

Oracle Newsletter



President’s Message

Happy New Year! I hope this message finds everyone rested and recharged after the holiday season.

The theme for this year and the 55th Annual Conference is “**Nothing Works without Clerks.**” Municipal Clerks are often the first and most direct line between residents and government, and responsible for providing transparency in local government. I’m proud to be a City Clerk. I enjoy the daily routine and also the challenges that come along from time to time that shake things up a bit. I

appreciate the processes lined out in code and statutes, and networking with other Clerks when some extra input or advice is needed. Clerks are simply awesome!

The 2019 Conference was a great success. Thanks to the hard work of Past President Sara Peterson and the AAMC Committees we had a wonderful time. The Education Committee brought us very engaging training sessions that offered a lot of helpful tools to take back to our municipalities. We held our second Athenian Dialogue, which received fabulous reviews, and had a great time Checking our Attitudes with Matt Booth.

The Fundraising Committee was busy long before and throughout conference coming up with new ideas, soliciting donations, getting raffle tickets out for sale, organizing regional baskets, setting up the store, the 50/50 raffle, the wine pull, the silent auction, and other things I’m probably not aware of! All the money brought in from fundraising provides for scholarships to attend the Northwest Clerks Institute and AAMC Annual Conference.

AAMC has many great committees and I’d like to thank everyone who worked on one in 2019. Our committees are paramount to our success and because of your work, AAMC is a great organization. I’m looking forward to working with the 2020 committees, and if you didn’t get a chance to sign up for one, it’s not too late! Feel free to reach out to me or one of the Committee Chairs listed in the newsletter for more information and to sign up! Not only do you get to work with great people, you’ll earn points toward achieving your CMC and MMC certifications.

I’m grateful for the opportunity to serve AAMC and represent the membership. I’m excited for this year of celebrating Clerks and I wish everyone a happy and healthy 2020!

Melissa Jacobsen, MMC
AAMC President



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Education Committee Report

The November 2019 AAMC Conference was excellent! From the Academy to our Monday sessions and the all-day with Maura Kane McAuliffe and Maureen Kane. It was a great mix of outstanding information and wonderful presenters for Alaska Clerks. All the available points are an extra awesome bonus as well!

Thank you to everyone who filled out the conference surveys. Your comments and suggestions are valuable for us to improve the conference each year. The Education Committee has compiled the surveys and will be meeting soon to work on the 2020 education schedule based on your feedback.

The AAMC 2020 Academy will be held November 15 and the Conference will be November 16 and 17. The Education Committee will be meeting throughout the year to bring you the best possible conference.

We are pleased to report the topic selected for the 2020 Academy session, "Let Others 'C' the Leader in You" which will be presented by Joyce E. Brooks.

The Athenian Leadership Dialogue was such a big hit, the Committee is excited to announce another one to be held on November 14. Athenian Leadership Dialogues explore leadership principles and practice, drawing on the insights contained in a book that all participants read.

2019-2020 AAMC Education Committee Members:

Kacie Paxton, Chair, Ketchikan Gateway Borough; Norma Alley, City of Palmer; Johni Blankenship, Kenai Peninsula Borough; Randi Broyles, Kenai Peninsula Borough; Emily Deach, Municipality of Skagway; Sonya Pevan, City of Houston; Allie Ferko, City of Valdez; Alekka Fullerton, Haines Borough; Heidi Geagel, City of Seldovia; Lori Goodell, City of Dillingham; Jamie Heinz, City of Kenai; Melissa Henshaw, City and Borough of Sitka; Nova Javier, Kodiak Island Borough; Barbara Jones, Anchorage; Jamie Newman, City of Wasilla; Sheri Pierce, City of Valdez; Sarah Stanifer, City of Wasilla; Lori Strickler, City of Bethel

2020 Theme

President Jacobsen's theme for this year and for the Annual Conference is "**Nothing Works without Clerks.**" How often have we heard that municipal clerks are the glue and the grease of local government. Melissa's theme fully captures that sentiment. Great job, Melissa!



Northwest Clerks Institute

Registration is underway for the 2020 Northwest Clerks Institute (NCI), held at the University of Puget Sound in Tacoma, Washington.

Earn valuable points toward CMC or MMC certification by attending. NCI provides a comprehensive curriculum in public administration management, technical skills, and professional/personal development. Don't delay, register today!

