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### Visit our Website:

[www.WMCAClerks.org](http://www.WMCAClerks.org)

Founded in 1970, WMCA is a non-profit association that promotes the professional and education standards of Municipal Clerks, County Clerks, and Transit Board Clerks in various local governments of the State of Washington.

## President's Message

Scott Passey, MMC

Where does the time go? It seems like yesterday I was bidding you a happy summer and best wishes for vacation fun and relaxation! Alas, it pains me to say it's already "Back to School" time. For some of us, it means sending the kids back to school to relearn some of the things they've forgotten during the summer break. Even if you don't have school-age children, September always seems to be a natural time to hit the reset button. In any case, I encourage you to view September as "Back to School" time in terms of our professional and personal lives. There are always new things to learn that will help us succeed in our jobs and interpersonal relationships. For some, learning is forced upon us by mayors, councils, supervisors and directors, who are responding to public demand for higher levels of knowledge, skill, and expertise among public-sector employees. For others, the motivation originates internally, as we seek new and better solutions to the problems and challenges of work life. Wherever the motivation originates, as we head back to school I don't think we can underestimate the value of the basics: Reading, Writing, and Arithmetic. In the clerk's world, reading often involves studying an issue, process, or law we need to understand in order to increase our expertise. Writing is a form of self-expression, and whether the ideas are presented in written or verbal form, clear and persuasive communication is a must-have skill for the savvy clerk. Finally, while many of us might not solve complex mathematical equations as a regular part of our jobs, Arithmetic often involves analysis and calculation, a skill no clerk should be without. It's my hope that we will focus our efforts on some aspect of the basics, thereby increasing our knowledge, understanding, and expertise. Seek excellence; destroy mediocrity. And let's remember, it can never hurt to give the teacher an apple.

*Scott*



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# WMCA FALL ACADEMY

*By Sonya Claar Tee, City Clerk, City of Yakima and  
Carol Etgen, MMC, City Clerk, City of Fife*

**Reminder—2013 Fall Academy is right around the corner—September 27 at 8:30 a.m. in Ellensburg!**

If you are lost and confused when it comes to the proper procedures for a whistleblower complaint, allegations of discrimination, allegations of violating an employee's procedural rights or any form of protected leave and medical related issue – our fall academy is designed for you. Register now!

This year's speaker is Janice Corbin from Sound Employment Solutions. She's presenting a workshop on "When the Roles of Advisor and Decision-Maker Intersect."

The fall academy takes place at the Hal Holmes Community Center in Ellensburg from 8:30 a.m. to 4:30 p.m. The Quality Inn and Comfort Inn in Ellensburg have offered a tremendous rate and they are a five-minute drive to the Hal Holmes Center. For reservations call and tell them you are with WMCA.

Registration information is available on our website, [www.wmcaclerks.org](http://www.wmcaclerks.org). The cost is only \$150 before the registration deadline of 9/13 and \$175 after. This session has been approved for **three CMC or three MMC** education points by IIMC through the Northwest Clerks Institute upon completion of KTAP. Even if you do not need education points, you will find this training useful for professional growth.

WCIA has approved this class for reimbursement for one member per WCIA insured entity and CIAW has scholarships available for members. A big **THANK YOU** to WCIA for sponsoring Janice Corbin for our 2013 Fall Academy.



## IT'S FIFTY-FIFTY!

*By WMCA Conference Committee*

During the WMCA Fall Academy scheduled for Friday, September 27, 8:30 AM to 4:30 PM in Ellensburg, WA, the Fundraising Committee is going to offer a "50-50" raffle to the WMCA members.

### **What is a "50-50" Raffle?**

It is an opportunity for you to help support the WMCA Scholarship Fund, as well as enter the raffle where one lucky member will win half the raffle pot! The other half (or 50 percent) will go to into the scholarship fund. The tickets will be for sale before the training and during the breaks.

