



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD
SPECIAL GO TO MEETING

Agenda
Friday, June 26, 2020
10:00 a.m.

Conference Call Number

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

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Access Code: 715-559-885

1. CALL TO ORDER

2. ATTENDANCE/EXCUSED ABSENCES

- a. Approval of Absences

3. NEW BUSINESS / ACTION / DISCUSSION ITEMS

- a. Approval of Minutes

April 27, 2020 Conference Call

- b. Fiscal Year 2020-21 CCAC Budget

Recommendation: Adopt the FY 2020-21 CCAC Budget.

- c. Selection Criteria for the Pat Hammers Spirit Award

Recommendation: Modify the Pat Hammers Spirit Award selection process to provide for the Immediate Past President and a jury of the immediate past three Award recipients to select the new Award recipient for presentation at the CCAC Annual Conference.

4. ORAL REPORTS FROM OFFICERS AND DIRECTORS

5. PUBLIC COMMENT

6. ADJOURNMENT



CITY CLERKS ASSOCIATION OF CALIFORNIA EXECUTIVE BOARD MEETING

MINUTES **April 27, 2020** **CONFERENCE CALL**

1. CALL TO ORDER

President Olds called the meeting to order at 2:01 p.m.

She shared that formal action would be taken to make the three-year strategic plan into a four-year plan, as it was not practical to work on it at this time. Our number one focus should be on our day jobs. She thanked the Board for the work that they were doing.

2. ATTENDANCE/EXCUSED ABSENCES

1. Patrice Olds, President
2. Anthony Mejia, 1st Vice President
3. Melissa Thurman, 2nd Vice President
4. Laura Nieto, Recording Secretary
5. Randi Johl, Legislative Director
6. Jessica Blair, Communications Director
7. Yvonne Spence, Treasurer (via conference call)
8. Shawna Freels, Professional Development Director
9. Marc Donohue, Membership Director
10. Nell Hessel, Region 2 Director
11. Jennifer Land, Region 3 Director
12. Julie Drimakis, Region 4 Director
13. Linda Troyan, Region 6 Director
14. Sarah Manwaring, Region 7 Director
15. Debra Jackson, Region 8 Director
16. Zack Beck, Region 9 Director
17. Molly McLaughlin Perry, Region 10 Director
18. Kevin Christian, Region 12 Director
19. Patricia Barajas, Region 13 Director

CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING
APRIL 27, 2020

20. Michelle Bigelow, Region 14 Director

21. Joelle Fockler, Region 15 Director

22. JoAnne Buerger, Region 16 Director

EXCUSED:

1. April Sousa, Region 1 Director
2. Melinda Sayre, Region 5 Director
3. Adrian Garcia, Region 11 Director

3. NEW BUSINESS/ACTION/DISCUSSION ITEMS

- a. Approval of Minutes – Special meeting held March 10, 2020

Mejia moved and Thurman seconded the approval of the Minutes of the Special meeting held March 10, 2020. Motion carried unanimously.

- b. Educational Programming During Shelter in Place Order, Scholarship Rollover and Workshop Sponsorship Program Considerations (Freels)

Items 3B and 3C were discussed jointly.

Professional Development Director Freels provided an update to and sought input from the board regarding the following: virtual Nuts and Bolts webinar, regional workshops being converted to an online setting and establishing fees for those programs, CCAC sponsorship program and the roll-over of unused education scholarships and potentially TTC scholarships.

Lengthy discussion was held on offering virtual trainings, sponsorships and CCAC being able to drive the content of the educational offerings. It was noted that sponsorships run on the calendar year.

Discussions continued on lowering the cost for Nuts and Bolt, with cautionary opinions expressed about the perceived value if the cost was too low. A counter opinion was noted that there could be value in offering it free for organizations whose training budgets have been reduced or eliminated. It was highlighted that zero cost webinars are a benefit in the current climate, with the caveat that it is in response to emergency fiscal conditions and will later be revisited and adjustment.

President Olds noted the opportunity to let the members know that their education was still a priority. She further shared that Institute Director Pamela Miller was attempting to offer the September MMCA virtually and was reaching out to her trainers. Legislative Director Johl recommended

CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING
APRIL 27, 2020

that a mechanism be developed so that CCAC's educational offerings were not duplicative of those being offered by partners such as the League of California Cities and the Institute for Local Government.

