



**CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING**

Conference Call Number 916-658-8286

**Agenda
Tuesday, February 12, 2013
10:00 AM**

- 1. CALL TO ORDER**
- 2. ATTENDANCE/EXCUSED ABSENCES**
 - a. Approval of Absences
- 3. INTRODUCTIONS/ANNOUNCEMENTS**
- 4. MINUTES**
 - a. Approval of November 30, 2012 Meeting Minutes (VanWormer)
- 5. TREASURER'S REPORT**
 - a. Treasurer's Report (Olds)
- 6. UNFINISHED BUSINESS**
 - a. Status Update on 2011-2012 Goals
 1. The Sustainable CCAC Picture
 2. Membership & Participation
 3. The Four C's
 - b. Status Report on Policies and Procedures Update
- 7. NEW BUSINESS/ACTION/DISCUSSION ITEMS**
 - a. Review and Approval of Insurance Renewal (Johl)
- 8. DIRECTORS' REPORTS**
 - a. First Vice President (Lima)
 - b. Second Vice President (Barr)
 - c. Communications Director (Ortiz)

- d. Legislative Director (Johl)
- e. Professional Development Director (Abrahamson)
- f. Division Professional Development Reps (Freels/Davidson/Davis)
- g. Division Trustees (Roberts/Martin/Ramos)
- h. Division Chairs (Handa/Jasso/Johns)
- i. Past President (Concolino)

9. IIMC REPORT (Nicol/Tilton)

- a. IIMC Update
- b. Region IX Update

10. PRESIDENT'S REPORT (Anderson)

11. ADJOURNMENT

Future Meetings:

April 26, 2013
June 2013 (conference call)



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING

MINUTES
Friday, November 30, 2012
12:00 PM

1. CALL TO ORDER

President Anderson called the Executive Board Meeting to order at 12:20 p.m.

2. ATTENDANCE/EXCUSED ABSENCES

a. Approval of Absences:

- Shawna Freels, Northern Division Professional Development Representative
- Dana Davidson, Central Division Professional Development Representative

b. Roll Call:

- Jamie Anderson, President
- Nanci Lima, First Vice-President
- Rebekah Barr, Second Vice-President
- Cindy Van Wormer, Recording Secretary
- Patrice Olds, Interim Treasurer
- Randi Johl, Legislative Director
- Mitzi Ortiz, Communications Director
- Dawn Abrahamson, Professional Development Director
- Poonam Davis, Southern Division Professional Development Representative
- Marian Handa, Northern Division Chair
- Jose Jasso, Central Division Chair
- Peggy Johns, Southern Division Chair
- Margaret Roberts, Northern Division Trustee
- Lori Martin, Central Division Trustee
- Susan Ramos, Southern Division Trustee

- Shirley Concolino, Past President

Also present:

- Colleen Nicol, IIMC Past President
- Joann Tilton, Region IX Director
- Pamela Miller, CEPO Institute Director
- Maureen Kane, TTC Institute Director

3. INTRODUCTIONS/ANNOUNCEMENTS

4. MINUTES

- a. **Approval of October 5, 2012 and October 16, 2012 Meeting Minutes (Van Wormer)**

Lima moved and Roberts seconded a motion to approve the October 5, 2012 and October 16, 2012 meeting minutes. The motion carried unanimously.

5. TREASURER'S REPORT (Olds)

- a. **Treasurer's Report (Olds)**
 b. **Confirm Appointment of Dana Davidson as Deputy Treasurer (Olds)**
 c. **Authorize Hiring a Bookkeeper to Complete Pre-Treasurer Transition Books (Olds – verbal)**

Treasurer Patrice Olds reviewed key points in her written report and clarified that it will not be one bank account but separate accounts at the same bank using the same Chart of Accounts. She reported that she connected with the accounting firm that is preparing the IRS Tax Return and they are missing information; they will be sending her a list of missing items.

