

# CALIFORNIA CLERKS OF THE BOARD OF SUPERVISORS ASSOCIATION

General Meeting  
Minutes

***November 29, 2006 – Annual Meeting  
Orange County, Anaheim  
Disneyland Hotel, Sierra Tower - Pacific Room***

## **1. CALL TO ORDER**

The meeting was called to order at 9:50 a.m. by President Nancy DaForno.

## **2. ROLL CALL**

The following CCBSA member counties were represented at the General Business meeting: Alameda, Del Norte, Glenn, Humboldt, Imperial, Inyo, Kern, Los Angeles, Madera, Marin, Mendocino, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Joaquin, San Luis Obispo, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma, Stanislaus, Tulare, Tuolumne, Ventura, Yolo and Yuba.

John Taylor, former Clerk of the Board for the City and County of San Francisco and Allan Burdic of Maximus were also in attendance.

## **3. INTRODUCTIONS**

Members individually introduced themselves and identified their position in their respective County.

## **4. APPROVAL OF MINUTES**

**M/s** Santa Clara/Ventura, to approve the following meeting minutes: November 29 and December 1, 2005 Annual Conference General Business Meeting; May 10, 2006, Spring Conference Executive Committee Meeting; September 14, 2006, Executive Committee Conference Call Meeting; and October 16, 2006, Executive Committee Conference Call Meeting.

**Approved**

## **5. CONSIDERATION OF CHANGES TO BYLAWS**

At the request of Mendocino County, consideration of this item was continued to the end of the General Business Meeting to allow members to review the proposed changes.

## **7. RESOLUTIONS OF APPRECIATION FOR RETIREES**

**M/s** San Luis Obispo/San Joaquin to approve resolutions of appreciation for Mary Alice George (Tehama) and Lora Canzoneri (Humboldt).

**Approved**

## **6. TREASURER'S REPORT**

Treasurer Robin Guerrero (Los Angeles) distributed copies of her report, reviewed the current status of CCBSA bank accounts and outlined the proposed 2007 CCBSA budget. Members generally discussed the success of the Spring conference hosted in Ventura County and thanked Ventura Clerk of the Board Roberta Rodriguez and her County for contributing approximately \$1,200 towards Spring Conference expenses.

Discussion continued among the membership regarding various line item budget items, including consideration of adding a line item to reflect anticipated revenue for Spring and Annual Conference donations that may be solicited and received to partially offset conference expenses. Thereafter, **M/s** Santa Clara/San Joaquin to add \$2,000 as a budget line item for Spring Conference Donations.

**Approved**

Robin further reviewed proposed budget line items, noting that the 2007 budget for the CCBSA website reflects \$350. Robin noted that the 2008 CCBSA budget will need to reflect ongoing webhosting and website support costs. CCBSA Webcommittee Co-Chair Diane Patterson (Marin) advised that the current contract with Computer Logistics includes annual support and training and webhosting for the first year.

Members also generally discussed the proposed budget for a 2007 CCBSA Cookbook effort. Thereafter, **M/s** Santa Cruz/Santa Clara to identify \$1,500 as anticipated revenue for a 2007 Cookbook effort. There were additional comments regarding this year's successful Cookbook fundraiser, acknowledging the work of the Cookbook Committee and Sandy Soeth (Glenn).

**Approved**

Thereafter, **M/s** Humboldt/Alameda to approve the 2007 CCBSA budget as amended.

**Approved**

## **8. COMMITTEE REPORTS**

Legislative Committee: It was agreed to consider the Legislative Committee's report as part of the CCBSA Legislative Update workshop segment scheduled for tomorrow at 3:15 p.m.

Cookbook Committee: Cookbook Committee members Sandy Soeth (Glenn), Bonnie Holiday (Madera), Lora Canzoneri (Humboldt), Sherri Adams (Del Norte) and Patty Crittenden (Solano) introduced themselves. Sandy distributed copies of a report outlining the Committee's activities during the past year. Members congratulated the Committee on a very successful effort. Members generally discussed ideas for next year's committee effort. It was suggested that it would be helpful to list the submitting person's title next to the recipe submitted. It was noted that the Committee intended to identify the titles of the submitting party, however, some of the names and titles were difficult to read and the Committee wanted to avoid errors.

Website Committee: Diane Patterson (Marin), Co-Chair of the Website Committee, introduced the following members of the Committee: Alicia Jamar (Tuolumne) Co-Chair, Sandy Soeth (Glenn), Gail Bermudez (Santa Cruz) and Sylvia Bermudez (Imperial), and acknowledged Pamela Miller, former Napa County Clerk of the Board, who also served on the Committee. Diane distributed copies of a report summarizing the Committee's activities during the past year and noted that the results of the Committee's efforts would be illustrated tomorrow during the workshop segment scheduled for 11:00 a.m.

