



**2018 PRESIDENTIAL AWARD FOR
CHAPTER EXCELLENCE
OHIO CHAPTER**

June 4, 2018



2017 Ohio Expo

PREPARED FOR:

American Public Works Association

1200 Main Street, Suite 1400
Kansas City, MO 64105-2100

PREPARED BY:

Ohio Chapter

Sonja Simpson, President
Fred Stovall, Past President
Diane Watkins, President-Elect
Alison Haskins, Vice-President
Kevin Weaver, Secretary
Valerie Klingman, Treasurer

June 4, 2018

Ms. Rhonda Wilhite
Awards and Chapter Relations Associate
1200 Main Street, Suite 1400
Kansas City, MO 64105-2100

Re: 2018 Presidential Award for Chapter Excellence (PACE) Application

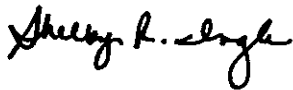
Dear Ms. Wilhite:

We would like to take this opportunity to thank APWA for inviting us to apply for the PACE award. The Ohio Chapter takes great pride in the services and training opportunities offered to its members. The Ohio Chapter has received the PACE honor for the last three years and we continue to make improvements within our State Chapter and Branches to enhance services to our members. In fact, we have recently rewritten our purpose and mission statements to provide an updated and better focused approach to serve our communities and our members. We continue to be humbled when receiving the award and look forward to achieving the same high standards this year. We have based our submittal upon advice received during the webinar and examples provided by APWA. Heeding the suggestions from last year, this submittal is more concise, and more specific. Our submittal includes the following information:

- > Chapter Summary
- > Membership
- > Service to Chapter Members
- > Advancement of Public Works and Sustainability
- > Service to the Community
- > Appendices
 - A. Chapter Best Practices
 - B. 2018 OAPWA Strategic Plan
 - C. OAPWA Events

Throughout the application packet, we have listed many of our accomplishments. We are also encouraged by the many opportunities for growth within our chapter. If you have any questions or require additional information, please contact our Awards Committee Chair, Shelby R. Ingle, P.E. at (937) 477-4528 or sringle@cmtengr.com.

Sincerely,



Shelby R. Ingle, P.E.
Ohio Chapter Awards Committee Chair

▶ TABLE OF CONTENTS

CHAPTER SUMMARY3

MEMBERSHIP6

 A. Membership Gain/Loss and Retention

 B. Membership Recruitment/Retention

 C. Innovative Membership Outreach

SERVICE TO CHAPTER MEMBERS9

 A. Number of Members Attending Meetings

 B. Member-to-Member Outreach

 C. Evidences that the Chapter is Successfully Meeting Chapter Best Practices

 D. Chapter-to-Chapter Outreach

 E. Chapter Diversity/Inclusiveness Programs or Activities

 F. Young Emerging Professionals

ADVANCEMENT OF PUBLIC WORKS AND SUSTAINABILITY13

 A. Awards/Recognition Programs

 B. Public Works Promotion

 C. Professional Development

 D. Sustainability in Public Works Management

 E. Advocacy Outreach

SERVICE TO COMMUNITY17

 A. Educational Outreach Programs

 B. Community Services Programs

APPENDICES

 A. Chapter Best Practices

 B. 2018 OAPWA Strategic Plan

 C. OAPWA Events



CHAPTER SUMMARY

A. Innovative Programs and Efforts/Resources to Support Chapter Capacity

- > In its third year of existence, the Northeast Branch hosted a Branch Public Works Expo in 2017. When this regional expo began, the original focus was only winter maintenance. This year, topics included: Snow and Ice Control, Pavement Repair, and Security / Terrorism. In addition to the exhibitors' area, there was also a Snow Plow Rodeo.
- > The Chapter Membership Chair met with all local branch membership chairs and hosted quarterly conference calls to share ideas and strategies to increase membership. A focus of the meeting was to decrease agency membership vacancies.
- > The Southwest Branch has a new policy to encourage agencies to host a training session and see first-hand the value of APWA. As an incentive, the host agency receives one (1) free registration for every ten (10) people who register for that event.



NEOhio Expo



- > The Northeast Branch held a joint meeting with Northern Ohio Service Directors to discuss **partnering opportunities**. The branch reached out to more municipalities to generate more memberships
- > There was a **focused effort on cross-promotion of events** sponsored by other Ohio associations with mutual interests in infrastructure, fleet maintenance, stormwater, transportation, etc. Although, there are no metrics directly tied to the promotion of these events,

the Ohio Chapter continues to explore and look for ways to bring value and make our members aware of programs and events to promote public works, support chapter capacity and provide value/resources to our members.

- > Chapter emails are broadcast about once per week, focused on Job Postings and Training Events throughout the state.
 - ❖ **118 job postings were advertised in 2017.**
 - ❖ **144 events – a 28% increase over 2016 - including**
 - ❖ 11 from National (PWX, NASC, CLL's)
 - ❖ 32 from the Ohio Chapter and its branches, **reaching over 1,500 participants.**
 - ❖ 19 webinars sponsored by OEPA, FHWA, Center for Watershed Protection, Transportation Research Board and several cycling and pedestrian advocacy groups
 - ❖ 82 conferences, seminars, and workshops presented by other organizations with public works interests including: County Engineers Association of Ohio, National Association of Fleet Administrators, Ohio Stormwater Association, Ohio Water Environment Association, Miami Valley Risk Management Association and Public Works Officials of Southwest Ohio.
- > Chapter maintains website with current information about the chapter, including: branch pages for officers and schedules; and committee pages; and added (with National's assistance) Facebook and LinkedIn icons to web page.
 - ❖ Job postings and events are included on the website and shared on social media.
 - ❖ The Event Calendar includes chapter and branch meetings and events, as well as additional training opportunities throughout the state presented by OAPWA sister organizations.
 - ❖ Created LinkedIn group for APWA Ohio
 - ❖ Regularly add posts to Facebook and LinkedIn to engage and inform our social contacts.
 - ❖ Added generic email account for contact with the public.
- > The Central Ohio Branch hosted a half-day Pavement Preservation Seminar with an optional afternoon networking event at a clay-shooting range. Nearly half of the attendees were non-members. Although we did not gain any members directly from this effort, relationships were started for further development/growth within the organization.

