



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD
SPECIAL GO TO MEETING

Agenda
Monday, October 26, 2020
10:00 a.m.

Please join our meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/680741373>

1. CALL TO ORDER

2. ATTENDANCE/EXCUSED ABSENCES

- a. Approval of Absences

3. PUBLIC COMMENT

4. NEW BUSINESS / ACTION / DISCUSSION ITEMS

a. Approval of Minutes

- December 19, 2019 Board Meeting
- Ratify E-vote taken August 4, 2020 – Region 9 Director
- Ratify E-vote taken August 4, 2020 – Region 12 Director
- Ratify E-vote taken September 21, 2020 – Professional Development Director, Member Services Director and Region 7 Director
- Ratify E-vote taken September 23, 2020 – Region 10 Director
- Ratify E-vote taken October 5, 2020 – CCAC Election Results

b. Adoption of CCAC Strategic Plan 2020-21 Priority Action Plans

Recommendation: (1) Receive and file the report on the 2020 Goal Setting Session and Membership Survey Report; and (2) Adopt the CCAC Strategic Plan 2020-21 Priority Action Plans.

c. Set Regular Meeting on the Third Tuesday of Odd-Numbered Months

Recommendation: Set Regular Meetings on the third Tuesday of odd-numbered months at 10 a.m.

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d. Revised Fiscal Year 2020/21 Annual Conference Budget

Recommendation: Approve the revised FY 2020/21 Annual Conference Budget.

e. Letter of Endorsement for Ruth Post to Serve ss IIMC Region IX Director

Recommendation: Authorize the President to issue a letter of support for Ruth Post to serve as the IIMC Region IX Director.

f. Suspension of In-Person Educational Offerings Through June 2021

Recommendation: Affirm that the CCAC Board of Directors will not permit in-person educational offerings through June 30, 2021.

g. Grant an Extension for the 2nd Round of Scholarships

Recommendation: Grant an Extension for the 2nd Round of Scholarship Applications to December 1, 2020.

5. ORAL REPORTS FROM OFFICERS AND DIRECTORS

6. ADJOURNMENT



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

**MINUTES
December 12, 2019
HYATT REGENCY ORANGE COUNTY
PACIFIC ROOM**

1. CALL TO ORDER

The meeting was called to order at 5:02 p.m.

2. ATTENDANCE/EXCUSED ABSENCE

1. Patrice Olds, President
2. Anthony Mejia, 1st Vice President
3. Melissa Thurman, 2nd Vice President
4. Laura Nieto, Recording Secretary
5. Jessica Blair, Communications Director
6. Randi Johl, Legislative Director
7. Yvonne Spence, Treasurer (via conference call)
8. Marc Donohue, Membership Director
9. Julie Drimakis, Region 4 Director
10. Linda Troyan, Region 6 Director
11. Sarah Manwaring, Region 7 Director (arrived at 5:12 p.m.)
12. Molly Perry, Region 10 Director
13. Adrian Garcia, Region 11 Director
14. Michelle Bigelow, Region 14 Director (via conference call)
15. JoAnne Buerger, Region 16 Director

OTHER ATTENDEES:

1. League of California Cities – Bijan Mehryar

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ABSENT:

1. April Sousa, Region 1 Director
2. Nell Hessel, Region 2 Director
3. Debra Jackson, Region 8 Director
4. Zack Beck, Region 9 Director
5. Kevin Christian, Region 12 Director
6. Patricia Barajas, Region 13 Director
7. Joelle Fockler, Region 15 Director

President Olds asked that moving forward, Board Members communicate as to whether or not they will be attending and / or participating in meetings and that if there is no contact, the absence would be considered unexcused.

8. MINUTES

- a. Approve 11-21-19 Minutes –Special Conference Call

Donohue moved and Mejia seconded the approval of the Minutes of the Special Conference Call Business held November 21, 2019; motion carried unanimously

- b. Ratification of E-Vote for Region 3 Director Jennifer Land

Thurman moved and Blair seconded the ratification of the E-Vote for Region 3 Director Jennifer Land; motion carried unanimously

4. NEW BUSINESS/ACTION/DISCUSSION ITEMS

- a. Financial Presentation and Policy 104 Revisions (President Olds)

President Olds presented a detailed PowerPoint related to Items A & C.

President Olds would like the Board to ask for a fiscal year-end report, every year moving forward and proposed that eighty percent (80%) of our assets be placed in LAIF as soon as possible, with twenty percent (20%) left in a bank account.

In response to a question from 1st VP Mejia, President Olds indicated that Smith Moore Associates would track the interest earned from LAIF and ensure that it is going back to the designated funds and that that information would be included in the financial report.

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Discussion was held on the Board meeting schedule which is three times per year at October Goal Setting, New Law, Annual Conference, with teleconferences being held as needed. It was noted that Treasurer Spence would provide a report within 45 days after the conference and have a budget presented for Board consideration before July 1st. It would be formalized that the conference report and the first budget be prepared by May 30th each year with follow up meetings as needed, with an investment report from the Finance Committee.

Communications Director Blair inquired as to whether this timeline gave Treasurer Spence adequate time to prepare to which President Olds responded that it should. President Olds, in response to a comment from 1st VP Mejia, noted that planning should start now, with seed money being set aside for ventures such as the strategic plan.

Communications Director Blair inquired about the charges for credit card fees and asked if that was an accurate number. President Olds reported that based on the volume, it seemed that it was accurate.

Discussion was held on the cost of credit card fees and whether they should be added to the membership dues. President Olds and Legislative Director Johl stated that credit card use had been encouraged because it created efficiencies in processing and the association received funds more quickly; the decision was made for the association to incur the fees. Director Troyan suggested that this could be a justification for future increases to membership dues.

Legislative Director Johl thanked President Olds for the easy-to-understand presentation, noting that in her time on the Board, the budget had never been explained in this way. She further expressed her gratitude to President Olds for all of the research she had done and congratulated her for bringing this plan to fruition.

Discussion was held related to creating a formal, regular reporting system for the Board, and to formalize the method so that the Board gets a primer each year. President Olds agreed that it was incredibly important, further noting that this was part of our strategic plan, freeing the Board to make other important decisions. Smith Moore has been invited to the annual conference in April to provide a presentation to clean up, simplify and make the financials more useful. Smith Moore would be supporting Treasurer Spence in making the presentation.

Director Buergler recommended the inclusion of a budget letter.

1st VP Mejia expressed his interest in seeing the policy amended to include a presentation such as this at Goal Setting each year so that the incoming board will know how the budget works. He further thanked President Olds for finding LAIF, to which she responded that this was an outcome of

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working with a professional firm. She acknowledged the efforts of Deputy Treasurer Fischer in obtaining a clean copy of the articles of incorporation and noted that it had been a group effort.

Johl motioned, Mejia seconded the adoption of Policy #104 with the suggested amendments. The motion carried unanimously approved.

- b. Financial Reports – Approve the November 30, 2019 Financial Reports

Treasurer Spence presented the report. In response to a question from Legislative Director Johl, she noted that administrative expenses included the Smith Moore contract.

Treasurer Spence asked that the Region Directors submit their budgets for events such as the workshops, when the event is over. Legislative Director Johl added that expenses of nominal amounts be allowed to close out with a memo and approval of the Board.

