

**OFFICERS 2008-2010**

REBECCA MARTINEZ  
PRESIDENT  
Madera County

GAIL PELLERIN  
VICE PRESIDENT  
Santa Cruz County

CATHY DARLING  
TREASURER  
Shasta County

NEAL KELLEY  
SECRETARY  
Orange County



# CALIFORNIA ASSOCIATION OF CLERKS AND ELECTION OFFICIALS

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**BOARD OF DIRECTORS**

**APPOINTED:**  
GINA ALCOMENDRAS  
Santa Clara County  
JANICE ATKINSON  
Sonoma County  
DARLENE BLOOM  
Orange County  
FREDERICK GARCIA  
Sacramento County  
JOSEPH HOLLAND  
Santa Barbara County  
DEAN LOGAN  
Los Angeles County  
KATHIE MORAN  
Colusa County  
DOLORES PROVENCIO  
Imperial County  
SUSAN M. RANOCHAK  
Mendocino County  
JULIE RODEWALD  
San Luis Obispo County  
KAY VINSON\*  
City Clerk, Murietta  
\* non-voting member

**ELECTED:**  
JULIE BUSTAMANTE  
Northern Area  
Lassen County  
BARBARA DUNMORE  
Southern Area  
Riverside County  
LINDSEY MCWILLIAMS  
Bay Area  
Solano County  
LEE LUNDRIGAN  
Central Area  
Stanislaus County  
JILL LaVINE  
Mother Lode Area  
Sacramento County

**ADVISORY COUNCIL**  
STEVE WEIR  
Contra Costa County

**LEGISLATIVE COMMITTEES**

**CLERK OF THE BOARD:**

SACHI A. HAMAI  
Los Angeles County  
JOHN MCKIBBEN  
Los Angeles County

**COUNTY CLERK:**  
KATHIE MORAN  
Colusa County  
VICKI PETERSEN  
Sonoma County

**ELECTIONS:**  
JILL LaVINE  
Sacramento County  
DEBORAH SEILER  
San Diego County

## BOARD OF DIRECTORS MEETING MARCH 25, 2009 SACRAMENTO, CALIFORNIA

President Rebecca Martinez called the meeting to order at 11:10 a.m.

**Present:**

Rebecca Martinez, Madera County
Gail Pellerin, Santa Cruz County
Cathy Darling, Shasta County
Neal Kelley, Orange County
Steven Weir, Contra Costa County
Lee Lundrigan, Stanislaus County
Kathie Moran, Colusa County
Jill LaVine, Sacramento County
Janice Atkinson, Sonoma County
Julie Bustamante, Lassen County
Sue Ranochak, Mendocino County
Lindsey McWilliams, Solano County
Julie Rodewald, San Luis Obispo
Joe Holland, Santa Barbara County
Vicki Peterson, Sonoma County
Joe Gonzales, San Benito County

### INTRODUCTIONS / APPROVAL OF MINUTES

President Becky Martinez opened the meeting and called for review and approval of minutes from previous Board of Directors meetings (From January through March 2009 as published on the Association website). Julie Rodewald made the MOTION to approve, which was seconded by Cathy Darling and APPROVED UNANIMOUSLY.

### PRESIDENT'S REPORT

President Martinez asked for information on correspondence received to the Association. Secretary Neal Kelley pointed out three pieces of correspondence (two related to marriage license issues from the State and one related to the recount regulations proposed by the Secretary of State). Administrative Law returned the comments that the Association submitted with instructions that the comments must be made directly to the rule-making agency since they are emergency regulations.

President Martinez said that Summer Institute was canceled due to economic issues and the likely drop in attendance. The Association will still sell 2009 calendars to bring in seed money for Summer Institute.

### **VICE PRESIDENT'S REPORT**

Vice President Gail Pellerin has been working on updating dues for next fiscal year (and pointed out that dues were staying the same. A list of paid memberships was sent to Treasurer Cathy Darling to be used for balancing purposes. Principals who are not paid are listed on the web site and there is a new page listing all of the disciplines.

### **COMMITTEE REPORTS**

#### **SITE SELECTION**

Site selection for the 2011 is set for North Lake Tahoe. Members were reminded about the upcoming Annual conference coming up in July 2009.

#### **WEBSITE**

Gail Pellerin stated nothing to report – suggestion was offered that people need to send in more information so that the website can continue to grow.

#### **BUDGET**

Treasurer Cathy Darling brought a copy of the Treasurer's report to distribute. Budget requests were also brought for July. She noted that a CD account was opened and \$80,000 was moved to a CD that is bearing an APR of 1.5% for a 9-month term. There is concern that with the current financial situation that dipping into savings is likely. Current balance in the Association checking account is \$7,130.32 and in savings it is \$76,926.39 (in addition to the \$80,000 CD account).

The official budget report is due in July 2009. Steve Weir brought up the point of deferring Summer Institute and suggested meeting in the near future to discuss drastic actions. Some of those suggestions included the practice of subsidizing events should stop. He was also concerned (a concern everyone shared) that the Association could be impacted by penalties from hotels.

