



*CCBSA ANNUAL CONFERENCE
GENERAL BUSINESS MEETING
MINUTES*

*Sacramento County; Thursday, November 30, 2017
8:30 am – 10:30 am*

1. Call to Order

8:33 AM The meeting was called to order by President Anika Campbell-Belton, (Alameda).

2. Roll Call/Introduction of Members

Vice-President Jim Mitrisin (El Dorado) called the roll of member counties in good standing. Member counties present were Alameda, Calaveras, El Dorado, Fresno, Humboldt, Kern, Madera, Marin, Mariposa, Merced, Monterey, Napa, Nevada, Orange, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Joaquin, Santa Cruz, Solano, Stanislaus, Trinity, Tulare, Tuolumne, Yuba, and Ventura.

3. Approval of December 1, 2016 General Business Meeting Minutes

A Motion to approve was made by Monterey, with a second by Humboldt.

**Action: Approved by majority vote:
Marin opposed.**

4. Approve proposed amendments to CCBSA Bylaws

Anika Campbell-Belton presented an overview of the proposed changes that had been previously provided to the membership. The substantive changes were as follows:

Page 7: Article VIII. Section 3:

Marin suggested alternate language to that which was proposed for paragraph 3, and the membership concurred with the following addition:

3. *During the Annual Business meeting each region shall select one member*

to serve as Regional Chair or two members to serve as Co-Chair. In the event the option to Co-Chair is selected:

- a. Each Co-Chair has equal voting rights as a member of the Executive Committee and may vote on behalf of the region in the absence of the other.**
 - b. Both Co-Chairs may attend any meeting at the same time, however the region is only allowed one vote. Only one Co-Chair may motion and vote on an item on behalf of the region.**
- 4. In the absence of the selection of a Regional Chair or Co-Chairs, the President may designate an individual to serve as Regional Chair. Duties and responsibilities of the Regional Chair shall include:**

Page 11: Article IX, Section 5.f -

The membership concurred with the following language:

Fundraising events might include, but are not limited to, development and sale or raffle of products that reflect the Association or the Counties, etc. The Fundraiser Committee may be comprised of volunteers of Clerks of the Board interested in participating and/or members of the Emeriti Clerks Group.

Pages 12 – 13: Article IX, Section I –

Typographical corrections were made by San Bernardino to the proposed verbiage.

The membership concurred with the following addition:

Sponsorship of CCBSA enhances our relationship with the private sector, and is beneficial for companies of all interests and sizes, providing an avenue to develop relationships with our membership to foster invaluable public-private partnerships.

Five levels of participation provide a company the opportunity to support the Association on an annual basis. Sponsors will receive the following:

- ***\$5,000 or more – CCBSA Diamond Circle Sponsor***
 - ***Recognition on signage boards used by CCBSA at the CSAC conference***
 - ***Your agency's product brochure is included in the Clerk's Agenda package***
 - ***Four tickets to the Clerk's Annual Welcome Dinner***
 - ***Four invitations to the CCBSA Installation of Officers Reception***
 - ***Identified as a Corporate Sponsor on the CCBSA Website (logo and link)***
 - ***Verbal recognition at Annual General Business Meeting***
- ***\$3,000 - \$4,999 – CCBSA Platinum Circle Sponsor***
 - ***Recognition on signage boards used by CCBSA at the CSAC conference***
 - ***Your agency's product brochure is included in the Clerk Clerk's Agenda***

