

New Clerks' Institute, March 7
Master Academy, March 7
Spring Institute, March 8-10

2011



Topics:
Certification
Human Resources
Websites on a Shoestring
Improving Relations with Elected Officials
And much more!

Provided by: Management Development Institute, Missouri State University
Missouri City Clerks and Finance Officers Association
And in cooperation with the International Institute of Municipal Clerks



Agenda

Monday, March 7, 2011

7:30 – 5:00 New Clerk's Institute
9:00 – 4:00 Master Academy

Tuesday, March 8, 2011

7:45 – 9:45 Certification
Update/IIMC
10:00 – 12:00 Public Works Contracts
12:00 – 1:15 Business Meeting/Lunch
1:15 – 3:15 Surviving the Kirkwood
Tragedy
3:30 – 5:30 HR Update

Wednesday, March 9, 2011

7:45 – 9:45 State Labor Laws
10:00 – 12:00 General Law
12:00 – 12:45 Lunch
12:45 – 2:45 MML Legislative Update
3:00 – 5:00 Improving Relationships
with Elected Officials
6:30 Banquet

Thursday, March 10, 2011

8:00 – 10:00 Becoming a
Parliamentarian
10:15 – 12:15 Websites on a Shoestring

You may register for only one of the sessions on Monday, on its own, or in conjunction with the Spring Institute.

MMC credit will be available for the Master Academy. CMC credit will be available for all other sessions.

Monday, March 7th, Master Academy

Creating Personal Intelligence, Randy Mayes (6 MMC or CMC Hours)

The Success Coach Network has developed a unique program designed to help City Clerks maximize their personal effectiveness. The Creating Personal Intelligence (CPI) program helps you put together a concrete action plan that focuses on your Unique Intelligence and abilities. This one-day session will introduce you to the unique system designed to help you create your own Personal Success Road Map that enables you to consistently stay on track and achieve your maximum professional and personal potential. The CPI program helps you...

Think and Act Strategically

Sharpen your strategic focus.
Create meaningful goals and action plans.

Work More Effectively

Work to your strengths.
Leverage your time, talent, and resources.

Take Control

Utilize effective personal and business strategies.
Get control of your life and business.

Make Exponential Gains

Recognize and take advantage of more opportunities.
Experience more freedom.

Tuesday, March 8th

Certification Update, Denise Chisum (2 CMC Hours)

Certification requirements can be confusing at times; this session is designed to review the guidelines of Missouri's MoCCFOA Certification program. IIMC's President will also be assisting with IIMC guidelines of certification.

Public Works Contracts, Joe Lauber (2 CMC Hours)

Public works contracts can have a lot of "moving parts" and some of the requirements, if overlooked, could create personal liability for elected and appointed officials. Joe will provide an overview of the issues and legal requirements raised by each public works contract approved by a city. Attendees will learn about bidding projects, requirements and options for bonds, general issues related to municipal contracts, prevailing wages, prompt pay requirements, condemnation, Missouri laborers requirements, and immigration law issues.

Surviving the Kirkwood Tragedy, Betty Montañó (2 CMC Hours)

Betty will share her experience with the events leading up to and the night of the shooting at the Kirkwood City Hall. She will also discuss some of the security measures implemented while trying to maintain open government and continuing on as a City Clerk after this tragic event.

Students attending this course will gain an understanding of the events and the effects that a disaster of this type has on a city, its' residents, and the way of life.

Monday, March 7th

New Clerk's Institute (8 CMC Hours)

The New Clerks' Institute is an educational program recognized by the International Institute of Municipal Clerks (IIMC) and is designed to meet the educational requirements of the Certified Municipal Clerk (CMC) program, as well as the Missouri Registered City Clerk (MRCC) program. In order to apply for Missouri or IIMC Certification all clerks must attend the New Clerk's Institute. The New Clerks' Institute has been approved for 8 classroom hours.

Agenda:

7:30 – 9:30 am	Public Administration and Organization
9:45 – 10:15 am	Certification Process
10:15 – 11:45 am	Agendas and Minutes
12:45 – 2:45 pm	Local Government
3:00 – 5:00 pm	Stress Management

To meet the requirements of IIMC's programs, one must be a member of IIMC for two years. A participant can start an accreditation program at any time.

For further information about professional certifications, contact the IIMC at (909)592-4462 or the Management Development Institute at (417)836-5667.



HR Update, Scot Scobee (2 CMC Hours)

The legislature, regulatory agencies, and courts are putting increasing pressure on managers and supervisors to ensure that employees' rights are protected in the workplace. Employers can be held liable if worker rights are violated. And in some cases, individual supervisors can be held personally liable in civil and even criminal cases.

