



**NEVADA MUNICIPAL CLERKS' ASSOCIATION
ANNUAL MEETING
SEPTEMBER 20, 2007**

I. CALL TO ORDER

President Simmons called the Annual Nevada Municipal Clerks Meeting to order at 2:12 p.m. at the Winnemucca Conference Center, Winnemucca, Nevada, in accordance with the Nevada League of Cities Conference schedule.

II. ROLL CALL

Present:

Officers:

Monica M. Simmons, President

Members:

Lisa Booth, City of Lovelock

C. Sue Smith, City of Wells

Gary Cordes, City of Fallon

Shanell Owen, City of Elko

LaDawn Lawson, City of Carlin

Eddy D. Davis, City of Winnemucca

Patricia Norman, City of Fernley

Guest:

Shera Alberti-Annunzio, University of Nevada Reno

III. INTRODUCTION

President Simmons welcomed all Nevada clerks and visitors to the Annual Meeting. Those present introduced themselves to those in attendance.

IV.

ITEMS OF BUSINESS

Region VIII Report – President Simmons expressed appreciation for the nomination and support as Region VIII Director. Ms. Simmons was installed at the conference in New Orleans in May and was appointed to the Constitution Committee and is the Board liaison for the Education Committee. Ms. Simmons expressed excitement for her new position and indicated that she would be available to answer questions. IIMC is interested in Nevada hosting a conference in 2012.

* Upcoming Conference – IIMC Region VIII – Snowmass Village, Colorado
Ms. Simmons encouraged participation at the Region VIII Conference to be held November 13 – 16, 2007. A Region VIII link has been placed on the Nevada Clerks website for reference.

* Recognition/Retirements – Roni Ronemus, Deb Dolan
Ms. Simmons reported Roni Ronemus retired from Las Vegas this year and Beverly Bridges was appointed the City Clerk.

Ms. Simmons also reported that Deb Dolan retired from Sparks and her position is still vacant at this time.

* IIMC Annual Conference – Atlanta, GA – May 18-22, 2008
Ms. Simmons encouraged participation and indicated that the conferences are better each year.

Request for Support – Sharon Cassler for IIMC Vice President

Request for Support – Ronny Frederickx for IIMC Vice President

Ms. Simmons indicated that Clerks may send individual letters of support to these candidates.

NMCA Institute Report – July 16-20, 2007 – Shera Alberti-Annunzio

Shera Alberti-Annunzio reported there were fourteen attendees at the last NMCA Institute. Financially it is very difficult to offer the Institute to fourteen attendees when UNR brings in seven or eight presenters. This is a self-funded organization so anytime a program is offered they have to make sure they cover their costs in addition to Staff time. The overall amount for the past three years that the Institute has made from the program is \$500.00. There have been excellent reviews by the attendees. Ms. Alberti-Annunzio continues to get calls from out-of-state clerks and other clerks that have not attended in the past. It is difficult to continue this program, however; she does not want to discontinue the program. Ms. Alberti-Annunzio encouraged ideas to assist with increasing attendance. There will be at least a 10% increase in the fees from last year due to the University's rising costs. Ms. Alberti-Annunzio also suggested:

- Researching grant opportunities to assist with the fees

- Invite vendors to assist with paying for some of the costs

Ms. Alberti-Annunzio also explained that IIMC has increased their educational requirements to 120 hours. This is not possible in 3 weeks. Ms. Simmons commented there are other directors that have the same concerns with the 120 hours. Ms. Alberti-Annunzio suggested consideration of the following options:

- 1) Increase the institute to 4 years
- 2) Allow the Clerk's to obtain 100 hours of training through other opportunities, i.e. Public Official Certification (POWER Program)

Ms. Simmons supported continuing the institute program for another year and the possible POWER requirement. Some of the vendors will pay if they can showcase their program, i.e., SIRE, they may be able to provide the training. Ms. Alberti-Annunzio responded they tell their vendors that they cannot sell a product onsite but they can demonstrate their product. This would work if the intent were to give knowledge and not to sell a product. Vendors can also host lunches and present their product during the lunch.

