

**North Carolina Association of County Clerks
Business Meeting
Sheraton Imperial Hotel and Convention Center, RTP, NC
January 19, 2017, 4:15 p.m.**

The North Carolina Association of County Clerks held a Business Meeting at 4:15 P.M. on January 19, 2017, at the Sheraton Imperial Hotel and Convention Center, Research Triangle Park, North Carolina.

Officers Present

Julie J. Bennett	President, Washington County
Kimberly W. Hines	Vice President, Pitt County
Laura M. Williams	Secretary, Moore County
V. Michelle Parker-Evans	Treasurer, Durham County
Paula G. Woodard	Immediate Past-President, Johnston County

Directors Present

Penny Owens	Director, Tyrrell County
Jason Robinson	Director, Yancey County
Donna Buff	Director, Gaston County
Trisha Hogan	Director, Transylvania County
Julie Wand	Director, Onslow County

Call to Order

President Julie Bennett, Washington County, convened the meeting at 4:29 P.M.

Invocation

Vice-President Kimberly Hines delivered the invocation.

Introductions

Each Clerk and Deputy Clerk as well as other guests introduced themselves to the group.

Donna Buff	Gaston County
Janice Evans	Nash County
Marion Thompson	Martin County
Lynn West	Union County
Trisha Hogan	Transylvania County
Retha Gaither	Iredell County
Kristen King	Franklin County
Carol Bowden	Wayne County
Yvonne Gilyard	Wake County
Denise Hogan	Wake County
Andrea White	Brunswick County
Denise Miller	Brunswick County

Sarah Call	Wilkes County
Penny Owens	Tyrrell County
Julie Wand	Onslow County
June Hall	Columbus County
Lois Stotesberry	Hyde County
Dena Cook	Richmond County
Vickie King	Lenoir County
Candy Way	Haywood County
Kym Crowell	New Hanover County
Amanda Varner	Randolph County
Lisa Gentry	Chatham County
Lindsay Ray	Chatham County
Cheryl Mitchell	McDowell County
Debra Ivey	Southwestern COG
Debbie Harris	Davidson County
Lynn Wilson	Davidson County
Maria Edwards	Bladen County
Jason Robinson	Yancey County
Melissa Long	Pender County
Ann Jones	Pender County
Kathy Hughes	Buncombe County
Terry Wilson	Henderson County
Dana Cuddington	Johnston County
Paula Woodard	Johnston County
Monica Toomer	Durham County
Kimberly Hines	Pitt County
Julie Bennett	Washington County
Laura Williams	Moore County
Michelle Parker-Evans	Durham County

Approval of Minutes

Retha Gaither made a motion, seconded by Yvonne Gilyard, to approve the August 12, 2016, Business Meeting minutes as written. The motion passed unanimously.

Approval of Treasurer's Report

Treasurer Michelle Parker-Evans distributed the Treasurer's Report through December 31, 2016, which listed a balance of \$11,565.65 in the interest checking account, \$67,096.12 in the money market account, and \$5,064.24 in the share account, for a total of \$83,726.01.

Trisha Hogan made a motion, seconded by Kristen King to approve the Treasurer's Report as submitted through December 31, 2016. The motion passed unanimously.

Bank Balance - December 31, 2016

Interest Checking	\$11,565.65
Money Market	\$67,096.12
Share Account	<u>\$5,064.24</u>
	\$83,726.01

Reconciled Bank Balance with Transactions through December 31, 2016



V. Michelle Parker-Evans, CMC, NCCCC
Treasurer/Durham County Clerk

**NC Association of County Clerks
Calendar Year 2016 Share Account Activity**

Date	Category Name:	Interest Received	Deposits	Withdrawal
1/1/2016	Opening Balance		\$5,027.22	
1/20/2016	Dividend	\$3.72	\$3.72	
2/15/2016	Dividend	\$2.68	\$2.68	
3/15/2016	Dividend	\$2.99	\$2.99	
4/19/2016	Dividend	\$3.61	\$3.61	
5/16/2016	Dividend	\$2.79	\$2.79	
6/15/2016	Dividend	\$3.10	\$3.10	
7/20/2016	Dividend	\$3.62	\$3.62	
8/20/2016	Dividend	\$2.70	\$2.70	
9/20/2016	Dividend	\$3.72	\$3.72	
10/10/2016	Dividend	\$2.08	\$2.08	
11/7/2016	Dividend	\$2.90	\$2.90	
12/7/2016	Dividend	\$3.11	\$3.11	

