

**CALIFORNIA ASSOCIATION  
OF  
CLERKS & ELECTION OFFICIALS  
2017 NEW LAW WORKSHOP & SEMINAR**



December 11-15, 2017  
Hyatt Regency Sacramento

# CALIFORNIA ASSOCIATION OF CLERKS & ELECTION OFFICIALS

## 2017 NEW LAW WORKSHOP & SEMINAR December 11-15, 2017 Hyatt Regency Sacramento

### MONDAY, DECEMBER 11

		<u>ROOM</u>
9:00 a.m.	<b>Elections</b> – Mock Election Planning <ul style="list-style-type: none"><li>• John Gardner, Solano County</li></ul>	Big Sur

### TUESDAY, DECEMBER 12

9:00 a.m.	<b>Elections</b> – VoteCal Business Process <ul style="list-style-type: none"><li>• John Gardner, Solano County</li></ul>	Big Sur
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### WEDNESDAY, DECEMBER 13

9:00 a.m.	Registration	Foyer
9:00 a.m.	<b>Elections</b> - Voters with Special Needs (Closed to Vendors) <ul style="list-style-type: none"><li>• Tim McNamara, Los Angeles County</li></ul>	Regency A
	<b>Elections</b> - Fiscal Staff Workshop (Closed to Vendors) <ul style="list-style-type: none"><li>• Cathy Darling Allen, Shasta County</li></ul>	Regency D
	<b>Elections</b> - Petitions <ul style="list-style-type: none"><li>• Heather Ditty, Sacramento County</li></ul>	Ventura
9:00 a.m.	<b>County Clerk</b> -CRM Meeting <ul style="list-style-type: none"><li>• Monique Blakely, Los Angeles County, Co-Chair</li><li>• Jaime Pailma, Los Angeles County, Co-Chair</li></ul>	Golden State
10:00 a.m.	<b>County Clerks Legislative Meeting</b> <ul style="list-style-type: none"><li>• Donna Allred, Sacramento County, Co-Chair</li><li>• Victoria Rodriguez, Riverside County, Co-Chair</li><li>• Matt Siverling, Legislative Advocate</li></ul>	Golden State
10:30 a.m.	<b>Elections</b> - Voting Systems (HAVA) (Closed to vendors) <ul style="list-style-type: none"><li>• Tim McNamara, Los Angeles County</li></ul>	Regency A
12:00	Lunch on your own	
1:00 p.m.	<b>Elections Legislative Meeting</b> <ul style="list-style-type: none"><li>• Jill LaVine, Sacramento County, Co-Chair</li><li>• Tricia Webber, Santa Cruz County, Co-Chair</li></ul>	Regency A
1:00 p.m.	<b>County Clerks</b> – Exhibit Visitation	Foyer/Regency
3:00 p.m.	Break/Exhibit Visitation	Foyer/Regency

**WEDNESDAY, DECEMBER 13** Continued...

**ROOM**

3:30 p.m.

**CACEO Board of Directors Meeting**

- President, Dean Logan, Los Angeles County
- Vice President, Sue Ranochak, Mendocino County
- Treasurer, Joseph Holland, Santa Barbara County
- Secretary, Brandi Orth, Fresno County

Regency A

6:00 p.m.

**Welcome Reception – All Attendees**

- Hosted by Sacramento County Elections
- Introduction of Exhibitors
- Ornament Exchange

Regency DEF

Dinner on your own



**THURSDAY, DECEMBER 14****Room**

8:00 a.m.	Continental Breakfast <ul style="list-style-type: none"><li>• Exhibit Visitation</li></ul>	Regency
8:00 a.m.	Registration	Foyer
9:00 a.m.	<b>2017 Chaptered Laws Affecting the Duties of the Clerk of the Board of Supervisors</b> ( <i>Clerk of the Board</i> )	Regency F

**Discussion of Proposed CACEO-Sponsored Legislation for 2018, and****“Bullets You Didn’t Know you Dodged”: A Discussion of CACEO Legislative Actions in 2017 that Saved You Money and Headaches**

- John McKibben, Deputy Executive Officer, Los Angeles County
- Matt Siverling, Legislative Advocate

*Find out what the Legislature and the Governor have enacted that will cause you to do things differently in 2018 than you did before they started tinkering with the law this year. Discuss any proposed legislation initiated for CACEO-member Clerks for sponsorship in 2018. And hear scary campfire stories about some of the nutty things the Legislature tried to enact, but wasn't able to as a result of the efforts of CACEO and its allies. (Registrants who suffer from anxiety disorder and persons who have consumed more than one cup of Biohazard brand coffee are not encouraged to attend this part of the program.)*

