



SUMMER 2018

Volume 23 Issue 1

Newsletter

MoCCFOA

*AN ORGANIZATION PROVIDING OPPORTUNITIES AND RESOURCES FOR PROFESSIONAL DEVELOPMENT
AND CONTINUING EDUCATION.*

Hello Everyone,

I want to let you all know how excited I am to be your new President and begin my duties to serve you. This year we have already gotten off to a great start! I attended the 2018 IIMC conference in Norfolk, Virginia. There were a few bumps in the road in actually getting to Virginia. But once I got there I was able to hit the ground running. I had such a great time networking with everyone and hearing some really great speakers. When I returned from Norfolk it was time to gear up for our annual retreat on June 16th. The Education Committee met and have lined out the MML speakers and started on the Regional Conference planning. We have some very interesting topics being covered during the MML conference in Branson this year and I hope to see a lot of you there! Even though we had a smaller group than normal at the retreat I feel that we had a really productive session. One of our discussions centered on how to get more clerks able to attend the retreat. The consensus was that the timing of the year was bad for everyone. We all know how busy we get during the summer. So with that in mind we have moved the retreat to early May. This will help remedy a couple of issues. First, the new officers and chairs will have just started their duties and second, by having it before summer, more clerks will be able to attend. Another exciting decision made is a statewide membership drive. The Executive Board has agreed to pay the registration fee for a 1st time attendee to attend the Spring Institute in March 2019, for a municipality that has never been a member of the MOCCFOA or not a member for the last 5 years. They will also pay one year's membership dues. This is for the upcoming year only but I am so excited to see this positive move from the Board to try to reach every city in the state. We will be getting a list of

all the cities in your division to all the Division Director's as soon as possible. A decision was also made to make the Regional meeting a one day event and make up the extra Master Clerk hours during MML and Spring Institute. There were so many great ideas that were discussed that I can't cover them all. The last one I want to mention was our 2018 Spring Institute conference survey. The overwhelming consensus was it was the best conference we have had in a while and that the speakers were outstanding. We did have a few issues however. One being that it was difficult to use the conference app due to the internet going down. Belinda has talked to the hotel and we will have those issues straightened out by our next Spring Institute. We also plan on using the professional photographer we used last year. We felt it added a lot to our conference and allowed all of our clerks to enjoy the conference without having that extra duty. We will also be posting the handouts on our website as soon as Belinda can get them put together. We continue to work on the 2020 IIMC Conference that we are hosting in St. Louis. We will be contacting all the divisions for volunteers for various committees. The 2020 IIMC committee will be meeting in August and we will have more information available after that meeting. I would like to take this opportunity to ask each and every one of you to think how you can help with our Silent Auction this year at MML. These funds are earmarked for our 2020 Conference and our goal is to put on one of the best conferences that IIMC has held. This is our opportunity to showcase "Missouri". To end my very first Newsletter article I want to thank you all for putting your confidence in me to lead MOCCFOA this next year. If you have any questions, concerns or suggestions, please contact me. I can be reached at 417-649-7237 or cjcityhall@carljunction.org

From the Desk of the President Maribeth Matney



2018-2019

Executive Board

- > **Maribeth Matney—President**
- > **Lisa Westfall—President Elect**
- > **Renee Kingston—Secretary**
- > **Octavia Pittman—Treasurer**
- > **Leesa Ross—Past President**



In the Spotlight

Octavia Pittman
Ferguson City Clerk &
MoCCFOA Treasurer

Submitted By: Pam Clement
City Clerk



How long have you been a City Clerk?

I began as city clerk in 2001 with the City of Vinita Park. In an effort to grow both personally and professionally, I moved on to the cities of Berkeley and Brentwood before settling in my current position with the city of Ferguson.

Current Job title? City Clerk of Ferguson

Current State Office Position? Treasurer

What motivated you to become a MOCCFOA Officer?

When I began as city clerk, my mayor would encourage me to get and stay involved with the MoCCFOA as it would be a continued learning experience. I am glad I did. I was always impressed with the knowledge the “veteran clerks” had, the friendships they had formed and how kind and helpful they always were. The majority, if not all, of those clerks had been officers at one point. I thought to myself that could and should be me one of these days. I wanted to one day be an officer so that I too would be a more integral part of this organization. So that I could share my knowledge and provide mentorship to the newer clerks as was done to me.

What advice do you have for new clerks, or anyone interested in becoming a MOCCFOA officer?

