

IOWA MUNICIPAL FINANCE OFFICERS ASSOCIATION  
BOARD MEETING  
AUGUST 19, 2017  
MASON CITY, IOWA

The IMFOA Board of Directors met at City Hall in Mason City at 8:25 a.m. with President Kevin Jacobson presiding. Members present were: Sally Hinrichsen, Beverly Conrad, Kris Vipond, Ondrea Elmquist, Daisy Huffman, Denise Hoy, Erin Learn, and Deb Field. Absent: Christina Perkins and Kelly Groskurth.

**MINUTES**

Beverly moved, Ondrea seconded, to approve the minutes of the June 10, 2017 meeting. All in favor.

**TREASURER'S REPORTS**

Erin moved, Ondrea seconded, to approve the Treasurer's reports. All in favor.

**LEAGUE UPDATE**

Nothing to report.

**IIMC REGION VI UPDATE**

The Board was emailed the 2017 IIMC Annual Report. Anne Uecker is again running for Vice President and is asking for a letter of support. The Wisconsin Municipal Clerk's Association will hold their annual conference from August 23-25. The IIMC Mid-Year Board Meeting will be held in California from November 19-20. Daisy moved, Beverly seconded, to accept IIMC Region VI Director Pam DeMouth's report. All in favor.

**ISU INSTITUTE UPDATE**

Cindy Kendall reported on the attendance numbers for this year's Academy and Institute and GASB77 training. She also distributed the schedules for various upcoming training sessions.

**CERTIFICATION UPDATE**

Sally outlined several scenarios with regard to the timeline for filing certification renewals. Deb suggested that due to the number of applications that are not being filed in a timely manner, she could email reminder notices 60 days in advance of an individual's renewal date. The consensus of the Board was for Deb to do so.

Sally described these three situations with regard to the certification program and asked for guidance from the Board.

- A Clerk who was out of the profession for 1 ½ years has questioned whether she needs to make up the required 15 credit hours for each year missed. She presently has 60 hours, but does not want to use hours from the Academy, as she wants to use them for another certification that expires in April, 2019.
- A Deputy Clerk who completed the Institute in 2005 has over 160 flex hours, but not the required 25 specialized hours. He was advised that he needs the specialized hours, but has

requested that the Board reconsider that requirement, because the only way he can obtain the specialized hours in two years would be to attend the Institute.

- A former Clerk, who has been out of the profession for over 7 ½ years, was questioning what would be required for her to obtain her certifications again, since they have expired. Even though she hasn't been a Clerk since December 2010, she has been training City Clerks in her COG area and has served as an interim City Clerk in various Cities since last July.

Upon some discussion by the Board regarding each situation, the following action was taken:

Situation #1--Erin moved, Ondrea seconded, to require the individual to obtain the required 15 hours for the break in service. Motion carried with Daisy voting against.

Situation #2—Daisy moved, Beverly seconded, to require the individual to obtain the 25 specialized hours. All in favor.

Situation #3—Erin moved, Ondrea seconded to require the individual to start over in obtaining her hours for her certifications.

#### **CONFERENCE UPDATE**

Final planning took place for the upcoming fall conference.

#### **LETTER OF SUPPORT FOR ANNE UECKER FOR IIMC VICE PRESIDENT**

Kevin said he would send her a letter of support from the Board.

#### **ADJOURN**

Kris moved, Ondrea seconded, to adjourn at 9:56 a.m.

Respectfully submitted,

Deb Wheatley Field, Secretary/Treasurer