9:00 a.m.	<b>Opening Session</b> ( <i>Elections &amp; County Clerks</i> ) Pledge of Allegiance Welcome Remarks and Announcements <ul style="list-style-type: none"><li>• President, Dean Logan, Los Angeles County</li></ul> Recognition of Subcommittees & Updates <ul style="list-style-type: none"><li>• Jill LaVine, Sacramento County</li><li>• Tricia Webber, Santa Cruz County</li></ul>	Regency BC
10:00 a.m.	Refreshment Break <ul style="list-style-type: none"><li>• Exhibit Visitation</li></ul>	Regency
10:30 a.m.	<b>Procedural and Technological Tools for Fulfilling the Law’s Requirements for Retaining and Preserving the Records of the Board of Supervisors</b> ( <i>Clerk of the Board</i> ) <ul style="list-style-type: none"><li>• Krista Whitman, Assistant County Counsel, Sacramento County</li><li>• Robert Blatt, Chair, Trustworthy Document/Mgmt. Standards Committee (ANSI/ISO)</li><li>• Robin Guerrero, Records Manager (Ret.), Los Angeles County</li></ul>	Regency F

*What legal requirements, procedures, and tools can or must you use to properly retain and preserve the Board’s records? Are there different answers to this question depending upon what records you’re talking about? Join us for this session and find out!*

10:30 a.m.	<b>New Law Presentations and Discussion of Legislative Proposals</b> ( <i>County Clerks</i> ) <ul style="list-style-type: none"> <li>• Donna Allred, Sacramento County, Co-Chair</li> <li>• Victoria Rodriguez, Riverside County, Co-Chair</li> <li>• Matt Siverling, Legislative Advocate</li> </ul>	Regency DE
10:30 a.m.	<b>Conditional Voter Registration</b> ( <i>Elections</i> ) <ul style="list-style-type: none"> <li>• Ryan Chew, Deputy Director of Elections, Cook County, Illinois</li> </ul> <b>New Law Presentation</b> ( <i>Elections</i> ) <ul style="list-style-type: none"> <li>• Jill LaVine, Sacramento County, Co-Chair</li> <li>• Tricia Webber, Santa Cruz County, Co-Chair</li> </ul>	Regency BC
12:00	Lunch on your own	
1:30 p.m.	<b>FBN e-filing Panel</b> ( <i>County Clerks</i> ) <ul style="list-style-type: none"> <li>• Kammi Foote, Inyo County</li> <li>• Victoria Rodriguez, Riverside County</li> <li>• Jaime Pailma, Los Angeles County</li> </ul>	Regency DE
1:30 p.m.	<b>Encouraging Training Interaction</b> ( <i>Elections</i> ) <ul style="list-style-type: none"> <li>• Robbie Bergstrom, Tuolumne County</li> </ul>	Regency BC
1:30 p.m.	<b>Clerking the Assessment Appeals Board or County Board of Equalization</b> ( <i>Clerk of the Board</i> ) <ul style="list-style-type: none"> <li>• Dean Kinnee, Deputy Director, Property Tax Department State Board of Equalization</li> <li>• Margie Wing, Senior Specialist Property Appraiser State Board of Equalization</li> <li>• Dawn Duran, Administrator, Assessment Appeals Board, City and County of San Francisco</li> <li>• Larry Meyers, Deputy County Counsel, San Joaquin County</li> </ul>	Regency F
	<p><i>What do the Revenue and Taxation Code and the Property Tax Rules demand of you, as the Clerk? Who's in charge of the assessment appeals program, the Assessor or the Clerk? Find out about best practices to remain an effective neutral party, while navigating the complex work relationships with the County Assessor, Auditor, Tax Collector, tax agents and appellants. What impact will the new organization of the State Board of Equalization have on Clerks and what's the BOE's work plan for 2018? Does mandatory training for board members need an overhaul? This combination of panel discussion and audience participation Roundtable will also try to answer questions submitted by Clerks in advance of the conference, as well as questions put to the panel and other Clerks by members of the audience.</i></p>	
3:00 p.m.	Refreshment Break <ul style="list-style-type: none"> <li>• Exhibit Visitation</li> <li>• Gift drawing</li> </ul>	Regency

3:30 p.m.                    **Committees and Commissions: Tips and Tricks the Clerk Can Use to Herd These Cats** (*Clerk of the Board*)                    Regency F

- Twila Kerr, Chief, Commission Services Division, Los Angeles County
- Gladys Coil, Administrative Manager-Clerk of the Board, Napa County
- Robyn Drivon, County Counsel, Sacramento County

