

CALIFORNIA ASSOCIATION OF CLERKS & ELECTION OFFICIALS  
 And  
 COUNTY RECORDERS' ASSOCIATION OF CALIFORNIA  
 2012 Joint New Law Workshop & Seminar

**TENTATIVE AGENDA**

*(This is a tentative agenda sessions, speakers, time slots and meeting rooms subject to change.)*

**RECORDERS**

**Tuesday, December 4<sup>th</sup>:**

**Room**

8:00-12:00	CRAC Committee Meeting Uniform Practices/Mutual Problems Kammi Foote, Inyo County Document Reference Manual David Valenzuela, Ventura County	Golden State
12:00-1:00	Lunch on your Own	
12:30-4:00	Registration	Golden State
1:00-3:00	CRAC Legislative Meeting Robin January, Placer County	Golden State
3:00-5:00	CRAC Board of Directors Meeting President Jim McCauley, Placer County Vice President Gina Alcomendras, Santa Clara County Treasurer Gregory Diaz, Nevada County Secretary Donna Johnston, Sutter County	Golden State

Dinner on your Own

**Wednesday, December 5<sup>th</sup>:**

8:00 – 12:00	Registration	Gift Shop
8:00 – 9:00	CRAC Principals Only Breakfast (all others on your own)	Capital View
11:00 – 12:00	CRAC New Law Presentations	Regency A
12:00 – 1:00	Lunch on your own	
12:30 – 5:00	Exhibit Visitation	Foyer/Corridor
1:00 – 4:00	Registration	Gift Shop
1:00 – 3:00	CRAC New Law Presentations	Regency A
3:00 – 3:30	Break/Exhibit Visitation	Foyer/Corridor
3:30 – 5:00	CRAC Subcommittee Meeting E-Recording Industry Partners De Ana Thompson, San Bernardino County	Regency A
6:00 – 8:00	Welcome Reception – ALL ATTENDEES Ornament Exchange Introduction of Exhibitors Awards/Presentations	Regency DEF

## RECORDERS Continued

**Thursday, December 6<sup>th</sup>:**

		<b><u>Room</u></b>
8:00 – 9:00	Continental Breakfast/Exhibit Visitation	Foyer/Corridor
8:00 – 4:00	Exhibit Visitation	Foyer/Corridor
8:00 – 12:00	Registration	Gift Shop
9:00 – 10:00	CRAC Breakout Presentation on recent fire and lessons learned on dealing with the aftermath. Kevin Hing, Alameda County	Regency A
10:00 – 10:30	Refreshment Break/Exhibit Visitation Bingo Drawing	Foyer/Corridor
10:30 – 12:00	CRAC Breakout “STAC Overview & Sovereign Citizens” Eric Berumen, Intelligence Analyst, California State Threat Assessment Center	Regency A
12:00 – 1:30	Lunch on your own	
1:30 – 3:00	CRAC Breakout Record Preservation Presentation Jim Harper, PFA	Regency A
3:00 – 3:30	Refreshment Break/Exhibit Visitation Bingo Drawing	Foyer/Corridor
3:30 – 5:00	CRAC Committee Meeting PREP/Related Industries Theresa Rabe, San Mateo County Transfer Tax Subcommittee John Tuteur	Regency A
Adjourn		

## COUNTY CLERKS

**Wednesday, December 5<sup>th</sup>:**

		<b><u>Room</u></b>
8:00 – 12:00	Registration	Gift Shop
8:00 – 9:30	COUNTY CLERKS -Committee Meetings	Regency D
9:30 – 12:00	COUNTY CLERKS Legislative Committee Meeting Co-Chair Craig Kramer, Sacramento County Co-Chair Kathie Moran, Colusa County	Regency D
12:00-1:00	Lunch on your own	
1:00 – 4:00	Registration	Gift Shop
12:30 – 5:00	Exhibit Visitation	Foyer/Corridor
1:00 – 3:00	COUNTY CLERKS -Reference Manual Committee Meeting Tauna Mallis, Riverside County Victoria Rodriguez, Riverside County	Regency D
3:00-3:30	Refreshment Break/Exhibit Visitation Bingo Drawing	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 Ornament Exchange Introduction of Exhibitors Awards/Presentations	Regency DEF

