

County Recorders' Association of California
and
California Association of Clerks & Election Officials
New Law Workshop & Seminar

Tentative Agenda



December 10th – 13th, 2013
Hyatt Regency Sacramento

COUNTY RECORDERS' ASSOCIATION OF CALIFORNIA
CALIFORNIA ASSOCIATION OF CLERKS & ELECTION OFFICIALS
New Law 2013

Tentative Agenda

RECORDERS

Tuesday, December 10th:

Room

9:00 – 10:00	RECORDERS Uniform Practices/Mutual Problems Kevin Hing, Alameda County	Golden State AB
10:00 – 11:00	Document Reference Manual David Valenzuela, Ventura County	Golden State AB
11:00 – 12:00	PREP/Related Industries Tauna Mallis, Riverside County Frederick Garcia, Contra Costa County Yianni Pantis, VP and Government Affairs Counsel CoreLogic	Golden State AB
12:00 – 1:00	Lunch on your Own	
12:30 – 4:00	Registration	Golden State
1:00 – 2:30	RECORDERS Legislative Committee Meeting Co-Chair, Kammi Foote, Inyo County Co-Chair, Jean Pasco, Orange County	Golden State AB
2:30 – 4:00	CRAC Board of Directors Meeting President Gina Alcomendras, Santa Clara County Vice-President Gregory Diaz, Nevada County Treasurer Donna Johnston, Sutter County Secretary Craig Kramer, Sacramento County	Golden State AB

Dinner on your Own

Wednesday, December 11th:

8:00 – 12:00	Registration	Gift Shop
8:00 – 9:30	RECORDERS Principals Only Breakfast (all others on your own)	Golden State AB
10:00 – 10:30	RECORDERS General Assembly – Welcome and Roll Call President Gina Alcomendras, Santa Clara County Vice-President Gregory Diaz, Nevada County Treasurer Donna Johnston, Sutter County Secretary Craig Kramer, Sacramento County	Regency A

Wednesday continued:

		<u>Room</u>
10:30-12:00	RECORDERS New Law Presentation Co-Chair Kammi Foote, Inyo County Co-Chair Jean Pasco, Orange County Gregg Cook, Government Affairs Consulting Rob Grossglauser, Government Affairs Consulting David Valenzuela, Ventura County	Regency A
12:00 – 1:00	Lunch on your Own	
1: 00 – 4:00	Registration	Gift Shop
1:00 – 2:00	RECORDERS New Law Presentations continued	Regency A
2:00 – 5:00	Exhibit Visitation	Foyer/Corridor
2:00 – 3:00	RECORDERS Trustworthy Electronic Content Management Systems Donna Johnston, Liaison, Secretary of State Representative from Secretary of State Virginia Jo Dunlap, Esq., EID, Inc.	Regency A
3:00 – 3:30	Break/Exhibit Visitation	Foyer/Corridor
3:30 – 5:00	RECORDERS Mutual Problems Kevin Hing, Alameda County	Regency A
6:00 – 8:00	Welcome Reception – ALL ATTENDEES Introduction of Exhibitors Ornament Exchange Awards/Presentations	Regency DEF

Thursday, December 12th:

8:00 – 9:00	Continental Breakfast/Exhibit Visitation	Foyer/Corridor
8:00 – 12:00	Registration	Gift Shop
8:00 – 4:00	Exhibit Visitation	Foyer/Corridor
9:00 – 10:00	RECORDERS Real Estate Fraud – To Record or Not to Record Tauna Mallis, Riverside County Danielle Rifilato, Riverside County Jean Pasco, Orange County	Regency A
10:00 – 10:30	Refreshment Break/Exhibit Visitation Prize Drawing	Foyer/Corridor

Thursday continued:

		<u>Room</u>
10:30 – 12:00	RECORDERS Records Preservation – From Books to Digital Jim Harper, President PFA, Inc. Dennis Curran, Kofile Preservation Inc.	Regency A
12:00 – 1:30	Lunch on your Own	
1:30 – 3:00	RECORDERS Documentary Transfer Tax Panel John Tuteur, Napa County Zoon Nguyen, San Francisco County Michael Rossi, Santa Clara County Deputy County Counsel	Regency A
3:00 – 3:30	Refreshment Break/Exhibit Visitation Prize Drawing	Foyer/Corridor
3:30 – 4:30	RECORDERS Best Practices – Recordors' Special Revenue Candace Grubbs, Butte County Craig Kramer, Sacramento County Bill Rousseau, Sonoma County	Regency A
Adjourn		

