



# THE Messenger



The official newsletter of the Maryland Municipal Clerks Association

Greetings,

March, 2022

I hope that each of you had a wonderful holiday season and like most, are looking forward to the warmer weather. I would like to personally thank the Maryland Clerks that attended the Region II Conference held in West Virginia from February 8-11, 2022. As each of you know education is vital to our growth personally and professionally. We have exciting conferences upcoming, and I hope to see you in-person at the 76th Annual IIMC Conference in Little Rock, AR from May 22-25, 2022, and the Maryland Municipal League Summer Conference from June 11-15th, 2022. We may have a brief presentation during our lunch meeting on Tuesday, June 14th, 2022, on election, please look forward to the vendor and visit their booth during the conference. If you would like to attend one of the conferences and need assistance, please seek one of the scholarships offered by the International Institute of Municipal Clerks or your very own association, MMCA.

We have a challenge for the 2023 Region II Conference on the most representation by the state. This is the conference that we will host, and we want to ensure that we are in the numbers. We have so much hidden talent amongst our Maryland Clerks, and I would like to like highlight one person in-particular who had done a fantastic job on designing the cover-page that will be presented to the association for approval. Thank You, Michele Betancourt for assisting the committee.

I look forward to seeing each of you on Thursday, March 17, 2022. Please continue to be safe!

I would like to leave you with this quote to encourage to continue to learn, grow and achieve more each day.

“When you stop learning you stop living in any vital and meaningful sense.” — Eleanor Roosevelt



From The Desk of  
Dashaun N. Lanham,  
President  
City of Seat Pleasant





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## MMCA Officers

June 2021—2023

### **President**

Dashaun N. Lanham  
City of Seat Pleasant  
6301 Addison Road  
Seat Pleasant, Maryland 20753  
Phone: 301-336-2600  
dlanham@seatpleasantmd.gov

### **Vice President**

John Hoatson  
Town of Upper Marlboro  
14211 School Lane  
Upper Marlboro, Maryland 20772  
Phone: 301-627-6905  
jhoatson@uppermarlboromd.gov

### **Treasurer**

Awilda Hernandez  
City of Bowie  
15901 Fred Robinson Way  
Bowie, Maryland 20716  
Phone: 301-809-3029  
ahernandez@cityofbowie.org

### **Secretary**

Yvette Allen  
City of College Park  
7401 Baltimore Avenue Suite 201  
College Park, Maryland 20740  
Phone: 301-809-3029  
yallen@collegeparkmd.gov



## *Fun Fact*

**Maryland Day is March 25, 2022**

The Messenger is a quarterly newsletter and the official record of the Maryland Municipal Clerks Association. Please direct any comments or suggestions to the Editor, John Hoatson at: Clerk@uppermarlboromd.gov



**Awilda Hernandez,  
Treasurer**

# Treasurer's Report

## GENERAL FUND

Beginning Balance as of November 30, 2021			\$ 16,396.23
Receipts:			
	FY22 Dues (3)	\$	150.00
	Athenian Dialogue (11)	\$	550.00
		Total \$	700.00
Expenditures:			
	Transfer to Scholarship Fund	\$	30.00
	Transfer to Region II Fund	\$	15.00
	Zoom Account Renewal	\$	163.39
		Total \$	208.39
Balance as of February 28, 2022			\$ 16,887.84

## SCHOLARSHIP FUND

Beginning Balance as of November 30, 2021			\$ 11,608.90
Receipts:			
	Transfer from Dues	\$	30.00
	Interest - Nov	\$	0.11
	Interest - Dec	\$	0.11
	Interest - Jan	\$	0.10
		Total \$	30.32
Expenditures:		Total \$	-
Balance as of February 28, 2022			\$ 11,639.22

## REGION II CONFERENCE

Beginning Balance as of November 30, 2021			\$ 14,632.84
Receipts:			
	Transfer from Dues	\$	15.00
	Interest - Nov	\$	0.12
	Interest - Dec	\$	0.13
	Interest - Jan	\$	0.12
		Total \$	15.37
Expenditures:		Total \$	-
Balance as of February 28, 2022			\$ 14,648.21



**Maryland Municipal Clerks Association  
Quarterly Meeting Agenda  
Thursday, March 17, 2022, at 10:00 a.m.  
Virtually Via Zoom**

<https://us06web.zoom.us/j/84765359481?pwd=QTA3NnJleUNQQTFFQeG5maDBGWIIIQT09>

**Meeting ID: 847 6535 9481 Passcode: 830465**

**1. CALL TO ORDER**

**2. WELCOME AND INTRODUCTIONS**

**3. APPROVAL OF THE SEPTEMBER AND DECEMBER 2021 MINUTES**

**4. PRESENTATION OF THE TREASURER'S REPORT- Awilda Hernandez, Treasurer**

**5. PRESIDENT'S REPORT / MML BOARD OF DIRECTOR'S REPORT**

**6. MMCA COMMITTEE REPORTS/UPDATES**

- a. Education Committee – Diana Chavis
- b. Outreach Committee – Doug Barber
- c. Scholarship Committee – Stacy Milor
- d. Booth Committee – Doug Barber
- e. Clerk of the Year Committee – Vice President Hoatson