I would share that same advice I was given; to get involved and stay involved. Serve on a committee or volunteer for an event. Get involved at the division level as well. Open your mind and heart for the knowledge and friendships you will gain along the way.

Your favorite memory as a City Clerk?

I’ve always been somewhat quiet and shy. I would be the one in the corner of the room, reluctant to initiate any conversation. While attending my very first Spring Institute, the first class in the morning, the instructor was speaking on how she relates information to memory and recalled reading the list of attendees a name stood out so she asked them to stand. Wouldn’t you know, it was my name “Octavia”. My eyes got wide, I shrugged down in the chair and thought why me before I stood. She thought it was so rare and would be one she wouldn’t forget. What she had really done was much greater, she drew attention to probably the quietest person in the room. This experience, I believe, provided clerks an introduction of me. It also did away with that awkwardness that I seem to harness which allowed me to open up to everyone. That is a memory I would never forget. Truthfully, there have been so many memories along the years and in each instance, I was not alone. There were always other clerks right by my side. Be it, outings while attending conferences, the infamous costumes, or simply getting to know each other personally and building those relationships.

What do you love to do when you’re not being a Clerk?

When I’m not being a clerk, I love being with my family; my husband, 4 kids and my granddaughter. Movies, game nights, you name it. In our empty nesting days we have latched on to traveling; getting out and seeing as much as we can. I do, however, have a newfangled love for camping; tent camping no cabins but many wouldn’t believe it.

What made you want to be a City Clerk and what jobs did you have prior to being a clerk?

Surprisingly, I never even knew what or who a city clerk was or what they did. I

worked for many years as bank teller for Commerce Bank. My goal was to be a branch manager. To gain the necessary experience I worked in several different positions from processing to representative. On this same quest I moved on to Edward Jones as a Branch Office Manager but I spent way too much time in a quiet office. One day I saw an ad for Office Manager that would provide supervisory experience and I thought this would be perfect. That job just so happen to be, the City of Vinita Park. I know, I don’t know why it was advertised that way, had it not, I probably would have never applied.

Please share any information you would like everyone to know or would be surprised to know about Octavia Pittman.

I came to the City of Ferguson because I knew there was work to be done and it would take someone committed. They had been spotlighted for something unimaginable. And as a result, their budget stretched just past as far as it could go, they are working with the limited number of staff feasible and at each intersection there would be a group of citizens that love them and another group that hate them. Through all of that I knew that there would be opportunities for community outreach. There is more of a need to make someone’s day just a little brighter. I looked at the community and saw what it once was as well as the potential of what it could be. I felt the need to be a part of that regrowth. We aspire to go where we can do the most good, right? I thought I am someone that could listen to those that want to be heard and help those that need to be helped. I knew it wouldn’t happen overnight, but when it does, it does.



FUN FACTS ABOUT MISSOURI

Fun Facts About the Show-Me-State

By: Brooke Bell, Deputy City Clerk

Ste. Genevieve is the oldest town in Missouri; founded in 1735.

Cave, MO is the smallest town in MO; with the population of a whopping 5 people!

Kansas City is the largest town in MO; with an estimated 488,000 people!

Celebrities from Missouri: Eminem, John Goodman, Kathleen Turner, Sheryl Crow, John Hamm.

St. Louis was voted the most exciting town in Missouri in 2018 by Business Insider.

Cape Girardeau was voted the most boring town in Missouri in 2018 by Business Insider.

Blue Springs, MO is home to the world's shortest St. Patrick's Day parade, which only goes across the street.

Warsaw, MO holds the state record for lowest (-40°F) & highest(118°F) temperatures





IIMC Director

IIMC News Briefing

By Helen Ingold, IIMC Region VII Director

There are still seats available for the Region VII Summer Seminar to be held in Collinsville, Illinois on July 20-21. Friday's program offers a morning session on Emotion IQ followed by an Active Shooter training session in the afternoon (<http://mci.iml.org/file.cfm?key=79026>), while Saturday offers an Athenian Dialogue. (<http://mci.iml.org/file.cfm?key=78829>) Don't miss these valuable training opportunities to receive points toward your certification and to network with the awesome Clerks from Illinois! For more information and registration, send an email to jhayden@ci.quincyl.us.

Thinking about joining IIMC?

Now is the time to act! You are not going to want to miss the opportunity to attend the Annual Conference to be held in St. Louis in 2020! There will be the opportunity to gain valuable education points while having the time of your life networking with clerks from around the globe. (Helpful reminder: Alaskan Clerks have great "Bear Stories"!)

