



CITY CLERKS ASSOCIATION OF CALIFORNIA  
EXECUTIVE BOARD MEETING  
CONFERENCE CALL

<b>MINUTES</b> <b>February 28, 2019</b>
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**1. CALL TO ORDER**

President Smith called the meeting to order at 2:02 p.m.

**2. ROLL CALL**

1. Stephanie Smith, President
2. Wendy Klock-Johnson, Immediate Past President
3. Patrice Olds, First Vice-President
4. Anthony Mejia, Second Vice-President
5. Randi Johl, Legislative Director
6. Britt Avrit, Recording Secretary
7. Mitzi Ortiz, Communications Director
8. Shawna Freels, Professional Development Director
9. April Sousa, Region 1 Director
10. Donna Settles, Region 2 Director
11. Jennifer Ferraiolo, Region 3, Director
12. Vicki Kasad, Region 6 Director
13. Debra Jackson, Region 8 Director
14. Zack Beck, Region 9 Director
15. Adrian Garcia, Region 11 Director
16. Kevin Christian, Region 12 Director
17. Patricia Barajas, Region 13 Director
18. JoAnne Buerger, Region 16 Director

**Other Attendees**

- Dawn Abrahamson, IIMC Region IX Director
- Sheri Pierce, IIMC Region IX Director
- Melissa Thurman, Athenian Dialogue Coordinator

## **ABSENT**

- Susan Domen, Treasurer
- Donna Settles, Region 2 Director
- Yvonne Spence, Region 4 Director
- Melinda Sayre, Region 5 Director
- Steven Aguilar, Region 7 Director
- Molly McLaughlin Perry, Region 10 Director
- Jennifer Woodworth, Region 14 Director
- Joelle Fockler, Region 15 Director

## **3. MINUTES**

Approve December 14, 2018 CCAC Board Meeting Minutes

Professional Development Director requested modification to Item No. 7c on the December 14, 2018 Minutes; the Minutes have been amended to read:

*c. CCAC as an Outreach partner for ICMA Coaching Program*

*Professional Development Director Freels outlined the International City/County Management Association (ICMA) Coaching Program professional development resource explaining that Dr. Frank Benest, ICMA liaison for Next Generation Initiatives, invited the City Clerks Association of California to join as an outreach partner. The role of an outreach partner is to promote Coaching Program services and distribute webinar notices and other announcements to our members. There is no cost to be an outreach partner.*

**Johl moved and Buerger seconded to approve CCAC becoming an Outreach partner for the ICMA Coaching Program; motion carried unanimously.**

Additionally, Region 16 Director Buerger requested the spelling of her last name be corrected throughout the December 14, 2018 Minutes.

**Freels moved and Beck seconded to approve the Minutes as amended; motion carried unanimously.**

## **4. TREASURER'S REPORT**

No discussion took place regarding the Treasurer's Report.

**It was the consensus of the Board to receive and file the Treasurer's Report.**

## 5. NEW BUSINESS/ACTION/DISCUSSION ITEMS

### a. Proposed IIMC Education Changes – Beyond the MMC Pilot Program

Professional Development Director Freels discussed the feedback on the program which was provided to her as requested at the Board Meeting on December 14, 2018.

Region 10 Director, Molly McLaughlin-Perry arrived at the meeting at this time.

Lengthy discussion took place regarding this item. Board Members expressed their concerns that this program does not provide the continuing education/recertification California is requesting. Discussion among the Board included: the program needs work and should include more options for Clerk's to obtain the necessary points to recertify across different platforms (academies, conferences, online educational offerings, etc.) and should go beyond the MMC. The proposed program is too restrictive. California is looking for a recertification program similar to what Engineers are required to do to ensure they are always up-to-date in their field. Board Members stated the proposed courses are too rudimentary and expressed concerns with the program moving forward at all as it doesn't achieve the purpose of requiring recertification. Board Members stated the proposed program appears to be geared to IIMC at large; California, Oregon and Washington are different than IIMC as a whole; it is indicated as a "pilot" program and glad it is a pilot program; this is more a program that is 'one more opportunity' as opposed to continuing education; staying silent means not taking a stance on the "pilot" program. Perhaps Region IX can poll Clerks to determine if they are interested in a recertification program. The CCAC Board is in support of a program that promotes ongoing education. The Institute Directors have been very clear with their concerns; at the end of the day this is not the certification program California is looking for – this is a pilot program that is another learning opportunity; look forward to continuing the conversation for additional forms of learning.

Region IX Director Pierce stated she anticipates a conference call regarding this program and anticipates it may be given to a task force to address potential changes. The IIMC Board wants to know if CCAC is onboard with a program, just not as restrictive as presented. Both Region IX Directors agree those Clerks who have their MMC have already taken many of the classes offered in the proposed program. Clerks from Regions other than Region IX are not as "enthusiastic" for recertification as Region IX Clerks are.

It was the consensus of the Board to not say anything and trust Region IX Director's Abrahamson and Pierce to put forth the Board's concerns.

b. Policy Update Report

1. Policy 105; Expense and Reimbursement – Region 13 Director Patricia Barajas stated the Board gave direction to the subcommittee at the December 14, 2018 Board meeting regarding adding verbiage related to reimbursement for sharing rooms; the presented Policy revision includes that direction. Second Vice-President Mejia stated he originally brought this change to the Board's attention and has realized the only time the Board covers the expense of lodging is at Goal Setting. The issue relates to Board Members committing to attending Goal Setting and the block of rooms is reserved and paid for and then Board Members cancel at the last minute.