The Recording Secretary was directed to reflect in the minutes that the internal audit was completed to the extent possible and the results were inconclusive due to the lack of data. Johl moved and Lima seconded a motion to: 1) call back the books from the Internal Audit Committee; 2) confirm appointment of Dana Davidson as Deputy Treasurer; and 3) authorize hiring a bookkeeper, in an amount not to exceed \$2,500, to complete the financial transition of the books from the previous Treasurer. The motion carried unanimously.

6. UNFINISHED BUSINESS

- a. **Status Update on 2011-2012 Goals (Concolino – Verbal)**

1. **The Sustainable CCAC Picture**

- (a) **Review Draft State Policies/Procedures (VanWormer)**

Recording Secretary VanWormer reminded everyone to review the policies/procedures and get their comments back to

her. Region IX Director Tilton stated that she has some changes regarding references to CEPO and TTC – her recommendation was to just reference them both as “Institute”.

(b) Receive Update Regarding Status of Contracts for Audit and Chart of Accounts (Johl – verbal)

Legislative Director Johl reported that there is no need for a contract with the League of California Cities for auditing and Chart of Account work as indicated previously in the Treasurer’s verbal report. There will eventually need to be a contract for an external audit and that will be brought back at a future meeting for action.

(c) Receive Update from the Finance Committee on Financial Restructuring with the State and Divisions (Olds – verbal)

This was done as part of the Treasurer’s Report item above.

2. Membership & Participation

(a) Authorization to Allocate Funds for the Production of a Universal City Clerk Video to Promote Our Profession and Explain the Overall Role of the City Clerk (Barr/Abrahamson)

Johl moved and Concolino seconded a motion to authorize \$2,500 for the production of a universal City Clerk video to promote our profession and explain the overall role of the City Clerk. The motion was made with the caveat that other financial resources will be explored prior to allocating the \$2,500 such as IIMC participation and sponsorships and Treasurer Olds will provide the Board with the relevant revenue and expenditure offset information for this item. The motion carried unanimously.

3. The Four C’s

No report at this time.

b. Final Review of Updated Job Descriptions (VanWormer)

Johl moved and Olds seconded a motion to approve the updated job descriptions with changes to PDR job description to be made by Professional Development Director Abrahamson. The motion carried unanimously.

c. Ratification of Unanimous E-mail Vote Authorizing \$1,200 for a Booth at League of California Cities 2013 Annual Conference (Anderson – verbal)

Concolino moved and Roberts seconded a motion to ratify the unanimous e-mail vote authorizing \$1,200 for a booth at the League of California Cities 2013 Annual Conference and Treasurer Olds will

provide the Board with the relevant revenue and expenditure offset information for this item The motion carried unanimously.

7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

a. Discuss Membership Issues and Consider Approval of Amendment to Bylaws (Barr)

Legislative Director Johl offered to work with Second Vice-President Barr on language for a Bylaws amendment to address other governmental agencies (i.e. Special Districts, Port Authorities, Counties, etc.) for approval at a future Board meeting to meet with the Bylaws amendments election schedule.

Board consensus to keep separate member and non-member lists and only include members in the on-line directory.

Other suggestions during discussion of this item included:

- Have the membership list locked and only available with a password.
- Have Barr and Communications Director Ortiz develop a reasonable charge for advertising on the CCAC website by non-members.
- Create and maintain lists for City Clerk of the Year and CCAC Presidents for historical purposes.
- People applying for lifetime membership need to sign under oath that they've been members for at least ten years; no verification is necessary.

b. Review and Approval of Agreement for Professional Consultant Services for Administration of CEPO Institute (Abrahamson)

Roberts moved and Johl seconded a motion to approve the agreement for Professional Consultant Services for Administration of CEPO Institute. The motion carried unanimously.

c. Review and Approval of Region IX Agreement (Lima)

First Vice President Lima noted the amendment increases the per member fee from \$4 to \$5. Discussion ensued regarding where Region IX gets the membership numbers; it should be based on dues-paying members.

