



CITY CLERKS ASSOCIATION OF CALIFORNIA
SPECIAL GoTo BOARD MEETING

Revised Agenda
Monday, June 24, 2019
2:00 p.m.

- 1. CALL TO ORDER**
- 2. ATTENDANCE/EXCUSED ABSENCES**
 - a. Approval of Absences
- 3. MINUTES**
 - a. Approve June 14, 2019 Special Go-To Meeting Board Minutes
- 4. NEW BUSINESS/ACTION/DISCUSSION ITEMS**
 - a. Ratify Appointment of Yvonne Spence as Treasurer through remaining term of Susan Domen (October 2019)
 - b. Granicus Grant Acceptance
 - c. **Amendment to Board Policy 114 – MMC Recognition Policy**
 - d. Adoption of Fiscal Year 2019-20 CCAC Budget
- 5. ADJOURNMENT**

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CITY CLERKS ASSOCIATION OF CALIFORNIA SPECIAL GoTo BOARD MEETING

Minutes

Friday, June 14, 2019

9:30 a.m.

1. CALL TO ORDER

President Smith called the meeting to order at 9:32 a.m.

2. ROLL CALL

- Stephanie Smith, President
- Wendy Klock-Johnson, Immediate Past President
- Patrice Olds, 1st Vice-President
- Anthony Mejia, 2nd Vice-President
- Mitzi Ortiz, Communications Director
- Shawna Freels, Professional Development Director
- April Sousa, Region 1 Director
- Jennifer Ferraiolo, Region 3 Director
- Yvonne Spence, Region 4 Director, Deputy Treasurer
- Sarah Manwaring, Region 7 Director
- Debra Jackson, Region 8 Director
- Zack Beck, Region 9 Director
- Molly McLaughlin Perry, Region 10 Director
- Patricia Barajas, Region 13 Director
- Jennifer Woodworth, Region 14 Director

ABSENT:

- Britt Avrit, Recording Secretary
- Randi Johl, Legislative Director
- Donna Settles, Region 2 Director
- Melinda Sayre, Region 5 Director
- Vicki Kasad, Region 6 Director
- Adrian Garcia, Region 11 Director
- Kevin Christian, Region 12 Director
- Joelle Fockler, Region 15 Director
- JoAnne Buerger, Region 16 Director

3. ATTENDANCE/EXCUSED ABSENCES

Approval of Absences: It was moved by Director Wood, second by Director Barajas, to excuse all absences. Motion carried unanimously.

4. MINUTES

- a. Approve April 5, 2019 Board Meeting Minutes
- b. Ratify April 23-29, 2019 E-Vote Minutes (Policy 103, amendment)

CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING
June 14, 2019

It was moved by Director Beck, second by PDD Freels, to approve the minutes as submitted. Motion carried unanimously.

4. NEW BUSINESS/ACTION/DISCUSSION ITEMS

a. Study Session, Fiscal Year 2019-20 CCAC Budget

President Smith introduced the item, stating that per the Bylaws, the budget shall be adopted before July 1 each year. She commended Deputy Treasurer Spence and 1st Vice President Olds for their work on the draft budget.

Deputy Treasurer Spence started the workshop with a financial review. She highlighted, via GoTo Meeting, the Balance Sheet, Profit and Loss Statement, Profit and Loss by Class, and the proposed FY 2020 Budget. In reviewing the profit and loss statement, it was noted that Deputy Treasurer Spence will work with representatives at Smith Moore Associates to “clean up” the coding of expenses, improve the titles under the scholarship codes, and eliminate account codes that are no longer necessary or have been combined with other codes.

Discussion was held on updating the City Clerk Handbook and eliminating the cost, making it a free download for members. Consensus was reached to make that a project for the upcoming year.

Following the review of the draft budget, 1st Vice President stated a final budget for Board approval would be presented before June 30th.

5. ADJOURNMENT

President Smith adjourned the meeting at 11:03 a.m.