President Martinez said that she is planning to have a strategic session at the Annual Meeting in July to discuss.

#### **HISTORY**

Steve Weir said he was maintaining notes from CACEO history and pointed out that honorary members are listed. Photos of these individuals are also maintained on the website. President Martinez thanked Gail Pellerin for maintaining the website.

#### **BYLAWS**

Janice Atkinson reported there is no report. Steve Weir added that there was good back and forth at the original meeting and they are working to recreate the meeting.

### **LEGISLATIVE**

#### **CLERK OF THE BOARD**

President Martinez noted that John McKibben could not attend the meeting on behalf of the Clerk of the Board members. She noted they are currently tracking 26 bills (currently three are under review to assess the impact on Clerks). A report will be submitted by the end of April 2009.

#### **COUNTY CLERK**

Vicki Peterson stated that they are tracking 35 bills (three of which they are sponsoring). AB1143 is a clean up of AB102 on marriage license issue. 18 new members from Los Angeles County just joined. She pointed out that most Southern California representatives could only participate via conference calls due to restrictions on travel budgets. A one-day workshop is being considered for Sacramento next year. Due to the difficult financial conditions they will be

conducting a survey to see if the meeting can be skipped in 2010. Cathy Darling asked about finances and it was noted that Los Angeles County is currently handling finances and a full reconciliation would be available soon.

## **ELECTIONS**

Jill Lavine noted that they have reviewed with the Secretary of State the pending bills and discussed what bills were troubling. Jill listed various bills currently being tracked and that were helpful to know (specific reference can be made to the Legislative Committee minutes). Of particular note SB541 would require that vendors notify counties and the Secretary of State about known "bugs" in their systems. Penalties are high for not disclosing and Jill was seeking information and looking for impacts. Jill reiterated the need for counties to respond to surveys that have been sent out (very helpful during the Legislative session).

## **AUDIT COMMITTEE / FINANCIAL REVIEW OF CACEO**

Julie Rodewald, Sue Ranochak and Joe Gonzalez reported on the outcome of the audit and review of the Association's finances.

Verification of the account balances for FY 07/08 took place and the committee noted a variance of the actual to budgeted change in the fund balance available (\$31,881.41). The committee brought forward six general recommendations for consideration by the Board. They include:

1. A financial software program (such as QuickBooks Pro) should continue to be used to maintain the financial records of the Association
2. A financial audit should take place in July after the installation of the Treasurer
3. Revenue and expenditure recommendations for guidelines should be included as a part of the next contract for CACEO services
4. The Conference Coordinator bank account should be closed (and the vendor should have their own bank account where advanced funds can be deposited)
5. Compliance for Informational return reporting should be made to all vendors and appropriate agencies
6. A gift policy limit should be established which follows FPPC guidelines and a travel policy should be brought forward outlining travel guidelines and/or possible reimbursement for CACEO officers.

Treasurer Cathy Darling noted that the funds for conference coordinators should not be commingled with other funds. She pointed out that it is difficult as Treasurer to figure out what is happening with the funding when this occurs. It was noted that the Signatory could obligate an organization for more money than what they have and that 1099 tracking is critical. Only the conference coordinator bank account was reviewed and not the individual Chairs of the activities CACEO sponsors.

Steve Weir noted that FY 08/09 was not looked at in the audit report and that while good accounting comes after an event it is good to have the information up front. He added that he is concerned about the report since it was on his watch as President. He asked for continued accountability and building a good business model.

President Martinez pointed out that any money should be brought in to CACEO and that the Treasurer should be paying bills directly to the vendors. Discussion also occurred regarding credit cards and that a budget should be established on their use (for example prior to events). She also advanced item #10 on the agenda (establishing a gift limit for outgoing Presidents).

Gail Pellerin made the request that membership dues should be added to the Revenue section of the audit report.

Kathie Moran made the MOTION to approve the audit committee's recommendations in concept and bring back for final adoption in July 2009 at the Annual Conference, which was seconded by Gail Pellerin. Additional discussion occurred that committee had been asked to make amendments (as noted previously). MOTION WAS APPROVED UNANIMOUSLY.

## **BAY AREA**

No report.

## **CENTRAL**

Lee Lundrigan noted that the Board decided not to hold Summer Institute.

## **MOTHERLODE**

No report.

## **NORTHERN**

Continuing to work on the Annual Conference.

## **SOUTHERN**

No report.

## **AWARDS**

Sandy Brockman's retirement plaque was prepared and presented by President Martinez at her retirement

## **RELATIONSHIP BETWEEN CACEO AND CRAC**

Joe Holland submitted a written report and noted that the main issue, which came up, was cost. Janice Atkinson added that even though dues appear to be low, if you are on Legislative Committee for CACEO you pay \$550 per year (factoring in the costs of the meetings).

Joe continued that there are too many conferences among all of the associations and questioned if we are we being as efficient as we could be. Some options discussed included combining associations and possibly having a single dues structure (and/or even hiring an executive director). Joe Holland noted that there would have to be a program to define the specific disciplines.