**7. MML Updates –**

- a. MML Report – Paula Chase-Hyman, MML
- b. MML Committee Reports
  - Legislative Committee – Sara Green
  - Conference Planning Committee – Raye Ellen Thomas
  - Engagement and Outreach Committee – Awilda Hernandez
  - Hometown Emergency Preparedness Ad Hoc Committee – Stacy Milor



**8. IIMC UPDATES – Representatives from IIMC have been invited to attend and participate.**

**9. NEW BUSINESS**

- Review and Approval of Amendment to MMCA Bylaws
- Region II 2023 Conference Update – Doug Barber
- MMCA June Lunch Meeting Date and presentation

**10. MEETING DATES – *Locations pending in-person meetings. Virtual meetings may include a highlight of the "Host" Town in the Messenger.***

- June 14, 2022-Maryland Municipal League Summer Conference
- September 15, 2022
- December 8, 2022
- March 16, 2023

**11 ADJOURN**



**Maryland Municipal Clerks Association**  
**Quarterly Meeting**  
**September 16, 2021**  
**Virtually Via Zoom**

MEMBERS IN ATTENDANCE:

Yvette Allen, City of College Park  
Elizabeth Boa, Town of Glenecho  
Susan Engels, Town of Kensington  
Carolyn Fifer, City of Bowie  
Sherletta Hawkins, Town of Forest Heights  
Kelsey Jensen, Town of Berlin  
Janeen Miller, City of College Park  
Stacy Milor, Town of North Beach  
Kimberly R. Nichols, City of Salisbury  
Diamon Plater, City of Seat Pleasant  
Antonio Robbins, City of District Heights

Michelle Betancourt, City of Gaithersburg  
Diana Chavis, Town of Ocean City  
Julie English, City of Salisbury  
Sara Green, City of Laurel  
Awilda Hernandez, City of Bowie  
Dashaun Lanham, City of Seat Pleasant  
Ana Navarro, City of Laurel

Pam Peters, Town of Ocean City  
Kimberley Rau, City of Laurel  
Doris Stokes, City of Gaithersburg

SPECIAL GUEST IN ATTENDANCE

Diane Pflugfelder, IIMC Region II Director  
Scott Hancock, MML Executive Director  
Paula Chase-Hyman, MML Engagement Director

CONVENE/INTRODUCTIONS

President Lanham called the meeting to order at 10:05 a.m.

APPROVAL OF MINUTES

**A motion was made by Michelle Betancourt and seconded by Sara Green to approve the March 18, 2021, minutes. The motion passed.**

IIMC UPDATES

Diane Pflugfelder, IIMC Director, reported:

- Region II Conference will take place in February 2022 in West Virginia
- Cabin Fever 2022: January 26, 2022 – facilitated by Janice Bates, February 23, 2022- facilitated by Anne Uecker, March 30, 2022 – facilitated by Camilla Pitman and April 27, 2022 – facilitated by Janice Bates. All dialogues will be conducted through Zoom and participants are required to attend the entire seven-hour session.
- Dr. Beatrice N. Rodriguez has accepted the position of Director of Professional Development with IIMC.
- Deadline to file for the Region II Director is January 14, 2022. Election results will be announced at the Annual Conference Business Meeting



- The updated Conference Rotation and Director for Region II will be posted in the next Region II newsletter.

#### PRESENTATION OF THE TREASURER'S REPORT

Treasurer Hernandez presented the August 31, 2021, Treasurer Report. We have eight (8) new members.

The new website will be up and running soon. If you have any suggestions or comments, please send Awilda an email.

#### PRESIDENTS REPORT / MML BOARD OF DIRECTOR'S REPORT

Scott Hancock, MML Executive Director, reported that the Board met for the first time this past weekend to discuss the 2022 Legislative Priorities.

President Lanham reported that the General Assembly may hold hybrid meetings in 2022.

#### MMCA COMMITTEE REPORTS/UPDATES

##### **Education Committee:** Diana Chavis reported:

A Records Management virtual course will be held on October 27 from 1:00 p.m. to 4:00 pm. .75 CMC/MMC points may be obtained.

In the process of coordinating an Athenian Dialogue for February or March. Additional information will be sent out soon.

Let Diana know if you have any educational class suggestions.

**Outreach Committee:** Doug Barber (absent) Dashaun Lanham reported: Welcome Packets are being worked on and will be sent before the end of the month. Thanked John for the great job on the new look of The Messenger.

**Scholarship Committee:** Stacy Milor reported that the updated application, guidelines and deadline dates are on the website. Stacy is the only member who submitted a scholarship application. The membership reviewed her application. A motion was made by Doris and seconded by Diana to approve and issue a scholarship to Stacy in the amount of \$539.00.

**Booth Committee:** Doug Barber (absent) Dashaun Lanham reported: The committee will be meeting soon to discuss next year's MML Booth and ideas for the booth. If you would like to join the committee, please let Doug know.

**Clerk of the Year Committee:** Vice President Hoatson reported that information will be posted in the December Messenger.

