

Florida Association of City Clerks

October 8, 2021

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Message from the FACC President



**KEEP
CALM
ONLY ONE MORE
WEEK UNTIL
SCHOOL STARTS**

Dear FACC Members,

I am really looking forward to the FACC 2021 Fall Academy that begins October 17th at The Shores Hotel in Daytona Beach Shores. My heartfelt appreciation goes out to Daytona Beach Shores' City Clerk/Fall Academy Host Committee Chair Cheri Schwab, CMC, and her committee. They have planned an amazing 2021 Fall Academy!

Thank you Florida Institute of Government's Amy Brewer and the FACC Professional Education Committee (PEC) chaired by Deland City Clerk Julie Hennessy, MMC, and co-chaired by Palm Shores Town Clerk Pat Burke, MPA, MMC. They, along with the PEC Committee, have spent many hours organizing a week of exceptional instructors and education for all.

Special appreciation also goes out to FACC Executive Director Linda Bridges and Association Services Coordinator Rachel Embleton, and all their amazing FLC staff. In addition, FLC Meeting Planner Angela Delune, thank you so much for organizing and managing the hotel and academy details. You always go over and above which is so appreciated.

It takes an entire team and a lot of extensive time, expertise, and hard work to host our FACC members with an academy of this caliber. Please express your appreciation to everyone who has made your 2021 Fall Academy a successful, educational, and fun week.

The learning kicks off on Sunday, October 17th with the Athenian Dialogue, featuring the book Eat Mor Chikin and facilitated by our very own Region III Director Camilla Pitman, MMC.

I invite all members to attend the FACC Board Meeting on Sunday evening beginning at 6:30 p.m. The FACC Executive Board, District Directors, and Committee Chairs, along with their committee members, work extremely hard on your behalf. All FACC members are encouraged to attend and learn more about how your association works for you.

Please consider donating a door prize gift. I would absolutely love to see everyone that is attending go home with a gift donated by a fellow clerk! Don't be left out. The more that participate, the more opportunity everyone can win.

Begin packing your bags for a week of education, fun, networking, and forming forever friendships. Don't forget to pack your pink outfit to wear on Tuesday in support of Tuesday's Breast Cancer Awareness tribute. 🐶

I am excited to see everyone! And always remember, as clerks, it is extremely important that we must "**Never Stop Learning**".

Sincerely,
Stacey Johnston, MMC
2021-2022 FACC President
City Clerk, City of Holmes Beach

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 Jolynn J. Donhoff, MPA, MMC, Assistant City Clerk, City of Titusville.

Being a member of the FACC means having a valuable resource for continuous professional development, education, information sharing and support, including from other FACC members. Its curriculum and representatives care and concern themselves with enhancing the services provided by the municipal clerk's office on a wide variety of ever-changing issues, responsibilities, professional growth, and more.

I joined the FACC in May of 2008, one month after being hired as the City of Titusville's Assistant City Clerk. The Titusville City Clerk's Office was my first experience working in government and it was an experience that I continue to enjoy and appreciate immensely. [Read More](#)

Member News

City Clerk of Venice Promotes the City Clerk's Office



Lori Stelzer, MMC, City Clerk, City of Venice, recently spoke to the Sertoma Club of Venice, promoting the city clerk's office.

She explained the importance of the clerk's role on the city's management team and listed the many duties her office performs while sharing some humor to keep it light. It took 28 years to get the invite, but always better late than never!

Several former council members, board members and a city attorney were in the crowd who recognized and appreciated the importance of the clerk's office.



FACC Scholarships



Hiring and Interviewing: Best Practices
Thursday, November 18, 2021
Time: 2:00 p.m. - 4:00 p.m. ET
Via Zoom

Registration ends November 17, 2021.

FACC Members: \$75

Non-Members: \$100

To register, [click here](#) or click the button below.

Given the length of time it takes to advertise for a vacant position, complete the hiring process, and then train a new employee, you want to make sure your selection is the right one from the start! If you are tired of hiring an employee to find out later that the behaviors you needed for that position just weren't there, then register today for this interactive webinar. The session will highlight acceptable and unacceptable questions, provide a structured process for conducting interviews, share best practices and provide sample behavioral interview questions. Given all we are facing these days, new strategies for conducting virtual interviews will also be introduced.

Speaker: Ronnie Glotzbach, M. Ed., Bach Training and Development Corp.

