

Florida Association of City Clerks

January 6, 2023

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Message from the FACC President



The new year is like an open book, with blank pages just waiting for us to dip our pen into the inkwell and write our story. This is your year. Make each day count.

Wishing you health and happiness in the new year!

Sincerely,
Cheryl A. Mooney, MPA, MMC
2022-2023 FACC President
City Clerk, City of Temple Terrace

Member 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 Deputy City Clerk Ginny Keeter-Bodkin, CMC, City of St. Pete Beach.

FACC has been an important part of my career in municipal government. Since joining in 2019, the organization has given me the opportunity to meet other Clerks from all over the state and learn

about their experiences and ideas. [Read More](#)

Member News

CMC Certification



The following FACC members have earned their CMC certification:

City Clerk Vanessa Joseph, Esq., CMC, City of North Miami.

Congratulations, Vanessa!

New FACC Members in December

Kimberly Cox
Records Coordinator
Town of Davie

Candice Dennis
Deputy City Clerk
City of Fruitland Park

Erica Luke
Assistant to the City Clerk
City of Mulberry

Heather Roberts
Town Clerk/Treasurer
Town of Melbourne Village

Retirement Resolution Presentation



On December 19, FACC Southeast District Director Reneé Basel, CMC, Town Clerk, Town of Gulf Stream, presented FACC Past President/City Clerk Debra R. Buff, MMC, City of Belle Glade, with her retirement resolution.

First row, pictured left to right: City Clerk/Personnel Administrator S. Gamiotea, CMC, City of Okeechobee; FACC Past President/City Clerk Debra R. Buff, MMC, City of Belle Glade; FACC Immediate Past President/City Clerk Stacey Johnston, MMC, City of Holmes Beach; FACC Southeast District Director Reneé Basel, CMC, Town Clerk, Town of Gulf Stream; City Clerk Kristen A. Puhalainen, CMC, City of Atlantis; and Mayor Steve B. Wilson, City of Belle Glade. Back row: some members of the Belle Glade City Commission.

Congratulations on your retirement, Debra!

Broward County Municipal Clerks Association

The Broward County Municipal Clerks Association (BCMCA) held their holiday luncheon and meeting on Monday, December 19, at the Ice-Box Cafe in Hallandale Beach. The festivities included Santa sparkling cider, hot cocoa, candy cane holiday favors, “Keep Calm and Clerk On!” favors and drawings for gifts (which were provided by FACC South District Director Elizabeth Garcia-Beckford and the BCMCA Holiday Committee).

BCMCA members kept their tradition of donating gifts to the BARC Housing residents. Barc Housing is a 36-bed intermediate care facility for individuals with intellectual disabilities. Barc Housing provides an extensive array of intensive, specialized services to the residents. Arc Broward administers Barc Housing. Arc Broward is a nationally accredited, private, 501(c)(3) not-for-profit organization providing services to children and adults with autism, Down syndrome, and other developmental disabilities, as well as those with various life challenges. To learn more about Arc Broward and Barc Housing, [click here](#).



Group pictured above: BCMCA Secretary/Assistant City Clerk Cassandra Barrett, Ft. Lauderdale; City Clerk/Public Information Officer Alexandra B. Grant, MMC, West Park; Town Clerk Sherry D. Henderson, CMC, Hillsboro Beach; FACC South District Director/BCMCA President/City Clerk Elizabeth Garcia-Beckford, MMC, MBA, North Lauderdale; BCMCA Vice President/City Clerk Venice Howard, MPA, CMC, Lauderdale Lakes; BCMCA Past President/ Assistant City Clerk Ayesha Robinson, CMC, Margate; City Clerk Alyson Morales, MMC, MPA, Parkland; City Clerk Georgia Elliott, CMC, FCRM, Coral Springs; Former City Clerk Patricia Vancheri, MMC, North Lauderdale; Deputy City Clerk Stephanie Frohman, CMC, Parkland; City Clerk Kervin Alfred, CMC, Pompano Beach; Interim Deputy City Clerk Anastacia I. DeLeon, Hallandale Beach; Records Coordinator Pavitri Benasrie-Watson, Lauderdale Lakes; Assistant City Clerk Nicole Davisson, Lighthouse Point; Assistant City Clerk Jenna Montoya, Cooper City; City Clerk Jenorgen M. Guillen, CMC, Hallandale Beach; City Clerk Kathryn P. Sims, CMC, Lighthouse Point; City Clerk Faith Lombardo, Wilton Manors; Deputy City Clerk Michele F. Anzalone, MMC, Hollywood; City Clerk Patricia A. Cerny, MMC, Hollywood; Assistant Town Administrator/Town Clerk Russell C. Muñiz, MPA, MMC, Southwest Ranches; Former City Clerk Susan K. Slattery, MMC, Fort Lauderdale; Former City Clerk Leslie Wallace May, MMC, Coconut Creek; Town Clerk Marlen D. Martell, MPA, CMC, CFM, Pembroke Park; Records and Administrative Coordinator Daniel Stewart, Southwest Ranches; City Clerk Jennifer M. Johnson, MMC, Margate; Deputy City Clerk Sandra Katanik, North Lauderdale; Deputy City Clerk Robin Greco, CMC, Oakland Park; City Clerk Renee ShROUT, CMC, Oakland Park; and City Clerk David Soloman, Fort Lauderdale.



Pictured above: FACC South District Director/BCMCA President/City Clerk Elizabeth Garcia-Beckford, MMC, MBA, North Lauderdale (pictured on the far left) with Barc Housing.




