



- First Quarter Report (June Meeting)
- Second Quarter Report (October Meeting)
- Third Quarter Report (January Meeting)
- Year End Report (March Meeting)

TO: WMCA President and Executive Committee

FROM: Elizabeth M. Adkisson, Chair
 Darla Reese, Co-Chair
 Heidi Napolitano, Co-Chair/Elections Officer

DATE: January 23, 2020

2019-20 MEMBERSHIP UPDATE:

We have a total of FIFTY EIGHT (58) new WMCA members:

Ann Baird	City of Entiat	Susan Junnikkala	City of Kalama
Jeffrey Ballentine	City of Granite Falls	Sean Krier	City of Olympia
Debora Boyd	Town of Lyman	Cathlin Kroiss	City of Colville
Braedi Brown	Port of Port Angeles	Leslie Lavoie	City of Mountlake Terrace
Janice Cepeda	City of Harrington	Beth Leader	City of Ellensburg
DaShari Cinnamon	City of College Place	Amanda Link	City of Colfax
Pam Clark	Ben Franklin Transit	Kassi Mackie	City of Longview
Sarah Clark	Town of Cathlamet	Patricia Michajla	City of Chelan
Haylie Clement	City of Port Townsend	Malarey Milner	City of Toppenish
Nikki Contes	City of Entiat	Gina Monger	Clallam Transit System
Mary Corey	City of Stevenson	Carol Moore	City of Mukilteo
Barb Cox	Clallam Transit System	Linda Moschetti-Newing	City of Renton
Andrew Dacuag	City of Maple Valley	Donna Nault	City of Shelton
Dustin Davison	City of Ellensburg	Melissa Paul	Board of Yakima County Commissioners
Sara Dawson	City of Ocean Shores	Stephanie Porter	City of White Salmon
Sherry DeJong	City of Ferndale	Janeth Rangel	City of Sunnyside
Miranda Doll	Town of Eatonville	Sara Robinson	City of Stanwood
Amy Dressler	Port of Seattle	Jennifer Rogers	City of Richland
Cerena Ellison	City of Fife	Jessica Rose	City of Enumclaw
JamiLynn Estell	City of Kirkland	Asea Sandine	City of Mercer Island
Kelly Flanagan	Town of Metaline	Zoe Sowa	City of South Bend
Karen Fitzthum	City of Lynnwood	Allison Stam	City of Bridgeport
Jennifer Garnica	City of Algona	Allison Taylor	City of Shoreline
Katherine Hanke	City of Woodinville	Jodi Todd	Washington State Public Stadium Authority
Carolyn Holm	City of College Place	Wendy Van Der Meersche	City of Arlington
Jamison Horner	City of Toppenish	Mandy Walters	South Sound 911
Michelle Jackson	Town of South Prairie	Paul White	Port of Seattle
Christina Janssen	City of Millwood	Brandi Whitson	City of Snohomish
Edward Johnston	City of Airway Heights	James Zumini	City of Rock Island

As of January 23, 2019, the Washington Municipal Clerks Association is comprised of **378 members**; 332 active members, 4 affiliate members, 5 associate members, 13 honorary members, and 23 honorary retiree member. There has been an increase in honorary members, potentially from the anniversary outreach efforts.

PARTNERSHIP PROGRAM SUB-COMMITTEE UPDATE

In 2019-20 to-date, four Partnership Program requests have been received and paired!

- Jennifer Garnica (Algona) with Laurie Cassel (Pacific);
- Tania Morelos (Othello) with Peri Galluci (Chelan);
- Donna Nault (Shelton) with Melody Valiant (Tumwater); and
- Kari-Martinez-Bailey (Port Angeles) with Angela Woods (Bremerton).

Thank you to our Program participants; and the sub-committee members: Darla Reese (lead), Bernie Bacon, Peri Gallucci, Taria Keane, Kathy Linnemeyer, Keri MacDonald, Mari Ripp, Bonnie Wilkens, and Mary Winter!

ELECTIONS SUB-COMMITTEE UPDATE

The Elections Sub-Committee, comprised of Elections Officer Heidi Napolitano, and Elections Officer Assistant Peri Gallucci, has been hard at work in preparation for the 2020 General Election!