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. The Zoom 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

IIMC

**IIMC Foundation Webinar
Bridging the Generation Gap: Communicating and Collaborating in a
Multigenerational Workforce**



October 14, 2021

1:00 p.m. ET

Duration: 90 minutes

**Speaker: Melissa Henley, Senior Director of Customer
Experience, Laserfiche**

Fee: No cost

Most workplaces today are a mix of five distinct generations – Traditionalists or the Silent Generation (born 1928-1945), Baby Boomers (born 1946-1965), Generation X (born 1966-1980), Millennials (born 1981-1997) and Gen Z (born 1998 or later). Each generation brings its own particular strengths – and unique quirks – to the team.

By thinking about how to communicate your message through various channels and how to present your ideas, you can better appeal to diverse stakeholders inside and outside your organization. But as much as you've considered how you're communicating, the message you're sending, and what tech you're using, does it actually matter when you're trying to communicate with staff, vendors and citizens of different generations?

In this session, learn the ins and outs of bridging generation gaps, including understanding communication and technology preferences. You'll leave with a toolkit of proven communication tools and techniques to unite employees of differing generations.

Upon satisfactory completion of session assessment, attendees will receive 0.75 CMC Education or 0.75 MMC Advanced Education points.

REGISTER NOW



Coffee with IIMC President Sheri

Join IIMC President Sheri Pierce, MMC for updates, conversation and a cup of coffee on **Tuesday, October 12**, 10:00 AM Alaska Time (11:00 AM PT, Noon MT, 1:00 PM CT, 2:00 PM ET).

Have questions or just want to listen in?

Click the button below to register for your dedicated link and share any questions or comments you have for President Sheri!



REGISTER FOR COFFEE WITH SHERI

State-Mandated Ethics Training for Elected Officials

Encourage your city officials to participate in this Ethics Training through our partner, Florida League of Cities, to take care of their 4-hour state-mandated ethics training.



**State-Mandated Ethics Training for Elected Officials: Virtual and Engaging!
Wednesday, October 13
10:00 a.m. - 3:30 p.m. ET**

In January 2015, a law went into effect requiring all elected municipal officers to receive four hours of ethics-specific training. Getting the training you need has never been easier. In 2021, the FLC University will continue to bring the state-required Continuing Education in Ethics course to you, virtually! The next class will be held as a webinar on Wednesday, October 13 and will include a morning and afternoon session to cover all four hours with a lunch break in-between.

Agenda:

Session 1: Florida Ethics Law (Chapter 112)
10:00 a.m. - 12:00 p.m. ET

BREAK

Session 2: Florida Public Records and Public Meetings Law
1:30 p.m. - 3:30 p.m. ET

Participating in the FULL four hours of this webinar meets the state requirement for annual ethics training. We hope to see you there! After registering, you will receive a confirmation email containing information about joining the webinar.

[REGISTER NOW](#)

From Our Partners - FLC

Florida League of Cities' Develops Internal Staff Disaster Preparedness Committee



to disasters, the Florida League of Cities has established an Internal Staff Disaster Preparedness Committee.

In an effort to develop a “one-stop” shop of resources designed to provide cities with key state agency contacts, recommended steps and sample ordinances and forms to prepare for and respond

The clerks have been invited to assist the committee with gathering statewide mutual aid agreement examples and sample emergency order templates relating to pandemics, hurricanes and floods.

Please send your mutual aid agreement examples and sample emergency orders to ncooper@flcities.com by October 29, 2021.

We appreciate your willingness to provide this information!

New FLC Grants Assistance Program Now Accepting Member Registrations



The Florida League of Cities launched their new **FLC Grants Assistance Program**.

This partnership with **eCivis** provides Florida municipalities with **FREE** access to a database with **more than 9,000 tracked grants**. With this new program, every member city of the League will have the tools to make **finding, applying for and managing their grants easier than ever before**. Not only has research been made easier, but a **vast pre-award suite is now available at no cost!**

This access includes built-in compliance with grant guidance and oversight from certified grant management specialists at eCivis. FLC members can now register to participate in this exclusive member program.

[Learn More](#) | [Register Now](#)

2021 Fall Academy



October 17-21, 2021
#FACCFall2021

The Shores Hotel
2637 S Atlantic Avenue
Daytona Beach Shores, FL 32118

There is 1 seat available in the Athenian Dialogue!

[Click here](#) to read about the Athenian Dialogue.

If you would like to attend the Athenian Dialogue, please email facc@flcities.com.

[Click Here to Register for Clerks' Night Out](#)
Clerks' Night Out Registration Deadline: October 11, 2021

The hotel is full. [Click here](#) for a list of alternate hotels.