If you already have your MRCC, why not join IIMC now and in two years not only will you be able to attend the annual conference, you may have your CMC! There is a two year membership requirement to attain a CMC. Also, there is a new membership challenge going on and the prize is being able to give away two scholarships! So, if you want more information on joining IIMC, please email me at hingold@cityofcrestwood.org. You must use a specific membership form in order for the membership to count toward the challenge. I really want to be giving away two scholarships to take two of you with me to Birmingham, Alabama next year. For more information on scholarships and opportunities to further your education, visit the IIMC website for education programs, <https://www.iimc.com/index.aspx?NID=8> and scholarships, <https://www.iimc.com/index.aspx?nid=114>. Remember you must use a special form naming me in order for our region to win those scholarships!

What Does a City Clerk DO???



Welcome to the
City Clerk's Office

Submitted By: Mallory Brown
Deputy City Clerk

What Does a City Clerk Do?

A few weeks ago, I was at an event hosted by my husband's employer and was introduced to many new people. Inevitably one of the first questions people ask is "what do you do for a living?" I guess people ask this because they think it's going to give great insight into what kind of person I might be and what class in society I might fit into. I simply responded that I work in city planning and I am also the Deputy City Clerk for a small municipality in the Kansas City Metro. Everyone seemed to understand city planning but they were all just stumped by Deputy City Clerk. I decided that I would briefly describe what a City Clerk does and stated that I am responsible for keeping the minutes of boards and commissions and for maintaining records for the City. I was still left with blank stares until by husband finally changed the subject to the weather or some other random socially acceptable topic.

As I was lying in bed after the evening concluded, I found myself completely exhausted. But as tired as I was I just couldn't fall asleep. I felt as if I had sold myself and every other City Clerk short with my lame description of the job. Because let's be honest being a City Clerk is so much more than taking meeting minutes and keeping track of files. The day to day tasks are endless! Yes, there are standard things that every City Clerk does, minutes, Sunshine Law requests, administering the Oath of Office, and election duties. But what about everything else? It seems like whenever someone doesn't know they answer to something they immediately assume the City Clerk does (usually we do) without even taking two seconds to try and figure it out themselves.

So, I decided to search the words "City Clerk" in the Missouri Revised Statutes. And wouldn't you know it, the words are mentioned more than 100 times and are contained in almost every single chapter of the Missouri Revised Statutes. The legal duties of a City Clerk as defined by the Statutes range from posting public notice to filing ordinances with the Recorder of Deeds to change a street name to accepting summons on behalf of the City. But nowhere in the Statutes did I see where a City Clerk is responsible for filling the City Council's water glasses or listening to the endless complaints from citizens or dealing with sometimes ornery board members, yet we all do so, and we do it with a smile. So, it seems that the better question is, what doesn't a City Clerk do?



CONGRATULATIONS TO THE FOLLOWING CLERKS WHO RECEIVED CERTIFICATIONS AT SPRING INSTITUTE THIS YEAR!!

<u>NAME</u>	<u>TITLE</u>	<u>CITY</u>	<u>CERTIFICATION LEVEL</u>
Tammi Casey	City Clerk	Arnold	MRCC-Continuing
Sharon Ratliff	Deputy Clerk	Arnold	MRCC-Sustaining
Nita (Juanita) Schroff	City Clerk	Bethany	MRCC
Paula Henderson	Deputy Clerk	Bolivar	MRCC
Renee M. Kingston	City Clerk	Camdenton	MRCC-Sustaining
Tish Sims	Deputy Clerk	Camdenton	MRCC
Jennifer Evans	City Clerk/Finance Officer	Cassville	MRCC
Traci D. Cox	City Clerk/Finance Officer	Carthage	MRCC-Sustaining
Christine Nash	City Clerk Comptroller	Cuba	MRCC
Octavia Pittman	City Clerk	Ferguson	MPCC
Ruth Bocchino	City Clerk	Gladstone	MRCC
Heather Sponsler	Asst. City Clerk	Houston	MRCC
Sarah E. Carnes-Lemp	City Clerk	Independence	MRCC
Lindsay Krumpelman	City Clerk	Marceline	MRCC
Sharon Warren	City Clerk	Normandy	MRCC
Crystal Doss	City Clerk	North Kansas City	MRCC
Kimberly Barfield	City Clerk	Pacific	MRCC-Sustaining
Brooke Bell	Deputy City Clerk	Savannah	MRCC-Sustaining
Terri Taylor	City Clerk	Strafford	MRCC-Sustaining
Brandie Walters	Asst. Dir. Operations	Warrenton	MRCC
Kimberly DeMoss	City Clerk	Webb City	MRCC-Continuing
Kathryn Bowman	Asst. City Clerk	Wentzville	MRCC
Courtney Crowson	City Clerk	Fulton	MRCC
Barbara Chappell	City Clerk	Golden City	MRCC
Kari Standley	City Clerk	Bloomfield	MRCC
Cindy Robbins	City Clerk	Nixa	MRCC
Sheree Leamon	City Clerk	Breckenridge Hills	MRCC
Karen Rost	City Clerk	Marshfield	MRCC
Theresa Phyl	City Clerk	Crestwood	MRCC
Sarah Wheeler	City Clerk	St James	MRCC-Sustaining

