5) for a full-day workshop and (.2) for a half-day workshop. CEU's are converted to tenths.

Questions?

Course Information

Tracy Rogers
trogers@niu.edu | 815.753.2090

Schedule

Full-day workshops begin at 9:00 am and end at 3:30 pm on the date shown. **Half-day** workshops begin at 9:00 am and end at noon on the date shown.

Participants may sign up for as many workshops as interest them and may start at any time during the year.

Continental breakfast and buffet lunch are provided for full-day workshops. Continental breakfast is provided on half-day workshop.

Location

Workshops will be held at **NIU Naperville, 1120 East Diehl Road, Naperville.**

Registration

Participants may register for one workshop at a time or for multiple workshops.

The cost of one full-day workshop is \$139. Two or more full-day workshops by the same registrant are \$99 each and they must be registered for at the same time to receive the discount.

One half-day workshop is \$89.

Registration
800.345.9472

Fax
815-753-6900

Register Online
www.niucgs.org

Cancellation Policy

Refunds are available with at least a five business day notice. To cancel, please e-mail OutreachRegistration@niu.edu or send a fax to **815.753.6900**.

- a single full-day workshop\$139.00 each
- two or more full-day workshops\$99.00 each
- half-day workshop\$89.00 each

full-day workshop **half-day workshop** **n new workshop**
9 am–3:30 pm *9am–noon*

<input type="radio"/>	September 8, 2012	Saturday	New Civics and the Impact of Globalization*	<input type="checkbox"/>
<input type="radio"/>	September 25, 2012	Tuesday	Leadership Lessons: Trying Times Demand Sound Leadership*	<input type="checkbox"/>
<input type="radio"/>	October 23, 2012	Tuesday	Labor and Management Relations: A Primer for Negotiations	<input type="checkbox"/> n
<input type="radio"/>	November 8, 2012	Tuesday	Strategic Planning: Now is the Time!	<input type="checkbox"/>
<input type="radio"/>	November 27, 2012	Tuesday	Lean Thinking and Government	<input type="checkbox"/> n
<input type="radio"/>	December 6, 2012	Thursday	Government in the Age of Social Media	<input type="checkbox"/> n
<input type="radio"/>	January 15, 2013	Tuesday	Understanding the Economic Development Ecosystem	<input type="checkbox"/> n
<input type="radio"/>	February 7, 2013	Thursday	Recovering from the Recession	<input type="checkbox"/> n
<input type="radio"/>	March 12, 2013	Tuesday	Communicating in Crisis	<input type="checkbox"/> n
<input type="radio"/>	March 26, 2013	Tuesday	Data for Decision-Makers	<input type="checkbox"/> n
<input type="radio"/>	April 30, 2013	Tuesday	How to Make Your Governing Boards More Effective	<input type="checkbox"/>
<input type="radio"/>	May 18, 2013	Saturday	Leadership for Elected Officials	<input type="checkbox"/>
<input type="radio"/>	May 21, 2013	Tuesday	Understanding Your Government's Finances and Financial Position	<input type="checkbox"/>
<input type="radio"/>	June 4, 2013	Tuesday	Survival Tips for New Government Leaders	<input type="checkbox"/> n

(*) Required courses for certificate eligibility. (See page TBD for details)

Professional Continuing Education You are eligible to receive continuing education credit for participation in the program. Continuing education contact hours are based on the number of instructional hours (full-day workshop – 5; half-day workshop – 2). CEUs are converted to tenths.

Attendee 1

Name	Title
Email	Fax
Work Phone	Home Phone
Workshop #1	<input type="checkbox"/> full <input type="checkbox"/> half
Workshop #2	<input type="checkbox"/> full <input type="checkbox"/> half
Workshop #3	<input type="checkbox"/> full <input type="checkbox"/> half
Workshop #4	<input type="checkbox"/> full <input type="checkbox"/> half
Workshop #5	<input type="checkbox"/> full <input type="checkbox"/> half
Attendee 1 Total Amount:	
Attendee 1 Total Continuing Education Contact Hours:	