Professional Development Director Freels reported that Invoice 3077 (Town of Los Gatos) was sponsorship monies but had been booked to Los Gatos. Clarification on this invoice would be sought.

1st VP Mejia shared that the goal of the Pat Hammers funds, since it started two years ago, was to spend \$3,000 per year. If the Board needed to change how the funds are being spent, that would be acceptable as long as it went towards Nuts and Bolts. A recommendation could be brought forward to do something different with these funds.

Donohue motioned, Freels seconded the approval of the November 30, 2019 Financial Reports. The motion carried unanimously.

- c. Resolution Authorizing the investment of CCAC Funds in the Local Agency Investment Fund (LAIF)

Discussion on this item was held jointly with Item A.

Johl motioned, Mejia seconded the adoption of a Resolution to authorize investment of monies in the Local Agency Investment Fund, under the director of the Finance Committee. The motion carried unanimously.

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5. ORAL REPORT FROM STRATEGIC PLANNING COMMITTEES

a. Governance

President Olds went over the high-level goals of the Governance committee.

b. Branding and Communication

Communications Director Blair reported that the Branding and Communication subcommittee (Blair, Perry and Barajas) had recently held a conference call. The committee needed the data from the survey prior to moving forward on other goals.

c. Education

Professional Development Director Freels reported that the Education subcommittee (Fockler, Freels and Troyan) had brainstormed several ideas, including the delivery of education, an online library of information, and partnerships. They wanted to ensure that every municipal clerk, from entry level to well-seasoned, were being considered when it came to educational offerings. She indicated that the survey results would help in making these decisions. It was important to work with partners, being involved and possibly presenting at conferences, such as the League's new City Council / Mayor workshop.

President Olds stated that she was very pleased and excited to be moving forward. The Board has elevated its understanding of the finances and once we had the numbers back from the RFP, the money could be expended on these initiatives.

6. ORAL REPORTS FROM OFFICERS AND DIRECTORS

In response to a question from 1st VP Mejia regarding milestones on the RFP process, President Olds noted that the RFP will take some time, as we want it to be a thoughtful process, taking two – three months. She expressed the belief that the actual survey will be during 1st VP Mejia's term, with the results coming forward in 2nd VP Thurman's term.

Discussion was held regarding the City Clerk handbook, and it was noted that the Board had higher priority tasks and could not work on this project. It was suggested that a volunteer / member committee be assembled with a leader. Legislative Director Johl agreed, suggesting that the Board could potentially utilize the services of the Institute of Local Governments (ILG), as they were a capacity-builder for our cities. She looked forward to another discussion to potentially have a third party manage this project. President Olds asked for something to be brought forward.

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Director Land thanked the Board for the appointment and looked forward to working with Professional Development Director Freels on her upcoming regional workshop.

Legislative Director Johl reported that New Law would be held in Monterey in 2020. She shared that the League now had a survey tool, with an open call for RFPs. Further, the association would be working with the League's interim counsel, Corey Manning, on advocacy. She is familiar with the association.

Professional Development Director Freels reported that all educational offerings for the annual conference had been done, with IIMC awarding approximately four points; 1st VP Mejia added that the preliminary program was finished and that registration is being tested, with an anticipated launch in the next couple of weeks.

Professional Development Director Freels noted that in the future, CCAC would be part of the process in selecting the educational offerings for New Law. She further shared that the Professional Development committee had granted \$28,000 in scholarships for the second half of the fiscal year. It was also reported that Nancy Lima had resigned as the Nuts and Bolts coordinator and that they were seeking someone to take it over. Legislative Director Johl asked if either the Northern or Southern coordinators were interested or possibly past trainers. Professional Development Director Freels noted that she had her feelers out for interest.

Membership Director Donohue and Communications Director Blair provided updates in their respective areas.

1st Vice President Mejia announced that Legislative Director Johl would be facilitating an Athenian Dialogue in Palm Springs on January 24, 2020 and invited the Board to attend.

7. PUBLIC COMMENT

None

8. ADJOURNMENT

6:34 p.m.



CITY CLERKS ASSOCIATION OF CALIFORNIA

**MINUTES – ACTION TAKEN VIA E-VOTE
August 4, 2020**

Affirm the nomination of Tridae Hughes-Gonzalez, City of San Diego, as Region 9 Director (San Diego County) for a term through 2022.

Incoming President Mejia has requested that the Board affirm the nomination of Tridae Hughes-Gonzalez from the City of San Diego as Region 9 Director (San Diego County) for a term through 2022.

The Board affirmed the nomination by the following vote: 23 yes; 0 noes. Boardmembers Fockler and Perry did not cast a vote.



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**MINUTES – ACTION TAKEN VIA E-VOTE
August 4, 2020**

Affirm the nomination of Tracy J. Oehler, City of Ventura, as Region 12 Director (Ventura County) for a term through 2022.

Incoming President Mejia has requested that the Board affirm the nomination of Tracy J. Oehler from the City of Ventura as Region 12 (Ventura County) Director for a term through 2022.

The Board affirmed the nomination by the following vote: 21 yes; 0 noes. Boardmembers Buegler, Fockler, Sousa and Spence did not cast a vote.



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**MINUTES – ACTION TAKEN VIA E-VOTE
September 21, 2020**

Affirm the nominations of April Sousa, Mckinleyville Community Services District, as Professional Development Director; Ashton Rene Gout, City of Palm Springs, as Member Services Director; and Candice Alvarez, City of Lake Elsinore, as Region 7 Director to terms through 2022:

Incoming President Mejia has requested that the Board affirm the nominations of April Sousa, Mckinleyville Community Services District, as Professional Development Director for a term through 2022; Ashton Rene Gout, City of Palm Springs, as Member Services Director for a term through 2022; and Candice Alvarez, City of Lake Elsinore, to Region 7 Director (Riverside County) for a term through 2022.

The Board affirmed the above-referenced nominations by the following vote: 24 yes; 0 noes. Boardmember Beck was absent.



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**MINUTES – ACTION TAKEN VIA E-VOTE
September 23, 2020**

Affirm the nomination of Lillian Harris-Neal, City of Brea, as Region 10 Director (Orange County) for a term through 2021.

Incoming President Mejia has requested that the Board affirm the nomination of Lillian Harris-Neal from the City of Brea, as Region 10 Director (Orange County) for a term through 2021.

The Board affirmed the nomination by the following vote: 20 yes; 0 noes. Boardmembers Beck, Freels, Hessel, Perry and Sousa did not cast a vote.



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EXECUTIVE BOARD

MINUTES
Action Taken Via E-Vote
October 5, 2020

On October 5, 2020, an e-vote was taken to ratify the 2020 CCAC Election and related nominations:

Officer Positions	Candidate
President (Southern)	Anthony Mejia, Palm Springs
1st VP (Northern)	Melissa Thurman, San Bruno
2nd VP (Southern)	Marc Donohue, Eastvale
Recording Secretary	Laura Nieto, Irwindale
Legislative Director	Randi Johl, Temecula
Professional Development Director	April Sousa, Mckinleyville
Member Services Director	Ashton Gout, Palm Springs
Region 1 Director (Redwood Empire)	Tina Viramontes, Clearlake
Region 3 Director (Central Valley)	Jennifer Land, Turlock
Region 7 Director (Riverside County)	Candice Alvarez, Lake Elsinore
Region 8 Director (Imperial County)	<i>To Remain Vacant</i>
Region 9 Director (San Diego County)	Tridae Hughes-Gonzalez
Region 10 Director (Orange County)	Lillian Harris-Neal, Brea
Region 11 Director (Los Angeles County)	Adrian Garcia, Azusa
Region 12 Director (Channel Counties)	Tracy J. Oehler, Ventura
Region 13 Director (Monterey Bay)	Nova Romero, Hollister
Region 15 Director (East Bay)	Joelle Fockler, Concord
Region 16 Director (North Bay)	Kendall Granucci, Petaluma

By a vote of 22-0, the Board ratified the 2020 CCAC Election results. Perry, Jackson and Beck were absent.

