



NCAMC Board of Directors Meeting
March 11, 2016 11:00 AM
NCLM Albert Coates Building
215 North Dawson Street

Officers and members present were Jeanne Giblin , President; Elaine Hunt 2nd Vice President; John Phelps, Corresponding Secretary/Treasurer NCLM; Becky Breiholz, Recording Secretary; Stephanie Kelly Immediate Past President; Michelle Gray, District 1; Cynthia Bennett, District 2 & 2017 Site Selection; Diana Schreiber, Site Selection 2018; Lisa Stites, District 3; Leighanna Worley, Program and Education; Melissa Corser, District 4; Pam Casey, District 5; Diane Enoch, District 6; Trevie Adams, District 6; Melody Shuler, District 8; Myra Heard, District 9; Joyce Walker, Program & Education, District 9; Lynn Trivette, District 10; Amy Miller, District 11; Maggie Burleson District 12; Jim Byrd, Membership Chair, Wilkesboro; Lisa Vierling, Chair PP Committee; Tammy Hatley, Publicity Chair; Trey Allen, School of Government.

Call to Order

President Jeanne Giblin called the March 11, 2016 NCAMC Board of Directors' meeting to order at approximately 11:05 a.m.

Invocation

Second Vice President Elaine Hunt gave the invocation.

Approval of Agenda

President Giblin asked for approval of the March 11, 2016 agenda

Upon a motion made by Amy Miller, seconded by Stephanie Kelly, the March 11, 2016 agenda passed unanimously

Approval of Minutes – December '11, 2015

Upon a motion made by Maggie Burleson, seconded by Stephanie Kelly to approve the minutes of December 11, 2015 Business meeting minutes as presented passed unanimously.

Treasurer's Report – John Phelps – Corresponding Secretary/Treasurer

John Phelps, Corresponding Secretary/Treasurer, reported that the Association still remains in good financial shape, still awaiting bills for the IIMC conference held in February. The Treasurers report will be made a part of these minutes.

Upon a motion made by Stephanie Kelly, seconded by Melody Shuler, to accept the Treasurers report passed unanimously.

NCAMC Committee Reports

Finance Committee – Rebekah Gainey, Lexington no report

Membership Committee – Jim Byrd, Wilkesboro reported they are continuing monitoring for new clerks and soliciting those joining our profession. Email referrals have been sent and in person solicitations at both the January Clerk School and IIMC District III Region Meeting in February.

Past Presidents' Committee – Lisa Vierling, High Point nothing to report.

Program & Education Committee – Leighanna Worley, Wilson's Mills reported that the Committee met this morning and besides recapping the January Clerk School and February IIMC Conference the committee discussed the upcoming regionals and topics for the August Academy. The regionals topics will be Everything Ordinances and HUBSCO reporting. Also discussed were options for activities for the August Conference in Asheville and they hope to be able to offer a few structured activities to choose from or allow the clerk to explore on their own. They also will be adding more levels to our vendor sponsorship.

Publicity Committee – Tammy Hatley, King reported that they have added the vendors to our newsletter.

2016 Site Selection – Christine Thompson, Fletcher- Nothing new to report.

2017 Site Selection – Cynthia Bennett, Washington the 2017 Annual Clerks' Conference is to be held August 17-19, 2017, at the Doubletree by Hilton Atlantic Beach Oceanfront Hotel.

2018 Site Selection – Diana Schreiber, Durham reported they have provided four choices to the Board: Embassy Suites Charlotte-Concord Golf Resort and Spa; Pinehurst Golf Resort and Spa; Rizzo Conference Center; Sheraton at Four Seasons and she gave a quick synopsis. Lynn Trivette mentioned that she had previously visited the Pinehurst Resort and that it was wonderful. The date would be August 16-19 and the rate for Pinehurst is \$139.00

Upon a motion made by Melody Shuler, seconded by Lynne Trivette, to have the Summer Academy August 16-19, 2018 at the Pinehurst Resort passed unanimously

WSOS Committee – Di Anne Enoch, Elon reported they have had a request for one mentor and two clerks have committed to being mentors. They will also be setting up mentors by district.

Web Site Committee – Karen Gray, Cary –reported the committee continues to review and update the website as requested and her report will be made a part of the minutes.

State Certification Program Committee – Kelly Baker, Salisbury nothing reported.

Legacy Committee –Sue Powell, Mills River –reported they have coordinated with the City of Jacksonville and there will be a tree planting ceremony for Carmen Miracle, 2015 Clerk of the Year on April 4, 2016 at 1:00 pm. The report will be included in the minutes.

Legislative Committee – Melissa Adams, Hope Mills no report.

Nominating Committee-Immediate Past President Stephanie Kelly, reported they will be putting something out on the clerk listserv about getting applications and for recommendations of nominations.

NCLM Committee Reports:

NCLM Board Member –Melissa Adams, Hope Mills - no report

Legislative Action Committees:

General Government – Pamela Megill, Fayetteville, Jacqueline Nicholson, Wallace; Renee Ward, Burlington; Cathy Dorando, Carrboro nothing reported.

Tax & Finance – Jim Byrd, Wilkesboro; Wilene Cunningham, Cramerton; Jasman Smith, Winterville. Report included in the minutes.

Planning & Environment – Kelly Baker, Salisbury, Lisa Markland, Zebulon; Scott Sherrill, Pine Knoll Shores. Lisa Markland reported that the orientation meeting was held on February 23; nothing specific was discussed and no additional meetings have been scheduled at this time.

Regulatory Action – Robin Reif, Rolesville- report has been included in these minutes.