Attendee 2

Name	Title
Email	Fax
Work Phone	Home Phone
Workshop #1	<input type="checkbox"/> full <input type="checkbox"/> half
Workshop #2	<input type="checkbox"/> full <input type="checkbox"/> half
Workshop #3	<input type="checkbox"/> full <input type="checkbox"/> half
Workshop #4	<input type="checkbox"/> full <input type="checkbox"/> half
Workshop #5	<input type="checkbox"/> full <input type="checkbox"/> half
Attendee 2 Total Amount:	
Attendee 2 Total Continuing Education Contact Hours:	

Attendee 3

Name	Title
Email	Fax
Work Phone	Home Phone
Workshop #1	<input type="checkbox"/> full <input type="checkbox"/> half
Workshop #2	<input type="checkbox"/> full <input type="checkbox"/> half
Workshop #3	<input type="checkbox"/> full <input type="checkbox"/> half
Workshop #4	<input type="checkbox"/> full <input type="checkbox"/> half
Workshop #5	<input type="checkbox"/> full <input type="checkbox"/> half
Attendee 3 Total Amount:	
Attendee 3 Total Continuing Education Contact Hours:	

Use separate sheet of paper for additional registrations

Payment Information

Payment Method (check one)

Check MC Visa Discover Am Exp

Card Number _____ Exp. date _____

Name* _____

Address _____

City _____ State _____ Zip _____

Cardholder's Signature

Charge will appear as "NIU Outreach, DeKalb, IL"

**Due to new PCI (payment card industry) compliance requirements, for credit card transactions, the cardholder's name and billing address must appear exactly the way it is listed on their credit card statement*

Fax Your Registration (credit cards only) to: 815-753-6900

Make check payable to NIU and mail along with this registration from to:
Outreach Services, Registration Office
Northern Illinois University, DeKalb, IL 60115

All workshops will be held at:
NIU Naperville
1120 East Diehl Road
Naperville, IL 60563



Recovering from the Recession

Adam Simon, Esq., Ancel Glink



Addresses ICMA Practice Area

3. Functional and Operational Expertise and Planning

Objectives

- » Manage your workforce without fear of litigation
- » Identify opportunities for savings in capital projects
- » Identify grant opportunities to offset capital expenses
- » Use intergovernmental cooperation to reduce capital expenditures and share scarce human and capital resources

Description

This multi-disciplinary seminar will present ideas, from the perspectives of lawyers, managers, and design professionals, aimed at helping you navigate and accelerate your community's recovery from the recession. Communities that are well-positioned, structurally, financially and legally, in advance of the economic recovery will be more capable of seizing the opportunities that will arise once growth and investment returns. In this workshop, participants will learn how to:

- » Manage your tax levy to enhance your budgetary flexibility
- » Tailor regulations to encourage new investment
- » Create storm water regulations that result in savings to the community

Thursday, February 7, 2013
9:00 am — 3:30 pm

Communicating in Crisis

Melanie Magara, Special Assistant to the Vice President, Division of Outreach, Engagement, and Information Technologies, NIU



Addresses ICMA Practice Areas

15. Presentation Skills
16. Media Relations

Objectives

- » Learn how to identify different types of crises and the specific challenges they present
- » Understand how to develop and implement a crisis communications plan
- » Know what it takes to be an effective spokesperson for your organization

Description

Institutional reputations take years to build – and can be undone in minutes if leaders are not prepared to manage crises. This workshop uses real-world examples to explore best practices in crisis communications. Learn how to quickly assess the scope of a crisis and develop messages that can be delivered within an hour or less; how to identify your various audiences and keep each informed at a level that meets expectations; and use communications to help restore order and confidence in your institution.

Tuesday, March 12, 2013
9:00 am — noon

Tuesday, March 26, 2013
9:00 am — noon

Data for Decision-Makers

Sherrie Taylor, MPA, Center for Governmental Studies, NIU,
Research Associate/Demographer



Addresses ICMA Practice Area
7. Technological Literacy

Objectives

- » Learn new skills using various online tools to assist in decision-making processes
- » Gain an understanding of the strengths and limitations of public data sources

Description

Government leaders and decision-makers are pressured to make “evidence-based” decisions, but what does that mean? With seemingly endless sources of data available and limitless interpretations, how do we know which data sources to trust and how to use their information? This workshop focuses on a few essential online resources that provide reliable data for important public policy issues affecting your communities. Participants will receive hands-on guidance in accessing useful websites and applying simple tools to retrieve and display basic data. They also will receive an easy-to-understand reference manual to help them replicate what they learned back in their office.