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E-Vote held October 5, 2020

2020-2021 CCAC Board

President Anthony J. Mejia, Palm Springs
1st Vice President Melissa Thurman, San Bruno
2nd Vice President Marc Donohue, Eastvale
Recording Secretary Laura Nieto, Irwindale
Communications Director Jessica Blair, Half Moon Bay
Legislative Director Randi Johl, Temecula
Professional Development Director April Sousa, Mckinleyville
Treasurer Yvonne Spence, Fresno
Member Services Director Ashton Gout, Palm Springs
Region 1 Director Tina Viramontes, Clearlake
Region 2 Director Nell Hessel, Sacramento
Region 3 Director Jennifer Land, Turlock
Region 4 Director Julie Drimakis, Bakersfield
Region 5 Director Melinda Sayre, Victorville
Region 6 Director Linda Troyan, Rancho Cucamonga
Region 7 Director Candice Alvarez, Lake Elsinore
Region 8 Director *To Remain Vacant*
Region 9 Director Tridae Hughes-Gonzales, San Diego
Region 10 Director Lillian Harris-Neal, Brea
Region 11 Director Adrian Garcia, Azusa
Region 12 Director Tracy J. Oehler, Ventura
Region 13 Director Nova Romero, Hollister
Region 14 Director Michelle Bigelow, Morgan Hill
Region 15 Director Joelle Fockler, Concord
Region 16 Director Kendall Granucci, Petaluma



Laura Nieto, MMC
Recording Secretary



TO: CCAC Board of Directors
FROM: Anthony J. Mejia, MMC, President
DATE: October 26, 2020
SUBJECT: ADOPTION OF CCAC STRATEGIC PLAN 2020-21 PRIORITY ACTION PLANS

Recommendation:

1. Receive and file the report on the 2020 Goal Setting Session and Membership Survey Report.
2. Adopt the CCAC Strategic Plan 2020-21 Priority Action Plans.

Background:

On October 9-10, 2020, the CCAC Board of Directors met for a virtual Goal Setting session. Joann Tilton, retired City Clerk and Northwest Clerks Institute Director, served as the session facilitator. On day one, the Board received a presentation from Outgoing President Olds on the status of the Strategic Plan. Adam Probolsky, of Probolsky Research, provided an overview of the member survey and participated in a Q/A session. On day two, the Board held a general discussion to allow Board Members to comment on the strategic priorities for which they were not assigned. The Board then broke into Task Force assignments and developed Priority Action Plans and reported out to the Board.

The Board is requested to receive and file the report on the 2020 Goal Session prepared by Joann Tilton. The Priority Action Plans have been modified from their original submission to fit the intended style. Specifically, the Education and Branding & Communications Task Forces largely kept the Priority Actions unchanged from last year and focused their time on developing notes and/or specific actions they would like to work on over the next year. These notes have been removed from the Action Plan and returned to the Task Force Chairs for reference.

Fiscal Impact:





The Fiscal Year 2020/21 Budget included \$18,000 for the Goal Setting Session. Goal Setting expenses include \$3,500 for the membership survey and \$3,500 for the session facilitator, for a total of \$7,000. Due to the assistance of Rex Osborn, CCAC was able to cancel its reservation for the session hotel without penalty.

ATTACHMENTS

1. Summary Report
2. Priority Action Plans
3. Membership Survey Results Report (available on [CCAC website, About Us](#))

GOVERNANCE

Develop a strong, sustainable governance and organizational structure.

HIGH-LEVEL PRIORITY ACTIONS	MEASUREMENTS	RESPONSIBLE COMMITTEE(S)	STATUS
1. Collect data to serve as benchmarks and to establish key objectives for effective Board governance (data collected from financials, members, region directors, historical records, etc.).	<ul style="list-style-type: none"> • Consultant hired to collect data. • Key data sources are identified. • Data collection process completed. 	<ul style="list-style-type: none"> • <u>Governance Task Force</u> 	 Complete
2. Evaluate Board structure based on data collected and determined objectives <u>and submit recommendations to the Board.</u>	<ul style="list-style-type: none"> • Board's actions/changes align with the data. • <u>Increased interest in running for board positions</u> • <u>Member-balanced geographical regions</u> • <u>Defined board position descriptions</u> 	<ul style="list-style-type: none"> • <u>Donohue / Mejia / Nieto</u> • <u>Governance Task Force</u> • <u>Board of Directors</u> Deadline: May 2021 	 Deliberately Changed
3. Examine financial framework for appropriate investments in governance and organizational structures.	<ul style="list-style-type: none"> • Board members' increased understanding of financial framework. • Investments reflect informed Board members' decisions. • <u>Revenues meet financial needs</u> • <u>Simplified membership dues structure</u> 	<ul style="list-style-type: none"> • <u>Hughes-Gonzalez / Mejia / Spence / Sousa / Gout</u> • <u>Governance Task Force</u> • <u>Board of Directors</u> Deadline: April 2021 	 On Point
4. <u>Review and update CCAC and LCC City Clerk Department Bylaws for consistency and submit to the members.</u>	<ul style="list-style-type: none"> • <u>Consistent Bylaws.</u> • <u>Terminology updated to reflect "Municipal Clerk"</u> 	<ul style="list-style-type: none"> • <u>Johl / Mejia / Olds</u> • <u>Board of Directors</u> Deadline: May 2021 	 On Point




Key:  On Point  Slight Progress  Delayed or Stopped  Deliberately Changed

OTHER GOALS:

- Establish Regular Meeting Schedule
- Improve File Sharing System
- Update the Nomination Process to be more inviting

EDUCATION

Ensure CCAC’s educational model promotes the holistic municipal clerk.

HIGH-LEVEL PRIORITY ACTIONS	MEASUREMENTS	RESPONSIBLE COMMITTEE(S)	STATUS
<p>1. Conduct a professional, comprehensive survey of membership to benchmark their educational goals, needs, preferred delivery methods, etc.</p>	<ul style="list-style-type: none"> • Survey is completed and data serves as benchmark. • Programs and services are improved in alignment with the data. 	<ul style="list-style-type: none"> • <u>Governance Task Force</u> • <u>Education Task Force</u> 	 Complete
<p>2. Based on the data, modify the curriculum at all review educational programs offerings and institute contracts and submit recommendations to the Board to include key and soft skills in support of the holistic clerk.</p>	<ul style="list-style-type: none"> • Increased ways of learning. • Increased participation among all municipal clerks • Changes in managers’ perceptions of the roles of clerks. • <u>Educational opportunities for all experience levels</u> • <u>Better understanding of the registration costs of the institutes</u> • <u>Better understanding and more input on educational offerings at the institutes</u> • <u>Increased communication between the institutes and the association</u> • <u>Balance between offering technical and soft skills</u> • <u>Educational offerings are affordable</u> 	<ul style="list-style-type: none"> • <u>Professional Development Director</u> • <u>Education Task Force</u> • <u>Board of Directors</u> • <u>Executive Team</u> 	 Deliberately Changed
<p>3. Partner with key organizations (i.e., LCC, ICMA, MMANC), including presenting CCAC coursework at their respective conferences.</p>	<ul style="list-style-type: none"> • CCAC members are more actively partnering with organizations and the number of presentations at professional organizations’ conferences/meetings increases. • Changes in managers’ perceptions of the roles of clerks. 	<ul style="list-style-type: none"> • <u>Regional Directors</u> • <u>Professional Development Director</u> • <u>Professional Development Committee</u> 	 On Point

