Join us in Muncie for the 27th Annual ILMCT Institute & Academy where you will spend the week diving into topics focused specifically on the role of the municipal clerk and clerk-treasurer. Attend an abundant lineup 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.

**Agenda**

### Sunday, March 13

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>2:00 p.m. –</td>
<td>Registration</td>
</tr>
<tr>
<td>6:00 p.m.</td>
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</tr>
<tr>
<td>3:00 p.m. –</td>
<td>Welcome &amp; Opening Session</td>
</tr>
<tr>
<td>4:00 p.m.</td>
<td>Institute &amp; Academy Class – Not “If” but “When”: Understanding Cybersecurity Risks</td>
</tr>
<tr>
<td>5:00 p.m. –</td>
<td>Institute &amp; Academy Class – Code Enforcement</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>Pizza at Courtyard</td>
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### Monday, March 14

<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>7:30 a.m. –</td>
<td>Registration &amp; Breakfast</td>
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<tr>
<td>8:00 a.m. –</td>
<td>State Board of Accounts Resource Center</td>
</tr>
<tr>
<td>8:00 a.m. –</td>
<td>Institute Class – All the “Little Things”</td>
</tr>
<tr>
<td>8:00 a.m. –</td>
<td>Academy Class – Developing and Updating Comprehensive Plans</td>
</tr>
<tr>
<td>9:00 a.m. –</td>
<td>Institute &amp; Academy Class – Grants, Grants, Grants!</td>
</tr>
<tr>
<td>11:00 a.m. –</td>
<td>Luncheon Use your lunchtime to eat a quick bite and then visit one-on-one with speakers from the always-popular grants workshop!</td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>Luncheon</td>
</tr>
<tr>
<td>12:30 p.m. –</td>
<td>Institute &amp; Academy Class – Workers Compensation: The Premium Audit Process</td>
</tr>
<tr>
<td>1:30 p.m. –</td>
<td>Institute &amp; Academy Class – Purchasing Incentive Items for Employees</td>
</tr>
<tr>
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</tr>
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<tbody>
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<tr>
<td>8:00 a.m. –</td>
<td>Institute &amp; Academy Class – Generational Diversity</td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>Luncheon</td>
</tr>
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</tr>
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</tr>
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<tr>
<td>8:00 a.m. –</td>
<td>Breakfast / Institute &amp; Academy Class – Institute &amp; Academy Trivia</td>
</tr>
<tr>
<td>9:00 a.m. –</td>
<td>Institute &amp; Academy Class – Retention Schedules and Processes</td>
</tr>
<tr>
<td>11:00 a.m. –</td>
<td>Wrap-Up Closing Session Q&amp;A</td>
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</table>
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 perform 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.

Institute & Academy Update

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 strong partnership with the International Institute for Municipal Clerks, ILMCT Institute & Academy is better than ever!
Educational Sessions

Sunday, March 13

Not “If” but “When”: Understanding Cybersecurity Risks (Institute & Academy)
This session will cover common cybersecurity issues and risks facing city governments. Session discussions will include a survey of issues like ransomware, incident response management, basic cybersecurity hygiene, IT procurement, and supply chain risks. Participants will gain an understanding of the current climate and attitudes towards cybersecurity, develop thought leadership around cybersecurity risk management, and design effective governance and oversight competencies within their respective city or town governments.

Code Enforcement (Institute & Academy)
While clerks and clerk-treasurers do not wear the official hat of code enforcement officer, building inspector, or animal control officer, in many cities and towns they often get immersed in the many challenges that come with trying to create and maintain safe, clean communities. This workshop is a must not only for attendees who find themselves engaged in any aspect of code enforcement, but also those who want to understand the process in an effort to practice effective constituent services, enabling them to answer questions and provide guidance as needed.