After several years of study, the membership approved the establishment of a certification program in March of 2003. Education requirements for the program parallel IIMC's certification program, enabling Clerks to become certified in one or both of the organizations.

Certification levels for MoCCFOA:

MRCC – Missouri Registered City Clerk

Continuing MRCC

Sustaining MRCC

MPCC – Missouri Professional City Clerk

Certification levels for IIMC:

CMC – Certified Municipal Clerk

MMC – Master Municipal Clerk

Each level requires a minimum number of educational hours, as well as point for various types of experience.



SILENT AUCTION TIME!!!

It Is That Time. For What? Silent Auction, of course!!

Look through the back of your closet, in the basement, and those boxes that holds those gift giveaways. We need them. Reach out to your special vendors, and let them know we need help sending clerks to the 20/20 IIMC in St. Louis, MO; which this year's auction supports. We will display the business names next to their donations. Along with a special table sign for any MML vendor that donates. This year's silent auction exhibit is in Branson MO at the Branson Convention Center Sept 16-17, 2018.

Nothing is too small or too large, we will take it all; even cash. Reach out to a Silent Auction Committee member in your division to schedule a donation pick up. We will haul it all to the MML. If you have items that don't quite go together. Don't worry, we will still take them. We will bring them together to make baskets.

Basket Ideas:

Coolers filled with picnic items
 Cardinals / Blues theme paraphernalia
 Children theme baskets
 Spa theme baskets
 Gym theme baskets
 Wine / Food theme baskets
 Gift Cards
 Quilts



Silent Auction

Silent Auction Committee:

Deanna Jones (Chair)	E	(314-400-3756)	cityclerk@ci.berkeley.mo.us
Beth Anne West	SW	(417-883-5840)	cityclerk@battlefield.mo.gov
Patty Smith	E	(636-477-6600)	psmith@stpetersmo.net
Deb Davis	W	(816-583-4911)	debDavis@cityofhamiltonmo.com



DIVISION NEWS AND UPDATES

The Eastern Division Report

The Eastern Division April meeting was hosted by the City of Wentzville. Mr. Bob Plunkett with Pitzer Snodgrass P.C., addressed the group on the Missouri Sunshine Law. The Eastern Division acknowledged retiring Wentzville City Clerk, Vi Skillman, for her many years of service to the City of Wentzville and to the MOCCFOA.



The May meeting of the Eastern Division was held in the City of O'Fallon. Mr. Jim Ladlie of RPA Retirement Plan Advisors spoke the group on retirement trends. The proposed budget was presented and approved for the Fiscal Year 2018-2019 which included a donation of \$500 to the IIMC 2020 Conference in St. Louis. The Nominating Committee submitted the Eastern Division slate of officers naming Jodi Schneider of Troy as President, Karen Robinson of Black Jack as Vice President, Helen Ingold of Crestwood as Secretary and Myra Bennett of Olivette as Treasurer. Officers will be sworn in at the Eastern Division annual Installation of Officers luncheon in the City of Troy on June 21st.

The East Central Division Report

The East Central Division held their quarterly meeting on Wednesday, June 20, 2018 hosted by the City of St. James at Public House Brewing, Co.

There were 12 people in attendance. There being no guest speaker, discussions on Codes and financial software were held and committee assignments for 2018-2019 were given out.

The next meeting will be September 12, 2018 hosted by the City of Cuba.

The Southeast Division Report

The Southeast Division meeting was held in Perryville on May 16th. Pam Meyer of Ste. Genevieve fills the vacant position of Vice President and Dee Jackson of Ironton fills the vacant position of Secretary for the Southeast Division.

Parks Hills Police Sergeant Tony Remshardt gives a presentation to the members about what to do in an active shooter crisis situation. He also offers advise regarding policies and procedures.