	<ul style="list-style-type: none"> • <u>Increase connection between our training and other organization training to not duplicate educational opportunities (i.e. cross training with CSDA or ICMA, etc.)</u> 		
<p>4. <u>Evaluate the scholarship program and submit recommendations to the Board.</u></p>	<ul style="list-style-type: none"> • <u>Members are supported with lower registration fees and scholarships when needed</u> 	<ul style="list-style-type: none"> • <u>Professional Development Director</u> • <u>Education Task Force</u> • <u>Board of Directors</u> 	<p style="text-align: center;">● On Point</p>

Key: ● On Point ● Slight Progress ● Delayed or Stopped ● Deliberately Changed

OTHER GOALS:

- Develop a rolling 6-12-month education schedule
- Send education-related communications in a way that reaches all members
- Update the Municipal Clerk Handbook
- Promote the Athenian Leadership Society Fellowship Program and Facilitator Program

BRANDING AND COMMUNICATIONS

Create a professional brand that engages stakeholders through valuable, timely and effective communications.

HIGH-LEVEL PRIORITY ACTIONS	MEASUREMENTS	RESPONSIBLE COMMITTEE(S)	STATUS
1. Contract with an expert to conduct a member engagement survey.	<ul style="list-style-type: none"> • Consultant is engaged and survey is implemented. • Data is collected to serve as a benchmark data and includes recommendations for action. • Improved programs and services based on data. 	<ul style="list-style-type: none"> • <u>Communications Task Force</u> • <u>Board of Directors</u> 	<p style="text-align: center;">● Complete</p>
2. Develop and distribute a Request for Proposal for a marketing/communications plan, including but not limited to style guide, design guide, primary key messages, social media strategies, etc.).	<ul style="list-style-type: none"> • Marketing/communications expert is selected. • Plan is completed. • CCAC branding is improved and member engagement increases. 	<ul style="list-style-type: none"> • <u>Communications Task Force</u> • <u>Board of Directors</u> 	<p style="text-align: center;">● On Point</p>
3. Implement <u>Develop</u> a marketing strategies <u>plan</u> , including leveraging relationships with external stakeholders, that promote the profession at-large.	<ul style="list-style-type: none"> • Increase in partnerships • Attract an IIMC Annual Conference • Changing perception of managers and others. 	<ul style="list-style-type: none"> • <u>Communications Task Force</u> • <u>Board of Directors</u> 	<p style="text-align: center;">● On Point</p>

Key: ● On Point ● Slight Progress ● Delayed or Stopped ● Deliberately Changed

OTHER GOALS:

- Update the Municipal Clerk Elevator Speech

**CCAC Virtual Goal Setting
October 9 & 10, 2020
Summary and Final Report**

Friday, October 9, 2020

Review of 2020-2022 Strategic Plan

2019 Strategic Plan Process:

- Hired ACS Quantum Strategies to conduct strategic plan process.
- Interviewed 11 clerks, chosen to represent the diversity of the membership (elected/appointed, gender, generational, large/small jurisdictions, north, south & central, district, deputy/clerk, tenured and new to the profession).
- Presented the results at the October 2019 Board goal setting session. The strategic planning session resulted in identifying a vision for CCAC, core values and three strategic goals:
 - Governance
 - Branding / Communications
 - Education
- The Board then developed priority actions to accomplish the goals over the next three years. The Plan is a roadmap for ongoing strategic discussions.
- Three committees were formed to begin the work of each major goal area using the system and tools and accountability included in the Plan to report on progress. Due to COVID-19, the committee work somewhat stalled.

After the brief overview of the Strategic Plan, each of the 3 Goals was reviewed to provide a status report of the high-level priority actions.

Governance

- Contract with an expert to conduct a member engagement survey to collect data to serve as benchmarks and to establish key objectives for effective Board governance – ***On Point*** completed and metrics have been provided for the Board to use to guide future goals and actions.
- Evaluate Board structure based on data collected and determined objectives – **now that data has been collected, the Board can develop a plan to move forward.**
- Examine financial framework for appropriate investments in governance and organizational structures – ***On Point*** and continuing forward.

Branding and Communications

- Contract with an expert to conduct a member engagement survey – ***On Point*** - completed and metrics have been provided for the Board to use to guide future goals and actions.
- Develop and distribute a Request for Proposal for a marketing/communications plan, including, but not limited to style guide, design guide, primary key messages, social media strategies – **Committee work continues.**
- Implement marketing strategies, including leveraging relationships with external stakeholders, that promote the profession at large – **Committee work continues.**

Education

- Conduct a professional, comprehensive survey of membership to benchmark their educational goals, needs, preferred delivery methods, etc. – **“On Point”** – completed and metrics have been provided for the Board to use to guide future goals and actions.
- Based on the data, modify the curriculum at all educational offerings to include key and soft skills in support of the holistic clerk - **Committee work continues.**
- Partner with key organizations (i.e., LCC, ICMA, MMANC), including presenting CCAC coursework at their respective conferences - **Committee work continues.**

A Questions and Answers period followed the Strategic Plan Update. The following topics were discussed:

- A history of the transition from 3 divisions to 16 regions in the organization.
- Status of a virtual Technical Training for Clerks (TTC).
- A history of California Institute Programs from Continuing Education for Public Officials (CEPO) to TTC and the Master Municipal Clerk Academy (MMCA).
- An overview of other Institute models – Northwest Clerks Institute.

Review of Survey Results

Adam Probolsky, of Probolsky Research provided a brief overview of the member engagement survey. The approximate 25%-member response is highly predictive of the overall membership in the results presented. A full report will be prepared and submitted to the President and Board early next week.

Board Members requested a variety of information and documentation. A list will be provided at the conclusion of this report.

Saturday, October 9, 2020

Discussion on Other Action Plans

As the Board prepared to begin work on the second year of the 2020-2022 Strategic Plan, the Board was asked to share ideas they may have on the action plans for which they were not assigned. Committee Chairs were asked to share initial thoughts on priorities for the upcoming year.

Patrice Olds, Chair of the Governance Committee – initial thoughts for the Committee’s work included membership fees, structural work on the size of the Board which would include a League of California Cities Bylaw amendment, and additional financial policy work.

Additional input from the Board:

- Better define roles on the Board.
- Consider putting Regional Directors on the Professional Development Committee as non-voting members to decrease the size of the Board.
- Look at realigning of the Regions.

- What type of organization do we want to be – a Professional Association Board that sets policy, guides programs and is managed by a professional management services group; or, a Volunteer Board who juggles tasks and assignments for the organization along with the full-time obligations of their jobs.

