

CLERK'S REPORT
JUNE 8, 2020
Submitted by Karen Platt

Council ATTENDANCE SHEET is attached

Things are a lot different around here from my last report was done in the beginning of March. I have been working solo at City Hall now Monday-most Thursdays.

Training/Conference

- ✓ Due to COVID-19, the Government Social Media Conference has been canceled. Both Bre and I will be attending the conference virtually in 2021.
- ✓ Also, due to COVID-19, I have taken Incident Command System courses 100, 200, National Incident Management System Intro 700 and National Response Framework 800. All these courses are free and as an added bonus, points can be counted towards my eventual Master Municipal Clerk certification.
- ✓ International Institute of Municipal Clerks has also offered several complimentary opportunities for further learning. So far, I chose all short classes that were 1-3 hours.
 - Creativity in Teams and Organizations: This course focused on various techniques using the right and left brain thinking and applying personal creativity to organizational challenges.
 - Avoiding Pandemonium in the Pandemic Workplace: Understanding Employment Laws Related to COVID-19. This 1-hour session focused on Federal Emergency Paid Sick Leave (EPSL), Federal Emergency Family and Medical Leave Expansion ACT (EFMLA), Regular Family and Medical Leave Expansion (FMLA and Issues Relating to Americans with Disabilities Act (ADA)
 - Introduction to Critical Thinking: This course is designed to help learners define and identify critical thinking and reasoning skills and develop those skills.
 - Personal Creativity Through tools and exercises drawn from Adrian Brown's book, "Creativity & Innovation", it seeks to help unlock the creativity within individuals. By stimulating creativity through various techniques (mind-mapping, DO-IT, SCAMPER, right and left brain thinking) participants learn to tap into their personal creativity and apply it to organizational challenges.
 - Easy for Everyone: Remotely Manage & Create Content with a Municode Website: Municode website can help you communicate with your community. I joined this meeting to see if I could learn more about the options we have on our website. I learned that I can set up email notifications that are directly linked to subject matter. For example, if I create a meeting, if you subscribe to that email list, the system will automatically generate an email notification. This could be used in place of our newsgroup email list. I plan to create email subscription categories that community members can subscribe to. That way they can select only the subjects they are interested in. I also learned that we can do an online payment system through Municode. I am waiting to hear back how it works and what the cost is.
 - How to Stream a Virtual Public Meeting Using ZOOM and YouTube: Because of the rapid spread of COVID-19 through US communities, Federal, State, and local mandates are limiting public gatherings. As a result, Local government operations must transform, including changing the way public/legislative meetings are held. Join us as we share our tips and best practices to help you run an effective virtual meeting.
- ✓ Using the Zoom platform for conducting meetings remotely was a bit of a scramble and we are still discovering new tools on how to use this platform. I've really just done some on-line tutorials on how to use zoom and learned by trial and error with Phoebe's help. I have really enjoyed the challenge of conducting these zoom meetings. It can be a handful managing all the platforms, minutes, rules etc. We get a little better with each meeting.

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- ✓ The Fire Chief, Travis Miller is organizing training on becoming a Public Information Officer. I hope to have more information on that soon.

Committees

- ✓ The Marine Facilities Advisory Committee is resuming their meetings to continue work on Title 8 and Marine Facilities use and activities.

Around the Office

- ✓ The office has been lonely with Tom and Phoebe working mostly from home and no community members coming in person to conduct business.
- ✓ I was sooooo close to finishing going through records for destruction and I hate to leave a project incomplete. I have finished all the filing cabinets in both office areas. Now I need to get into the storage closet and organize that mess. Unfortunately, this project will be taking a back seat for a while.