



**BALL STATE
UNIVERSITY**

24th Annual ILMCT Institute & Academy

March 10 - 14, 2019 | Muncie, IN

Join us in Muncie for the 24th Annual ILMCT Institute & Academy where you will spend the week delving into topics focused specifically on the role of the municipal clerk and clerk-treasurer. Attend an unprecedented number of classes for both the novice and advanced municipal official targeting the subjects necessary for you to grow in your profession.

Network with your colleagues and learn from their experiences, while gathering the tools you need to be a powerful part of your local government team.

Institute & Academy Update



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ILMCT and Ball State University have been partners for decades. Our ongoing collaboration to provide Hoosier clerks and clerk-treasurers with quality continuing education through the ILMCT Institute & Academy is going strong. This partnership, when coupled with a recently reconstituted relationship with the International Institute for Municipal Clerks, ILMCT Institute & Academy is better than ever!



What is the difference between the Institute & Academy?

Certified Municipal Clerk (CMC)/Institute – The CMC program is designed to enhance the job performance of the clerk, clerk-treasurer, controller and deputy clerk. To earn the CMC designation, attendance in an extensive education program is required. Institute classes are designed to equip attendees with the basic skills needed to carry out the duties of their office, based on the International Institute of Municipal Clerks (IIMC) core curriculum. **These classes are also designed for those pursuing their Indiana Accredited Municipal Clerk (IAMC) designation through ILMCT.**

Master Municipal Clerk (MMC)/Academy – The MMC program is an advanced continuing education program that prepares participants to perform complex municipal duties. The program has an extensive and rigorous educational component and a professional and social contribution component. The MMC applicant must demonstrate that they have actively pursued education and professional activities. Academy classes are deemed appropriate for those working towards their MMC designation. More information on the IIMC programs can be found at www.iimc.com.

Additionally, both Institute and Academy classes can be used toward the Certified Public Finance Administrator (CPFA) designation offered through the Association of Public Treasurers of the United States and Canada. More information can be found at www.aptusc.org.

Agenda

Sunday, March 10			
12:30 p.m. – 5:00 p.m.	Registration	12:00 p.m. – 1:00 p.m.	Luncheon
1:30 p.m. – 2:00 p.m.	Opening Session	1:00 p.m. – 2:15 p.m.	Institute & Academy Class – All In with Gian Paul Gonzalez
2:30 p.m. – 4:30 p.m.	Institute & Academy Class – Banking Practices for the 21st Century	2:15 p.m. – 4:15 p.m.	Institute & Academy Class – All the Essentials You Need to Run for Re-election
5:00 p.m. – 6:00 p.m.	Institute & Academy Class – Fiscal Analysis using Data and Comparative Tools	7:00 p.m. – 9:30 p.m.	Movie & Snacks / Institute & Academy Class – ILMCT Institute & Academy Presents <i>ALL THE QUEEN'S HORSES</i> <i>Sponsored by LWG CPAs & Advisors</i>
6:30 p.m.	Pizza at Courtyard		
Monday, March 11		Wednesday, March 13	
7:30 a.m. – 8:00 a.m.	Registration & Breakfast	7:30 a.m. – 8:00 a.m.	Registration & Breakfast
8:00 a.m. – 4:00 p.m.	State Board of Accounts Resource Center	8:15 a.m. – 10:15 a.m.	Institute Class – Following the Rules and Maintaining Public Trust: Public Bidding
8:00 a.m. – 12:00 p.m.	Institute Class – Interviewing Techniques: How to Stay Between the Lines and Make the Most of Your Interviews	8:15 a.m. – 12:15 p.m.	Academy Class – Grant Identification, Application, Management, and Compliance from A to Z
8:00 a.m. – 12:00 p.m.	Academy Class – The Strategic Value of Intergovernmental Cooperation	10:15 a.m. – 12:15 p.m.	Institute Class – Keeping ADA Transition Plans Up-to-date and Relevant as Your Community Evolves
12:00 p.m. – 1:15 p.m.	Luncheon	12:15 p.m. – 1:15 p.m.	Luncheon
1:30 p.m. – 3:30 p.m.	Institute Class – Trash or Treasure: The Retention, Preservation, and Disposal of Public Records	1:30 p.m. – 2:30 p.m.	Academy Class – Technology Applications: Looking Beyond the Basics
1:30 p.m. – 2:30 p.m.	Academy Class – Census Statistics and How They Impact the Business of Municipal Government	1:30 p.m. – 4:30 p.m.	Institute Class – Social Media Applications and Policies
2:30 p.m. – 4:30 p.m.	Academy Class – Doing Your Homework: Buying and Selling Municipal Property	2:30 p.m. – 4:30 p.m.	Academy Class – A Detailed Legal Review of Hiring, Firing, and Discipline
3:30 p.m. – 4:30 p.m.	Institute Class – Unraveling the Mysteries of Your 1782 Notice		
Tuesday, March 12		Thursday, March 14	
7:30 a.m. – 8:00 a.m.	Registration & Breakfast	7:30 a.m. – 8:00 a.m.	Registration
8:00 a.m. – 12:00 p.m.	Institute & Academy Class – Professionalize Your Written Communications	8:00 a.m. – 10:00 a.m.	Breakfast / Institute & Academy Class – Exercising the Public's Trust Through Proper Execution of Resolutions, Ordinances, and Codifications
		10:00 a.m. – 12:00 p.m.	Institute & Academy Class – Adding Conflict Resolutions to Your List of Skills

