



UMCA

APRIL, 2018

President's message

I love springtime with the warmer weather and getting out to enjoy mother nature!

Many of you recently attended Institute and Academy. I hope you found the training worthwhile and learned new ways of doing things or ways you can improve in your professional and personal life.

The Annual UMCA Conference will be held September 26-28 in Vernal. The Board along with the Education Committee are preparing and getting things ready. I hope all of you are planning to attend and remember there are scholarships available so please consider this option if you need assistance with registration or accommodations.

Also, please consider serving on the Board! This is a great opportunity to share your ideas and talents with others. If you have questions about what is involved in serving, you are welcome to contact any of the current Board Members or, listed on the UMCA website are the newly updated Board Position Descriptions.

Enjoy the spring weather!!

Teresa Harris

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Institute and Academy

March 26-30, 2018



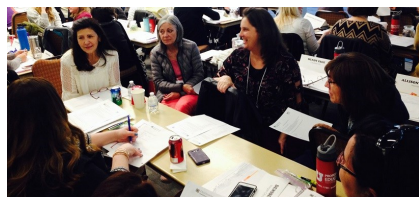
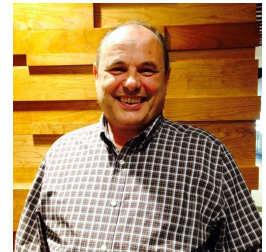
New MMC

Michelle Kellogg,
Park City Recorder



New CMCs

Wendy Downs, Sandy City
Deputy Recorder and Sharon
Allen, Ivins City Deputy
Recorder





Institute and Academy cont.

I attended the recorders classes and it was a different experience. It was interesting to see the wide variety of jobs the Recorders from across the state of Utah have to handle on a daily basis. There was a tie for my favorite classes: the GRAMA Basics by Colleen Mulvey and Rosemary Cundiff and Recognizing and Understanding Threats. There were plenty of other good classes but these stood out. The food by Copper Grill Catering was amazing every single day.

Alexandra Muller, Millcreek City Deputy Recorder



**Rosemary Cundiff, Utah State Archives and
Colleen Mulvey, Cedar Hills City Recorder**



This was my first time attending a UMCA Institute and Academy Conference. I am a new recorder and have only been in my position for a few months. I am so grateful for the chance to rub shoulders with all of you and gain some insight and knowledge for my position. For me, each class was valuable and it made me excited to learn more. Every day I had a favorite subject and enjoyed all the presenters. I have been working hard at transparency and really enjoyed the presentation on that subject. I had some new thoughts and am excited to go back to implement them. I loved the perspectives that The Five Generations and Difficult Conversations classes had to offer. I gained a lot of confidence in the Meeting Procedures and the Parliamentary Procedures classes. One of the best aspects of the conference was being able to make connections with other clerks and recorders. The chance to network was wonderful. It was great to be able to ask lots of questions. I love being able to know there are others I can now call for help if needed. Thank you to the UMCA board for all your hard work!

Beckki Endicott – Huntsville Town Clerk

**Maura Kane >
Recognizing and
Understanding Threats
and Potential Attacks**



Albert Foster, Facil HR >

**The Five Generations in the
Workplace**



I look forward to attending Institute and Academy every year. The classes are always informative and the instructors are so knowledgeable and keep things interesting. I always come away with something new to take back to my organization. I especially enjoyed the presentation by Dr. Maura Kane “When You Wonder If That Person Will Snap... Recognizing and Understanding Threats and Potential Attacks”. Dr. Kane focused on past and current attacks and threats on public officials and spoke on how the information she presented can be used to better prepare us for any future events. It is a scary and very real threat and a subject that shouldn’t be taken lightly. And as always, I enjoyed the presentation by Cameron Diehl from the Utah League of Cities and Towns on the Legislative updates which is so beneficial. I would also like to express my appreciation to the UMCA Board for their hard work in providing us with quality training and an all-around great experience each and every year. And, of course, it is always so fun to interact and network with all of you wonderful, helpful, smart, beautiful and amazing Clerks and Recorders...you guys are the best! See you all at Fall Conference!!

