



CITY CLERKS ASSOCIATION OF CALIFORNIA  
EXECUTIVE TELECONFERENCE  
SPECIAL BOARD MEETING

**MINUTES**  
**April 25, 2017**  
**10:00 a.m.**

**1. CALL TO ORDER**

President Jasso called the meeting to order at 10:02 a.m.

**2. ATTENDANCE/EXCUSED ABSENCES**

**ROLL CALL**

- Jose Jasso, President
- Byron Pope, Past-President
- Susan Domen, Treasurer
- Britt Avrit, Recording Secretary
- Randi Johl, Legislative Director
- Dawn Abrahamson, Professional Development Director
- Mindy Cuppy, Region 2 Director
- Nora Pimentel, Region 3 Director
- Luisa Zavala, Region 4 Director
- Jerryl Soriano, Region 7 Director
- L. Diane Caldwell, Region 8 Director
- Kerry Bigelow, Region 9 Director
- Anthony Mejia, Region 11 Director
- Deborah Padovan, Region 14 Director
- Margaret Wimberly, Region 15 Director
- Kathy Flamson, Region 16 Director

**EXCUSED ABSENCES**

- Wendy Klock-Johnson, First Vice-President
- Stephanie D. Smith, Second Vice-President
- Mitzi Ortiz, Communications Director
- April Sousa, Region 1 Director
- Ricca Charlon, Region 5 Director
- Vicki Kasad, Region 6 Director
- Denise Basham, Region 10 Director
- Michelle Ascencion, Region 12 Director
- Tom Graves, Region 13 Director

**Abrahamson moved and Padovan seconded to excuse the absent Board Members; motion carried unanimously.**

### 3. INTRODUCTIONS/ANNOUNCEMENTS

None.

### 4. MINUTES

- a. Approve December 2, 2016 Executive Board Meeting Minutes  
**Pimentel moved and Soriano seconded to approve the December 2, 2016 Executive Board Meeting Minutes; motion carried unanimously.**
- b. Ratify December 27, 2016 E-vote (Confirmation of Appointment of Region 12 Director)  
**Zavala moved and Pope seconded to ratify the December 27, 2016 E-vote (Confirmation of Appointment of Region 12 Director); motion carried unanimously.**
- c. Ratify February 1, 2017 E-vote (Amend Volunteer Policy)  
**Mejia moved and Flamson seconded to ratify the February 1, 2017 E-vote (Amend Volunteer Policy); motion carried unanimously.**
- d. Ratify March 27-28, 2017 E-vote (Code of Conduct Policy)  
**Jasso moved and Bigelow seconded to ratify the March 27-28, 2017 E-vote (Code of Conduct Policy); motion carried unanimously.**

### 5. TREASURER'S REPORT (Domen)

Domen presented the Treasurer's reports; the reports indicate finances are tracking in line with the adopted budget; Treasurer Domen will provide a report regarding the Conference in the coming weeks.

**No action needed; receive and file.**

### 6. UNFINISHED BUSINESS

- a. *Discussion and possible direction regarding Code of Conduct Policy.*

President Jasso discussed the history leading to the adoption of the policy.

Discussion among the Board included the need for a procedure surrounding the adopted Policy. Past President Pope, Legislative Director Johl and Region Director Pimentel volunteered to be part of a Committee to establish guidelines and procedures for the Board to approve after finding out what IIMC, the League of CA Cities and ICMA have in place. Further discussion took place regarding the importance of established procedures for event hosts to use as back-up in the event an incident occurs.

**Zavala moved and Soriano seconded to appoint Past President Pope (Chair), Legislative Director Johl and Regional Director Pimentel as members of a Committee to provide a report with proposed guidelines and procedures relating to the Code of Conduct Policy to the Board in 30 days ; motion carried unanimously.**

## **7. NEW BUSINESS/ACTION/DISCUSSION ITEMS**

### *a. Consider update to the CCAC Handbook (Jasso)*

President Jasso stated the Handbook is due to be updated; Legislative Director Johl stated the last update was done by a hired consultant as the result of the RFP process.

Discussion included exploring the use of an RFP to update the Handbook. It was the consensus of the Board that Professional Development Director Abrahamson and Legislative Director Johl will explore options and report back to the Board with a potential e-vote regarding updating the Handbook.

### *b. California Certification Task Force (Jasso)*

President Jasso discussed the history of a potential California Certification for California Clerks; he would like to create a Task Force to investigate pursuing this type of certification.

Discussion included concerns from Region IX Directors and discussion of the arguments supporting a separate State certification. Professional Development Director Abrahamson and Legislative Director Johl stated this concept was presented to the Membership for a vote in 2006 and was narrowly defeated.

President Jasso appointed Treasurer Domen (Chair), Professional Development Director Abrahamson, Recording Secretary Avrit, Region Director Kasad, Region Director Bigelow, and Region Director Cuppy as members of the Task Force.

**Johl moved and Pimentel seconded a motion to create a California Certification Task Force to strategize and provide a report to the Board for future consideration; motion carried unanimously.**

### *c. Amend CCAC Board Policy 108 – Elections and Nominations (Smith)*

Legislative Director Johl stated Second Vice-President Smith was unable to attend the meeting due to previously scheduled training and stated the report was very well thought out and comprehensive.

Discussion among the Board included the importance of having a paper trail for electronic voting in the event a recount is requested. The action before the Board is to 'allow' electronic voting and it was the consensus of the Board to work to ensure procedures are in place if/when electronic voting is instituted.

Region Director Bigelow suggested a change to Section 4.9 of the proposed Policy; the current verbiage of "Ballots may be submitted to the members in one of the following ways" to be changed to "Ballots shall be submitted to the members in one of the following ways."