Dates: PD I May 31 - June 5, 2020

PD II June 7 - 12, 2020

PD III June 14 - 19, 2020

PD IV June 8 - 11, 2020

Visit the AAMC website, alaskaclerks.org, for more information or register online at www.nwclerks.org.

AAMC offers scholarships to attend. See page 8 for scholarship information.



Certification

Certified Municipal Clerk (CMC) Program. The CMC program is designed to enhance the job performance of the clerk in small and large municipalities. To earn the CMC designation, a municipal clerk must attend extensive education programs. The CMC designation also requires pertinent experience in a municipality. The CMC program prepares the applicants to meet the challenges of the complex role of the municipal clerk by providing them with quality education in partnership with institutions of higher learning, as well as state and national associations. The CMC program has been assisting clerks to excel since 1970.

Master Municipal Clerk (MMC) Program. The MMC program is an advanced continuing education program that prepares participants to perform complex municipal duties. The program has an extensive and rigorous educational component and a professional and social contribution component. The MMC applicant must demonstrate that they have actively pursued education and professional activities.

For more information, visit www.iimc.com.





Clerk of the Year

Ketchikan Gateway Borough Clerk Kacie Paxton, MMC, received the prestigious Clerk of the Year Award at the annual Alaska Association of Municipal Clerks (AAMC) conference in November.

Kacie has a long record of service to AAMC. She is a former president and has chaired and served on numerous committees. Kacie has mentored municipal clerks throughout Alaska and is credited with developing the Mentoring Program. She works tirelessly to bring quality educational opportunities to municipal clerks by serving as the Education Director for many years. Additionally, Kacie has presented educational sessions at annual conferences.

Kacie earned the Certified Municipal Clerk designation in 2005 and Master Municipal Clerk designation in 2010.

Kacie was nominated for this award by the mayor, assembly, staff, and colleagues for her exemplary service in municipal government. In his nomination letter, former Ketchikan Gateway Borough Mayor David Landis stated, "during my time on the Assembly and as Mayor, Ms. Paxton has never ceased to impress me in a very positive way. She's the person that you can depend on, learn from and model your behavior after. She is unfailingly prepared, always dependable, and extremely efficient. Kacie is my go-to resource during Assembly meetings; she graciously and professionally keeps me on track and makes sure that the Assembly's business is taken care of correctly. I have never worked with a person who pays so much attention to detail as Kacie does."

Congratulations, Kacie!

Award History

The Clerk of the Year award was established in 2000 to recognize Alaska municipal clerks who have made significant contributions toward furthering the municipal clerk profession, improving municipal government, continuing professional development through education, demonstrating leadership, and making significant contributions to the quality of life in their community.



Photo (left to right): Borough Mayor Rodney Dial, Borough Clerk Kacie Paxton, former Borough Mayor Dave Kiffer, and former Borough Mayor/current Assembly Member David Landis.



Photo: Bethel City Clerk Lori Stricker, CMC

Municipal Employee of the Year

AAMC Member Lori Strickler, CMC, was named the 2019 Municipal Employee of the Year by the Alaska Municipal League (AML) on November 21.

The award recognizes outstanding city government employees who not only excel in the performance of their job duties, but take the initiative to do more than what is required, from completing projects to serving as a role model in their profession.

The nomination described Lori as driven to improve public access to information, find and implement efficiencies, and increase voter turnout.

The award was presented during the AML Local Government Conference. Bethel Council Member Fred Watson accepted the award on behalf of Lori, expressing how valuable the role of city clerk plays in government operations and how fortunate he and the other council members were as a result of the great service Lori provided.

Congratulations, Lori!

The Municipal Clerk

"No other office in municipal service has so many contacts. It serves the mayor, the city council, city manager/ administrator and all administrative departments without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together."

--Professor William Bennett Munro (1934) - a political scientist who wrote one of the first textbooks on municipal administration



Save the Date!