Regional Reports: Representatives from CCBSA Regions 1 and 3 reported that their Regions did not meet this year. Patty Crittenden (Solano) reported on behalf of Region II Chair Pamela Miller (Napa) advising that Pamela hosted a meeting in March which was well attended and identified topics discussed. Roberta Rodriguez (Ventura) reported that Region IV met as part of the Spring Conference in Ventura and briefly commented on the focus of the discussions.

**9. CERTIFIED CLERK OF THE BOARD PROGRAM**

Consideration of this item was held over for a later time as the Clerk requesting the discussion was not present.

**10.CCBSA LOGO**

Members generally discussed the origins of the current CCBSA logo, known as the Capstone. Some members suggested that a simplified logo would be preferred. It was agreed that Kristi Furman (Mendocino), Christine Ferraro-Tallman (Stanislaus) and Vicki Shelby (San Luis Obispo) would form a working group for the purpose of exploring options regarding the CCBSA logo and would provide a report at the Spring Conference. Additionally, the Vice-President requested that the working group provide progress reports, as available, in advance of the Spring Conference.

**11.2007 SPRING CONFERENCE**

It was noted that traditionally, the location of the CCBSA Spring Conference is held in the President’s County. Vicki Shelby (San Luis Obispo) agreed to provide the location of the Spring Conference, noting, however, that additional assistance will be needed to coordinate and plan the Spring Conference. Denise Pennell (Kern) expressed appreciation to Vicki for offering her County as the venue for the 2007 Conference. Denise, Phyllis Perez-Sorensen (Santa Clara), Roberta Rodriguez (Ventura) Sherri Adams (Del Norte) and Diane Patterson (Marin) agreed to serve as the Spring Conference Planning Committee. Dates were generally discussed for holding the conference. Denise expressed her preference for early May.

**5. CONSIDERATION OF CHANGES TO BYLAWS (CONTINUED)**

It was agreed that the CCBSA Bylaws would not be amended; noting that the changes presented for consideration were minor and some of the proposed changes needed further clarification.

It was also agreed to leave the Cookbook Committee on the Committee assignment list.

**12.ELECTION OF OFFICERS FOR 2007**

The Nominating Committee presented the following nominations for the 2007 CCBSA Officers:

- President: Denise Pennell (Kern)
- Vice-President: Diane Patterson (Marin)
- Secretary: Robin Guerrero (Los Angeles)
- Treasurer: Gail Borkowski (Santa Cruz)

No other nominations were received from the floor. Nominations were closed. Unanimous ballot was cast for the slate of officers as presented.

**M/s Stanislaus/San Luis Obispo.**

**Approved**

**14.MISCELLANEOUS**

Clerk’s Quiz

John Taylor, retired Clerk of the Board for the City and County of San Francisco, requested that an ad hoc committee be established to assist him regarding preparing the annual Clerk’s Quiz. It was agreed that members would consider appointments to this ad hoc committee as part of the committee assignments.

Open Meeting Act Update

Allan Burdick of Maximus distributed information regarding the current status of the Open Meeting Act Mandate.

**13.REGIONAL CHAIRS/COMMITTEE ASSIGNMENTS - 2007**

Members present broke into groups by region and identified 2006 Regional Chairs and other committee assignments as follows:

EXECUTIVE COMMITTEE (Nine Members) (*Article IX(1) of CCBSA Bylaws*)

President:	Denise Pennell (Kern)
Vice President:	Diane Patterson (Marin)
Secretary:	Robin Guerrero (Los Angeles)
Treasurer:	Gail Borkowski (Santa Cruz)
Immediate Past President:	Nancy DaForno (Plumas)
Region 1 Chair:	Kristi Furman (Mendocino)
Region 2 Chair:	Cathy Thompson (Nevada)
Region 3 Chair:	Phyllis Perez-Sorensen (Santa Clara)
Region 4 Chair:	Roberta Rodriguez (Ventura County)

FINANCE COMMITTEE (Six Members: Treasurer, Vice President; one member appointed by each region) (*Article IX(2) of CCBSA Bylaws*)

Chair:	Gail Borkowski, Treasurer (Santa Cruz)
Vice Chair:	Diane Patterson (Marin)
Region 1:	Kathy Hays (Humboldt)
Region 2:	Patty Crittenden (Solano)
Region 3:	Marie Peterson/Nancy Guerrero (San Mateo)
Region 4:	Vicki Shelby (San Luis Obispo)

CONFERENCE COMMITTEE (Eight Members: Host Clerk, President, Immediate past Host, Immediate Future Host, one member appointed by each region) (*Article IX(3) of CCBSA Bylaws*)