CY2016 Total			\$5,064.24	
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Name: V. Michelle Parker-Evans, CMC, NCCCC
Title: Treasurer/Durham County Clerk
Date: 12/31/2016

**NC Association of County Clerks
Calendar Year 2016 Money Market Account Activity**

Date	Category Name:	Interest Received	Deposits	Withdrawals
1/1/2016	Opening Balance		66,442.95	
1/20/2016	Dividend	\$65.46	\$65.46	
2/15/2016	Dividend	\$47.26	\$47.26	
3/15/2016	Dividend	\$52.76	\$52.76	
4/19/2016	Dividend	\$63.73	\$63.73	
5/16/2016	Dividend	\$49.20	\$49.20	
6/15/2016	Dividend	\$54.71	\$54.71	
7/20/2016	Dividend	\$63.89	\$63.89	
8/15/2016	Dividend	\$47.50	\$47.50	
9/20/2016	Dividend	\$65.82	\$65.82	
10/10/2016	Dividend	\$36.60	\$36.60	
11/7/2016	Dividend	\$51.27	\$51.27	
12/7/2016	Dividend	\$54.97	\$54.97	

CY2016 Total	Dividends	\$653.17	\$67,096.12
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Name: V. Michelle Parker-Evans, CMC, NCCCC
 Title: Treasurer/Durham County Clerk
 Date: 12/31/2016

**NC Association of County Clerks
Calendar Year 2016 Checking Account Activity**

Date	Category Name:	Receipts	Debits	Explanation
1/1/2016	Opening Balance	\$8,200.04		
1/4/2016	Deposit	\$550.00		Dues Received
1/12/2016	Deposit	\$1,400.00		Dues Received
				50% of speaking fee for annual
1/13/2016	Susanne Gaddis (ch # 1315)		(2,500.00)	conference
1/14/2016	Deposit	\$250.00		Dues Received
				arrangement for Paula Woodard
1/19/2016	Country Gardens Florist (ch # 1316)		(52.04)	(surgery)
1/25/2016	Deposit	\$600.00		Dues Received
1/20/2016	Bank Fee		(1.00)	SECU foundation
1/20/2016	Dividend earned	\$2.13		interest
2/4/2016	Deposit	\$400.00		Dues Received
				Fees for Training Services for
2/11/2016	UNC SOG (ch # 1317)		(870.00)	Regional Academies
2/16/2016	Deposit	\$600.00		Dues Received
2/15/2016	Bank Fee		(1.00)	SECU foundation
2/15/2016	Deposit	\$1.52		interest
2/25/2016	Jones, Brady & Co., CPAs (ch# 1318)		(450.00)	tax prep for year ending 12/31/2015
2/29/2016	Deposit	\$300.00		Dues Received
				reimbursement for frames, mats,
3/7/2016	Paula Woodard (ch # 1319)		(203.31)	certificates
3/8/2016	Deposit	\$150.00		Dues Received
3/9/2016	Angel Roses Florist (ch # 1320)		(61.25)	flower for Michelle Parker-Evans
3/10/2016	Ivy Garden Florist (ch # 1321)		(53.38)	flower for Julie Bennett
				refund Donna Baker's dues (paid
3/10/2016	Orange Co. (ch# 1322)		(50.00)	twice)
3/11/2016	Deposit	\$355.00		conf. reg. & member dues
				conf. reg., conf. vendor reg., &
3/18/2016	Deposit	\$7,400.00		member dues
3/15/2016	Bank Fee		(1.00)	SECU foundation
3/15/2016	Dividend earned	\$1.74		interest
3/24/2016	Deposit	\$300.00		Dues Received
				reimbursement for gift cards Julie
3/29/2016	Paula Woodard (ch # 1323)		(166.23)	Wand & Justin -Rowan Co.
				dues and conference registrations
4/6/2016	Deposit	\$355.00		received
				plaques/nameplates for annual
4/6/2016	The Trophy House (ch # 1324)		(719.41)	banquet
				reimbursement - A. Triplett
4/8/2016	Caldwell County (ch# 1325)		(310.00)	conference registration fees

