



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE TELECONFERENCE
SPECIAL BOARD MEETING

MINUTES
April 27, 2017
3:00 p.m.

1. CALL TO ORDER

President Jasso called the meeting to order at 3:03 p.m.

2. ATTENDANCE/EXCUSED ABSENCES

ROLL CALL

- Jose Jasso, President
- Byron Pope, Past-President
- Wendy Klock-Johnson, First Vice-President
- Stephanie D. Smith, Second Vice-President
- Britt Avrit, Recording Secretary
- Randi Johl, Legislative Director
- Mitzi Ortiz, Communications Director
- Dawn Abrahamson, Professional Development Director
- April Sousa, Region 1 Director
- Mindy Cuppy, Region 2 Director
- Nora Pimentel, Region 3 Director
- Ricca Charlon, Region 5 Director
- Jerryl Soriano, Region 7 Director
- Kerry Bigelow, Region 9 Director
- Denise Basham, Region 10 Director
- Anthony Mejia, Region 11 Director
- Michelle Ascencion, Region 12 Director
- Deborah Padovan, Region 14 Director
- Margaret Wimberly, Region 15 Director
- Kathy Flamson, Region 16 Director

EXCUSED ABSENCES

- Susan Domen, Treasurer
- Luisa Zavala, Region 4 Director
- Vicki Kasad, Region 6 Director
- L. Diane Caldwell, Region 8 Director
- Tom Graves, Region 13 Director

Soriano moved and Avrit seconded to excuse the absent Board Members; motion carried unanimously.

3. NEW BUSINESS/ACTION/DISCUSSION ITEM

- a. Region Workshops Education Program Delivery for 2017-18 Discussion and Direction to Professional Development Director; the discussion will include CCAC's two Institute Directors Pamela Miller & Maureen Kane (Abrahamson)

Abrahamson stated the discussion will be focused on providing the best education for CCAC members.

President Jasso left the meeting at this time and turned the meeting over to First Vice-President Klock-Johnson.

The following philosophies were discussed:

- To the greatest extent possible, education sessions will be repeated and delivered across the State so all members have access to each session
- To the greatest extent possible, funding for speakers/education programs will be evenly distributed across the State
- All Regions in the State will have the same number of educational sessions provided and funded by CCAC, regardless of attendance
- All education sessions shall be at the Master Municipal Clerk level

It was the consensus of the Board that the above philosophies are pertinent and should remain in place; the Board determined each Region will be provided with funding for two workshops each year and any additional workshops the Region Directors choose to hold must be cost neutral to CCAC. Region Directors will have flexibility with choosing session topics and facilitators.

The Board considered the following questions:

1. *Does the Director of Education hold responsibility for managing the CCAC speaker budget?*
 - * The Board determined the overall responsibility for managing the Education Budget should sit with the Treasurer; it will be the Region Director's responsibility to ensure each workshop is within budget; a check-off sheet will be created as a 'check & balance' tool to be completed by the Region Director and turned into the Treasurer.
2. *How are training opportunities for the coming year going to be negotiated, i.e., fair allocation of number of sessions, location, etc.*
 - * The Board determined this will be left as is; the schedule in place will continue to be used

3. *Shall Region Directors have the ability to choose their providers and topics (within budget)?*
 - * The Board determined Region Directors will have the flexibility to choose providers and topics.
4. *What role does the Director of Education have in selection/approval of speakers and topics?*
 - * The Board determined the role is an advisory role to the Region Directors – to provide guidance to ensure topics are approved to allow points to be earned. The Director of Education will be responsible for reviewing all IIMC Course Review forms and submitting to IIMC for education point confirmation.
5. *Shall the Director of Education retain responsibility for garnering IIMC approval of all education sessions, including Region sessions?*
 - * The Board determined it is important that this position remain responsible for ensuring core/key sessions are provided and to be responsible for reviewing/submitting the IIMC Course Review Form.
6. *If Region Directors choose their providers and topics, may Region Directors directly negotiate with contracted providers (if there are any)?*
 - * The Board determined Region Directors may work directly with contracted providers for date, location, topic, etc.; this is not related to financial negotiations. The goal is to allow Region Directors flexibility to provide workshops that are applicable to the members in their region.
7. *If Region Directors choose their providers and topics, may Region Directors directly negotiate with uncontracted and/or unpaid providers?*
 - * The Board determined Region Directors have this flexibility.
8. *How many sessions per Region will retain paid speakers (contracted or not) and how many unpaid?*
 - * The Board determined each Region will be provided with funding for two workshops each year and any additional workshops the Region Directors choose to hold must be cost neutral to CCAC.
9. *May Region Directors arrange for additional education sessions?*
 - * Yes – as long as they remain cost neutral to CCAC
10. *If Region Directors are permitted to host additional education sessions, who pays the costs? How does this reflect the philosophy above (or as the CCAC Board has modified)?*
 - * Must be cost neutral to CCAC

It was the consensus of the Board to table the following questions until financial information can be provided; a Special Meeting will be called to consider these questions:

1. Shall the existing contracts (with insurance and “additional insured” endorsement) with Rex Osborne, Maureen Kane, and Diane Gladwell be extended for an additional year?
2. Shall the fee remain at \$2,000 per session for contracted providers with insurance and “additional insured endorsement”?
3. Shall the insurance requirement with “additional insured” for contracted providers at \$2,000 level remain?
4. If the commitment to the first philosophy bullet above is retained, to what extent will each contracted provider be required to comply (# of repeated topics, # of sessions not required to repeat)?
5. Shall the fee remain at up to \$1,500 for Pamela Miller as a contracted provider (with insurance and without “additional insured endorsement”)?

Additional discussion took place regarding establishing a ‘non-member’ fee for those individuals who attend workshops, but are not members of CCAC; this will be discussed further at a future Board meeting.

4. ADJOURNMENT

First Vice President Klock-Johnson adjourned the meeting at 4:24 p.m.