

KENTUCKY MUNICIPAL CLERKS INSTITUTE

JULY 16 – JULY 20, 2018

Embassy Suites
Lexington, Kentucky



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KENTUCKY MUNICIPAL CLERKS ASSOCIATION**

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INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS**

**PRESENTED BY:
KENTUCKY MUNICIPAL CLERKS ASSOCIATION EDUCATION COMMITTEE**

KENTUCKY LEAGUE OF CITIES

**UNIVERSITY OF KENTUCKY MARTIN SCHOOL OF
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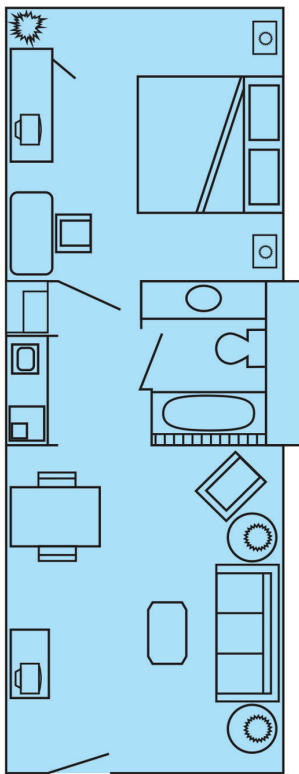
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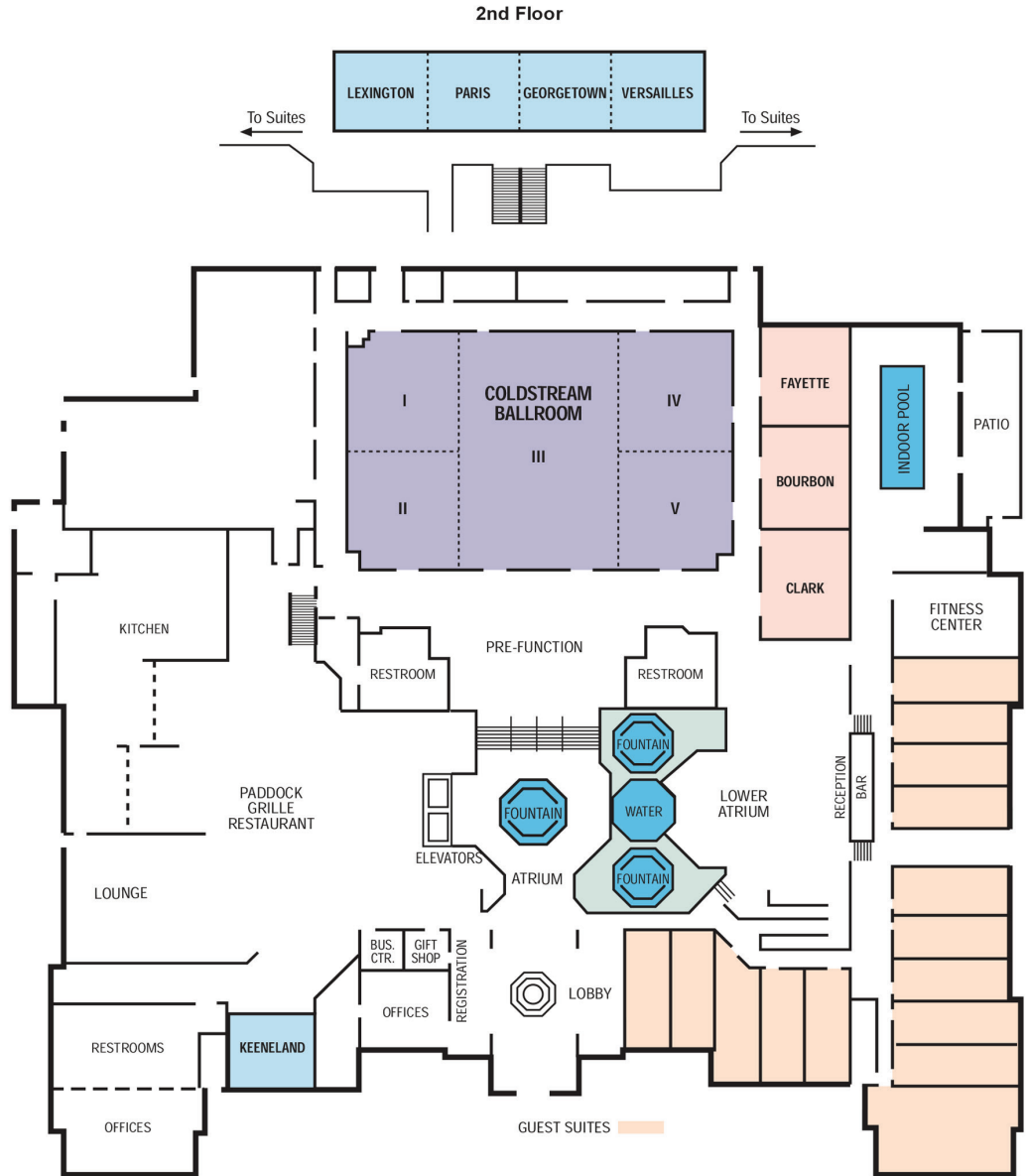