The 2020 General Elections Call for Candidates was published in the October and November 2019 WMCA Newsletters (Attachment 1); with candidate submissions due on December 31, 2019. Upon review by the Elections Officer and Elections Auditor (Kaylee Cody), the 2020 General Election Slate of Candidates/Elections Auditor Report (Attachment 2) was presented to the Executive Committee (via email), comprised of:

President Elect (1-year term)

- Candidate Susan Duncan – City Clerk, City of Ferndale

Vice-President (1-year term)

- Candidate Shawn Campbell - City Clerk, City of Auburn

Secretary (2-year term)

- Candidate Debby Barham – City Clerk, City of Pasco

Two Board Member Positions (3-year term)

- Candidate Melissa Hart-McCain – Public Records Analyst, City of Renton
- Candidate Melody Valiant – City Clerk, City of Tumwater
- Candidate Terri Wright – City Clerk, City of Kennewick

Ms. Cody noted several discrepancies in the candidate packets and has made recommendations for the consideration of the Executive Committee (as noted in her report). ***The Membership Committee is seeking direction from the Executive Committee regarding these recommendations.***

The electronic ballot is currently under preparation; and the 2020 General Election will be held from January 30, through February 21, 2019, through electronic voting software; and the membership will be notified through email.

A Voter's Pamphlet was created for the 2017-2019 General Elections (Attachment 3); ***the Membership Committee is seeking direction from the Executive Committee on whether to continue this practice for the 2020 General Election.*** If so, the Elections Officer and Assistant will prepare the pamphlet for distribution via e-blast, in addition to preparation of the ballot.

2020 WMCA CONFERENCE FIRST TIME ATTENDEES EVENTS

The 2020 WMCA Annual Conference is just around the corner, and the Membership Committee will begin finalizing the First Time Attendee (FTA) Events with President Swisher, and taking into account the feedback received from last year's conference. These events include:

Conference buddies:

- Continue program of pairing one Membership Committee member with up to two first time attendees as buddies; including efforts to pair clerks from similar regions/populations (if possible).
- MC members will introduce FTAs to each other, and provide an opportunity for contact/discussion prior to and at conference (if desired).

First Time Attendee Meet & Greet Event (Tuesday evening prior to the President's reception):

- Invite list: MC and FTAs (EC optional, unless also a MC member).
- Location: TBD.
- Concept: meet 30 minutes prior to the President's Reception for a quick meet and greet (to include an ice breaker and *light* snacks) and then all go to the reception together. This year we will try the "speed dating" concept again, with a refined seating arrangement and rotation system, and preselected question cards at each table to pull from to keep it interesting.

First Time Attendees Breakfast (Wednesday morning):

- Invite list: EC, MC, FTAs, NCI Director, and Education Coordinator.
- Location: TBD.
- Seating chart: mix of attendees at each table (& paired up with conference buddies).
- Presentations: WMCA President, NCI Director, Education Coordinator, and Conference Planning Chair (with helpful tips/locations/events/vendor cards); and general announcements, as needed.
- Ice Breaker (WMCA & conference themed trivia); less questions; mini-gifts provided for the winning table.
- Raffle: have a few items to give out to FTAs through a raffle (*example: WMCA Store swag? Gift cards? Other? TBD.*)

First Time Attendees Conference Survival Kit:

- To be handed out at FTA Breakfast.
- Same concept/items in the kit; MC to review and update items for conference to tie into theme.
- Also to include a handout on WMCA Committees with specific descriptions; etc.

- *(Note: this also included a certificate for WMCA store swag. MC Chair to check with Fundraising Chair as to what can be offered this year - money and/or item(s).)*

NOTE: The First Time Attendees Meet your EC Game was met with mixed reviews last year. ***Would the EC like to try this concept again? Or, as suggested by President Swisher, shall we just recognize all FTAs at the Friday session and do a raffle drawing giveaway to one (or more) FTAs?***

Any additional feedback/direction in this regard from the Executive Committee is welcome; we are looking forward to making the FTA events better and better!

- ATTACHMENTS:**
1. 2020 General Election Call for Candidates;
 2. 2020 General Election Slate of Candidates and Elections Auditor Report; and
 3. 2019 Voter's Pamphlet.

