



# 2022 ILMCT VIRTUAL FALL DISTRICT MEETING

## THREE DATES: OCTOBER 12, OCTOBER 19, & OCTOBER 20

The ILMCT Fall District Meeting and Education Days are back virtually for 2022! The meetings will take place over three dates: October 12, October 19, and October 20. Days 1 and 2 are Education Days and will include presentations covering ethics, purchasing, mental health, organization, TRECS, understanding local governments, and much more. Day 3 is District Meeting Day and will include a welcome from ILMCT President, Madalyn Sade-Bartl, followed by presentations from the State Board of Accounts. Day 3 is considered a State Board of Accounts called meeting.

NEW FOR 2022! CMC and MMC credits will be offered on October 12 (Day 1) and October 19 (Day 2). Please be sure to review the agenda contained below for specific dates and times for each workshop. A full CMC registration will provide you access to all CMC workshops being presented on Days 1 and 2. A MMC full registration will provide you access to all MMC workshops on both days. If you are interested in attending CMC and MMC workshops, please be sure to select the additional option in the registration portion of the brochure.

DAY 1: OCTOBER 12 (EDUCATION DAY)	
9:00 a.m. – 10:00 a.m.	CMC Workshop: <b>WEBSITE COMPLIANCE AND THE ADA</b>
10:15 a.m. – 11:15 a.m.	CMC Workshop: <b>PROFESSIONALIZE WRITTEN COMMUNICATION SKILLS</b>
11:30 a.m. – 12:30 p.m.	CMC Workshop: <b>LET'S GET ORGANIZED AND CREATE SOME METHODS BEHIND THE MADNESS</b>
1:00 p.m. – 2:00 p.m.	MMC Workshop: <b>PURCHASING 201 – STRATEGIC PROCUREMENT</b>
2:15 p.m. – 3:15 p.m.	MMC Workshop: <b>USING KNOWLEDGE ABOUT LOCAL GOVERNMENT STRUCTURES TO LEAD STRATEGICALLY</b>
3:30 p.m. – 4:30 p.m.	MMC Workshop: <b>REDUCING AND COPING WITH STRESS IN THE MUNICIPAL WORKPLACE</b>

DAY 2: OCTOBER 19 (EDUCATION DAY)	
9:00 a.m. – 10:00 a.m.	MMC Workshop: <b>TAX REFUND EXCHANGE AND COMPLIANCE SYSTEM (TRECS)</b>
10:15 a.m. – 11:15 a.m.	MMC Workshop: <b>TRUSTINDIANA – INDIANA'S STATE SPONSORED INVESTMENT POOL</b>
11:30 a.m. – 12:30 p.m.	MMC Workshop: <b>ETHICAL DILEMMAS</b>
1:00 p.m. – 2:00 p.m.	CMC Workshop: <b>NAME THAT FUND AND ITS ALLOWABLE USES</b>
2:15 p.m. – 3:15 p.m.	CMC Workshop: <b>DOCUMENTING ETHICS</b>
3:30 p.m. – 4:30 p.m.	CMC Workshop: <b>PURCHASING 101 – BLOCKING AND TACKLING</b>

DAY 3: OCTOBER 20 (DISTRICT MEETING)	
9:00 a.m. – 9:05 a.m.	<b>WELCOME AND OPENING REMARKS</b>
9:05 a.m. – 11:30 a.m.	<b>STATE BOARD OF ACCOUNTS</b>

### 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 [bbystry@aimindiana.org](mailto:bbystry@aimindiana.org).

HOW TO REGISTER	
<b>Mail:</b> ILMCT 125 W Market Street, Suite 100 Indianapolis, IN 46204	<b>Fax:</b> (317) 237-6206

YOUR INFORMATION	
Name	
Title	
Municipality/Company	
Address	
City/Town	
State	ZIP
Phone	
Email (Required!)	