#### MARYLAND MUNICIPAL LEAGUE UPDATES:

MML Update – Paula Chase Hyman: A Virtual Orientation for Municipal Officials will be held on February 17<sup>th</sup> at 1:00 pm RSVP to Paula by February 14<sup>th</sup>. The Fall Conference will be held at the Turf Valley Resort, Ellicott City, Maryland from October 10<sup>th</sup> to the 12<sup>th</sup>. Early Bird pricing ends soon. The Young Municipal Leaders Summit will be held on the first day, Sunday, October 10, 2021, of the Fall Conference from 8:30 am to 5:00 pm

##### MML Committees

Legislative Committee – Sara Green: The Committee met on September 15. The members recommended that the membership adopt two priorities: Highway User Revenues and Police Accountability. The priorities will go to vote at the Fall Conference. The Committee also adopted Climate Change as a Strategic Initiative.

MML Update – Paula Chase Hyman: A Virtual Orientation for Municipal Officials will be held on February 17<sup>th</sup> at 1:00 pm RSVP to Paula by February 14<sup>th</sup>. The Fall Conference will be held at the Turf Valley Resort, Ellicott City, Maryland from October 10<sup>th</sup> to the 12<sup>th</sup>. Early Bird pricing ends soon. The Young Municipal Leaders Summit will be held on the first day, Sunday, October 10, 2021, of the Fall Conference from 8:30 am to 5:00 pm

#### MML Committees

Legislative Committee – Sara Green: The Committee met on September 15. The members recommended that the membership adopt two priorities: Highway User Revenues and Police Accountability. The priorities will go to vote at the Fall Conference. The Committee also adopted Climate Change as a Strategic Initiative.

Conference Planning Committee – Raye Ellen Thomas – None

Engagement and Outreach Committee – Awilda Hernandez reported that the Committee will meet on September 22<sup>nd</sup> and will have a report at the December meeting.

Hometown Emergency Preparedness Ad Hoc Committee-Stacy Milor – The Committee is focusing on Mental Health in the Workplace and Covid Recovery.

#### NEW BUSINESS

MMCA Bylaws Update Ad-hoc Committee – President Lanham reported: The MMCA Bylaws must be reviewed and updated every five years. Contact Dashaun if you would like to serve on the Ad-hoc Committee.

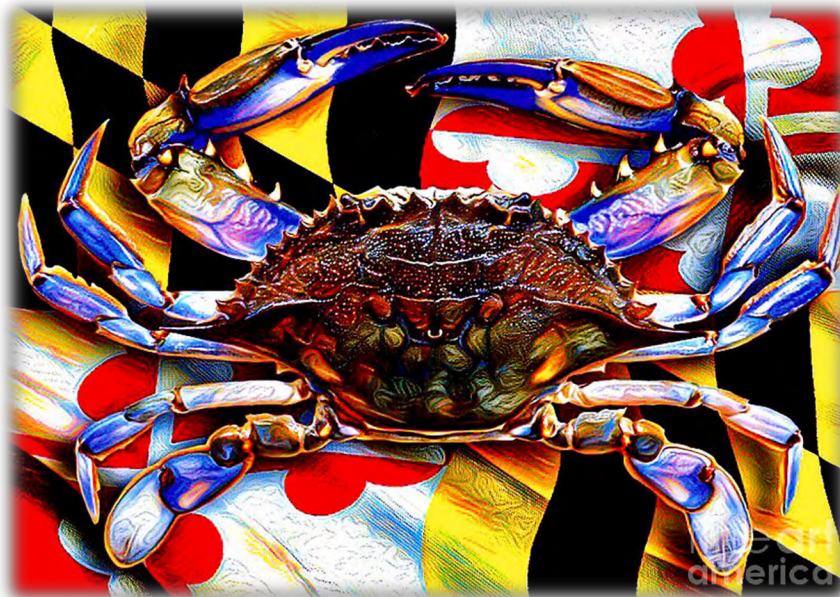
IIMC Region II 2023 Conference Planning Committee – Doug Barber reported: No information to report. Contact Doug if you would like to serve on the Planning Committee.

#### **MEETING DATES** – *Locations pending in-person meetings.*

December 9, 2021 – Virtual

March 17, 2022 – New Carrollton

June 23, 2022 – Maryland Municipal League Summer Conference



**Maryland Municipal Clerks Association  
Quarterly Meeting  
December 9, 2021  
Virtually Via Zoom**

MEMBERS IN ATTENDANCE:

Yvette Allen, City of College Park  
Michelle Betancourt, City of Gaithersburg  
Diana Chavis, Town of Ocean City  
Jessica Cropper, Town of Ocean City  
Susan Engels, Town of Kensington  
Carolyn Fifer, City of Bowie  
Sherletta Hawkins, Town of Forest Heights  
John Hoatson, Town of Upper Marlboro  
Janeen Miller, City of College Park  
Kimberly R. Nichols, City of Salisbury  
Kimberley Rau, City of Laurel  
Melissa Sam, City of Mount Rainier  
Raye Ellen Thomas, City of Fruitland

Doug Barber, City of New Carrollton  
Elizabeth Boa, Town of Glenecho  
LouAnn Crook, City of Laurel  
Sean Corcoran, City of Hyattsville  
Julie A. English, City of Salisbury  
Sara Green, City of Laurel  
Awilda Hernandez, City of Bowie  
Dashaun Lanham, City of Seat Pleasant  
Ana Navarro, City of Laurel  
Diamond Plater, City of Seat Pleasant  
Antonio Robbins, City of District Heights  
Doris R. Stokes, City of Gaithersburg  
Lucy Wade, Town of Upper Marlboro

SPECIAL GUEST IN ATTENDANCE

Diane Pflugfelder, IIMC Region II Director  
Terry Hudson, IIMC Region II Director  
Janice M. Bates, Clerk of Council for Tipp City, Ohio (Candidate for IIMC Vice President)  
Paula Chase-Hyman, MML Engagement Director  
Bill Jorch, MML Director of Research and Policy Analysis  
Sharon Easton, MML Administrative Assistant

CONVENE/INTRODUCTIONS

Vice President Hoatson called the meeting to order at 10:00 a.m.