EMBASSY SUITES®

Lexington



GUEST SUITE



Dear Members:

On behalf of the Kentucky Municipal Clerks Association (KMCA), welcome to the 39th annual Kentucky Municipal Clerks Institute (KMCI). This annual training is a great opportunity for city clerks and other municipal employees to gain new skills, network, and work toward earning certification through both KMCA and the International Institute of Municipal Clerks (IIMC). You will find additional information in the program about the various certifications. Any time you have questions, please feel free to call me or any member of the Certification Mentorship Committee.



This year there will be an opportunity for attendees to get to know each other and network outside the classroom. Please check in at the hospitality suite (room #111) Sunday night between 6 p.m. and 8 p.m. to register for the Institute and have some fun. Thanks to our generous sponsors; Precision Concrete, Bell Engineering, American Legal Publishing Company, and McGhee Engineering; we will be providing drinks, snacks, games, and door prizes (must be present to win).

Sincerely,

A handwritten signature in black ink that reads "Crissy Upton". The signature is fluid and cursive.

Crissy Upton
President
Kentucky Municipal Clerks Association

The KMCA Education Committee is excited for you to soak up lots of knowledge, gain insight, network and have fun all while obtaining your required training hours in Lexington this week! If we haven't already met, please introduce yourself and feel free to ask any questions, or propose any suggestions and ideas, you may have about your education. Let the learning begin!

Becka Cox, Auburn – Chair
Beth Cecil, Owensboro – Vice Chair
Brian Ahart, Cadiz
Lori Burnett, Brownsville

Bethany Cooper, Benton
Debbie Lake, Ferguson
Tabitha Nolan, Guthrie
Kathy Walker, Nicholasville



Certification Information

Kentucky Municipal Clerks Institute (KMCI)

Certified Kentucky Municipal Clerk (CKMC)

The Kentucky Municipal Clerk Institute (KMCI) is an International Institute of Municipal Clerks (IIMC) approved program designed to enable participants to earn their CKMC designation in three years. Each of the three years consists of 40 hours of training.

To become a Certified Municipal Clerk in the State of Kentucky one must complete 120 hours of training in an IIMC Certified Program. The 120 hours of training includes: 50% in Public Administration, 30% in Social and Interpersonal Concerns, and 20% in Electives. Additionally, attendees must be full members of the Kentucky Municipal Clerks Association (KMCA) for two years. Membership information can be found at www.kyclerks.com.

If it becomes necessary, due to extenuating circumstances, to miss credit hours during a 40-hour session of the Institute, missed hours must be completed at a subsequent Institute in order to complete certification. Participants may attend a half-day session if four hours or less are needed or a full-day session if more than four hours are needed. The course(s) taken should correspond as closely as possible to the missed course(s). No course substitutions may be made for KMCI course hours.

