



# PCCFOA

Pierce County Clerks' & Finance Officers' Association

**PCCFOA Meeting Minutes**  
**June 27, 2024 – 12:00 PM**  
**City of Gig Harbor – Community Rooms**  
**3510 Grandview Street, Gig Harbor, WA 98390**

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**Members present:** Josh Stecker (Gig Harbor), Tiffany Aliment (Gig Harbor), Michelle Converse (Sumner), Shawn Campbell (Auburn), Hannah Scholl (Auburn), Brodie Rota (Fife), Debbie McDonald (Bonney Lake), Treva Zumek (Buckley), Jessica Clark (Buckley), Paul Loveless (Steilacoom), and Dan Vessels (Puyallup).

**a. Call to Order**

Vice President Hannah Scholl called the meeting to order at 12:05 PM.

**b. Welcome and Introductions**

Members took turns introducing themselves.

**c. Approval of April 17, 2024 Meeting Minutes**

Shawn Campbell moved to approve the April 17, 2024 meeting minutes as presented. Seconded by Treva Zumek. Voice vote was taken and carried unanimously.

**d. Approval of the June Treasurer's Report**

Vice President Scholl reviewed the June 2024 treasurer's report. Treva Zumek moved to approve the June 2024 treasurer's report as presented. Seconded by Jessica Clark. Voice vote was taken and carried 11-0.

**e. Paid Educational Options for a 2024 Meeting**

Vice President Scholl reviewed the prior meeting's discussion around paid educational options and the survey results. Shawn Campbell discussed possible options, resources, and areas for focus. Shawn touched on goals, expectations, cost, and timeline. Treva Zumek moved to allow Shawn Campbell to sign a contract on behalf of PCCFOA with Janelle Tarasewicz for a training in November. Seconded by Josh Stecker. Voice vote was taken and carried 11-0.

**f. Other Discussion Items**

Vice President Scholl reviewed the PCCFOA SharePoint site discussion from the

prior meeting. Treva will continue work to set up the site and discuss progress made at the next meeting.

Other group discussion included large public records requests that appear to be research requests from law schools and media organizations and public record fees and what various municipalities are charging.

**g. Onboarding Training**

Shawn Campbell presented information on *Staff Onboarding, Training & Engagement*. Shawn discussed new hire onboarding checklists, preparing for day one, first impressions, facility tours, new hire resources, form of government, city organization, continued training, work plan education, and employee engagement programs. Group questions and discussion followed.

**h. Next Meeting**

Vice President Scholl noted the city of Buckley is unable to host the August meeting. An email will be sent out to the PCCFOA membership seeking a volunteer to host the next meeting on August 21, 2024.

**i. Adjournment**

With no objection, Vice President Scholl adjourned the meeting at 1:05 PM.

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Hannah Scholl, Vice President

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Brodie Rota, Secretary