B. Improvements to Chapter Capacity

- > **Chapter and branch leaders participated in strategic leadership training facilitated by National** on December 14, 2017, December 13, 2017 and on November 14, 2017.
- > Kim Roessner and Amy Wood of the Northwest Branch attended the Michigan Public Service Institute in Mount Pleasant, MI in September. Based on their enthusiasm for the program, the Chapter will investigate if this type of training should be offered here in Ohio.
- > Continue to add posts, current events and up-to-date happenings within the Chapter **via our Ohio APWA Facebook page**. This is our third year using this social media outlet with much success and through **nearly 300 posts** provided additional opportunities to:
 - ❖ publicize upcoming Chapter activities

- ❖ celebrate past activities with photo albums
- ❖ share news about public works in the media and
- ❖ promote family activities connected with Engineers Week (e.g. TechFest® at Sinclair Community College in Dayton, COSI's STEM fest in Columbus) and various communities' Touch-A-Truck events throughout Ohio
- > Added LinkedIn group for APWA Ohio to strengthen our social media presence to provide a professional dimension with job openings and tips about career development. Job openings are posted not only to the APWA Ohio LinkedIn Group, but also to the LinkedIn group for the Society of Women Engineers, South Ohio.
- > In 2017, **82 conferences, seminars, and workshops were presented by APWA and other organizations with public works interests** including: County Engineers Association of Ohio, National Association of Fleet Administrators, Ohio Stormwater Association, Ohio Water Environment Association, Miami Valley Risk Management Association and Public Works Officials of Southwest Ohio were advertised/hosted. There is a complete listing of all APWA Ohio events in Appendix C of this submittal.
- > The Chapter regularly submits nomination packets and Ohio has won 5 National awards between 2013 and 2017.
- > The Ohio Chapter revised its Mission Statement to sharpen the focus on service to the membership.

MEMBERSHIP

I. Membership

A. Membership Gain/Retention

- > The Chapter Membership Chair met with all local branch membership chairs and hosted quarterly conference calls to share ideas and strategies to increase membership. A focus of the meetings was to decrease agency membership vacancies.
- > Ohio still struggles with lingering effects of the Great Recession. Many agencies cut staffing then and continue to try to “do more with less.” Reduced shared revenues from the state and Federal governments also affect staffing levels and funding for membership in professional organizations like APWA. The chapter still has not regained the 700+ level of 15 years ago.



- > The Southwest Branch has a new policy to encourage agencies to host a training session and see first-hand the value of APWA. As an incentive, the host agency receives one (1) free registration for every ten (10) people who register for that event.

B. Membership Recruitment/Retention

- > The Northeast Branch held a joint meeting with Northern Ohio Service Directors to discuss **partnering opportunities**. The branch reached out to more municipalities to generate more memberships
- > There was a **focused effort on cross-promotion of events** sponsored by other Ohio associations with mutual interests in infrastructure, fleet maintenance, stormwater, transportation, etc. Although, there are no metrics directly tied to the promotion of these events, the Ohio Chapter continues to explore and look for ways to bring value and make our members aware of programs and events to promote public works, support chapter capacity and provide value/resources to our members.

- > The Branches **took several workshops to counties within the branch where there presently are few to no members** to showcase the quality of available training and advantages of APWA membership. Although we did not gain any members directly from this effort, relationships were started for further development/growth within the organization.
- > The chapter sends weekly email blasts to all members which include training sessions offered across the state, job postings/opportunities and reminders to share the information with colleagues. **In 2017, 118 job postings were advertised.**
- > Membership information is shared at all branch level training programs. **(See listing of training and social events in Appendix C.)**
- > The Chapter Membership Chair met with all local branch membership chairs and hosted quarterly conference calls to share ideas and strategies to increase membership. A focus of the meeting was to decrease agency membership vacancies.
- > The Central Ohio Branch hosts a Clippers baseball game every June as an outreach and membership drive. In 2017, the event was co-hosted with the Central Ohio WTS Women in Transportation Group & the Ohio Section of ITE.
- > The Southwest Branch hosted a Dayton Dragons baseball outing event to reach out to new members.



SW Ohio Dayton Dragons Outing

C. Innovative Membership Outreach

- > There is representation on the Chapter board from all areas of the state. Among the Chapter board's members, 57% represent public agencies, 29% represent the private sector, and 14% are retired.



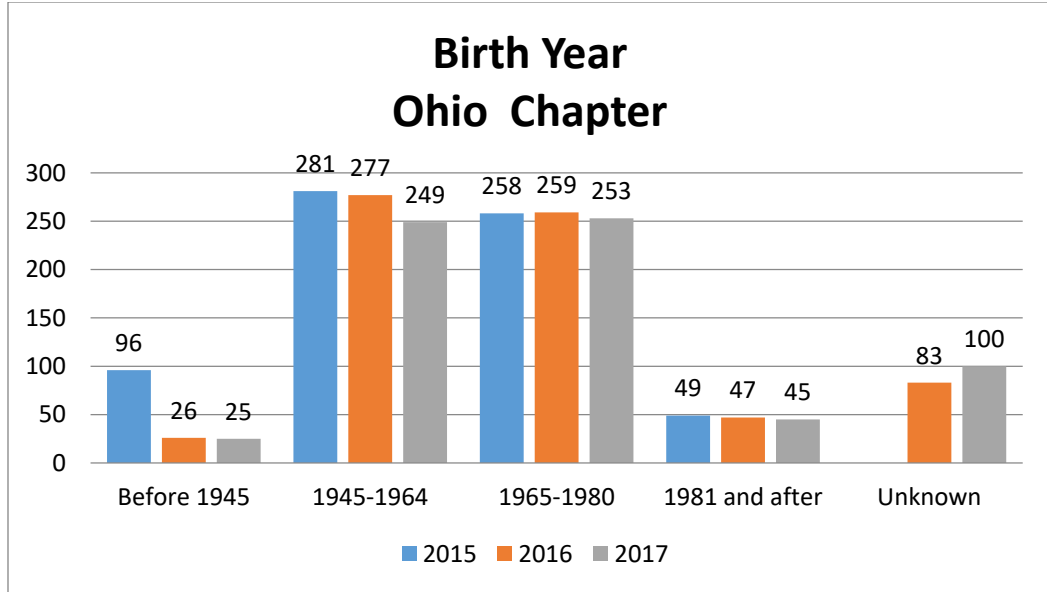
Fred Stovall, Ohio Chapter President, reads certificate of appreciation to Randy Bowman (right)

- > The Chapter has a very active membership committee that is chaired by a past president who has also served on the board for 25 years.

- > Recognized Randy Bowman for his longtime support and tireless service as Secretary to the State Chapter Board, upon retirement from the board.

- > Central Branch awarded membership service pins provided by National.