package

- ***Three tickets to the Clerk's Annual Welcome Dinner***
- ***Identified as a Corporate Sponsor on the CCBSA Website (logo and link)***
- ***Verbal recognition at Annual General Business Meeting***
- ***\$2,000 - \$2,999 – CCBSA Gold Circle Sponsor***
 - ***Recognition on signage boards used by CCBSA at the CSAC conference***
 - ***Your agency's product brochure is included in the Clerk Clerk's Agenda package***
 - ***Two tickets to the Clerk's Annual Welcome Dinner***
 - ***Identified as a Corporate Sponsor on the CCBSA Website (logo and link)***
 - ***Verbal recognition at Annual General Business Meeting***
- ***\$1,000 - \$1,999 – CCBSA Silver Circle Sponsor***
 - ***Recognition on signage boards used by CCBSA at the CSAC conference***
 - ***One ticket to the Clerk's Annual Welcome Dinner***
 - ***Identified as a Corporate Sponsor on the CCBSA Website (logo)***
- ***\$500 - \$999 – CCBSA Bronze Circle Sponsor***
 - ***Recognition on signage boards used by CCBSA at the CSAC conference***
 - ***Identified as a Corporate Sponsor on the CCBSA Website (logo)***

Logos of Corporate Sponsors are uploaded on the CCBSA website upon receipt and will only remain on the site until June 30th of the following year.

Laura Welch (San Bernardino) suggested striking the words “in the Capstone” from the fifth bullet point paragraph under the President’s Award in Appendix A. No objections were made.

Gail Borkowski (Monterey) suggested adding language in Appendix A to note that the president “or designee” can present retirement resolutions.

The membership concurred with the following changes to the language in Appendix A regarding the Scholarship Program:

- ☐ ***Tuition and training related materials for continuing education in the form of qualified classes or coursework that directly pertain to state mandates for the Clerk of the Board position.***
- ☐ ***Attendance at the annual CCBSA conference which may include aid for - registration and hotel costs.***

A motion was made by Calaveras to approve the bylaw changes as amended, with a second by Ventura.

Action: Approved unanimously

5. Treasurer's Report/Approval of the CCBSA 2018 Budget

Andrew Potter (San Diego) gave the Treasurer's report, noting that membership has grown to 54 counties. Brian Palmer (Ventura) noted logistical and other difficulties with the gift baskets, and questioned whether this is something that the association wishes to continue. Discussion ensued regarding the baskets, the original intent of them being filled with donations, and the amount of money raised by them.

Andrew Potter also noted that the association now has reserve funding and needs to discuss whether it wishes to establish parameters for its spending or leave it to the discretion of the Finance Committee. Discussion ensued during which other suggestions were made including a flat cap limit of five or ten thousand dollars or a percentage. Anika Campbell-Belton suggested that the full discussion would be better suited for the next general session meeting.

Andrew Potter continued his report by discussing the new fees tier, and advised that those counties that have not already paid will need to do so by March 30th. He also advised everyone that he would be sending statements out to those whose dues were expiring. Discussion ensued regarding the possibility of a dues increase, and the potential effects of an increase.

A motion was made by Napa to approve the Treasurer's Report and 2018 CCBSA budget, with a second by Riverside.

Action: Approved unanimously.

6. Region/Committee Reports

a. Regional Chair Reports

• Region 1

Kathy Hayes (Humboldt) reported that they had to cancel their regional meeting because several clerks couldn't attend and one was promoted.

• Region 2

Gladys Coil (Napa) and Julie Patterson-Hunter (Nevada) reported that Napa held its annual boards, committees, and commissions training, noting that there were thirteen clerks in attendance.

• Region 3

Bernice Seidel (Fresno) reported that they were unable to have a meeting.

• Region 4

Brian Palmer advised that they did not get the attendance that they had hoped for but did have a couple of clerks show up from Los Angeles. He also reported that they talked about agenda management systems, e-signatures, and staffing levels and structures.

b. Committee Reports

- **Legislative Committee**

No report.

- **Quiz Committee**

Diane Patterson (Marin) provided a written brief of committee activity. She also noted that the quiz will be celebrating its 30th anniversary in 2019 when the conference will be located in San Francisco. She also noted that she will be stepping down as Quiz Mistress after the 2019 conference and encouraged that the quiz be maintained in perpetuity, noting that last year it had about 107 unique users which is approximately ten percent of the CSAC Conference attendance.