Educational Sessions

Sunday, March 10

Banking Practices for the 21st Century (Institute & Academy)

As technology evolves at lightning speed, so does the ability for bad actors to commit fraud. Without sound banking practices, a community compromises their accounts and possibly those of their customers. This intense look at cash handling, counterfeit currency, insufficient funds, and other banking land-mines, will ensure fiscal officers and clerks are executing banking transactions with utmost security.

Fiscal Analysis using Data and Comparative Tools (Institute & Academy)

Talk of comparative data analysis can sound intimidating, but data can be your friend! This panel will include demonstrations of how a community can use available data to determine how they compare to similar units. This overview would include assessed valuation comparisons, the state's Gateway portal and EMMA enhancements, tax rate, and utility rate comparisons.

Monday, March 11

Interviewing Techniques: How to Stay Between the Lines and Make the Most of Your Interviews (Institute)

There is more to interviewing than asking about your candidate's favorite fruit! This extended course on interviews will walk participants through the art of conducting useful interviews. Hiring the best and brightest means understanding the best questions you can and should ask, but also what you can't and shouldn't ask. And don't forget about exit interviews! Much can be learned by asking just the right questions during the off-boarding process.

The Strategic Value of Intergovernmental Cooperation (Academy)

In this multi-panel session, seasoned elected officials from other governmental units will take a deep dive in how their offices interact with municipal government and ways their units can work more strategically with clerks and fiscal officers in Indiana. Panelists will address how better cooperation and a more intensive understanding of one-another's duties will result in better service delivery for all taxpayers.

Trash or Treasure: The Retention, Preservation, and Disposal of Public Records (Institute)

Have you found old coffee cans full of town records? Have you tossed records you later realized you should have kept? Did you think you understood the process until it came time to complete the right forms? Public records management is about preserving history, complying with regulations, and being a good steward of public documents. Don't let your questions go unanswered. This workshop will provide meaningful answers and give you the hands-on training you've been looking for.

Census Statistics and How They Impact the Business of Municipal Government (Academy)

In addition to conducting a population count every ten years, the U.S. Census bureau has many other functions and collects much more data than most people are aware. The Census of Governments collects and distributes data on fiscal health, tax structures, criminal justice, education, and much more. Understanding the data and relevant statistics can help you and your community become better decision makers and a more helpful resource for your citizenry.

Monday Continued

Doing Your Homework: Buying and Selling Municipal Property (Academy)

Regardless of size, all communities will at one time either buy or sell property. There are detailed requirements that must be minded and the failure to do so can have significant negative consequences for your municipality. This advanced level course will take participants through the detailed process of acquiring or selling municipal property.

Unraveling the Mysteries of Your 1782 Notice (Institute)

Attendees will be encouraged to bring their most recent 1782 Notice and their questions to this sought after course designed to help ease anxiety and provide resources during what can be a stressful time in the municipal budgeting and finance world.

Tuesday, March 12

Professionalize Your Written Communications (Institute & Academy)

Whether minutes, letters or even emails, professional writing skills are a public sector must. Well-written communications send the message that your community takes its work seriously and hopes to convey city or town business with utmost professionalism. Through instruction, review of real-life examples, and exercises, this course will provide practical and advanced level strategies for presenting your written works in a confident, expert manner.