PRESENTATION OF THE TREASURER'S REPORT

Treasurer Hernandez presented the November 20, 2021 Treasurer Report.

PRESIDENTS REPORT

President Lanham reported: Attended the MML Fall Conference in Ellicott City, Maryland. The MMCA Bylaws need to be reviewed and updated every five years. The Ad-hoc Committee will have the updated bylaws ready for vote by the June meeting.

MMCA COMMITTEE REPORTS/UPDATES

**Education Committee:** Diana Chavis reported: A virtual Athenian Dialogue will be held on Wednesday, February 23, 2022. The cost is \$50.00 and participants must obtain and read the book prior to the class. Book: *Greenlights* by Matthew McConaughey. Facilitator:



Dawn Michanowicz. The class is limited to 25 people so register soon. The March training: Public Information Act Training conducted by the Office of the Attorney General. More information will be provided once details are finalized.

Outreach Committee: Doug Barber reported: Welcome all new members in attendance. Doug's last day in New Carrollton will be on December 17, he accepted the Clerks position in Westminster.

Booth Committee: Doug Barber reported: MMCA will have a booth at the MML Summer Conference in June 2022. The committee will be meeting soon to discuss the plans for the booth. If you would like to join the committee, please let Doug know.

Clerk of the Year Committee: Vice President Hoatson reported that information will be posted in the December Messenger.

Scholarship Committee: None

### MARYLAND MUNICIPAL LEAGUE UPDATES:

Bill Jorch, MML Director of Research and Policy Analysis reported on the Opioid Settlement. The settlement, negotiated by the Attorneys General office is expected to be around \$26 billion nationwide - Maryland to receive approximately \$400 million over the next 18 years. Several factors are still in the works at this time.

#### MML Committees:

Legislative Committee – Sara Green reported that the next meeting is on January 12, 2022 with the start of the Legislative Session beginning.

Conference Planning Committee – Raye Ellen Thomas – This year's conference will be held two weeks earlier (June 12 – 15). The Committee is still in the planning stages.

Engagement and Outreach Committee – Awilda Hernandez, Doug Barber, Sharon Easton and Paula Chase-Hyman reported on the MML Municipal Showcase 2022 – Video Montage. Showcase what is unique and special about your municipality by video or photos. More information is posted on the MML website. Municipal Government Works week information will be sent out soon. "If I Were Mayor" Contest information will be sent out in early 2022.

Hometown Emergency Preparedness Ad Hoc Committee -Stacy Milor (absent) President Lanham reported: The HEPAC has conducted two ZOOM Meetings since our last Clerk's Meeting. The HEPAC committee was broken into two subcommittees. One committee is working on the COVID 19 pandemic and what lessons were learned and the second committee is working on Mental Health in the Workplace.



## IIMC UPDATES

Diane Pflugfelder, IIMC Director, reported: Introduced Janice M. Bates who is also running for the IIMC Vice President position. Accepting applications for volunteering on an IIMC Committee. The 2022 Annual Conference will be held in person in Little Rock, Arkansas. West Virginia will be hosting the Region II Conference on February 8 – 11, 2022 at the Oglebay Resort, WV. Hotel reservations can now be made for the 2022 Annual Conference. Look for your IIMC Vice President ballot in early March. Cabin Fever 2022: January 26, 2022 – facilitated by Janice Bates, February 23, 2022- facilitated by Anne Uecker, March 30, 2022 – facilitated by Camilla Pitman and April 27, 2022 – facilitated by Janice Bates. All dialogues will be conducted through Zoom and participants are required to attend the entire seven-hour session.

### **2022 IIMC Annual Conference - Little Rock, Arkansas**

Region II Conference will take place in February 2022 in West Virginia

Cabin Fever 2022: January 26, 2022 – facilitated by Janice Bates, February 23, 2022- facilitated by Anne Uecker, March 30, 2022 – facilitated by Camilla Pitman and April 27, 2022 – facilitated by Janice Bates. All dialogues will be conducted through Zoom and participants are required to attend the entire seven-hour session.

Dr. Beatrice N. Rodriguez has accepted the position of Director of Professional Development with IIMC.

Deadline to file for the Region II Director is January 14, 2022. Election results will be announced at the Annual Conference Business Meeting

The updated Conference Rotation and Director for Region II will be posted in the next Region II newsletter.