Steve Weir said alliances have merit but is this the right climate to do this right now. He added that he wanted to see how the math would look - so maybe it's a financial crisis that precipitates this? Janice noted it would be very difficult to blend all of the organizations - not joining CRAC could be an option and just have meetings within CACEO.

Julie Rodewald asked about her dues that have been paid and what would happen if the associations were blended, or what happens if an association is disbanded? Most agreed that the fewer groups you have to join the better.

Joe Gonzales suggested surveying members to see if they are in agreement to discuss combining.

President Martinez suggested that it be discussed among Joe Holland and the bylaws committee further and brought back in July to the full Board. If a structure can be brought back then a starting point can at least be discussed (with something that is more detailed would be helpful. She added that setting a timeframe at this point is premature. The Board informally agreed to move forward as noted above.

## **ADDITIONAL REPORTS**

### **RECOUNT REGULATIONS**

President Martinez stated that March 13, 2009 was last day to submit the comments and that there was nothing further to report and that the item (for discussion) will be put over to the July Annual Conference.

### **DIRECTORY STATUS**

Jill Lavine said they were waiting for one page to come back from Secretary of State and that the covers have been printed. Suggestion was made to hold off mailing and have the directories brought to the Annual Conference for distribution. Discussion also took place to raise the fee of the directory in order to cover costs of printing the directories. Julie Rodewald made the MOTION to increase the fee charged for the directory to \$6.00, which was seconded by Sue Ranochak and APPROVED UNANIMOUSLY.

### **TRAVEL REIMBURSEMENT**

No mechanism currently exists to reimburse any officers for travel. There is no budget for the officers. There are times when the officers have to travel for the Association and there is no mechanism to reimburse. Recorder's Association does have a budget for the officers for travel. Should we include it in the budget? It is a legitimate expenditure to reimburse for travel and expenditures for Association business. President Martinez will submit as a budget request.

## **CACEO BROCHURES**

Gail Pellerin distributed a new updated brochure, and a cost/distribution sheet. It was suggested that member principals greet new principals within their county to encourage membership in CACEO. Outreach to new Principals will include a letter from the President to the new Principal. It was pointed out that there is no budget for the brochures, nor postage for distribution. Julie Rodewald suggested it might not be the right time to distribute to cities, as they have no money. Gail said that the cities actually love the CalPeac program and she said she thinks some might be willing to join the Association to get the discount on CalPeac. Lindsey McWilliams suggested that in tough times where do you go for help? Janice Atkinson pointed out that the distribution list included CSAC and that they were not eligible for membership and it may take a By-Laws change. Gail Pellerin agreed and noted that there are other State Agencies that interact with Association Disciplines such as the State Department of Health, Vital Statistics, Fish and Game, Board of Equalization. Julie to get another quote on printing. Bring back in July.

## **ANNUAL CONFERENCE**

Northern Area is hosting. Draft copy of the agenda was distributed. The theme will be Survivor. Ties in with the motif/décor at the hotel and ties in with the economic times... Vendors will be apprised of the theme. Added a new category of break out session called "multi-discipline." Have also set aside a time period for User Group Meetings as they have been tacking onto the conferences. President Martinez said that the Secretary of State would be invited for the banquet. Janice Atkinson brought up that this is the 25<sup>th</sup> anniversary of the Provisional ballot and that she has been trying to find a way to honor Jay Patterson, whose idea the Provisional ballot was.

## **EAC AUDITS**

Jill Lavine reported that the EAC has selected seven counties for audit. She said there is something called the Common Rule, Alice Jarboe distributed it by e-mail – she said they were asked if they sold the voter file to the public. If so, and if any federal funds were used, there are special rules on what can be done with the funds. Further if you sell anything that was purchased with federal funds there are special rules for what you can do with the money.

## **PEMT**

Janice Atkinson reported that the PEMT Group has been meeting with the Secretary of State's staff, but has not been successful in getting an answer to the question of what it is the PEMT is trying to accomplish. Some progress has been made as to the percentages to be included in the PEMT. After three consecutive cancelled meetings, 5 members of the PEMT sent a letter of concern to the SOS, suggesting that a statistical sampling of election night ballots is appropriate to determine whether or not the equipment is counting accurately, but to determine whether voter intent has been captured, an automatic recount of close contests after the final vote count is in order.

Because of the impending Special Election, the Secretary of State has submitted Proposed Emergency Regulations with some modifications from the earlier PEMT, and will continue to work on the Permanent Regulations. The cost estimate for the Emergency Regulations of \$20,000 - \$680,000 is significantly understated. There is only a five-day period to comment/protest. Gail Pellerin is e-mailing Geoff Neill of CSAC. Steve Weir is going to make contact with the Department of Finance who must sign off on the application. CACEO to send a letter to OAL, President Martinez to sign.

## **ADJOURNMENT**

Respectfully submitted,

Neal Kelley, Secretary