

Dear County Clerks, Deputy Clerks, Municipal Clerks, and COG Clerks,

It is hard to believe that it is almost time for our Fall Regional Workshops! I am very much looking forward to seeing all of you for either our Eastern, Western, or Piedmont Regional. Consider this your official invitation to join us at one of the Regionals for a day of education, fun, and fellowship - and don't forget about the credit hours for your certifications!

Here are the dates:

Piedmont Regional- Scotland County - Host Clerk Dorothy Tyson - September 13, 2024

Western Regional - Catawba County - Host Clerk Dale Stiles - September 20, 2024

Eastern Regional - Beaufort County - Host Clerk Katie Mosher - October 4, 2024

If you cannot attend the Regional scheduled in your region, you are more than welcome to attend one of the other offerings. Our Regionals are open to all County Clerks, Deputy Clerks, Municipal Clerks, and COG Clerks. The Program Committee has worked hard and created an outstanding agenda, and the agenda is the same for all three Regionals!

I want to personally thank all of you for your dedication to your organizations, our Association, and the local government clerk profession!

Looking forward to seeing you this fall!

Melissa Long, President

New Hanover Deputy Clerk to the Board of Commissioners



catawba county
north carolina

August 12, 2024

Dear County Clerks, Deputy Clerks, Municipal Clerks, & COG Administrative Assistants/Clerks:

Catawba County is excited to host the 2024 Western Regional Clerk Academy on September 20th, 2024, in Catawba County. The Academy will be held at the Hickory Metro Convention Center, 1960 13th Avenue Drive, SE, Hickory, conveniently located directly off I-40. A map is included in your packet.

The Hampton Inn Hickory is holding a small block of rooms for Thursday, September 19th, 2024. The deadline to book a room is September 5th. The Hampton Inn is located at 1956 13th Avenue Drive SE, Hickory and is located in the same parking lot as the Hickory Metro Convention Center. Please reserve your room [here](#).

The North Carolina Association of County Clerks' Program Committee has worked diligently with the UNC School of Government and host clerks to select educational and fun topics for the 2024 Regional Academies. I know the topics will be beneficial to us, professionally and personally.

North Carolina Clerks have a long history of serving others; that is what we do. In keeping with the mission of the North Carolina Association of County Clerks to formulate specific projects to help develop strong leadership, a service project will also be part of our regional meeting. County services include services for children who are victims of abuse, neglect and dependency. The Children's Advocacy and Protection Center (CAPC) of Catawba County assists youth who have experienced this type of trauma. Every youth that is seen for a forensic interview receives a new item from the "giving wall", and every youth seen for a medical exam is offered a "blessing bag". Cold drinks are offered to everyone that enters the Center.

I ask each clerk to bring items for the CAPC that are in highest need. I have included a list of needed items, as well as an Amazon Wish List [link](#) for their most requested items.

If you have any questions, I can be reached at 828-465-8990 (direct line), 828-310-6523 (mobile), or via email at DStiles@catawbacountync.gov.

Sincerely,

Dale Stiles

Dale Stiles

Clerk to the Board

Catawba County, NC

catawbacountync.gov

Catawba County Government Center

25 Government Drive | PO Box 389 | Newton NC 28658 | 828.465.8201

MAKING. LIVING. BETTER.



Service Project to Benefit the Children's Advocacy & Protection Center of Catawba County



This year, the Children's Advocacy and Protection Center of Catawba County celebrated 25 Years of Service!

Every youth who comes to the Center for a forensic interview receives a NEW item from the "giving wall." The most popular items are large stuffed animals and arts & crafts kits.

Every youth who has a medical exam at the CAPC is offered a "Blessing Bag" to take home with them. They are running low on:

- Travel sized toiletries (deodorant, dental care items, hair products)
- Loofahs and wash clothes for kids
- Packs of flushable wipes

They offer a cold drink to everyone that comes to the Center. They appreciate gifts of:

- Bottled water (large and small)
- Capri Sun pouches/juice boxes
- Local grocery store & Sam's Club gift cards are always appreciated, too!

CAPC also has a an Amazon Wish List with their most requested items!

<https://amzn.to/4dmWlAB>

HICKORY METRO CONVENTION CENTER CAMPUS GUEST MAP



KEY

1 BLUE PARKING LOT

2 GREEN PARKING LOT

3 PURPLE PARKING LOT

4 ORANGE PARKING LOT

5 YELLOW PARKING LOT

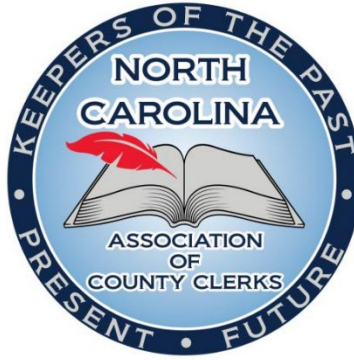
RESTAURANTS

ENTRANCES

STAY
IN THE KNOW



Convention Center & Visitors Bureau



**NORTH CAROLINA ASSOCIATION OF COUNTY CLERKS
Western Regional Advanced Clerk Academy
September 20, 2024
Hickory Metro Convention Center
1960 13th Ave Drive SE, Hickory, North Carolina 28602**