ACTION REQUESTED: YES NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

2020 WMCA General Elections Call for Candidates!

Candidate Packet Deadline: December 31, 2019



By this notice, the Elections Officer and the Membership Committee announces the annual call for candidates to fill board positions on the WMCA Executive Committee. Service in these positions is a great way to fill service requirements for IIMC certifications and a fun way to be involved in the educational, planning and advocacy activities of the Washington Municipal Clerks Association.

The election will be held from January 30 through February 21, 2020, through electronic voting software. The following positions are available in this election:

- President Elect (1-year term)
- Secretary (2-year term)
- Vice-President (1-year term)
- 2 Board Member positions (3-year term)

Job descriptions for the position can be found at www.wmcaclerks.org/ecpositions (under the Executive Committee tab) as well as complete instructions for declaring your candidacy.

Candidate Packets must be received by the Elections Officer (Heidi Napolitano, Town of Woodway) no later than Tuesday, December 31, 2019. They can be submitted electronically or by hard copy and must be **received** by the December 31st deadline.

Candidate Packets **must** include the four following pieces of information:

1. **Declaration of Candidacy:** This is a signed, written document containing the following:

"I declare myself as a candidate for the office of _____. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my (mayor, city manager, city/county administrator or CEO), with a photo and candidate statement which I authorize for use in the election process."

2. **Candidate Statement:** This statement must be no more than 200 words in length, including your name, title, place of employment and a statement of why election to office is sought and must be submitted with your Candidate Packet. All words of more than one letter, all groups of numbers, and abbreviations or acronyms will be counted as one word.
3. **Photo:** A (2" x 2") black and white or color digital photo of you must be submitted with your Candidate Packet.
4. **Letter of Support:** A letter addressed to WMCA and signed by your mayor, city manager, city/county administrator, or CEO supporting your candidacy and your increased involvement in WMCA must be submitted with your Candidate Packet.

Send your **complete** Candidate Packet to:

Via email to: heidi@townofwoodway.com

Via mail to: Heidi K. S. Napolitano
WMCA Elections Officer
Town of Woodway
23920 113th Place W.
Woodway, WA 98020
206.542.4443

**All submittals must
be received by
December 31, 2019**

Elizabeth Adkisson

From: Elizabeth Adkisson
Sent: Thursday, January 23, 2020 10:34 AM
To: D. Ross; Deb Estrada; Debbie Jermann; Elizabeth Adkisson; Gina Anderson; Kay Kammer; Lisa Neissl; Melissa Collins; Shawn Campbell; Susan Duncan; Virginia Olsen; 'Paula Swisher'
Cc: Darla Reese (darla.reese@ci.granite-falls.wa.us); Heidi K. S. Napolitano (Heidi@townofwoodway.com)
Subject: 2020 WMCA General Elections Slate of Candidates
Attachments: Elections Auditor Findings 2020.pdf

TO: WMCA 2019-2020 Executive Committee

Good morning! Please find attached for your review the **2020 WMCA General Elections Slate of Candidates and Elections Auditor Findings**.

Ms. Kaylee Cody, Elections Auditor, conducted a detailed review of the candidate packets and her report notes several discrepancies with our Election Procedures, as well as recommended action to address these discrepancies. Please advise how the EC would like the Membership Committee to proceed; and if you have any further questions in this regard!

(NOTE – I will also include this in my report at the EC Meeting on Friday, January 24, 2020.)

Thank you,

Elizabeth



Elizabeth M. Adkisson, EMPA, MMC | City Clerk
806 West Main Street | Monroe, WA 98272
360-863-4538 | eadkisson@monroewa.gov

NOTE: This email is considered a public record and may be subject to public disclosure.

January 21, 2020

Heidi K. S. Napolitano
WMCA Elections Officer
Town of Woodway
23920 113th Place W.
Woodway, WA 98020

RE: Candidate packets audit

Dear Heidi,

After thorough review, I identified several noteworthy irregularities in the candidate packets. Specifically, several candidate photos are not size 2x2; one candidate failed to state their title and city of employment in the candidate statement (though stated elsewhere in the packet); one candidate's statement was over 200 words in length (only slightly); and one candidate's letter of support was submitted by their immediate supervisor rather than the mayor, city manager, city/county administrator or CEO. These irregularities are in conflict with the requirements outlined in the official Call for Candidates – my recommendations are detailed in the below chart.