Scot Scobee helps participants navigate the challenging mine field of employment law specifically geared toward public agencies and city clerks. Areas covered in this session include the latest laws and regulatory updates in areas such as Discrimination, Harassment, Wrongful Termination, Safe Workplace, Leaves of Absence, Health Care, Wage & Hour Pitfalls and Recent Legislation and Court Decisions.

Wednesday, March 9th

State Labor Laws, James Boeckman (2 CMC Hours)

This session will provide an overview of state labor laws.

General Law, Rost & Vogel (2 CMC Hours)

This session provides an overview of any new laws that Missouri's City Clerks need to be aware of or changes in legislation that they should be aware of and abiding by

MML Legislative Update, Dan Ross (2 CMC Hours)

This session is the annual MML review of new house and senate bills that have been presented and passed during the current year and the implication of those bills on the cities and villages of the state.

Improving Relationships with Elected Officials, Dan Ross and Richard Sheets (2 CMC Hours)

Why do relationships really matter with those in Jefferson City? What about the relationships "back at home?" How do you make yourself or your organization heard? What is a legislator's day like? What is the cost of doing business? What are we up against at the state level? How about at the Local level? Why does someone run for office? How do we operate in a democratic republic? What is my role when working in a political environment? These questions and more will be answered in this informative session.

Thursday, March 10th

Becoming a Parliamentarian, Dorris Carter (2 CMC Hours)

This session will include an introduction to the National Association of Parliamentarians along with examples of the exam and details on how to study for the exam. There will also be time provided for questions and answers.

Websites on a Shoestring, Mark Mitchell (2 CMC Hours)

We all know your city government doesn't have a lot of money to play with. You want to add an Internet page about your city...Where do you begin? What belongs on a website? Are there free professional-quality tools to use? This session is being presented to you by someone who has been there. Learn how to build a website for very little to no money for your city.

Registration Form

Date/Title	Members	Non Members	How Many	Total
New Clerks' Institute, March 7, 2011	\$125	\$155		
Master Academy, March 7, 2011	\$125	\$155		
Complete Spring Institute, March 8-10, 2011	\$205	\$240		
Spring Institute, One Day Circle Date Attending: 8 th 9 th 10 th	\$140	\$175		
Extra Banquet Ticket(s)	\$30	\$30		
I will be paying via: <input type="checkbox"/> Check <input type="checkbox"/> Credit Card			Total Due	

To Register:

Mail to: MDI/MSU
901 S. National
Springfield, MO 65897

Phone: 417-836-5667

Fax: 417-836-7666

Email:
bdavis@missouristate.edu

First Name to appear on Certificate: _____ Last Name: _____

First Name to appear on Name Tag: _____ Job Title: _____

City or Village of: _____ Phone: _____

Address: _____ Email: _____

City: _____ Zip: _____ Fax: _____

Is this your first Spring Institute? Yes No Will you be receiving an award at the banquet? Yes No

If yes, please indicate what type of award: 100 Hour MRCC MPCC Other: _____

Payments may be made by:

Check: Mailed to MDI/MSU, 901 S. National, Springfield, MO 65897 **Credit Card:** Call 417-836-5667 or Fax to 417-836-7666

Card #: _____ Exp. Date: _____

Signature: _____ 3 digit code on back: _____

Lodge of the Four Seasons

The Lodge of Four Seasons in Lake Ozark, MO is your 2011 Spring Institute host facility

Room rates: \$92.00 (Be sure to ask for the MoCCFOA rate.)

Cutoff date: February 3, 2011 (Reservations made after that date may be subject to the hotel's regular rates and availability.)

Reservations number: (888)265-5500 (confirm with a credit card.)

In order to receive the tax-exemption on your hotel room, you must pay with your city's check or credit card. You will need to provide a copy of your tax exempt letter.

The hotel's facilities and amenities include:

- Fine dining and family dining restaurants within the building
- Full-service fitness and day spa
- Indoor and outdoor swimming pools

Each room includes:

- Coffee maker
- Two telephones with data ports
- Blow dryer
- Iron and ironing board
- High-speed Internet connection (for an additional charge)

Policies and Procedures

After registration you will receive a confirmation letter indicating your registration and payment status. Payments must be received prior to the Spring Institute. Invoices will not be sent.

Cancellations:

- 30+ days in advance – 100% refund
- 15 to 29 days in advance – 80% refund
- 4 to 14 days in advance – 50% refund
- 3 Days or less, including no shows – No refund

Substitutions are allowable, please let us know the substitute's name.

Speakers and topics are subject to change.