Monday, March 14

All the “Little Things” (Institute)
Famed basketball coach John Wooden said, “Little things make big things happen.” He may have been talking about life on the hardwood, but these words of wisdom also apply inside city and town hall. This workshop will cover the seemingly small actions a clerk or clerk-treasurer can take and important bits of knowledge you should possess to more efficiently and effectively do your job. Items like notarization, understanding acronyms, and attaining accreditations will be discussed. Also on the docket are actions that can help elevate the professionalism you bring to the table, like when and how to display your credentials and sign your name to key documents.

Developing and Updating Comprehensive Plans (Academy)
Come prepared to learn more about the comprehensive planning process and how you can keep your plan relevant and current as the multi-year plan progresses.

Grants, Grants, Grants! (Institute & Academy)
There is nothing more frustrating for local leaders than having community needs that cannot be met. While there will always be unmet needs, there might be more paths to funding than you are aware of. In fact, many state and federal agencies administer grants that are available exclusively to city, town, and county governments. This extensive workshop will feature guest speakers talking about grants from the State’s Office of Community and Rural Affairs, Department of Natural Resources, and Department of Homeland Security. Also present will be a representative from the United States Department of Agriculture. Following the workshop there will be time for one-on-one discussions with each representative.

Workers Compensation: The Premium Audit Process (Institute & Academy)
Many clerks and clerk-treasurers wear human resources hats for their municipality. This can get complicated when those duties include handling the workers compensation premium audit process. Analyzing the policy, classifications, and related premiums and costs along with understanding the overtime rules, costs of hiring new employees, and the use of subcontract labor are some of the topics to be covered in this important session.

Purchasing Incentive Items for Employees (Institute & Academy)
As finding and retaining employees becomes increasingly hard, incentives such as gift cards, take home cars, electronic devices, and smart phones and watches, are growing more common. While these incentives are helpful and play a vital role in today’s employment packages, there are payroll and IRS implications that must be followed. Attendees of this workshop will receive a walk-through of the most common employment incentives and how to ensure you are covering your bases from a reporting and documentation standpoint.

The State Board of Accounts Addresses Municipal Payroll Matters (Institute & Academy)
Payroll accounting is about so much more than writing a check to your employees. From properly calculating incentives to tracking and paying overtime, it’s important to ensure each step is correctly followed. Understanding what state auditors look for gives you the opportunity to structure your payroll processes and salary ordinance in a manner that sets your community up for success when it comes time for your review. This State Board of Accounts course is a must for both clerks and clerk-treasurers.

It CAN Happen: Disaster Recovery Accounting (Institute & Academy)
It’s hard to force preparation for disasters that are statistically unlikely to occur during your tenure. However, your citizens expect a government that is as prepared as it can be to meet most challenges. This course will help you with identifying how various kinds of disasters could impact your community’s ability to deliver the necessary services your office provides, knowing what important assets you’ll need to restore lost functions, and planning ahead to face the potential fear that can accompany an emergency. Armed with this information, you will be ready to respond with expediency, lessening the impact on your constituents.

Tuesday, March 15

How COVID-19 is Impacting Human Resources Policies (Institute & Academy)
For employers and human resources professionals there has been no greater challenge than addressing all of the complex employee-related issues resulting from the COVID-19 pandemic. This workshop will address some of the best practices emerging over the past two years, as well as the federal government’s requirements surrounding how employers must address COVID-19-related absences, vaccination, testing, and much more.

Property Taxes A to Z: Part 1 (Institute & Academy)
A primary source of local government funding is the property tax. This comprehensive two-part workshop will tackle Indiana’s property tax system from beginning to end. Attendees will follow the process from the start of the assessment process to the collection and distribution of funds to the entities who depend on these vital revenues. Our expert panelists will dive into tax abatements, liens, property sales – such as tax sales, sheriff sales, and commissioner sales. And there will be plenty of time for discussion and questions about quarterly reports, the business personal property tax, updates from the Department of Local Government Finance, and much, much more.

