

KENTUCKY MASTER MUNICIPAL CLERKS ACADEMY

AUGUST 16 – 18, 2017

Boone Tavern Inn
Berea, Kentucky



**SPONSORED BY:
KENTUCKY MUNICIPAL CLERKS ASSOCIATION**

**APPROVED AND ENDORSED BY:
INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS**

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

KENTUCKY LEAGUE OF CITIES

**UNIVERSITY OF KENTUCKY MARTIN SCHOOL OF
PUBLIC POLICY AND ADMINISTRATION**

Dear Members,

On behalf of the Kentucky Municipal Clerks Association (KMCA), I invite you to join us for the 34th annual Kentucky Master Municipal Clerks Academy, held August 16 – 18, 2017, at Boone Tavern in Berea, Kentucky. This annual training event is a great opportunity for city clerks and other municipal employees to learn new skills, network, and work towards earning certifications from the International Institute of Municipal Clerks (IIMC). The deadline to reserve a hotel room with the guaranteed rate of \$89 – \$119 a night at Boone Tavern is July 17, 2017.



There are many advantages to being certified by KMCA and IIMC. Certification provides career recognition, reflects individual achievements, and improves career opportunities. You will leave with a strong sense of commitment to your career and a wealth of knowledge.

I am looking forward to seeing you in Berea!

Sincerely,

Crissy Upton
Crissy Upton
President

Kentucky Municipal Clerks Association



Certification Information

Master Municipal Clerks Academy (MMCA)

The Master Municipal Clerks Academy (MMCA) is an advanced continuing education program that prepares participants to perform more complex municipal duties. It is designed to help municipal clerks, assistant clerks, and other members of the clerk's office build skills, improve the administration of their offices, increase their professionalism and invest in opportunities for professional development. The program is further designed to enable participants to earn points to use towards their Kentucky Master Municipal Clerk (KMMC), Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation.

- **Kentucky Master Municipal Clerk (KMMC) as designated by the Kentucky Municipal Clerks Association.** The KMMC designation is granted after an applicant has met specific requirements in education, experience and professional participation and is an active member of KMCA. For more information, visit kyclerks.com.
- **Certified Municipal Clerk (CMC) as designated by the International Institute of Municipal Clerks.** The CMC designation is granted after an applicant has met specific requirements in education, experience and professional participation and has been an active (dues paying) member of IIMC for two years. For more information, visit iimc.com.
- **Master Municipal Clerk (MMC) as designated by the International Institute of Municipal Clerks.** The MMC designation is granted after an applicant has met specific requirements in education, experience and professional participation and has been an active (dues paying) member of IIMC for two years. For more information, visit iimc.com.

Attendees may obtain a maximum of 21 hours of credit by participating in all courses offered at MMCA, including:

- An optional two hours of alternative learning credit may be completed by 5:00 p.m., August 18, 2017. All registrants should have received an email on or after July 10, 2017, with an excerpt from *Originals: How Non-Conformists Move the World* by Adam Grant and a writing assignment. The writing assignment may be turned in via email to jmiller@klc.org or on-site at the conference.
- Participants who also attended the 2017 Kentucky Municipal Clerks Institute are only eligible to receive 16 hours of total credits, which includes the optional alternative learning assignment listed above. Duplicate credit will not be given for the repeat sessions offered on Wednesday, August 16, 2017.



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

Tuesday, August 15

6:00 p.m. – 7:00 p.m.

Registration

Wednesday, August 16

7:00 a.m. – 8:00 a.m.

Breakfast and Registration

8:00 a.m. – 10:00 a.m.

Recharging Your Public Service Battery

Jay McChord, Former Lexington Councilmember, Owner of Workplace Buzz

Working in public service as a city employee can be both extremely rewarding and extremely draining. Do you ever find yourself stressed out and in need of a “recharge”? This interactive and engaging session will explore the ways that you can de-stress and refocus on the mission, purpose and importance of your role as a public servant.

10:00 a.m. – 11:00 a.m.

Handling a Medical Crisis at City Hall

Aaron Stamper, EMS Director, Jessamine County

If a colleague or citizen visiting city hall was having a heart attack or a stroke, would you recognize it? Do you know how to react to potentially dangerous environmental health threats like heat stroke or hyperthermia? This session will cover some important clues to help you determine if someone is at risk, as well as some essential steps you should take once an issue has been identified.

11:00 a.m. – 12:00 p.m.

Cemetery Regulations

Stephen Brooks, Attorney, Kentucky Cemetery Association

While not all clerks are responsible for cemetery records – you never know when your role could change or when your city could take on these responsibilities. This session will explore the various legal requirements, responsibilities and liability issues associated with the maintenance of local cemeteries.

12:00 p.m. – 1:00 p.m.

Lunch

1:00 p.m. – 3:00 p.m.

IRS Guidelines for Fringe Benefits

James Driver, IRS FSLG Specialist

This session will cover how to determine whether specific types of benefits or compensation are taxable; procedures for computing the taxable value of fringe benefits; rules for withholding federal income tax, Social Security, and Medicare taxes from taxable fringe benefits; and reporting of the taxable value of benefits on Forms W-2 and 1099-MISC.



3:00 p.m. – 5:00 p.m.

Managing and Motivating Across Generations

Jay McChord, Former Lexington Councilmember, Owner of Workplace Buzz

Millennials...Gen X...Gen Y... Baby Boomers? It's hard to keep the data about the various generations straight, but one thing is for sure, each generation has its own workplace motivators. Successful management of diverse workforces requires that leaders understand each of those motivators and how to unite based on shared goals. This session will provide tips and strategies on how to harness the best of each generation to lead your city forward.

Dinner on your own.