## **NEW BUSINESS**

None

## **MEETING DATES** – *Locations pending in-person meetings.*

March 17, 2022 – Westminster

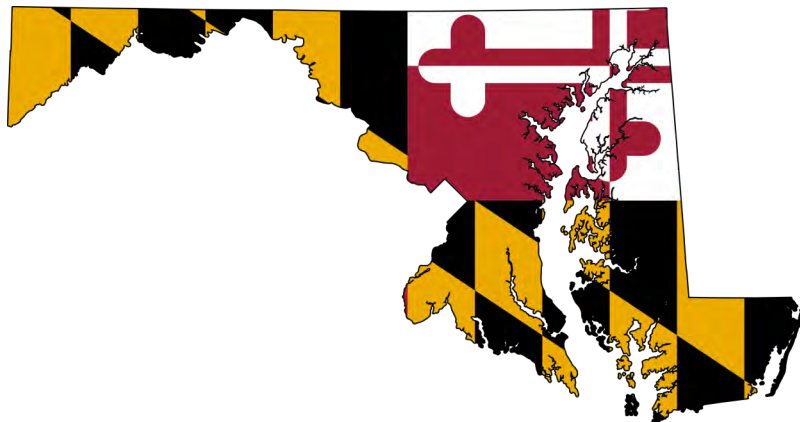
June 23, 2022 – Maryland Municipal League Summer Conference

September 15, 2022

December 8, 2022

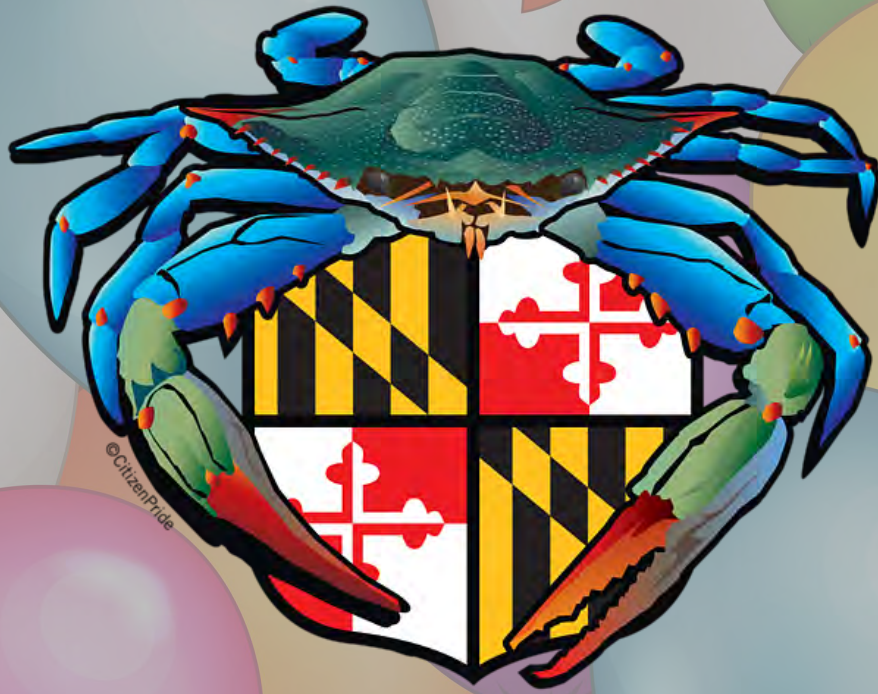
## **ADJOURNMENT**

A motion was made by Michelle Betancourt and seconded by Doug Barber to adjourn the meeting. President Lanham adjourned the meeting at 10:54 a.m.



**Maryland Municipal Clerks Association**

# **2022 Clerk of the Year**



**Be Sure To Vote By Wednesday, March 9, 2022**

**Winner Will Be Announced At The**

**March 17, 2022 Meeting**

**Check Your Spam Folder For Your Ballot**



**Maryland Municipal Clerks Association  
Application for membership \* July 1, 2021—June 30, 2022**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Municipality:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Renewal:** \_\_\_\_\_ **New Membership:** \_\_\_\_\_

**Mayor of Chief Elected Official Contact Information:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Basic Membership = \$50.00**

**(\$35.00 to MMCA dues, \$10.00 to the MMCA Scholarship Fund, and \$5.00 to the Region II Conference Fund)**

**Make checks payable to: Maryland Municipal Clerks Association**

**Mail to: City of Bowie**

**Attn: Awilda Hernandez, City Clerk**

**15901 Fred Robinson Way**

**Bowie, Maryland 20716**



Maryland 



# Maryland City & Town Spotlight

## Gaithersburg Companies are Saving Lives

by Tom Lonergan, Assistant City Manager and  
Britta Monaco, Director of Community & Public Relations

Gaithersburg has long been a hub for the biotechnology industry, and our community is home to no less than five biotechnology companies that have been involved in Operation Warp Speed, working to facilitate and accelerate the development, manufacturing, and distribution of COVID-19 vaccines, therapeutics, and diagnostics. Among them are Novavax, AstraZeneca, Emergent Biosolutions, Adaptive Phage Therapeutics, and Altimmune.

In early August of 2020, representatives of the vaccine company Novavax approached the City of Gaithersburg with a significant opportunity, along with an equally significant challenge. This longstanding member of Gaithersburg's life sciences community received \$1.6 billion through Operation Warp Speed to support its COVID-19 late-stage clinical trials and expansion of its manufacturing capacity. Novavax needed to secure a location to expand its research and development (R&D) and manufacturing capabilities in order to supply the federal government with up to 100 million doses of a life-saving vaccine. And time was of the essence.



