

WASHINGTON MUNICIPAL CLERKS ASSOCIATION



NEWSLETTER

Nov.
FALL 1990

FROM YOUR PRESIDENT:

It's been a busy summer here and I hope it was a happy and safe one for all of you. In June, WMCA members hosted an exhibition space at the annual conference of the Association of Washington Cities in Wenatchee. It was a perfect opportunity to promote our goals of professionalism and the continuing education of Municipal Clerks to mayors, councilmembers, city managers and affiliated organizations.

WMCA members distributed our new brochure, answered many questions about our New Clerk's Training and Mentor Program, explained what it means to be a Certified Municipal Clerk, and related the need for continuing education through IMC's Advance Academy of Education. We also showed the video "The Clerk's Worth" and were very pleased with the genuine interest of both elected officials and administrators. The WMCA Board agreed that it was a very worthwhile effort and should be made an annual event.

At the same conference, WMCA held a joint meeting with the Washington Finance Officer's Association and AWC to share goals, explore areas of mutual concern, and discuss the need to maintain close relationships with one another.

Steve DiJulio, attorney for Foster, Pepper & Shefelman, was our speaker. He provided an informative summary of the new Growth Management Law and how it will affect us.

At the same time, the WMCA Board held a meeting in Wenatchee to plan the 1991 WMCA annual conference. Plans are in progress with Shirlee Kinney from Fife as our capable and enthusiastic host. Our First Vice President, Nacelle Heuslein, is coordinating a series of excellent educational sessions.

The Board met again in early September in Fife to view the conference facilities and review the agenda. The Theme will be "Choices for the 90's." I urge you all to come to Fife next March. It promises to be an informative, educational and very worthwhile conference.

Our committees are working very hard this year. Here is a brief summary of what is going on:

Terry Briscoe, Chair of the Handbook Committee, is hoping to have a WMCA Handbook available for distribution at our 1991 annual conference in March. It will contain forms and samples; policies and procedures of the City Clerk's office including annexations, records management, contract administration, legal and bidding requirements, an LI checklist, appeal procedures, request for public records and much more.

Robin Wohlheuter, Chair of our Education Committee, has an outstanding Advanced Academy session planned on communication skills. Dr. Sharon McGavick will be a featured speaker for the session, which will be held two days prior to our annual conference in March. Additional information is available elsewhere in this newsletter.

Sharon Mattioli, Chair of the New Clerk's Training Program, is busy matching new clerks with mentors. We have eight new Clerks this year with five new clerks and mentors continuing from last spring. We are grateful to those mentors who are waiting for assignments. Rest assured that as soon as there is a new clerk in your area, Sharon will contact you.

On September 13-15 I attended the Oregon Association of Municipal Recorders (OAMR) annual conference in Bend, Oregon. The conference was inspirational and informative and I appreciated the warmth and friendship of all the Oregon Recorders.

As you know, Jean Ushijima's term as Region IX Director will expire in May 1991. According to a previously adopted policy that the directorship will rotate among Region IX states, it is Oregon's opportunity to endorse a candidate in 1991.

At the OAMR business meeting, Diana Nicolay Immediate Past President from West Linn, was designated as Oregon's nominee for Region IX Director. Diana is a charter member of OAMR and will represent Region IX well. She certainly deserves our endorsement and vote at the IIMC Conference next May in Grand Rapids.

In closing, it is truly an honor to represent you as your president and a real privilege to work with such a fine group of dedicated and hardworking board and committee members who make up our WMCA team. Until next time,

Marie K. O'Connell, CMC/AAE
WMCA President



INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS SCHOLARSHIPS AVAILABLE

The Municipal Clerks Education Foundation (MCEF) is seeking applicants for scholarships. There will be ten \$200 scholarships awarded in each Region, and awards will be given for any year of the three-year Professional Development Program.

Criteria include: Limit of one person per city per year can be awarded; all applicants must be a member of IIMC; must be municipal clerk or deputy clerk; a letter of support from the mayor, council or manager committing to granting the time off to fully fund the cost.

These scholarships can be used to attend the Professional Development Seminars conducted by the University of Washington School of Public Affairs. The Professional Development schedule for 1991 is as follows:

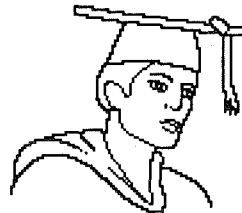
- P.D. I - July 21st thru 26th
- P.D. II - Aug. 11th thru 16th
- P.D. III - Aug. 18th thru 23rd

Any funds granted must be used between June 1, 1991 and May 31, 1992. If you are

eligible, be sure to take advantage of this educational experience for your own personal and professional growth. You won't regret it, and your City will benefit from your knowledge and expertise as well. It is also one of the required steps in becoming a Certified Municipal

APPLICATIONS MUST BE POSTMARKED BY JAN. 31, 1991 (NO EXCEPTIONS). Watch for a

scholarship application in the October IIMC Digest, or call Region IX Directors Jean Ushijima, CMC/AAE at (213) 285-2400 or Marie K. O'Connell, CMC/AAE, at (206) 455-6805 if you have any questions.