April Sousa, Chair of the Education Committee – initial thoughts for the Committee's work included a deeper look at the survey data – good and bad; trying new pilot programs; more technical training and post Master Municipal Clerk (MMC) educational opportunities.

Additional input from the Board:

- Offer more post MMC educational opportunities.
- Find a balance of City Clerk and non-Clerk Athenian Dialogue and Academy Facilitators.
- Develop virtual training policies on multi-tasking and requiring cameras to remain on during training.
- Offer a balance of soft skill and technical training.
- Consider offering scholarships for those working on higher level education degrees - Bachelor's Master's and Ph.D.'s.
- Maintain a mix of virtual and in-person training.
- Improve marketing of training to distinguish what is geared for the CMC vs. the MMC.
- Review cost of Institutes (TTC and MMCA).
- Review Conference Planning Services Contract as it has expired.
- Determine what conferences will look like in the future.

Jessica Blair, Chair of the Branding/Communications Committee – initial thoughts for the Committee's work included working on tools to update the organization's brand for a more professional look; and developing policies related to social media.

Additional Input from the Board:

- Find a way for Special Districts to feel included and connected to the organization.
- Track who visits the website and what areas are viewed.
- Post "good things" on social media, possibly more video clips.
- Post links to information such as the SOS Vote Safe Campaign which can be seen by membership.
- Use of groups.io as a communication tool for Regional Directors.
- Consider the website a one-stop shop – one place to go for information with links to additional information. This could bring others to the website.
- Consider a shared resources location on the website (graphics, etc.)
- Consider Community Engagement Tab on the website (see City of Eastvale's website).

Development of and Report Out on Action Plans

- Governance – Patrice Olds (Chair)
- Education – April Sousa (Chair)
- Communications – Jessica Blair (Chair)

Each Chair presented an Action Plan Worksheet for 2020-21. The worksheets are attached as Exhibits to this report.

Discussion on Other Goals for the Year

The Board was asked to share other goals or objectives that have not been covered in the presented Action Plans. When possible, the appropriate Committee is designated as responsible for the noted action.

- Developing a regular meeting schedule for the Board. **(Governance)**
- Changing name of the Association – should the Board decide to move in this direction, keep in mind the rebranding of the association. **(Governance and Branding/Communications)**
- Update the City Clerk's Handbook- possibly contracting with a retired Clerk to lead the project or consider assigning to the 2nd Vice President.
- Updating the Clerk's Elevator Speech **(Branding/Communications)**
- File sharing for the Board – Patrice and Melissa to continue to work on this project. **(Governance)**
- Locate job descriptions for the Board and create job descriptions for certain positions where lacking – Regional Directors, Communication Director; make available via the website and in the Official Word. **(Governance and Branding/Communications)**
- Update the nomination process to be more inviting – job descriptions can be helpful. **(Governance and Branding/Communications)**
- Highlight IIMC's Athenian Dialogue Program to encourage becoming an Athenian Fellow and possibly becoming a facilitator. **(Education)**
- Promote networking with other professional associations to increase awareness of the profession and possible sharing of training opportunities. **(Branding/Communications and Education)**

Follow-up information to be provided or researched

During the course of the goal setting session, requests were made for the following resources and information:

- Final Report of the Member Engagement Survey prepared by Probolsky Research.
- Other IIMC Institute models, in particular the Northwest Clerks Institute. IIMC should be consulted for Institute contacts to ensure variety of models.
- IIMC Institute Reporting Requirements. This information can be found on pages 10 and 11 of the IIMC Institute Guidelines.
<https://www.iimc.com/DocumentCenter/View/6626/Institute-Guidelines-2019?bidId=>
- Information on the fiduciary and legal obligations of the CCAC Board of Directors.

- Membership information, in particular the number of Deputy or Assistant Clerks holding membership.

Upon reviewing the final report and the 2020-2021 Goals and Priority Action Worksheets, careful attention should be given to the interaction of the stated Goals. This will avoid duplication of efforts or mis-steps that could consume valuable time and money of the Board.

The CCAC Board displayed the desire, commitment and initiative to move forward with the work necessary to implement the 2020-2022 Strategic Plan Goals and Priority Actions.

Respectfully submitted,

Joann

Joann Tilton
(209) 456-7855

Attachments:

Governance Goals and Priority Actions Worksheet 2020-21
Branding and Communications Goals and Priority Actions Worksheet 2020-21
Education Goals and Priority Actions Worksheet 2020-21



TO: CCAC Board of Directors
FROM: Anthony J. Mejia, MMC, President
DATE: October 26, 2020
SUBJECT: SET REGULAR MEETING ON THE THIRD TUESDAY OF ODD-NUMBERED MONTH

Recommendation:

Set Regular Meetings on the third Tuesday of odd-numbered months at 10 a.m.

Background:

The CCAC Bylaws require that the Board of Directors meet at least semi-annually upon call by the President or majority of the Board. The Board has traditionally held three, in-person Board meetings each year (Goal Setting, New Law & Elections Seminar, and CCAC Annual Conference). Due to COVID-19, in-person meetings have been cancelled and this will likely continue going into 2021. To ensure that the Association's business is addressed in a timely manner, I am recommending that the Board set Regular Meetings on the third Tuesday of odd-numbered months at 10 a.m. and a Special Meeting on June 25, 2021, to consider adoption of the CCAC Budget.

2020-21 Meeting Schedule

- November 17, 2020
- January 19, 2021
- March 16, 2021
- May 18, 2021
- June 15, 2021 (Special Meeting / Budget Adoption)
- July 20, 2021
- September 21, 2021

Fiscal Impact:

There is no fiscal impact associated with this action.



TO: CCAC Board of Directors
FROM: Anthony J. Mejia, MMC, President
DATE: October 26, 2020
SUBJECT: REVISED FISCAL YEAR 2020/21 ANNUAL CONFERENCE BUDGET

Recommendation:

Approve the revised FY 2020/21 Annual Conference Budget.

Background:

Due to the impacts of COVID-19, the in-person conference has been canceled, and a virtual conference is currently being planned for April 2021. Virtual conferencing software was evaluated, and two proposals were received. Cvent provides a software package and advanced production services, such as pre-recording sessions and professional configuration and design of the software system, for a total of \$43,417. OpenWater offers a comparable software package and some production services, but the software configuration is left to the client, for a total cost of \$29,100. After considering the proposals, I determined that the software systems are cost-prohibitive and require a base registration fee of \$200 to break even, not including any other conference expenses.

Alternatively, I propose that the conference be a series of workshops over three weeks, utilizing Zoom webinar software. The annual subscription fee for Zoom webinars is \$1,549, including registration and integration with PayPal (optional), and can accommodate up to 500 participants. Also, CCAC has been using Board Member's personal or business Zoom accounts to host educational events. Once purchased, the Zoom webinar account will be shared with the Professional Development Director and Recording Secretary for educational and Board purposes, and the GoToMeeting subscription will be terminated, resulting in a \$400 offset.

I want to highlight that I am proposing eliminating the exhibitor booth revenues and reducing sponsorship revenues due to limited opportunities to spotlight sponsors and exhibitors. Alternatively, I will be soliciting our Diamond level sponsors to offer them the first right of refusal to sponsor the conference for \$10,000 each, and there will be one \$5,000 sponsorship for the awards ceremony. Each major sponsor would have an opportunity to have a short video displayed before each session begins, along with being featured on the website, etc.