Meeting rooms subject to change



ELECTION ADMINISTRATION

Wednesday, December 11th:

		<u>Room</u>
8:00 – 12:00	Registration	Gift Shop
9:00 – 10:30	ELECTION ADMINISTRATION Voters with Special Needs Tim McNamara, Los Angeles County <i>Meeting closed to Exhibitors</i>	Regency BC
9:00 – 10:30	SB-90 Alice Jarboe, Sacramento County	Regency E
10:30 – 12:00	HAVA Tim McNamara, Los Angeles County <i>Meeting closed to Exhibitors</i>	Regency BC
10:30 – 12:00	Petition Guidelines Deborah Seiler, formerly San Diego County	Regency E
10:30 – 12:00 <i>Closed Committee</i>	Conditional Voter Registration Joe Holland, Santa Barbara County	Santa Barbara
12:00 – 1:00	Lunch on your Own	
1:00 – 4:00	Registration	Gift Shop
1:00 – 3:00	ELECTION ADMINISTRATION Legislative Meeting Co-Chair, Jill LaVine, Sacramento County Co-Chair, Karen Rhea, Kern County	Regency BC
3:00 – 3:30	Break/Exhibit Visitation	Foyer/Corridor
3:30 – 5:30	CACEO Board of Directors Meeting President Cathy Darling Allen, Shasta County Vice President Neal Kelley, Orange County Treasurer Dean Logan, Los Angeles County Secretary Susan Ranochak, Mendocino County	Regency BC
6:00 – 8:00	Welcome Reception – ALL ATTENDEES Introduction of Exhibitors Ornament Exchange Awards/Presentations	Regency DEF

Dinner on your own

ELECTION ADMINISTRATION

Thursday, December 12th:

Room

8:00 – 9:00	Continental Breakfast/Exhibit Visitation	Foyer/Corridor
8:00 – 12:00	Registration	Gift Shop
9:00 – 10:00	ELECTION ADMINISTRATION General Assembly Pledge Welcome/Announcements Updates – Committees	Regency BC
10:00 – 10:30	Refreshment Break/Exhibit Visitation Prize Drawing	Foyer/Corridor
10:30 – 12:00	ELECTION ADMINISTRATION The Top Two and Next Steps Steve Peace, former Assemblyman and Senator	Regency BC

*Mr. Peace is the author of Top Two legislation and author of petition to take Central Committees off the ballot. He will speak on why he feels the Top Two is the best thing for our elections and what he wants to accomplish next with his petition circulating. There will be time for Q&A, **please bring your questions**. Mr. Peace also wrote, directed and starred in the movie “Attack of the Killer Tomatoes”.*

12:00 – 1:30	Lunch on your Own	
1:30 – 3:00	ELECTION ADMINISTRATION New Law Presentations Jill LaVine, Sacramento County Karen Rhea, Kern County Fair Political Practices Commission	Regency BC
3:00 – 3:30	Refreshment Break/Exhibit Visitation Prize Drawing	Foyer/Corridor
3:30 – 5:00	ELECTION ADMINISTRATION Suspended Mandates and Legal Requirements Geoff Neil, Senior Legislative Analyst, California State Association of Counties	Regency BC

What the suspension of mandates means and what are we required to do.

Great Ideas

- Website Updates – Orange County
- Mobile Outreach – Los Angeles County
(Winner of Election Center Freedom Award)
- National Voter Registration Day – Los Angeles County
(winner of Election Center Stars and Stripes Award)

Dinner on your own

ELECTION ADMINISTRATION

Friday, December 13th:

9:00 – 12:00

ELECTION ADMINISTRATION
Secretary of State

Off Site

- Welcome Remarks
- VoteCal Update
Irene Wei, VoteCal Project Director
- California Online Voter Registration II (COVR II)
Jennie Bretschneider, Assistant Chief Deputy Secretary
Of State and Counsel
- Voting System Regulations
Susan Lapsley, Deputy Secretary of State, HAVA
Director and Counsel

Meeting rooms subject to change



CLERK OF THE BOARD OF SUPERVISORS

Wednesday, December 11th:

