

# NC Association of County Clerks

## Minute by Minute

### A Message from the President

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**Hello, Clerk Family!**

**Alas, spring has sprung! It felt like a long, cold winter to me and I am so thankful for the change in season. I hope you are also enjoying the greener grass, blooming flowers, chirping birds, and hopefully, warmer temps!**

**Our annual conference amidst the beautiful landscape in Pinehurst was a great way to kick off the season. Thank you to all of you who attended and made it a wonderful, memorable, and beneficial event. It was so nice to have you all here in Moore County, and I am so honored and thankful for the opportunity to serve our Association as President this year. Congratulations to all of the new officers and directors! We are a great team and we are all here for you as we serve over the next year.**



**Laura Williams**  
President

**2018 Spring Edition**

**January – February - March**

## **A Message from the President (cont'd.)**

**I want to also offer special thanks to our Immediate Past President, Kimberly Hines, Pitt County Clerk, who did an outstanding job leading our Association this past year. She was so well prepared and efficient in all of her duties, making it easy to see why she is a clerk. She even welcomed a new family member during the course of her term. Congratulations, Kimberly and family on the arrival of Cash Harrison! We are always excited to add to the clerk family! We will be visiting Kimberly in Greenville next year for our annual conference to be hosted by Pitt County. Please go ahead and save the dates on your calendar – March 20-22, 2019!**

**Congratulations are in order for the Howard Holly Outstanding Clerk of the Year Award recipient, Paula Woodard, Johnston County Clerk. What a deserving person for this great honor! We are so proud of you, Paula, and are thankful for all you do for our Association and for what a wonderful representative you are for all of us!**

**Looking forward, we will meet together in Hickory on August 24 at the NC Association of County Commissioners annual conference. I hope you will be able to attend our business meeting. Additionally, we will be planning for the fall regionals. Let me know if you are interested in hosting one, and inform Vice President Jason Robinson, Yancey County Clerk, of any topics you would like the Program Committee to consider.**

**Speaking of committees, please email me if there are specific committees that you are interested in serving on this year.**

**We have such an awesome Association and I am excited about the year ahead! Do not hesitate to let me know if I can be of assistance to you in any way. Thanks to all of you for your service, for your participation in our Association, and for the difference you make in your counties every day!**

**Warmly,**

**Laura M. Williams, President  
NC Association of County Clerks**

# NC Association of County Clerks 2018-2019 Board of Directors



L-R: Debbie Harris, Davidson Co., Director; Donna Buff, Gaston Co., Secretary; Lindsay Ray, Chatham Co., Director; Trisha Hogan, Transylvania Co., Treasurer; Julie Wand, Onslow Co., Director; Laura Williams, Moore Co., President; Denise Hogan, Wake Co., Director; Jason Robinson, Yancey Co., Vice President; Melissa Long, Pender Co., Director.



# 2018 NCACC Annual Conference

## Pinehurst, NC





# 2017 Howard Holly Outstanding Clerk of the Year Award



Paula Woodard!



# Congratulations Paula Woodard!

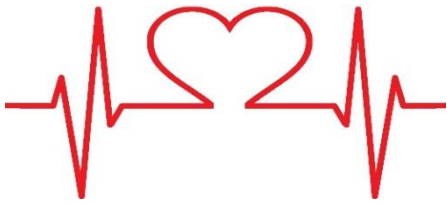
Johnston County Clerk to the Board Paula Woodard was presented the 2017 Howard Holly Outstanding Clerk of the Year Award on March 23, 2018, during the North Carolina Association of County Clerks Annual Conference. The Conference was hosted by Moore County and held at the Pinehurst Resort in Pinehurst, NC. Mrs. Woodard received the award during the banquet on Friday evening.

Mrs. Woodard was appointed Clerk to the Johnston County Board of County Commissioners in 2007. She has served as a member of the Association's Board of Directors, and held the offices of Secretary, Treasurer, Vice-President, and President of the Association. In 2011-2012, Mrs. Woodard achieved the status of Certified Municipal Clerk. She achieved the designation of North Carolina Certified County Clerk in 2011-2012. In 2016, she achieved the designation of North Carolina Master County Clerk and the IIMC Master Municipal Clerk.