**The "50-50" raffle tickets are a \$1.00 for one or \$5.00 will buy you six tickets.**

**The 2014 WMCA Grand Raffle tickets will also be available. If you are attending, please pick up a book or two to sell to your co-workers, council, friends, family, and of course - yourself!**



# REGION IX DIRECTOR'S UPDATE



By Joann Tilton, MMC, City Clerk, City of Manteca, CA—IIMC Regional IX Director

## TRAVELS OF A REGION IX DIRECTOR

Summer is winding down and the “travels of a Region IX Director” will soon begin. Alice and I will be taking to the air and hitting the road to attend the 31<sup>st</sup> Annual Conference of the Oregon Association of Municipal Recorders (OAMR) September 18-20. The conference will be at The Mill Casino in North Bend, Oregon on Coos Bay. The program has something for everyone, ranging from the nuts and bolts of elections, FMLA/OFLA, legislative updates, disaster recovery and preparedness for our records to health and wellness. There will also be an Athenian Dialogue, for those who might prefer that style of learning. One thing is for sure, the program is packed with plenty of learning opportunities. And, I’m willing to wager a bet there will be an occasion or two to have some **fun** at OAMR’s annual conference!

Just before catching a plane ride to Oregon, the City Clerks Association of California will be holding its annual business meeting, certifying election results and administering the oath of office to its new President and incoming Board Members. This takes place at the annual League of California Cities Conference, as the City Clerk’s Department of the League and CCAC share key Board Members and positions. Nanci Lima, City Clerk of Chowchilla, California, will take the oath of office as the 2013-14 President of CCAC and the City Clerk’s Department of the League. Nanci will be no stranger to this role, as she stepped in when former CCAC President Jamie Anderson, retired at the end of May.

## “RECRUIT-A-NEW-IIMC-MEMBER” MEMBERSHIP DRIVE

We just learned that Nancy Batchelder of Yachats, Oregon is first-half winner for the 2013 “Recruit-A-New-IIMC-Member” Campaign! Nancy has won a \$250 AMEX gift card for participating in the campaign between January 1 and June 30. Go to the [IIMC website](#) and learn how you can participate and be entered for the chance to win a \$250 gift card. You are the greatest testimony to the value of an IIMC membership and by sharing that value with fellow clerks you are expanding your network of clerk professionals and you are strengthening IIMC. Download or use the online recruit-a-new member application today!

Alice Attwood, MMC  
[Tonasket@nvinet.com](mailto:Tonasket@nvinet.com)  
(509) 486-2132

Joann Tilton, MMC  
[itilton@ci.manteca.ca.us](mailto:itilton@ci.manteca.ca.us)  
(209) 456-8011

## MEMBERSHIP NEWS



Congratulations to our newest  
Certified Municipal Clerks:

Peri Gallucci, City of Chelan, CMC

Erin K. Lundgren, Jefferson County, CMC

Marsha Moore, Snohomish Co. Fire District, CMC

Dee A. Roberts, City of South Bend, MMC



# WMCA WEBSITE

*By Bobbie Usselman, Webmaster*

Things you can do on the WMCA website, [www.wmcaclerks.org](http://www.wmcaclerks.org).

- ◆ Register for 2013 WMCA Fall Academy
- ◆ Learn about Northwest Clerks Institute
- ◆ Learn about 2014 WMCA Spring Academy and Annual Conference
- ◆ Learn about available Scholarships
- ◆ Review history of Clerk of the Year and President's Award of Distinction
- ◆ See recently awarded CMC or MMC
- ◆ Contact other clerks through Membership Directory
- ◆ See who is on the Executive Committee, and review minutes, job descriptions, bylaws, budgets, policies, etc.
- ◆ See who is on WMCA's committees
- ◆ Review WMCA newsletters
- ◆ See which agencies have job openings (be sure to let the Webmaster know when jobs have been filled so we can keep this current)
- ◆ Review regional groups
- ◆ Look at WMCA photos
- ◆ Review Historical information including past presidents and conference locations
- ◆ Members Only:
  - ◆ Discussion Forums – ask and answer questions
  - ◆ Academy and Conference handouts
  - ◆ Sample documents (if you offer sample documents via a discussion forum question, please send copies to the Webmaster for inclusion here)
  - ◆ Resources



Feel free to contact Bobbie Usselman, [busselman@sequimwa.gov](mailto:busselman@sequimwa.gov), if you have trouble accessing any part of the website or if you notice anything on the website that needs to be updated.