The meeting adjourned to August 16th in Jackson. The Program Committee plans to contact the area liquor agents to see if they will make a presentation at the August meeting.



DIVISION NEWS AND UPDATES

The Northwest Division Report

NW Division held their quarterly meeting Thursday, May 17th, at Big Biscuit in St. Joseph. Thirteen members were able to attend. Vice President Colleen Hinshaw administered the oath of office for the May 2018 – May 2020 term to Melissa Matteson, treasurer. Motions were made and February's meeting minutes and treasurer's reports were approved. Melissa Matteson presented changes to the division by-laws. Motion approved to accept these changes that mirrored our state by-laws. Tionna Pooler of Independent Public Advisors gave a presentation on Utility rates and other related issues. Deb Davis made the motion to adjourn the meeting. Motion was approved. NW division's next quarterly meeting will be August 16th.

The Western Division Report

The Western Division meeting was held on Wednesday, June 20th at the City of Raymore's new event space, Centerview. Shanon Hawk, Director of Legislative Affairs for Armstrong Teasdale (MML's contract lobbyist) gave an update on recent legislation and items they are watching for the next legislative session. The Division approved amended Bylaws changing the levels of memberships, and voted to direct the Bylaws Committee to publish a draft amendment changing the membership fees to mirror the State's fees (with the exception of Active memberships, which will remain the same). A vote on the draft amendment will be taken at the August 15th Division meeting.

The Western Division will host a New Member recruiting luncheon for cities that have not been members of the CCFOA in the last five years. A raffle awarding a scholarship for registration to the Spring Institute, one-year membership to CCFOA, and a one-year membership to the Western Division to one attendee. This is in response to the CCFOA's recent request to reach out to non-member cities.

The Central Division Report

One June 20th, Central Division members met in Warsaw for their quarterly meeting graciously hosted by City Clerk Jessica Kendall. During the business meeting, President Renee Kingston spoke about the IIMC Conference held in Norfolk Virginia as well as preparation efforts for the IIMC Conference scheduled for 2020 in St. Louis. Director Laina Starnes also shared what was discussed at the MoCCFOA Executive Board meeting and retreat held the previous weekend in Columbia. Our program was given by Warsaw's City Administrator Randy Pogue who amazed us all by sharing how he has been able to take advantage of grant funding over the years to make his vision a reality. Using his past construction experience, knowledge and skill, he shared how he utilized city employees to help create a magnificent waterfront area. I would encourage you to take a look at how the area has been transformed by visiting <http://www.welcometowarsaw.com/437/Warsaw-Riverfront-Trails>. The work that has been accomplished is impressive to say the least. Our next meeting will be held on August 15th in Sedalia and will be hosted by City Clerk Arlene Silvey.

Lastly, the Central Division would like to extend our congratulations to City Clerk Courtney Crowson for achieving the designation of MRCC and say it was great to have Barbara Johnson, former City Clerk of Lincoln, at our meeting. We have missed her presence greatly since her much deserved retirement!



Division Directors



MOCCFOA Division Directors 2018-2019

C – CENTRAL: Laina Starnes, Lebanon
lgstarnes@lebanonmo.org

EC – EAST CENTRAL: Mary Trentmann
mtrentmann@ci.washington.mo.us

E – EASTERN: Joan Cova, Maryland Heights
jcova@marylandheights.com

NE – NORTHEAST: Danette Henderson, Perry
cityclerk@cityofperrymo.com

NW – NORTHWEST: Colleen Hinshaw, Mercer
citymrcr@grm.net

SC- SOUTH CENTRAL: Mallory Snodgras, West Plains
mallory.snodgras@westplains.net

SE – SOUTHEAST: Gayle Conrad,
 Cape Girardeau gconrad@cityofcapegirardeau.org

SW –SOUTHWEST: Brenda Jackson, Republic
bjackson@republicmo.com

W –WESTERN: Sheryl Morgan, Blue Spring
smorgan@bluespringgov.com

MISSION STATEMENT

The Missouri City Clerks and Finance Officers Association is a professional organization of municipal clerks and finance officers who have united together to assist members in the performance of their job responsibilities and promote the professional development of its members for the betterment of the public and municipalities it serves.

Newsletter Staff 2018–2019

Editor:
 Corey Snead
 Western Division
 Phone: 660-679-4182
 Email: csnead4_cob@earthlink.net

Mallory Brown	Western Division
Marilyn Sanders	Western Division
Melissa Stradt	Central Division
Pam Clement	Eastern Division
Brooke Bell	Northwest Division
Tammi Casey	Eastern Division