Mr. Cordes commented that this is a three year program. The attendee attends for three years and then they are finished. There are not a lot of clerks in Nevada.

Ms. Owen indicated she looks at this as a continuing education program and a networking opportunity.

Other ideas to increase participation included offering a daily rate for participants that are interested in only attending one or two days, reduced fees for Nevada Municipal Clerk members, and vendor memberships.

Ms. Sue Smith asked if it would be possible for the Nevada Clerk's Association to offer \$500.00 to support with the Institute. Ms. Simmons responded this is something that can be looked into. It was also suggested that the scholarship program be advertised better to help assist those that are unable to attend due to the expense.

Ms. Owen expressed concern about the educational understanding of the institute. There have been comments made that institute hours can only be applied to the Certified Municipal Clerk Program and not the Master Municipal Clerk Program. Ms. Alberti-Annunzio indicated when UNR originally applied to offer the Institute program, they submitted for both the CMC and MMC programs. The hours attended should be continuing education points toward the CMC and MMC programs. Ms. Simmons indicated that there have been issues at IIMC and that is something that is being resolved. Ms. Simmons indicated that now that she is the Region VIII

representative she would assist anyone with finding answers to questions and help in resolving issues with the CMC and MMC programs.

Legislative Discussion

Ms. Simmons reported elections and records were the main topics at the legislative session. The bill to combine municipal elections with state elections failed. It was determined to be unconstitutional to shorten and lengthen election terms for officials. Ms. Simmons supported smaller cities having the option to combine with their County elections. The City's of Carlin and Wells were able to begin the process of getting their elections combined with the County's.

Records

New confidential record and personal information laws were passed. Ms. Simmons indicated that Sabrina Mercadante, City of Henderson, has summarized this bill and put together training for the City of Henderson's employees. Ms. Simmons indicated that anyone interested in obtaining a copy of the presentation should contact her and she will forward the request to Ms. Mercadante.

Secretary/Treasurer Report

Ms. Simmons asked if there were any changes or corrections to be made to the meeting minutes of October 14, 2006. None were noted.

(Motion) Gary Cordes made a motion to adopt the minutes as presented. Patricia Norman seconded the motion. The motion was unanimously approved.

Ms. Simmons presented the 2006-2007 Treasurer's Report. The beginning balance was \$1,882.79 and the ending balance is \$4,340.89. There was previously discussion of giving support to UNR in the amount of \$500.00 for the institute program.

(Motion) Patricia Norman moved to approve the Treasurer's Report. The motion was seconded by Sue Smith and was unanimously approved.

Nomination and Election of Officers

Ms. Simmons indicated that she has enjoyed serving as President and appreciated the support that she has received.

Ms. Simmons asked for interest from persons wishing to serve as an officer. No interest was expressed from attendees.

(Motion) Monica Simmons nominated Patricia Norman as the President of the Nevada Municipal Clerk Association for a two year term, Beverly Bridges as Vice President, and Shanell Owen as Secretary/Treasurer. Gary Cordes closed the nominations. Sue Smith made a motion to accept the nominees as the new

officers. Gary Cordes seconded the motion. The motion was unanimously approved.

Ms. Simmons indicated the City of Henderson would continue to host the website. Any information can be submitted to Patricia Norman for updates. Additional ideas for the website included a particular City Clerk recognition to spotlight a Nevada City Clerk.

Scholarship Committee Report

Ms. Simmons reminded attendees that there is scholarship money available.

General Discussion

Ms. Simmons suggested a membership committee be formed to assist with recruitment. Gary Cordes and Eddy Davis volunteered to assist with the membership committee.

Ms. Simmons also suggested a Web-Technology Committee and volunteered LuAnn Holmes to that committee.

Ms. Simmons will serve as the Institute liaison.

(Motion)

Patricia Norman made a motion to adopt the committee nominations. The motion was seconded by Shanell Owen and the motion was unanimously approved.

Patricia Norman expressed appreciation to Monica Simmons as a leader and for the support she has given this association during the past years.

V. ADJOURNMENT

Ms. Simmons adjourned the meeting.