## MEMBERSHIP NEWS

*By Elizabeth M. Adkisson Smoot, CMC, Deputy City Clerk, City of Redmond*



WMCA and the Membership Committee would like to welcome our newest members:

- ◆ Affiliate Member—Karen Semerad, BIAS Software
- ◆ Deana Dean, Administrative Specialist, City of Arlington, Fire Department
- ◆ Julie M Johnson, Deputy Clerk of the Board, Snohomish County PUD
- ◆ LeeAnne Schirato, Council Clerk, City of Seattle
- ◆ Jessica Simulcik Smith, Deputy City Clerk, City of Shoreline
- ◆ Tanya Craig, Senior Clerk, Okanogan County Commissioners

# FEATURED CLERK(S)



## TRACI BRUMBAUGH, CMC

Administrative Assistant, City of Mountlake Terrace

Traci Brumbaugh (formerly known as Traci Herman) has worked as an Administrative Assistant in the City of Mountlake Terrace since June of 2008. Traci is responsible for the City Council meeting packets, back up City Clerk at meetings, and a host of other duties in the City Manager's Office. Traci has served on the Awards, Conference Planning, and Elections Committees and she has chaired the Scholarship Committee for WMCA.

Traci originates from Blue Springs, Missouri and she broke into local government working for the City of Grain Valley, MO as a Utility Clerk in 1996. She moved to Washington in 2003 and worked in the

Development Services Department at the City of Woodinville from 2005-2008.

Traci's lucky number is 12 and she has a great story about her favorite number. Last December, her boyfriend Brian, asked her to lunch on Wednesday, December 12. It just so happened the date was 12/12/12 and Traci had been talking about it for weeks. She said she was thinking about buying a lottery ticket because something fantastic was going to happen but she had no idea what would really happen at lunch that day.

Her boyfriend Brian waited until 12:12 p.m. and then he pushed an engagement ring across the table and said, "Will you marry me?" You probably already know that she said yes, because she showed up for conference this year as Traci Brumbaugh instead of Traci Herman. "It was an exciting day but disappointing because I wanted to go home and celebrate, but I had to go back to work and finish the Council packet." Two months later, Traci and Brian were married on February 15.



Traci's favorite activities are reading, hiking and camping. Her favorite hike was completed earlier this summer – a 6 ½ mile trek on the Oyster Dome trail in Blanchard Forest (near Bellingham). She said it was a 1,900 foot elevation gain and 2,065 feet high – basically straight up.



Besides Brian, Traci resides with two long-haired black cats named Hope and Bliss and a short haired chocolate calico kitty named Chino (short for Cappuccino). Traci shared that her other love is being an aunt to Liam, who turns five years old this month.

# FEATURED CLERK(S)



## LEANA JOHNSON, CMC

Clerk/Treasurer, City of White Salmon

Leana was born in Mammoth Lakes, California and moved to Richland, Washington where she graduated high school in 1996. A few years after graduation her parents moved to White Salmon where she currently works as the Clerk/Treasurer. She also served as a Councilmember for three years where she was the Chair of the Budget and Finance Committee. Leana has been busy bringing her work place into the 21st century revising the payroll process, implementing new timekeeping and work order systems and has been updating the City's web-site, which should be completed in 2014.



She and her boyfriend of over three years, Jason Kinley, purchased a home in Stevenson a year ago May and they have been busy remodeling, painting and doing yard work ever since. In her spare time she also likes to read, quilt and crochet. Currently Leana serves on the WMCA Fundraising and Membership Committees.

Leana has worked at various companies over the years including Cinnabon, Jamba Juice, Mt. Bachelor Ski Shop, Mt. Hood Meadows and Insitu, a subsidy of The Boeing Company. She graduated college with a degree in Mathematics and a minor in Spanish, but will admit that she has lost most of her Spanish because she doesn't use it! She was also a Peace Corps Volunteer in Uganda from 2003-2005.