Certified Municipal Clerk (CMC)

Since the Institute is an IIMC approved program, all hours of training during the Institute may be used toward the CMC designation from IIMC if the attendee completed the required assessment. More information about earning your CMC designation can be found at www.iimc.com.

If you have any questions regarding any of the clerk related certifications, please contact a member of the Certification Mentorship Committee.





Kentucky Municipal Clerks Association

CKMC – Certified Kentucky Municipal Clerk

KMMC – Kentucky Master Municipal Clerk



International Institute of Municipal Clerks

CMC – Certified Municipal Clerk

MMC – Master Municipal Clerk

All the different certifications can be confusing. If you need help completing your certification paperwork contact a member of the Certification Mentorship Committee and they will be glad to assist you!

2018-2020 Members

<u>Name</u>	<u>City</u>	<u>Phone</u>	<u>Email</u>
Becka Cox, CMC	Auburn	(270) 542-4149 ext. 201	auburnky@logantele.com
Kathy Walker, CMC	Nicholasville	(859) 885-1121 ext. 239	kathy.walker@nicholasville.org
Crissy Upton, MMC	Hopkinsville	(270) 890-0210	cupton@hopkinsvilleky.us

All times are Eastern Daylight Time. Schedule is tentative and subject to change.

Sunday, July 15

6:00 p.m. – 8:00 p.m.

Registration Hospitality Suite – Embassy Suites Room #111

NEW Join us in the Hospitality Suite to register for Institute. Stick around to network with your colleagues and enjoy snacks, drinks and games. You even have the chance to win a fun door prize!

Monday, July 16

7:00 a.m. – 8:00 a.m.

Breakfast

7:00 a.m. – 8:00 a.m.

Registration Coldstream Ballroom Pre-Function Area

8:00 a.m. – 12:00 p.m.

City Clerk 101

Crissy Upton, MMC, KMCA President
Becka Cox, CMC, KMCA Education Committee Chair
Kathy Walker, CMC, KMCA Education Committee Member

This interactive session will explore leadership development and provide insight into the certification process for the Kentucky Municipal Clerks Association and the International Institute of Municipal Clerks.

During this session you will participate in a mock city council meeting to determine what you, your legislative body, and your mayor and/or city manager should and should not do during public meetings.

You will also experience a hands-on customer service breakout session that will help you gain practical skills to guide you in everyday situations, including how to handle the most frequently asked questions and common issues encountered in the city clerk's office. Submit your questions or common issues in advance and the presenters will cover them during the session.

12:00 p.m. – 1:00 p.m.

Lunch

1:00 p.m. – 2:30 p.m.

Legislative Toolbox

Chris Johnson, KLC Member Legal Services Attorney

This session will provide a statutory framework of the tools city governments can use to take action or set policy on important municipal issues. Important topics include how a city adopts an ordinance, when a city government would need to use an executive or municipal order, and how resolutions can be helpful in communicating the intent of your city's government to the people.



2:30 p.m. – 4:00 p.m.

City Personnel Issues - Cultivating a Healthy Workplace

Courtney Straw, KLC Personnel Services Attorney

Personnel issues can be one of the most difficult challenges faced by cities, but when cities proactively create a healthy workplace, employees are more engaged and more productive. As a result, personnel issues are reduced. Through discussion and activities, this session will explore ways to implement policies and procedures to attract and retain good employees.

4:00 p.m. – 5:00 p.m.

Filing Boundary Changes

Kandie Adkinson, Office of the KY Secretary of State

Expanding or changing the boundaries of a city is an exciting, but complicated adventure. This session will focus on the process of changing boundaries, the forms and maps that are required to be filed, and the role of a city clerk in that process.

Dinner on your own.

Tuesday, July 17

7:00 a.m. – 8:00 a.m.

Breakfast

8:00 a.m. – 9:00 a.m.