Last year, CCAC entered into a two-year contract with Cvent for a mobile conference app at the cost of \$3,950 per year. Due to COVID-19, the 2020 Annual Conference was canceled abruptly, and we could not utilize the app. On June 8, 2020, I requested that Cvent terminate year two of the contract. Unfortunately, this request was submitted eight days past the contractual deadline, and Cvent took a hardline and refused to terminate the agreement. The revised budget now includes \$9,000 under "Conference

Registration Expenses” for the \$3,950 Cvent app and an additional \$5,050 for any software which may be necessary to produce the 2021 conference, including the Zoom webinar subscription.

I am also requesting to retain \$2,500 under “Coordinator Rex Osborn.” Rex indicated that CCAC would need to pay the \$2,000-3,000 retainer for the conference audio/visual team, but he has not yet submitted an invoice.

Fiscal Impact:

Based on the proposed conference structure, estimated attendance, and registration fees, it is estimated that the virtual conference will generate approximately \$10,000, which matches the estimated conference revenues for the in-person conference.

43000 · CONFERENCES

	Adopted 2020/21 Budget	Revised 2020/21 Budget
43100 · Exhibitor/ Sponsor		
4103.2a · Booth (\$1000)	\$22,000.00	\$0.00
4103.2b · Additional Reps (\$100)	\$1,000.00	\$0.00
43110 · Sponsorships	\$50,000.00	\$25,000.00
Total 43100 · Exhibitor/ Sponsor	\$73,000.00	\$25,000.00
43200 · Registration Fees Inc. Events		
43230 · Conference Athenian Dialogue	\$3,000.00	\$900.00
43220 · Banquet Tix	\$850.00	\$0.00
4103.2d · Wed night event	\$7,650.00	\$0.00
43240 · Advanced Academy Fees	\$6,000.00	\$0.00
43210 · Conference Registration	\$112,500.00	\$21,000.00
Total 43200 · Registration Fees Inc. Events	\$130,000.00	\$21,900.00
Total Revenue	\$203,000.00	\$46,900.00

64000 · ANNUAL CONFERENCE

64100 · Conf. Registration Expenses	\$0.00	\$9,000.00
64200 · All Confernce	\$9,000.00	\$0.00
64300 · Banquet Décor & Entertainment	\$5,000.00	\$0.00
64350 · Academy Conf. Exp	\$1,500.00	\$0.00
64400 · Athenian Conf. Exp.	\$2,000.00	\$1,000.00
64500 · Speakers	\$20,000.00	\$20,000.00
64550 · Coordinator Rex Osborn	\$30,000.00	\$2,500.00
64700 · Awards	\$2,000.00	\$2,000.00
64750 · Honored Guests Dinner	\$3,500.00	\$0.00
64900 · Conference Supplies, etc	\$2,500.00	\$2,500.00
64910 · Hotel Costs (food & rent)	\$115,000.00	\$0.00
64920 · Shipping & Mileage Conf.	\$1,000.00	\$0.00
64930 · Site visit	\$1,500.00	\$0.00
Total 64000 · ANNUAL CONFERENCE	\$193,000.00	\$37,000.00

Projected Balance	\$10,000.00	\$9,900.00
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Session Registration: \$30

Expected Attendance: 50

Number of Sessions: 6

Revenue: \$9,000

Athenian Registration: \$30

Expected Attendance: 30

Number of Sessions: 1

Revenue: \$900

Full Package: \$120

Estimated Purchases: 100

Revenue: \$12,000



TO: CCAC Board of Directors
FROM: Anthony J. Mejia, MMC, President
DATE: October 26, 2020
SUBJECT: LETTER OF ENDORSEMENT FOR RUTH POST TO SERVE AS IIMC REGION IX DIRECTOR

Recommendation:

Authorize the President to issue a letter of support for Ruth Post to serve as the IIMC Region IX Director.

Background:

The International Institute of Municipal Clerks (IIMC) is represented by a 26-member Board consisting of 22 Regional Directors and four Executive Officers. California is located within Region IX which includes Alaska, Oregon, and Washington and each region is represented by two Directors on a staggered three-year term. The current Region IX Directors are Dawn Abrahamson, California, and Scott Passey, Washington, with terms ending May 2021 and May 2022, respectively.

In 2009, the Region IX State Associations entered into an agreement addressing the rotation of the directorships and funding mechanism for the Directors' travel expenses. Based on the current agreement (Attachment 1), the Oregon Association of Municipal Recorders (OAMR) has nominated Ruth Post to serve as Region IX Director with a term commencing in May 2021. Ruth Post is a Past President of OAMR and has served on numerous State and IIMC Committee and otherwise meets all requirements to serve as the Region IX Director. California will next be eligible to nominate the Regional IX Director in late 2023 for a term commencing in May 2024.

Fiscal Impact:

In accordance with the IIMC Region IX Director Agreement, each State Association contributes \$5 per member to an assessment pool for travel costs for the Region IX Directors which is managed by CCAC.

ATTACHMENTS

1. IIMC Region IX Director Agreement
2. Nomination Package for Ruth Post



International Institute of Municipal Clerks Region IX Director Agreement

Purpose:

To affirm the policy that the IIMC Region IX Director position rotates among the states of Alaska, California, Oregon, and Washington; to establish a schedule for that rotation; to agree to a process for submitting the candidate's name to IIMC; and to agree to an assessment pool for Region IX Director travel costs.

Policy:

1. The term of office for IIMC Region Directors is three years. Region IX is represented by two directors whose terms are staggered. Each time one director ends a term, the next director shall be selected from the state association next in the rotation schedule.
2. From the time of this agreement, Region IX Directors will rotate according to the following schedule:
 - a) California serves 2018 – 2021, term expires May 2021
Washington elected May 2019
 - b) Washington serves 2019 – 2022; term expires May 2022
Oregon elected May 2021
 - c) Oregon serves 2021-2024; term expires May 2024
Alaska elected May 2022
 - d) Alaska serves 2022 – 2025; term expires 2025
California elected May 2024

Rotation repeats beginning with a) above:

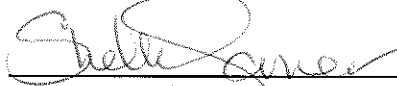
- a) California serves 2024 – 2027; term expires May 2027
Washington elected May 2025
3. The candidate for Region IX Director must meet the qualifications for office as outlined by IIMC:
 - a. Be an IIMC member for at least three (3) years;
 - b. Have served at least three (3) years as a Municipal Clerk or other office as defined by IIMC membership guidelines;