> Below are some Chapter demographics that will assist us in meeting our membership growth goals of 5% increase. The purpose of the demographics was to understand our membership base. As you can see from the graph, many of our members' ages were shown/reported incorrectly. If the birthdate was left blank within the member profile, it was automatically shown as before 1945. This has been corrected for the Ohio Chapter. It also helps us to identify target areas of growth. For example, less than 10% of our membership was born after 1981. This is a target growth area for the Ohio Chapter. There are still many unknown birthdates to correct and add.



- > The Southwest Branch has a new policy to encourage agencies to host a training session and see first-hand the value of APWA. As an incentive, the host agency receives one (1) free registration for every ten (10) people who register for that event.

> SERVICE TO CHAPTER MEMBERS

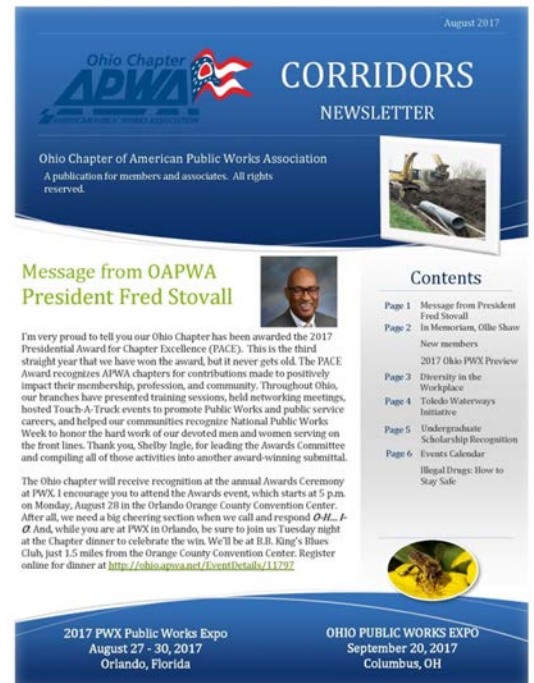
II. Service to Chapter Members

A. Number of Members Attending Meetings

- > Chapter emails are broadcast about once per week, announcing Training Events throughout the state.
 - ❖ **144 events were promoted – a 33% increase over 2016 - including**
 - ❖ 11 from National (PWX, NASC, CLL’s)
 - ❖ 32 from the Ohio Chapter and its branches.
 - ❖ 19 webinars sponsored by OEPA, FHWA, Center for Watershed Protection, Transportation Research Board and several cycling and pedestrian advocacy groups
 - ❖ 82 conferences, seminars, and workshops presented by other organizations with public works interests including: County Engineers Association of Ohio, National Association of Fleet Administrators, Ohio Stormwater Association, Ohio Water Environment Association, Miami Valley Risk Management Association and Public Works Officials of Southwest Ohio.
- > A complete list of all Chapter events is provided in Appendix C with the number of attendees and a description of the event. **Over 1,500 people participated** in APWA Ohio events.
- > The Chapter has 15 active committees that meet as required throughout the year. This is estimated to be an additional **30 meetings with 90 attendees**.
- > There is also a number of individual efforts such as email blasts, treasurer, secretary and website duties that occur each and every month. These volunteers are key to the success of the Ohio Chapter of APWA!

B. Member-to-Member Outreach

- > Welcome letters sent by branches to new members.
- > New officers/directors receive chapter/branch manual to help explain structure, function and their role and responsibility.
- > The chapter newsletter, “Corridors”, was issued four times in 2017, and distributed by email to the 600+ members. It was also available on the chapter web site. The newsletter includes a column from the chapter president, a board member profile, information about upcoming conferences and features about interesting construction projects.
- > Meeting notices are distributed regularly (one to three times per month) by email. Save the Date postcards for state and regional conferences are distributed by US Postal Service.
- > The chapter and branches host several annual social events in addition to the many training opportunities.



- These include Administrative Professional Appreciation Luncheons, Columbus Clippers Game Day Social Mixer and Membership Drive, the APWA Ohio Chapter Dinner at APWA Congress and the Southwest Branch Holiday Meeting.
- > Chapter and branch leaders participated in strategic leadership training facilitated by National on December 14, 2017, December 13, 2017 and on November 14, 2017.
 - > As board members are sworn in and enter their term of duty, each member receives an orientation packet with all pertinent information (e.g., bylaws, committee contacts, etc.). Potential board members are required to fill out a board member application.
 - > The Chapter continues to expand services to membership through multi-platform electronic communications, including Facebook, LinkedIn and ohio.apwa.net.
 - > The Southwest Branch provided a 4-hour orientation session to new directors and officers.
 - > An Event Calendar on the website includes chapter and branch meetings and events, as well as additional training opportunities throughout the state presented by OAPWA sister organizations.
 - > Chapter maintains its Facebook presence (@APWAOhio) for additional opportunities to:
 - ❖ publicize upcoming Chapter activities
 - ❖ celebrate past activities with photo albums
 - ❖ share news about public works in the media and
 - ❖ promote family activities connected with Engineers Week (e.g. TechFest® at Sinclair College in Dayton. COSI's STEM fest in Columbus) and various communities' Touch-A-Truck events throughout Ohio
 - > **There is a complete listing of Chapter and Branch Accomplishments in Appendix B of this submittal.**

C. *Evidences that the Chapter is Successfully Meeting Chapter Best Practices (See Appendix A).*

- > The Chapter and all branches have aligned their bylaws with National's guidelines.
- > The Chapter analyzes its activities to continue to improve the fiscal stability and sustainability of the chapter's finances.
- > The Chapter annually reviews and updates Chapter committee structure.
- > Through meeting minutes, the Chapter monitors meeting attendance history to clearly document who is fulfilling their responsibility to their office.
- > The Chapter developed a 4-year schedule for the Ohio Public Works Expo, which rotates among the four branches, to help branches anticipate and plan for this event which is a major funding source for the Chapter.
- > Chapter developed successor plan for the retiring Chapter Secretary in May to provide sufficient training for the new incoming Secretary.

D. *Chapter to Chapter Outreach*

- > Promoted APWA workshops and conferences in adjoining states (Kentucky, Michigan, Pennsylvania) to Ohio members.

- > Randy Bowman, outgoing Chapter Secretary, was a member of the National Program Review Committee and interacted on behalf of the Chapter, internationally.
- > Tony DiPietro is a member of the Council of Chapters.
- > Diana Clonch is a member of the Winter Maintenance Subcommittee.
- > The Ohio Chapter Dinner each year at Congress is usually coordinated with other State Chapters (e.g., Indiana and Michigan).
- > Kim Roessner and Amy Wood of the Northwest Branch attended the Michigan Public Service Institute in Mount Pleasant, MI in September. Based on their enthusiasm for the program, the Chapter will investigate if this type of training should be offered here in Ohio.
- > Ohio presentations at Congress (from Randy Bowman and Frank Williams) were highlighted in chapter newsletter and shared Ohio expertise across the nation.
- > **The Ohio Chapter was selected to host the North American Snow Conference in Cleveland in 2020.** The steering committee has been formed and is already actively planning for the best NASC ever!