*Do's and Don'ts in managing commissions and commissioners. A discussion of Brown Act and California Public Records Act provisions affecting committees and commissions that the Clerk needs to be mindful of and how to avoid violations of these acts. Commission management systems and procedures useful under the Maddy Act's requirements. What state code sections apply to posting and filling vacancies in various types of committees, commissions, districts boards, and other local agencies that the Clerk may be responsible for under the Act? Why are oaths of office important? What type of minutes should commissions have: verbatim, action, or anecdotal? What tools exist for preparing agendas and minutes? In seeing to it appropriate commissioners file their Form 700, what is the Clerk responsible for and what falls to the staff of the commission under the Political Reform Act? Come prepared to ask questions!*

3:30 p.m.                    **Mutual Problems** (*County Clerks*)                    Regency DE

- Donna Allred, Sacramento County
- Victoria Rodriguez, Riverside County
- Karen Roth, California Department of Public Health

3:30 p.m.                    **EAC New Voting System Guidelines** (*Elections*)                    Regency BC

- Neal Kelley, Orange County
- Great Ideas from our Colleagues** (*Elections*)
- Michael Scarpello, San Bernardino County
    - Ballot Selfie Program
    - EC File, An Electronic Application for Candidate Filing

4:30 p.m.                    **Exhibitor Break out Session** (*Elections*)

Democracy Live                    Ventura  
    Accessible Vote By Mail User Group & Cocktail Hour

5:00 p.m.                    K&H Masquerade                    Dawson's  
    Cocktails and Eats

5:00 p.m.                    **Adjourn** –*Clerk of the Board and County Clerks*

Dinner on your own

9:00 a.m.

**Secretary of State Presentation (*Elections*)**

Off-Site

Secretary of State Building  
Auditorium  
1500 11<sup>th</sup> Street, First Floor  
Sacramento, CA 95814  
AGENDA

**Welcome Remarks****Language Accessibility Advisory Committee Toolkit & Voting Accessibility Advisory Committee Toolkit (30 minutes)**

- James Schwab, Deputy Secretary of State for Policy and Strategic Planning
- Susan Lapsley, Deputy Secretary of State, HAVA Director and Counsel
- Milena Paez, Elections Voter Access Coordinator
- Raul Macias, State LAAC Member

**Redesign Projects (30 minutes)**

- Jennifer Curtis, Voter Information Guide Coordinator
- Whitney Quesenbery, Center for Civic Design  
-Vote-by-Mail Envelope
- Steve Reyes, Secretary of State Chief Counsel
- Jana Lean, Chief of Elections  
-Voter Registration Card

**Cyber-Security Panel (1 hour)**

- Susan Lapsley, Deputy Secretary of State, HAVA Director and Counsel
- Matthew Masterson, Commissioner, U.S. Election Assistance Commission (Tentative)
- Ben Spear, Multi-State Information Sharing and Analysis Center (MS-ISAC) (Tentative)
- Keith Tresh, Commander California Cyber Security Integration Center, California Governor's Office of Emergency Services (Cal OES)
- Eric Hodge CyberScout
- Anthony Ferrante, FTI Consulting (Tentative)

**Election Related Regulations (1 hour)**

- Susan Lapsley, Deputy Secretary of State, HAVA Director and Counsel  
-Ballot Printing  
-Electronic Poll Books
- Rachelle Delucchi, Elections Counsel  
-California New Motor Voter Program  
-Conditional Voter Registration
- Robbie Anderson, Elections Counsel  
-Retrieval of Voted Ballots Prior to the Closing of the Polls  
-Vote-by-Mail Ballot Drop Boxes and Vote-by-Mail Drop-off Locations

12 Noon

Adjourn

## 🌀 DATES TO REMEMBER 🌀

2018 CACEO Annual  
July 9 – 13, 2018  
Renaissance Hotel  
Long Beach, CA

2018 CACEO/CRAC New Law Workshop & Seminar  
December 10 – 14, 2018  
Hyatt Regency  
Sacramento, CA

2019 CACEO Annual  
July 21 – 26, 2019  
Hyatt Regency  
San Francisco Airport  
Burlingame, CA

2019 CACEO/CRAC New Law Workshop & Seminar  
December 2 – 6, 2019  
Hyatt Regency  
Sacramento, CA

2020 CACEO Annual  
July 5-11, 2020  
Sheraton San Diego Hotel & Marina  
San Diego, CA

2020 CACEO/CRAC New Law Workshop & Seminar  
November 30- December 4, 2020  
Hyatt Regency  
Sacramento, CA