Johl moved and Olds seconded a motion to approve the Region IX Agreement, with amendment to the agreement to state that \$5 is for dues-paying members of CCAC and Treasurer Olds will provide the Board with the relevant revenue and expenditure offset information for this item. The motion carried unanimously.

8. DIRECTORS' REPORTS

a. First Vice President (Lima)

Lima reported that conference planning is already in full swing even though the first conference call won't be until December 18th. The Program Committee has been working to meet the deadline for going live

with registration before Christmas and Shawna Freels is working on getting sponsors.

b. Second Vice President (Barr)

Barr apologized noted that the first membership renewal notice has been sent out and about 40% of the membership has paid for 2013. She will be sending letters to college districts soon.

c. Communications Director (Ortiz)

Ortiz reminded people to let her know if they have information they want posted on the website rather than assuming she will remember because it is on the listserv or in The Official Word.

d. Legislative Director (Johl)

Johl reported that she attended her first League Board meeting as Legislative Director. At League Leaders the Board adopted four goals: 1) Building lasting relationships, 2) Expand community and economic development tools for financing, 3) Continue pension and other post-retirement benefits changes, and 4) Implement effective League branding strategy. She noted that the Administrative Services Policy Committee's first meeting will be in January. Johl reported that the Federal Legislative Committee now has permanent committee status and is no longer an ad-hoc committee. IIMC members should receive a newsletter from IIMC regarding the Federal Legislative Committee in January.

e. Professional Development Director (Abrahamson)

Abrahamson reported on the following:

- Natasha Karl of the League contacted the Secretary of State office about updating the Records Retention Guidelines and they weren't aware they were required to do so by law.
- She is serving as a representative on the City Attorney Public Records Act Committee and the handbook update should be available for purchase in the spring.
- Upcoming training opportunities include the MMC Academy in San Jose in February, TTC in March, Northern Nuts & Bolts at the end of February or first part of March, and the CCAC Annual Conference in April.
- Upcoming Committee Chair changes include replacement of Evelyn Leach with Emily Colborn on the Alternative Scholarship Program Committee and Lee Price on the Mentoring Committee (Lee has someone in mind to replace her but needs to discuss it with that person first).
- Abrahamson and Olds updated the Board on upcoming Athenian Dialogues and the need for another Southern California clerk to serve on the Committee.
- Abrahamson and Maureen Kane are working on the TTC contract and will bring that forward to the Board for action in February. Kane noted

that she is looking at adding some courses to meet the 120 hour requirement for CMC.

f. Division Professional Development Representatives (Freels/Davidson/Davis)

Davis reported that the February, March and June scholarships have been awarded. Abrahamson noted that everyone who submitted an application that met minimum requirements received some funding. The Board briefly discussed whether fewer scholarships for full amounts would be more helpful than smaller scholarships that may not be enough to allow the applicant to attend the training.

g. Division Trustees (Roberts/Martin/Ramos)

Martin stated that they have started the volunteer drive and will be sending out a reminder twice a month with the updated spreadsheet going to the Board once a month. Ramos noted that the "Save the Date" flyer has gone out and they will send a monthly reminder about the Annual Conference.

h. Division Chairs (Handa/Jasso/Johns)

Handa reported that the Northern Division recently awarded 14 scholarships for New Law. At the November meeting Treasurer Olds provided an update on the financial situation and policy consolidation. The Board also discussed webinars for future meetings as there are many members that aren't able to make it to the meetings.

Jasso reported that Treasurer Olds was also at their last meeting to talk about the financial changes. They awarded two scholarships to New Law and continue to collect policies for their local Division review.

Johns stated that two goals this year are to increase scholarships and implement a recognition program. They awarded five scholarships for New Law and several \$200 scholarships for February MMC and March TTC. They formed a recognition committee to develop criteria for Division Clerk of the Year and other awards. They will then nominate the Division Clerk of the Year for the State award.

Former Southern Division Chair Ramos provided an update on the Southern Division Treasurer embezzlement issue.

i. Past President (Concolino)

Concolino reported that the scholarship application for the Annual Conference has gone out and she received immediate responses from 25-30 people.

