

CALIFORNIA ASSOCIATION OF CLERKS & ELECTION OFFICIALS

2017 NEW LAW WORKSHOP & SEMINAR

December 12-15, 2017
Hyatt Regency Sacramento
Tentative Agenda

Monday, December 11

9:00 – 5:00 CalPeac Classes (Requires separate registration & fees)

Room
Golden State

Tuesday, December 12

9:00-5:00 CalPeac Classes (Requires separate registration & fees)

Regency EF

TUESDAY, DECEMBER 12 - CACEO New Law

9:00 a.m. Elections – VoteCal Business Process
• John Gardner, Solano County

Big Sur

WEDNESDAY, DECEMBER 13

9:00 a.m. Registration

Foyer

9:00 a.m. **Elections** - Voters with Special Needs (Closed to Vendors)
• Tim McNamara, Los Angeles County

Regency A

Elections - Fiscal Services
• Cathy Darling Allen, Shasta County

Regency D

Elections - Petitions
• Heather Ditty, Sacramento County

Ventura

9:00 a.m. **County Clerk** -CRM Meeting
• Monique Blakely, Los Angeles County, Co-Chair
• Jaime Pailma, Los Angeles County, Co-Chair

Golden State

10:00 a.m. **County Clerks Legislative Meeting**
• Co-Chair, Donna Allred, Sacramento County
• Co-Chair, Victoria Rodriguez, Riverside County
• Matt Siverling, Legislative Advocate

Golden State

10:30 a.m. **Elections** - Voting Systems (HAVA) (Closed to vendors)
• Tim McNamara, Los Angeles County

Regency A

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

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| 12:00 | Lunch on your own | |
| 1:00 p.m. | Elections Legislative Meeting <ul style="list-style-type: none"> Jill LaVine, Sacramento, Co-Chair Tricia Webber, Santa Cruz County, Co-Chair | Regency A |
| 1:00 p.m. | County Clerks – Exhibit Visitation | Foyer/Regency |
| 3:00 p.m. | Break/Exhibit Visitation | Foyer/Regency |
| 3:30 p.m. | CACEO Board of Directors Meeting <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Hosted by Sacramento County Elections Introduction of Exhibitors Ornament Exchange | Regency DEF |
| | Dinner on your own | |

THURSDAY, DECEMBER 14**Room**

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| 8:00 a.m. | Continental Breakfast <ul style="list-style-type: none"> Exhibit Visitation | Regency |
| 8:00 a.m. | Registration | Foyer |
| 9:00 a.m. | 2017 Chaptered Laws Affecting the Duties of the Clerk Of the Board of Supervisors (Clerk of the Board) | 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 <ul style="list-style-type: none"> John McKibben, 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.)

THURSDAY, DECEMBER 14 Continued...

ROOM

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| 9:00 a.m. | Opening Session (<i>Elections & County Clerks</i>) Pledge of Allegiance Welcome Remarks and Announcements <ul style="list-style-type: none">• President, Dean Logan, Los Angeles County Recognition of Subcommittees & Updates <ul style="list-style-type: none">• Jill LaVine, Sacramento County• Tricia Webber, Santa Cruz County | Regency BC |
| 10:00 a.m. | Refreshment Break <ul style="list-style-type: none">• Exhibit Visitation | Regency |
| 10:30 a.m. | Procedural and Technological Tools for Fulfilling the Law's Requirements for Retaining and Preserving the Records Of the Board of Supervisors (<i>Clerk of the Board</i>) <ul style="list-style-type: none">• Krista Whitman, Assistant County Counsel, Sacramento County• Robert Blatt, Chair, Trustworthy Document/Mgmt. Standards Committee (ANSI/ISO)• Robin Guerrero, Records Manager (Ret.), Los Angeles County <p><i>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!</i></p> | Regency |
| 10:30 a.m. | New Law Presentations and Discussion of Legislative Proposals (<i>County Clerks</i>) <ul style="list-style-type: none">• Donna Allred, Sacramento County, Co-Chair• Victoria Rodriguez, Riverside County, Co-Chair• Matt Siverling, Legislative Advocate | Regency DE |
| 10:30 a.m. | New Law Presentation (<i>Elections</i>) <ul style="list-style-type: none">• Jill LaVine, Sacramento County, Co-Chair• Tricia Webber, Santa Cruz County, Co-Chair | Regency BC |
| 12:00 | Lunch on your own | |
| 1:30 p.m. | FBN e-filing Panel (<i>County Clerks</i>) <ul style="list-style-type: none">• Kammi Foote, Inyo County• Victoria Rodriguez, Riverside County• Jaime Palma, Los Angeles County | Regency DE |
| 1:30 p.m. | Effective Training Practices (<i>Elections</i>) <ul style="list-style-type: none">• Robbie Bergstrom, Tuolumne County | Regency BC |

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| 1:30 p.m. | <p>Clerking the Assessment Appeals Board or County Board Of Equalization (<i>Clerk of the Board</i>)</p> <ul style="list-style-type: none"> • Dean Kinnee, Deputy Director, Property Tax Department State Board of Equalization • Marge Wing, Senior Specialist Property Appraiser State Board of Equalization • Dawn Abrahamson, City Clerk, City of Vallejo • Larry Meyers, Deputy County Counsel, San Joaquin County | Regency F |
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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 organizations 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.

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| 3:00 p.m. | <p>Refreshment Break</p> <ul style="list-style-type: none"> • Exhibit Visitation • Gift drawing | Regency |
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| 3:30 p.m. | <p>Committees and Commissions: Tips and Tricks the Clerk Can Use to Head These (<i>Clerk of the Board</i>)</p> <ul style="list-style-type: none"> • 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 | Regency F |
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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!

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| 3:30 p.m. | <p>Mutual Problems (<i>County Clerks</i>)</p> <ul style="list-style-type: none"> • Donna Allred, Sacramento County • Victoria Rodriguez, Riverside County • Karen Roth, California Department of Public Health | Regency DE |
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| 3:30 p.m. | Great Ideas from our Colleagues (<i>Elections</i>) | Regency BC |
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| 4:30 p.m. | Exhibitor Break Out Session (<i>Elections</i>) | Various |
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| 5:00 p.m. | Adjourn – <i>Clerk of the Board and County Clerks</i> | |
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Meeting Rooms Subject to Change

Dinner on your own

FRIDAY, DECEMBER 15

ROOM

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| 9:00 a.m. | Secretary of State Presentation (<i>Elections</i>) | Off-Site |
| | Secretary of State Building Auditorium 1500 11 th Street, First Floor Sacramento, CA 95814 | |
| | AGENDA to follow.... | |
| 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