Discussion took place regarding this item. Board Members discussed addressing last minute cancellations for Goal Setting potentially through a clear statement when Goal Setting is announced. Additionally, the Board discussed scheduling Goal Setting in advance similar to the way in which Conferences are scheduled.

The Board gave direction to the Policy Committee to add a cancellation clause to this Policy and bring it back to the Board for approval at the meeting being held at the Annual Conference.

First Vice President Patrice Olds reminded Board Members when updating Policies to keep the revision date to the current date the policy is being revised; the history of the policy belongs in Section 6 'Policy History.'

2. Policy 108: Elections and Nominations – Communications Director Mitzi Ortiz discussed the revisions to the Policy. Section 4.5 provides prohibited activities and no consequences if a candidate engages in those prohibited activities. She and Region Director Kevin Christian are requesting recommendations from the Board as to what consequences should be added.

The Board discussed various options including formal censure from the Board, an asterisk on the ballot indicating a candidate violated the Policy, or requesting candidates sign a fair campaign statement. Another suggestion was to educate candidates of the Campaign Policy and require receipt and understanding of the Policy.

It was determined the Board will consider potential consequences and provide suggestions to the Policy Committee in the future.

A typographical error was found in the second sentence of Section 4.5 "However, no candidate statements shall not be included in the Official Word..." will be corrected to read "However, no candidate statements shall be included in the Official Word..."

Section 4.7 - the Policy Committee requested direction for the sentence “The membership shall then be notified of this action as soon as possible” as the verbiage is vague.

The Board gave direction to the Policy Committee to change the wording to “The President shall notify the membership immediately.”

Section 4.8 - the Policy Committee requested clarification for ‘eligible voters.’ The Policy states eligible Voting Members are defined as those who have paid current dues by January 1st; however, Section 4.3 states all nominees must be paid Voting Members at the time of nomination, which is later than January 1<sup>st</sup>.

The Board gave direction to the Policy Committee to change the verbiage to “All Voting Members whose current dues have been paid shall be eligible to vote.”

**Mejia moved and Johl seconded to approve the Policy as revised; motion carried unanimously.**

3. Policy 110; Volunteers – Region 1 Director April Sousa stated the revisions to the Policy are mostly cleanup.

**Christian moved and McLaughlin-Perry seconded to approve the Policy as presented; motion carried unanimously.**

4. Policy 111; Scholarships – Professional Development Director Shawna Freels discussed the changes presented in the Policy.

Section 5.2 – “If an awardee is unable to attend the session for which the scholarship was granted, the scholarship may be utilized at another session held within the same fiscal year” has been interpreted differently and has resulted in some scholarship funds going unused. The scholarships are issued for different amounts depending on whether the scholarship is for an Institute or Education offering. If the amount of each scholarship were the same and an individual cannot attend the session for which they are awarded the scholarship, they could use it for a different session.

The Board discussed the options for addressing this issue including bringing this discussion back to the Board in April to further discuss this as part of the budget and possibly adding funding for the Education portion of scholarships.

Section 6.4 – the Policy Committee cleaned up some of the titles for this section. The Board requested adding the title ‘Chief City Clerk’ which is a title used when there is an elected or ceremonial City Clerk. Additionally, the Policy Committee changed the point values for ‘Institute Sessions Attended.’

The Board discussed this further and recommended changing the point values to 15/10 instead of 2/1 as provided in the proposed Policy.

Section 7.1 – the Policy Committee suggested changing the verbiage to “up to \$300.” The Board supports this change and will revisit the subject when increasing the scholarships and the budget are discussed.

**Olds moved and McLaughlin-Perry seconded to approve the Policy as proposed and amended; motion carried unanimously.**

5. Policy 117; Athenian Dialogue – Region 1 Director April Sousa and Athenian Dialogue Coordinator Melissa Thurman discussed the proposed Policy changes.

Section 4.3(b) – the Policy Committee stated this section was amended to allow for ‘free’ registration only after the attendees submits the assessment.

Section 4.3(c) – this section was added to allow the host city to be provided with one (1) complimentary registration for the event.

The Board discussed this further. It was determined free registration for workshops is not currently being offered. The Policy Committee clarified the complimentary registration would only be available to someone at the host City. Further discussion took place regarding the impact to the budget with regard to the number of Athenian Dialogues being held each year. It was determined the Athenian Dialogue program is ‘self-sustaining.’ Many Region Director’s stated they prefer having more money for food as opposed to a free registration for workshops when the discussion for adding funds to the budget takes place.

The Board gave direction to remove Recommendation No. 2 from the Policy and requested recommended Section 4.5(c) be changed from “Host shall submit receipts for materials, supplies, and food expenses to the Coordinator or Treasurer” to “Host shall submit receipts for materials, supplies, and food expenses to the Coordinator and Treasurer.”

**Johl moved and Freels seconded to approve Recommendation 1 as proposed and Recommendation 3 as amended; motion carried unanimously.**

President Smith announced Steven Aguilar, Region 7 Director will no longer be a City Clerk in Region 7 and resigned effective March 4, 2019; she will be reaching out to Region 7 Clerks to identify a replacement.

## **ADJOURNMENT**

President Smith adjourned the meeting at 3:44 p.m.