

# Florida Association of City Clerks

February 5, 2021

## In This Issue

- Message from the President
- Highlight
- Member News
- FACC Webinar
- FACC Awards
- Nominations for Board Positions
- IIMC Region III Virtual Conference 2021
- Job Openings
- Upcoming Events

## Message from the President



*Warmest Regards,  
Debra R. Buff, MMC  
2020-2021 FACC President  
City Clerk, City of Belle Glade*

## Highlight



*We will be highlighting a different member each week to share "what it means to be a member of FACC" for that person.*

Today, enjoy reading about **Jennifer M. LeVasseur, MPA, City Clerk & Public Relations Officer, City of Rockledge.**

I began working part-time for the City of Rockledge in November 2006; I helped with administrative duties and was offered the job by longtime City Clerk Betsi Moist. In December 2008, I began serving the city in a full-time capacity as the receptionist while working on my bachelor's degree in criminal justice. During that time, I helped plan our annual Independence Day Picnic, and I also coordinated our City's *About Town* newsletters, along with our local newspaper's monthly Rockledge page. I assisted Betsi however I could, and I learned so many great skills from her leadership. [Read More.](#)

## Member News

### Recognition



FACC Central East Director and Town Clerk Patricia J. Burke, MPA, MMC, Town of Palm Shores, will present Deputy City Clerk Sandra J. Riffle, CMC, City of Edgewood, with her CMC pin and plaque at the City of Edgewood City Hall on February 16th at 6:30 p.m. ET.

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### Recognition

FACC Central West Director and City Clerk Angie Guy, MMC, City of Dade City, presented Assistant Town Clerk Wendy Lavoie, CMC, Town of St. Leo, with her CMC pin and plaque on January 11th. Congratulations, Wendy!



Pictured left to right: Town Clerk Andrea B. Calvert, MMC, Town of St. Leo; Assistant Town Clerk Wendy Lavoie, CMC, Town of St. Leo; Wendy's spouse Paul Lavoie and Mayor Richard H. Christmas, Town of St. Leo.

Below picture (left to right): FACC Vice President and City Clerk Cheryl A. Mooney, MPA, MMC, City of Temple Terrace; Town Clerk Andrea B. Calvert, MMC, Town of St. Leo; Assistant Town Clerk Wendy Lavoie, CMC, Town of St. Leo; FACC Central West Director and City Clerk Angie Guy, MMC, City of Dade City and Mayor Richard H. Christmas, Town of St. Leo.



## FACC Webinar



## Public Records Case Law

Thursday, March 18, 2021  
Time: 2:00 p.m. - 4:00 p.m. ET  
Via GoToTraining

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**Registration ends March 16th.**

**FACC Members: \$75**  
**Non-Members: \$100**

Frequently, courts are called on to determine the appropriate application of Florida's public records laws when the text of a statute does not provide a clear answer. Public records cases are litigated in Florida's trial courts every day, and some result in decisions from higher courts that give meaning and contour to those statutes. Many of these decisions help to guide lawful and appropriate responses to future public records requests by providing clarity and predictability when similar factual circumstances present themselves. On the other hand, some decisions create confusion and unpredictability. In both cases, municipal clerks must be aware of the present state of the case law in order to effectively discharge their duties as records custodians. This webinar discusses the most important decisions recently issued by Florida courts in the area of public records law and how those decisions will affect municipal clerks moving forward.

Presenter: Jay Daigneault, Esq., B.C.S., Managing Partner, Trask Daigneault LLP

Moderator: Robert E. Lee, DPA, ICMA-CM, Assistant Professor, MPA Program  
Coordinator, Florida Gulf Coast University and Executive Director, Center for Florida Local  
Government Excellence, The John Scott Dailey Florida Institute of Government

***This program has been approved by IIMC for 2 hours (1 point) of CMC/MMC credit.  
A completed Ideas to Action (ITA) form is required to receive education credit.***

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[Register Now](#)

**FACC Awards**



### **Calling all FACC members to nominate a municipal clerk!**

The Awards & Scholarship Committee would like to encourage FACC members to nominate a municipal clerk that has demonstrated outstanding qualities in the clerk profession. The FACC offers annual award opportunities to recognize the commendable efforts made by colleagues to improve and advance the clerk profession. **Please take the time to submit an application to honor a municipal clerk's dedication to this important role in municipal government.**

#### **Clerk of the Year Award**

This award recognizes and honors an FACC member whose accomplishments have made a significant contribution in raising the professional status, image or education of the municipal clerk profession. [Download Nomination Form](#)