Dinner on your own

## COUNTY CLERKS Continued

### Thursday, December 6<sup>th</sup>:

		<u>Room</u>
8:00 – 12:00	Registration	Gift Shop
8:00 – 9:00	Continental Breakfast/Exhibit Visitation	Foyer/Corridor
9:00 – 10:00	COUNTY CLERKS New Law Presentations – Committee Members	Regency EF
10:00 – 10:30	Refreshment Break/Exhibit Visitation Bingo Drawing	Foyer/Corridor
10:30 – 12:00	COUNTY CLERKS Breakout Top 10 Points to Remember When Handling a Public Records Act Request Terry Francke, General Counsel – CALAWARE	Regency EF
12:00-1:30	Lunch on your own	
1:30-3:00	COUNTY CLERKS Breakout Top 10 Points to Remember - Public Records Act Exemptions Terry Francke, General Counsel – CALAWARE	Regency EF
3:00 – 3:30	Refreshment Break/Exhibit Visitation	Foyer/Corridor
3:30 – 5:00	COUNTY CLERKS Breakout Mutual Problems/Update From CRM Committee/Legislative Platform	Regency EF
Adjourn		

## CLERK OF THE BOARD OF SUPERVISORS

### Wednesday, December 5<sup>th</sup>:

		<u>Room</u>
1:00 – 4:00	Registration	Gift Shop
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 Ornament Exchange Introduction of Exhibitors Presentations/Awards	Regency DEF

Dinner on your own

## CLERK OF THE BOARD OF SUPERVISORS Continued

Thursday, December 6<sup>th</sup>:

		<u>Room</u>
8:00 – 12:00	Registration	Gift Shop
8:00 – 9:00	Continental Breakfast/Exhibit Visitation	Foyer/Corridor
9:00 – 10:00	CLERK OF THE BOARD Breakout Getting Rid of All that Paper! Panel Members: Lynda Cassady, Chief Technical Assistance Division, FPPC Lynn Regadanz, Santa Clara County Don Garcia, Los Angeles County Roberta Rodriguez, Ventura County Robin Stieler, Orange County	Regency D

*Four counties and a city piloted use of Form 700 e-file and realized tremendous savings and efficiencies. AB 2062 authorizes ANY Form 700 filing officer to permit filers to file their forms electronically IF the filing officer submits a proposal to the FPPC and the Commission approves it. Find out how the pilot counties put together their pilot and what the FPPC will require you to do if you want to implement e-File and GET RID OF ALL THAT PAPER.*

10:00 – 10:30	Refreshment Break/Exhibit Visitation Bingo Drawing	Foyer/Corridor
10:30 – 12:00	CLERK OF THE BOARD Annual Roundtable (Back by popular demand) Discussion Leaders: Michelle Baldwin, Tulare County Tanna Boyd, Madera County Liz King, Stanislaus County	Regency D

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

- What procedures do you follow and what Web tools do you use to post Form 806 (Agency Report of Public Official Appointments) on the Web? How do you handle amendments?
- Does your office share databases with the assessor's office or do you have a system that allows limited data sharing? What do you use? What types of partnerships have been formed between clerks and assessors?
- How will you respond to future legislative requirements to post documents on the Web? (Sure as anything, the Legislature will add to your load!) What software and procedures do you use and follow to post agendas and records on your Web site?
- How do you deal with assessment appeals where the parties have repeatedly asked for continuances? Do you have a limit? If the parties exceed the limit, do you make the parties go before the board to make the request?
- Follow-up on succession planning: Have you made progress on succession planning? Have you tried anything new and different? Is succession planning *required* by your county? *Bring your plan to share with others.*
- If you have multiple assessment appeals boards, do you make any attempt to get the boards to render uniform decisions or do you simply get them to at least follow uniform procedures?
- Update the group with progress you have made in integrating old records into your electronic records system? What progress have you made in digitizing your records?