*c. Amend CCAC Board Policy 108 – Elections and Nominations (Smith)  
CONTINUED...*

**Johl moved approval, as amended, and Domen seconded a motion to approve the amendment to CCAC Board Policy 108 – Elections and Nominations; motion carried unanimously.**

*d. Approval of the Volunteer Interest Form*

Region Director Mejia stated the Volunteer Interest Form has been updated to reflect the revised make-up of the organization and is a more generic form to be used.

Secretary Avrit suggested changing the verbiage “as an extra bonus” and it was the consensus of the Board to remove the verbiage altogether.

**Domen moved and Avrit seconded a motion to approve the revised Volunteer Interest Form to include removing the verbiage “as an extra bonus”; motion carried unanimously.**

**8. DIRECTORS’ REPORTS**

**a. First Vice President (Klock-Johnson)**  
No Report

**b. Second Vice President (Smith)**  
No Report

**c. Communications Director (Ortiz)**  
No Report

**d. Legislative Director (Johl)**  
Johl stated the City Clerk Department Meeting at the League of CA Cities Annual Conference will take place Wednesday, September 13, 2017 from 8:30 a.m. to 9:00 a.m. The City Clerk Workshop will take place following the meeting, from 9:00 a.m. – 1:00 p.m. The topic will cover the Public Records Act and the San Jose Case; the panel will include three City Attorneys. The League Board met recently - the new Second Vice President is Mike Kershey from San Diego; the ‘Hot Bill List’ will be sent via list-serve soon.

**e. Professional Development Director (Abrahamson)**  
Abrahamson discussed attendance for February’s Nuts & Bolts and the MMCA Academy and the March TTC training – all were very well attended; it is anticipated the June and September TTC trainings will be well attended as well. The scholarship announcement will be sent out soon. The Pat Hammers Memorial Scholarship for Nuts & Bolts is anticipated to be included in this round of scholarships.

- f. Region Directors**
- 1. Region 1 Report (Sousa)**  
No Report
  - 2. Region 2 Report (Cuppy)**  
Cuppy stated Region 2 will be holding a workshop on June 9<sup>th</sup>; the topic is Political Astuteness with Pamela Miller providing the training.
  - 3. Region 3 Report (Pimentel)**  
Pimentel stated Region 3 will be holding a workshop on May 11<sup>th</sup>; the topic is When You Wonder if That Person Will Snap ... Recognizing and Understanding Threats and Potential Attacks with Maureen and Maura Kane providing the training.
  - 4. Region 4 Report (Zavala)**  
Zavala stated Region 4 held a workshop in January with 17 attendees; the topic was Electronic Records; the next workshop will be held in July with Rex Osborne providing the training. The Athenian Dialogue originally schedule for May in Region 4 has been rescheduled for August.
  - 5. Region 5 Report (Charlon)**  
Charlon stated Region 5 held a workshop in February.
  - 6. Region 6 Report (Kasad)**  
No Report
  - 7. Region 7 Report (Soriano)**  
Soriano stated Region 7 will be holding a workshop in June; the topic is When You Know That You Are Not The Problem–Working With and For Impossible People with Maureen and Maura Kane providing the training.
  - 8. Region 8 Report (Caldwell)**  
Caldwell stated the clerks in Region 8 recently met for a networking dinner; Region 8's next workshop will be held in August and stated she is working on the Member Spotlight for the Official Word.
  - 9. Region 9 Report (Bigelow)**  
Bigelow stated Region 9 will be holding a workshop in May; the topic is When You Know That You Are Not The Problem–Working With and For Impossible People with Maureen and Maura Kane providing the training. Additionally the FPPC will be providing training in June covering Form 700 in the morning and Campaign Statements in the afternoon.
  - 10. Region 10 Report (Basham)**  
No Report

**11. Region 11 Report (Mejia)**

Mejia stated he is working on a Member Spotlight for the Official Word and discussed the upcoming Athenian Dialogues scheduled for June, July and August.

**12. Region 12 Report (Ascencion)**

No Report

**13. Region 13 Report (Graves)**

No Report

**14. Region 14 Report (Padovan)**

Padovan stated Region 14 held a workshop in March with 29 attendees including members from other regions; the next workshop will be held in September; the topic will be Political Astuteness with Pamela Miller providing the training.

**15. Region 15 Report (Wimberly)**

Wimberly stated Region 15 held a workshop in February with Maureen Kane providing the training the feedback was fantastic. Region 15 will be holding a workshop over the summer – information will be sent soon.

**16. Region 16 Report (Flamson)**

Flamson stated Region 16 held a workshop in January with 19 attendees; the next workshop will be held in July; the topic is When You Wonder if That Person Will Snap ... Recognizing and Understanding Threats and Potential Attacks

**g. Past President (Pope)**

Pope congratulated Dawn Abrahamson for receiving the Pat Hammers award and discussed the Annual Conference scholarship applications/awards.

**9. LEAGUE COMMITTEE REPORTS**

Legislative Director Johl stated she serves on the Admin Services Committee and report will come over via list serve.

Region Director Mejia discussed an Environmental Policy Committee meeting he participated; a vote was taken regarding whether to support redefining sewer systems which would allow cities to impose a tax; he stated he voted against the item because his city is opposed and he believes it circumvents the voters right to choose.

**10. PRESIDENT'S REPORT (Jasso)**

President Jasso thanked the Board and the Committee for an amazing conference and discussed the nominations he received for the awards given out at the conference.

**11. ADJOURNMENT**

President Jasso adjourned the meeting at 11:03 a.m.