NORTHWEST MUNICIPAL CLERKS

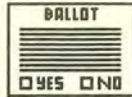
INSTITUTE UPDATE BY ERNIE

MILLER, INSTITUTE DIRECTOR: 76 clerks/recorders (and various other titles!!) from Washington, Oregon and British Columbia attended on or more of the 3 Professional Development Certification Seminars held at the University of Washington in July and August. There were 53 Washingtonians, 15 from Oregon, 7 from B.C. and one from Nevada. 22 completed all of their educational requirements this year. Most clerks usually take three summers to fulfill the educational requirements, but this year two took two weeks (II & III) to complete them earlier.

Nearly all of the presentations were received with enthusiasm, but the highest ratings (as usual) went to Patt Schwab for her 3 sessions on "Dealing with Difficult People," "Creativity in the Workplace," and "He/She Who Laughs Lasts". Also high on the scale were "Personnel Management: Barriers & Options", "Personal Growth and Professional Development" and "Being an Effective Supervisor".

THOUGHT FOR THE DAY: When you are making a success of something, it's not work, it's a way of life. You enjoy yourself because you are making your contribution to the world. (Quote by Andy Granatelli)

"CALL FOR NOMINATIONS"



The 1990 WMCA Nominations Committee is seeking candidates for the following positions:

Treasurer
Boardmember-Full Term-1994 Expiration
Boardmember-Full Term-1994 Expiration

Boardmembers whose terms expire in 1991 are Robert Ostrom, CMC, Duvall and Audrey Henderson, CMC, Newport.

Elections will take place at the 1991 Annual Conference to be held in Fife in March.

Nominations for these positions will be accepted until November 30, 1990. Candidates must be WMCA members in good standing. Members may either nominate themselves or another member. Nominations must be made in writing.

Each candidate nominated will be required to submit the following:

1. A written letter of consent to accept the nomination and the responsibilities of the position should they be elected;
2. A statement of their qualifications and why they desire to fill the position for which they were nominated; and,
3. A letter of support from their respective Mayor and/or council.

Please submit written nominations on or before November 30, 1990, to

Reggie Williams, CMC, Clerk-Treasurer
WMCA Nominations Committee Chair
City of Union Gap
102 W. Ahtanum Road
Union Gap, WA 98903

A NOTE FROM YOUR 1ST VICE PRESIDENT:

Your First Vice President with assistance from our Education Committee and our host clerk, Shirley Kinney is in the midst of planning for a great conference for the Municipal Clerk's Association. Our 1991 conference is again focusing on excellence and professionalism in our roles with choices for everyone.

Don't forget to budget for the

conference. Registration has been increased to \$145 to cover increasing costs but the Executive Committee feels certain that with only a slight increase over last year it will still be affordable for everyone. Room rates should be reasonable for attendees, starting at \$52 for single occupancy. Our luncheon on Wednesday will feature stylists from the Gene Juarez Salon who will be doing makeovers. We hope this will be a different and fun event. We need volunteers and if anybody is interested in participating please contact me for further details. The studio needs "before" pictures and if we have a tremendous response they will have final choice of the participants.

More to be announced in the next newsletter!!!

Nacelle Heuslein, CMC
City of Seatac

CONGRATULATIONS

TO WMCA MEMBERS WHO RECEIVED CMC
AND AAE DESIGNATIONS

The Washington Municipal Clerks Association and the International Institute of Municipal Clerks are proud of the Certified Municipal Clerk (CMC) and Advanced Academy of Education (AAE) programs, which recognize those individuals who have made the commitment to continuing education.

The CMC certification is awarded to clerks who attain excellence in continuing professional education by attending professional development courses at the University of Washington for three years. CMC recipients must be a member of IIMC and a City Clerk or a Deputy Clerk for three years, and fulfill other educational requirements. The CMC designation signifies that recipients are in the forefront of their profession.

Washington State IIMC members receiving their CMC designations since April of 1990 are as follows:

Vera Franz, Deputy City Treasurer,
Port Townsend
Peggy A. Hagan, City Clerk-Treasurer,
Tekoa
Virginia T. Earl, Deputy Clerk/Treasurer,
Clarkston
Donna Rider, City Clerk, Everett
Jeanie L. Orr, Assistant City Clerk,
Snoqualmie
Terry A. Briscoe, City Clerk, Bothell
Sandra L. Marion, Deputy City Clerk,
Redmond

Shirley L. Roberson, Clerk-Treasurer,
Soap Lake
Kathy Browning, Clerk-Treasurer, Entiat
Carlene Sygitowicz, City Clerk-Treasurer
Sedro-Woolley

The AAE program is available to Municipal Clerks who have attained their CMC designations and wish to continue their educational and professional growth. The AAE designation must be renewed every four years.