4/11/2016	Julie Bennett (ch# 1326)	(100.00)	reimbursement for presiden't gift
4/11/2016	The Trophy House (ch # 1327)	(21.40)	nameplates for annual banquet
4/12/2016	Kristen King (ch# 1328)	(149.96)	reimburse for scrapbook
4/13/2016	Deposit \$278.00		Conference guest tickets
			Conference registration fees & \$50
4/13/2016	Deposit \$4,748.00		member dues
4/13/2016	Deposit \$50.00		Dues Received
4/13/2016	The Flame Catering (ch # 1329)	(2,274.15)	annual conference banquet
4/13/2016	Daniel Normile (ch # 1330)	(700.00)	band for annual banquet
			lunch for conference (Friday, April 15,
4/15/2016	Mission BBQ (ch #1331)	(819.05)	2016)
4/19/2016	Bank Fee	(1.00)	SECU foundation
4/19/2016	Dividend earned \$3.99		interest
4/21/2016	Deposit \$538.00		Conf registration fees - Julie Bennett
			(Washington County)
4/21/2016	Deposit \$310.00		Conf registration fees -Trish
			Hogan(Transylvania County)
4/21/2016	Deposit \$210.00		Conf registration fees - Carmen
			Miracle and Rose Marshburn
4/21/2016	Deposit \$10.00		Conf registration fees - Carolyn
			Barger - Balance due
4/21/2016	Deposit \$18.00		Conf registration fees - Michelle
			Parker-Evans - Balance due
4/21/2016	Deposit \$18.00		Conf registration fees - Penny Owens -
			Balance due
4/21/2016	Deposit \$30.00		Conf registration fees- Dena Cook
			(Banquet fee)
4/21/2016	Deposit \$30.00		Conf registration fees - Cheryl
			Mitchell - Banquet fee
4/21/2016	Deposit \$5.00		Conf registration fee - Rachel
			Hammer - Balance due
4/21/2016	Awards Gallery (ch#1332)	(101.41)	NC State Plaque - Clerk of the Year
4/21/2016	Communications Doctor (ch#1333)	(2,731.41)	Conference Speaker final payment
			and expenses
4/22/2016	Pitt County Government (ch# 1334)	(433.15)	Reimbursement for conference fees
			for Kim Hines (door prize)
5/6/2016	Deposit \$105.00		Conf registration fees - Angelica Hall -
			Balance due
5/6/2016	Deposit \$105.00		Conf registration fees - Lois
			Stotesberry - Balance due
5/6/2016	Michael Horne Florist (ch#1335)	(57.78)	Flowers sent to Bonnie Huntley -
5/16/2016	Bank Fee	(1.00)	Bereavement
5/16/2016	Dividend earned \$2.93		SECU foundation
			interest

