

# 2018 ILMCT DISTRICT MEETING & EDUCATION DAY

The ILMCT District Meetings & Education Days will take place in Middlebury and Lawrenceburg this fall. The meeting in Middlebury is scheduled for October 17-18 and the meeting in Lawrenceburg will take place October 23-24. Day 1 is Education Day and will include presentations covering allocation and reporting of MVH Dollars, sexual harassment in the workplace, credit card, technology and identity fraud, and internal controls policies. Day 2 will include a welcome from ILMCT President, Carrie Mugford, followed by presentations from the State Board of Accounts and Department of Local Government Finance. Day 2 is a State Board of Accounts called meeting. A continental breakfast and lunch will be provided at the district meeting (Day 2). Don't forget to bring a door prize highlighting your city or town!

DAY 1: EDUCATION DAY	
8:30 a.m. – 9:00 a.m.	Registration
9:00 a.m. – 10:00 a.m.	Road Map for Understanding the Allocation and Reporting of MVH Dollars
10:00 a.m. – 12:00 p.m.	Preventing Sexual Harassment in the Workplace and the Costs for Failing to Do So
12:00 p.m. – 1:15 p.m.	Lunch on your own
1:15 p.m. – 3:15 p.m.	Identifying Credit Card, Technology and Identity Fraud
3:15 p.m. – 4:15 p.m.	Writing Sound Internal Controls Policies

DAY 2: DISTRICT MEETING	
8:30 a.m. – 9:30 a.m.	Registration and Continental Breakfast
9:30 a.m. – 9:45 a.m.	Introduction of Officers, District Directors and Guests
9:45 a.m. – 11:30 a.m.	State Board of Accounts
11:30 a.m. – 1:00 p.m.	Lunch
1:00 p.m. – 2:30 p.m.	Department of Local Government Finance
2:30 p.m. – 3:00 p.m.	Question and Answer Session Door Prizes

## CLASS DESCRIPTIONS

### ROAD MAP FOR UNDERSTANDING THE ALLOCATION AND REPORTING OF MVH DOLLARS

The additional infrastructure dollars coming into Indiana's cities and towns in recent years have been welcomed, and the positive results are being seen all over the state. Learning to properly allocate these funds and address the tracking and reporting of the same can be a little more complex. Participants will learn how to appropriately define and allocate MVH road maintenance and preservation funds, and how to create and maintain a reporting system that provides a transparent accounting of these valuable dollars.

### PREVENTING SEXUAL HARASSMENT IN THE WORKPLACE AND THE COSTS FOR FAILING TO DO SO

Municipalities are public entities, tasked with providing various services and amenities. In order to perform your prescribed functions, it often means municipalities must become employers. As employers, preventing sexual harassment in the workplace and responding appropriately to such claims should be a top

priority. You need to have the right prevention and response tools in place to not only be a first-class employer, but also to protect your community from the enormous financial liability that can result from these serious claims.

### IDENTIFYING CREDIT CARD, TECHNOLOGY AND IDENTITY FRAUD

Do you know how to spot credit card fraud? Is your community susceptible to a hack that cripples your government functions? What can you or your employees do to prevent or spot identity fraud? Trying to keep track of how to protect yourself and those you serve is like drinking through a firehose. This session will help you grow more comfortable with the basic cyber security information you need to stay cool, calm and collected!

### WRITING SOUND INTERNAL CONTROLS POLICIES

Following a brief refresher on why a community must have internal controls policies in place and what such policies generally cover, participants will get detailed guidance on how to write and implement a policy tailored to your community. There will be time for Q & A, so bring your most challenging scenarios and get advice from an expert!

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## LOCATIONS

### MIDDLEBURY

October 17-18

Das Dutchman Essenhaus  
240 US 20  
Middlebury, IN 46540

Registration Deadline: October 10

Standard Room Rate: \$112 (Single/Double, Breakfast Included)

Please contact the Essenhaus directly at (800) 455-9471 for hotel reservations and request the ILMCT rate. Hotel reservations should be made no later than September 15. ILMCT is not responsible for hotel reservations or cancellations.

### LAWRENCEBURG

October 23-24

DoubleTree by Hilton Lawrenceburg  
51 Walnut Street  
Lawrenceburg, IN 47025

Registration Deadline: October 16

Standard Room Rate: \$119 (Single/Double, Breakfast Included)

Please contact the DoubleTree directly at (812) 539-8888 for hotel reservations and request the LMC rate. Hotel reservations should be made no later than September 21. ILMCT is not responsible for hotel reservations or cancellations.

## 2018 ILMCT DISTRICT MEETING & EDUCATION DAY REGISTRATION FORM

### Online

aimindiana.org

### Mail

ILMCT  
125 W Market Street, Suite 100  
Indianapolis, IN 46204

### Fax

(317) 237-6206

YOUR INFORMATION		
<b>Location Attending</b> <i>Circle One</i>	Middlebury	Lawrenceburg
<b>Name</b>		
<b>Preferred Name for Badge</b>		
<b>Title</b>		
<b>Municipality/Company</b>		
<b>Title</b>		
<b>Address</b>		
<b>City/Town</b>	<b>State</b>	<b>ZIP</b>
<b>Phone</b>		
<b>Email</b>		
<b>Special Needs and Dietary Restrictions</b>		

REGISTRATION FEES	
<input type="checkbox"/> \$140 - Full Registration (Education Day & District Meeting) <input type="checkbox"/> \$90 - Education Day Only <input type="checkbox"/> \$50 - District Meeting Only *Please add \$25 to late or onsite registrations	
<b>Total \$</b>	
METHOD OF PAYMENT <i>Circle One</i>	
Check    Visa    MasterCard    Discover    AmEx	
<b>Check Number</b> (Payable to ILMCT)	
<b>Card Number</b>	
<b>Expiration Date</b>	<b>Security Code</b>
<b>Cardholder Name</b>	
<b>Billing Address</b>	
<b>City</b>	
<b>State</b>	<b>ZIP</b>
<b>Phone</b>	
<b>Authorized Signature</b>	

### SBOA Called Meeting

The District Meeting (Day 2) is a called meeting of the State Board of Accounts. Indiana law (IC 5-11-14-1) allows for city and town officials who attend called meetings to pay for registration or be reimbursed for travel expenses from the General Fund from any money not otherwise appropriated. Further, the law specifies that a claim for registration and travel expenses incurred while attending a called meeting may not be denied by the body responsible for the approval of the claim if the claim complies with IC 5-11-10-1.6 and IC 5-11-14-1.

### Cancellation & Refund Policy

Cancellation received in writing on or prior to the registration deadline will be refunded minus a \$25 processing fee. Registration cancelled after the registration deadline will not be refunded. Cancellations should be faxed to (317) 237-6206 or emailed to [aspurgeon@aimindiana.org](mailto:aspurgeon@aimindiana.org).