UNFINISHED BUSINESS

MORE Manual Update- Professor Trey Allen wanted to report to the Board that 68 clerks have attended the first week of clerk certification and it is the biggest group so far. For the updates on Chapter 13, Public Notice section he is still working on the updates and wants to make sure all the requirements are right and hopes to have something by June.

NEW BUSINESS

A. Review of Expense Reimbursement Policy for NCAMC President, IIMC President, IIMC District III Directors. President Giblin stated that this could be a hardship for those from smaller towns since the reimbursement policy only covers registration and mileage and nothing else. She also suggested that instead of comping the room for the outgoing president to comp the room for the incoming president. It was suggested that the past presidents committee review the expense reimbursement policy; the last time it was reviewed was 2006-07 and at that time they recommended the policy be reviewed and updated periodically (every other year). The inflation calculator states that what cost \$500 in 2007 cost \$583.41 in 2015. Lisa Vierling stated there might not be enough time to do this and it was decided this wasn't time critical but for the Past President committee to start reviewing the policy. President Giblin will send out the chart and policy via email to the committee.

Upon a motion made by Myra Heard, seconded by Amy Miller, to have the Past President Committee to start reviewing the reimbursement policy and other expenses passed unanimously

B. Request from the Florida Association of City Clerks regarding CMC and MMC Credentials to reinstate a system of required continuing education to maintain CMC and MMC credentials. The email and letter will be made a part of the minutes. Stephanie Kelly stated that except for Florida no other state has taken a stand; it could also affect the way Boards allow for clerk training, if they know that it is going to take 25 years for continuing education they might not commit to allowing the clerk to attend. After lengthy discussion by consensus the Board decided to take no action and President Giblin will let them know that it was discussed and no action was taken.

C. Annual Review of NCAMC Dues-John Phelps reported that in 2013 the Board increased dues for the first time in many years and it was determined that dues amount should be reviewed annually with a recommendation that it be increased 1% each year. It has been on the agenda for the last two years to allow for any change to be considered in budget development. In 2013 the fees increased by \$15.00 as follows: Clerks and all other job titles \$65.00 and Deputy/Assistants \$55.00. In 2014 both were increased by \$1.00 and last year deputy/assistants was done away with and dues were set for both categories at \$67.00. The dues for retirees is \$25.00. After discussion it was suggested to keep the dues the same and review next year.

Upon a motion made by Stephanie Kelly, seconded by Diane Enoch, to keep the dues at \$67 and retiree dues at \$25 and review next year passed unanimously

President Giblin reported that she has sent out the following resolutions:

D. Memorial Resolution presented to Sue Ellen Hill of the Village of Simpson in Memory of her Mother and to former Richlands Town Clerk and past NCAMC President Eva Brown in memory of her husband, Pastor William Brown.

E. Retirement resolutions to Carolyn Jones, Clerk of Stokesdale, who retired on February 29, 2016 and Linda C Bethune, Clerk of Caswell Beach who retired on January 29, 2016

ANNOUNCEMENTS

2015 Clerk of the Year Tree Planting ceremony for Carmen Miracle-Monday April 4, at 1pm, Jacksonville City Hall, 815 New Bridge Street, Jacksonville.

Spring Regional Meetings:

Date:	Place:	Host:
Friday, April 15	Lewisville	Joyce Walker
Friday, April 22	Mt. Holly	Amy Miller
Friday, April 29	Rocky Mount	Pamela Casey
Friday, May, 6 (date change)	Holden Beach	Heather Fimmel

2016 IIMC 70th Annual Conference-Omaha, Nebraska – May 22-15, 2016

NCAMC Board Meeting – Friday June 10, 2016

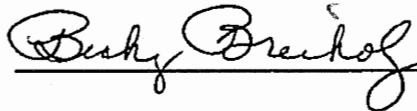
Summer Academy/Annual Conference-Renaissance Hotel, Asheville, NC August 18 -20 2017

Miscellaneous

Lisa Vierling wanted to know if there was anything the Association could do to help Stephanie Kelly in her bid for IIMC Vice President. Stephanie Kelly commented that everyone encourage other members to vote and that IIMC will be emailing the information about voting and will have until the end of April to vote.

Adjournment

Being no further discussion a motion was made by Maggie Burleson, seconded by Amy Miller and passed unanimously to adjourn the March 11, 2016, NCAMC, Board of Directors meeting. The meeting adjourned at 12:25 pm



Becky Breiholz, Recording Secretary, MMC, NCCMC

S.B.

North Carolina Association of Municipal Clerks
Membership Committee
March, 2016

The Membership Committee of the North Carolina Association of Municipal Clerks 2015/2016 would like to report that we continue monitoring for new Clerks and soliciting those joining our profession. Several email referrals have been send and numerous in person solicitations have been done at both the January County and Municipal Clerks Conference as well as the IIMC District III Regional Meeting held in February.

Respectively submitted,

James (Jim) K. Byrd, CMC/NCCMC/CTC

S. F.
2018
Conference

**2018 NC Association of Municipal Clerks Site Selection Committee
Info Gathering**

**Dates: Thursday, August 16-Sunday, August 19 and/or
Thursday, August 23 – Sunday, August 26, 2018**

1. Embassy Suites, Charlotte-Concord Golf Resort & Spa

The Embassy Suites is located at 5400 John Q. Hammons Drive NW, Concord, NC 28027

Offering a 309 room, 11 story, 11 year-old hotel located in bustling Concord and adjacent to a municipal golf course. A greenway is adjacent to the hotel for strolling/running anytime. There are ample outside patios and entertaining space with full spa service and restaurant located inside the hotel. New carpet in ballrooms; overall rooms have not been renovated but are clean.