E. Chapter Diversity/Inclusiveness Programs or Activities

- > The Ohio Chapter re-instituted its diversity committee. The committee members participate in the activities of the National Diversity Committee and align local strategies with National's goals.
- > Sonja Simpson, Chapter President-elect, wrote a three-part series of articles about diversity which was featured in the 2017 Ohio Corridors Newsletter.
- > The State board is very diverse in race, gender, age, and sexual orientation. The board demographics offer a good cross section: 28% female, 7% minority and 1 out of 3 is a young professional.
- > Administrative Professional Day luncheon is hosted each year by the Central Ohio and Northwest Ohio Branches. 2017 was the first year of this event for the Northwest branch.
- > The Ohio Chapter's family scholarship program, begun in 2015, was awarded in 2017 for the third time.
- > Job openings are posted not only to the APWA Ohio LinkedIn Group, but also to the LinkedIn group for the Society of Women Engineers, South Ohio.
- > At State Board meetings, Diversity Committee reported on efforts to raise inclusion of women in public works in Central Ohio. There was also discussion about interest, efforts and needs for workforce development for public works, particularly for trades not requiring college degrees.

F. Young/Emerging Professionals

- > The Chapter continues to review the birthdate field of the membership. In the past, members whose birthdates were unknown were classified as having a birthday before 1945, resulting in

a distortion of the membership statistics. Accurate data will help us better target our message to our audience. National has changed its practice to leave this field blank when it is unknown.

- > The Northeast Ohio Branch began investigation to develop an intern/co-op program.
- > The Chapter uses scholarship programs to raise awareness of public works as a career path and support YPs to achieve educational goals.
- > The Central Branch coordinates with other Central Ohio professional organizations each year on Engineers Week activities, which includes a luncheon, speakers and engagement with high school and college students.
- > In July, two scholarship recipients attended the Chapter Board meeting to show appreciation of the scholarship. Both students offered a few words about their education and how the scholarship benefited them.
- > Some board members brought interns and/or young family members with them to Board functions on several different occasions.
- > Scholarship applicants are included in the email group to receive the weekly notices of job openings and training events.
- > The Southwest Branch participated in Construction Career Days, a two-day event which brings 2,000 high school students face-to-face with professionals in the construction industry and trades to help them learn more about career opportunities. This activity can help mitigate the need for future mechanics, truck drivers, and other blue collar occupations.



*Ohio APWA Scholarship Recipients,
Robert Schaffer and Maddie Krell, with
Joe Tucker (L) and Chapter President, Fred Stovall*



Construction Career Days



*Southwest Ohio APWA booth
at Construction Career Days*

> **ADVANCEMENT OF PUBLIC WORKS**

III. Advancement of Public Works and Sustainability

A. Awards/Recognition Programs

- > The Central Ohio Branch invited anniversary members to the December meeting to receive awards.
- > The Chapter newsletter recognized new Life member, Mrs. Ollie T. Shaw, from the City of Cleveland.
- > Each issue of the newsletter includes a Welcome to new members, with their name and employer.
- > Chapter and branches provide a plaque of appreciation to outgoing presidents. Long-serving members of the State Board also receive a small token of appreciation upon retirement from the board.
- > The State of Ohio submitted seven National awards in 2017 for work through 2016; five of these were nominated by the Chapter. The City of Montgomery was selected as a recipient of the Excellence in Snow and Ice Control award.

Award	Nominee	Agency/Organization, City, State
Excellence in Snow & Ice Control	City of Montgomery	Montgomery, OH
Professional Manager - Transportation	Davie "Dave" Coyle, Assistant Director of Operations	Ohio DOT
Technical Innovation	GIS, Cityworks and other Social Media	City of Toledo, OH
Top Ten Public Works Leaders	Randall Bowman, PE, Asst. Dir. Of Public Service	City of Columbus, OH
Top Ten Public Works Leaders	Maraskeshia Smith, Public Services Director	City of Cincinnati, OH
Environment \$5-25 million	TWI Dearborn CSO Storage Pipeline	City of Toledo, OH
Transportation < \$5 million	Bancroft Street Reconstruction	City of Toledo, OH



Scott Bressler, Southwest Ohio President, Gary Heitkamp, Assistant Public Works Director, Terry Willenbrink, Public Works Supervisor and Brian Riblet, City Manager (Former Public Works Director)

> The Southwest branch presented a plaque to the City of Montgomery, at a City Council meeting, to recognize their accomplishment as a recipient of the Excellence in Snow and Ice Control award.

> Between 2013 and 2017 Ohio has received five national awards.

> Certificates of appreciation are distributed to outgoing chapter board members.

> Four Ohio public agencies maintained APWA National Accreditation status.



- > Several college scholarships were granted
 - 2017 Ohio APWA Graduate Scholarship winners (\$1000 each)
 - ❖ Lauren Sabo - Ohio State University
 - ❖ Sonja Simpson - Northcentral University
 - 2017 Ohio APWA Undergraduate Scholarship winners (\$1500 each):
 - ❖ Madison Rachel Krell – University of Toledo
 - ❖ Robert Ryan Schaffer – University of Toledo
 - 2017 Ohio APWA Family Scholarship winners (\$1000 each)
 - ❖ Megan G. Brankamp – Georgetown College
 - ❖ Michael V. Seidle – The Ohio State University
 - The Northwest Branch awarded their **first scholarships in 2017**. The winners (\$500 each):
 - ❖ Black Swamp Scholarship winner – Jared Rediger
 - ❖ Buckeye Scholarship winner - Dalton Walls
 - ❖ Green Stewardship – Michael Melnyk
- > Issued plaques to outgoing Presidents at branch level.
- > **The Ohio Chapter was awarded the PACE award in 2017.**

B. Public Works Promotion

National Public Works Week was observed throughout Ohio in a variety of ways, including:

- > The Cities of Cuyahoga Falls, Dayton, Dublin, Mason, and Springdale passed Proclamations for Public Works Week.
- > The Northwest Ohio Branch again participated in ODOT’s Paint A Plow program for 2017, awarding a total of \$500 to two high schools.
- > The City of Dublin held a variety of recognition events: group photo, recognition of staff by Graeters Ice Cream, tour of bridge and street projects, Proclamation by council and a banner on the building.