TO: CCAC Board

FROM: Stephanie D. Smith, MMC
CCAC President

DATE: June 24, 2019

SUBJECT: Ratification of Appointment – Yvonne Spence as Treasurer

Recommended Action

Ratify the appointment of Yvonne Spence as Treasurer, filling the remaining unexpired term of Fall 2017 through Fall 2019, following the resignation of Susan Domen, MMC

Background

Treasurer Susan Domen resigned, effective June 6, 2019, to move out of state. Region 4 Director Yvonne Spence has been serving as Deputy Treasurer for approximately four months, and has been learning the financial processes of CCAC. Previous to the CCAC Structural reorganization, Yvonne served as the Central Division Treasurer, working with then-CCAC Treasurer Patrice Olds. Yvonne has agreed to serve as the CCAC Treasurer for the remainder of Susan's term.

Pursuant to the By-Laws, the Treasurer is an Officer position, and Officers are prohibited from serving in any other role. As such, Yvonne will vacate her position of Region 4 Director. Due to the length of time remaining in the Director position, and the minimal work remaining in the Region, I will not be making an appointment to fill this vacancy. Yvonne can assist with any remaining Director duties for the remainder of the term (October 2019) withhold officially holding the title.

I have appointed Yvonne to serve as the CCAC Treasurer, effective June 6, 2019, and I respectfully request ratification of this appointment. Upon ratification, I will contact US Bank and have Yvonne added to the appropriate bank accounts.



TO: CCAC Board
FROM: Shawna Freels, Professional Development Director
DATE: June 24, 2019
SUBJECT: Consideration of accepting a scholarship dedicated grant from Granicus, Inc.

Recommended Action

Acceptance of a \$3200 scholarship dedicated grant from Granicus, Inc.

Background

CCAC has been approached by Sam Morton, Vice President of Sales of Granicus, Inc., on behalf of Granicus CEO Mark Hynes with an offer to provide CCAC a \$3200 yearly grant dedicated to scholarships. Granicus sees the value of both of our major scholarship programs and asked that CCAC consider splitting this grant between the Institute Scholarship and Education Course Scholarship programs equally, at \$1600 each scholarship program, and to administer distribution of these granted funds within the established scholarship program criteria.

Granicus wishes to convey their appreciations of the benefits of our organization and sees this as an opportunity to partner with CCAC to support our membership.



TO: CCAC Board of Directors

FROM: Ashton R. Gout, CMC ; Anthony J. Mejia, MMC, 2nd Vice President; Shawna Freels, MMC, Professional Development Director

DATE: June 4, 2019

SUBJECT: Proposed CMC and MMC Recognition Policy Amendment to CCAC Board Policy 114

Summary

The attached redline version of the proposed CMC and MMC Recognition Policy Amendment is provided for the Board's consideration for approval and adoption.

Recommended Action

Adopt Amendments to CCAC Board Policy No. 114, CMC and MMC Recognition

Background

On April 4, 2019, Ashton Gout recommended to the CCAC Board of Directors that the MCM Recognition Policy be amended to also recognize those members receiving their CMC designation. The Board unanimously referred the recommendation to a Subcommittee consisting of Ashton Gout, Anthony Mejia, and Shawna Freels. The Subcommittee recommends that a congratulatory letter signed by the CCAC President and an official CCAC lapel pin be sent to the newly designated CMC member. Additional minor verbiage modifications are recommended.

In addition, the Subcommittee is not unanimous on a proposed modification to Section 6.1 related to the priority order of who should present the MMC recognition at a recipients City Council meeting. The modification would designate the CCAC Regional Director representing the recipient as the primary designee. We submit the proposed modification to the Board of Directors for consideration and direction.

The below comments are the opinion of Ashton Gout:

"The intent of the recognition policy is to shed light on the newly designees and their accomplishments. The current proposal is to have the Regional Director be the primary presenter and provide a secondary presenter, if scheduling conflicts. Although having the President or Vice President attend the public Council meeting to present the MMC with their recognition is a high honor, it is also a great honor for the Regional Director to attend a meeting in their backyard. The overall process will not only acknowledge the MMC for their achievements, but share to the community and Council that this profession is supportive and collaborative amongst all that are in the profession."