Available Dates: August 16-19, 2018

Room Rate: All suites with Kings or Doubles \$ 169.00

Additional Information

- Permanent registration desk with lockable office and storage room (behind it).
- Several meeting rooms of multiple sizes for general session, banquet, silent auction and general storage.
- Round or crescent shaped tables; chairs and linens are included.
- Furniture in rooms is not been updated; however, new TVs and mattresses updated in 2016.
- Plenty of vendor space and breakout snacks/drinks to be located in the wide hallways outside of meeting rooms.
- Full breakfast buffet – complimentary
- Cook to Order breakfast- omelets, pancakes/waffles
- Manager's Reception with complimentary drinks & snacks every night
- Golf Course- full 18-hole course, Rocky River Golf Course
- Shuttle available within two mile radius of hotel; drop off /pickups available.
- Full Service spa
- Rocky River Grill
- Starbucks in cafe
- Indoor pool
- Outdoor Terrace with fireplace and firepit; can be blocked off for group reception
- Shuttle service available to Concord Mills, NASCAR Speedway Tours
- Exhibitor's loading dock
- Free parking and free WiFi in guest suites; \$500 fee for general session rooms.

2. Pinehurst Golf Resort & Spa

Pinehurst Golf Resort and Spa is located at 80 Carolina Vista, Village of Pinehurst, NC 28374

Pinehurst offers a refined conference experience permeated by Southern hospitality. There are 240 guest rooms located in the premier property of the Carolina Hotel. Amenities include nine famous golf courses and full service spa with 32 rooms; daily Afternoon Tea; and complimentary bikes and beach club on the resort's 200 acres. Room renovations will have been completed by end of 2016- new furniture, wallpaper, carpet, baths.

Available Dates: August 16-August 19, 2018

Room Rate: Double bedded rooms: 130 (includes rooms with doubles and 2 queens)
Single bedded rooms: 143 includes king and queen rooms

Rate: \$139.00/night

Additional Information

- Continental breakfast in Grand Ballroom Hallway
- Meetings conducted in Grand Ballroom for seating of approximately 160 (merged sections 2/3)
- Receptions, weather dependent, to be held on the West Lawn and/or Carolina Hall and Terrace
- Afternoon Tea at 4 pm daily
- Hospitality room available for vendors
- Storage room behind registration table
- 24 hour fitness facility
- Complimentary use of bikes to explore Pinehurst Village
- Shopping in the Village nearby
- Beach Club consisting of 200 acres including paddle boat rentals, pontoon boats, kayaks, tennis, spa and hotel pools (May thru Sept)- volleyball, basketball & cabanas
- Carriage rides throughout the Village
- Croquet and lawn bowling, golf course
- Valet parking and free general parking
- Free WiFi in guest rooms and common areas; \$300 fee in general session rooms

3. Rizzo Conference Center

The newly renovated and expanded Rizzo Conference Center is located at 150 DuBose Home Lane, McLean Hall, Chapel Hill, North Carolina 27517. Enjoy Southern charm adjacent to the campus of the University of North Carolina at Chapel Hill. Conference Center consisting of three primary buildings: McLean Hall (guest rooms/continental breakfast area), Loudermilk Hall (general session rooms/ lounges) and Dubose House (dining facility). Each building is a maximum of a five minute walk from one another. Round the clock snacks and drinks are provided in residential and classroom areas. Transportation to/from Franklin Street's restaurant and shopping mecca is available for fee.

They offer newly renovated conference center including upgraded meeting rooms with smart boards/internet; 183 brand new guest rooms in McLean Hall; and fine dining in Dubose Hall.

Available Dates: August 16-19, 2018

Room Rate: Total 183 rooms: 145 Kings & 38 Doubles \$140.00

Additional Information

- Brand new construction of guest rooms as of 2016, complimentary breakfast area; general session rooms and breakout lounges and smaller meeting spaces. Lecture styled meeting halls available if needed.
- Magnolia Room with conference tables: 28 rounds, 5-6 per table equal to 168 seats for general session; across hall is tiered space for Silent Auction; outside Magnolia is vendors' space.
- Conference rooms available for breakout sessions. (if needed)
- Each residential level has a lounge; and pantry with free drinks, ice cream, soda & juices along with washer/dryers.
- Continuous break service (snacks and drinks) would be included in package price.
- Walkable campus styled setting with separate hall for accommodations, general sessions and meals.
- Continental breakfast available in McLean Hall on bottom level (seats 90)
- New salt water lap pool; with café style seating surrounding pool along with lounge chairs in idyllic setting.
- All package meals are served in DuBose House, conferee style with Chef's Buffet. Banquet style meals for up to 224 people available in meeting rooms for an additional charge.
- Storage rooms available for office and auction purposes.
- Transportation to Franklin accommodates 12 persons per trip.
- Free parking and WiFi

4. Sheraton at Four Seasons

The Sheraton at Four Seasons is located at 3121 West Gate City Boulevard in Greensboro, NC 27407

The Sheraton at Four Seasons, constructed in 1970, is centrally located in the heart of the Piedmont North Carolina in Greensboro adjacent to the Four Seasons Mall and conveniently situated to the Interstates of 85/40. The 28-floor, 988 room complex consists of various restaurants, snack bars and clubs; and upgraded every guest room in 2015. Proximate to shopping mall, restaurants, movie theaters with Downtown just a 15 minute drive away. New performing arts center, new city garden, ballpark, music and dance clubs along with variety of restaurants in Downtown Greensboro.