The Howard Holly Outstanding Clerk Award is presented in recognition of accomplishments superior to accepted standards and distinguished continuing contributions to county government in North Carolina.

# 2018 NCACC Annual Conference

## Pinehurst, NC



### ***Finding Your Beat – The Rhythm of Life***

In the picture to the right, from Tim Eggebraaten's promotional materials, it's titled, "Taking It To The Street." I don't know about other clerk participants, but I certainly felt like Tim **'took it to the streets of Pinehurst!'**

While I've never been too high on motivational speakers, I applaud Laura Williams and the other Clerks who were instrumental in bringing Tim to our conference. We all need to be reminded of those things we learned early in life, but so often we get so caught up in work, family, life, etc., etc., that we forget what **TRULY** is important. Our attitude and how we feel – emotionally, physically, and spiritually, impacts every part of our life. It makes us a better person, a better spouse, a better employee, and a better neighbor.

Here are some of the key things that I learned from Tim's presentation that I want to most remember and act upon:

#### **Remember the 7 areas of life to set goals:**

- ✓ Financial
- ✓ Spiritual
- ✓ Fitness
- ✓ Educational
- ✓ Family
- ✓ Career
- ✓ Social

#### **The 3 dimensions of health:**

- ✓ Physical
- ✓ Spiritual
- ✓ Mental
- Block out time for the little things
- Focus on the positive
- **Write that letter he discussed!**
- Filter out negativity

And remember his Mom's motto: **I AM I CAN I WILL!**



*A special thanks to those who were instrumental in getting him to Pinehurst and thanks to Tim for helping us find our rhythm!*

*Rachel Hammer  
Carteret County Clerk*



# Spot the Red Flags of Phishing Attacks



Cheryl Mitchell, McDowell County, serves on the LGFCU Advisory Council and was featured in Aim Magazine for an article on Phishing Attacks.



# SPOT THE RED FLAGS OF PHISHING ATTACKS

"There was something not right with that email. But I replied anyway," member Cheryl M. recalled after she received an email from someone she thought was the County Manager. "Clicking was a mistake."

Cheryl's story is an all too common example of phishing, the practice of sending fake emails believed to be from known sources to trick you into sharing personal information. There's no way to prevent all phishing attacks, but here's how to spot the red flags and avoid potential trouble ahead.





## THINK BEFORE YOU CLICK

Thieves often target you with fake emails made to look like people you know or companies you do business with. Phishers apply pressure and prey on your fear to get you to click or respond. It's important not to be drawn in immediately.

"These emails play on your emotions. It may look like it's from someone or some company you trust telling you to act now," said Terry W. Phelps, Jr., LGFCU's Senior Vice President of Managed Information Systems. "Before taking action, ask yourself, 'Is this something that person would do or say?' If the answer is 'no,' don't click and don't reply. If you're unsure, go to the source."

## BE AWARE OF THE INFORMATION YOU SHARE

Never send an email with sensitive information to anyone. Make it a habit to carefully check the sender's email address. Oftentimes, the fake email is so similar to the real address you may not spot the error (e.g. [contactme@lgfcu.org](mailto:contactme@lgfcu.org) or [contactme@1gcu.org](mailto:contactme@1gcu.org)).

"It seems like the messages come when you're at your busiest. You don't pay close attention to the details," said Cheryl. "Plus, we just talked about this topic so I replied."

According to Phelps, before clicking on a link or replying to a request for information, think about how you normally do business with that person or organization. For instance, he said if you typically receive a paper statement, but you receive an email prompting you to view your account balance online, you should be suspicious.

## BLOCK OUT MORE ATTACKS

Cheryl said the County's firewall prevented the fake email from possibly doing damage to the computer network. According to Phelps, a firewall serves as a barrier between you, your computer and outside intruders at home or at work. Ideally, you'll have a desktop firewall and a network firewall.

The first option is a type of software and the second is a type of hardware. When used together, they drastically reduce the odds of hackers and phishers infiltrating your computer or your network.

"Having multiple layers of security is like having multiple locks on your front door. It's harder for thieves to get in," said Phelps.

March 4-10 is National Consumer Protection Week. Use the tips on the next page to better protect yourself against phishing attacks.