#### **Robert N. Clark Award**

This award recognizes a Florida clerk for having promoted and advanced the ideas and goals of the profession by actively participating in the improvement of municipal government. [Download Nomination Form](#)

**Submit your nomination forms by March 31, 2021 to:**  
**Awards & Scholarships Chair and City Clerk Mario Bataille, CMC, City of Miami Gardens, [mbataille@miamigardens-fl.gov](mailto:mbataille@miamigardens-fl.gov) (do not send forms to the FACC office).**

## **Nominations for Board Positions**



**2021-2022 FACC Board Vacancies:  
Officers and Directors now being accepted!**

As an FACC member, you have the opportunity to make an impact on your association to shape policies, programs and develop strategic plans to help your colleagues. FACC can benefit from your ideas and perspective. This is an excellent way to convey to 600 plus members that you value the efforts of this organization and to have a voice in its growth and future. **If you would like your decisions, direction and vision about FACC's future to directly impact the membership, then it's time to take the initial step forward and put your leadership and knowledge to task by serving on the Florida Association of City Clerks Board of Directors.**

Nominations are being accepted for the following positions: Vice-President, Northwest District Director, Northeast District Director, Central West District Director, Central East District Director, South District Director, Southwest District Director and Southeast District Director.

**Note – all candidates, including incumbents, must provide all required information by the stated deadline for their nomination to be considered.**

**Applications must be received no later than  
February 26, 2021, at 5:00 p.m.**

- [Nomination Information](#)
- [Nomination Procedures](#)
- [Candidate Nomination Form](#)

## IIMC Region III Virtual Conference 2021



**IIMC Region III Virtual Conference 2021  
February 17 - 18, 2021**

**Registration Deadline: February 8, 2021**

[Register Now!](#)

***Welcome from the North Carolina Association of Municipal Clerks (NCAMC) President:***

On behalf of the North Carolina Association of Municipal Clerks, welcome to the first Virtual IIMC Region III Conference!

The clerks in North Carolina are honored to host this educational opportunity. In our careers as professional clerks, one of our greatest attributes is having the ability to think outside the box. While the past year has been quite challenging and we have felt our boxes wearing down, we have taken this opportunity to make the best of a difficult situation and come up with new and creative ways to offer this conference virtually.

Thank you for making clerk's history and being part of our first Virtual IIMC Region III Conference. It is my hope that many of you are attending for the first time. We know it is

sometimes hard for the smaller towns with a limited number of employees to be away from the office to attend these educational opportunities. I hope this virtual option will open up doors for all the Region III clerks to attend and walk away not only renewed with your spirits lifted, but also with resources that will benefit you and your organization.

Special thanks to our Program & Education Committee, especially to P&E Chair Pamela Casey, who have been planning this event for many months. The Program & Education Committee works tirelessly throughout the year ensuring timely and quality educational programs are offered to help us carry out our duties in the most efficient and professional manner.

I wish you a wonderful virtual conference and hope you walk away ready to Step Up & Step Out within your community.

*Melody D. Shuler, MPA, MMC, NCCMC  
President, North Carolina Association of Municipal Clerks  
Town Clerk/Assistant to Manager, Town of Waxhaw*

[Register Now!](#)

## Job Openings



[Browse](#) current job openings.

## Upcoming Events

To view a list of all upcoming FACC Board of Directors Meetings, [click here](#).

### **CMC Recognition, City of Edgewood, City Hall**

February 16, 2021

6:30 p.m. ET

405 Bagshaw Way

Edgewood, FL 32809

FACC Central East Director and Town Clerk Patricia J. Burke, MPA, MMC, Town of Palm Shores, will present Deputy City Clerk Sandra J. Riffle, CMC, City of Edgewood, with her CMC pin and plaque.

**FACC Board of Directors Meeting, via Zoom**

February 18, 2021  
10:30 a.m. ET

**FACC Webinar: Public Records Case Law, via GoToTraining**

March 18th, 2021  
2:00 p.m. - 4:00 p.m. ET  
[Register Now](#)

**75th Annual IIMC Conference, Grand Rapids, MI**

Embrace the Rapids: Maneuvering in a Changing World  
May 9-13, 2021

**2021 Summer Conference and Academy, PGA National, Palm Beach Gardens**

June 26-30, 2021  
#FACCSummer2021  
Room Rate: \$169 per night  
Member Rate: \$350 approximately

**2021 Fall Academy, The Shores Hotel, Daytona Beach Shores**

October 17-21, 2021  
#FACCFall2021  
Room Rate: \$129 per night  
Member Rate: \$400 approximately



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**Florida Association of  
City Clerks**

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