



2024 KENTUCKY MASTER MUNICIPAL CLERKS ACADEMY

AUG. 21-23, 2024

MY OLD KENTUCKY HOME

BARDSTOWN, KY

Tuesday, Aug. 20 (all times Eastern)

5:00 p.m. – 7:00 p.m.

Registration

La Quinta Board Room

Wednesday, Aug. 21

7:00 a.m. – 8:00 a.m.

Breakfast at hotel (included with hotel room)

7:30 a.m. – 8:00 a.m.

Registration (My Old Kentucky Home)

8:00 a.m. – 9:00 a.m.

Creating Synergy Between Your City and Tourism

Visit Bardstown President Stacey Phelps

Welcome to Bardstown, Kentucky – where history meets hospitality. Known as the ‘Bourbon Capital of the World’ and ‘Most Beautiful Small Town in America,’ Bardstown wears its accolades proudly. In this session presented by Visit Bardstown, we will explore best practices of how to foster a harmonious and productive relationship between tourism and the city hall. Topics will include building strong partnerships, up-to-date ordinances and regulations, integrated event planning, and joint marketing efforts. By the end of the session, city clerks will have gained insight on how collaboration can enhance the effectiveness of both agencies and contribute to a vibrant community life.

9:00 a.m. – 11:00 a.m.

The Art of Communication and Connecting with Others

KLC Member Education Manager Amy Carrington Stout

City officials must communicate effectively and build relationships with members of the city they serve in order to understand the various stakeholders’ needs, concerns, and aspirations. In this session inspired by Charles Duhigg’s book, “Supercommunicators,” we will explore various facets of communication, including essential skills and strategies for city clerks to utilize. We will also discuss the importance of active listening and empathy in building rapport with diverse individuals across the community. Through interactive exercises, clerks will practice overcoming communication barriers, equipping them with practical tools to foster meaningful connections in their city.

11:00 a.m. – 12:00 p.m.

The Six Types of Working Genius

The City of Bowling Green HR Director Erin Hulsey

Working Genius was created by Patrick Lencioni and his team at the Table Group. The Working Genius concept is both a work efficiency model and personality assessment. This working model will educate city clerks on the stages of work – work that is completed everywhere, at city hall, at home,



at church, or in our volunteer organizations. During the first part of the training, clerks will be introduced to the model and learn the six working geniuses.

12:00 p.m. – 1:00 p.m.

Lunch

1:00 p.m. – 2:00 p.m.

The Six Types of Working Genius (continued)

The City of Bowling Green HR Director Erin Hulse

City clerks will take the Working Genius assessment administered by the Table Group and we will review individual's assessments during this portion of the presentation. Through small group discussion, we will explore connections for attendees to the type of work that brings them joy and fulfillment while also identifying the type of work that frustrates or drains them. Finally, we will also learn how to assess team members and people you work with and consider how to apply the model at city hall.

2:00 p.m. – 3:00 p.m.

Employee Classification and Payroll Compliance

KLC Personnel Services Attorney Michael Simon

This presentation covers essential topics such as classifying workers accurately, understanding wage laws, best practices in payroll processing, benefits administration, compliance audits, employee training, legal updates, and taxation issues. The session will give comprehensive insights and practical strategies to ensure legal adherence and mitigate payroll-related risks effectively.

3:00 p.m. – 4:00 p.m.

Medical Cannabis from a Personnel Standpoint

KLC Personnel Services Managing Attorney Chris Johnson

Medicinal cannabis will be legal in Kentucky on Jan. 1, 2025, bringing a sea of change. What does that mean for the workplace? The answer may surprise you. Cities will need to consider whether safety sensitive employees will be eligible to use medicinal cannabis. The new laws will require employees seeking to use medicinal cannabis to provide extensive documentation. This class will focus on the new legal requirements of the law for city employees and administrators.

4:00 p.m. – 5:00 p.m.

Medical Cannabis from a Municipal Law Perspective

KLC Director of Municipal Law Morgain Patterson

Medical cannabis is legal in the commonwealth of Kentucky, and in fact, the Kentucky Medical Cannabis Program began issuing licenses to medical cannabis businesses on July 1 of this year. This session will provide a brief overview of city options covering KRS 218B, regulations, and some recommendations. Gain valuable insights into navigating legal frameworks and fostering responsible cannabis practices.

Dinner on your own

Thursday, Aug. 22

7:00 a.m. – 8:00 a.m.

Breakfast at hotel

8:00 a.m. – 9:00 a.m.

Code Enforcement and Property Tax Liens

KLC Municipal Law Attorney Megan Griffith

When and how can your city attach a lien to property for code enforcement violations and delinquent property taxes? Do your ordinances include



necessary language to ensure that the city's interests are protected? After the city has placed a lien, what happens next? This session will dive into the complexities of the lien process including assessment, notification, and collection methods.

9:00 a.m. – 10:00 a.m.