City of Dublin Proclamation

- > National Public Works & Safety Week Open House - This event is open only to Cleveland public and private schools. During National Public Works & Safety Week the City of Cleveland showcases its public works and safety professionals. Thousands of students, kindergarten to sixth grade, come face-to-face with the people and equipment essential to protecting the health and safety of Cleveland residents. The exhibits and demonstrations are captivating, fun, and educational.

Other agencies within Ohio celebrated Public Works week with the following activities.

- > “Touch A Truck” are growing in popularity throughout Ohio with the following communities hosting an event:

City of Blue Ash 24 May
 City of Cuyahoga Falls, 14 July
 City of Fairfield, 11 Aug
 City of Monroe, 11 Aug
 City of Montgomery, 3 Aug
 City of Sharonville, 5 June

Green Township, Hamilton County, 6 May
 Deerfield Township, Warren County, 9 September
 Hamilton Township, Warren County, 24 June
 Springfield Township, Hamilton County, 16 June
 West Chester Township, Butler County, 23 June

- > Social Media – Facebook, Twitter posts
 City of Cuyahoga Falls
 City of Dublin
 City of Hudson
 Terracon Company
 City of Montgomery



*City of Montgomery, Ohio Government
 May 22, 2017 ·*

May 21 through May 27 marks National Public Works Week. This week is meant to honor those professionals who plan, design, build, manage, operate and maintain our public infrastructure. Thanks to our Public Works Team for all they do to keep us safe and maintain a high quality of life in Montgomery

- > The City of Centerville included an article about National Public Works Week and the Public Works Department in their newsletter (page 11):
<http://www.centervilleohio.gov/index.php/newsletters-2/town-crier-newsletter/2017-5/1467-02-21-2017-town-crier/file>
- > The City of Vandalia’s Community Calendar noted NPWW with this description: “It’s difficult to drive through a City like Vandalia and not see how Public Works professionals make all of our lives better. The 2017 National Public Works Week Theme is “Public Works Connects Us”. From repairing water main breaks to plowing our roadways to a thousand projects in between, we are grateful for the hard work and professionalism of our Public Works employees.”

C. Professional Development

- > The Ohio chapter and its branches provide regular training opportunities and workshops to all members. The regional snow and ice conferences focus in particular on the operations personnel who are on the front line with 12-hour shifts during snow events. Often these men and women are the least likely to have a chance to network with other agencies and learn how others accomplish the work.
- > Branches held twenty-two workshops and conferences throughout Ohio on topics including personnel management, pavement preservation, herbicides, safety (confined space, chainsaw, chippers), and cemetery maintenance. **There is a complete listing of Chapter and Branch activities in Appendix C of this submittal.**
- > The Southwest Ohio Branch budgeted funds to provide a scholarship for full registration to a branch member to attend the 2017 NASC and a scholarship for full registration to a branch member to attend the 2017 PWX. Those who were awarded the scholarships would return and give a report to the board about their experience. Unfortunately, there were no applicants in 2017.
- > The Central Ohio Branch continues to meet with ODOT to work towards ODOT's acceptance of the APWA Certified Public Infrastructure Inspector (CPII) certification in addition to the National Institute for Certification in Engineering Technologies (NICET) certification.

D. Sustainability in Public Works Management

- > The Northeast Ohio branch presented a seminar and tour of NELA Park with GE, on the history and future of lighting.
- > The Central and Southwest Ohio branch presented all-day workshops on pavement preservation using timely maintenance techniques and Hot-in-Place Recycling of asphalt pavement.

E. Advocacy Outreach

- > Cities of Cuyahoga Falls, Dayton, Dublin, Mason, and Springdale passed Proclamations for Public Works Week.
- > Several members of OAPWA have joined the APWA National Advocacy group. Announcements have been made at board meetings to join this group. We hope to expand membership to this group in the future. It's a great way to connect with leaders and promote critical issues within the industry.

➤ SERVICE TO COMMUNITY

IV. Service to the Community

A. Education Outreach Programs

- > Each year, the Ohio Chapter offers scholarships.
 - ❖ Undergraduate Scholarship
 - 2 - \$1,500 scholarships
 - for those pursuing a Civil Engineering Bachelor's Degree applicable to work in the Public Works field
 - The two winners, Madison Rachel Krell and Robert Ryan Schaffer, attended the July Board meeting for recognition and to thank the Chapter.
 - ❖ Graduate Scholarship
 - 2 - \$1,000 scholarships
 - for those are seeking a Graduate Degree in Civil Engineering or Public Administration applicable to the Public Works field.
 - Awarded to Lauren Sabo - Ohio State Univ. and Sonja Simpson – Northcentral Univ.
 - ❖ APWA Family Scholarship
 - 2 - \$1,000 scholarships
 - financial assistance to individuals who are related to an APWA Ohio member and are seeking a post-secondary education.
 - Applicants must provide one-page essay reflecting how they demonstrate the values held high by APWA: Character and Integrity, Service to the Community and Leadership.
 - Awarded to Megan G. Brankamp- Georgetown College and Michael V. Seidle- Ohio State Univ.
- > The Northwest Branch awarded their first scholarships in 2017. The winners (\$500 each):
 - Black Swamp Scholarship winner – Jared Rediger
 - Buckeye Scholarship winner - Dalton Walls
 - Green Stewardship – Michael Melnyk
- > The Southwest Branch participated in Construction Career Days, a two-day event which brings 2,000 high school students face-to-face with professionals in the construction industry and trades to help them learn more about career opportunities. This activity can help mitigate the need for future mechanics, truck drivers, and other blue collar occupations.
- > Several board members of both the Chapter and Branches suffered the loss of a spouse or parent in 2017. The respective boards made donations to local charities in memory of the loved one.

B. Community Service Programs

- > At the Pavement Preservation Seminar hosted by the Central Ohio Branch, donations were accepted if participants were required by their employer to pay for lunch. All donations went to the Mid-Ohio Food Bank on behalf of APWA.

- > Miami Conservancy District partners with communities in the Great Miami River watershed for a program called Clean Sweep. Various communities and volunteers collect trash along the river for the day. The communities promote the event, enlist the volunteers and provide the trucks and equipment to haul trash away.
- > Combining donations from the Ohio Chapter's and the Southwest Branch's food drives, we were able to fill several shopping carts with canned goods plus provide a cash contribution, which were all donated to the One Way Farm located in Fairfield, Ohio.



SWOhio Canned Food Drive



APPENDIX A –
CHAPTER BEST
PRACTICES



APWA

BEST PRACTICES FOR APWA CHAPTER CAPACITY BUILDING

Mark the Yes or No column as applicable. If response is NO, please use the Comments column to elaborate whether issue is being addressed and progress made.