Washington State IIMC members receiving their AAE designation in 1990 were:

Gayla Gjersten, Tumwater
Sue Miller, Carnation
Pam Olsen, Brewster
Norma Schultz, Brier
Susan Wilson, Steilacoom

Participation in the CMC and AAE programs signifies to your employer, your colleagues and your professional peers that you are interested in professional growth and improving your effectiveness by honing your skills, constantly keeping abreast of changes, and learning new options and management techniques.

Congratulations to these individuals for their achievements and dedication to continuing education.

ATTENTION ! ! ! ! !

***A CONTEST A CONTEST**

The WMCA Board again thought it would be fun to have a "DESIGN A STATE PIN" contest. In our last summer newsletter we first told the membership of the contest offered by the board but we didn't receive any designs. The Board thought we'd try one more time and see if we could generate some interest. Remember, NO IDEA IS A BAD IDEA, so get that thinking cap on and send in a design.

The winner of the contest will receive a 1991 conference registration for the WMCA Annual Conference in Fife in March. Deadline is December 31, 1990. Mail your entries to:

Marie K. O'Connell, CMC/AAE
WMCA President
City of Bellevue
P.O. Box 90012
Bellevue, WA 98009-9012

HAVE FUN, ENTER TODAY

COMMUNITY DEVELOPMENT FOR LOW-INCOME HOUSING NEEDS

by Audrey Henderson, CMC
City of Newport

The Department of Community Development has developed and implemented a new State program that provides technical assistance to local governments to identify and meet low-income housing needs. As a result of learning about the new program, the City of Newport made application for technical assistance for the purpose of providing the City with a Retirement Living Comprehensive Plan that will meet the community needs as outlined in Newport's application.

I am very happy, and proud, to announce, that the City of Newport, is the first city in the State of Washington, to receive technical assistance from the State to obtain a consultant to do a retirement living comprehensive plan. The State will contract for the consultant and we will be involved in the selection process. The consultant will be paid by the State and work directly with the Newport Citizen Advisory Committee, that was formed for this purpose.

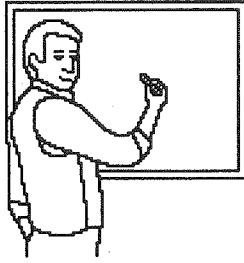
The goal for the City is to be able to provide adequate, affordable retirement housing that will principally benefit low-income senior citizens.

Retirement living is not a new nationwide concept, however, it is a new local concept as far as understanding what is necessary to achieve our goals. The need has been demonstrated and with the technical assistance provided by the State, it is hoped that a retirement living complex will be located in the City of Newport in the next few years.

LET'S KEEP SHARING

Do you have any news or ideas to share with other WMCA members? If you'd like to take a minute and either write me a note or just call with those ideas it will help make this newsletter a lot more informative for the membership. Write to:

Pam Olsen, CMC/AAE
City of Brewster
P.O. Box 340
Brewster, WA 98812
(509) 689-3464



ADVANCED ACADEMY

MARCH 18 AND 19, 1990

The Washington Municipal Clerks' Association announces its two day 1991 Advanced Academy preceding the 1991 WMCA Annual Conference.

Following the WMCA Conference theme "Choice for the Nineties" Dr. Sharon McGavick will conduct the

two day 1991 Advanced Academy on March 18 and 19, 1991. Dr. McGavick is founder of Pudget Sound Personnel Development, and has twenty-five years experience in sales and management in the private and public sectors. Dr. McGavick brings to us much experience in working with administrator from many cities around the state.

Plan to attend the academy in order to maximize your chances for success in communications, and learn different management styles focused on team building. Dr. McGavick's two day program is planned to be customized for personal development for a city clerk.

The two day 1991 Advanced Academy will be held on March 18th and 19th at the Executive Inn located at 5700 Pacific Highway East, Fife. Classes will begin at 8:30 am until 4:30 pm. The cost for the Academy is \$125. This cost includes 2 lunches and breaks.

Attend and receive 5 education points.

Robin Wohlheuter, Chairman
City of Auburn

IT'S NEVER TO LATE ! ! !

By Sharon Mattioli, CMC
Chair, New Clerks Training Committee

The New Clerks Training Program is up and running for the third year, and we are busy matching new clerks with mentors from cities of approximately the same size and with the same duties. If you would like someone to give advice and moral support, just give me a call and I will be happy to make a match. Our list of unassigned mentors is fairly short this year, so if you would like to volunteer as a mentor, please feel free to do that also.