Ethics for City Officials

*KLC Personnel Services Managing Attorney Chris Johnson
KLC Personnel Services Attorney Michael Simon*

Cities inspire public confidence when committing to operate as an ethical city. This session will cover the statutory requirements for ethics ordinances under KRS 65.003. Participants will also review optional amendments crafted to address common issues such as meeting attendance, social media, and annual meetings for the enforcement board and gain guidance on navigating ethical dilemmas, fostering transparency, and upholding integrity in public service. Finally, you will get a preview of KLC's revamped City of Ethics Program.

10:00 a.m. – 11:00 a.m.

Understanding Train Derailments and Response

*RJ Corman Railroad Group Director of Government Affairs William Downey
RJ Corman Railroad Group Vice President for Safety and Compliance Jordan Sparr
RJ Corman Railroad Group Director of Risk Management Todd Bivins*

RJ Corman Railroad Group is one of the nation's leading railroad service providers for all facets of railroading. Join representatives from RJ Corman as they provide insight into railroad infrastructure, train derailments, and response strategies. This session aims to equip city clerks with knowledge about rail and emergencies related to rail as well as generate thoughtful discussion on managing such incidents and mitigating their impact on the community.

11:00 a.m. - 12:30 p.m.

Tracks to Triumph: Leadership in Local Government

*Hanna Resource Group Chief Operating Officer Candra Bryant
Hanna Resource Group Senior HR Consultant Vicki Crawford
Hanna Resource Group Manager of Organizational Development Chase Adams*

Embark on the journey from being a fellow passenger to taking the helm as the station's esteemed conductor. Leadership roles within local government bring a unique set of challenges and opportunities. Climb aboard as we steam through a discussion, laying down tracks to become better leaders in our cities. This experience is designed to bolster your knowledge of key management principles, enhance your ability to convey ideas effectively, and fortify the engine of trust and credibility. Following this presentation, city clerks will be prepared to steer through any junction in their career as a public servant and a leader.

12:30 p.m. – 2:30 p.m.

Lunch (off-site)

2:30 p.m. – 4:00 p.m.

Trending Legal Issues in Cities

KLC Executive Director/CEO J.D. Chaney

This session will provide an update on trending legal issues, including pending litigation, recent case decisions, opinions, and changes in statutes that impact Kentucky city governments. Attendees will also have an opportunity to get their complex legal questions answered by KLC's Executive Director and CEO J.D. Chaney.



4:00 p.m. – 5:00 p.m.

KMCA Business Meeting

Dinner on your own

Bardstown Block Party Downtown - Buttermilk Lane

Friday, Aug. 23

7:00 a.m. – 8:00 a.m.

Breakfast at hotel

8:00 a.m. – 9:30 a.m.

Addressing Inflation and Pay Compression

*Hanna Resource Group Chief Operating Officer Candra Bryant
Hanna Resource Group Director of Compensation Andrea Bevin*

Labor shortages, Kentucky's workforce participation rate, and pay compression continue to contribute to wage rates climbing higher than we've experienced in the last 40 years. In this presentation, HRG will share emerging compensation-related trends across the commonwealth and possible compensation-related solutions to support growth across the state within an ever-evolving labor environment. Join compensation leaders from HRG to review the data needed to support your government's compensation budgeting efforts for the upcoming year and explore innovative and practical solutions for remaining externally competitive and combatting pay compression.

9:30 a.m. – 11:00 a.m.

Artificial Intelligence: Do's and Don'ts for City Officials

Murray State University Cyber Education and Research Center Director Michael Ramage, PhD

This presentation dives into the integration of artificial intelligence (AI) within city governance, focusing on essential guidelines for successful implementation. Through practical insights and case studies tailored to the municipal landscape, attendees will gain a comprehensive understanding of the do's and don'ts when incorporating AI tools into city operations. The session equips attendees with the knowledge and strategies necessary to harness the potential of AI while mitigating risks and ensuring compliance with regulatory frameworks.

11:00 a.m. – 12:00 p.m.

Cemetery Management with the Kentucky Cemetery Association

*Kentucky Cemetery Association Field Marketing Director Misti Drew
Kentucky Cemetery Association Board Chair Michael Higgs
Kentucky Cemetery Association Legal Counsel Steve Brooks*

This comprehensive session will equip clerks with valuable insights and actionable strategies to enhance their operations and drive success. First, we will dive into the legal landscape of cemetery management, offering an introduction to the KCA legal compendium and addressing commonly asked questions such as heir of ownership. Next, we'll explore the Interment Verification Process, discussing best practices, providing sample forms, and highlighting potential legal hazards. Shifting focus, our discussion on technology will explore options for digitizing records, the benefits of customer relationship management software, and best practices for utilizing social media. Lastly, we'll tackle strategies for driving revenue, including navigating memorial sales, incorporating low-cost cremation items, and capitalizing on second rights.

Lunch on your own