Kathy Moosman – Lindon City Recorder



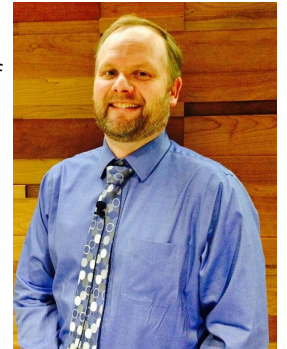
Institute and Academy Cont.



This was my first experience of going to Institute. I was positively impressed with everything about it. The speakers were all very knowledgeable and great with their presentations. I came home with a lot of new information and revived material that had gotten tucked away in the dusty realms of my memory. I felt the UMCA Board was extremely helpful with "anything" I needed, and I made several new friends. It was a wonderfully exhausting week that I would do over again any time.

Keep Smiling!
Bethany Sturgeon, Rocky Ridge Town Clerk

Dustin Lewis
Risk Management



We all sail on a ship of some sort during our lives and work with a crew. Sometimes we are captain, sometimes we run an ore, but no matter what position we hold, we need to trust and rely on the rest of the crew for the ship to sail smoothly. Several years ago I captained a very tight ship for Wells Fargo Bank. The rules and regulations were difficult to maneuver with a small staff. Everything had dual control and that dual control could not be the same two people every time. This was tedious, but it soon became routine and just part of our day. I learned to take comfort in those processes and when a new teller or other employee would groan, I explained how the checks and balances could protect them while they are also protecting the bank. When I changed ships about ten years ago and boarded the Monticello City vessel, I felt as though I could see through the boards under my feet and could hear water pouring in through holes in the frame as I witnessed transactions with a cash drawer that was never counted and never locked and checks taken for payment and thrown in a drawer to pile up. These were only a few items causing alarms to go off in my head. Our ship almost sunk in 2008 and we had to call for help, but since that time, we have been working very hard at tightening procedures. I loved the state auditor's ship analogy during our class on Thursday when they discussed Reporting Requirements & Audit Resources. I feel like I was on the Titanic and want to do everything I can to keep our ship afloat. If the captain of the Titanic had only heeded a warning, so many lives would have been saved. I feel resolute in heeding the warnings of the auditors and appreciate the good advice given. Thanks for a great session!

Thanks,
Cindi Holyoak
Monticello City Recorder



It was so hard to choose what class I enjoyed the most at this year's Institute, It was my first year and I felt like the experience as a whole had such an impact on me. Not only was networking so fun, but to sit in and learn so much in each class it was a great way to start my career. I loved so many classes but the one that sticks out the most I think was the "Difficult Conversations" class. Pam had such a wonderful way to engage everyone, she also taught in a manner that made it easy for me to think of solutions without the pressure of feeling like I could be wrong. I am eager to implement the principles to help me become a better communicator. I am so grateful to everyone who showed me so much kindness and got me really excited about this new opportunity to make my city better. I look forward to Institute next year and the Conference in the fall.



Morgan Langholf, Roy City Executive Assistant & City Recorder



More Institute and Academy



Some of you might be thinking that you heard PLENTY from me during our week at Institute and Academy, and I agree with you! Blame Janell for inflicting more of this pain...

I always look forward to I&A each year as an opportunity to learn interesting new things, gain insight on improving processes, receive important updates, and network with a fantastic group of professionals! I leave the conference with a lengthy to-do list and a renewed appreciation of just how important our jobs really are. We are essential to the operations of our municipalities – solving the problems our bosses didn't even know they had in ways they don't understand. We are clerks or recorders, but only because full-time, multi-tasking ninja warriors isn't recognized as an actual job title!

My favorite class was "Risk Management" taught by Dustin Lewis from South Jordan City. Being a bit of a history nerd, I was initially drawn to the story points of the ill-fated ocean liner but the applicable metaphor made was fascinating. It illustrated how it was not one or two circumstances that led to the sinking of the ship, but it was all the circumstances in combination. Many of the issues were small and avoidable. If they had open lines of communication and had addressed these issues before the ship struck the iceberg and panic set in, it would not have been the great tragedy that it became. This class reminded me that we have the opportunity and responsibility to raise a voice of warning when we see the dangers up ahead. We can help steer our municipal ships through turbulent waters to safe harbors.