Tuesday, April 30 2013
9:00 am — 3:30 pm

How to Make Your Governing Boards More Effective

Gerald Gabris, Ph.D., Professor, NIU Division of Public Administration

Addresses ICMA Practice Area
2: Policy Facilitation

Objectives

- » Become knowledgeable about a conceptual model for evaluating and diagnosing governing board effectiveness
- » Discuss case studies of highly functional and effective and highly dysfunctional governing boards
- » Gain familiarity with tools for improving and sustaining the effectiveness of governing boards

Description

This workshop uses original research, case studies, and group discussion to focus on the behavior of governing boards and what we know about it. What behaviors are dysfunctional and which are beneficial? Participants will explore and learn strategies for developing and sustaining better partnerships between executive staff and board officials.

Leadership for Elected Officials

Mary McKittrick, M.P.A., City Administrator, City of Geneva, Illinois

Objectives

- » Understand the roles and responsibilities of elected versus appointed officials
- » Become acquainted with the different structures of local government, including the origins and scope of statutory authority
- » Learn about the mandatory functions and statutory obligations of local government
- » Address public policy decision-making as it relates to operations of the organization and expectations of the public

Description

This workshop is designed for elected officials and those considering a future position in civic leadership. Topics covered include municipal forms of government, ethics, effective governance, and the basic role and responsibilities of elected officials in local government.

“I got a lot out of this class by comparison to others I’ve taken. Presenter very approachable and knowledgeable.”

Understanding Your Government’s Finances and Financial Position

Brian Caputo, M.P.A., CPA, Director of Finance, City of Aurora, Illinois

Addresses ICMA Practice Areas
10. Budgeting
11. Financial Analysis

Objectives

- » Become familiar with essential general concepts in local governmental budgeting with a particular emphasis on Illinois
- » Understand the basic components of governmental fund accounting
- » Learn the fundamentals of governmental procurement

Description

Debits, credits, revenues, and expenses -- it must be budget season again! This workshop is designed to provide participants with working knowledge of the processes, policies, and politics that surround governmental budgeting and finance. A public budget is about policy choices: how much money is needed, how to raise it, how to spend it, and how to account for it. Because budgets are about choices, they reflect the priorities and values of those who shape them. Participants will gain an understanding of the concepts and techniques needed by civic leaders to understand budgets and financial management.

Saturday, May 18, 2013
9:00 am — noon

Tuesday, May 21, 2013
9:00 am — 3:30 pm

Tuesday, June 4, 2013
9:00 am — 3:30 pm

Survival Tips for New Government Leaders

James Bartley, Esq., Partner; Jason Guisinger, Esq., Associate; Patrick Lucansky, Esq., Partner; and Gregory Smith, Esq., Associate from Klein, Thorpe & Jenkins, Ltd.

Addresses ICMA Practice Areas

- 8. Democratic Advocacy and Citizen Participation
- 17. Integrity

Objectives

- » Review and explain the important provisions of the Freedom of Information Act
- » Gain understanding and familiarity with The Open Meetings Act
- » Grasp the implications of ethical leadership and actions in government
- » Gain familiarity with *Robert's Rules of Order*

Description

Are you, as a public official, concerned with what you must and must not do under Freedom of Information Act (FOIA) legislation? What is needed to comply with the spirit and intent of the Open Meetings Act? Surviving in Government is not just familiarity with rules and legislation, but understanding the ethics and niceties related to personal and professional conduct when representing your agency. Join members of the presentation panel and workshop participants in learning, evaluating, and understanding the importance of ethics. This workshop will alert municipal officials to the legislation that regulates their behavior so that they will know what is expected of them and so that they can knowingly comply with the law when acting in their official capacities. Lastly, any survival kit contains a few tools—learn how to effectively utilize *Robert's Rules of Order* by council and board members in order to conduct orderly and productive meetings.

“Best clarification of Act I have heard so far! Excellent.”