The below comments are the opinion of Anthony Mejia:

“Having drafted the latest revision to the MMC Recognition Program after a period of inactivity, it was my intent, and has been our practice, to designate the Regional Director as the primary presenter and only if the Regional Director could not attend the recipient’s City Council meeting would the secondary presenters be contacted. Upon adoption of the policy, I realized that the priority list may be unclear and in need of a revision. I determined to wait to make a proposed amendment until such time as there was a more significant reason to amend the policy. It is my belief that presenting this award is one of the only ceremonial roles that a Regional Director has the privilege of presenting and that the President already has the honor of choosing Awardees of Distinction and the City Clerk of the Year amongst other significant ceremonial roles.”

The below is the opinion of Shawna Freels:

“Recognition of the lofty achievement of a newly designated Master Municipal Clerk (MMC) has historically been first offered to the President or one of the Vice President’s, to demonstration the Association’s great honor of this prestigious designation. In 2011 the CCAC Board took action to honor each of its members who attain MMC by adopting Policy 114, giving first priority of recognition to the President or one of the Vice Presidents. It is the intent of the CCAC Board to recognize the member receiving this designation and to also bring awareness to the member’s City Council and community of the value of the member’s contributions and the value of CCAC, by sending this level of delegate to present the new MMC a “Certificate of Exceptional Professional Achievement” at a City Council meeting of that member. The Regional Director should also be a participant in this ceremonial occasion, and would be next in priority order as a seated member of the CCAC Board should a President or Vice President be unavailable.”

Fiscal Impact

In 2018, approximately 60 individuals earned their CMC designation. It is estimated that the fiscal impact of purchasing lapel pins and possible reimbursement of postage would average less than \$250 annually.

ATTACHMENTS

- 1. Redline Policy**
- 2. Final Draft Policy**
- 3. Draft CMC Recognition Letter**



CCAC BOARD POLICIES

Title	<u>CMC AND</u> MMC RECOGNITION	
Number	114	
Dates	<i>Adopted:</i> 04/26/2013	<i>Revised:</i> 12/14/2018 <u>06/04/2019</u>

1. POLICY STATEMENT AND PURPOSE

Recognition of continuous improvement of oneself by achievements of the Certified Municipal Clerk (CMC) and the Master Municipal Clerk (MMC) designations through the International Institute of Municipal Clerks (IIMC) shall be promoted though the City ~~Clerks~~Clerk's Association of California (CCAC) ~~or Association and at the Regional level.~~ Providing recognition of this achievement supports the CCAC education policy to seek high standards in education.

This policy provides guidelines for recognizing clerks who have earned their Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations through IIMC.

2. SCOPE

This policy shall apply to all Association members who earn their CMC and MMC designation.

3. RESPONSIBILITY

The ~~Coordinator~~Professional Development Director shall be responsible for coordinating recognition of Association members who earn their CMC. ~~or Regional Directors shall be responsible for coordinating recognition of~~ MMC designation within their Region.

4. BACKGROUND

As ~~the both~~ designations ~~of of the~~ Certified Municipal Clerk and Master Municipal Clerk requires many hours of education, training, and professional development, ~~the Master Municipal Clerk Certification (MMC) is a loftier goal to achieve. To~~ recognize ~~this these~~ achievements, the CCAC Board took action to honor each of its members who attain ~~this these~~ prestigious designations. It is the intent of the CCAC Board to recognize the member receiving ~~this these~~ designations and bring awareness. For the CMC designations, the CCAC board intends to bring recognition to the member by receiving sending a congratulation congratulatory letter signed by the President and a CCAC lapel pin. For the MMC designations, the CCAC board aims to bring attention to the member's City Council and community of the value of the member's contributions and the value of CCAC, by sending a delegate, per the selection process provided herein, to present a "Certificate of Exceptional Professional Achievement" at a City Council meeting of that member. Additionally, a press release may be issued in the recipient's city (if desired by the recipient).

5. CMC DESIGNATION PROCEDURE

~~Each Regional Director~~The Professional Development Director shall be responsible for monitoring Association members who earn their CMC designation. The ~~Region~~DirectorProfessional Development Director shall send each designee a letter from on behalf of the CCAC President, along with an official CCAC pin.