Jackie Lambert, Orem City Deputy Recorder



This year was my first year at the Institute and Academy. I'm fairly new not only as a Deputy Recorder, and working for a municipality. This whole week was a wonderful way for me to learn more about my responsibilities and about how a city runs. The classes were great and getting to know other recorders was also an enjoyable part of the week. Overall, it was a valuable experience! There was at least one class each day that I felt would help me either in my job or in my personal life. Choosing a favorite class would be hard!

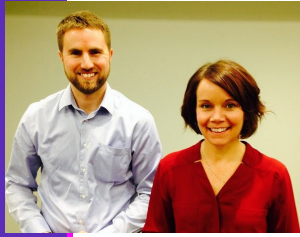
One of the classes that had an impact for me was Pam Gardiol's class, "Difficult Conversations". A large part of my responsibilities lie in dealing with the public and often they aren't sure what they want exactly, and are frustrated that they are not getting the answers they need. Pam had us do an exercise which we diagrammed a perfect agreement dynamic. It was great to hear everyone's ideas on our part of a perfect agreement. So many of the suggestions were great reminders for me as I work with our residents, passport applicants, co-workers, and family members. To help me remember my role in a perfect agreement dynamic, I have a sticky note on my desk top with some of my favorite ideas. Seeing it every day helps me remember the Perfect Agreement Dynamic exercise and my responsibility in having a successful conversation.

Laura Oscarson, Deputy City Recorder, City of Draper

Pam Gardiol Difficult Conversation



Institute & Academy Highlights



<Cameron Diehl and Rachel Otto, ULCT, Legislative Update

Bev Uipi>
How to Run an Election



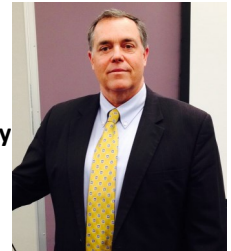
Cheryl Bodily, Joy Johnson and Nancy Dean; Records Management



<Kelly Chamberlain, Todd Winzenried, Jed Crosly and Paul Whittier, Cyber Security



D. Scott Roscoe, US Secret> Service, Counterfeit Currency



<Jen Storie, Office of Lt. Governor, Notary Updates



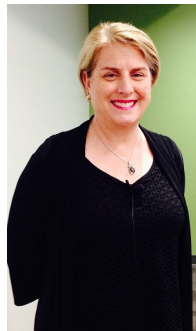
<Jessica Van Klaveren, Grammar



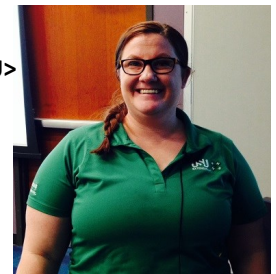
<Meg Ryan, ULCT Meeting Procedures



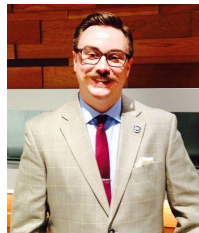
Kerri Nakamura, > Municipal Budgeting 101



Megan Stohl, USU> Parliamentary Procedure



<Nate Sechrest, Legislative Process



Nick Jarvis, ULCT> Transparency 101



<Tiffany Hall, Grant Writing



Calvin Bergmann and Ryan Roberts, Office of the State Auditor

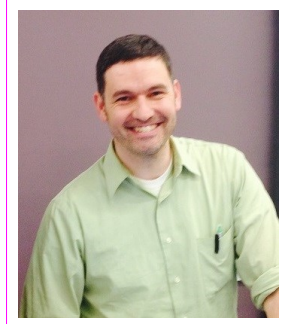
REALITIES

- Gratitude!
- STAY IN YOUR LANE!!
- Give your team a break from you! #Nine
- Keep it 'Old School,' and WORK!
- 3 'Cs': Confident-Connected-Compassionate
- Issues Are Never About You
- Values-based Approach
- Accountability
- Self-Care
- LIFE Happens
- Keep It All In Perspective