The “Mentalist” (Institute & Academy)
Clerks and clerk-treasurers serve in many capacities while serving their municipalities. While it might be referenced as “other duties as needed,” being a motivator to municipal employees falls in that category. Former San Antonio CSI and now renowned magician, mentalist, and comedian Giani Cano will not only entertain attendees but give helpful tools for motivating employees without being a mentalist.
Property Taxes A to Z: Part 2 (Institute & Academy)

A primary source of local government funding is the property tax. This comprehensive two-part workshop will tackle Indiana’s property tax system from beginning to end. Attendees will follow the process from the start of the assessment process to the collection and distribution of funds to the entities who depend on these vital revenues. Our expert panelists will dive into tax abatements, liens, property sales – such as tax sales, sheriff sales, and commissioner sales. And there will be plenty of time for discussion and questions about quarterly reports, the business personal property tax, updates from the Department of Local Government Finance, and much, much more.

Tax Increment Finance (Institute & Academy)

There is always more to say about TIF. This workshop will offer an overview of this valuable financing tool, and take a look at TIF as a mechanism for increasing single family housing in your communities. We’ll also delve into the specific responsibilities clerk-treasurers have regarding RDC’s and TIF Districts, review a tax abatement case study, and break down some of the most commonly used acronyms in the world of TIF.

Past Due Utility Bills, Collections, Due Process, and More (Institute & Academy)

Long before the Indiana General Assembly placed restrictions on local ability to collect delinquent fees from landlords, there have been many vexing questions about how to handle past-due utility bills for municipally owned utilities. This workshop will review how claims must be handled, requirements and best practices for handling shutoffs, methods for working with rental properties, tenants and landlords, and more.

ILMCT Institute & Academy Presents ALL THE QUEEN’S HORSES AFTERMATH (Institute & Academy)

Sponsored by LWG CPAs & Advisors

Rita Crundwell, the former Comptroller and Treasurer of the City of Dixon, Illinois, was sentenced to 19½ years in Federal prison after perpetrating what is believed to be the largest municipal fraud in the history of the United States. In late 2021, she was release after serving just 8½ years, less than half of the original sentence. This session will look back at the original crime, the recovery by the City, and address the how and why she was released early. Additionally, there will be a discussion of how the establishment and adherence to some basic internal control procedures could have uncovered this fraud sooner or perhaps prevented it.

Wednesday, March 16

Generational Diversity (Institute & Academy)

Using innovative, proprietary, Generation Game Board, attendees will explore the various, social, political, and economic influences that shaped the working attitudes of the Greatest Generation, Baby Boomers, Generation X, Millennials and now Generation Z. The game creates interesting and informative conversation among participants from various generations. This workshop will equip participants to be more effective communicators and leaders through understanding the various generations in the workplace today.

ARPA Updates on Treasury Department’s Final Rule (Institute & Academy)

The U.S. Department of the Treasury issued an interim final rule to guide state and local governments in the wake of the American Rescue Plan Act’s passage in early 2021. In the months following, the Department took comments and used their own observations to inform what is now the final rule. The final rule, among other things, governs State and Local Fiscal Recovery Funds received by units of local government under ARPA. This workshop will review the key differences between the interim final rule and the final rule that could make a significant impact on how a community chooses to spend their funds. Join us to hear the latest and have your questions answered.

Census Results and Appeals (Institute & Academy)

So much rides on the decennial U.S. Census. However, it doesn’t come along often enough for most elected leaders to experience it more than once while in office. This can lead to a lot of unknowns. When do all of the results become known? How do you find all of this information? What is the process for appealing your count? These are just a few common questions that will be answered during this timely workshop. Attend to ask your basic questions, learn about how to dig deep into the results, and find out more than the basics about your community’s population.

2022 Legislative Matters (Institute & Academy)

As the 2022 session comes to a close, key Aim legislative team members will be on hand to discuss how the various bills impacting cities and towns shake out. Participants will get a deep dive into legislation affecting such matters as the business personal property tax, TIF, utility connections, and more.

