

APPROVED

VMCTA Education and Certification Committee

Minutes June 3, 2019 | 9 am

Barre Town Clerk's Office

PRESENT: Tracy Borst, Clyde Jenne, Patti Lewis, Donna Kelty, Heidi Racht

PRESENT VIA SPEAKER: Deb Beckett, Deb Hawkins

ABSENT: Diane Judd, LaDonna Dunn

OTHERS PRESENT:

MINUTES: Heidi Racht

AGENDA:

1. Call to Order - Agenda Review/Modification
2. Approve the Minutes of March 26, 2019
3. 2019 Annual Meeting
 - a. Presenters
 - b. Bios, Descriptions, Assessments
 - c. Submit for IIMC Points
5. Certification Applications
6. Next Meeting
7. Adjournment

The meeting began at 9:05 am; chaired by Tracy Borst.

Call to Order: Minor modifications to agenda.

Minutes of March 26, 2019:

Patti Lewis moved to approve; Clyde Jenne, second. Approved unanimously.

Spring Training

The Committee discussed the four mandatory classes, which are now part of the fall conference. The classes presented in the spring are considered "other educational credits." Borst asked "Do we have enough time in our day to do this [the mandatory classes in the fall conference]?" It is also hard for clerk/treasurers to attend – choices need to be made.

Deb Beckett pointed out that the training used to be at St. Michael's College in the spring and the conference was in the fall. Heidi Racht added that the events were combined. Beckett remarked that there was bigger attendance in the spring. Borst offered to take the suggestion of having some of the mandatory classes available in the spring to the E-Board.

MOTION: Clyde Jenne moved to propose a change in the timing of mandatory classes to include in the spring training; Heidi Racht seconded. Approved unanimously.

Borst suggested that open meeting and open records law be covered. Jenne noted that the manager's notes should be part of the record.

Certificates were discussed.

Evaluations were discussed.

Racht will contact the Secretary of State's Office to request certificates for elections training.

2019 Annual Meeting

Beth Pearce, Vermont State Treasurer, is available for the treasurer educational session.

Jim Ognibene will present an interactive workshop, Let's Talk About What is Working? And Navigating Difficult Interactions.

Deb Beckett will contact Steve McKenney about Labor Law Wage and Hour Compliance and Best Practices for Poll Worker Management.

Sue Gage is on for Game of Groans: Property Tax Nuts and Bolt.

LaDonna Dunn is working with Preethi Fernando on two presentations: Work/Life Balance and Diversity and Inclusion.

The Committee reviewed the bios and write-ups. Patti Lewis will submit the paperwork for IIMC approval.

Donna Kelty proposed that the Committee have one place where all assessments go. The packets could have all the assessments in them. Lewis asked if that would be wasting resources. They will still need to be matched with attendance. Borst suggested that the forms be generic. Deb Hawkins proposed having the treasurer on one side and the clerk on the other. Kelty added that the application could have a place where the attendee checks a box to request the evaluations for IIMC points.

The assessments could be mailed in if clerks are going for IIMC points. Kelty pointed out that the mail in needs to be "date specific" and proposed October 1.

The event survey is an EBoard document.

Lewis will create a sheet and circulate.

Athenian Dialogue

Borst commented that this is more of a fundraiser. Diane Judd is handling this and will get the information to IIMC. Anita Doucette will facilitate. It will be held on Wednesday and up to 20 people can attend; five are needed.

Borst will send out a new clean schedule.

Jenne, who will be in Tunbridge instead of Fairlee, offered that he will try to come for the dinner and auction.

Certification

Deadline is July 31.

The Committee will meet on August 5.

Racht will send out an online announcement.

Borst will develop guidelines. The Committee will glance at them and send an email if the application is not complete.

Adjournment

The meeting adjourned at 10:15 am.