Available Dates: August 16-19, 2018

Room Rate: All suites with Kings or Doubles \$ ~~TBD~~ 146.00

Additional Information:

- Breakfast available - fee
- 40,001 square feet of conference room space "All-In-One" Conference Center
- Upgraded rooms and meeting areas in 2015
- Victoria Wing can be reserved with meeting space, vendor and breakout areas
- Reception suites with sofas, kitchen and bath.
- Executive lounge in Penthouse
- Bars and lounges- 3
- Outdoor and indoor pool with spa tub
- Conveniently located to White Oak Amphitheatre and Downtown Greensboro
- Free WiFi and parking

Site Selection Committee 2018 Results

Committee Members: Holly Doerr,
Karen Wingo, Janet Rackley, Linda Christopher,
Paullette Bowers
Clerk Advisor Elaine Hunt
NCLM Advisors Athena Banks and John Phelps, Sr.
Committee Chair: Diana Schreiber

Embassy Suites - Concord



Overview

- All sites currently available for Aug 16-19 and 23-26, 2018
- Room rates vary between \$139-\$169
- Rizzo- new construction 2016
- Pinehurst – guest rooms upgraded 2016
- Sheraton- guest rooms upgraded 2015
- Embassy- guest suites contain sleeping and living areas; new carpet in ballrooms

Embassy Suites – Suite

Living Space



Sleeping Space



Embassy Suites - Concord



Embassy Suites- Meeting Space



Embassy Suites - Concord

- Rate: \$169.00 for two-room suites with microwave, fridge, wetbar
- Complimentary breakfast- fresh omelets
- Manager's Reception - daily; drinks & snacks
- Hospitality room, storage room, registration, and auction room available
- No Wi-Fi charge in sleeping rooms. Wi-Fi charge in ballroom \$500 per day
- Rocky River Golf Club adjacent to hotel
- Ample patios, firepit and outdoor entertainment spaces
- Spa, restaurant, café, walking track, fitness center, pool
- Transport to neighboring restaurants, NASCAR Racetrack, Concord Mills
- Free parking

Pinehurst – Standard Room



Pinehurst Resort – Village of Pinehurst



Pinehurst – Meeting Room



Pinehurst Resort – Village of Pinehurst



Pinehurst Resort

- Rate: \$139.00
- Carolina Hotel, premier property at resort
- Grand Ballroom
- Daily \$300 fee for WiFi in Grand Ballroom
- Reception on West Lawn and/or Carolina Hall & Terrace
- Renovations- 2016 with new furniture, wallpaper, carpet
- Hospitality room, storage room, registration, and auction room available
- Afternoon Tea- 4 p.m.
- Nine Golf Courses & Beach Club on 200 acres, Bicycles, Spa, Croquet, Lawn Bowling, Carriage rides, Pontoon boats, Kayaks, Tennis, Pools, Historic Walking Tours, Shopping

Rizzo Conference Center- Chapel Hill



Rizzo Conference Center – Standard Room



Rizzo Conference Center- Chapel Hill



Rizzo Conference Center – Meeting Room

Silent Auction Area

Magnolia Room



Rizzo Conference Center- Dubose House



Rizzo Conference Center

- Rate: \$140.00
- Newly renovated guest rooms and meeting space in Loudermilk Hall & McLean Hall
- Eating quarters in Dubose Hall
- Guest rooms: 145 Kings & 38 Doubles
- Magnolia Room with 28 rounds for approx 168 seats
- Across hall – tiered space for Silent Auction and outside Magnolia is space for vendors
- Entertainment: Transport to restaurant/shopping on Franklin Street, Salt Water Pool & Entertainment Space
- Free parking

Sheraton Four Seasons - Greensboro



Sheraton Four Seasons- Victoria Wing Meeting Space



Sheraton Four Seasons - Greensboro



Sheraton Four Seasons

- Rate: TBD
- Guest rooms upgraded in 2015
- All-In-One Conference Center
- 28 floor, 988 room complex with multiple restaurants, clubs and snack bars
- Catering/kitchen has excellent reputation
- Victoria Wing with meeting rooms, breakouts, silent auction room, registration and office space
- Entertainment: adjacent to shopping mall, restaurants, movie theaters, White Oak Amphitheater; and 15 drive to Downtown entertainment district
- Free parking

Sheraton Four Seasons – Standard Room



Questions?

S.H.

March 11, 2016
Website Committee Report

The Website Committee continues to review the website and provide updates as requested.

We've kept the home page updated with information regarding upcoming educational opportunities. We've also updated the Educational Opportunities page with registration information as we receive it.

There was a glitch with the roster uploading incorrectly. CubeCreative found that it had to do with the NCAMC member passwords and login. They suggested changing the login to a generic password for all members and uploading the roster again. This seems to have fixed the problem. We didn't want to put it on clerknet because not everyone who uses clerknet is an NCAMC member. John Phelps will be sending the new password to the members similar to the way he distributes the Minute-by-Minute.

We've reached out to members about participating in the clerk spotlight; however we're still not getting the response we had hoped for. We'll continue to think of ways to address the lack of responses.

We continually encourage members to use NCAMC.com when looking for information.

Respectfully submitted,
Karen C. Gray, Chair



S.L.

Memorandum
Leaving a Green Legacy Committee

To: North Carolina Association of Municipal Clerks

From: Sue Powell, MMC, NCCMC
Town Clerk/Finance Officer

Date: March 7, 2016

Subject: NCAMC Board Update

Amy Miller of the Leaving a Green Legacy Committee has coordinated with the City of Jacksonville, and there will be a tree planting ceremony for Carmen Miracle, 2015 Clerk of the Year on April 4, 2016 at 1:00 PM. We are fortunate that the city is picking up the tab on everything but the plaque. Please plan on attending if you are able.