AGENDA

8:15 am – 8:45 am	Registration/Continental Breakfast
8:45 am – 9:00 am	Welcome/Introductions Dale Stiles, Clerk to the Board Welcoming Remarks Randy Isenhower, Chair Mary Furtado, County Manager Justin Merritt, Assistant County Manager Paul Murray, Assistant County Manager
9:00 am – 10:00 am	Election Year: Preparing Yourself and Your Commissioners Kristina Wilson Assistant Professor of Public Law and Gov't UNC School of Government
10:00 am – 10:15 am	Break/Snacks
10:15 am – 11:45 am	Election Year cont'd
11:45 am – 12:15 pm	IIMC Certification and State Certification FAQs Kristina Wilson Assistant Professor of Public Law and Gov't UNC School of Government Melissa Long President, N.C. Association of County Clerks

12:15 pm – 1:15 pm

Lunch

1:15 pm – 2:45 pm

Managing Public Comment Periods

Kristina Wilson

Assistant Professor of Public Law and Gov't
UNC School of Government

2:45 pm – 3:00 pm

Break/Snacks

3:00 pm – 4:00 pm

Oaths of Office: Scenarios

Kristina Wilson

Assistant Professor of Public Law and Gov't
UNC School of Government

4:00 pm – 4:30 pm

Clerk Bingo

Kristina Wilson

Assistant Professor of Public Law and Gov't
UNC School of Government

The MMC Advanced Academies are presented by the School of Government, University of North Carolina at Chapel Hill. The School is the International Institute of Municipal Clerks' approved provider of educational programs for clerks in North Carolina.

Clerks who successfully complete MMC Advanced Academy will be eligible for 3.00 MMC/CMC points and 6.0 credit hours towards recertification as an NCCCC or, if applicable, certification or recertification as an NCMCC.

Partial credit is not available for the Academy.

North Carolina Association of County Clerks
Speaker/Session Information

9:00 am – 11:45 am

Election Year: Preparing Yourself and Your Commissioners

Kristina Wilson

Assistant Professor of Public Law and Government

UNC School of Government

During election years, both clerks and commissioners can confront new legal issues or questions they have not faced previously. Even once election season concludes, clerks and commissioners face a new set of challenges in trying to effectively onboard incoming electeds. This session will introduce key legal concepts that are relevant for an election year for both clerks and commissioners. The course will also discuss legal and practical issues surrounding onboarding and allow clerks to share their own tips and tricks for onboarding commissioners.

11:45 am – 12:15 pm

IIMC Certification and State Certification FAQs

Kristina Wilson, Assistant Professor of Public Law and Government, UNC School of Government

Melissa Long, President, N.C. Association of County Clerks

Kristina and Melissa will review various pathways and levels for clerk certification. The session will also allow clerks to ask questions about involvement in the association and other professional development opportunities.

1:15 pm – 2:45 pm

Managing Public Comment Periods

Kristina Wilson

Assistant Professor of Public Law and Government

UNC School of Government

With the advent of “zoom bombing” and a prickly political climate, public comment periods are more complicated than ever. This session will explore the rules around managing public comment and will analyze new, relevant case law on the First Amendment. The course will also review real public comment period policies and discuss which might be enforceable and which might risk liability.

3:00 pm – 4:00 pm

Oaths of Office: Scenarios

Kristina Wilson

Assistant Professor of Public Law and Government

UNC School of Government

This session will review key legal concepts surrounding oaths of office before splitting clerks into groups and inviting them to work through real-life issues involving oaths of office. The session will entail small-group work and large group discussion.

4:00 pm – 4:30 pm

Clerk Bingo

Kristina Wilson

Assistant Professor of Public Law and Government

UNC School of Government

This session employs a trivia game to engage clerks and help them apply what they've learned.

Topics cover higher-level questions in open meetings law, public records law, contracting, public notice, and more.

Speaker Biographies

Kristina Wilson

Kristina Wilson joined the School of Government in September 2021. Her work focuses on local government structure and authority, board procedures, and public records and transparency issues. Prior to joining the School, Wilson was a civil litigation associate at Yates, McLamb & Weyher LLP where her practice included medical malpractice defense, general liability defense, employment disputes, and constitutional matters in both federal and state court. She also worked for the U.S. Department of Justice in its Access to Justice Office addressing civil constitutional issues including nuisance ordinances and public housing and a proposed civil right to counsel. Wilson earned her J.D. cum laude from Wake Forest University School of Law where she was a published member and executive online editor of the Wake Forest Law Review. Wilson earned undergraduate degrees in English and Spanish cum laude from Georgetown University. She is a member of the North Carolina State Bar.

Melissa Long

Melissa Long is the Deputy Clerk to the New Hanover County Board of Commissioners and is the current President of the North Carolina Association of County Clerks. Prior to joining New Hanover County, Melissa served as the Clerk to the Pender County Board of Commissioners from December 2014 until April 2021. She is certified as a North Carolina Master County Clerk (NCMCC) through the North Carolina Association of County Clerks and a Master Municipal Clerk (MMC) through the International Institute of Municipal Clerks (IIMC).