2012-13 CLA Presenter Biographies

James Bartley, JD, has more than 25 years of experience practicing in all areas of public employment, school, and municipal law. He has advised and represented clients in numerous employment law matters, negotiated in excess of 200 collective bargaining agreements for school districts and municipalities, and handled many arbitrations and employment related disputes before the Illinois Department of Human Rights, the Illinois Labor Relations Board, the EEOC, and in state and federal court. He is a member of the Illinois Council of School Attorneys having chaired and served on its executive committee for many years. He has been admitted to the bars of the State of Illinois, the State of Nevada, and the Federal District Courts for the Southern District of Nevada and the Northern District of Illinois including the trial bar. He is presently a member of the Illinois, Nevada, American and Chicago Bar Associations. He earned a BA from Loyola University and was awarded a graduate assistantship in Latin American Studies and also earned a JD with high distinction from John Marshall Law School. He was the winner of a graduate law school scholarship for obtaining the highest class rank for the entire course of studies.

Brian Caputo, MPA, CPA, became the Chief Financial Officer/City Treasurer for the City of Aurora in 1998. Previously, he held the positions of Director of Finance/Treasurer for the Village of Mount Prospect and Assistant Finance Director for the Villages of La Grange and Hoffman Estates. Brian also worked as an auditor with Price Waterhouse in Chicago. He is a Certified Public Accountant and a Certified Public Finance Officer. In 2004, Brian retired from the United States Army Reserve as a Lieutenant Colonel. During his more

than 22 years of active and reserve military service, Brian specialized in financial and human resources management. His fields of study are public administration, public policy, and government finance. He earned a BS from the United States Military Academy, an MS in Accountancy from DePaul University, and an MPA from Northern Illinois University. He is a Ph.D. candidate in Political Science at NIU.

Gerald Gabris, Ph.D., is a Professor at NIU in the Division of Public Administration. Jerry completed a five-year term (2004-2009) as Director of NIU's nationally-ranked Public Administration Program and holds the title of Distinguished Teaching Professor at NIU. He is a specialist in organizational development, personnel management, leadership, and governing board dynamics. A nationally recognized expert in organizational behavior, Jerry has published over 60 articles and book chapters in human resources management and organizational behavior, and he is the past managing editor of *Public Administration Review*, his field's leading academic journal. Jerry earned an AB, an MA, and a Ph.D. in 1977 from the University of Missouri-Columbia.

Keenan Grenell, Ph.D., is the President/CEO of the Grenell Group, LLC. Before starting this company, he served as the Vice President and Dean of Diversity and Associate Professor of Africana and Latin American Studies at Colgate University. Prior to joining Colgate, Keenan was Associate Provost for Diversity and Associate Professor of Political Science at Marquette University in Milwaukee, Wisconsin. He also held posts as Interim Assistant Provost for the Office of Diversity and Multicultural Affairs and Director of the Master of Public Administration

2012-13 CLA Presenter Biographies

Program at Auburn University. He has served on the editorial boards of *Public Administration Review*, *Innovations*, and founded the *Entrepreneurship Policy Journal*. His research and teaching interest have focused on organizational theory and administrative behavior, public policy, nonprofit management, local economic development, and entrepreneurship. Keenan earned a BA in Political Science at Tougaloo College, a Master of Public Policy and Administration (MPPA) from Mississippi State University, and a Ph.D. in Political Science from NIU.

Jason Guisinger, JD, has practiced with a municipal law firm in South Holland, Illinois, where he concentrated in litigation, municipal law, and zoning. At Klein, Thorpe & Jenkins, he continues to focus his practice on all areas of municipal law. He was elected President of the South Suburban Bar Association in 2009 for a one-year term and is also a member of the Illinois State Bar Association. He earned a BA in Political Science, with honors, from the University of Illinois, Champaign-Urbana and a JD from Michigan State University College of Law, also with honors. While at MSU College of Law, he served as Articles Editor for the *Journal of Business and Securities Law* and received the Jurisprudence Award for the highest grade in Antitrust Law.

Yvette A. Heintzelman, JD, received her Juris Doctor degree from Creighton University School of Law where she graduated cum laude. She currently represents public sector and private sector employers in employment litigation in federal and state courts as well as administrative agencies. Yvette is a partner with Clark Baird Smith LLP after starting her career in 1989 at Quinn Emmanuel,

a nationally recognized litigation law firm in Los Angeles, California. At Quinn Emmanuel, she represented many Fortune 500 companies in various litigation matters, including matters in the areas of construction defects, personal injury, insurance coverage, contracts, copyright infringement and employment law. In between Quinn Emmanuel and her partnership with Clark Baird Smith, Yvette was an associate and also held an Of Counsel position with Seyfarth Shaw LLP in Chicago, one of the country's premier labor and employment law firms. She left Seyfarth Shaw in 2000 to join Sears, Roebuck & Co. as Senior Counsel, Employment. Yvette understands the client's perspective from her experience at Sears. She has a unique appreciation of the demands and pressures human resources personnel and in-house counsel regularly face as well as the connection between human resources and a company's operations and profitability.