5/17/2016	Onslow County Government (#1336)	(1,878.15)	Reimbursement for Annual Conference expenses
5/25/2016	Carmen's Flowers (#1337) - (VOID)		Flowers sent to Laura Williams - Bereavement
5/25/2016	Deposit	\$105.00	Conf registration fees - Amanda Varner - balance due
5/31/2016	Pitt County Government (ch# 1338) (VOID)		Reimbursement for flowers sent to Laura Williams - Bereavement
6/10/2016	Pitt County Government (ch#1339)	(63.38)	Replacement for check #1338 which never arrived to Pitt County
6/15/2016	Ivy Garden Florist (ch #1340)	(58.72)	Flowers sent to Penny Owens - Bereavement
6/15/2016	Bank Fee	(1.00)	SECU foundation interest
6/15/2016	Dividend earned	\$2.64	Reimbursement for conference supplies
6/17/2016	Washington County (ch #1341)	(79.63)	SECU foundation interest
7/20/2016	Bank Fee	(1.00)	Flowers sent to Penny Owens - Bereavement
7/20/2016	Dividend earned	\$3.00	SECU foundation interest
8/3/2016	Ivy Garden Florist (ch #1342)	(53.38)	Flowers sent to Penny Owens - Bereavement
8/15/2016	Bank Fee	(1.00)	SECU foundation interest
8/15/2016	Dividend earned	2.22	Membership Dues received
8/16/2016	Deposit	\$50.00	UNC Billable Training
8/16/2016	School of Government (ch #1345)	(1,065.00)	Flowers sent to Ed Wooters - Bereavement
8/29/2016	Fallons Creative Flowers (ch #1343)	(64.00)	Conf Registration (Piedmont Regional)
9/8/2016	Deposit	\$110.00	SECU foundation interest
9/20/2016	Bank Fee	(1.00)	Conf Registration (Piedmont Regional)
9/20/2016	Dividend earned	\$2.88	
9/26/2016	Deposit	\$330.00	
9/27/2016	LeGrand Center (ch#1344)	(500.00)	Deposit for 2017 Clerk's Conference
10/5/2016	Deposit	\$825.00	Conf Registration (Piedmont & Western Regionals)
10/5/2016	Transylvania County (ch #1346)	(560.00)	Reimbursement for Western Regional Conference
10/6/2016	Deposit	\$1,980.00	Conf Registration (Piedmont @ Eastern Regionals)
10/10/2016	Bank Fee	(1.00)	SECU foundation interest
10/10/2016	Dividend earned	\$1.68	Reimbursement for Eastern Conference
10/13/2016	Granville County (#1347)	(55.00)	Reimbursement for Eastern Conference
10/13/2016	Onslow County Government (#1348)	(110.00)	

10/13/2016	Hyde County (#1349)		(55.00)	Reimbursement for Eastern Conference
10/24/2016	Deposit	\$220.00		Conf Registration (Piedmont)
10/24/2016	Julie Bennett (ch #1350)		(551.22)	Reimbursement for expenses - Piedmont Conference
10/31/2016	Tyrrell County (ch #1351)		(55.00)	Reimbursement for Eastern Conference
11/3/2016	Julie Bennett (ch #1352)		(143.00)	Reimbursement for travel to Chapel Hill School of Gov
11/3/2016	Retha Gaither (ch #1353)		(568.93)	Reimbursement for Piedmont Conference expenses
11/7/2016	Bank Fee		(1.00)	SECU foundation interest
11/7/2016	Dividend earned	\$2.56		
11/10/2016	Paula Woodard (ch#1354)		(149.52)	Reimbursement for Eastern Conference expenses
11/10/2016	Parkside Café (ch#1355)		(768.23)	Catering for Eastern Regional Conference
11/14/2016	Laura Williams (ch #1356)		(60.00)	Reimbursement for Bereavement flowers - Kathy Greene
11/23/2016	Deposit	\$275.00		Conference Registration (Eastern Conference)
12/7/2016	Bank Fee		(1.00)	SECU foundation interest
12/7/2016	Dividend earned	\$2.40		
	Totals	\$31,239.73	(\$19,674.09)	
	Balance		\$11,565.64	

Name: V. Michelle Parker-Evans, CMC, NCCCC
 Title: Treasurer/Durham County Clerk
 Date: 12/31/2016

Items of Business

Program Committee Update

Vice President Kimberly Hines thanked the Program Committee for their work. She reviewed that the Committee had held one conference call in June and President Julie Bennett would be scheduling another one for the following week. Ms. Hines requested that suggestions for the spring conference be sent to her via email.