9. IIMC REPORT (Nicol/Tilton)

a. IIMC Report

IIMC Past President Nicol reported that IIMC has been doing well financially and now has \$300,000 in reserves. She also reported on the Blue Ribbon Committee on Education and Budget & Planning Committee

activities. She noted that applications are being accepted for IIMC Committee and that California clerks need to participate; everyone who applies gets appointed to a committee.

b. Region IX Director Report

Tilton noted that Washington State will be the next in rotation for Region IX Director and she has heard that Randy Reed is interested and will be asking for an endorsement. She noted that he is a current City Clerk, is in touch with the organization and she felt he would be an outstanding choice. She indicated the other choice would likely be Sandy Paul. She noted that she recently attended the Oregon and Alaska Annual Conferences and the IIMC Board meeting that included an Athenian Dialogue. Despite Hurricane Sandy everything is continuing with planning for the IIMC Conference in Atlantic City, New Jersey.

10. PRESIDENT'S REPORT (Anderson)

Anderson thanked everyone for their hard work and stated that she is looking forward to a productive year.

11. ADJOURNMENT

President Anderson adjourned the meeting at 2:57 p.m.

THE SUSTAINABLE CCAC PICTURE (2012-2013)
(Jaime, Shirley, Nanci, Patrice, Cindy, Randi)

Primary Focus: Consistent/Efficient Business Practices While Leveraging Partnerships and Resources With a High-Level Focus on the Profession

A. Purpose / Mission / Objectives

1. Review State and Division Purpose/Mission/Objectives (Completed 2011-2012)
2. Ultimate Task: Ensure Consistency and Current Relevance to Profession
3. Follow-Up: Calendar for Next Election Cycle as Bylaw Amendment (Randi)
4. Due Date: April 2013

B. Infrastructure / Governance

1. Bylaws
 - a. Review State and Division Bylaws – Bylaw Amendment Section 5.3 (Completed 2011-2012)
 - b. Ultimate Task: Ensure Consistency and Efficiency in Current State and Division Operations and General Practices
 - c. ~~Follow-Up: Clarifying Note to Membership Indicating One State/Division Bylaws, One State/Division Policies and Procedures with Division Rules and Regulations as Exhibits (Send Final – Jaime (11/1); Create Draft – Randi (10/15); Review Draft – All (10/22))~~
 - d. Due Date: November 1, 2012 (**COMPLETE**)
2. Policies and Procedures
 - a. Review State and Division Policies and Procedures (Partially Completed 2011-2012)
 - b. Ultimate Task: Ensure Consistency and Efficiency in Current State and Division Operations and General Practices
 - c. Follow-Up: Recommend Adoption of Final State Policies and Procedures (Cindy)
 - d. Due Date: April 2013
3. Treasury and Finance
 - a. Review State and Division Financial Reporting
 - b. Ultimate Task: Ensure Legal Compliance for 501(c)(3) Status
 - c. Follow-Up:
 1. ~~Talking Bullet Points for Consistent Message to Membership Regarding Status of Financial Overhaul (Final – Jaime (11/1); Create Draft – Randi (10/15); Review Draft – All (10/22) (Due Date: November 1, 2012)~~
 2. ~~Engage Professional Services through League for Similar Financial Accounting Set-Up (Draft Contract – Randi (10/31); Committee Approval – All (11/9); Board Approval (11/30) (Due Date: January 1, 2013)~~
 3. Finance Team – Establish Initial and Ongoing Communication with Finance Committee, Share Relevant Timely Information, Implement Financial Structure as Professionally Recommended, Establish Prudent Financial Policies, etc. (Patrice) (Due Date: As Soon As Practicable)
 - d. Due Date: See Above for Each Sub-Part
4. Structure
 - a. Review Physical Structure and Membership Dues Structure of CCAC (2-Year Project)
 - b. Ultimate Task: Ensure Equal Access to Education, Scholarships, Networking Opportunities for All Members Including Areas Such as the Far North, Central Valley, Desert and Other Remote Locations
 - c. Follow-Up: Create Equal Access Committee Consisting of President, Immediate Past President, Chairs of Each Division and Two Members From Each Division Representing Remote Areas, Start Preliminary Committee Work, Periodic Status Report (Jaime)
 - d. Due Date: September 2014