Her favorite color is blue and she loves Italian, Mexican, Sushi and Japanese food. Leana loves to travel and has been to many exotic and fun places. She has been on multiple safaris in Africa and visited her mom in Tanzania when she was there for the Foreign Service. Her mom is currently in Ecuador and she hopes to visit her there next Easter. While she is there she hopes to visit the Galapagos Islands as well! She has been to France-Nice, Ireland, Portugal, Victoria and Vancouver, B.C. and Paris a couple of times and has visited Amsterdam during a long layover to Uganda while she was in the Peace Corps. She has had breakfast by a pool of hippopotami and crocodiles in Kenya's Masai Mara Game Park, cruised down the Nile, and almost got attacked by a Water Buffalo on Lake Mburo (good thing the guide carried a rifle which scared it off!). She has visited many places in the United States and has very cool memories of family trips to Baja California, Rhineland, Wisconsin, New York (where she saw the Rockettes and Will Rogers Follies on Broadway and shopped at Bloomingdales) and Custer City, Idaho where she recently spent an amazing week camping off the Salmon River near the Sawtooth Mountains.

In 2005 her father passed away from a mountain biking accident on the Syncline mountain bike trail in the Columbia Gorge at the age of 48. Coincidentally her paternal grandfather also passed away before he turned 50. She jokes to her brother that he has to make it past 50 to break the trend!



# SAVE THE DATES!

September  
2013

## Scholarships Available for the WMCA Annual Conference!



This year's conference will be held at the Red Lion located in Pasco from March 19 - 21, 2014. Scholarship applications will be available on the WMCA website very soon and will be due on **December 6, 2013**.

Questions on this scholarship opportunity may be directed to Dee Roberts, City of South Bend at [dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov).

## WMCA Spring Academy Scholarship Opportunity!

Have you obtained your CMC status and are now working towards your MMC? If so, you may be eligible for a Margery Price Scholarship. Please look at the Margery Price Scholarship guidelines on the WMCA website. Applications will also be due **December 6, 2013**. For more information, please contact Dee Roberts, City of South Bend at [dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov).

# Show Me The Money!!!

At the Fall WMCA Academy Session, the \$5.00 Raffle Tickets will be available for sale. Our goal is to sell all 1,500 tickets by the drawing at the WMCA Annual Conference Banquet on Thursday, March 20, 2014 at the Red Lion Hotel, Pasco, WA.

**The tickets will be \$5.00 each OR 5 for \$20 – what a deal!**

Three chances to win: First Drawing is \$500, Second Drawing is \$750, and Third Drawing is \$1,000.

To get your tickets to sell to friends, family, co-workers, and of course yourself, contact:

Debbie Jermann, MMC  
Executive Assistant/Clerk of the Board  
PO Box 2529  
Vancouver, WA 98668  
(360) 906-7303  
[debbiej@c-tran.org](mailto:debbiej@c-tran.org)



## Published by Clerks for Clerks!

If you have any great news to share or ideas for articles for the next edition of the WMCA Newsletter, be sure to email them to Melody Valiant at [mvaliant@ci.tumwater.wa.us](mailto:mvaliant@ci.tumwater.wa.us) & Rachel Shaw at [rshaw@cityofprosser.com](mailto:rshaw@cityofprosser.com)

Washington State Fair  
Puyallup  
September 6th-22nd  
[www.thefair.com](http://www.thefair.com)

Mukilteo Lighthouse Festival  
Mukilteo  
September 6th-8th  
<http://mukilteolighthousefestival.com/>

Wooden Boat Festival  
Port Townsend  
September 6th-8th  
<http://woodenboat.org/festival/>

Leavenworth Blues Festival  
Leavenworth  
September 13th-14th  
<http://www.leavenworthblues.com>

Fremont Oktoberfest  
Seattle  
September 20-22nd  
<http://www.fremontoktoberfest.com/>

Old Mill Days  
Port Gamble  
September 27th-29th  
<http://www.oldmilledays.com/events.php>

Walla Walla Quilt Festival  
Walla Walla  
September 27th-29th  
<http://www.wallawallaquiltfestival.org/>

Italian Festival  
Seattle  
September 27th-29th  
<http://www.festaseattle.com/>