



CITY CLERKS ASSOCIATION OF CALIFORNIA EXECUTIVE BOARD MEETING

MINUTES
December 15, 2017
12:15 p.m.

1. CALL TO ORDER

President Klock-Johnson called the meeting to order at 12:16 p.m.

2. ATTENDANCE/ABSENCES

ROLL CALL

- Wendy Klock-Johnson, President
- Jose Jasso, Past-President
- Stephanie Smith, First Vice-President
- Patrice Olds, Second Vice-President
- Susan Domen, Treasurer
- Randi Johl, Legislative Director
- Mitzi Ortiz, Communications Director
- Dawn Abrahamson, Professional Development Director
- Britt Avrit, Recording Secretary
- April Sousa, Region 1 Director
- Jennifer Ferraiolo, Region 3 Director
- Melinda Sayre, Region 5 Director
- Vicki Kasad, Region 6 Director
- Jerryl Soriano, Region 7 Director
- Kerry Bigelow, Region 9 Director
- Denise Anderson-Warren, Region 11 Director
- Michelle Ascension, Region 12 Director
- Patricia Barajas, Region 13 Director
- Margaret Wimberly, Region 15 Director
- Kathy Flamson, Region 16 Director

ABSENT

- Donna Settles, Region 2 Director
- Yvonne Spence, Region 4 Director
- L. Diane Caldwell, Region 8 Director
- Kelly Lore, Region 10 Director
- Jennifer Woodworth, Region 14 Director

3. INTRODUCTIONS/ANNOUNCEMENTS

None.

4. INSTITUTE DIRECTOR UPDATES

Institute Director Kane discussed the launch of the California Professional Municipal Clerk Certificate program; information regarding the program was sent to TTC participants and was created for TTC graduates. Ms. Kane stated graduates from TTC, going back to the first TTC class, can purchase their 12 credits from UCR which in turn provides those graduates with a Certificate from the University, as long as it's done by September, 2018.

Discussion among the Board and Ms. Kane included discussion of this information not being part of UCR's catalog because an individual must obtain the Certificate through registration in TTC. Additional discussion took place regarding working with the Education Committee to determine how to address those individuals who did not participate in TTC and obtained their training through other training programs and want to obtain the certificate. These credits are not transferrable for a degree at UCR as they are extension units.

5. MINUTES

- a. Ratify October 23-25, 2017 E-vote Minutes (Vacant Region Director Appointments)
- b. Ratify November 1-6, 2017 E-vote Minutes (CCAC Sponsorship)
- c. Ratify November 1-6, 2017 E-vote Minutes (Region 3 Director Appointment)
- d. Ratify November 14-15, 2017 E-vote Minutes (IIMC Region IX Nominee)
- e. Ratify November 29-30, 2017 E-vote Minutes (Region 11 Director Appointment)

Johl moved and Sorriano seconded to approve the Minutes as presented; motion carried unanimously.

6. TREASURER'S REPORT (Domen)

Domen stated the Treasurer's reports are part of the agenda packet and opened the floor for questions, there were none.

No action needed; receive and file.

Second Vice President Olds requested an Accounts Payable Aging Report be provided in the future.

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

a. CCAC Service Agreements (Johl)

Legislative Director Johl discussed the purpose behind this item; the matrix was created as a quick reference document for Board Members. Ms. Johl requested Board approval regarding requesting vendors, consultants and the Board's Management Company to provide an update at the Annual Conference.

Johl moved and Abrahamson seconded a standing item be placed on the Annual Conference Agenda regarding vendor/consultant/management company updates; motion carried unanimously.

b. Credit Card Authorization for Legislative Director (Johl)

Legislative Director Johl stated she has resisted a Board credit card for several years and in the interest of efficiency, she is requesting Board Approval to be provided a credit card.

Domen moved and Olds seconded to approve issuance of a credit card to Legislative Director Johl.