All In with Gian Paul Gonzalez (Institute & Academy)

Clerks and clerk-treasurers wake up each day with a diverse portfolio of responsibilities. Approaching the day with a sense of purpose, a goal to make the most of each minute, and believing in your capabilities, are often unspoken components of what it takes to be successful at executing your broad assortment of duties. Renowned motivator Gian Paul Gonzalez will give participants the foundational and the advanced tools for going All In – allowing you to become better collaborators, project managers, and public servants.

All the Essentials You Need to Run for Re-election (Institute & Academy)

Putting your best foot forward. This class will look at campaigning for re-election and what you need to expect from social media, door to door, direct mailings, signs, brochures, etc. Even seasoned clerks and clerk-treasurers need to be prepared for what could come up during municipal elections. Knowledge of your position is imperative. Confidence in how you present yourself is key to your success. Attend and learn!

Movie & Snacks – ILMCT Institute & Academy Presents ALL THE QUEEN'S HORSES (Institute & Academy)

Sponsored by LWG CPAs & Advisors

ALL THE QUEEN'S HORSES tells the story of Rita Crundwell, the perpetrator of the largest case of municipal fraud in American history. As city comptroller of Dixon, IL (population 15,838), Crundwell stole \$53 million of public funds across 20 years. She used the funds to build one of the nation's leading quarter horse breeding empires, all while forcing staff cuts, police budget slashing, and neglect of public infrastructure. ALL THE QUEEN'S HORSES investigates her crime, her lavish lifestyle, and the small town she left in her wake.

Wednesday, March 13

Following the Rules and Maintaining Public Trust: Public Bidding (Institute)

Public bidding laws go much further than how to solicit interest and pricing for municipal projects. In fact, failing to follow the rules can result in serious consequences for your projects, costing you time, money, and more. Learn skills such as how to solicit and open bids, and award contracts based upon your bids.

Grant Identification, Application, Management, and Compliance from A to Z (Academy)

This extended course on grants will leave you feeling ready to search for that next funding opportunity for your community. Several comprehensive panels will be on-hand to help you learn of sources for finding new opportunities, how to prepare yourself to create the best application possible, manage the funds once granted, and comply with all administrative and auditing requirements. This course will provide clerks with the tools to manage grants at an expert level, thus advancing the needs of your communities.

Keeping ADA Transition Plans Up-to-date and Relevant as Your Community Evolves (Institute)

The requirement for an ADA Transition Plan has been in place for many years. While much attention was paid to executing this requirement in its early days, for many it may be time to review the Plan and look for necessary updates and re-writes. This important refresher course will offer a quick review of Plan requirements and strategies for keeping yours current.

Technology Applications: Looking Beyond the Basics (Academy)

There are many ways to keep yourself and your office organized. However, are they the most efficient, modern ways to communicate and stay on track? Are you using technology effectively to perform your duties and help those around you work better municipal government – both internally and externally? This high-level class will explore sophisticated cloud and file-sharing applications that bring efficiency and efficacy to your office.

Social Media Applications and Policies (Institute)

Choosing a social media platform is not as complicated as creating internal and external social media policies. This panel will walk through the most common platforms used by local governments and why. Also, different policies many communities are using to monitor government social media use by employees and social media policies governing how to address problem posts – such as when they will be deleted.

A Detailed Legal Review of Hiring, Firing, and Discipline (Academy)

Impulsiveness is not a strategy to be implemented when executing hiring, firing and discipline tasks. Well thought out practices are a must or else your municipality is vulnerable to lawsuits or more severe consequences. This deep dive into employment law relative to employee hiring, performance review, discipline, and termination, will allow you to make more confident human resources decisions and help you avoid countless risky situations.

Thursday, March 14

Exercising the Public's Trust Through Proper Execution of Resolutions, Ordinances, and Codifications (Institute & Academy)

When conducting the official business of your municipality, choosing whether the matter should be memorialized via a resolution, ordinance or codification is a key component. The public places great trust in its local officials to know what documentation is either required or optimal in all situations. In addition to reviewing the law, our panel will discuss the nuances of each, walk through detailed examples - including the decision making process, and conduct hands-on exercises that put you in the driver's seat!

Adding Conflict Resolutions to Your List of Skills (Institute & Academy)

Everyone negotiates through life. We invest time in acquiring news skills to negotiate our time, our personal budgets, our parenting, and much more. Yet, when conflicts occur, we are often left unprepared, bringing our productivity to a halt while we explore our resolutions options. Gaining the skills you need to address workforce and other conflicts will help you reduce stress and increase your productivity, leaving more time for the people's business.