Exhibitor's and Exhibitor's Reception



Doug Stewart
Millennial Vision, Inc. (MVi)



Kimball Clark
Municode



Brian Child
Olympus Insurance



Curtis Tonks
ULGT



M. Elizabeth Christensen
URMMA



Kory Cox
URS



Congratulations

To our newest CMCs and MCMCs



Sharon Allen, CMC
Ivins City Deputy Recorder
Sharon received her CMC designation from the International Institute of Municipal Clerks, and is congratulated by UMCA Vice President, Annette Spendlove, at the Ivins City Council meeting held on February 15, 2018.

Wendy Downs, CMC
Sandy City Deputy Recorder

Wendy Downs was awarded her CMC designation from the International Institute of Municipal Clerks, and is congratulated by UMCA President, Teresa Harris and Sandy City Recorder, Molly Spira during the February 27, 2018, Sandy City Council meeting.



Pam Spencer, CMC
Vineyard City Clerk/Recorder

Pam was awarded her CMC designation by the International Institute of Municipal Clerks, and was surprised/recognized by her City Manager and City Council at the Vineyard City Council meeting on February 11, 2018.



Spring

UMCA Region Updates

BRAG: The Winter BRAG Area Clerks & Records Association meeting/luncheon was held on January 26, 2018 at Maddox Ranch House in Perry, Utah. Detective Andy Marchant with the Tremonton City Police Department, spoke on the topic of Social Media. Detective Marchant discussed his use of social media as a tool in investigations and how social media is used in emergency situations and the online content is used in preserving evidence and in court cases. He talked about a crisis and tip line app called SafeUT, that is being promoted in Utah schools in the wake of recent school shootings. He also reminded the members that all posts to social media accounts held by a government entity are a public record and subject to GRAMA. Detective Marchant also reviewed programs that could oversee and track a government entity's social media account that could be useful for court or under GRAMA.

Corey Twedt, City Recorder for Millville City was spotlighted. This tradition of spotlighting our members is something we all look forward to.

1st Vice-President Nelson reminded everyone of the UMCA Clerks Institute & Academy being held on March 26-30th and announced that the next association meeting would be held on April 25th at 10:00 am at the Tremonton City Offices. The Topic is First-Aid and a CPR Refresher Course.

President: Char Izatt, Smithfield City Deputy Recorder

cizatt@smithfieldcity.org

CURA: The Central Utah Regional Clerks Association (CURA) consisting of City Records and Town Clerks from Wasatch, Utah and Juab Counties conducted elections in December for a new presidency. The following were elected for 2018: President, Kim Rayburn (Springville); Vice President, Pam Spencer (Vineyard); Secretary, Cindy Quick (Highland); Treasurer, Angie Warner (Spanish Fork), and Past President Beth Hone (Levan). A nice holiday lunch was had and donations to the Angel Tree were collected. Thank you Colleen Mulvey for coordinating this yearly fundraiser and to Beth Hone for serving as President in 2017.

February's meeting was held at the Alpine City offices and hosted by Charmayne Warnock. A very informative roundtable discussion was had on Agenda Management. March brought the 2018 UMCA Institute and Academy held in West Valley where we had a very good turnout and a great class schedule. April's meeting was held at the Santaquin City Offices and hosted by Susan Farnsworth. A presentation on creating your own records retention schedule was presented by Colleen Mulvey (Cedar Hills)

Congratulations to Pam Spencer (Vineyard) on receiving her CMC designation!

The CURA group meets monthly where we provide training and informative discussion relating to the Records and Clerk profession. We are excited for a year full of learning and camaraderie.