2007 Host Clerk & Chair:	Anika Campbell-Belton (Alameda)
President:	Denise Pennell (Kern)
Immediate Past Host	Darlene Bloom (Orange)
Immediate Future host Clerk:	Cindy Turner (Sacramento)
Region 1:	Wendy Tyler (Trinity)
Region 2:	Patty Crittenden (Solano)
Region 3:	Christine Ferraro-Tallman (Stanislaus)
Region 4:	David Hall (San Diego)
Support (Spring):	Phyllis Perez-Sorensen (Santa Clara) Roberta Rodriguez (Ventura)

NOMINATING COMMITTEE (Five Members, President, one member appointed by each region) (*Article IX(4) of CCBSA Bylaws*)

President, Chair:	Denise Pennell (Kern)
Region 1:	Sherri Adams, Del Norte
Region 2:	Ann Holman, Placer
Region 3:	Lois Sayhoun, San Joaquin
Region 4:	Robin Guerrero, Los Angeles

AUDIT COMMITTEE (Three Members appointed by the President) (*Article IX(5) of CCBSA Bylaws*)

1. Michelle Baldwin (Tulare)
2. Donna Stottlemeyer (Yuba)
3. Ana Morales (Yolo)

LEGISLATIVE COMMITTEE (Five Members appointed by the President) (*Article IX(6) of CCBSA Bylaws*)

1. Darlene Bloom (Orange), Chair
2. Christine Ferraro-Tallman (Stanislaus)
3. Sandy Burnett (Sacramento)
4. Vicki Shelby (San Luis Obispo)
5. Sachi Hamai (Los Angeles)

SUBCOMMITTEES (*Article IX(7) of CCBSA Bylaws*)

- a. Education/Certification Committee (Historically three members) (*Article IX(7)(a) of CCBSA Bylaws*)
  1. Lois Sahyoun (San Joaquin), Chair
  2. Christine Ferraro Tallman (Stanislaus)
  3. Roberta Rodriguez (Ventura)
- b. Bylaws Committee (*Article IX(7)(b) of CCBSA Bylaws*)
  1. Ann Holman (Placer), Chair
  2. Kathy Hays (Humboldt)
  3. Vikkie Borelli (Sonoma)
- c. Clerks Resource Manual Committee (*Article IX(7)(c) of CCBSA Bylaws*)
  1. Kristi Furman (Mendocino), Chair
  2. David Hall (San Diego)
  3. Michelle Baldwin (Tulare)
  4. Dena Smith (San Bernardino)
  5. Pat Martinez (Orange), AAB Section
- d. Clerks Training Institute Committee (*Article IX(7)(c) of CCBSA Bylaws*)
  1. Lois Sahyoun (San Joaquin)
  2. Nancy DaForno (Plumas)
  3. Kristi Furman (Mendocino), Region 1
  4. Cathy Thompson (Nevada), Region 2
  5. Phyllis Perez-Sorensen (Santa Clara), Region 3
  6. Roberta Rodriguez (Ventura County), Region 4
- e. Joint Meeting (CCBSA/CACEO Committee) (*Article IX(7)(d) of CCBSA Bylaws*)
  1. Darlene Bloom (Orange)
  2. Vicki Shelby (San Luis Obispo)
  3. Wendy Tyler (Trinity)
- f. Clerk Recognition Program & Sunshine Committee (*Article IX(7)(e) of CCBSA Bylaws*)
  1. Diane Patterson (Marin), Chair
  2. Sherri Adams (Del Norte), Region 1
  3. Vikkie Borelli (Sonoma), Region 2
  4. Sally Navarez (San Benito), Region 3
  5. Laura Welch (San Bernardino) Region 4

- g. Web Committee (*Article IX(7)(f) of CCBSA Bylaws*)
1. Sandy Soeth (Glenn), Region I - Sr.
  2. Wendy Tyler (Trinity) Region I - Jr.
  3. Diane Patterson (Marin), Co-Chair, Region II - Sr.
  4. Donna Stottlemeyer (Yuba), Region II - Jr.
  5. Alicia Jamar (Tuolumne), Co-Chair, Region III - Sr.
  6. Gail Borkowski (Santa Cruz), Region III - Sr.
  7. Anika Campbell-Belton (Alameda), Region III - Jr.
  8. Sylvia Bermudez (Imperial), Region IV - Sr.
  9. Dena Smith (San Bernardino), Region IV - Jr.

President's Ad hoc Committee's:

Cookbook Committee

1. Sandy Soeth (Glenn), Chair
2. Patty Crittenden (Solano)
3. Sherri Adams (Del Norte)
4. Bonnie Holiday (Madera)
5. Phyllis Perez-Sorensen (Santa Clara)

Clerk's Quiz

1. Darlene Bloom (Orange) Chair
2. Diane Patterson (Marin)
3. Sylvia Bermudez (Imperial)
- 4.

**15.ADJOURNMENT**

The General Business meeting was adjourned at 11:35 a.m.

Respectfully submitted,

/s/ DIANE PATTERSON (Marin)  
CCBSA Secretary