Also, Committee members will be selling 50/50 raffle tickets at the Regional Schools with the drawing to be held at the Summer Conference. You do not have to present to win. Tickets are \$2.00 each or three (3) for \$5.00. Funds will be used to purchase plaques, and occasionally trees for future Clerks of the Year.

North Carolina Association of Municipal Clerks
Tax and Finance Legislative Action Committee
March, 2016

On February 23, 2016 the League of Municipalities hosted a joint meeting with new and returning members of all the Legislative Action Committee (LAC) and Regulatory Action Committee (RAC) committees. Breakout sessions were held by each Committee and the Tax and Finance Legislative Action Committee had a productive meeting. Each member introduced themselves and of note is this Committee now is represented by three (3) Clerks, myself with the Town of Wilkesboro as well as Wilene Cunningham with the Town of Cramerton and Jasman Smith with the Town of Winterville. This Committee began with reviewing past goals and modifying the goals for this upcoming year. Anticipation is to meet several times this year and develop a new set of goals.

Respectively submitted,

James (Jim) K. Byrd, CMC/NCCMC/CTC

G.D.

Jeanne Giblin

From: Lisa Markland <lmarkland@townofzebulon.org>
Sent: Tuesday, March 08, 2016 2:06 PM
To: Jeanne Giblin
Subject: NCLM - Planning and Environmental LAC

The orientation meeting of the P&E LAC was held on February 23 to get the members acclimated to the process and some of the things to be faced in the upcoming sessions.

Nothing specific was discussed on the issues and not additional meetings have been scheduled at this time.

I will report more when I have it.

Thanks
Lisa

Lisa M. Markland
Town Clerk/Asst. to Town Manager
Town of Zebulon
1003 N. Arendell Avenue
Zebulon, NC 27597
919-823-1800
919-269-6200(fax)

"In every person who comes near you look for what is good and strong; honor that; try to imitate it, and your faults will drop off like dead leaves when their time comes." – John Ruskin

C.E.

**North Carolina League of Municipalities
Regulatory Action Committee (RAC)
February 2016**

The purpose of the Regulatory Action Committee (RAC), chaired by Durham Assistant City Attorney Don O'Toole, is as follows:

Members of the RAC provide technical feedback and formulate policy position statements on priority regulatory items, which are primarily environmental and include:

- Regulatory process and reforms
- Stormwater
- Water quality
- Water resources

The following are notes from the meeting held Tuesday, February 23rd:

Topics discussed

Sanitary Sewer Overflows (SSO) // Affirmative Defenses:

- Some municipalities have wastewater collection system permits that included "affirmative defense" language, meaning if a municipality did not know or have reason to know the cause of an Sanitary Sewer Overflow (SSO) (basically could not have done anything to prevent), then the SSO is not considered a violation of their permit.
- NC Department of Environmental Quality (DEQ) has decided to no longer include this "affirmative defense" language in some permits.
- There are three cases in litigation currently that touch on DEQs new policy to not include the affirmative defense.
- Without the affirmative defense, any SSO is considered a permit violation and DEQ could issue a Notice of Violation (NOV) with fines.
- Even if DEQ does not issue a NOV, lack of the affirmative defense opens a municipality up to third-party lawsuits (called a "citizen suit" which is allowed under the Clean Water Act for permit violations).
- It was recommended that a work group or subcommittee be formed to look in to the topic and actions that could be taken to minimize third party suits, civil penalties and NOV's.

Comments by DEQ Assistant for the Environment Tom Reeder

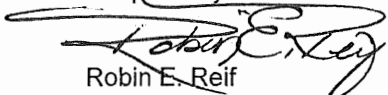
- Assistant Secretary for the Environment Tom Reeder made a report to the legislature in early February about the ineffectiveness of several state nutrients and stormwater programs.
- Much discussion has been generated on ongoing necessity of nutrient management strategies, the cost of Falls Lake Rules implementation, and ineffectiveness of riparian buffers and whether Secretary Reeder's interpretations were correct.
- Consensus was it is best to proceed with BMPs as a precaution rather than determine their need at a later time and incur the cost of retrofit.
- The League has been assured from Representative McGrady (who chairs the legislative committee that heard from Tom Reeder) that legislation will not result from Tom's presentation.

The RAC is to be broken down further in to more active subcommittees.

For more detailed information on the RAC contact Sarah Collins, Legislative and Regulatory Counsel for the NC league of Municipalities

For information on the legislative, regulatory and federal goals identified by the North Carolina League of Municipalities, following this link <http://www.ncml.org/legislative-advocacy/advocacy/Pages/Advocacy-Agenda.aspx>.

Respectfully submitted


Robin E. Reif
Town Clerk/Risk Manager
Town of Rolesville

Jeanne Giblin

From: John Phelps <jphelps@NCLM.ORG>
Sent: Thursday, February 25, 2016 2:56 PM
To: Jeanne Giblin; Dora Moore
Subject: RE: Past President's Committee

Hi Dora and Jeanne,

I think it is a good idea to review the expense reimbursement policy. The best I can tell, the last time it was reviewed was in 2006-07. At that time, a board committee was appointed (Travel Policy Committee) and the members were Sue Rowland (Chair), Stephanie Kelly, Dale Martin, Lisa Vierling and Kim Hibbard (as Association Treasurer). The policy now in effect was recommended by them and adopted in March of 2007. One of the recommendations of that committee was that the policy be reviewed and updated periodically (every other year). I checked and "The Inflation Calculator" states that what cost \$500 in 2007 would cost \$583.41 in 2015.