To register, [click here](#) or click the Register Now button below.

[Download Announcement](#)

Questions? Call 850.222.9684 or email [FACC staff](#).

REGISTER NOW

Clerks' Night Out



Registration Deadline: October 11, 2021

Transportation is sponsored by GRANICUS.

Gather with your FACC friends and colleagues for an Indoor Beach Party!
This event will be a combined Clerks' Night Out/Hospitality Suite.

[Click Here to Register for Clerks' Night Out](#)

We'll have loads of fun playing indoor games and networking! Heavy hors d'oeuvres will be served, along with drinks (including beer and wine). Hosted by the FACC 2021 Fall Academy Host Committee, this is an event you don't want to miss!

Date: Tuesday, October 19, 2021

Time: 6:00 p.m. – 9:00 p.m.

Board the bus at 5:45 p.m.

**Location: Shores Community Center, 3000 Bellemead Drive,
Daytona Beach Shores, FL 32118**

Price: \$15 Per Person

Dietary restrictions: If you have dietary restrictions, please email facc@flcities.com so that we can plan accordingly.

Session Handouts and ITA Packets



Handouts should be downloaded prior to the Fall Academy. Copies of handouts will not be available on-site or printed/copied on-site. Wireless access is available in the meeting rooms. The network is The Shores, and the password is shores123.

[Click here](#) to download handouts for your sessions.

The Ideas to Action (ITA) packets must be downloaded prior to the Fall Academy and completed after each educational session you attend.

[Click here](#) to download the ITA Packet for your track.

All ITA forms must be emailed to Amy Brewer no later than Monday, November 1, 2021, at 5:00 p.m. You cannot earn IIMC credit for hours attended unless you complete each session's ITA form. Certificates will be sent electronically within six to eight weeks after the academy. Completed ITA forms will not be returned unless specifically requested; please keep a copy for your records. For more information, contact Amy Brewer at The John Scott Dailey Florida Institute of Government. Email abrewer@fsu.edu or call 850.487.1870.

Donations Needed



The FACC 2021 Fall Academy Host Committee is asking for your help.

We need donations of "City Treasures" and/or any other items for the academy welcome bags you wish to donate. Lets stuff those bags! Suggested items include: snacks; candy; city-related PR items; pens; hand

lotion; hand sanitizer; small tissue packs; items of interest from your area; etc. We need to fill approximately 200 bags.

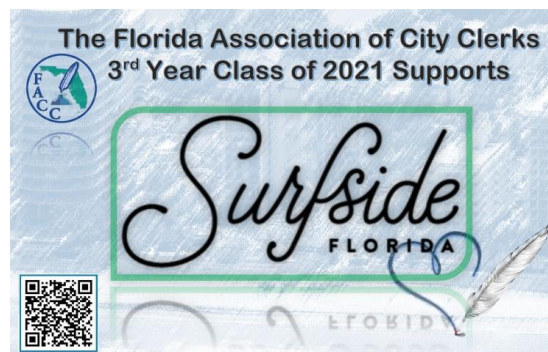
The “treasures” are needed by Saturday, October 16, as the welcome bags will be stuffed on Sunday, October 17. Items can be mailed or delivered to City Clerk Cheri Schwab, CMC, City of Daytona Beach Shores, 2990 S Atlantic Avenue, Daytona Beach Shores, Florida, 32188.

Contact City Clerk Cheri Schwab, CMC, Daytona Beach Shores, 2019 Fall Academy Committee Chair, cschwab@cityofdbs.org, (386) 763-5364, if you have items to donate.

We also need door prizes! If you are willing to donate a basket or prize for the giveaways on the last day of the academy, please bring your prize to the FACC registration desk at the academy.

Thank you in advance for your willingness to provide these items to ensure everyone has an enjoyable time at the Fall Academy!

FACC 3rd Year Class of 2021 Project



The FACC 3rd Year Class of 2021 has chosen to support the impacted families of the Champlain Towers South condo collapse by making a monetary donation for their class project. Residents of the tower who survived and families of the victims are in desperate need. To date, the project has reached over 20% of the goal.

[Click here](#) to visit the GoFundMe page and make a donation. Please encourage friends and family to donate also. Remember to leave a comment! The class will be sharing your thoughts and comments with the impacted families and in their class presentation. Keep up to date on the progress of the project by following their [Facebook page](#).

Job Openings

The Westin at Bridgestreet



[Follow us on Facebook.](#)



**Florida Association of
City Clerks**

www.floridaclerks.org

facc@flcities.com

(800) 342-8112