President: Kim Rayburn, Springville City Recorder

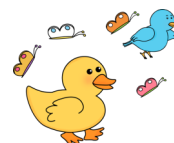
krayburn@springville.org

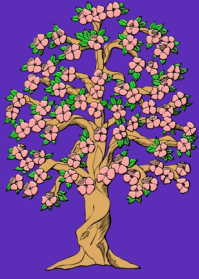
SWRCA: The Southwest Regional Clerks Association met in Cedar City on March 15th for their first quarterly gathering of the year. The main topic of discussion focused on social media in the public sector whereby the group considered protocol, content, and consistency. Developing a social media policy was identified as an important step before engaging the public with posts. As added resources the documents, "Public Sector Guide to Social Media Strategy and Policy" and "Preliminary Guidance on Government Use of Social Media" were shared with members.

Our meetings are always filled with great conversation, networking, and support. The next meeting is scheduled for Thursday, May 17th and will be held in the Hurricane/St. George area. All members of SWRCA are encouraged to participate.

President: Darci Carlson, Springdale Town Clerk

dcarlson@springdaletown.com





UMCA Region Updates

DMWRA: Davis, Morgan, and Weber Recorders Association (DMWRA) - The members of DMWRA meet monthly to share lunch, build professional relationships, and learn. Each city takes a turn hosting by providing a speaker and a place to meet. In January Washington Terrace hosted lunch at their city hall. The speaker was Jason Waterson from Utah Local Government Trust who taught us about Cyber Security Best Practices. We learned about phishing, pharming, ransomware, and what we can do to protect ourselves and our cities.

The February meeting was hosted by Clearfield City at their city hall. The speaker was Lamont Hampton, director of Open Doors/Circles Davis County, who informed us of their adult mentoring program and how it had helped change lives for adults caught in the cycle of poverty. Mr. Hampton explained how it could be a resource to those struggling in the community and how we could help by volunteering or donating goods or money.

In March many of our members enjoyed attending Institute and Academy at the Cultural Celebration Center in West Valley. We appreciate the many hours that went into planning the classes, food, and materials for this great learning event. We enjoy the support UMCA gives us, as well as the support we give each other through our Davis, Weber, Morgan Recorders Association.

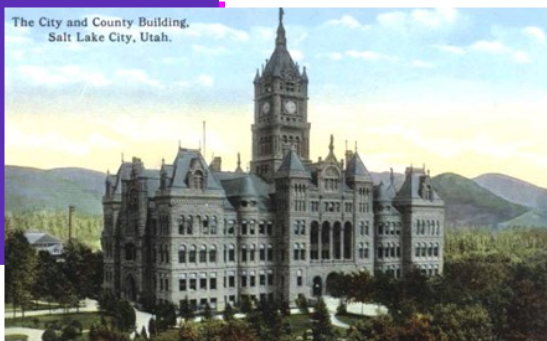
President: Leesa Kapetanov, South Ogden City Recorder
lkapetanov@southogdencity.com

GSLCRA: The GSLCRA Chapter met in February at the historic Salt Lake City & County Building. We discussed records training opportunities and toured the building from the base isolators up to the clock tower and out on the 250 foot catwalk! In April, we look forward to hearing from Cindi Mansell, Salt Lake City Recorder and Certified Records Manager (CRM). Cindi will discuss how Salt Lake City trains their 3,000 + employees regarding the retention schedule for electronic correspondence (e-mails and text messages).

2018 Officers are: Nicole Smedley, Salt Lake City – President; Wendy Downs, Sandy City – Vice President; Nichole Camac, West Valley City – Secretary; and Jamie Vincent, West Jordan City – Treasurer.

The GSLCRA Chapter meets quarterly, our next scheduled meetings are in August and December.