Of interest, the League Board has recently adopted a new travel reimbursement policy for all board members (within budget constraints) to better enable smaller or more geographically distant jurisdictions and those with limited travel budgets to participate on the League board. It would seem that similar concerns would exist for the Clerks Association. Please let me know if you have questions or if I can be of help.

Thanks,
 John

John M. Phelps, II
 Associate General Counsel
 NC League of Municipalities
 15 North Dawson Street, Raleigh, NC 27603
 Direct: 919-715-3920 Fax: 919-301-1062



From: Jeanne Giblin [mailto:Jeanne.Giblin@moreheadcitync.org]
Sent: Wednesday, February 24, 2016 5:19 PM
To: Dora Moore
Cc: John Phelps
Subject: RE: Past President's Committee

For my part I tried to be as generous to myself as possible when doing the Morehead City budget requests last year. Also, my Mayor had been the NCLM President, so the Council and Manager knew what my expenses would be for the most part. [Although now my Mayor has stated that his budget from the League was much more generous than mine.] Also, I try to be judicious as possible when traveling for work and a lot of time do not put in all my expenses and I have lucked out with having family in Raleigh with whom I bunk with every time I have a Board Meeting. I also saved money prior to becoming President just for those various expenses that come up. I remember Beverly Bigley of Indian Beach saying that she had no idea how expensive it was to be President!!! And that was quite a few years ago.

Yes, I would go along with tasking the Past Presidents Committee to look at our expense allowance. [I promised Lisa Vierling, my Chair, an easy year!!!!] It seems that the clerks from the larger towns have an advantage for greater participation due to the fact that they have larger travel budgets and deputy clerks or someone to take over in their absence. Morehead City has been proud to have me as President, but it has not been without some sacrifice on their part and I always have in the back of my mind that I am spending money from the citizens!!!!

I am grateful for what has been covered and what will be covered [upcoming Omaha Meeting, Regional Meetings and Asheville Meeting] from the NCAMC as far as expenses go, but the mileage is the one place that has created a dilemma as I did not realize how many times I would be going to Raleigh, Chapel Hill, Cary, etc. [I may have to borrow money from my Council's travel line item!] I would also look into helping with the First Vice President expenses for the August Conference when you take your Oath for President. I almost feel that the August Conference for the incoming President should be the time to cover expenses with the hotel and registration.

At the same time we also have policies on what we comp for the IIMC President/IIMC District Directors, etc. This may want to be reviewed also.

If John feels that this is viable, let me know if you want this for an item on the March Agenda or if you will bring it up for discussion or want to make it a point of your term. I am open to suggestions.

From: Dora Moore [<mailto:Townclerk@ruralhall.com>]

Sent: Wednesday, February 24, 2016 4:37 PM

To: Jeanne Giblin

Cc: jphelps@ncdm.org

Subject: Past President's Committee

Good afternoon Jeanne. I hope all is well in your part of NC.

Last week, I asked John if there was anything he felt the Past President's Committee needed to be tasked with in the upcoming year. He mentioned he felt the president's reimbursement policy needs to be revisited. As an example, he noted the expenses you are experiencing with mileage. He said it has been awhile since the rates had been reviewed. I told him this was something you and I had discussed as well. I even mentioned to him the out-of-state expense concern for me – and other small town clerks.

Since you and I have discussed it, I wanted to pass this along to you and get your thoughts. I know we talked about who should address it or if it should be addressed, so I'm bouncing off of you for your thoughts.

John, feel free to share your thoughts as well.

Dora Moore, MMC, NCCMC

NCAMC 1st Vice President

Town Clerk

Town of Rural Hall

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Jeanne Giblin

From: Jeanne Giblin
Sent: Tuesday, January 26, 2016 5:07 PM
To: Trey Allen; Leighanna Worley; Lisa Stites; Lisa Vierling; Becky Breiholz; Dora Moore; Elaine Hunt; John Phelps; Melissa Adams; Melody Shuler; Stephanie Kelly; Amy Miller; Cynthia S. Bennett (cbennett@washingtontnc.gov); DiAnne Enoch (denoch@ci.elon.nc.us); Jackie Hampton; Lynn Trivette; Maggie Burleson; Melissa Corser; Michelle Gray; Myra Heard; Pamela Casey
Subject: FW: Recommendations to IIMC
Attachments: 2016-01-16.pdf

I have received the following from Tracy Ackroyd the President of the Florida Association of City Clerks and the reply from Lynnette Ogden the IIMC Region III Director. I am forwarding this to you for your information only.

Hi Tracey

Thanks for sharing the letter to President Simmons. I am sure the IIMC Executive Board and Board of Directors who were in place when several of these changes were made in IIMC were probably following the request of the membership. I reminded President Simmons of your concerns last year before the Mid year Board meeting and she reached out to continue this communication. President Simmons will share your concerns with the Executive Board and Board of Directors to hopefully come to a solution to your concerns.

Lynnette Ogden, MMC
 Millport Town Clerk
 IIMC Region III Director

From: Tracy Ackroyd [<mailto:TAckroyd@clermontfl.org>]
Sent: Monday, January 25, 2016 12:45 PM
To: 'Rebecca Leavings'; Sonja Tolbert; Jeanne Giblin; steffanie.dorn@cityofgreenwoodsc.com; 'millporttownclerk@frontiernet.net'; 'Kelly Lovette'
Cc: Chevelle Nubin (nubin@ci.delray-beach.fl.us); 'townclerk@ruralhall.com'; 'joan.jones@johnscreekga.gov'
Subject: Recommendations to IIMC

Good Afternoon Region III Directors and State Presidents:

The Florida Association of City Clerks recently approved sending the attached letter to IIMC President Monica Martinez Simmons. It is in reference to FACC recommendations to IIMC regarding IIMC certification programs for CMC and MMC.

