



OFFICIAL WORD

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CCAC President's Message

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Greetings Colleagues!

I am excited and honored to represent you as your President. I would like to offer a heartfelt thank you to past President Pope for his astounding leadership during the past year; he has set a high standard of comportment for those of us following in his footsteps! A special thank you to the members that left the Board. You've laid a path for those of us to continue the great work and future of CCAC. Keep us in your sights and feel free to offer your wisdom and knowledge when called upon.



**Jose Jasso, MMC
CCAC President**

On October 5, 2016, at the League of California Cities City Clerk Department, CCAC Joint Board Meeting, several of your new Board Members were sworn in and assumed their elected or appointed roles. I would like to thank Past President Nanci Lima for making the trip to Long Beach to administer the Oath of Office to the new CCAC Board.

The CCAC Board met in Cathedral City for its annual two-day Goal Setting session and Board meeting. We broke tradition and used new facilitators; David Gassoway and Ryan DeVore, the dynamic duo that assisted CCAC during the structural reorganization process which eventually lead to the members voting for the new structure.

At the end of the two-day Goal Setting, your Board approved five goals that we would tackle for next year. The five goals along with the Committee Chairs in no particular order are:

1) Preparation of a Board Member Tool Kit – position duties/expectations, New Member 101, dates of events and Board meetings and review of existing policy documents related to current positions. The Chair of this Committee is Randi Johl-Olson.

2) Social Media – development of a communications plan for social media and a policy on who can post to include how, when, etc. The Chair of this Committee is Susan Domen.

3) Official Word – research other organizational newsletters for new ideas and explore other email formats. The Chair of this Committee is Anthony Mejia.

4) Development of "How to" Documents/Resources – compilation of existing documents, collaborative cloud-based repository, creation of consistent formats. The Chair of the Committee is Stephanie Smith.

5) Explore CCAC logo refresh – collection of all existing CCAC graphics to one central location and explore refreshing the logo, excluding a full-blown rebranding. The Chair of the Committee is Wendy Klock-Johnson.

The Board identified an additional topic outside of the five goals noted above needing immediate attention and that was the development of a training plan. A focused Committee was formed similar to those for the goals noted above as follows:

Development of a Training Plan – clarification of training, identification of available trainers, policy development for member/Board trainers and option to donate training fees to a qualified 501c(3). The Chair of the Committee is Dawn Abrahamson.

1. At the Board Meeting, several significant items were approved:
2. Approved the agreement with **Morethantalk.com** for continuing conference planning services.

(Continued on page 2)



Treasurer's Notes



Susan Domen, MMC
Treasurer

CCAC is continuing to improve our services to our Members through increased opportunities for educational courses and supplemental funding. A recent improvement is to allow for online registration for **ALL** educational sessions put on by CCAC (Region Meetings, Nuts & Bolts, Athenian Dialogues, Annual Conference) (New Law & Elections, TTC and MMCA are not included).

You will have the opportunity to pay by credit card or request an invoice so that

you may pay by check. All payments by invoice shall be mailed to CCAC, 700 R Street Unit 200, Sacramento, CA 95811. No payments will be accepted at the door, nor should they be sent to any other address. Please ensure your Finance department has updated this information.

We hope this small improvement will assist you with your registration processes and will continue with improving services for you.

Did you know?
You can now
pay for CCAC
educational
sessions online!

CCAC President's Message Cont.

3. Approved amendments to the Athenian Dialogue Policy.
4. Approved the official Board position that *no monetary raffles* are to held by the Regions.
5. Approved the budget.

Oregon Association of Municipal Recorders

A special thanks to CCAC Treasurer Susan Domen, who at the last minute made herself available to represent our State at the Oregon Association of Municipal Recorders due to a scheduling conflict on my part. The following is a quick note from Susan's visit:

In September the Oregon Association of Municipal Recorders held their annual conference in Ashland.

