

# Florida Association of City Clerks

March 26, 2021

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## 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 **Jackelin Machado, MBA, Deputy Clerk, Supervisor of Records, Marketing Analyst, Port of Palm Beach.**

Being a member of the FACC means that I have additional sources and opportunities for me to grow both personally and professionally. Since I enjoy learning new things every day, I decided to start my path to earn the CMC certification to complement and enhance my professional career and the FACC

has been essential in the process. I am a firm believer that education offers endless opportunities and I like to be ready for them. I have been with the Port of Palm Beach since 2004. During my career at the port, I have held several positions throughout different departments. [Read More.](#)

## Florida Certification Task Force Committee Update



*Lori McWilliams, MPA, MMC  
Village Clerk/PIO – Village of Tequesta  
Florida Certification Task Force Chair*

The FACC Certification Task Force began meeting last August to establish a proposed Florida certification program. The task force surveyed the membership and found that nearly 79% were in favor of a state specific certification option. The task force met numerous times and was then divided into sub-committees to help spread the workload. [Click here](#) to read the report.

## Member News

### CMC Certification



The following FACC member earned their CMC certification:

- Ann Marie Mancuso, CMC - City Clerk - City of Seminole

Congratulations, Ann Marie!

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### Resolution Presentation



South District Director Sandra N. McCreedy, MMC, Town Clerk, Town of Surfside, had the pleasure of presenting Town of Cutler Bay Town Clerk Debra E. Eastman, MMC, with an FACC retirement resolution for her 39 years of self-less hard work, perseverance, and service to the people. The presentation took place during her last town commission meeting on March 17th. Debra is retiring April 8th. Clerks from the South District area were in attendance during this virtual meeting.

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### Retirement



City Clerk/City Manager Mary Ellzey, CMC, City of Chiefland, retired March 25th.

She joined FACC on June 4, 2004.

Congratulations, Mary!

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### Retirement



City Clerk Susan K. Slattery, MMC, City of Plantation, is retiring on April 1st.

She joined FACC on March 17, 2000.

Congratulations, Susan!

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### Retirement



City Clerk Susan S. Saxton, CMC, City of Boca Raton, is retiring April 1st.

Susan was hired by the City of Boca Raton in October of 2006 as assistant to the city manager and was selected as the city clerk on September 11, 2009.

Susan joined FACC on August 19, 2009.

Congratulations, Susan!

## FACC Board Meeting: March 25, 2021

The FACC Board of Directors met via Zoom on March 25, 2021.

[Agenda Packet](#)



## FACC Live Webinar



### Social Media & Municipal Records Management Programs

Thursday, April 22, 2021  
Time: 2:00 p.m. - 4:00 p.m. ET  
Via GoToTraining

**Registration ends April 20th.**

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

[Register Now](#)

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For the past decade, governmental agencies have raced to implement social media platforms for public communication. Today, nearly every municipal government utilizes a variety of social media tools, from Facebook to Twitter to Instagram. As a result, new challenges have emerged in the management of this information as a public record. This session explores social media as a public record and how this important tool fits into a municipality's records management program. Topics to be discussed include, records program requirements, resulting challenges, policy development, elected official usage, and records retention.

**Presenter: Matt Daugherty, CRM, Executive Vice-President, SML, Inc.**

**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**

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*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.*

The GoToTraining link will be emailed to you approximately 2-3 days before the webinar.

The education curriculum for both the CMC and MMC session content was developed, reviewed and approved by the Florida Institute of Government at Florida State University as an IIMC-approved institute, in cooperation with the FACC Professional Education Committee and Board of Directors.

[Register Now](#) or [Download Fillable Registration Form](#) to pay by check.

*Registrations will not be considered complete until payment has been received. If the check is received after the webinar is full, you can take the recorded version and still receive credit after completing the ITA form.*

**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).**

## **FACC Shirts**



The ordering window is open from now until May 2, 2021. Purchase your shirt now to wear at the 2021 Summer Conference and Academy in June!

There are many great colors and styles to choose from. Short sleeve and long sleeve shirts are available.

**Click the "View Shirts" button below to view color options and to place your order.**

*If you are paying with a city/town/village credit card and need the sales tax turned off, please call Full Press Apparel before placing your shirt order. The phone number for Full Press Apparel is (850) 222-1003.*

[View Shirts](#)

Questions?  
[Contact FACC](#)

## Job Openings



[Browse](#) current job openings.

## Upcoming Events

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

### **FACC Webinar: Social Media & Municipal Records Management Programs, via GoToTraining**

April 22, 2021

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

[Register Now](#)

### **Municipal Clerks Week**

May 2-8, 2021

#MuniClerks

#MuniClerks2021

Toolkit Available Soon!

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

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

**2021 Summer Conference and Academy, Fort Myers**

June 26-30, 2021  
#FACCSummer2021  
Fort Myers, Luminary Hotel  
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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