I will be contacting each of you this week.

Sincerely,



Tracy Ackroyd Howe, MMC

Clermont City Clerk

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TAckroyd@clermontfl.org

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Our mission: To preserve and enhance the quality of life for the Clermont community by providing exceptional services.



Florida Association of City Clerks | President
*Promoting and Developing the Educational and Professional
Status of Florida City Clerks*

Website: www.clermontfl.gov

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Excerpt from the NCAMC Board Minutes of Friday, March 11, 2016 in response to Florida State Associations Request for accreditation of continuing education past the MMC status.

- North Carolina is not experiencing the same issues.
- Municipal budget and site selection contributes most to attendance at conference.
- North Carolina is not in a position to take any action to support this issue in any way.
- The issue was IIMC Membership driven and the educational guidelines were changed.
- No other state organizations have made an outcry about it.
- North Carolina is in favor of there being a beginning and end to the educational commitment as this would make it easier for smaller towns to be able to budget for their clerk to attain CMC and MMC status.

Jeanne Giblin, President



Florida Association of City Clerks

Founded October 26, 1972

www.floridaclerks.org

January 15, 2016

2015-2016

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Stacey Johnston, MMC
Southwest Director
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Homes Beach, FL 34217
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Audrey Sikes, MMC
Immediate Past President
205 N. Marion Avenue
Lake City, FL 32055
(386) 719-5756

Monica Martinez Simmons, MMC; President, IIMC
Board of Directors, IIMC
8331 Utica Avenue, Suite 200
Rancho Cucamonga, CA 91730

Dear President Simmons and IIMC Board Members:

We greatly appreciate the opportunity to discuss and recommend proposed changes and enhancements to the IIMC certification programs for CMC and MMC. This is the result of the collaborative effort of our executive committee, in coordination with the Florida Institute of Government. In this letter, we will address the following issues, and appreciate your consideration of the information provided:

- Reinstating a system of required continuing education to maintain the CMC and MMC credentials; and the integrity of those credentials;
- Requirement of a minimum of 15 total hours of continuing education be obtained over a two year period in order to maintain the professional CMC or MMC credential; this is an average of 7.5 hours per year (recertification);
- Decrease in the amount of points that can be used for academic degrees in pursuit of the CMC and MMC certifications and place more emphasis on in-class, practical training hours achieved through IIMC and state-sponsored academies and institutes; and,
- Reinstitute the requirement for a Letter of Sponsorship from an IIMC member in good standing for all applications for clerks seeking to pursue a CMC or MMC certification.

The FACC holds firm in its belief in the IIMC's former-primary goal of actively promoting the continuing education and professional development of municipal clerks through extensive education programs, certification, recertification, publications, networking, annual conferences and research. While IIMC has stepped away from the goal of recertification, FACC believes wholeheartedly recertification, and life-long learning, is an important component to a municipal clerk's ability to professionally and competently handle day-to-day duties and issues that arise in the clerk's office.

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Upon achieving their CMC or MMC designation, each clerk signed a pledge of commitment to life-long learning. As a state association, FACC has seen a decrease in attendance at our conferences and academies; we believe due to clerks no longer participating once they receive certification. If recertification is not required to maintain a CMC or MMC designation, many clerks do not see the benefit or necessity in continuing education.

However, it is imperative for everyone in the municipal clerk profession to remain current on trends in leadership, public service, ethics, records management, election laws, technology and especially legislation and policy changes to stay abreast of the ever-changing environment. Continuing education is significant to ensuring all certified clerks are properly trained to provide the skills needed to maintain professionalism and uphold the integrity of the municipal clerk profession.

Additional benefits of continuing education include, but are not limited to: stronger leadership skills necessary as a viable member of the municipal management team; increased professionalism of the municipal clerk office/duties; improves efficiency of job performance; expanded opportunities to share knowledge and experiences with fellow municipal clerks and encouragement for clerks to continue to strive for greater achievement and success.

Many other professional associations (Florida, national and international) require recertification to maintain designations for their core positions. The following is a sample of those associations and requirements:

- Florida Governmental Finance Officers Association (FGFOA) – Each certificate holder must complete a minimum of 80 hours of continuing professional education in any given two-year reporting period after initial certification, with some specific subject-matter related requirements;
- Governmental Finance Officers Association (GFOA) – to maintain certification, each member must complete 30 hours of continuing education each year.
- Certified Government Chief Information Officer (CGCIO Florida) – to maintain certification, participants are required to complete 120 professional development units every three years after graduation; and,
- Florida Association of Code Enforcement (FACE) – In order to maintain certification, a Code Enforcement officer must attend 16 hours of continuing education classes during every two year period after their certification.
- International Economic Development Council – In order to maintain certification, members must attend at least two IEDC events every three year.

- American Planning Association – In order to maintain certification, members must complete 32 hours of continuing education within every two (2) years reporting period.

Therefore, FACC recommends IIMC once again require recertification/continuing education and require, at a minimum, 15 hours of in-class instruction via state, regional and/or IIMC conference or academy of continuing education over a two year period in order to maintain either a CMC or MMC designation. We recommend at least one-half of the required hours (15) be from the state municipal clerk association training opportunities. Our recommendations would further require members to submit to IIMC, the supporting documents from the conference or academy attended by the end of the IIMC fiscal year to meet the two year continuing education requirement.