Alaska Municipal League Winter Legislative Conference
Feb. 18 - 20, 2020
Juneau, AK

Alaska Municipal League Summer Legislative Conference
August 2020,
Fairbanks, AK

www.akml.org

ARMA Alaska Chapter Annual Spring Conference
May 8, 2020
Anchorage, AK
www.alaskaarma.org

International Institute of Municipal Clerks
74th Annual Conference
May 17 - 20, 2020
St. Louis, Missouri
www.iimc.com

Northwest Clerks Institute 2020
PD I - May 31 - June 5
PD II - June 7 - 12
PD III - June 14 - 19
PD IV - June 8 - 11

PD sessions are held at the University of Puget Sound, Tacoma, Washington
www.nwclerks.org

Election Equipment Update

As reported by the Division of Elections (DOE) during their presentation at conference, DOE will be transitioning to a new voting system in 2020, Dominion Voting Systems — "Democracy Suite 5.5B."

Election Management System (EMS), replaces the current GEMS system. EMS will be used to design and set up an election, as well as tally and report the results of the election.

The ImageCast Precinct Scanner (ICP), replaces the current Optical Scan (OS) units used in many precincts. New touch screen voting equipment will also be acquired.

Old Equipment. DOE is currently in the process of decommissioning the old equipment. The Regional Election Supervisor for your area will contact you to help with the destruction of equipment stored at your location, if applicable.

New Equipment. DOE is receiving new equipment now.

Options. If you currently use the old Accu-Vote Optical Scan system, you have the option of using that same system in 2020 or using the new ImageCast Precinct Scanner (ICP) units in 2020. If you plan to use the new system, you will need to contact Dominion for your programming, support needs, and pricing.

If you plan to use the old system, DOE has a limited number of OS units for use in municipalities where they are currently used. If you plan on using the old system in 2020, contact Dominion for your normal programming, support needs, and licensing fees. DOE's maintenance and service agreements on the old system expires in June of 2020. This means that municipalities using the old system in 2020 will need to contact Dominion for licensing fees associated with using the system. Contact your Regional Supervisor if you plan to use the Accu-Vote system in 2020.



AccuVote unit (old)



ImageCast unit (new)

Membership Drive Underway

If you haven't done so, please renew your AAMC membership for the calendar year 2020.

If you know of a municipal clerk who isn't a member of AAMC, please encourage them to apply. Associate membership is available to municipal employees who do not meet full member criteria and have an interest in the mission and purpose of AAMC.

For more information on membership classes, and to register online, visit www.alaskaclerks.org, or contact Membership Committee Chair, Adena Benn, Fairbanks North Star Borough Deputy Clerk.

Phone: (907) 459-1412

Email: abenn@fnsb.us



"AAMC members have access to practical knowledge and insights from leaders in the field, best practices, research, and tools you can use every day."

Resource Desk

Courtesy of Houston City Clerk Sonya Pevan:

As some of you are aware, DCRA (Division of Community and Regional Affairs) has been reorganizing some of their departments.

I just checked out the link to the Local Government Resource Desk and it's great!

NEW CLERKS – This link will also help you partner with your Local Government Specialist. This is a FREE resource.

The Resource Desk is available to research, assist, and advise around any local government issue that might come up.

Contact Lynn Kenealy, Local Government Resource Desk

Phone: 907-269-8122

Email: lynn.kenealy@alaska.gov | resourcedesk@alaska.gov

Website: www.commerce.alaska.gov/web/dcra/Home.aspx

Scholarship Funds Available

The application period for the Northwest Clerks Institute (NCI) is now open and will remain open through February 3, 2020. NCI offers an invaluable opportunity to learn and grow as a clerk; providing the perfect learning environment and networking opportunities.

All Alaska clerks are invited to apply for 2020 NCI Scholarship. This year we are offering eight \$1,500 each reimbursement scholarships for attendance at PD I-III.

These are reimbursement scholarships; you or your municipality must pay all costs in advance. The amounts will only be awarded after attending one of the PD session and upon receipt of a completed reimbursement form with proof of attendance and receipts attached. The scholarships amounts are as follows:

PD I - III

\$650 Early Registration

\$550 Meals & Housing

\$300 Travel Allowance

To learn more about NCI, visit www.nwclerks.org.

2020 classes will be held at the University of Puget Sound in Tacoma, Washington on the following dates:

Professional Development I

May 31 - June 5

Professional Development II

June 7 - June 12

Professional Development III

June 14 - June 19

The application packet is available from the AAMC website, www.alaskaclerks.org or contact Committee Chair Shellie Saner to obtain a packet:

Phone: (907) 714-1223

Email: ssaner@soldotna.org



Editor's Note: Due to the reduction in fundraising dollars raised, scholarships for attendance at PD IV, are not available this year.