8. DIRECTORS' REPORTS

a. First Vice President (Smith)

Smith stated registration for the Annual Conference has begun and discussed the events taking place during the Conference.

b. Second Vice President (Olds)

Olds discussed membership renewals; she is focusing on cleaning up the database to eliminate duplicates and missing information for members.

c. Communications Director (Ortiz)

Ortiz discussed the update to the Board webpage with new members and discussed changes to the Official Word; roll out of future editions will be sent via Member Clicks. Website updates/changes are being addressed with assistance from several CCAC members.

d. Legislative Director (Johl)

Johl stated the 2017/2018 Legislative Committee will begin monthly conference calls after the beginning of the year when the Legislature returns to session and stated the League Board is beginning work on a strategic planning organization overview which could be rolled out to cities in approximately 18 months.

e. Professional Development Director (Abrahamson)

Abrahamson welcomed the new Region Directors and discussed the Education Committee's recent awarding of scholarships for TTC, MMCA, Nuts & Bolts and other educational scholarships. The committee is working on revising the scholarship application form. Additionally, the change of CCAC funded Region Workshops from two to one a year was discussed; Region Directors can have as many 'cost-neutral' workshops as they see fit; the Directors have been contacted to help the Committee create a schedule of workshops for the coming year; Deborah Padovan is creating a Region Director checklist. The Education Committee may begin working with those Regions where membership is low. A Nuts and Bolts session is being held in Rancho Cordova in February and in Modesto in June.

f. Region Directors

1. Region 1 Report (Sousa)

Sousa stated she is working on the next regional workshop for Region 1.

2. Region 2 Report (Settles)

No Report

3. Region 3 Report (Ferraiolo)

Ferraiolo thanked the Board for the opportunity and looks forward to working with everyone; she has introduced herself to the cities in Region 3 and has received ideas for, and offers to host future workshops; she is finalizing the details for the upcoming workshop in Lodi which will cover minutes preparation and includes an optional afternoon session discussing Laserfiche.

4. Region 4 Report (Spence)

No report

5. Region 5 Report (Sayre)

Sayre has reached out to the membership and is looking forward to learning from and working with everyone.

6. Region 6 Report (Kasad)

Kasad discussed the recent workshop which was co-hosted with Region 7 with 80 attendees covering public notice requirements; a raffle was held at the workshop resulting in approximately \$250 being provided to CCAC; the workshop scheduled for May is being planned.

7. Region 7 Report (Soriano)

Soriano stated Region 7 may hold the next Region meeting as a joint meeting with Region 5.

8. Region 8 Report (Caldwell)

No report

9. Region 9 Report (Bigelow)

Bigelow discussed the Business Process Improvement workshop held in November with 38 attendees; she worked with San Marcos' City Clerk to develop the information and also offered to provide this workshop to other Regions for travel costs only. Additionally, Ms. Bigelow stated she will continue working to offer two workshops in her Region as this region enjoys two training opportunities a year.

10. Region 10 Report (Lore)

No report

11. Region 11 Report (Anderson-Warren)

Anderson-Warren stated she has received positive feedback from the region following her appointment; information for the Region's subcommittee has been provided to assist with future workshops.

12. Region 12 Report (Ascencion)

Ascencion stated she has reached out to several clerks in her Region that were impacted by recent wild fires; Region 12 workshop will be held in March with possibly another smaller workshop to be offered later in the year.

13. Region 13 Report (Barajas)

Barajas discussed recent workshop in November with more than 20 attendees covering the Public Records Act, the San Jose decision and building the Administrative Record.

14. Region 14 Report (Woodworth)

No report

15. Region 15 Report (Wimberly)

Wimberly stated the Region's upcoming workshop may cover the California Voters Rights Act.

16. Region 16 Report (Flamson)

Flamson discussed recent successful workshop in Rohnert Park and stated the upcoming workshop in Sonoma will be from the FPPC; she is hoping to have the next workshop as a free opportunity in July.

g. Past President (Jasso)

Jasso stated he was honored to part of, and present the Pat Hammers and Clerk of the Year awards.

9. IIMC REPORT

President Klock-Johnson stated the submission of the Region IX candidate of Dawn Abrahamson received overwhelming support from the entire Region.

10. PRESIDENT'S REPORT (Klock-Johnson)

President Klock-Johnson stated she received positive feedback for the New Law Conference; later start was positive, later in the month is difficult for many Clerks. Additionally, her attendance at the Alaska and Oregon Conferences were discussed. Ms. Klock-Johnson also discussed the importance of 'self-care' and reminded the Board of the importance of attendance at the Board Meetings. Progress is being made on the issues with the ListServe; the League doesn't have the resources it once did and will be looking to see how the City Attorney's handle their ListServe and is studying ideas for how to make it better.

11. ADJOURNMENT

President Klock-Johnson adjourned the meeting at 1:52 p.m.