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The company had identified a potential site in Gaithersburg, but other jurisdictions were competing fiercely for the project. Beyond ideal site characteristics, Novavax required assurance that their plans, and timeframe, could be accommodated, and they needed that guarantee by month's end. Recognizing the scale and importance of the project, City staff got to work. Members of the Gaithersburg Planning Department, City Manager's Office and Office of the City Attorney assembled a strategy and timeline that would allow Novavax to meet its federal grant agreement and programmatic requirements on time. On August 28, 2020, the City delivered a letter to Novavax's CEO outlining its commitments and assurances, and within 60 days, Novavax announced its plans to stay and grow, substantially, in Gaithersburg.



The company leased 120,000 square feet of long-vacant space and acquired an adjacent, vacant 9-acre site to construct a new, 120,000 square foot facility. Construction is well underway at the start of 2022. These projects will bring to Gaithersburg at least \$100 million dollars in new investment and 800 new jobs, further affirming the City's proud reputation as a leader in the biotechnology industry. More importantly, it will help Novavax bring the world a critical mass of a life-saving vaccine.

*\* Thank You Doris Stokes, City Clerk, City of Gaithersburg for the article.*

Learn more about the biotechnology industry in Gaithersburg at [www.growgaithersburg.com](http://www.growgaithersburg.com).

## Help Save Our Trees! Cut The Vines!

Winter is a great time to get outside and save a tree. Invasive vines have become a serious threat to our forests and other habitats by climbing and harming our native trees, especially on forests edges and disturbed areas. Invasive vine species in our region include: English Ivy (*Hedera helix*), Japanese Honeysuckle (*Lonicera japonica*), Oriental Bittersweet (*Celastrus orbiculatus*), Oriental Wisteria (*Wisteria sinensis*), Porcelain Berry (*Amelopsis glandulosa* var. *brevipedunculata*). These vines can cause extensive damage to trees, even growing so heavy that they cause the tree to fall. The good news is, you can help! These vines are easier to spot, identify, and cut during the winter months. You can save trees covered in invasive vines by cutting the vines at eye level and then either pulling the roots from the soil (preferred method) or cutting again at the base of the tree. Be careful not to damage the tree you are trying to save! (Article from the Chesapeake Bay Trust)



# Municipal Staff Expo Day

(formerly known as Commerce Day)

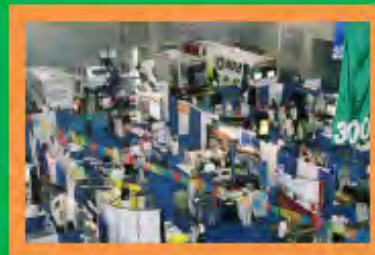
Tuesday, June 14 - 10:00 to 2:00 pm



## Attention: Municipal Staff Members

If you are unable to attend the full MML summer conference but would like to visit the exhibit halls, display vehicles, attend a class chosen just for you, and speak with vendors that can help you work better and more efficiently.