Jacob Karaca, JD, concentrates his practice on all aspects of litigation for municipalities, school districts, family law clients, and other private entities in a wide range of litigation. He also advises clients regarding a variety of municipal issues, including zoning, land use, planned unit developments, annexation, municipal financing and taxing, and Tax Increment Financing districts. He earned a BA, with honors, from the University of Chicago and JD from the Chicago Kent College of Law, also with honors. He also received a Litigation and Alternate Dispute Resolution certification from Kent. While at Kent, he served as a board member for the Moot Court Honor Society and received the C.A.L.I. awards for the highest grades in Trial Advocacy and Antitrust. He is a member of the Illinois State and Chicago Bar Associations.

2012-13 CLA Presenter Biographies

Dave M. Lefkow, Esq., is a Partner with the law firm of Klein, Thorpe & Jenkins, Ltd., in Chicago. He has been practicing employment and labor law from the management side for more than 20 years. During his career as an employment lawyer, his practice has focused mainly on three areas: collective bargaining/contract administration, human resources support services, and litigation. He has substantial experience at the Illinois State Labor Relations Board handling Unfair Labor Practice charges and union elections/decertification matters. He has drafted and revised numerous employee handbooks, employment contracts, and non-competition agreements. He has argued many arbitration cases involving all aspects of contract interpretation and discipline. He has spoken at numerous seminars and given presentations to individual employers and their employees on a variety of employment-related topics.

Patrick Lucansky, Esq., has practiced municipal law for over 30 years and is a past Chairman of the Home Rule Attorneys Committee of the Illinois Municipal League. He also represents five library districts, two sanitary districts, and three village libraries. Prior to practicing law, he was an Associate Professor of Law at Chicago-Kent College of Law. He has been admitted to the bars of the State of Illinois, the U.S. District Court, Northern Districts of Illinois and Wisconsin, and the Supreme Court of the United States. He is a member of the Illinois Bar Association. He has authored or co-authored several legal publications. He has written and lectured for the Illinois Institute for Continuing Legal Education. He earned a BSC degree from DePaul University and a JD degree from Chicago-Kent College of Law. He

was awarded a full law school scholarship and received nine awards for excellence in courses taken, graduating first in his class with high honors, and was a member of the Chicago-Kent Law Review Staff.

Melanie Magara, BS, is an award-winning public relations professional with more than 25 years' experience in strategic communications management, PR, branding, marketing communications, media relations, crisis communications, issues management and executive communications in both public and private sectors. In 2008 she directed communications following a tragic shooting on the NIU campus – an effort for which she and her staff received the nation's top PR award from the Public Relations Society of America. Prior to her time at NIU, Magara served in a similar position at her alma mater, the University of Illinois at Urbana-Champaign, and at Carle Foundation Hospital and Clinic in Urbana. She is a frequent conference speaker and workshop presenter and has been featured in numerous professional journals and magazines, as well as in the popular textbook *Values-Driven Public Relations* (Guth and Marsh, University of Kansas, 2011).

Mary McKittrick, MPA, has been the City Administrator for the City of Geneva, Illinois, since 2008. Prior to that, she served as Assistant City Administrator beginning in 1999. She began her career in local government as an elected official, having been elected as a Village Trustee in the Village of Oswego. She served a full four-year term, half of a subsequent term, and was then appointed as the Village's first Administrator. Mary is an active member of the Metro West Council of Government

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serving as its Legislative Chairman since the organization’s inception in 2004 as well as a member of its Strategic Planning Committee. She has spoken on numerous topics including human resources in the public sector, strategic planning, civic engagement, and leadership. She earned a BS in Political Science and an MPA in Public Administration from NIU.