	Yes	No	N/A	Comments
Membership Development				
1. The chapter maintains a continuously active membership growth committee.	√			State chapter membership committee chaired by Chuck Zibbel
2. The chapter has an active membership development plan in place.	√			Developed and coordinated through State chapter membership committee
3. The chapter maintains a college student outreach/mentoring program.	√			Each year, we provide scholarships to graduate and undergraduate students through three scholarship committees of the state chapter. In addition, the Central Ohio branch coordinates with other Central Ohio professional organizations each year on the Engineers Week activities, which includes a luncheon, speakers, and engagement with high school and college students.
4. The chapter conducts regular new member orientations and/or implements a plan to welcome new members.	√			The Southwest Branch hosted a 4-hour new director and officer orientation led by Brian VanNorman.
5. The chapter seeks diverse members and exhibits an inclusive attitude in its meetings and communication materials.	√			State board is very diverse in race, gender, age, and sexual orientation.
6. Membership retention is specifically assigned to an officer, committee or chapter administrator.	√			State chapter membership committee
7. Chapter offers programs targeted to young professionals and/or those new to public works field.	√			For example, Central Ohio branch coordinates with other Central Ohio professional organizations each year on the Engineers Week activities, which includes a luncheon, speakers, and engagement with high school and college students.
8. Chapter participates in programs (webinars) offered by National addressing membership issues and utilizes membership recruitment and retention tools offered through National.	√			Coordinated through State chapter membership committee
9. Chapter targets small communities and geographic areas where membership is currently minimal or nonexistent.	√			Coordinated through State chapter membership committee. SWOhio Branch specifically targeted areas of no members or few members in 2017. This continues to be a focus for the Chapter.
10. Chapter monitors roster for unfilled agency membership position(s) and actively works with agency to fill position(s)	√			Coordinated through State chapter membership committee
Leadership Development				
11. At least two chapter officers attended the most recent (biennial) Chapter Leader Training.	√			Sonja Simpson and Amy Wood attended the Feb 2017 training in Kansas City.
12. The chapter delegate has a three year term of office.	√			Tony DiPietro is Chapter Delegate with current term effective 1/1/18 through 12/31/20.
13. The chapter delegate and/or alternate attends all Council of Chapters meetings and conference calls and regularly reports Council of Chapters deliberations to the chapter.	√			
14. The chapter treasurer serves a minimum of two years and has a transition plan for a successor.	√			Valerie Klingman current term effective 1/1/18 through 12/31/19.
15. A leadership succession plan is maintained.	√			Chapter developed successor plan for the retiring Chapter Secretary in May to provide sufficient training for the new incoming Secretary. SWOhio amended its bylaws to include more directors to address succession planning. This creates a larger leadership pool for the officers slate of candidates.
16. An active "past presidents" advisory committee is maintained.	√			Immediate Past Presidents regularly confer and assist the state chapter board meetings and annual strategic planning meetings.
17. The chapter seeks ways to utilize retired members, such as recruiting new members and/or volunteers.	√			The State Chapter's communication committee chair is a retired individual. In fact, several of the State Board are also retired individuals.
18. Annually the chapter appoints a liaison to the National committees which request a chapter designee.	√			
19. The chapter conducts an annual orientation session for new executive committee and committee chairs.	√			This occurs at two times: the annual planning retreat in December, and at the January board meeting.
20. Annually, a transition meeting with the outgoing and incoming executive committee and committee chairs is held.	√			This occurs at the annual planning retreat in December.

	Yes	No	N/A	Comments
21. Chapter strives to seek an optimal mix between the number of public agency and private company members who serve on the executive committee.	√			The Chapter monitors the sector diversity and seeks to maintain a healthy balance between public and private.
Committees and Taskforce Development				
22. Chapter maintains a description for each of its committees and volunteers are actively recruited to serve on committees	√			Chapter Handbook
23. Committees establish annual goals and submit regular reports of activity to the executive committee.	√			Reports are provided prior to and during board meetings.
Education and Special Events				
24. Annually, The chapter conducts at least six continuing education and/or other education programming events to advance the public works field.	√			Include state expo and the various branch events. See Appendix C for a complete listing of programs.
25. The chapter hosts annual equipment event and/or program targeted to "operations" staff.	√			Include state expo and the various branch events. See Appendix C for a complete listing of programs.
26. The chapter hosts two or more special events for members that are of a networking or fundraising value.	√			Networking: Central branch's annual baseball event in June and the SWOhio Branch Dayton Dragons outing. Southwest Branch tour of Miller Coors Brewery
27. The chapter demonstrates creativity and innovation in programs and educational events.	√			To encourage agencies to host APWA events, Southwest Branch grants the host agency one (1) free registration for every ten (10) people who register for that event.
Finance Management				
28. Hard copy monthly or quarterly financial statements are provided at all executive committee meetings.	√			Reports are provided during board meetings.
29. The chapter has established a policy to maintain an unrestricted and undesignated liquid reserve between 10% - 35% of its annual budget.	√			Reports are provided during board meetings. The board devised strategies to generate reserves adequate to host a National show. Ohio will host the NASC in Cleveland in 2020 .
30. A fundraising development plan exist for chapter fundraisers.	√			Included in Guide to Host Branches document in the Handbook.
31. The chapter submits/posts on the website its upcoming calendar of activities to secure insurance coverage to APWA National by January 31.	√			Chapter is aware of event insurance requirements. Chapter always has National review all venue contracts.
32. The chapter has a written investment strategy for short and long term goals and reviews the strategy and investment reports at a minimum twice per year.	√			
33. Executive Committee is aware of financial reporting requirements of the chapter to APWA National and of its fiduciary responsibilities as stated in the APWA Rules Governing Chapters.	√			Chapter Treasurer regularly confers with branch treasurers to remind them of reporting requirements and deadlines
34. If applicable to the chapter, branches provide at a minimum quarterly financial statements to the chapter.	√			
Community Service and Outreach				
35. Annually the chapter organizes and/or participates in a minimum of two community/environmental service events, one focused on an environmental project and one on a community-based project.	√			Central Branch contributes to donations made to FIRST and Engineers Without Borders by the Central Ohio Engineers Week event planning group. Southwest branch and State Board conducted canned food drives during December meetings for One Way Farm charity.
36. The chapter has partnered and/or made contacts to partner on a project/program with other kindred organization(s)	√			Central Branch coordinates with other Central Ohio professional organizations each year on the Engineers Week activities, which includes a luncheon, speakers, and engagement with high school and college students.
Administration				
37. The chapter's bylaws are reviewed at a minimum of every three years and amendments submitted to APWA National for approval.	√			
38. The chapter is in contact with APWA National staff when issues or concerns are identified.	√			
39. Annually, the chapter reviews all contractual agreements with chapter administrator and/or other remunerated independent contractors.	√			All contractual agreements are reviewed by National.
40. Chapter submits all contracts that are \$10,000 or greater to APWA National for review prior to signing the contract.	√			All contractual agreements are reviewed by National.
41. The chapter has a written strategic plan in place that is reviewed at a minimum on an annual basis.	√			Reviewed at the annual planning retreat in December. See Appendix B.
42. Branches (where applicable)				
a. The chapter is in regular communication with its branch leaders.	√			Branch Presidents serve on the State Board.
b. Branch leaders attend chapter meetings.	√			Branch Presidents serve on the State Board.
c. All branch members are APWA members.	√			