Pictured above: The BCMCA Holiday Committee pictured from left to right: Town Clerk Sherry D. Henderson, CMC, Hillsboro Beach; City Clerk Faith Lombardo, Wilton Manors; City Clerk David Soloman, Fort Lauderdale; and City Clerk/Public Information Officer Alexandra B. Grant, MMC, West Park.





FACC Mentoring Program

FLORIDA ASSOCIATION OF CITY CLERKS MENTORING PROGRAM



BE A MENTOR

- ★ Give Guidance ★
- ★ Provide Support ★
- ★ Build Success ★

Find out more information and
download an application at
www.floridaclerks.org
Click on Mentoring Program

FACC Scholarships



VERY IMPORTANT: If you have already submitted an application, please forward a copy to the FACC Administrative Office facc@flcities.com.

The Awards & Scholarships Committee is now accepting scholarship applications offered through the FACC. Please take advantage of this great opportunity to obtain assistance with the cost to attend an event. FACC offers four annual scholarships for members to use towards education and training.

Application Deadline: January 30, 2023

Submit your application by January 30, 2023, to the FACC Administrative Office facc@flcities.com.

Questions? Please contact Awards/Scholarships Committee Chair Janice L. Peters, MMC, City Clerk, City of Callaway, at jpeters@cityofcallaway.com.

[Click here](#) to view the criteria and application forms located on the FACC website for the following scholarships:

- FACC Dale Barstow Annual Scholarship
- FACC Fall Academy Kay O'Halloran Memorial Scholarship
- FACC Summer Conference and Academy Scholarship
- FACC's IIMC Annual Conference Scholarship

FACC Discussion Forum



The FACC Discussion Forum is where you can ask another municipal clerk any question, find an answer to a concern, share information, policies, and best practices, or just read the board from experienced clerks who have faced similar challenges.

These are just a sampling of the questions asked (and answered) on the Discussion Forum. To sign up to participate in the Forum, contact [FACC Staff](#). If you are already a member, [click here](#) to go to the Forum to share information about these questions and read other's answers.

Here are some of the recent topics:

Custodian Language

What language do you use/post identifying the City Clerk as the Custodian of Public Records and where do you post this information?

Campaign Account

I have been searching and have been unsuccessful, maybe someone can point me in the direction or give me any information. A person did not qualify for the upcoming election; however, they have funds that need to be paid out of the account - the qualifying fees and the supervisor of elections fee for certification of petitions. She has closed her account without those funds being expended and the one check did not clear and one invoice is pending payment. Have any of you had to work with this or advise the resident on the next steps?

Public Records Training

I am looking for any training material you, your staff, or records department may use for your organization to talk about public records and the importance of them. My goal is to work with our HR on implementing a public records portion of the onboarding process so every employee gets an understanding of public records.

International Institute of Municipal Clerks (IIMC) News



IIMC 2023 Annual Conference

**May 14-17, 2023
Minneapolis, Minnesota**

Registration Opens Monday, January 9

How to prepare for the IIMC Conference Registration:

- Visit the 2023 IIMC Conference Housing, Planning, and Logistics web [page](#).
- Hotel reservation guidance web [page](#).
- Budgeting tools (these materials are provided for your convenience, do not submit to IIMC) web [page](#).
- Justification letter template found [here](#).
- View other information available on the website [here](#).

Learn More

IIMC Committees

FACC Live Webinar, Via Zoom

How To Write Ordinances and Resolutions

February 9, 2023

2:00 p.m. - 4:00 p.m. ET

\$75 FACC Member/\$100 Non-Members

Registration opens in January.

IIMC 2023 Region III Conference, Isle of Palms, South Carolina

February 14-17, 2023

Wild Dunes Resort

[Register Now](#)

FACC Live Webinar, Via Zoom

Records Mitigation and Disposal Part 1

April 13, 2023

2:00 p.m. - 4:00 p.m. ET

\$75 FACC Member/\$100 Non-Members

Registration opens in March.

IIMC 2023 Annual Conference, Minneapolis, Minnesota

May 14-17, 2023

Hyatt Regency Minneapolis

[Learn More](#)

FACC 2023 Summer Conference and Academy, St. Petersburg

June 17-21, 2023

#FACCSummer2023

The Vinoy® Renaissance

Member Registration Rate: \$400

Hotel Room Rate Per Night: \$189

Registration opens in April 2023.

FACC Live Webinar, Via Zoom

Records Mitigation and Disposal Part 2

August 3, 2023

2:00 p.m. - 4:00 p.m. ET

\$75 FACC Member/\$100 Non-Members

Registration opens in July.

FACC 2023 Fall Academy, Daytona Beach Shores

October 22-26, 2023

#FACCFall2023

The Shores Hotel

First/Second/Third Year Member Rate: \$400

Advanced (MMC) Member Rate: \$375

Hotel Room Rate Per Night: \$132

Registration opens in August 2023.

FACC Live Webinar, Via Zoom

Leadership

November 9, 2023

2:00 p.m. - 4:00 p.m. ET

\$75 FACC Member/\$100 Non-Members

Registration opens in October.

FACC 2024 Summer Conference and Academy, Kissimmee

June 23-26, 2024

#FACCSummer2024

Embassy Suites by Hilton Orlando Lake Buena Vista South

Member Registration Rate: \$400

Hotel Room Rate Per Night: \$159

Registration opens in April 2024.



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City Clerks

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