		<u>Room</u>
1:00 – 4:00	Registration	Gift Shop
2:00 – 5:00	Exhibit Visitation	Foyer/Corridor
3:30 – 5:30	CACEO Board of Directors Meeting President Cathy Darling Allen, Shasta County Vice President Neal Kelley, Orange County Treasurer Dean Logan, Los Angeles County Secretary Susan Ranochak, Mendocino County	Regency BC
6:00 – 8:00	Welcome Reception – ALL ATTENDEEs Introduction of Exhibitors Ornament Exchange Awards/Presentations	Regency DEF

Dinner on your own

Thursday, December 12th:

		<u>Room</u>
8:00 – 9:00	Continental Breakfast/Exhibit Visitation	Foyer/Corridor
8:00 – 12:00	Registration	Gift Shop
9:00 – 10:00	CLERK OF THE BOARD Annual Clerk of the Board Roundtable Discussion Leaders: Susan Novak, Orange County Angela Calvillo, San Francisco City/County Lynn Regadanz, Santa Clara County	Regency D

*Once again, share YOUR solutions to recurring problems faced by Clerks of the Board throughout California. **Please DO** bring copies of your solutions for other Clerks to take home. Bring your problems, too, and go home with a solution!*

- Who is responsible for assessment appeals scheduling in your county, the Clerk or the Assessor? Or is it shared? What is the relationship between the two when scheduling hearings? Do counties have shared databases or interfaces relating to AAB?
- Have any lawsuits arisen in your county claiming Brown Act violations relating to past actions of a legislative body (Chapter 732, SB 1003 of 2012)
- What are Clerks doing about digital records? What systems are Clerks using to archive older board of supervisor's records? How is redaction handled in digital records?
- In your county, is the Clerk responsible for redacting *private information* (e.g., street address, home phone number, email address) from public correspondence and public records? When, and when not? When it is posted on the Web? When it is contained in a response to a request for public record? Do Clerks handle redaction of applications to boards, committees and commissions differently whether a person is or is not appointed? Is such information handled differently depending

upon whether the private information is posted on the Web, subject to a public records request, or simply placed in the file?

CLERK OF THE BOARD OF SUPERVISORS

Thursday continued:

Room

- What is the role of the Clerk in administering the Maddy Act (Roster of Public Agencies) in your county? Who does vacancy posting and how is that accomplished?
- If there is an item on an agenda to amend the minutes of an earlier meeting, do you take public comment on just the amendment? If so, is the public limited to commenting on just the amendment made, or does your board allow the public to speak on anything from that earlier meeting contained in the minutes?
- Does your board allow the public to make public comment on commendations (recognition scrolls, etc.) adopted by the board?
- San Francisco's Sunshine Ordinance allows any person who spoke during public comment to have a brief summary of their comments printed in the minutes. Also, a written summary of 150 words or less may also be included in the minutes. The written summary is not a part of the official minutes, nor does the board vouch for the comment's accuracy. The City Attorney has advised that the Clerk can include the written summary as an attachment to the minutes after the Clerk's signature certifying the actions of the board. Some public advocates are demanding the written summary come before the Clerk's signature and be placed at the brief summary section within the minutes. The Clerk isn't going along with this. Is this an issue in your county?
- Are there any counties that have inter-county meetings of assessment appeals board members to exchange ideas and information on procedures?
- Have any clerks implemented e-File of Form 700, other than the four pilot counties? What counties are seriously considering it? What advice do the pilot counties have for Clerks that are considering it?
- Assessment appeal processing procedures: What works and what doesn't work well in your county?
- What specific steps have you taken to cope with budget and staffing cuts?
- Have you installed any new technologies or creative procedural changes since last year's Workshop?
- Topics from the audience, if time allows.

10:00 – 10:30 Refreshment Break/Exhibit Visitation Foyer/Corridor
Prize drawing

10:30 – 12:00 CLERK OF THE BOARD Regency D
The Brown Act and County Ordinance Game!
– TEST YOUR KNOWLEDGE!
Barbara Goul, Principal Deputy County Counsel, Los Angeles County
LaTayvius Alberty, Senior Deputy County Counsel, Los Angeles County

Here's your opportunity to get an in-depth refresher (or for new clerks, perhaps your first in-depth training session) on untangling the intricacies of the county ordinance process and navigating the dark labyrinths of the Brown Act from two County Counsel experts. THEN test your knowledge in these areas in a round of "The Brown Act and County Ordinance Game!" (a TV game show-type format). (Note: The winning clerk will NOT receive fabulous prizes so that he/she will not have to report them on his/her Form 700 next year.)