## Municipal Staff Expo Day is for You!

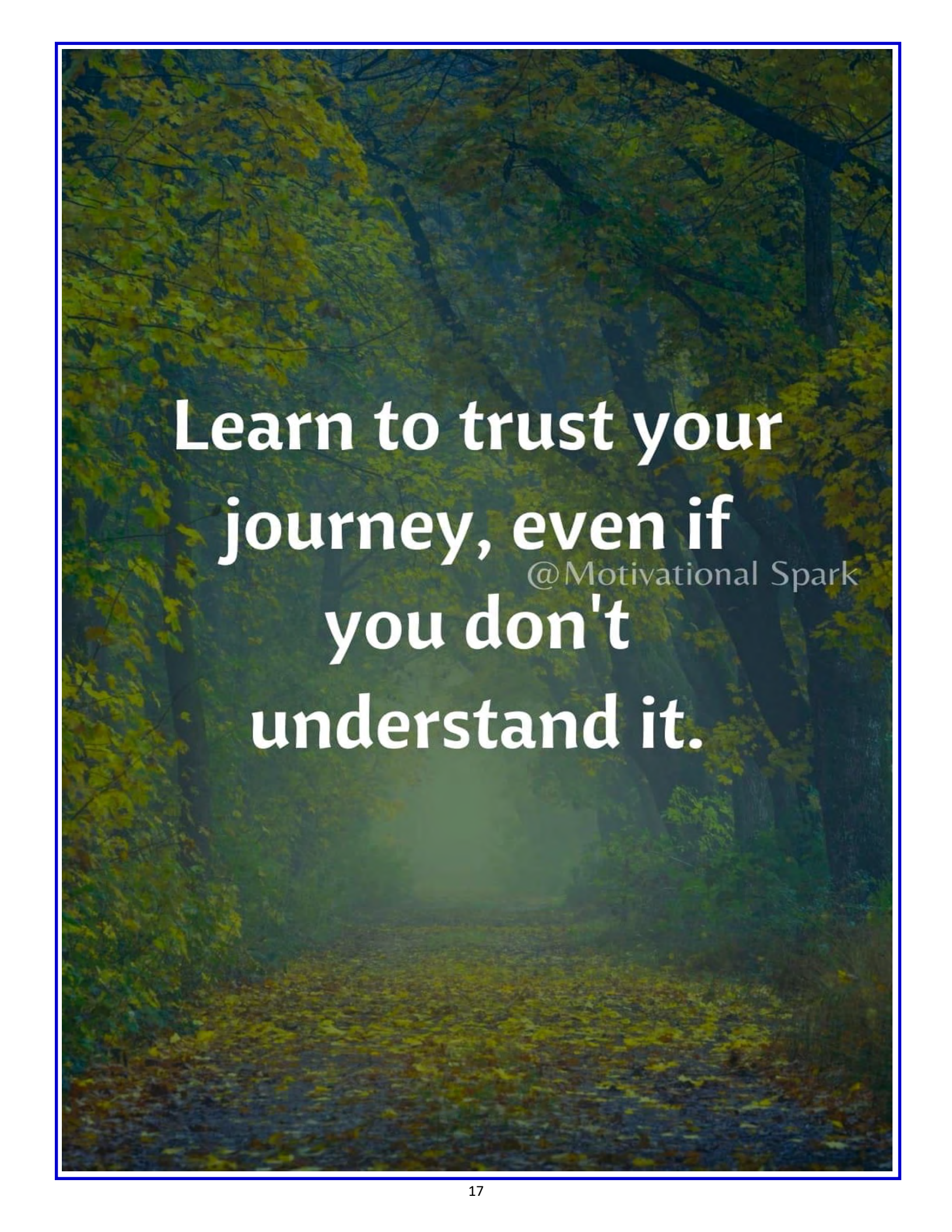


## \$50 per person - Includes Lunch and a workshop

There is no pre-registration for Staff Expo Day - just show up at the Convention Center's Expo Registration Desk on June 14 after 10:00 am and pay the fee to receive your passport to the municipal information and resources.

Please note: Participants must be a municipal official and/or employee.

Maryland Municipal League Summer Conference June 12-15, 2022 Ocean City, MD

A photograph of a forest path covered in fallen autumn leaves, with tall trees and a misty atmosphere. The text is overlaid in white.

**Learn to trust your  
journey, even if  
you don't  
understand it.**

@Motivational Spark

# *Thank You*

**We would like to thank those MMCA Members Awilda Hernandez, City of Bowie; Kim Rau, City of Laurel; Julie English, City of Salisbury and Jessica Cropper, Town of Ocean City who represented the Maryland Municipal Clerks Association at the IIMC Region II Conference hosted by the West Virginia Municipal Clerks. We would like to thank Jane Criswell, City Clerk for the City of Glen Dale, West Virginia for being the host of the conference.**





**IIMC Regional II Conference**  
**February 8, 2022 to February 11, 2022**

**West Virginia**





# International Institute of Municipal Clerks Update



## 2022 IIMC Annual Conference Education Planning Packet (Phase II) NOW AVAILABLE!



Included in this Education Planning Packet (DOWNLOAD):

- Conference Registration Ticket Type Descriptions
- Full Education Program and Schedule - includes session titles, descriptions, and speakers for Keynote sessions, Pre-Conference Academies, Athenian Dialogues, and all general and concurrent sessions.

Education Planning Worksheet – provides guidance for selecting conference education tracks and marking session preferences (Digital Tool. When you open the link: File --> Save As --> Download A Copy).

## LIVE! Conference Registration Overview, Demo, and Q&A



Ready for 2022 Annual Conference Registration?

<https://youtu.be/FYhybqX0onk>

Use The Link To Watch The Video



# International Institute of Municipal Clerks Update



**Sign Up for IIMC Calendar and News Alerts**

**Notify Me**

Did you know you could sign up for email and/or text alerts for upcoming events and calendar items?

Scroll down on the home page to "Upcoming Events," and click on Notify me for Upcoming Events and Calendar items or simply click on the button below. Select from a list of calendars.

After you add your email address, click on the envelope icon for which item you'd like to subscribe. You may also opt for text alerts.



work + life balance challenge

## **IIMC Partners with CivicClerk for New Online Opportunity!**

**Session Title: Being Superhuman Will Never Be Enough: Unloading Expectations to Find Career Fulfillment**

**Description:** Your job as a clerk is hard enough. A MissionSquare Research Institute survey released in January of this year revealed that 52% of public sector employees are considering leaving their jobs due to burnout exacerbated by the COVID-19 pandemic. Discover the pitfalls of pushing yourself to the brink of a breakdown and find out why being superhuman isn't sustainable. Learn valuable steps you can take now to develop a happier and healthier work life.

**Date:** Wednesday, March 30, 2022

**Time:** 11:00am – 12:00pm CT (9:00am PT, 10:00am MT, 12:00pm ET)

**Points:** 0.5 CMC education or 0.5 MMC Advanced Education with completion learning assessment

**Registration link:** <https://www.civicplus.com/civicclerk/webinar/iimc-march>

If you have any questions, please contact **Jill Jensen** at [Jill.Jensen@civicplus.com](mailto:Jill.Jensen@civicplus.com).



# International Institute of Municipal Clerks Update



**Date: Thursday, March 17, 2022**

**Time: 2:00 PM**

**Cost: \$50.00**

**Points: 1 CMC Education or 1 MMC Advanced Education Point**

Great leaders are not defined by the absence of weakness, but rather by the presence of clear strengths” (John Zenger). Learning to recognize and leverage your strengths and the strengths of those in your sphere of influence magnifies your leadership superpowers. Leaders who focus on using their strengths perform better, are more engaged, productive, and happy in their work, and lead more engaged team members. In this practical workshop, participants will engage in learning and reflection to:

- Understand and leverage their strengths in leadership
- Recognize and mitigate the shadow side of their strengths
- Recognize and maximize the strengths of others
- Apply tools and strategies for leading teams using a strengths-based approach

\*Participants must complete the Clifton StrengthsFinder Assessment BEFORE joining this workshop.