2017 Annual Conference Update

President Bennett reviewed that the 2017 annual conference would be held in Cleveland County on Wednesday, April 5 through Friday, April 7, with Nicole Greer as the guest speaker. She said the link for the hotel reservations would be sent out the following week.

2018 Annual Conference Update

President Bennett announced that the 2018 annual conference would be held in Moore County at the Pinehurst Resort.

2019 Annual Conference Update

President Bennett announced that the 2019 annual conference would be held in Pitt County at the convention center in Greenville.

Mentor Program

President Bennett shared that almost all of the mentor clerks had retired. She asked anyone interested in being a mentor to contact her.

Scholarships

President Bennett discussed the availability of scholarships and a recommendation to offer scholarships for the regional meetings in addition to those for the annual conferences. She said she would draft an amendment to the bylaws that would allow for the registration fee and one hotel night for one clerk for each of the three regionals. This amendment would be distributed in April and voted upon in August.

Bylaws Amendment – NCCCC Certification

President Bennett reviewed a recommended amendment to the Association's bylaws regarding the NC Certified County Clerk program. The amendment clarified language and was presented to the Association during the business meeting in August 2016.

Amanda Varner made a motion, seconded by Kym Crowell, to approve the bylaws amendment regarding the NC Certified County Clerk program. The motion passed unanimously.

NORTH CAROLINA CERTIFIED COUNTY CLERK PROGRAM

OVERVIEW

The North Carolina Certified County Clerk program is a voluntary certification program for North Carolina County Clerks, which was initiated under the sponsorship of the North Carolina Association of County Clerks and in cooperation with the School of Government at the University of North Carolina at Chapel Hill and the North Carolina Association of County Commissioners. This program is designed as an alternative to the Certified Municipal Clerk and Master Municipal Clerk program sponsored by the International Institute of Municipal Clerks; however, county clerks will still have the option of participating in the IIMC programs.

The program evolved from the realization that North Carolina County Commissioners may place greater value on a state certification program, which is tailored specifically to North Carolina counties.

OBJECTIVES

The primary objective of this program is to professionalize the office of County Clerk by:

- Establishing a minimum level of competence;
- Establishing a method of measuring the knowledge of statutory and general duties and responsibilities and the administrative and managerial competence of the county clerks of the state;
- Recognizing professional achievement through the award of certification;
- Maintaining focus on training/development that is germane to North Carolina issues for the first level of certification;
- Broadening areas of focus to include more generalized professional and management training/development for advanced levels of certification.

Its secondary objective is to provide for more efficient and effective performance of their duties by the County Clerks of the State of North Carolina.

CRITERIA FOR CERTIFICATION

To qualify as a North Carolina Certified County Clerk through the North Carolina Association of County Clerks Accreditation program, a candidate must be a member of the North Carolina Association of County Clerks and must meet the criteria outlined in one of the following categories:

1. Have successfully completed all of the course requirements of the IIMC Clerks' Certification Institute at the School of Government, including completing the Institute's written examinations with passing scores; **or**
2. Have a minimum of three (3) years of experience as a full-time county clerk, deputy county clerk, COG secretary or NCACC executive assistant and complete and pass the written examinations given at the IIMC Clerks' Certification Institute; **or**
3. Have previously received the Certified Municipal Clerk or Master Municipal Clerk designation from the International Institute of Municipal Clerks; **or**
4. Have successfully completed the Municipal and County Administration Course at the UNC School of Government.

The certification examination shall be administered at least once annually by the School of Government, University of North Carolina at Chapel Hill. The subject areas will be determined by the Accreditation Board of Review in consultation with the School of Government liaison.