An experienced Clerk/Treasurer from a small town expressed the wish that she could have a mentor, even though she's

been on the job for awhile--just to make a personal connection with someone who understands the work and may have some new ideas about getting things done. You really don't have to be brand-new to request a mentor. If you are feeling isolated or stale, perhaps a mentor is just what you need !!

A different situation is that of a Clerk/Treasurer from a small town who moves into a City Clerk's position in a much larger city. With such dissimilar duties, a mentor might be helpful, even though the Clerk is experienced. This could go the other way as well, since a Clerk, or particularly a Deputy, from a larger city could go to a smaller one and have to cope with quite unfamiliar responsibilities. In either situation, a mentor would certainly be appropriate, and we encourage you to ask for one.

Our mentor program has been highly successful and is even a model for similar programs in other states across the country. It has been so for two reasons: the unselfish enthusiasm of our mentors, who are willing to donate their time and expertise to increase the competence of our newcomers; and the willingness of those starting out to ask for help. All of us together are working toward a higher level of cooperation and professionalism among Municipal Clerk, the often unsung heroes of city government.

Remember, contact me at (206) 455-6805 to volunteer as a mentor, or to ask for one.

WINNERS ARE PEOPLE LIKE YOU

Winners Take Chances.

Like everyone else, they fear failing, but they refuse to let fear control them.

Winners don't give up.

When Life gets rough, they hang in until the going gets better.

Winners are flexible.

They realize there is more than one way and are willing to try others.

Winners believe in the path they have chosen, even when it's hard, even when others can't see where they are going.

Winners are patient.

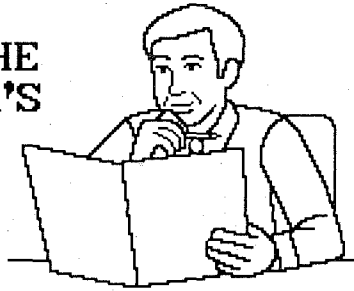
They know a goal is only as worthy as the effort that's required to achieve it.

Winners are people like you.

They make this world a better place to be.

Author
Nancye Sims

FROM THE AUDITOR'S OFFICE



For several years, the State Auditor's Office (SAO) has worked on legislation that would allow contracting audit work with private CPA firms. During the 1988 legislature, Chapters 52 and 53 passed allowing SAO this option.

During the past two years SAO has been preparing for the significant impact that CPA Contracting would have on the way we do business. Guidelines, classes and procedures were developed to prepare and qualify CPA firms for government auditing. In addition, SAO has developed in-house policies and procedures to administer this program.

The program was implemented in 1989 and has gained more momentum by 1990 than was originally expected, although it is not quite in full swing. SAO is still learning from this process. At the end of Sept. 1990, SAO had committed a total of \$799,599 to CPA contracted work. This work consists of contracting complete audits, partial audits, as well as using staff assistance from CPA firms. The Division of Municipal Corporations has committed \$490,040 and approximately 36 separate contracts with CPA firms of various geographic locations and sizes. The Division of Departmental Audits has committed \$309,559 and approximately 25 separate contracts.

There are many benefits from this program:

- * Provides work for CPA firms in off season.
- * Assists SAO during peak work load times.
- * Allows SAO to contract for specific expertise.
- * Assists SAO in covering remote geographic locations.

This new direction has been undertaken while maintaining SAO's strong civil service staff. There will be no effect on existing staff levels as a result of this program. It should also be clear that all contracted work remains the responsibility of SAO. We still monitor, review and accept the

work done by CPA firms. We also want our auditees to understand that SAO will not contract any audit without discussion and concurrence of the local government entity.

The feedback on this program has been positive from both auditees and the private CPA firms. CPA Contracting has allowed SAO more flexibility and will create a new audit environment that will benefit SAO, the private sector, local governments and the citizens of the state.



CHATTER BOX

(WHO'S DOING WHAT, WHERE AND WHY)

Trish Sieker moved from the City of Grand Coulee to the City of Omak as City Clerk-Treasurer.

Merle Brewer who retired from the City of Okanogan is now back with us with the City of Leavenworth as Clerk-Treasurer.

We want to welcome Maureen Swaney from Gresham, Oregon to the State of Washington as City Clerk for the newly formed City of Federal Way.

Congratulations to all of you and good luck in your new positions.

24

WMCA Newsletter
Pam Olsen, CMC/AAE - Editor
City of Brewster
P.O. Box 340
Brewster, WA 98812



TAYLOR, CHARLOTTE CITY CLERK
P.O. BOX B
LACEY WA 98503-0987