Please visit Gallup.com by clicking the link below or by copying it into your browser to purchase the Top 5 Clifton Strengths.

<https://www.gallup.com/cliftonstrengths/en/253868/popular-cliftonstrengths-assessment-products.aspx>

Instructor: Cindy Walker, Ed.D., Faculty Success Center Coordinator, Chaffey College District

[https://us02web.zoom.us/webinar/register/WN\\_tZal1pPCR7ayIbjEDNeohg](https://us02web.zoom.us/webinar/register/WN_tZal1pPCR7ayIbjEDNeohg)



**Date: Thursday, March 24, 2022**

**Time: 2:00 PM**

**Cost: \$50.00**

**Points: 1 CMC Education or 1 MMC Advanced Education Point**

The understanding and application of ethical principles is essential for Municipal Clerks who are essential representatives and participants in important matters and operations of their jurisdictions. The City Clerks Association of California (CCAC) lists and describes the duties and functions of this position, in part, as involving matters related to elections, local legislation, public records, political reform, open meeting laws, and a liaison relationship “between the public and the Council.” The important nature of this position mandates that Municipal Clerks possess the highest of ethical standards. They must be ethically grounded and prepared to deal with ethical issues they will face. After completing this course, municipal clerks will be able to:

- Define the term “Ethics.”
- Implement a formula for ethical decision making.
- Define their ethical belief system and boundaries.
- Determine how to respond when faced with ethical pressures.

Instructor: George L. Hicks, MBA

[https://us02web.zoom.us/webinar/register/WN\\_lzf7oXe5SBSY9T1F2B0wiQ](https://us02web.zoom.us/webinar/register/WN_lzf7oXe5SBSY9T1F2B0wiQ)



# *International Institute of Municipal Clerks Update*



## **NEW! ONLINE PROFESSIONAL DEVELOPMENT PROGRAM:**

IIMC is proud to bring you the “Online Professional Development Program” for the year 2022. The purpose of the online professional development program is to enrich our learning community by creating a learning platform to develop skills appropriate to the workplace for Municipal Clerks that supports a diversity of thoughts, perspectives, experiences, and honors identities (including race, gender, class, sexuality, religion, ability, etc.). We are especially committed to increasing the representation of those Municipal Clerks who might not otherwise participate in professional development opportunities.

We hope you will take advantage of these new and exciting courses brought to you via Zoom Webinar. We look forward to seeing you there!



All webinars have been approved by the IIMC Education Department for 1 CMC Education or 1 MMC Advanced Education point with a completed learning assessment.

### **IIMC Online Professional Development Web Page**

<https://www.iimc.com/474/IIMC-Online-Professional-Development-Pro>

**PRO TIP:** For all announcements and updates on IIMC's new Online Professional Development program, subscribe to the IIMC Online Professional Development Calendar and receive an email or text when new courses are added or updated. Scroll down and click on the green "Notify Me" button.

- IIMC does its very best to meet the needs of its membership across all time zones. Unfortunately, IIMC does not issue any refunds for the Online Professional Development Program, even in the event of cancellation. **NO EXCEPTIONS.** However, all courses are recorded, and registrants will receive access to a recording, providing the option to take any course paid for at a time that is convenient.

If you have any questions, please contact Dr. Beatrice Rodriguez, Ed.D. at [bea@iimc.com](mailto:bea@iimc.com).

# *Save A Life* & Support IIMC



<https://3cu.be/blood>

The American Red Cross has declared its first national blood crisis. The COVID-19 pandemic has forced a decline in donor turnout. Visit <https://3cu.be/blood> to download the American Red Cross app to make an appointment at a location near you. Each donation can impact up to three lives.

Join IIMC's team! Click "Impact" at the bottom right of the screen and "My Team" at the top of the next screen. Search "IIMC."



# Windfall - IIMC Affinity Program Equals Member Savings



## IIMC Members in Regions 1-9 Savings Program

*Regions 1-9 Members of IIMC can access exclusive discounts on products and services you use most. The best part, it's completely FREE. No fees, no obligations – just great business and personal saving benefits!*

- Office Depot: Save up to 75% off office essentials
- Home Depot ProXtra: Save time. Save money. Get rewarded.
- Home Depot ProInstitutional: Save 10% off maintenance, repair & operation supplies
- Ace Hardware: Save 12% off your hardware needs
- Adobe: Save on creative, marketing & document solutions
- Avis/Budget: Save up to 30% off rental vehicles
- Constant Contact: Save 30% off 3 months of email marketing
- Batteries Plus: Save up to 71% off batteries, bulbs, more
- ADP: Save up to 20% off new payroll services
- USPay: Save on credit card processing services
- Ticket Deals: up to 60% off movies, theme parks, shows, more
- Simple Texting: Save up to 25% off SMS marketing services
- Sterling NOW: Save 10% off background check services
- 4imprint: Save 10% off promotional products
- Prescription Drug Card: Save up to 75% off prescriptions

<https://iimc.savingcenter.net/>

