



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

**Conference Call Number 916-658-8296**

**Agenda**

**Thursday, April 27, 2017**

**3:00 p.m.**

- 1. CALL TO ORDER**
- 2. ATTENDANCE/EXCUSED ABSENCES**
  - a. Approval of Absences
- 3. NEW BUSINESS/ACTION/DISCUSSION ITEMS**
  - 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)
- 4. ADJOURNMENT**

## CCAC EDUCATION PROGRAM

### REPORTS

1. Report on education revenue and expenditure status year-to-date and projected year-end.
2. Report on sponsorship revenue status year-to-date and projected year end.
3. Report on evaluation of Region education sessions to date.

### EDUCATION DELIVERY PHILOSOPHY CONFIRMATION

- 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

Do these tenants still make sense? Is this what the members still want?

### DECISION QUESTIONS

4. Shall the existing contracts (with insurance and “additional insured” endorsement) with Rex Osborne, Maureen Kane, and Diane Gladwell be extended for an additional year?
5. Shall the fee remain at \$2,000 per session for contracted providers with insurance and “additional insured endorsement”?
6. Shall the insurance requirement with “additional insured” for contracted providers at \$2,000 level remain?
7. 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)?
8. Shall the fee remain at up to \$1,500 for Pamela Miller as a contracted provider (with insurance and without “additional insured endorsement”)?
9. Does the Director of Education hold responsibility for managing the CCAC speaker budget?

10. How are training opportunities for the coming year going to be negotiated, i.e., fair allocation of number of sessions, location, etc.
11. Shall Region Directors have the ability to choose their providers and topics (within budget)?
12. What role does the Director of Education have in selection/approval of speakers and topics?
13. Shall the Director of Education retain responsibility for garnering IIMC approval of all education sessions, including Region sessions?
14. If Region Directors choose their providers and topics, may Region Directors directly negotiate with contracted providers (if there are any)?
15. If Region Directors choose their providers and topics, may Region Directors directly negotiate with uncontracted and/or unpaid providers?
16. How many sessions per Region will retain paid speakers (contracted or not) and how many unpaid?
17. May Region Directors arrange for additional education sessions?
18. 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)?

Responses to the Question: Would you be willing to share if you were opposed to having \_\_\_\_\_ assigned as the presenter for this workshop?

Maureen did a fantastic job. My only concern was that she only had 2 topics and assigned to nearby regions like Ontario, Orange County, and Corona so it may be a little crowded. I would love to see Maureen continue as a trainer

I love Diane's presentations. She has such depth of knowledge on the subject. I always feel I'm getting the right information from her.

I actually wanted her assigned. If it was assigned Rex or Diane, I might have been opposed. Let me clarify, Diane is great but her topic has been done in this area several times already. Rex is much the same way....Southern Division used him a lot.

Being so new, I don't know all the usual suspects for presenting, so I was happy with the workshop we had, and I would be fine with having Rex come back or have one of his people come back to do a workshop.

I did not have an issue. I thought it was just fine.

I was not opposed to having Rex Osborne assigned as the presenter for the region workshop.

Not opposed at all. I really enjoyed the presentation and talking with Maureen and Maura during breaks.

Not opposed to Rex, he is a good presenter. I am anxious to get some more technical training though and it seems like Pamela and Rex are more soft skills. Some topics folks mentioned are Public Records Act and FPPC. Everyone seemed to enjoy his presentation.

No opposition to having a presenter(s) assigned for region workshops.

I loved having a presenter assigned to my region. I also really liked that they had a few options. Meaning, I took their two or three topics and did a survey monkey so the region members could choose. I had about 25 responses to the survey, which included day of the week in which to hold a meeting. Note about Region 14: It is in Silicon Valley and that means it is VERY expensive to get a hotel room. Maureen struggled with that and ended up spending \$300 a night, which is outrageous. I have been told by those in the hotel industry that Silicon Valley is an anomaly in which it is cheaper to stay on weekends, rather than during the week. Something to consider.

I don't mind at all. I have never had a complaint about Rex, Diane, Maureen or Pamela. We only have two per year, so as long as we aren't having the same people each time I don't think having a presenter assigned would be an issue. I do like to have a couple options where the topic is concerned. Getting presenters has always been difficult in our area, so it would make less stress for the region direction to have one assigned.

Not opposed to assigned presenters for region workshops.