	Yes	No	N/A	Comments
d. All chapter branches meet performance standards similar to that of chapters.	√			
43. The chapter maintains a robust awards and recognition program for chapter members and regularly nominates members for APWA National awards.	√			The Ohio Chapter has won a National award the last 3 out of 5 years.
44. The chapter annually convenes a planning session to review operational objectives for the coming year.	√			Annual planning retreat in December
45. The chapter's executive committee meets at a minimum on a quarterly basis each year.	√			Meet 6 times a year plus the annual planning retreat.
46. If qualified, the chapter submits application for the PACE Award.	√			Ohio Chapter has won the PACE Award for the last three years.
47. The chapter archives and records its chapter historical information and records.	√			Google Drive
Marketing and Communication				
48. The chapter has a regular newsletter it distributes to members.	√			4 newsletters in 2017.
49. The chapter's written and graphic materials follow APWA branding standards.	√			
50. The chapter engages the media by promotion of its events, programs and the public works industry.	√			
51. The chapter promotes the use of social media tools as a means of communication among members.	√			Maintain a Facebook page. Established a LinkedIn account in 2017.
52. The chapter has and maintains a website with current and relevant content.	√			Updated website to CT4 in 2016. New content is regularly added, particularly for events and job openings.
Advocacy				
53. The chapter actively participates in governmental affairs through use of an advocacy committee/task force or contact liaison.	√			Chapter Government Affairs committee
54. The chapter annually secures a resolution from the Governor in support of NPWW and carries out related functions of NPWW.	√			The Ohio Chapter has historically tried to obtain the proclamation, but has been unsuccessful in this effort the last 3 years. This will be a priority in 2018.
55. The chapter annually identifies advocacy opportunities and encourages its members to be active.	√			

Chapter Name: Ohio Chapter

If using Best Practices for the PACE Award, then include with nomination

For any other reason please email to Brian Van Norman at bvannorman@apwa.net

If Response is NO please use the comments section to elaborate if issue is being addressed and progress made



APPENDIX B –
2018 OAPWA
STRATEGIC
PLAN



2018 Chapter Goals

General

1. Communicate goals to branches and report on them throughout the year and discuss progress at each board meeting
2. Explore establishing an Ohio public works institute

Awards

1. Recognize national awards within the chapter
2. Request branches each to submit one National award nomination
3. At events give out anniversary award pins (National provides for free)
4. Develop unified approach to community service for branches and chapter (for PACE Award)

Communication

1. Train at least one person from each branch to maintain their events, polls, branch page, etc on ohio.apwa.net
2. Promote National resources and benefits to members through newsletter and website.
3. Ensure all Chapters and Branch events and meetings are reported to National and posted to website

Marketing/Membership

1. Explore outreach to colleges and universities
2. Grow membership by 5% (35 new members)
3. Maintain membership retention rate greater than 85%
4. Improve on State and Branch committee management practices
 - Approach new members to get involved
 - Approach "First Time Members Renewals" to encourage renewal
 - Fill vacancies on agency rosters, make contact and provide form
5. Promote "Young Professional Program" across the State
6. Suggest Branches have Membership Chairs serve longer than one year terms

All Scholarship Committees

1. Explore internship program as potential replacement or compliment to scholarship program

State Conference Advisory

1. Engage vendors and sponsors for feedback and input on event planning
2. Show appreciation for vendors and sponsors



2017 Chapter Accomplishments

General

1. Update Chapter Mission and Purpose by January

Awards

1. Have project designers assist in writing National award applications

Audit/Teller

1. Develop a plan to support the goal for chapter to have a \$60,000 cash balance by 2020 ("60 by 20") to support 2020/2021 Snow Conference in Cleveland by March

Communication

1. Continue to share job openings with chapter members
2. Enhance Facebook social media presence with 2 posts/week
3. Create LinkedIn group for APWA Ohio
4. Add generic email, apwaohio@gmail.com, account for contact with the public.
5. Maintain, coordinate chapter and branch events, and promote training/event calendar to increase awareness of combined calendar of events to members and branches
6. Publish newsletter every quarter: February, May, August, November

Marketing/Membership

1. Develop engagement effort for career days for non-college students
2. Help branch presidents create a tasks list of assignments for a new member
3. Hold events in other areas
4. Improve on State and Branch committee management practices
 - Approach new members to get involved
 - Approach "First Time Members Renewals" to encourage renewal
 - Fill vacancies on agency rosters, make contact and provide form
5. Maintain membership retention rate greater than 85%
6. Promote educational sessions in the branches
7. Promote "Young Professional Program" across the State
8. Explore creating student branches
9. Recruit more members to the branch committees
10. Review membership list in detail to "clean-up" the list (target the 41 Life members)

Nominations

1. Develop successor for 2017 Secretary by May

2017 Branch Accomplishments

Central Branch

- Hosted State Expo in September 2017
- Conducted training sessions
- Held baseball social mixer with members with other professional organizations
- Held annual administrative assistants appreciation luncheon

NE Branch

- Held May 24, 2017 branch public works expo
- Held stormwater workshop
- Held quarterly board meetings
- Funded scholarship program

NW Branch

- Continued to support ODOT paint a plow program
- Hosted NW Ohio Snow-N-Ohio Workshop
- Successfully launched scholarship program

SW Branch

- Held monthly social and training events
- Expanded board roster
- Conduct additional training events in new counties added to the branch boundary