In reviewing the fascinating history of IIMC brought to life by the document, "The First Fifty Years," [pg. 23] it appears IIMC originally designed their certification to require three summer seminars and two special projects to obtain the national certification. We believe this commitment by a clerk to obtain certification, is reasonable to become a fully educated and functioning city clerk in both the general dynamics of the position, as well as the local and state laws, rules and regulations.

Over the past few years, we have seen a decrease in the allotted amount of time required to attain Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designation thus bringing devaluation to the certification status. There are many examples of clerks who have worked hard and put in many hours for 3 to 6 years or longer to achieve CMC certification. Whereas in more recent years, clerks have been able to attain their CMC certification in less than 1 to 2 years, and on a few occasions, have not attended one full IIMC-accredited academy prior to being awarded a CMC designation.

We believe this is a direct result of municipal clerks using their educational degrees (bachelor or higher), rather than practical in-class educational opportunities, to achieve their certification. Our recommendation would be to place less emphasis on degrees (currently 20 points for professional administration bachelor or higher degree and 10 points for bachelor or higher degree in unrelated field; etc.) by providing less points for educational degrees and more points for in-class state association professional education. We respectfully recommend 10 points for professional administration bachelor or higher degree and 5 points for bachelor or higher degree in unrelated field and transferring those points (10 and 5 respectively) to the in-class Institute and/or state association professional education requirement.

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In the past, a letter from a municipal clerk member of IIMC was needed to support the certification process of an individual; but that is no longer a required element by IIMC. There have been instances within Florida where a municipal clerk was not aware another person within the municipality had made application to IIMC and in some instances that person did not meet the core duty requirements for membership and/or certification. It is our recommendation that IIMC require a letter of sponsorship from a CMC or MMC-IIMC member in good standing. If it is a deputy clerk or another position within the same entity, require the city clerk of that organization issue a sponsorship letter on behalf of the applicant.

IIMC requires two years of membership in good standing before being eligible for certification. We further recommend this requirement be extended to include two years of state association membership, in addition to IIMC membership to be eligible for certification. We are recommending state association membership to insure a clerk is up-to-date on his/her respective local and state laws, rules and regulations and information that is pertinent only to his/her respective local and state.

The Florida Association of City Clerks greatly appreciates the opportunity to address the IIMC Board of Directors and we, the FACC Board, stands ready to answer any questions the IIMC Board may have. I, as well as other FACC board members and past presidents, will attend the IIMC Board meeting in May to ensure we are readily accessible to the IIMC Board and staff. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Tracy Ackroyd Howe".

Tracy Ackroyd Howe, MMC
President, Florida Association of City Clerks
City Clerk, City of Clermont, Florida

c: Chris Shalby, Executive Director, IIMC
FACC Board of Directors
Jeff Hendry, Executive Director, Florida Institute of Government
IIMC Region III State Presidents

Jeanne Giblin

From: John Phelps <jphelps@NCLM.ORG>
Sent: Friday, March 04, 2016 11:51 AM
To: Jeanne Giblin
Subject: RE: Information for Board Meeting --- Monday, March 7th Due Date

Hi Jeanne,

There is one item I think you will need to add to the agenda. In 2013 when the Board increased dues for the first time in many years, it determined that the dues amount should be reviewed annually with a recommendation that it be increased 1% each year. It has been on the agenda at the March meeting for the last two years to allow for any change to be considered in budget development. Consequently, I would request the addition of an item for this purpose. Last year it was placed under New Business as "Annual Review of NCAMC Dues."

For background, in 2013, the dues were increased \$15 as follows: Clerks and all other job titles: \$50 to \$65. Deputy/Assistants \$40 to \$55.

In 2014, both were increased by \$1 to \$66 and \$56.

Last year, the distinction between clerks/all other job titles and deputy/assistants was done away with and dues were set for both categories at \$67. Currently, except for retired members (dues are \$25) and honorary members (exempt from dues), all member dues are \$67.

Please let me know if you have questions or would like to discuss,
 John

John M. Phelps, II
 Associate General Counsel
 NC League of Municipalities
 215 North Dawson Street, Raleigh, NC 27603
 Direct: 919-715-3920 Fax: 919-301-1062



From: Jeanne Giblin [<mailto:Jeanne.Giblin@moreheadcitync.org>]

Sent: Thursday, March 03, 2016 9:54 AM

To: Christine Thompson; Cynthia S. Bennett (cbennett@washingtonnc.gov); Diana Schreiber; DiAnne Enoch (denoch@ci.elon.nc.us); Jim Byrd; Karen Gray; Kelly Baker; Leighanna Worley; Lisa Stites; Lisa Vierling; Penny Spicer-Sidbury; Rebekah Gainey; Susan Powell; Tammy Hatley; Amy Miller; Jackie Hampton; Lynn Trivette; Maggie Burleson; Melissa Adams; Melissa Corser; Melody Shuler; Michelle Gray; Myra Heard; Pamela Casey; Becky Breiholz; Dora Moore; Elaine Hunt; John Phelps; Stephanie Kelly; Cathy Dorando; Jacqueline Nicholson; Jasman Smith; Lisa Markland; Pamela McGill; Renee Ward; Robin Reif; Scott Sherrill; Wilene Cunningham

Subject: Information for Board Meeting --- Monday, March 7th Due Date

Thanks to all who reminded me I had the wrong return date for reports for the NCAMC Board Meeting on Friday, March 11, 2016. Please send me your reports by Monday, March 7th and they will be included in the Agenda.

I was trying to run out the door for a trip to Las Vegas and my mind must have been on other things.