12:00 – 1:30 Lunch on your own

CLERK OF THE BOARD OF SUPERVISORS

Thursday continued:

Room

1:30 – 3:00 CLERK OF THE BOARD Regency D
**2013 Chaptered Laws Affecting the Duties of the Clerk
of the Board of Supervisors, and**

Discussion on Proposed CACEO-Sponsored Legislation for 2014, and

**Legislative Bullets you Didn't Know You Dodged: A Discussion
Of Legislative Actions that Have Saved Your Office a Lot of Money
and a Lot of Headaches**

John McKibben, Los Angeles County

Find out what goodies the Legislature has created for Clerks of the Board to deal with starting January 1! Discuss legislation for CACEO sponsorship in 2014 – bring your written proposals, if you have any, to share with the group. AND hear terrifying tales of some of the truly colossal whacky ideas the Legislature dreamed up this year and during the last couple of years that you DON'T have to deal with as a result of efforts by CACEO and its allies in Sacramento. (Parental discretion is advised. Some stories may be too shocking for young children.)

3:00 – 3:30 Refreshment Break/Exhibit Visitation Foyer/Corridor
Prize Drawing

3:10 CLERK OF THE BOARD Hyatt Lobby
Meet in the hotel lobby NO LATER THAN 3:10 to walk to the
Secretary of State Archives at 1500 O Street, Sacramento

3:30 – 5:00 CLERK OF THE BOARD Off-site
**Tour of State Archives and Discussion of Conversion
of Records to Digital Format: How to Do It and How to Manage It**
Nancy A. Lenoil, State Archivist
Rebecca Wendt, Managing Archivist for Public Programs

Take a tour of the State Archives at the Office of the Secretary of State to learn about best practices to convert records to digital format and how the State Archives manages the state's records. Meet with the Archivist's staff to discuss guidelines for systems and software to do the job that clerks are currently hoping to do. Get an update on the Secretary of State's regulation on "Trustworthy Electronic Document and or Record Preservation" to see how it affects clerks and what guidance it can give clerks in implementing electronic records programs.

5:00 Adjourn

Meeting room subject to change



COUNTY CLERKS

Wednesday, December 11th:

		<u>Room</u>
8:00 – 12:00	Registration	Gift Shop
9:30 – 10:30	COUNTY CLERKS Clerk Reference Manual Committee Tauna Mallis, Riverside County Victoria Rodriguez, Riverside County	Regency D
10:30 – 11:30	COUNTY CLERKS Legislative Committee Meeting Co-Chair Craig Kramer, Sacramento County Co-Chair Kathleen Moran, Colusa County	Regency D
11:30 – 1:30	Lunch on your Own	
1:00 – 4:00	Registration	Gift Shop
1:30 – 3:00	COUNTY CLERKS Tour State Archives...County Clerks & Staff 1500 O Street	Off-site
3:00 – 3:30	Break/ Exhibit Visitation	Foyer/Corridor
3:30 – 5:30	CACEO Board of Directors Meeting President Cathy Darling Allen, Shasta County Vice President Neal Kelley, Orange County Treasurer Dean Logan, Los Angeles County Secretary Susan Ranochak, Mendocino County	Regency BC
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Dinner on your own		

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8:00 – 4:00	Exhibit Visitation	Foyer/Corridor
8:00 – 12:00	Registration	Gift Shop
9:00 – 10:00	COUNTY CLERKS Legislative Process Overview – How a Bill Becomes Law Co-Chair Craig Kramer, Sacramento County Co-Chair Kathleen Moran, Colusa County Matt Siverling, Legislative Advocate	Regency EF
10:00 – 10:30	Refreshment Break/Exhibit Visitation Prize Drawing	Foyer/Corridor
10:30 -12:00	COUNTY CLERKS “Overview of Best Practices for Management, Preservation, and Access of Born Digital and Digitized Records” Rebecca Wendt, Managing Archivist for Public Programs, California State Archives	Regency EF
12:00 – 1:30	Lunch on your Own	
1:30 – 3:00	COUNTY CLERKS New Law Presentations and Discussion of Legislative Proposals Co-Chair Craig Kramer, Sacramento County Co-Chair Kathleen Moran, Colusa County Matt Siverling, Legislative Advocate	Regency EF
3:00 – 3:30	Refreshment Break/Exhibit Visitation Prize Drawing	Foyer/Corridor
3:30 – 5:00	COUNTY CLERKS Mutual Problems Co-Chair Craig Kramer, Sacramento County Co-Chair Kathleen Moran, Colusa County	Regency EF
Adjourn		

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