MEMORANDUM

TO: CCAC Board Members

FROM: Cindy VanWormer, Recording Secretary

DATE: February 12, 2013

SUBJECT: Status Report on State Policies and Procedures Update

Issue:

The Board reviewed the updated State Policies and Procedures at the October and November Board meetings. Attached is an updated list of policies and who is responsible for reviewing each one that includes notes on which items have been reviewed. As you can see from the list there are a number of them that are not yet reviewed.

Our goal was to have these State Policies and Procedures approved at the April meeting so that we can then work on incorporating the Division Policies & Procedures as appendices. In order to accomplish that we need to complete the review.

We can do this in one of several ways: 1) Set a firm deadline for everyone to review the policies assigned to them; 2) Authorize me to go ahead and accept changes made to date and contact people to get clarification as needed; or 3) Assign two or three people to work with me on completing the edits. This will not apply to Policy 104 – Finance and Investment and Policy 111 – Scholarships as these are being completed by committees (I would appreciate an idea of whether these will be completed in time for the April meeting).

Another thought would be to delay the completion date if the committees working on Policies 104 and 111 will not have their edits completed in time for the April meeting since it seems that we should approve these all at the same time.

Recommendation:

My recommendation would be to 1) adjust the completion date to the October goal setting meeting to give the committees' time to complete their edits (if needed); and 2) form a committee to work with me on editing the other policies.

Fiscal Impact:

Not Applicable.

Implementation/Timeframe:

Implementation and timeframe would depend on the action taken by the Board.

CCAC Executive Policies Review Responsibilities

Policy #	Policy Title	Review By:
101	Policy Administration	Everyone (Randi has reviewed)
102	Executive Board Rules and Regulations	Everyone (Randi has reviewed)
103	Bylaw Amendments	Nominating Committee Chair (Randi has reviewed)
104	Finance and Investment	Treasurer & Financial Alignment Committee
105	Travel and Expense Reimbursement	Treasurer
106	Dues	2 nd Vice-President
107	Conference Policy	1 st Vice President
108	Elections and Nominations	Nominating Committee Chair (Randi has reviewed)
109	Committees	President
110	Volunteers	Trustees (reviewed by Trustees)
111	Scholarships	Professional Development Director/Committee
112	Communication (Website/ListServ/Social Media)	Communications Director (completed by Mitzi)
113	Records Management	Recording Secretary & Communications Director
114	MMC Recognition	President (Reviewed by Dawn, Randi & Joann)
115	IIMC Relationship	President



EXPRESS RENEWAL QUESTIONNAIRE
Non-Profit Organization

Insured name:
Insured address:
Expiring Policy number:
Expiration date:

GENERAL INFORMATION

1. Website: www._____
2. Have there been any new programs added or changes in operations in the past 5 years? If Yes (Please describe):

3. Does your Non-Profit Organization have any of the following:
 Foster Care or Adoption Placements (If Yes), # of placements per year _____
4. Professional Liability

	<u># of Employees</u>		<u># of Independent Contractors</u>	
	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>
<u>Position</u>				
Counselor / Case Worker / Social Worker				
Home Health Aide / Teacher				
Nurse practitioner				
Nurse – LPN				
Nurse – RN				
Psychiatrist / Physician / Dentist				
Therapist- (Occupational, Physical, Respiratory), etc.				
Other Positions (specify)				

5. Have any building updates been done or anticipate being done (if yes, please give us the date) on the:
 Roof?_____ Electrical?_____ Plumbing?_____

Note that any significant exposure changes from previously completed applications may require that the Insured complete a Renewal Application and supply all required information. This shall be at the sole discretion of the Philadelphia Insurance Companies.

Completed by: Print Name / Title

(Insured or Producer)

Signature

Date