"Next time, if I'm not sure or I think it's something that requires an answer immediately, I'm going to pick up the phone or walk into their office."

—Cheryl M.





## COMMON PHISHING TECHNIQUES:

**Deceptive phishing:** The sender impersonates a legitimate company or person you're familiar with. The thief makes an urgent plea for you to share personal or financial information right away.

**Spear phishing:** With spear phishing the email is more personalized in an effort to increase the likelihood of you falling into their trap.

**CEO Fraud:** Spear phishers target top executives in an attempt to steal the executive's login credentials or trick the executive into performing an action they wouldn't normally do (e.g. wire \$10,000 to a new account).

**Link fraud:** Thieves embed a link in an email redirecting you to an unsecure website that requests private information they can steal.



## TIPS FOR REDUCING PHISHING ATTEMPTS:

**Spam filters:** Catch emails that don't belong to legitimate companies or persons you normally connect with sooner. Set your filter to your highest comfort level to keep out unwanted email.

**Anti-virus software:** Guards against known tactics used by thieves and online security loopholes.

**Keep your browser up to date:** Browser security patches are released all the time, so enable automatic updates. When a new patch is available, you'll be protected right away.

**Think twice about pop-ups:** Pop-up windows often look like they come from real websites. Carefully consider which pop-ups you allow since they could be phishing attempts.



## HOW TO REPORT PHISHING ATTACKS:

The Federal Trade Commission encourages you to report phishing attacks:

- ▶ Forward phishing emails to [spam@uce.gov](mailto:spam@uce.gov) – and to the organization impersonated in the email.
- ▶ File a report with the Federal Trade Commission at [FTC.gov/complaint](https://www.ftc.gov/complaint).
- ▶ Visit [Identitytheft.gov](https://www.identitytheft.gov). Victims of phishing could become victims of identity theft. There are steps you can take to minimize your risk.
- ▶ You can also report phishing email to [reportphishing@apwg.org](mailto:reportphishing@apwg.org). The Anti-Phishing Working Group — which includes ISPs, security vendors, financial institutions and law enforcement agencies — uses these reports to fight phishing.

The advice provided is for informational purposes only.

# Transylvania County Website Engaging the Public

[www.transylvaniacounty.org](http://www.transylvaniacounty.org)

The official website for Transylvania County Government includes a variety of information and details related to the services Transylvania County provides to the citizens and visitors of its community. It is designed to be interesting, informative and useful.

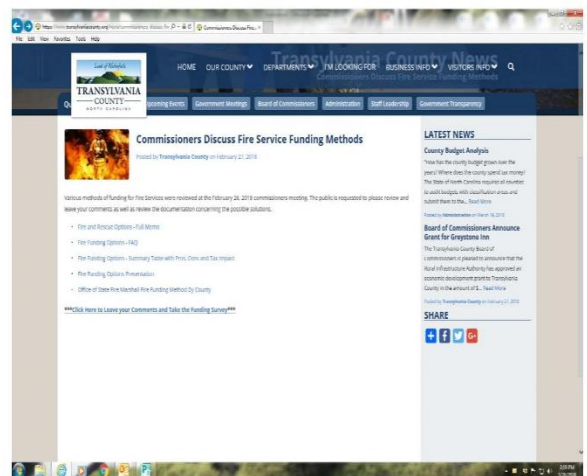
It is the intent of the Board of County Commissioners to be accountable and transparent to its citizens. Recently, the Board and staff unveiled two new sections of the website meant for educating the public and seeking input on Commissioners' decisions.



The second provides the public with statutory information related to the various funding methods for fire and rescue services. Citizens may review reports, pros and cons of options as determined by staff, and complete a survey offering their input on how they believe Commissioners should fund fire and rescue services in the future.

This action helps meet Transylvania County's Strategic Plan Goal #6: County government is service driven, transparent and performance-based with more active and engaged citizens.

One of them is dedicated to consolidating all information related to the Board's recent decision to construct a new courthouse outside of downtown Brevard. The new webpage compiles all minutes and officially commissioned studies and reports related to the decision to construct a new courthouse. This adds important context to the Board's decision to construct a facility that addresses all long term security, ease of access and efficiency concerns with the current courthouse in downtown Brevard.