President: Nicole Smedley, SLC Ass't City Recorder
nicole.smedley@slcgov.com



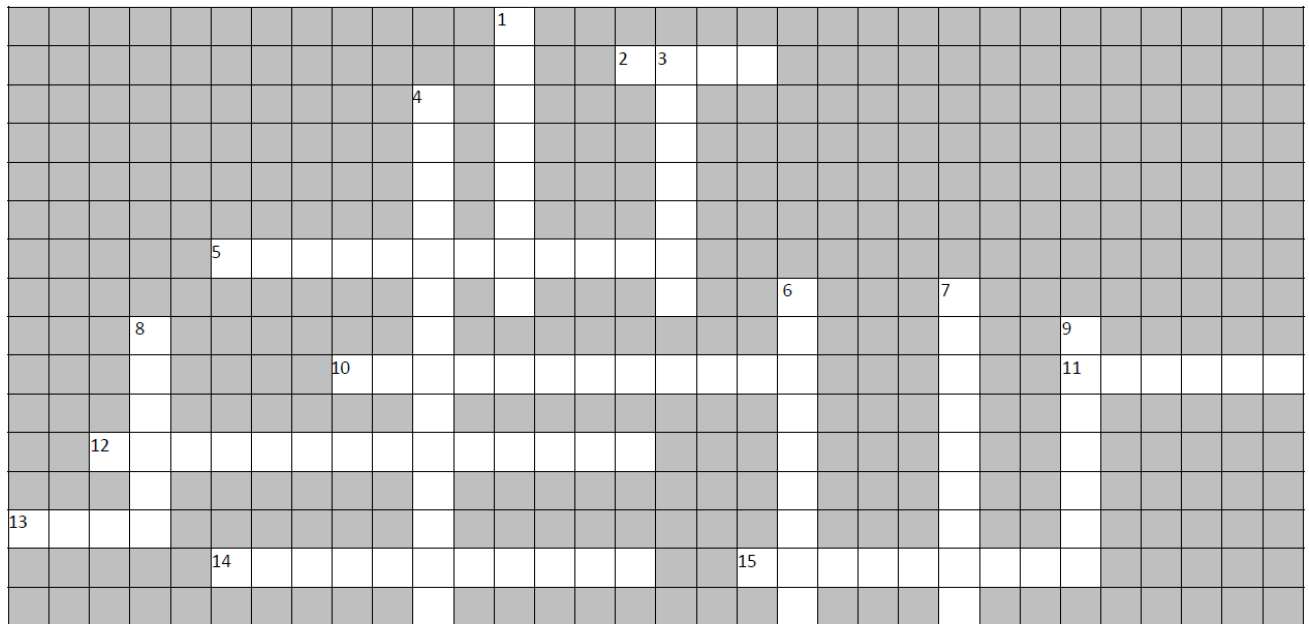
BE SURE TO MARK YOUR CALENDAR FOR THE

UMCA Annual Conference!

**The 2018 UMCA Annual Conference is scheduled for
 September 26-28, 2018**

**Uintah Conference Center
 Vernal, Utah**

Brain Teaser



Across

2. Utah Organization designation to promote professionalism, education competency and networking
5. Information given regarding legal proceedings
10. Document that requires an individual make a written inquiry for a record in accordance with Utah Code Annotated Section 63G-2-204
11. Any document regardless of physical form is prepared, owned, received or retained by a city or town
12. Determining whether a record series, record, or information with a record is public, private, controlled or protected
13. International association that promotes continuing education and certification
14. A city or town "Reminder" **hint: Hebrew for City Clerk**
15. A piece of legislation enacted by a municipal authority

Down

1. Formal process by which the population chooses an individual to hold public office
3. A summarized record of the proceedings at a meeting
4. Oldest public servant in local government
6. Public Officer charged with recording vital statistics of a city
7. Person responsible for the recorded history of the town and its people in his/her care
8. Record that is not private, controlled, or protected and that is not exempt from disclosure
9. A record containing data on individuals that describes an individual's medical condition

- | | |
|--------------------|--------------------|
| 15. Ordinance | 9. Private |
| 14. Mazkir Ha'ir | 8. Public |
| 13. IIMC | 7. Historian |
| 12. Classification | 6. City Clerk |
| 11. Record | 4. Municipal Clerk |
| 10. GRAMA Request | 3. Minutes |
| 5. Public Notice | 1. Election |
| 2. UMCA | |
- Answers Across:

- Answers Down:



2017-2018 UMCA Board of Directors

President

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Vice President

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Membership Director

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Secretary

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