The conference was filled with many great educational sessions ranging from public meetings to leadership. Our Oregon counterparts do a great job ensuring quality education is provided to their members and are exceptional in their hospitality. The keynote speaker provided an entertaining and informative session on leadership and communication skills. I was honored to represent our great organization and came back with several great ideas to help our organization continue to grow.

City Clerks New Law and Elections Seminar

The conference and hotel block are completely sold out!! If you are not already registered and are in-

terested in attending, please email the League to be wait listed. I hope to see many of you in Monterey November 30-December 2, 2016.

CCAC Annual Conference

City Clerks
Agents of Change
Save the Date
2017 Annual Conference
Cathedral City
April 11 - 14, 2017
Double Tree by Hilton Golf Resort Palm Springs
Room Rate \$169.00 (Resort Fee \$25 Waived)
WiFi, Self-Parking, Fitness Room Access
City Clerks Association of California

CCAC Institute Scholarship

Round II CCAC Fiscal Year 2016-17 Institute Scholarship applications are due November 15, 2016. Scholarships can be used for:

MMCA (Dolce Hayes Mansion, San Jose)
February 8-10, 2017

TTC - Series 300 (UC Riverside Extension)
March 14-17, 2017

TTC - Series 400 (UC Riverside Extension)
June 20-23, 2017

Application and additional information is available at www.californiacityclerks.org.



Dawn Abrahamson, MMC
Professional Development
Director

**Contact
Professional
Development
Director Dawn
Abrahamson if
you have
questions about
our new Region
Trainings.**

Upcoming CCAC Educational Sessions

Region Trainings - Open to all CCAC Members

Mind the Bridges: When Generations Collide

Region 7 Training in the City of Desert Hot Springs
November 10, 2016 - 11:00 a.m. to 3:30 p.m.

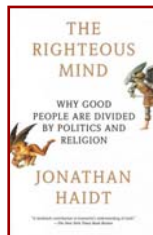
[Click here](#) for more information and to register online by November 3, 2016.

Leadership Without Saying a Word

Region 13 Training in the City of Salinas
November 14, 2016 - 8:30 a.m. to 12:30 p.m.

[Click here](#) for more information and to register online by November 11, 2016.

Athenian Dialogues

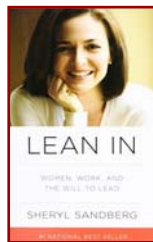


The Righteous Mind by Jonathan Haidt

Facilitated by Cynthia Lewis
Friday, November 18, 2016
9:00 a.m. to 4:00 p.m.

Hosted by the San Diego Regional Airport Authority
Limited to 20 participants

[Click here](#) for more information and to register online.

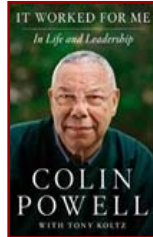


Lean In by Sheryl Sandberg

Facilitated by Wandzia Rose
Saturday, December 10, 2016
9:00 a.m. to 4:00 p.m.

Hosted by the City of Hollister
Limited to 25 participants

[Click here](#) for more information and to register online.



It Worked for Me by Colin Powell

Facilitated by Ed Tywoniak
Friday, January 13, 2017
9:00 a.m. to 4:00 p.m.

Hosted by the City of Riverside
Limited to 30 participants

[Click here](#) for more information and to register online.

2017 Northern Nuts & Bolts Workshop

February 2 & 3, 2017

Workshop will be held at Rancho Cordova City Hall

Lodging available at Hyatt Place (adjacent to workshop location)

Registration deadline is January 6, 2017.

[Click here](#) for more information.

Region 1 Director's Message by April Sousa



Back Row (L-R) June Lemos, Kristine Lawlor, Kathy Flamson, Ashley Cocco, April Sousa. Front Row (L-R) Cathy Moorhead, Melissa Swanson.

Region 1 (Redwood Empire) held the first official CCAC Regional Training on Friday, October 14, 2016 with a workshop on stress management. Region 1 encompasses fifteen (15) cities, and four (4) Counties (Del Norte, Humboldt, Mendocino, and Lake). As an area with several rural cities with many miles in between each other, our first workshop was a wonderful testament to this new regional structure of CCAC. The workshop was held in the beautiful town of Willits. There were seven (7) of us total in attendance, including Kathy Flamson from neighboring Calistoga (Region 16). As we sat in the cozy City Council Chambers, listening to the light pitter patter of rain outside, we shared stories, learned something new about the stress in our lives and at work, and connected in a way that has not been possible before.