# Spotlight on Clerks



*Shanda Gaither (daughter of Retha Gaither, Iredell County Clerk) was married to Richard Evans on September 9, 2017. The event took place at "The Vista at Walnut Hill" in Rowan County.*

*Pictured left to right – Curtis Gaither, Retha Gaither, Shanda Gaither, Richard Evans, Anthony Gaither*

# Spotlight on Clerks



Person County Clerk, Brenda Reaves has a new grandson, Guston "Gus" Lane Bray, was born on January 18, 2018 weighing 8 lbs. 12.6 oz. His parents are Billy and Kristi Bray.

Gus has an older brother, Will, age 5.

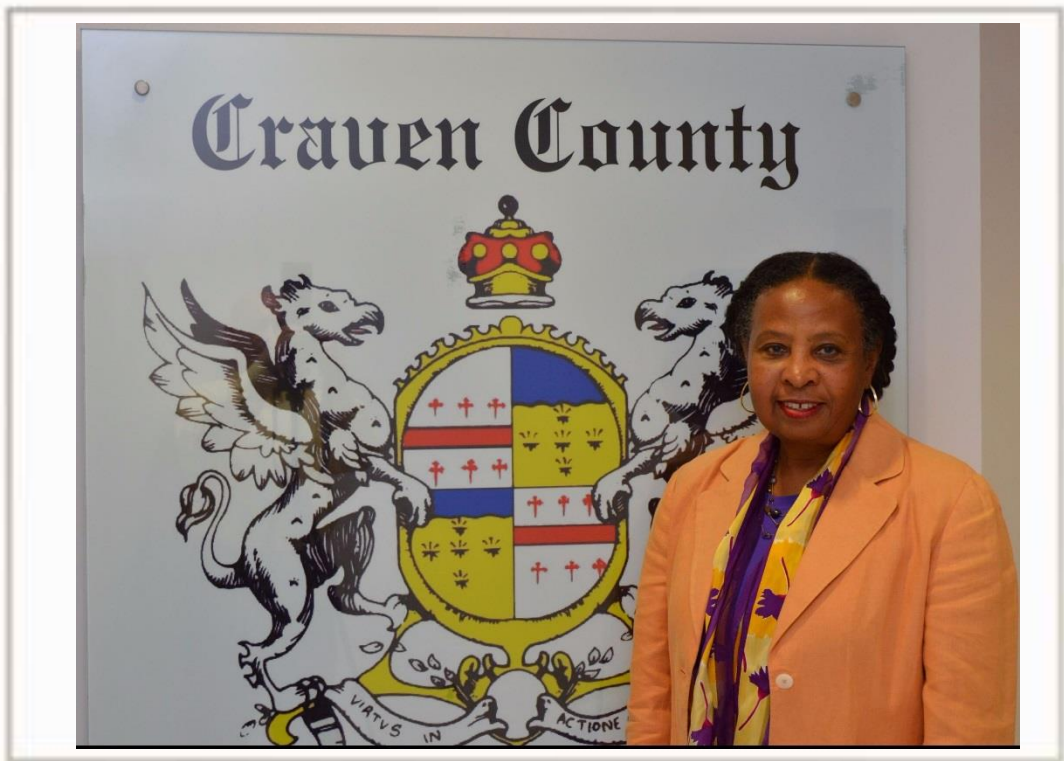


# Spotlight on Clerks



Congratulations Kimberly Hines, Pitt County Clerk, on the birth of your new baby boy, Cash Harrison, born 3/3/18, 8 lbs., 10 oz. and 20 in. long. Pictured is Cash and big brother Colton.

# Spotlight on Clerks



Craven County Clerk, Gwendolyn Bryan retired March 29<sup>th</sup>. She worked for Craven County for 25 years and served 27 county commissioners. She attained certification as a Master Clerk in 2010 and served as the President to the NC County Clerks Association in 2003-2004. Gwendolyn was honored as the Howard Holly Outstanding County Clerk of the Year in 2010.



# Spotlight on Clerks



Durham County Clerk,  
Michelle Parker- Evans,  
Retires May 1, 2018.