- If your AAB members prepare findings of fact (not county counsel), what measures do you have in place to monitor their performance? Do you limit the amount of compensated time board members have in which to complete findings?
- In May the FPPC adopted new Regulation 18313.6 to require a Form 700 filing officer to redact specified personal information of a public official, or relative of a public official, from a Form 700 that is posted on the Web if requested by a public official who has “a reasonable privacy concern”. Have you implemented this regulation? Do you require a written request from the public official?
- How have you implemented AB 1344 (Ch. 692 of 2011) that requires a clerk to post on the Web the agenda of any legislative body (ccb’s) whose members are compensated and whose membership includes a member of a governing body (BOS, city counsel, school board, etc.)?
- What BOE-standardized forms do your AAB staff and boards use? What county forms do you use in the AAB process? *Bring samples to share!*
- Follow up on ADA compliance: Have you found inexpensive ways to make your agenda ADA compliant? What progress have you made this year?
- Other than doing a Maddy Act posting for a vacancy, how does your county recruit assessment appeals board members?
- How do you handle minute orders? Do you do minutes at all? What time/money saving suggestions do you have?
- Have any counties begun using Megabyte’s AAB module since last year’s demo? What has been your experience? Is anyone using other recently developed tools for AAB tracking?
- Topics suggested by the audience.

12:00 – 1:30  
1:30 – 3:00

Lunch on your own

CLERK OF THE BOARD

Regency D

2012 Chaptered Laws Affecting the Duties  
of the Clerk of the Board of Supervisors

And

Discussion of Proposed CACEO-Sponsored Legislation for 2013  
John McKibben, Los Angeles County

*Find out what bills survived the 2012 session to haunt Clerks of the Board by taking effect in January – or earlier! Discuss legislation for CACEO sponsorship in 2013. Talk to Clerk of the Board Legislative Committee members to gain their insight on issues in Sacramento.*

(No refreshment break)

3:00 – 4:00

CLERK OF THE BOARD

Off-site

A docent-led tour of the historic Governor’s Mansion  
(Meet no later than 3:15 in the hotel lobby.)

*Tour the beautiful 1877 Second Empire home of California Governors from George Pardee in 1903 through Ronald Regan in 1967. See the room where college and seminary student Jerry Brown spent his summer vacations and school holidays. Judge for yourself whether California’s Twentieth Century First Ladies should have been allowed to furnish and redecorate a classic home unsupervised! (Maybe there is a lesson here for the Legislature when it comes to passing laws affecting existing processes that work well!)*

5:00

Adjourn

## ELECTIONS ADMINISTRATION

### Wednesday, December 5<sup>th</sup>:

		<u>Room</u>
8:00 – 12:00	Registration	Gift Shop
9:00 – 10:30	ELECTIONS- SB90 Alice Jarboe, Sacramento County	Regency
9:00 – 10:30	ELECTIONS- Voters With Special Needs Tim McNamara, Los Angeles County	Regency BC
9:00 – 10:30	ELECTIONS – Petitions Deborah Seiler, San Diego County	Regency
10:30 – 12:00	ELECTIONS – HAVA/Voting Systems Tim McNamara, Los Angeles County	Regency BC
12:00 – 1:00	Lunch on your own	
12:30 – 5:00	Exhibit Visitation	Foyer/Corridor
1:00 – 4:00	Registration	Gift Shop
1:00 – 3:00	ELECTIONS – Legislative Committee Meeting Co-Chair Deborah Seiler, San Diego County Co-Chair Jill LaVine, Sacramento 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 Ornament Exchange Introduction of Exhibitors Awards/Presentations	Regency DEF

Dinner on your own

### Thursday, December 6<sup>th</sup>:

		<u>Room</u>
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	ELECTIONS – General Session Welcome Pledge Updates/Announcements Jill LaVine, Sacramento County Deborah Seiler, San Diego County	Regency BC
10:00 – 10:30	Refreshment Break/Exhibit Visitation Bingo Drawing	Foyer/Corridor
10:30 – 12:00	ELECTIONS – Breakout PEW Trusts David Becker Registration Fraud Concerns Sacramento County Riverside County	Regency BC
12:00 – 1:30	Lunch on your own	
1:30 – 3:00	ELECTIONS - Breakout New System/iPad Steve Trout, Oregon State New Law Presentations	Regency BC

**ELECTIONS ADMINISTRATION Continued**

**Thursday, December 6<sup>th</sup>:**

**Room**

3:00 – 3:30	Refreshment Break/Exhibit Visitation Bingo Drawing	Foyer/Corridor
3:30 – 5	ELECTIONS Breakout New Law Presentations continued	Regency BC
	Combined User Group Meeting Exhibitors/Registrar of Voters/Secretary of State Tim McNamara, Los Angeles County Cathy Darling Allen, Shasta County	

Dinner on your own

**Friday, December 7<sup>th</sup>:**

9:00 – 12:00	ELECTIONS – Secretary of State	Off-site
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Adjourn

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