Thursday, March 17

Institute & Academy Trivia (Institute & Academy)

Most parents tell their children that learning can be fun. However, they don’t always mean it, do they? After several days in the classroom, this lineup of veteran ILMCT members are ready to test your knowledge in a fun, engaging trivia game designed to help reinforce the valuable information and insights you gain during your week in Muncie. Pay close attention and bring your competitive spirit to this new addition to Institute & Academy!

Retention Schedules and Processes (Institute & Academy)

Back by popular demand is the workshop all new and long-time clerks and clerk-treasurers should attend. Retention schedules, form completion, storage, and preservation, are just some of the key words that should mean a lot to all municipal officials. This workshop will use real-world examples from your colleagues and draw on the expertise found in state government. Got a specific question about your records? Bring them along and ask this experienced panel right on the spot!

Wrap-Up Closing Session Q&A

Last call! Before you head for home, attend this final session to ask questions, seek advice, vent, or share something important with your fellow ILMCT members and Institute & Academy attendees.
Hotel
Courtyard Muncie
at Horizon Convention Center
601 S. High Street
Muncie, IN  47305
(765) 287-8550
Room Rate: $96 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 $96 per night (plus tax). Reservations must be made by 5:00 p.m. (Eastern) on Friday, February 25 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

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.

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.

Meeting Materials
Please provide your email address on your registration form. Meeting materials will be emailed to attendees prior to the event via Dropbox. Printed copies will not be available onsite. Please print copies or save files to your device prior to your arrival. Wi-Fi access is complimentary at the Horizon Convention Center; however, power outlets may be limited. Bring your device fully charged to the event each day.

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.

Late Registrations
Registrations received after March 2, including onsite registrations, will be subject to a late fee of $25.

Cancellation Policy
Written cancellation received on or before March 2 will be refunded less a $50 administrative fee. Cancellations should be faxed to (317) 237-6206 or sent to bbystry@aimindiana.org. No refunds after March 2.
# 27th Annual ILMCT Institute & Academy Registration Form

**Registration Deadline:** March 2

<table>
<thead>
<tr>
<th></th>
<th>Full Registration</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<td>ILMCT Member</td>
<td>$450</td>
<td>$60</td>
<td>$125</td>
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<tr>
<td>Non-ILMCT Member</td>
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**Late Fee (received after March 2) Add $25**

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<tr>
<td><strong>Full Name</strong></td>
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<td><strong>First Time Attendee</strong></td>
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<td><strong>Special Needs and Dietary Restrictions</strong></td>
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**Amount:**

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

### Institute Sessions & Meals

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

**Sunday, March 13**
- Not “If” but “When”: Understanding Cybersecurity Risks
- Code Enforcement
- Pizza at Courtyard

**Monday, March 14**
- All the “Little Things”
- Grants, Grants, Grants!
- Luncheon
- Workers Compensation Insurance
- Purchasing Incentive Items for Employees
- The State Board of Accounts Addresses Municipal Payroll Matters
- It CAN Happen: Disaster Recovery Accounting

**Tuesday, March 15**
- How COVID-19 is Impacting Human Resources Policies
- Property Taxes A to Z: Part 1
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- Luncheon
- Property Taxes A to Z: Part 2
- Tax Increment Finance
- Past Due Utility Bills, Collections, Due Process, and More
- Movie & Snacks – ILMCT Institute & Academy

**Wednesday, March 16**
- Generational Diversity
- Luncheon
- ARPA Updates on Treasury Department’s Final Rule
- Census Results and Appeals
- 2022 Legislative Session

**Thursday, March 17**
- Institute & Academy Trivia
- Retention Schedules and Processes
- Wrap-Up Closing Session Q&A

### 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.

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- Code Enforcement
- Pizza at Courtyard

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