6. MMC DESIGNATION PROCEDURE

~~65.1~~ Each Regional Director shall be responsible for monitoring Association members who earn their MMC designation. The Region Director shall ~~serve as “Coordinator,” to~~ coordinate this effort, ~~and who~~ will select an appropriate volunteer delegate to make each presentation. Delegates must be CCAC members in good standing and are to be selected from this list, in priority order:

(a) CCAC Regional Director representing the member receiving the designation;

~~(a)~~(b) CCAC Officers – President, 1st Vice President, 2nd Vice President;

~~(b)~~(c) CCAC ~~Executive~~ Board Member;

~~(c)~~(d) Past CCAC Board Member, or an IIMC Board Member;

~~(d)~~(e) CCAC Association Member that has already achieved MMC designation; or

~~(e)~~(f) CCAC Member.

~~56.2~~ Upon request from the Coordinator, it shall be the duty of the CCAC President to sign the Certificate of Exceptional Professional Achievement, which ~~may shall~~ be printed on high quality paper.

~~56.3~~ The duties of the ~~Coordinator~~Regional Director shall include:

(a) Monitor for newly conferred MMC members.

(b) Contact the new MMC and/or City Manager to arrange for a presentation at an upcoming City Council meeting, if desired.

(c) Notify the delegate making the presentation.

(d) Issue a press release in the recipient’s city by contacting the recipient for specifics to include in the press release; forward the press release to media outlets local to that recipient’s place of employment, as provided by the recipient; forward a copy to the CCAC President; and forward a copy to the recipient (recipient or recipient’s agency may distribute the press release to other media outlets, if desired).

~~56.4~~ While it is anticipated that this project will not impact the CCAC budget as it already addresses allowances for awards and recognitions, funding for reimbursing delegates for travel expenses will be allowed on a case by case basis as approved by the CCAC Board.

~~56.5~~ The ~~Coordinator~~Regional Director will determine whether to utilize a frame or presentation folder and make arrangements for its delivery.

7. POLICY HISTORY

This policy was amended 1/2011, 4/2013, 12/2016, 6/2019.



CCAC BOARD POLICIES

Title	CMC AND MMC RECOGNITION	
Number	114	
Dates	<i>Adopted: 04/26/2013</i>	<i>Revised: 06/04/2019</i>

1. POLICY STATEMENT AND PURPOSE

Recognition of continuous improvement of oneself by achievements of the Certified Municipal Clerk (CMC) and the Master Municipal Clerk (MMC) designations through the International Institute of Municipal Clerks (IIMC) shall be promoted through the City Clerk's Association of California (CCAC). Providing recognition of this achievement supports the CCAC education policy to seek high standards in education.

This policy provides guidelines for recognizing clerks who have earned their Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations through IIMC.

2. SCOPE

This policy shall apply to all Association members who earn their CMC and MMC designation.

3. RESPONSIBILITY

The Professional Development Director shall be responsible for coordinating recognition of Association members who earn their CMC. Regional Directors shall be responsible for coordinating recognition of MMC designation within their Region.

4. BACKGROUND

As both designations of the Certified Municipal Clerk and Master Municipal Clerk requires many hours of education, training, and professional development, to recognize these achievements, the CCAC Board took action to honor each of its members who attain these prestigious designations. It is the intent of the CCAC Board to recognize the member receiving these designations and bring awareness. For the CMC designations, the CCAC board intends to bring recognition to the member by sending a congratulatory letter signed by the President and a CCAC lapel pin. For the MMC designations, the CCAC board aims to bring attention to the member's City Council and community of the value of the member's contributions and the value of CCAC, by sending a delegate, per the selection process provided herein, to present a "Certificate of Exceptional Professional Achievement" at a City Council meeting of that member. Additionally, a press release may be issued in the recipient's city (if desired by the recipient).

5. CMC DESIGNATION PROCEDURE

The Professional Development Director shall be responsible for monitoring Association members who earn their CMC designation. The Professional Development Director shall send each designee a letter on behalf of the CCAC President, along with an official CCAC pin.