APPENDIX C –
OAPWA
EVENTS



Appendix C - OAPWA Events 2017

Date	Sponsor/ Locale	Attendance	Event	Description
1/30/2017	Southwest/ Hamilton	55	Changes to Ohio Dig Law (OUPS)	Presented by Ohio Utilities Protection Service on changes to Ohio law: updates regarding Use of the Positive Response System, Coordination of Large Projects, etc. 1 hour
2/14/2017	Southwest/ Cincinnati	21	Changes to Ohio Dig Law (OUPS)	same as Jan 30 workshop
2/16/2017	Northeast/ Cleveland	37	NELA Park seminar and tour	Presented by General Electric in Nela Park, looking at the history and future of lighting. 2 hours
2/23/2017	Central/ Columbus	50	Engineers Week Banquet	With ASCE, ASHE, IEEE, ITE, WTS, ACEC, ASHRAE, and PSE: speaker: The City of Columbus "Smart Columbus" Project. 2 hours
2/20/2017	Northwest/ Toledo	42	Changes to Ohio Dig Law (OUPS)	Presented by Ohio Utilities Protection Service on changes to Ohio law: updates regarding Use of the Positive Response System, Coordination of Large Projects, etc. 1 hour
2/28/2017	Southwest/ Hamilton	34	Pavement Seminar	Training focused on maintaining asphalt and concrete pavements. 6 hours
3/8/2017	Central/ Marengo	32	Pavement Preservation Seminar and Member Recruitment	Introduction to ODOT's New Pavement Preservation program. Treatments Discussed: Crack Seal, Fog Sealing & Mastic Surface Treatments, Micro Surfacing. Cape Sealing, SAMI Treatments, Pavement Management Surveys. 3.5 hours
3/14/2017	Central/ Columbus	50	Herbicide recertification class	5-hr class for personnel who manage weed control and turf management
3/16/2017	Southwest/ Hamilton	33	Lunch-N-Learn: Asphalt "Hot-in-Place Recycling" (HIR)	Hot-in-Place Recycling of asphalt pavement, a sustainable, eco-friendly and cost-cutting process to stretch budgets. 1 hr
4/11/2017	Southwest/ Cincinnati	16	Mill Creek Barrier Dam Tour	The Barrier Dam is put into service when the Ohio River is predicted to reach flood stage . Presentation about the operation of the barrier dam and how it prevents flooding in the Mill Creek valley. 1.5 hours
4/20/2017	Southwest/ Hamilton	24	Cemetery Maintenance in Ohio	Best practices regarding general maintenance issues ; typical maintenance complaints heard by the Ohio Cemetery Dispute Resolution Commission and recommended resolutions. 1 hr
4/26/2017	Central/ Columbus	48	Administrative Professionals Day	Luncheon with administrative personnel to show appreciation for their work
4/26/2017	Northwest/ Perrysburg	25	Administrative Professionals Day	Luncheon with administrative personnel to show appreciation for their work
5/4/2017	Southwest/ Cincinnati	11	Old River Station Tour	Tour of Old River Station on Ohio River, constructed c. 1900, to improve safety of Cincinnati's water supply, for education and networking. 2.5 hours
5/11/2017	Southwest/ Hamilton	15	Overhead Electric Safety and Downed Power Lines	Proper safety practices when working around overhead electric lines or when coming upon downed power lines. 1.5 hours
5/24/2017	Northeast/ Tallmadge	347	Northeast Ohio Public Works Expo	Educational sessions on Snow and Ice, Pavement Repair, Security / Terrorism; Equipment show and Snow Plow Rodeo. 8 hours
5/25/2017	Southwest/ Hamilton	17	Confined Space Entry Training	Instruction on how to identify potential hazards, proper air monitoring techniques and procedures when entering confined spaces, how to avoid injury, and what to do in the event of an emergency situation. 2 hours
6/4/2017	Southwest/ Dayton	9	Dayton Dragons Baseball game	Family outing with networking opportunity. 3 hours

Appendix C - OAPWA Events 2017

Date	Sponsor/ Locale	Attendance	Event	Description
6/16/2017	Central/ Columbus	35	Annual Columbus Clippers with Central Ohio WTS Women in Transportation Group & the Ohio Section of ITE.	Networking and socializing with another professional organization. 4 hours
7/13/2017	Southwest/ Hamilton	26	First Response, Safe Response: What to Do When Encountering Opiates or Meth in the Field	Presented by Ohio Bureau of Criminal Investigation on safe procedures when encountering dangerous opiates on the job. 2 hrs
8/18/2017	Southwest/ Trenton	11	Miller Coors Trenton Brewery Tour	Tour of first landfill-free facility in the company, which stressed importance of protecting the aquifer, worker safety procedures, and positive economic benefits to the community. Networking after the tour. 2 hours
8/24/2017	Northwest/ Toledo		Snow plow Rodeo	Co-hosted with the Lucas County Engineer's Office. Northwest Branch assisted with food and prizes for the event.
8/29/2017	Chapter/ Orlando	22	Ohio Chapter Dinner at PWX	Networking and socializing at PWX with colleagues. 4 hours
9/20/2017	Chapter/ Hilliard	319	2017 Ohio Public Works Expo	Annual Ohio Expo staged as a total hands on experience. Vendors presented latest advancements and best practices including drone exhibits, sewer camera demos, hands on patching of pavement. 6 hours.
9/20/2017	Southwest/ Hamilton	17	Working With Other Generations	Tips to improve intergenerational communication, including development of effective listening skills and gaining an awareness of Emotional Intelligence concepts. 2 hours.
9/26/2017	Southwest/ Hamilton	13	Lunch & Learn: Personnel Profiles - Why Test	Using pre-employment testing can improve productivity, lower turnover and lower workplace accidents. 1.5 hours
10/11/2017	Southwest/ Hamilton	100	Chainsaw Safety Class	Classroom instruction on Basic chainsaw safety, maintenance, and operation, including proper handling, how to avoid kickback, etc. 2 hours
10/18/2017	Northeast/ Hudson	70	Snow and Ice refresher	Review with field personnel on best practices and procedures for upcoming snow and ice control season. 4 hours
11/6/2017	Northeast/ Cleveland	25	Confined Space Entry Training	Technical session on confined space entry training with certification. 2 hours
11/13/2017	Southwest/ Hamilton	25	Lunch-N-Learn Chipper Training	Description of common chipper design characteristics, with a 30 minute video on safe chipper operation. 1.5 hours
12/12/2017	Southwest/ Centerville	20	Holiday Luncheon & Benefit Food Drive	Networking, introduce new board to membership, recap of past year's accomplishments, canned food drive for charity. 2 hours
12/15/2017	Chapter/ Columbus	25	Annual Membership Meeting, Holiday Luncheon & Benefit Food Drive	Networking, introduce new board to membership, recap of past year's accomplishments, canned food drive for charity. 2 hours
	TOTAL	1574		