Thursday, August 17

7:00 a.m. – 8:00 a.m.

Breakfast

8:00 a.m. – 10:00 a.m.

Softskills Bootcamp

Greg Coker, President/CEO, Institute for Softskills

This engaging and lively session will provide a powerful and life-changing way of looking at "soft skills" that focuses on the importance of human relationships. This session will feature real-world strategies to increase employee effectiveness while boosting your city's productivity, retention and customer service.

10:00 a.m. – 12:00 p.m.

Employees vs. Independent Contractors

Andrea Shindlebower Main, Personnel Services Specialist, Kentucky League of Cities

Independent contractors and employees are not the same, and it's important to understand the difference. Knowing this legal distinction will help you determine what your first hiring move will be and affect how you withhold a variety of taxes and avoid costly legal consequences.

12:00 p.m. – 1:00 p.m.

Lunch

1:00 p.m. – 2:00 p.m.

KMCA Business Meeting

2:00 p.m. – 3:00 p.m.

The Five Dysfunctions of a Team

Tad Long, Community Development Manager, Kentucky League of Cities

As city clerks, you work with a variety of personalities and have to navigate the often tricky world of local politics, all while maintaining a workable atmosphere at city hall. This dynamic can give rise to conflict within the office. This jam-packed session will explore the five most common dysfunctions that can hinder any team from being successful. This session is adapted from the *New York Times* bestselling leadership book, *The Five Dysfunctions of a Team* by Patrick Lencioni.



3:00 p.m. – 5:00 p.m.

Newspaper & Publication Laws

Chris Johnson, Attorney for Member Legal Services, Kentucky League of Cities

KRS 424.150 states that the city clerk is responsible for publishing legal advertisements of the city unless a statute specifically requires publication by another person. This course will review the requirements you must know so that you can ensure what should be published is published, it contains all required elements and it occurs at the appropriate time.

6:45 p.m. – 8:30 p.m.

Murder Mystery Theater Show & Dinner

Boone Tavern Dining Room

It's the 1960s, man, and time to throw off the fetters of corporate America!! Four friends pack their bags and unshackle themselves from modern convention to head out to a Hippie Haven. It's time for some Peace, Love and...MURDER in this hysterical comedy by Jeff Roberts. Doors open at 6:45 p.m. and dinner and show begins at 7:00 p.m. You must be preregistered to attend this event.



Friday, August 18

7:00 a.m. – 8:00 a.m.

Breakfast

8:00 a.m. – 9:00 a.m.

Own the Room: Advanced Professional Presentation Skills for City Clerks

Terri Thompson, Owner, Terri Speaks

As a leader in city hall, city clerks must communicate with many different types of people and in many different situations from interacting about a citizen concern to presenting at a city legislative body meeting. This lively session will explore how to present with confidence to ensure that you are being heard during meetings and how to cultivate charisma to own the room. Whether speaking in front of coworkers, managers, employees or executives, your confidence and credibility comes through as you speak. This split topic session will help you communicate and speak more effectively so you can truly "own the room" every time!

9:00 a.m. – 10:00 a.m.

Understanding How the Shared Economy Impacts Your City

Karen Williams, President/CEO, Louisville CVB

Uber. AirBNB. Lyft. These and similar shared economy residential lodging operations hold many implications for tourism and the Kentucky travel industry. The widespread use of residential locations for commercial lodging is by no means just an urban phenomenon. This session will discuss the impact on your city and offer insights into the long-term impact of the shared economy.

10:00 a.m. – 11:00 a.m.

Municipalities & Charities

Tim Butler, Attorney, City of Bardstown

Project prom, school fundraisers, sponsoring a local sports team, use of volunteers for community projects...these are often issues that arise in Kentucky cities. While most cities want to be charitable and help support local nonprofits, initiatives and school teams, there are legal implications for these decisions. This session will explore the legal restrictions placed upon municipalities and how to ensure that your city avoids legal headaches when it comes to charitable giving and donations.



11:00 a.m. – 12:00 p.m.

Trending Legal Issues for Cities

J.D. Chaney, Deputy Executive Director, Kentucky League of Cities

The 2017 legislative session brought many changes. This session will explain some of the most important developments and provide insight into critical issues facing cities, specifically pension and tax reform.



Registration

Please print your name as you would like it to appear on your name tag.	
Name	
Title	
Organization/City	
Business Street Address	
City	State/Zip
Phone (include area code)	Email

Please check all that apply.

- I will stay at the hotel.
- I will commute daily.

ADD or KMCA Regional Chapter _____

Class of City _____

Please check the certification level(s) you have achieved.

- CKMC
- CMC
- KMMC
- MMC

This is my (circle one):

1st
 2nd
 3rd year at KMCI
 Does not apply/Registering for MMCA

Full registration fee includes instructor fees, handouts, Friday banquet, snacks during classes and meal functions listed in agenda. One full-day and half-day registration fees include instructor fees, handouts, snacks during classes and meal functions listed in agenda (if registered for lunch).

Master Municipal Clerks Academy (August 16 - 18, 2017)	\$350	
MMCA half-day session (no lunch) on _____	\$ 55	
MMCA half-day session (lunch) on _____	\$ 75	
MMCA full-day session on _____	\$120	
Non-KMCA Member _____	\$400	

Scholarship Recipient – list scholarship source

Source _____

TOTAL AMOUNT ENCLOSED

Please make checks payable to Kentucky League of Cities and forward a completed registration form to Lynda Schwendeman, Kentucky League of Cities, 100 East Vine Street, Suite 800, Lexington, KY, 40507.

Questions about logistics, special needs, hotel accommodations or curriculum, please contact Jessica Miller at 1.800.876.4552.





kyclerks.com