Region training sessions are open to all CCAC members. Attend in any Region that is convenient to you.

Region 9 Director's Message by Kerry Bigelow, MMC

We were excited to hold our first CCAC educational training session of the year in the San Diego area (Region 9). Helen Streck, President and CEO of Kaizen InfoSource, presented on two major topics: 1) aligning an organization's existing paper and electronic record storage to ensure accessibility and adherence to record-retention requirements; and 2)

change management techniques to improve employees' adoption of file plans, business process change, and use of technologies to enable staff to be self-sufficient and ensure a sustainable records program. We had 31 attendees from all over Southern California and are looking forward to the next San Diego-area training in 2017.

Newly Designated Clerks

Cristal McDonald, CMC
Senior Deputy City Clerk, City of Carson

Noelani Middenway, CMC
District Clerk, Costa Mesa Sanitary District

Gladys Coil, CMC
Administration Manager / Clerk of the Board, County of Napa

Yvette Mayfield, CMC
City Clerk, City of Taft

Megan Wiegelman, CMC
Deputy City Clerk, City of Yorba Linda

Jeannie Davis, MMC
City Clerk, City of Fowler

Gloria Molleda, MMC
Chief City Clerk, City of San Gabriel

Shelley Collins, MMC
Assistant City Clerk, City of Burbank

Thomas Graves, MMC
City Clerk, City of Hollister

Rosalia Butler, MMC
City Clerk, City of West Covina



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- *Exclusive Form 700 public viewing portal*
- *Exclusive free Campaign Filer application*
- *Exclusive free live Campaign Filer training*
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- *NetFile offers around the clock support that is 100% based in California*
- *The "E-filing" originator and leader*

Contact: Tom Diebert e-mail: diebert@netfile.com

HQ Phone: 209.742.4100 Fresno Phone: 559.250.4847

www.netfile.com

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Diamond Sponsor for 2016**



4 Critical Points to Achieve Paperless Success

In a recent post on American City & County, Frank Kettenstock made the bold statement that “We have moved past the era of printing or emailing documents for review, and even walking around the office with laptops.”

Kettenstock’s view is that we have technology that makes the paper-pushing that goes on in government obsolete. To extend Kettenstock’s thoughts even further, the case could be made that those in government that have not adopted a paperless – or paperlight – mindset are simply holding on to paper because they want to.

There no longer is a strong argument to be made for why organizations continue to print (for instance) agenda packets hundreds of pages in length when solutions exist that can make a paperless environment a reality AND produce a return on investment in terms of paper and printing savings that can pay for the technology itself.

And yet, a recent survey from Granicus in which 300+ government clerks across the United States and Canada were asked “Has your department or organization adopted a paper-reduction initiative in the last 5 years?” found that nearly 60 percent had not.

For the community’s that have, they are seeing enormous benefits to their processes and their budgets. Take the City of Rialto, California, as an example. In migrating to a nearly paperless boards and commissions appointment process with Granicus’ Boards and Commissions software, the City has gone from printing 600-700 pieces of paper during appointment season to using nearly no paper, while taking a 10-12-step process down to four or five steps.

Though it might not be easy to break the paper dependency that plagues a lot of government organization, in a recent Granicus webinar, Preparing for Success in a Paperless Meeting Environment, four critical points to consider we discussed as you look to go paperless:

- Invest the time to review your processes; be the expert
- Identify problems, costs and bottlenecks
- Accept that it is a process. Be aggressive, be calculated, be knowledgeable of the benefits, but also be respectful
- Gain support from your main stakeholders

By pairing technology with an actionable and decisive plan, more paperless processes are very much within reach of all government organizations.

2016-17 CCAC Board of Directors

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