6. MMC DESIGNATION PROCEDURE

- 6.1 Each Regional Director shall be responsible for monitoring Association members who earn their MMC designation. The Region Director shall coordinate this effort and will select an appropriate volunteer delegate to make each presentation. Delegates must be CCAC members in good standing and are to be selected from this list, in priority order:
- (a) CCAC Regional Director representing the member receiving the designation;
 - (b) CCAC Officers – President, 1st Vice President, 2nd Vice President;
 - (c) CCAC Board Member;
 - (d) Past CCAC Board Member, or an IIMC Board Member;
 - (e) CCAC Association Member that has already achieved MMC designation; or
 - (f) CCAC Member.
- 6.2 Upon request from the Coordinator, it shall be the duty of the CCAC President to sign the Certificate of Exceptional Professional Achievement, which shall be printed on high quality paper.
- 6.3 The duties of the Regional Director shall include:
- (a) Monitor for newly conferred MMC members.
 - (b) Contact the new MMC and/or City Manager to arrange for a presentation at an upcoming City Council meeting, if desired.
 - (c) Notify the delegate making the presentation.
 - (d) Issue a press release in the recipient's city by contacting the recipient for specifics to include in the press release; forward the press release to media outlets local to that recipient's place of employment, as provided by the recipient; forward a copy to the CCAC President; and forward a copy to the recipient (recipient or recipient's agency may distribute the press release to other media outlets, if desired).
- 6.4 While it is anticipated that this project will not impact the CCAC budget as it already addresses allowances for awards and recognitions, funding for reimbursing delegates for travel expenses will be allowed on a case by case basis as approved by the CCAC Board.
- 6.5 The Regional Director will determine whether to utilize a frame or presentation folder and make arrangements for its delivery.

7. POLICY HISTORY

This policy was amended 1/2011, 4/2013, 12/2016, 6/2019.

**EXECUTIVE BOARD
2018-2019**

STEPHANIE D. SMITH,
President, Murrieta

PATRICE M. OLDS,
1st Vice-President, San Mateo

ANTHONY J. MEJIA,
2nd Vice-President, Palm Springs

BRITT AVRIT,
Recording Secretary, Lancaster

YVONNE SPENCE
Interim Treasurer, Fresno

MITZI ORTIZ,
Communications Director, Aliso Viejo

RANDI JOHL-OLSON,
Legislative Director, Temecula

SHAWNA FREELS,
Professional Development Director,
Gilroy

APRIL SOUSA,
Region 1 Director, Blue Lake

DONNA SETTLES,
Region 2 Director, Galt

JENNIFER FERRAILOLO,
Region 3 Director, Lodi

YVONNE SPENCE
Region 4 Director, Fresno

MELINDA SAYRE,
Region 5 Director, Hesperia

VICKI KASAD,
Region 6 Director, Ontario

SARAH MANWARING,
Region 7 Director, Menifee

DEBRA JACKSON,
Region 8 Director, Imperial

ZACK BECK,
Region 9 Director, Escondido

MOLLY MCLAUGHLIN PERRY,
Region 10 Director, Irvine

ADRIAN GARCIA,
Region 11 Director, Azusa

KEVIN CHRISTIAN,
Region 12 Director, San Luis Obispo

PATRICIA BARAJAS,
Region 13 Director, Salinas

JENNIFER WOODWORTH,
Region 14 Director, Midpeninsula
Regional Open Space District

JOELLE FOCKLER,
Region 15 Director, Concord

JOANNE BUERGLER,
Region 16 Director, Rohnert Park

WENDY KLOCK-JOHNSON,
Immediate Past President,
Sacramento



City Clerks Association of California
League of California Cities – City Clerks Department
700 R Street, Suite 200
Sacramento, CA 95811

CMC Designee, Title
City/Organization
Address

Dear CMC Designee,

On behalf of the City Clerk's Association of California, it is my pleasure to congratulate you on your recent Certified Municipal Clerk (CMC) designation. You have been conferred with the title of Certified Municipal Clerk through completing an extensive educational component through the International Institute of Municipal Clerks. Through your active pursuit of professional development, you have reached a prestigious certification which increases your ability to serve your community and the Municipal Clerk profession.

It is with great pleasure that the City Clerk's Association of California hereby commends and recognizes you for this accomplishment. Included in this package is your CCAC lapel pin. We hope you wear it proudly.

We applaud your educational accomplishments and achievement of this milestone and congratulate you on your personal pursuit to professional excellence.

Sincerely,

Name
CCAC President