It was a bittersweet moment when I announced to my Board Chair that I was moving into my next chapter of life on May 1st of this year. As a Durham native, it has been an honor and pleasure to serve my community and country in many progressive roles. My local government career has included time spent with the City of Durham and City of Raleigh Planning Departments, City of Durham Human Relations, Durham County Managers Office, and the Department of Social Services. I took a break from local government for three years to pursue my other passion—children. I operated a successful home day care for three years, and decided to return to government. After spending two years overseas in Germany working for the US State Department, and returning home, it was finally my time to become Durham County’s “Madam Clerk!” Being the Clerk for Durham County was something I had aspired for years, and when I was appointed, my promise to the Board was that “I would leave the Office in a better place than I found it, and make Durham County Clerk’s Office one that others wanted to emulate.” At least I’ve done one of those--lol. Not only did I get to make a difference here, but I got to join a new family of wonderful colleagues in the Clerk’s Association—a camaraderie I will always treasure. Although there have been challenges with each position, the knowledge and rewards from each experience have been innumerable. I’m excited to see what the next chapter brings! Stay in touch—love you all!



# NC Association of County Commissioners Upcoming Events

## [NCACC District Meeting: Craven County](#)

April 4, 2018, 5:30 PM - 8:00 PM @ Craven County Convention & Visitors Center

## [NCACC District Meeting: Yadkin County](#)

April 5, 2018, 5:30 PM - 8:00 PM @ Yadkin County Agricultural & Educational Building

## [NCACC District Meeting: Pasquotank County](#)

April 11, 2018, 5:30 PM - 8:00 PM @ The Carolina Center at Corporate Drive

## [NCACC District Meeting: Columbus County](#)

April 12, 2018, 5:30 PM - 8:00 PM @ North Carolina Museum of Natural Sciences

## [NCACC District Meeting: Chatham County](#)

April 25, 2018, 5:30 PM - 8:00 PM @ Chatham County Agriculture & Conference Center

## [NCACC District Meeting: Jackson County](#)

April 26, 2018, 5:30 PM - 8:00 PM @ Ramsey Center at Western Carolina University

## [County Assembly Day](#)

May 30, 2018, 8:45 AM - 5:00 PM @ NC Museum of History & NC Legislative Complex

## [111th NCACC Annual Conference](#)

August 23, 2018 - August 25, 2018 @ Hickory Metro Convention Center,  
Catawba County



# Happy Birthday !

<b>Tanya Gentry</b>	Yadkin	5-Apr
<b>Kathy Greene</b>	Caldwell	7-Apr
<b>April Crotts (Deputy)</b>	Cleveland	12-Apr
<b>"JoJo" Singleton (Retired)</b>	Beaufort	13-Apr
<b>Carolyn Barger</b>	Rowan	13-Apr
<b>Marjorie Stephenson (Retired)</b>	Brunswick	14-Apr
<b>Anita Fogle</b>	Watauga	24-Apr
<b>Candice White</b>	Cumberland	24-Apr
<b>Lynn West</b>	Union	26-Apr
<b>Jason Robinson</b>	Yancey	26-Apr
<b>Kathy Young</b>	Mitchell	27-Apr
<b>Emily Tellman</b>	Chatham	29-Apr
<b>Gwen McGougan</b>	Hoke	3-May
<b>Jamie Starnes</b>	Alexander	3-May
<b>Maria Edwards</b>	Bladen	4-May
<b>Effie Varitimidis (Retired)</b>	Guilford	7-May
<b>Sarah Call</b>	Wilkes	8-May
<b>Julie Wand</b>	Onslow	15-May
<b>Vickie Freeman King</b>	Lenoir	19-May
<b>Janice Evans</b>	Nash	22-May
<b>Terry Wilson</b>	Henderson	27-May
<b>Fleming Bell (Retired)</b>	UNC School of Government	28-May
<b>Gwen Bryan (Retired)</b>	Craven	2-Jun
<b>Ann Clark</b>	Ashe	5-Jun
<b>Hope Brayboy</b>	Robeson	12-Jun
<b>Ann Jones (Deputy)</b>	Pender	14-Jun
<b>Maria Hass</b>	Cherokee	14-Jun
<b>Patrice Wilkerson (Deputy)</b>	Granville	23-Jun
<b>Sonya Johnson</b>	Lumber River Council of Gov	29-Jun