2019 Fundraising Report

2019 Annual Conference fundraising earnings:

Raffle Tickets	\$4,330
AAMC Clothing and Merchandise	\$909
Wine Auction	\$420
Silent Auction	\$2,055
Regional Baskets Outcry Auction	\$2,500
50/50 Auction	\$747
Donations	<u>\$328</u>
Grand Total	\$11,289

All of the fundraising dollars earned are used to fund educational scholarships. For more information visit www.alaskaclerks.org.



*Thank you to the 2019 Fundraising Committee
for your hard work!*

*Kim Stanker, Kim Lane, Emily Braniff, Karen Platt, Kate Conley,
Sheila Burke, Cindy Wellman, Naelene Matsumiya, and
Taylor Lee*



News in Brief

- ◆ Congratulations **Karen Platt**, CMC, Gustavus City Clerk, one of Alaska's most recent recipients of the **Certified Municipal Clerk** (CMC) designation!
- ◆ Congratulations **Amy Solberg**, CMC, Anchorage Municipal Elections Coordinator, one of Alaska's most recent recipients of the **Certified Municipal Clerk** (CMC) designation!
- ◆ Congratulations **Marjorie V. Veeder**, CMC, Unalaska City Clerk, one of Alaska's most recent recipients of the **Certified Municipal Clerk** (CMC) designation!
- ◆ Visit www.alaskaclerks.org for a complete list of the 2019 - 2020 AAMC committee assignments and contact information, approved Executive Board meeting minutes, AAMC sponsor information, information on future conferences, information on certification (CMC/MMC), resources/publications, and so much more!
- ◆ **Registration** is underway for the **2020 IIMC Annual Conference**, in St. Louis, Missouri. For more information, visit www.iimc.com.
- ◆ At the IIMC Conference, Alaska's own **Sheri Pierce**, Valdez City Clerk, will be sworn-in as President Elect of IIMC. Sheri will then assume the office of IIMC President in 2021. Sheri will be the second IIMC President to come from Alaska. Former (Ret.) Kenai Peninsula Borough Clerk Linda Murphy served as the first IIMC President (1997-98) from Alaska.
- ◆ The **City of North Pole** is **recruiting** for a City Clerk/Human Resources Manager. For more information visit, www.northpolealaska.com.
- ◆ The **Mentoring Committee** needs municipal clerks who hold a CMC or MMC designation to **serve as mentors** to those new or newer to the profession. If you are interested in serving as a mentor, please contact Houston City Clerk Sonya Pevan at 892-6869 or email spevan@houston-ak.gov.
- ◆ The next **primary election** will be held on August 18, 2020, and the next **general election** will be held on November 3, 2020. Both elections are administered by the Alaska State Division of Elections.



2020 Census Jobs!



Please help spread the word in your community. Census jobs are a wonderful opportunity! Not only do Census positions offer great pay (\$28-31/hour), but they also provide the perfect opportunity to help your community. The results of the 2020 Census will help determine how much federal funding is allocated to Alaska over the next ten years. The billions of dollars in federal funds that our state receives are for schools, hospitals, roads, services for elders and youth, and more.

The first step to making sure we get an accurate count is making sure we have applicants in every single place.