- c. Have attended at least two annual IIMC conferences. Attendance may include the conference at which the candidate's term would begin;
 - d. Be a full member or additional full member of IIMC and if elected remain a full or additional full member during the term of office;
 - e. Provide written support of candidacy from the candidate's legislative governmental body.
 - f. Provide written support of candidacy from their state association.
 - g. In addition to the IIMC criteria, the Region IX representative must:
 1. Have served on or chaired an IIMC Committee;
 2. Possess the CMC or MMC designation; and
 3. Meet any further criteria established by their individual state association.
4. Each Region IX State Association will select a single nominee through its own selection process. Each state's selection of a nominee will occur with sufficient time to forward the name of the nominee for confirmation to each of the other Region IX states. Confirmation shall be by vote of each state association executive board with an endorsement letter being sent to the nominee at least ninety (90) days prior to the deadline for it being submitted to IIMC. The IIMC filing deadline is mid-January.
5. In the event that a state association has no eligible candidate for the Region IX Director position, that state association may pass on their turn and the next state association in line may put forth a candidate.
6. Each Region IX State Association shall annually contribute no more than \$5.00 per member, beginning with the May 2018 billing invoices, into an assessment pool for travel costs for the Region IX Directors. Travel funds may be used by the Region IX Directors for:
- Coach airline travel made at least 21-days in advance.
 - Hotel room and tax charges during the conference only.
 - Reasonable, actual meal expenses.
 - Mileage and parking.
 - Gifts not to exceed \$35 each. (i.e., incoming and outgoing presidents and one raffle or silent auction item)
 - No travel funds shall be used for IIMC conferences.
 - No travel funds shall be used for conference expenses held in the state that the Region IX Director is from, except for gifts.
7. The City Clerks Association of California (CCAC), through its Treasurer, agrees to maintain and administer the Region IX Director Travel Fund (outlined in Article 6) beginning with the May 2018 billing invoices. The CCAC Treasurer shall:
- Contact Region IX State President's in April of each year to determine each State's voting membership;
 - Prepare and send an invoice to each State President in May of each year;
 - Establish and maintain funds collected in a clearly identified account line;

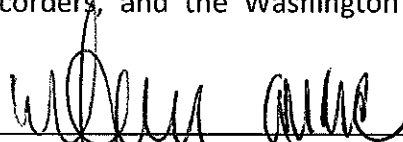
- Establish purchasing and reimbursement protocol with the Region IX Directors using the criteria set forth in Article 6 as a guide.

The undersigned hereby acknowledge Hawaii is part of Region IX however, currently has no dues paying IIMC members. At such time membership participation begins and is feasible, Hawaii will be invited to participate in the Region IX Director Agreement.

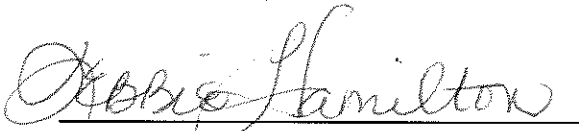
This agreement is adopted the 18th day of April, 2018, by agreement of the Presidents of the Alaska Association of Municipal Clerks, the City Clerks Association of California, the Oregon Association of Municipal Recorders, and the Washington Municipal Clerks Association.



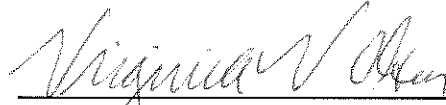
Shellie Saner, MMC
AAMC President



Wendy Klock-Johnson, MMC
CCAC President



Debbie Hamilton, CMC
OAMR President



Virginia Olsen, CMC
WMCA President

Originally adopted: 01.12.2009
Revised: 11.27.2012
Revised: 10.2014
Revised: 03.2015
Revised: 03.2018

**This agreement shall be reviewed every three (3) years and renewed/signed by each State Association President.*



OREGON ASSOCIATION OF MUNICIPAL RECORDERS

October 6, 2020

Alaska Association of Municipal Clerks
Attn: Melissa Jacobsen, MMC
mjacobsen@ci.homer.ak.us

City Clerks Association of California
Attn: Anthony Mejia, MMC
Anthony.mejia@palmspringsca.gov

Washington Municipal Clerks Association
Attn: Debbie Jermann, MMC
debbiej@c-tran.org

Dear Region IX Presidents:

I am writing to inform you that at the Annual Business Meeting of the Oregon Association of Municipal Recordors (OAMR) on September 25, 2020, the membership voted to endorse Oregon's very own Ruth Post, MMC, City of Philomath, for IIMC Region IX Director for the 2021-2024 term. Please see Ruth's submission packet attached. I think you will see how great Ruth is and what an asset she will be as an IIMC Region IX Director.

As per the IIMC Region IX Director Agreement attached, confirmation shall be by vote of each state association executive board with an endorsement letter being sent to the nominee at least ninety (90) days prior to the mid-January deadline. With this timeline, I am asking for an urgent return of a confirmation vote from your organization. Once I receive your confirmation, I will forward an endorsement letter to Ruth.

Thank you for your immediate attention to this matter and I look forward to receiving your confirmation letter.

Sincerely,

Kathy Payne, MMC
OAMR Immediate Past President
City Recorder
City of St. Helens
265 Strand Street
St. Helens, OR 97051
503-366-8217
kathy@ci.st-helens.or.us



January 10, 2020

Dawn Russ
OAMR Nominating Committee Chair

RE: Letter of Interest for IIMC Region IX Director

Every six years, OAMR selects a member to serve as our IIMC Region IX Director. During my 17 years as a member, this organization has seen three amazing representatives serve in that capacity: Gail Waibel, Peggy Hawker and Tracy Davis. Each of them has set the standard very high in representing the city recorders and clerks from Oregon, Washington, Alaska and California. It is with great excitement that I submit my name to OAMR as a candidate for your next IIMC Region IX Director.

There are several different levels of eligibility requirements for this position:

IIMC Criteria

- Served at least three years as a Municipal Clerk or other office as defined by IIMC – I've served as the Philomath City Recorder since June 2002.
- Been a member of IIMC for at least three years – I've been a member of IIMC since 2002.
- Attended at least two annual IIMC conferences -- Since 2006, I've attended nine IIMC conferences, including Birmingham, Alabama in 2019. I am registered to attend the IIMC St. Louis conference in 2020.
- Be a full or additional full member of IIMC – I have been a full member of IIMC since 2002.
- Provide written endorsement of candidacy from the candidate's governing body – A letter of endorsement from Philomath City Manager Chris Workman and Mayor Eric Niemann are attached.

Region IX Criteria

- Have served on or chaired an IIMC Committee – I've served on the following IIMC Committees: Education & Professional Development 2013-14, 2018-19 and 2019-20; Public Relations & Marketing 2017-18; Conference 2015-16 and 2016-17; and International Relations 2011-12.
- Possess the CMC or MMC designation – I attained my CMC in July 2005 and my MMC in October 2009.

OAMR Criteria

- Served as President of OAMR – I served as OAMR's President 2009-2010.
- Be an active voting member of OAMR – I have been an active voting member since 2002.

Rather than just meeting the criteria, I've tried to dig deeper and make sure I understood the facets of IIMC that most affect our members. Having had the opportunity to serve on four different IIMC committees, I've gained knowledge on how each of them relates to OAMR and Region IX as a whole. This understanding includes the impact IIMC policies have on our Northwest Clerks Institute program that provides valuable profession-specific training to our members. I've now served on the NCI Education Committee since 2010, and believe that supporting its successful continuity is one of the most important aspects of serving on the IIMC Board of Directors.

One more area of importance for our membership that I've recently been able to learn more about is IIMC's non-profit fundraising organization, the IIMC Foundation. Serving on a sub-committee of the Foundation this year has given me all new insight into how it benefits our members. I look forward to learning more and ensuring our members take full advantage of the opportunities for education the Foundation can open the doors to.

In closing, I consider it a great honor to even be in the discussion to serve as an IIMC Region IX Director for OAMR, AAMC, CCAC and WMCA. If selected, I will do my utmost to maintain the legacy of strong leadership that my predecessors have set as the standard.

Sincerely,

A handwritten signature in blue ink that reads "Ruth Post". The signature is written in a cursive style with a large initial "R" and "P".