Municipal Legal Concepts

Morgain Sprague, KLC Director of Municipal Law and Training

Cracked sidewalks? Golf carts clogging city streets? Yard sales that last all year? Dogs running wild? Life is never dull at city hall. Cities have powers that allow regulation of all these issues and more. This session will cover the most frequently asked municipal legal questions in regard to daily life as cities work to protect the health, safety and welfare of its citizens.

9:00 a.m. – 11:00 a.m.

Effective Public Speaking

Karen Milliner, Owner, Professional Networking Services

Some research suggests that public speaking is the number one fear for humans. Speaking in front of an audience, however, can be a common occurrence for most city clerks. This session will cover how content, organization, audience, delivery, and analysis can affect a presentation. It will also provide insight on how to master essential speaking skills and how to effectively read and interpret body language that can lead to greater success in your everyday life.

11:00 a.m. – 12:00 p.m.

Disaster Preparedness for City Clerks

Carey Johnson, Program Manager, KY Division of Water

This session will cover the priorities of a clerk in preparing for and dealing with a disaster, including what steps should be taken immediately after a disaster occurs. It will also provide real-life examples of Kentucky disasters, how they were handled and how FEMA and the Kentucky Division of Water support city governments.



12:00 p.m. – 1:00 p.m.

Lunch

1:00 p.m. – 3:00 p.m.

Grant Writing

Amy Barnes, Executive Director, Office of State Grants, Department for Local Government

This session will provide valuable insight on the grant writing application process including what information to include in applications, where and how to find funding, how to develop a budget, and what projects are eligible for funding.

3:00 p.m. – 5:00 p.m.

Conducting Effective Meetings

Joseph Coleman, KLC Research & Federal Relations Manager

This session will provide a detailed understanding of conducting effective meetings using proper parliamentary procedures including agenda, minutes, voting and committees. It will also cover the role of the city clerk in meetings, handling motions during meetings, and when debate and amendments are allowed.

Dinner on your own.

Wednesday, July 18

7:00 a.m. – 8:00 a.m.

Breakfast

8:00 a.m. – 9:00 a.m.

Sexual Harassment and the History of the #METOO Movement

Morgain Sprague, KLC Director of Municipal Law and Training

This session will cover the historical aspects of the Equal Pay Act and the evolution of gender discrimination and sexual harassment in the workplace. It will further illustrate how #METOO became a mainstream movement and the effects the movement is having on workplace behavior.

9:00 a.m. – 11:00 a.m.

Wage & Hour Issues at City Hall

Andrea Shindlebower, KLC Personnel Services Specialist

This session will address wage and hour laws including classification of employees, proper rate calculations and deductions, adequate time and record keeping and other common issues city governments face.

11:00 a.m. – 12:00 p.m.

Setting Tax Rates & Projecting Revenue

Linda Lilly, Local Government Advisor, Department for Local Government

This session will cover the city's tax rate calculation workbook, including inputting the necessary assessment data into the workbook and comprehending the information provided from the calculations. Attendees will discuss the maximum rates allowed under the law and the approval process for rates that exceed the compensating rate.



12:00 p.m. – 1:00 p.m.

Lunch

1:00 p.m. – 3:00 p.m.

City Hall Security: The Seen and the Unseen

Mark Filburn, KLC Senior Law Enforcement Liaison

Building safety is very important, but the safety tactics you can't see are often what keeps you the safest. This session will teach you the mental side of workplace security, and provide tips on what you should and should not do when there is workplace violence and in other dangerous situations.

3:00 p.m. – 5:00 p.m.

City of Ethics Training

Andrea Shindlebower, KLC Personnel Services Specialist

This session will focus on key components of a city's ethics ordinance. Attendees will discuss complex ethical issues faced in local government and determine the most ethical decisions and outcomes. This session will also include information on how to become a certified City of Ethics.

6:00 p.m. – 8:00 p.m.

Hospitality Suite - Embassy Suites Room 111

Join us for pizza, drinks and games.