Recruiting Manager Jessi Curtis, U.S. Census Bureau, Anchorage Census Office

Office: (844) 853-5660

Cell: (323) 791-6627

Email: jessica.p.curtis@2020census.gov



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www.gsa.gov/fedrelay

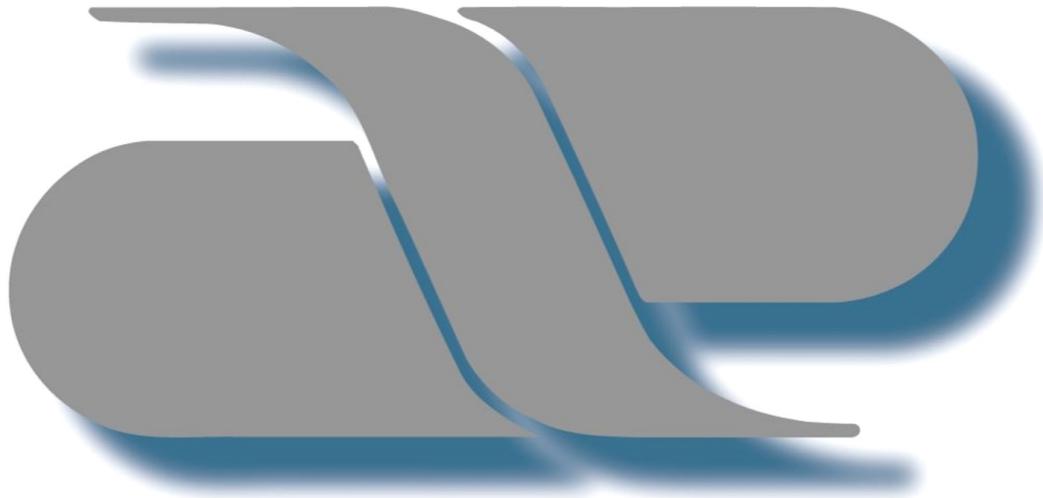
United States Census 2020

The U.S. Census Bureau is an Equal Opportunity Employer

The poster features a photograph of five diverse people smiling, representing the 2020 Census team. The text is arranged in a clean, professional layout with blue and white color schemes.

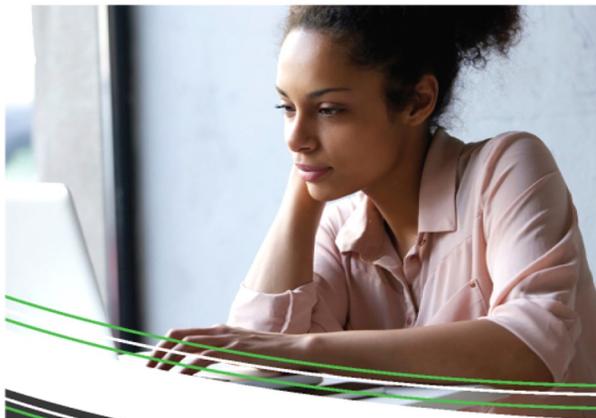
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Thank You!



In addition to our major sponsors, AAMC would like to recognize the following organizations for their contributions to the success of the 2019 Annual Conference.

- ◆ Alaska State Division of Community and Regional Affairs (Power Talk)
- ◆ Alaska State Division of Elections (Session Presentation)
- ◆ Alaska State Records Manager (Session Presentation)
- ◆ Birch Horton Bittner & Cherot (Session Presentation)
- ◆ Caselle Software (Community Partner)
- ◆ City & Borough of Sitka (Goodie Bags)
- ◆ City of Kenai Attorney (Session Presentation)
- ◆ Code Publishing Co. (Name Badge Lanyards)
- ◆ Dominion Voting (Meet & Greet at the Whale's Tail)
- ◆ eDocs Alaska (Exhibitor)
- ◆ Election Systems & Solutions (President's Reception Beverages)
- ◆ Information First, Inc. (Scholarship Fund)
- ◆ Kenai Peninsula Borough Assistant Attorney (Session Presentation)
- ◆ Landye Bennett Blumstein LLP (Session Presentation)
- ◆ Major Marine Tours (Raffle Ticket Prize)
- ◆ Municode (Raffle Ticket Prize)
- ◆ Print Works (Raffle Ticket Prize)
- ◆ Trail Blazers of Alaska (Raffle Ticket Prize)
- ◆ US Census Bureau (Exhibitor)

The Alaska Association of Municipal Clerks (AAMC) was established in 1965 by a group of 13 determined clerks with the intent to promote sound local government and the continuing education of municipal clerks throughout Alaska. Today, AAMC is a professional organization of borough, city, and village clerks from across Alaska dedicated to the continued growth and development of the municipal clerk profession.

Published by Clerks for Clerks!

If you have news to share or ideas for future Oracle additions, please email Communications Director Jamie Newman at jnewman@ci.wasilla.ak.us.

- ◆ 2019 - 2020 Executive Board Members
President Melissa Jacobsen, MMC
First Vice President Jamie Heinz, CMC
Second Vice President Brenda Ballou, MMC
Immediate Past President Sara Peterson, MMC
Communication Director Jamie Newman, MMC
Education Director Kacie Paxton, MMC
Secretary Danyielle Snider, CMC
Treasurer April Trickey, CMC



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