- **Website Committee**

René LaRoche (Mariposa) provided an overview of committee activity. She also discussed the perceptions regarding the functions of clerks of the board, the lack of public information on the CCBSA website, and the need to control the narrative through branding and public facing pages. She also demonstrated how public facing pages would appear and requested direction to implement these changes and expand public information. The membership concurred.

- **Education/Training Committee/Mentor Program**

Gail Borkowski advised that the committee met regarding the point system and criteria for the Certified Clerk of the Board program. She provided a historical overview of the program's creation, advised of training programs that are no longer in existence, and noted a proposed revision to the application form for which she is seeking approval.

7. Approve the revision to the Certified Clerk of the Board Application form

Gail Borkowski requested approval of a new application form that would delete sections a. and b. under specialized programs, would add the Master Municipal Clerk and Clerk of the Board Academy which would earn 10 points per academy. Discussion also ensued regarding the need for continuing education to maintain certification, or creation of a Master Certified Clerk level.

A motion was made by Tuolumne to approve the outlined changes to the Certified Clerk of the Board application form, with a second by Napa.

Action: Approved unanimously.

8. Selection of 2018 Regional Chair and Committee Assignments

The President distributed the committee assignment signup sheets. The Secretary will compile and the final committee assignments will be posted to the website.

9. Election of Officers for 2018

President	Jim Mitrison	El Dorado
Vice-President	René LaRoche	Mariposa
Secretary	Andrew Potter	San Diego
Treasurer	Diane Severud	Calaveras
Immediate Past President	Anika Campbell-Belton	Alameda

A motion to approve the 2018 slate of officers was made by Monterey, with a second by Madera.

Action: Unanimously Approved

10. Roundtable Discussion/Presentations

- a. Survey of Agenda Management Systems and LIVE BOS Meeting Feed conducted by Orange County
- b. Explore the possibility of incorporating New Law into the CCBSA Conference
- c. Closed Captioning and hearing if/how other Counties have implemented this for broadcasting meetings
- d. Fundraising for CCBSA
- e. 2018 Regional Conferences

Robin Stieler (Orange) discussed a Request For Proposals (RFP) that Orange County issued to replace SouthTech which resulted in proposals from Novus Solutions, Granicus, and Accela. She discussed their comparisons of the features which have been compiled in a spreadsheet, and their decision to move forward with Novus Solutions which was bought out by Granicus about two months ago. She also discussed delays and other issues, and a call with Granicus in which they were told that Granicus could not guarantee when the project would be implemented, and that Orange is now quashing the project. Anika Campbell-Belton and Mimi Duzenski (San Joaquin) noted having similar experiences with Granicus. Gail Borkowski advised that Monterey County is working on an in-house solution because the Granicus module that they purchased three years ago does not interface with Legistar as had been requested. Bernice Seidel advised of poor customer service that they had received from Granicus. Discussion ensued regarding experiences with various vendors and the need for a product that has basic functions which can be built upon, as well as Form 700 filings and the need for collaboration between Southtech, NetFile, and the F.P.P.C.

The gavel was passed to Jim Mitrison at 11:33 AM by Anika Campbell-Belton so that she could attend to necessary preparations for the CSAC Luncheon.

Jim Mitrison introduced the topic of whether to approach John McKibben regarding holding the New Laws Conference during the CCBSA annual meeting. Many clerks

noted that they can only attend either the CCBSA Conference or the California Clerks and Election Officials (CACEO) conference. Discussion ensued regarding past history. Donna Johnston (Sutter) noted that she will broach the subject with John McKibben as she is on the CACEO Board. She also noted that CACEO is looking at changing the dates.

Due to time limitations, items 10.c, 10.d, and 10.e were not discussed.

11. Miscellaneous/Open – none.

12. Adjournment

The meeting was adjourned at 11:47 AM by Jim Mitrisin.