AWARD AND RECOGNITION

Upon completion of the IIMC Clerks' Certification Institute written exam, an application (found online ~~add to website and could add link in this file~~) will need to be completed and returned with the fee of \$65 to the Chair of the State Association Certification Committee. The fee covers the UNC SOG framed North Carolina Certified County Clerk certificate. The North Carolina Certified County Clerk program certificates will be presented to the recipients at the annual City and County Clerks' School, which is held in January of each year.

The Association will incur the costs of and present a North Carolina Certified County Clerk name plate and pin ~~will be presented~~ to the recipients at the annual conference of the North Carolina Association of County Clerks.

RECERTIFICATION & ADVANCEMENT

Designation as a NCCCC requires recertification every 3 years. An application must accompany proof of membership in good standing in the North Carolina Association of County Clerks (NCACC) and completion of 60 hours of continuing education and/or service as follows:

- Continuing education as documented by the NC School of Government transcript (including MMC Academies; Clerks' Regional Academy; Annual Clerk's School of Government and Annual Conference Academies);
- Registration and attendance at NC Association of County Commissioner conferences (3 hours per conference—must have proof of registration)
- Registration and attendance at National Association of Counties Conference (3 hours per conference—must have proof of registration)
- Registration and attendance at a conference or class of an affiliate association or one approved by the School of Government (3 hours per conference—must have proof of registration/completion)
- Service as a member of the Executive Board for the NCACC (4 hours for each year served)
- Service as Chair of a NCACC committee (2 hours for each year served)
- Other educational opportunities as approved by the Certification Committee (*documentation can be submitted at time of application for recertification*)

The three year recertification period begins on January 1 of the year the recipient is scheduled to receive their certification. *Certificates will be dated January 1 of the year the certificate is presented.*

Application and payment for recertification must be received by the Chair of the State Certification Committee on or before January 31 of their year of recertification. Failure to submit a complete application could result in loss of certification. Exceptions to this policy will be reviewed by the Executive Committee of the NCACC on a case by case basis.

Clerks who have maintained their NCCCC certification for at least 6 years may apply for status as North Carolina Master County Clerk (NCMCC).

ADVANCED CERTIFICATION – NCMCC

The North Carolina Master County Clerk certification will require a prerequisite of 6 years as a NC Certified County Clerk and 45 hours of continuing education in addition to the required regular 60 hours that must be obtained within a three-year period. The additional 45 hours may be accrued over time and does not have to be within the three-year period.

Once the master certification is achieved, the advanced certification can be maintained as long as the Clerk accrues the regular 60 hours of continuing education and participation every three years.

An application (found online{add to website and could add link in this file}) will need to be completed for the North Carolina Master County Clerk certification and returned with the fee of \$35 to the Chair of the State Association Certification Committee. The fee covers the UNC SOG unframed North Carolina Master County Clerk certificate.

The Association will incur the costs of and present a North Carolina Certified Master County Clerk name plate and the certificate to the recipients at the annual conference of the North Carolina Association of County Clerks

For more information about this program or the NC Clerk's Association, check out nccountyclerks.org

*** This amendment to NC Clerk Certification Program was approved _____ during Association business meeting in _____.**

Reword first paragraph above-----

The North Carolina Master County Clerk certification will require a prerequisite of 6 years as a NC Certified County Clerk, the required regular 60 hours of continuing education that must be obtained within a three-year period, and an additional 45 hours of continuing education that may be accrued over time and does not have to be within the three-year period.

This amendment to NC Clerk Certification Program was approved _____, 2016, during Association business meeting in _____.

Other Business/Announcements

President Bennett reviewed dates for the next certification institute:


2017 Clerks' Certification Institute

- February 13-17, 2017
- May 8-12, 2017
- August 28-31, 2017 or August 29-September 1, 2017 (two tracks for Local Gov. Finance)
- October 23-27, 2017

Adjournment

Donna Buff made a motion, seconded by Kristen King, to adjourn the meeting. The motion passed unanimously. With no further business to come before the Association, President Bennett declared the meeting adjourned at 5:00 P.M.


Julie J. Bennett, President


Laura M. Williams, Secretary

Date approved: 4-6-17

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