

Our Trainers

A few highlights on the experience and background of this session's trainers.

Dawn Abrahamson, MMC: City Clerk of the City of Vallejo; former City Clerk of the cities Pleasanton and Fremont; CCAC Legislative Director; CCAC board member since 1998 including President 2005-2006; League of California Cities Administrative Services Committee member; CCAC "Clerk of the Year" in 2009.

Maureen Kane: CEPO Executive Director and Institutes Director of the California Municipal Clerks Institutes; serves as consultant to California Air Resources Board; former City Councilmember on the City of Riverside; past president of the California Association of Leadership Programs.

Pamela Miller, CMC: CEPO Program Director; Vice President of The Consortium for Community Development; former Administrative Manager for the County Executive Office and the Clerk of the Board of Supervisors for Napa County; former Deputy City Clerk for the City of Vallejo.

Patrice Olds, MMC: City Clerk of the City of Walnut Creek; CCAC Board Northern Division Trustee and Chair of Athenian Dialogues Committee; extensive private industry background in business and accounting.

Lee Price, MMC: City Clerk of the City of Los Altos; former City Clerk of the cities of Atascadero, Morgan Hill, San Luis Obispo and San Jose; CCAC Mentoring Committee Program Chair; former employee of the County Board of Supervisors and the Superior Court in San Luis Obispo.

Judy Sumich, MMC: Served as City Clerk of the City of Palm Springs for 35 years; past President of the League of California Cities City Clerks Department; recipient of the 1998 CCAC Clerk of the Year award; freelance consultant and a senior associate with Sentient Systems, Inc.



Continuing Education for Public Officials, Inc.
P.O. Box 52355 · Riverside, CA, 92517

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**PROFESSIONAL
DEVELOPMENT SERIES
2012**

**Master Municipal Clerk
and Clerk of the Board Academy**



February 8-10, 2012

CEPO (Continuing Education for Public Officials, Inc.) is a non-profit organization dedicated to leadership training and skills education of public service professionals. Founded in 1973 by the League of California Cities and the University of California Santa Cruz, it provides a lively educational forum for thousands of city, county and special district officials.

CEPO currently offers sessions twice a year: *Leadership Skills for Local Government Professionals* is a one week session for three consecutive years which leads to a completion certificate. The *Professional Development Series* held for three days in February addresses targeted topics of current interest.

CEPO Board of Directors:

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CEPO Staff:

Maureen Kane, Executive Director
Pamela Miller, Program Director

To register online:
www.cepoweb.com

For additional information:

Maureen Kane, Executive Director
P.O. Box 52355
Riverside, CA 92517
Email: CEPOwithKane@aol.com
Phone and Fax: 951-789-8319

Future dates:

Leadership Skills for
Local Government Professionals
August 5-10, 2012

Master Municipal Clerk and Clerk of the Board Academy

A more complete description of the curriculum is available on the CEPO website. The following planned curriculum is subject to change at the discretion of the Program Director based on registrations. **Attendance at all sessions is required to receive completion certificate.**

Wednesday, February 8:

Community Session #1 (11:00 am–Noon)

Session 1 (1:00–6:00 pm)

101 First Year: Master Municipal Clerk or Certified Clerk of the Board—What Do They Really Mean?

Trainers: Patrice Olds, Dawn Abrahamson

102 Second Year Attendees: Maximizing Your Potential—Generating Greater Professional and Personal Value

Trainers: Lee Price, Judy Sumich

103 Lifelong Learning for Leaders

Trainer: Maureen Kane

Thursday, February 9:

Session 2 (8:00 am–12:30 pm)

201 Being an Effective Legislative Advocate for Your Agency, Association and Community

Trainers: Dawn Abrahamson, Maureen Kane

202 Conquering the Intricate World of Elections

Trainers: Lee Price, Patrice Olds

203 Using Change Management Leadership as an Opportunity

Trainers: Pamela Miller, Judy Sumich

Session 3 (1:30–6:00 pm)

301 Speaking Tech-Talk: How to Effectively Communicate With Your IT Department for Results

Trainers: Lee Price, Jay Hadley

302 Leadership and Interdepartmental Cooperation: Establishing Yourself as an Organizational Leader

Trainers: Patrice Olds, Judy Sumich

303 Understanding the Power of Effective Public Engagement

Trainers: Pamela Miller, Dawn Abrahamson

Friday, February 10:

Community Session #2 (8:00 am–1:00 pm)

401 The Vast World of Agenda Management: A Best Practices Session

Trainers: Lee Price, Patrice Olds, Dawn Abrahamson, Judy Sumich

Who Should Attend?

CEPO is recognized by the **International Institute of Municipal Clerks (IIMC)** and the **California Clerk of the Board of Supervisors Association (CCBSA)** as an official training program leading to professional accreditation of **Certified Municipal Clerk (CMC), Master Municipal Clerk (MMC) and Certified Clerk of the Board (CCB)**. The **MMC Academy** has been created to meet the interests of more tenured and experienced professional clerks. Successful completion of the 3 day session will earn a certificate verifying 18 educational hours.

What is the Financial Commitment?

The registration fee of \$1,100.00 includes registration, double occupancy hotel room, all meals and course materials. Group discounts are available. Check made payable to Continuing Education for Public Officials should be mailed directly to the Executive Director at P.O. Box 52355, Riverside, CA 92517. Registration is not considered complete until receipt of payment.

How Do I Register for the Program?

Registration is completed on line at www.cepoweb.com. Questions should be addressed to Maureen Kane, Executive Director at CEPOwithKane@aol.com.

Where is the Session Held?

The session will be held at Kellogg West Conference Center in Pomona. It is convenient to Ontario International Airport. A free airport shuttle is available with reservations.

Refund Policy

No refunds if cancellation is received two (2) weeks prior to the session. Administrative fee of \$250 for cancellations received more than two weeks prior.