Thomas M. Melody, Esq., is a Partner with the law firm of Klein, Thorpe & Jenkins, Ltd., in Chicago. He has been practicing public sector labor and employment law from the management side for 17 years. He has a thorough knowledge of all State and Federal labor and employment laws and related regulatory and case law, including the American with Disabilities Act, the Family and Medical Leave Act, Title VII of the Civil Rights Act of 1964, the Fair Labor Standards Act, the Age Discrimination in Employment Act, the National Labor Relations Act, the Illinois Public Relations Act, the Illinois Human Rights Act and the uniform Services Employment and Re-employment Rights Act. He has negotiated many collective bargaining agreements and represents employers in all facets of labor and employment law, including contract administration and grievance arbitration, compliance with State and Federal labor law, and employment litigation in both State and Federal courts and administrative agencies. He is one of the authors of the *Handbook on Practice and Procedure in Police and Fire Disciplinary Matters*, published by the Illinois Municipal League, and has written numerous articles on labor law issues.

Craig Rapp, MA, is a Senior Associate at the Center for Governmental Studies at NIU and President of Craig Rapp, LLC. He is a nationally recognized speaker, trainer,

and local government consultant. Prior to entering private practice in November 2010, Craig worked for over 30 years as a senior executive in both the public and private sectors, recently completing four years with the International City-County Management Association as Director of Consulting Services. The focus of Craig’s practice is to help individuals and organizations “connect the purpose and the possibilities.” He works with organizations of all sizes on leadership development, strategic planning, and optimizing organizational performance. Craig speaks and conducts workshops throughout the United States on a wide range of subjects such as dealing with difficult political environments, effective governance, performance excellence, service sharing and optimization, lean thinking, authentic leadership, and living one’s true purpose. Craig holds an ICMA Credentialed Manager designation and completed the Senior Executive Institute. He earned a BA in Urban Studies and an MA in Public Administration from Minnesota State University-Mankato.

Adam B. Simon, JD, focuses his practice on local government law, representing municipalities, park districts and other special districts in a variety of areas, including commercial and land use litigation, zoning and economic development, public finance, real estate law and telecommunications. Adam combines his experience in economic development and public finance to counsel municipalities on how to leverage public debt financing and private investment to create new public improvements and enhance economic development opportunities. He has helped organize a number of special service areas, business redevelopment districts, and tax increment

financing (TIF) districts. Adam has also served as issuer’s counsel for the sale of general obligation, revenue, and alternate revenue bonds. With respect to general public finance, he counsels the firm’s clients on the preparation and calculation of the annual tax levy, preparation of the annual budget ordinance and cooperates with independent financial advisors to create capital expenditure plans. Adam received his undergraduate degree in Engineering and Public Policy with minor concentrations in Environmental Sciences and Economics from Washington University in St. Louis. He received his Juris Doctor from the Georgetown University Law Center.

Gregory Smith, JD, received his Juris Doctor degree from Chicago-Kent College of Law. While at Chicago-Kent, he was on the Dean’s List and an associate editor of the Chicago-Kent *Journal of Intellectual Property*. Prior to law school he graduated from DePaul University with honors with a Bachelor of Science degree. He counsels Illinois municipalities, school districts, special districts and corporate clients. He represents government and private clients in a wide range of claims including defamation, First Amendment, Second Amendment, property damage and injury, and breach of contract.

Sherrie Taylor, MPA, is a Research Associate for CGS with primary responsibility for conducting demographic and analyses for a range of public and non-profit organizations. She also structures and interprets large administrative databases for several state agencies and is skilled in using Geographic Information

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Professor Kurt Thurmaier received his B.A. and M.P.P.A. from the University of Wisconsin-Madison and his Ph.D. from the Maxwell School, Syracuse University. He held assistant and associate professor positions at the University of Kansas before becoming professor and MPA director at Iowa State University, 2002-2005. His research and teaching interests include budgetary decision making at the local and state levels in the U.S. and other countries, comparative public administration (especially fiscal decentralization), public budgeting and financial management, and intergovernmental relations (especially interlocal collaboration). His most recent work has focused on city-county consolidations and interlocal agreements among cities and counties, as well as financing local government collaborations. He and has served as a consultant and researcher with ICMA, HIID, and several local governments. He is a lifetime member of the American Society for Public Administration (ASPA), a member of the GFOA, IGFOA, ICMA, and ILCMA, and has served as chair of the Association for Budgeting and Financial Management. He currently serves as Director of the Division of Public Administration at NIU.



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