Thursday, July 19

7:00 a.m. – 8:00 a.m.

Breakfast

8:00 a.m. – 9:00 a.m.

Procurement Process

Chris Johnson, KLC Member Legal Services Attorney

This session will focus on creating, distributing and coordinating communication related to contracts, bids and requests for proposals (RFP's). The session will also cover special issues with procurement including splitting purchases, cooperative purchasing, open records, property disposal and more.

9:00 a.m. – 11:00 a.m.

Change Management

Bud Ratliff, Founder and President, Solarity

Working for an elected official may mean your job responsibilities and/or work environment changes frequently. This session will focus on tools and techniques that will help you navigate through transition and organizational change.

11:00 a.m. – 12:00 p.m.

Audit - What to Expect and How to Prepare

Alice Wilson, Assistant State Auditor

Tammy Patrick, APA Quality Assurance Manager

Almost every city in Kentucky must have an audit conducted either every year or every other year. This session will prepare city clerks for the audit process by addressing what must be included in the financial documents, illustrating what must be presented after the audit is completed and discussing new legal requirements.



12:00 p.m. – 1:00 p.m.

Lunch

1:00 p.m. – 3:00 p.m.

DiSC - Personality Assessment (Discover How to Understand Yourself and Others)

Melissa Kempa, Professional Development Consultant

DiSC (Dominance, Influence, Steadiness, Conscientiousness) is a behavior assessment tool used for discussion of people's behavioral differences. During this session, you will complete a series of questions that produce a detailed report about your personality and behavior. The presenter will then help you understand and analyze what your DiSC profile means. Knowing and understanding your profile can help you and your team better relate to each other and help improve work productivity, teamwork and communication.

3:00 p.m. – 5:00 p.m.

Five Languages of Workplace Appreciation

Melissa Kempa, Professional Development Consultant

As a follow-up to your DiSC personality assessment, this session will provide insight into the connection between motivation and appreciation inside city hall. Based on the book, *The Five Languages of Workplace Appreciation* by Gary Chapman and Paul White, this session will equip clerks with ways to understand their team's preferred languages of appreciation and specific ways to speak to them.

Dinner on your own.

Friday, July 20

7:00 a.m. – 8:00 a.m.

Breakfast

8:00 a.m. – 9:30 a.m.

Open Government in a Digital World

Chris Johnson, KLC Member Legal Services Attorney

City governments face Open Meetings and Open Records Act issues on a daily basis. With the continued expansion of digital communications and technology-based meeting software, many legal issues have arisen concerning how to maintain the required transparency while still adopting available technologies. This session will provide legal compliance strategies that allow efficiency of operation without sacrificing legal compliance.

9:30 a.m. – 11:00 a.m.

Social Media & Public Employment (You Put What on Facebook!?)

Kacey Coleman, Attorney, Sturgill, Turner, Barker & Moloney, PLLC

The prevalence of social media use has made navigating the area of employment law even harder. What information are you allowed to consider in hiring decisions? What privacy rights do employees have when it comes to the use of social media during work hours? This informative session will cover questions and issues related to social media and public employment.



11:00 a.m. – 12:00 p.m.

Clerk FAQ Session

Crissy Upton, MMC, KMCA President
Becka Cox, CMC, KMCA Education Committee Chair
Chris Johnson, KLC Member Services Attorney

Did you learn something this week you don't fully understand? Do you have a question that wasn't answered? Are you overwhelmed with the amount of information presented? This session, hosted by a panel of experienced clerks and KLC's Member Services Attorney, will provide you with answers to your pre-submitted questions and the additional information you need to go back to your city fully equipped to do your job.

12:00 p.m. – 1:00 p.m.

KMCA Banquet





kyclerks.com

**Join us for the
Kentucky Master Municipal Clerks Academy
August 22 - 24, 2018**

**Dale Hollow Resort State Park
Burkesville, KY**

Registration Deadline is August 13, 2018

Find more information at www.klc.org.