Candidate	Declaration of Candidacy	Candidate Statement	Photo	Letter of Support	Good standing	Irregularities	Recommendation
Debra Barham	Yes	Yes	Yes	Yes	Yes	Candidate statement is missing the required position title and city of employment. Photo submitted is not 2x2.	Accept - minor issues not requiring correction
Shawn Campbell	Yes	Yes	Yes	Yes	Yes	None.	Accept
Susan Duncan	Yes	Yes	Yes	Yes	Yes	Candidate statement over 200 words. Photo submitted is not 2x2.	Accept - minor issues not requiring correction
Melissa McCain	Yes	Yes	Yes	Yes	Yes	Letter of support is not from candidate's mayor, city manager, city/county administrator or CEO. Photo submitted is not 2x2.	Require submission of letter of support from candidate's mayor, city manager, city/county administrator or CEO.
Melody Valiant	Yes	Yes	Yes	Yes	Yes	None.	Accept

Terri Wright	Yes	Yes	Yes	Yes	Yes	Photo is not 2x2.	Accept – minor issues not requiring correction
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Sincerely,

Kaylee Cody
WMCA Elections Auditor
City Clerk, City of Longview

YOUR 2019-2020 NEWLY ELECTED WMCA EXECUTIVE COMMITTEE

In an effort to get to know the candidates we asked them each to provide 5 fun facts about themselves.
Here are their answers!



PRESIDENT ELECT

DEBBIE JERMANN, MMC

**Executive Office Manager/Clerk of the Board
C-TRAN**

1. I was part of a group of high school students from Cascade Locks OR, who had to be rescued from Mt. Hood – we got caught in a blizzard while on a hike up the mountain for survival training – talk about learning the hard way.
2. Until 2019, I had not worked the day after Super Bowl Sunday for 19 years.
3. I have a fear of heights but love to fly and roller coasters.
4. If I go to someone's house and their toilet paper is backwards – I will change it. Paper rolls in front, not behind the roll.
5. My happy place is in an RV somewhere off the grid.



VICE PRESIDENT

Susan Duncan, CMC, CPRO

**CITY CLERK
CITY OF FERNDALE**

1. I have been married to my husband Dave for 26 years.
2. Last year, to celebrate our 25th, we took the trip of a lifetime to New York City, where we saw 8 Broadway shows in 6 days!
3. We have three children, three grandchildren, and three dogs.
4. I am community theatre junkie, and in my spare time you can usually find me on stage or behind the scenes at one of our local community theatres.
5. Shortly after I started working for the City of Ferndale, my mother-in-law told me that her father had worked for the City many, many years ago!



TREASURER
GINA ANDERSON, MMC
DEPUTY CLERK/TREASURER
CITY OF WOODLAND

1. I have been married to my husband, Jamie, for 43 years, a lifetime and yet it seems only a moment.
2. I love fun socks: Christmas socks, Valentine's Day socks, St Patrick's Day socks, Easter socks and more. 😊
3. Glow in the dark is awesome. I have been known to take people in the vault and close the door to show them my glow in the dark.
4. Sprinkled cake donuts are yummy!
5. I have seven grandchildren, Atticus, Moira, Finnegan, Garon, Roark, Ily, Elaria and one on the way, Baby L.



BOARD MEMBER
DEB ESTRADA, MMC
CITY CLERK
CITY OF MERCER ISLAND

1. She crushes grapes with her bare feet (and makes wine) as therapy for her day job!
2. She travels like Rick Steves...48+ countries in 50 years.
3. She makes a mean tamale and lets you know when you pronounce it wrong.
4. Her tractor-driving skills would make Ren McCormack (Kevin Bacon) chicken out!
5. She got her sea legs at a young age and can gybe and tack on a dime. AHOY!



BOARD MEMBER
ELIZABETH ADKISSON, MMC
CITY CLERK
CITY OF MONROE

1. I am the seventh child of seven; born and raised in the Pacific Northwest (Bellevue, WA).
2. I am mama to the most adorable, fabulous, and fun five-year-old (my Roxy); and to my feline-babies (Tristan, Max, & Mina).
3. I am getting married in May to my amazing fiancé (Brian) in one of our favorite spots – Leavenworth, WA.
4. I will graduate from the UW Evans School of Public Policy & Governance in June with my Executive Master's in Public Administration.
5. My undergraduate degree is a BA in Drama and I love acting in community theater productions; and CANNOT WAIT to get back to it post-EMPA!