Discussion was held related to June TTC potentially being held in a virtual setting, with it being noted that Institute Director Maureen Kane would be reaching out by the end of the week. Professional Development Director Freels was asked to continue to follow up with Institute Director Kane, with President Olds and 1st VP Mejia offering to be part of the conversation. Legislative Director Johl stated the opinion that TTC needed to be offered virtually in light of current restrictions and orders. It was understood that June could be too soon to coordinate, but that it should be expected by September, with a reduction in cost.

Olds motioned and Christian seconded 1) June 2020 Nuts and Bolts to be virtual, being free to members and \$25 to non-members; 2) review the regional workshop sponsorship program; and 3) rolling over monies for the next budget fiscal year 2020-21. The motion carried unanimously.

- c. Education / Funding Concerns in the time of pandemic (Mejia, verbal)

Discussed jointly with item 3B

- d. Update on CCAC Finances (Spence, verbal)

Treasurer Spence provided a verbal update on CCAC finances, reporting figures related to refunds of conference registrations and vendors. It was noted that member would continue to be updated on the status of refunds.

President Olds thanked 2nd VP Thurman for agreeing to host the 2022 conference at the hotel slated for the 2020 conference.

4. ORAL REPORTS FROM OFFICERS AND DIRECTORS

1st Vice President Mejia thanked Professional Development Director Freels for her efforts

Legislative Director Johl reported that the League of California Cities would be holding some of its upcoming conferences and seminars virtually, and a decision on New Law likely be made in late July or August.

Communications Director Blair reported that she would be bringing forward a social media policy in the near future for board approval.

Director Hessel expressed her appreciation for the information provided on workshops.

CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING
APRIL 27, 2020

Director Land was impressed by the level of commitment of the Board.

Director Jackson thanked everyone for their hard work

Director Perry reported that she would provide the results of firms who were hired by cities, to conduct a member survey.

Director Buergler reported offered to donate unexpended funds from her region's workshop

President Olds reported that she would be proceeding with the awards via a Zoom meeting or Facebook Live, surprising the recipients. She noted that thirty-five nominations had been received.

5. PUBLIC COMMENT

There were no public comments.

6. ADJOURNMENT

The meeting was adjourned at 3:24 p.m.



TO: CCAC Board

FROM: Patrice Olds, MMC
CCAC President

Anthony J. Mejia, MMC
CCAC 1st Vice President

DATE: June 9, 2020

SUBJECT: Selection Criteria for the Pat Hammers Spirit Award

Recommended Action

Modify the Pat Hammers Spirit Award selection process to provide for the Immediate Past President and a jury of the immediate past three Award recipients to select the new Award recipient for presentation at the CCAC Annual Conference.

Background

On February 18, 2014, the CCAC Board of Directors on a motion by Director Abrahamson and seconded by Second Vice President Pope, carried unanimously, to approve the selection criteria for the Pat Hammers Spirit Award.

Currently, the Pat Hammers Spirit Award is selected by the Immediate Past President and presented at the New Law and Election Seminar luncheon, based on the following criteria:

- Member of CCAC
- CCAC Mentor – a clerk who has been willing to spend his or her time and expertise guiding the development of another clerk
- Promotion of the professional through specific actions or events
- Outstanding humanitarian efforts within CCAC (i.e., devoted to the advancement and professional growth in clerks and the profession)
- Outstanding inspiration to other Municipal Clerks through specific actions or events
- Significant personal sacrifice of time, labor, or financial resources to CCAC – someone involved to make a difference
- Courageous – someone with resolution and confidence
- Compassionate – treats others as they would wish to be treated
- Tenacious – someone who is assertive, decisive, hangs in there when or because things get tough; maintains a positive perspective and stays strong during difficult times and is action-oriented
- Committed – someone who is selfless – volunteers at Region or Association level for projects/tasks, large or small – the “I can help with anything” spirit – cheerleader
- A champion for continued education and the elevation of our profession
- Lifelong learner/commitment to continued learning – someone who has not stopped at the CMC/MMC certification, but believes in continuous training
- A builder of partnerships

To promote fairness and equal opportunity, President Olds and 1st Vice President Mejia recommend modifying the selection criteria to provide for the Immediate Past President and a jury of the immediate three past award recipients to select the awardee. In the event of a tie, the Immediate Past President's vote shall be counted as the tie breaker. In addition, we recommend presenting this award in conjunction with the Annual Conference Banquet which is already designed to be an award ceremony.