Hotel and Venue Information



Hotel

Courtyard Muncie
at Horizon Convention Center
601 S. High Street
Muncie, IN 47305
(765) 287-8550
Room Rate: \$94 per night (plus tax)

The Courtyard is connected by indoor walkway to the Horizon Convention Center. Please contact the Courtyard directly to make your reservation. Request the ILMCT block to receive the special rate of \$94 per night (plus tax). Reservations must be made by 5:00 p.m. (Eastern) on Friday, February 22 to receive the ILMCT rate. ILMCT is not responsible for hotel reservations or cancellations.

Venue

Horizon Convention Center
401 S. High Street
Muncie, IN 47305

Mail completed registration form with check made payable to ILMCT or completed credit card information:

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

Meeting Materials

Please provide your email address on your registration form. Meeting materials will be emailed to attendees prior to the event via Dropbox. If you are using Internet Explorer 9 (IE9) to view the files, the files might have missing or garbled text. To fix the issue, uncheck the option "Rely on system fonts only; do not use document fonts" from the Adobe PDF Settings tab within the Adobe PDF printer preferences dialog box. Printed copies will not be available onsite. Please print copies or save files to your device prior to your arrival. Wifi access is complimentary at the Horizon Convention Center, however power outlets may be limited. Bring your device fully charged to the event each day.

Parking

Parking is complimentary for hotel guests in the hotel parking garage. Limited complimentary surface parking is available for commuters with additional paid parking available in the hotel garage.

Conference Attire

Business casual attire is suggested for this event. Event room temperature may vary beyond ILMCT control; please wear layers of clothing for your comfort.

Meals

Included with your registration fee, continental breakfast will be provided Monday through Thursday and lunch will be provided Monday through Wednesday. Pizza will also be served in Conference Room AB at the Courtyard on Sunday evening following class. Monday and Wednesday nights are open for conference attendees to explore Muncie.

Special Needs

We want to make all events accessible to you. If you require special arrangements or a special diet, please notify us on your registration form. We may not be able to accommodate such requests the day of the event.

Late Registrations

Registrations received after February 22, including onsite registrations, will be subject to a late fee of \$25.

Cancellation Policy

Written cancellation received on or before February 22 will be refunded less a \$50 administrative fee. Cancellations should be faxed to (317) 237-6206, or sent to aspurgeon@aimindiana.org. No refunds after February 22.

Registration Deadline: February 22

Amount:					
Circle One:	Check	MC	Visa	Discover	AmEx
Check Number (Payable to ILMCT)					
Card Number					
Expiration Date			Verification Code		
Name of Cardholder					
Billing Address					
City/State/Zip					
Cardholder Signature					

Please check the events you plan to attend. Count towards CMC credit only.

Academy Sessions & Meals

Please check the events you plan to attend. Count towards CMC or MMC credit. You may only earn MMC credit for these sessions, if you already have received your CMC credit.

Sunday, March 10

- ☐ Banking Practices for the 21st Century
- ☐ Fiscal Analysis using Data and Comparative Tools
- ☐ Pizza at Courtyard

Monday, March 11

- ☐ The Strategic Value of Intergovernmental Cooperation
- ☐ Luncheon
- ☐ Census Statistics and How They Impact the Business of Municipal Government
- ☐ Doing Your Homework: Buying and Selling Municipal Property

Tuesday, March 12

- ☐ Professionalize Your Written Communications
- ☐ Luncheon
- ☐ All In with Gian Paul Gonzalez
- ☐ All the Essentials You Need to Run for Re-election
- ☐ Movie & Snacks – ILMCT Institute & Academy Presents ALL THE QUEEN'S HORSES

Wednesday, March 13

- ☐ Grant Identification, Application, Management, and Compliance from A to Z
- ☐ Luncheon
- ☐ Technology Applications: Looking Beyond the Basics
- ☐ A Detailed Legal Review of Hiring, Firing, and Discipline

Thursday, March 14

- ☐ Exercising the Public's Trust Through Proper Execution of Resolutions, Ordinances, and Codifications
- ☐ Adding Conflict Resolutions to Your List of Skills

	Full Registration	Sunday	Monday	Tuesday	Wednesday	Thursday
ILMCT Member	\$450	\$60	\$125	\$125	\$125	\$70
Non-Member	\$500	\$70	\$135	\$135	\$135	\$80
Late Fee (received after Feb 22) Add \$25						



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