Ruth Post, MMC
City Recorder
City of Philomath



City Manager

January 3, 2020

RE: Endorsement of Candidacy for Ruth Post

To Whom It May Concern:

It is with great pride that we enthusiastically endorse Ruth Post to serve as the IIMC Region IX Director for the 2021-2024 term. Ruth has been the Philomath city recorder and an active member of both OAMR and IIMC for the past 18 years. During this time, she has successfully balanced the day-to-day responsibilities of a city recorder with the duties she voluntarily took on as OAMR President, IIMC committee member, and an active IIMC and OAMR member. One of Ruth's strongest qualities is her ability to manage her time appropriately. She is also dedicated to continued education and self-improvement. She regularly attends IIMC and OAMR conferences and looks forward to the training and professional networking both organizations provide.

If appointed to this position, we have full confidence that Ruth will serve IIMC and its members with all the care and professionalism she has provided the City and its residents all these years. She is a true asset to every organization she is involved with and we fully support her desire to serve and give back to her profession.

Sincerely,

Chris Workman
Philomath City Manager

Eric Niemann
Philomath Mayor

BIOGRAPHY
RUTH POST

Ruth Post was hired as the Philomath City Recorder in June 2002. Her employment with the City began in 1999 as the Utility Billing Clerk and she was the Utility Billing/Municipal Court Clerk from 2001 until her promotion to her current position.

Ruth earned the Master Municipal Clerk designation in 2009, as certified by the International Institute of Municipal Clerks; and served as the President of the Oregon Association of Municipal Recorders in 2009-2010.

Ruth currently serves OAMR as a member of the three-state Northwest Clerks Institute Education Committee and on the Education and Conference Committees. She also currently serves on the IIMC Education Committee and the IIMC Foundation Development Committee.

A lifelong Philomath, Oregon resident, Ruth graduated from Philomath High School and Linn-Benton Community College. She and husband Henry raised two daughters who also graduated from Philomath High School. An avid backpacker and hiker, Ruth unplugs in the wilderness areas of the Oregon Cascades. She also loves enjoying her three grandchildren, travelling with friends and family, and quilting.



TO: CCAC Board of Directors

FROM: Anthony J. Mejia, MMC, President
Ashton Rene Gout, CMC, Member Services Director

DATE: October 26, 2020

SUBJECT: SUSPENSION OF IN-PERSON EDUCATIONAL OFFERINGS THROUGH JUNE 2021

Recommendation:

Affirm that the CCAC Board of Directors will not permit in-person educational offerings through June 30, 2021.

Background:

The Membership & Inclusivity Committee has submitted a letter recommending that the Board of Directors take a position to not permit in-person educational offerings through June 2021. The Committee points out that our survey results show that approximately 50% of the membership is over 50-years-old and in-person educational sessions may unnecessarily expose our members to COVID-19.

On May 15, 2020, the IIMC Board approved Athenian Dialogues to be held online through January 2021. Most other educational offerings are already permitted to be held online. On November 14, 2020, the IIMC Board will consider the IIMC Education & Professional Development Committee's recommendation to extend online Athenian Dialogues through May 31, 2021.

We recommend that the CCAC Board support the MIC Committee's recommendation and authorize the President to forward a letter to this effect to the IIMC Region IX Directors, along with a request that the ALD extension go through June 30, 2021. If approved, this action will allow the Professional Development Director, Athenian Dialogue Coordinator, and Institute Directors to plan accordingly and develop at least a six-month calendar of virtual education.

Fiscal Impact:

The suspension of in-person educational sessions may result in savings due to reduced facility, speaker travel fees, and food costs.

ATTACHMENTS

1. MIC Committee Letter

**EXECUTIVE BOARD
2020-2021**

ANTHONY J. MEJIA,
President, Palm Springs

MELISSA THURMAN,
1st Vice-President, San Bruno

MARC A. DONOHUE,
2nd Vice-President, Eastvale

LAURA M. NIETO,
Recording Secretary, Irwindale

JESSICA BLAIR,
Communications Director,
Half Moon Bay

RANDI JOHL-OLSON,
Legislative Director, Temecula

APRIL SOUSA,
Professional Development Director,
McKinleyville CSD

YVONNE SPENCE
Treasurer, Fresno

ASHTON RENE GOUT,
Member Services Director,
Palm Springs

TINA VIRAMONTES,
Region 1 Director, Clearlake

NELL HESSEL,
Region 2 Director, Sacramento

JENNIFER LAND,
Region 3 Director, Turlock

JULIE DRIMAKIS
Region 4 Director, Bakersfield

MELINDA SAYRE,
Region 5 Director, Hesperia

LINDA A. TROYAN,
Region 6 Director, Rancho
Cucamonga

CANDICE ALVAREZ,
Region 7 Director, Lake Elsinore

VACANT,
Region 8 Director

TRIDAE HUGHES-GONZALES,
Region 9 Director, San Diego

MOLLY MCLAUGHLIN PERRY,
Region 10 Director, Irvine

ADRIAN GARCIA,
Region 11 Director, Azusa

TRACEY OEHLER,
Region 12 Director, Ventura

NOVA ROMERO,
Region 13 Director, Hollister

MICHELLE BIGELOW,
Region 14 Director, Morgan Hill

JOELLE FOCKLER,
Region 15 Director, Concord

KENDALL ROSE,
Region 16 Director, Petaluma



City Clerks Association of California
700 R Street, Suite 200
Sacramento, CA 95811

Board of Directors,


On behalf of the Membership and Inclusivity Committee, we are recommending that the CCAC Board take a position on not permitting in-person workshops, Athenian Leadership Dialogues, and/or conferences until at least June 2021, as a precaution to prevent additional spread of COVID-19 throughout our membership.

The CCAC membership consists of a total of 1,035 individuals, of which approximately 9% are 60+ years old and 38% are between 50-59 years old. That is nearly 50% of our entire membership that are considered higher-risk to contract COVID-19 due to age. This is not considering those of our members that have underlying medical conditions. It would be prudent for our Board to restrict in-person trainings for the health and safety of our membership.

In lieu of in-person trainings and recognizing the importance of continued education and networking, we respectfully request that the Board continue to encourage virtual workshops, Athenian Leadership Dialogues, and a hybrid model for conferences, as we continue to navigate through these challenging and uncertain times.

We trust that the Board will maintain our members' health and safety as top priority.

Sincerely,


Ashton Rene Gout, CMC
Member Services Director



TO: CCAC Board of Directors
FROM: April Sousa, Professional Development Director
DATE: October 26, 2020
SUBJECT: Grant an Extension for the 2nd Round of Scholarships

Recommendation:

Grant an Extension for the 2nd Round of Scholarship Applications to December 1, 2020.

Background:

CCAC Scholarship application and dissemination is set by Policy 111. The policy purpose is to offer scholarship assistance so that all members will have more of an opportunity to participate in educational and training opportunities.

The policy sets the deadline for two rounds for submitting scholarship applications – Round 1 deadline is June 1, for offerings held July-December and Round 2 deadline is November 1 for offerings held January-June.

Due to the transition of board members, the offering of Round 2 was delayed and has not yet been sent out to the membership. A deadline of November 1 would not give the membership enough time to apply for this round of scholarships and an extension of 1 month is requested.

Fiscal Impact:

There is no fiscal impact associated with this action.