REGISTRATION		DEADLINE: October 7
<input type="checkbox"/> \$125 - Full <b>CMC Only</b> Registration (all days includes SBOA) <input type="checkbox"/> \$125 - Full <b>MMC Only</b> Registration (all days includes SBOA) <input type="checkbox"/> \$25 - District Meeting <b>Only</b> <input type="checkbox"/> \$50 - Recordings <b>Only</b> (all days)* <small>*CMC or MMC Credits will not be given to those that purchase the recording. You must participate in the virtual event to earn credits.</small>		
<b>Additional Options</b> (Please Select) <input type="checkbox"/> + \$25 - Add <b>MMC</b> to the CMC Full Registration <input type="checkbox"/> + \$25 - Add <b>CMC</b> to the MMC Full Registration		
Registration Amount \$	Additional Options \$	Total \$
<b>Payment Method</b> (Circle One) Check Visa MasterCard Discover AmEx		
<b>Check Number</b> (Payable to ILMCT)		
<b>Credit Card Number</b>		
Expiration Date	Verification Code	
<b>Cardholder Name</b>		
<b>Billing Address</b>		
<b>City/Town</b>		
State	ZIP	
<b>Authorized Signature</b>		



# 2022 ILMCT VIRTUAL FALL DISTRICT MEETING

THREE DATES: OCTOBER 12, OCTOBER 19, & OCTOBER 20

## SBOA CALLED MEETING

The District Meeting (Day 3) 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.

## CMC WORKSHOP DESCRIPTIONS

### WEBSITE COMPLIANCE AND THE ADA

Learn about best practices to help ensure online web accessibility during this workshop. In addition to best practices, the session will cover the tools and technologies you can use today to assist with compliance and ease website access for your visitors.

### PROFESSIONALIZE WRITTEN COMMUNICATION SKILLS

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.

### LET'S GET ORGANIZED AND CREATE SOME METHODS BEHIND THE MADNESS

Are your organizational systems, or lack thereof, causing you stress? Are you worried about missing an important deadline or misplacing a vital document? Do you feel like you're always vowing to gain more control over your environment? This course will help you get on top of your game by exploring several organizational strategies and systems to use in the execution of your civic responsibilities. Even the most methodical clerks and clerk-treasurers will take away some new ideas for feeling more orderly in the office (and maybe even at home)!

### NAME THAT FUND AND ITS ALLOWABLE USES

Often, local officials have questions about how the money in certain funds can be used. This presentation will cover some of the most common statutory funds, what they can be used for, and how you can find the information to know how to spend the money. It will also cover local funds created under Home Rule and what those funds can be used for.

### DOCUMENTING ETHICS

This workshop will be geared towards newer clerks and clerk-treasurers, or those looking for a refresher, focusing on the role in maintaining and documenting an ethical office. This presentation will address various ethical issues for clerks and clerk-treasurers, covering conflict of interest disclosures, official misconduct, nepotism, and procurement.

### PURCHASING 101 — BLOCKING AND TACKLING

A high-level overview and exploration of the elements necessary for an effective and efficient purchasing business process. We will discuss problems common to most purchasing processes and explore ways to address them. Whether you're operating within a centralized or de-centralized procurement model there are basic features that, when present, maximize value and minimize risk.

## MMC WORKSHOP DESCRIPTIONS

### PURCHASING 201 — STRATEGIC PROCUREMENT

An in-depth look at the principles, methodologies and tools required to transition procurement from a tactical necessity to a strategic asset for any organization. Focusing on industry-wide best practices, this seminar will discuss how to change purchasing from a reactive, transactional function into a proactive, essential contributor that delivers tangible results. From cost savings to risk management to cultivating key vendor relationships, procurement plays a critical role in an organization achieving its goals. This workshop will explore ways in which you can help your organization by transforming the procurement function into a value-added business process.

### USING KNOWLEDGE ABOUT LOCAL GOVERNMENT STRUCTURES TO LEAD STRATEGICALLY

The structure of local government in Indiana is not overly complicated. The real nitty gritty is in understanding that formal structure and authority are not the only important aspects of government organizations. Building and maintaining relationships and informal sources of influence are just as important as municipal officials provide leadership and strategic direction within statutory or administrative confines. As workshop participants are guided through the various offices, departments, boards, commissions, and governmental bodies contained within municipal government, speakers will dissect ways clerks, clerk-treasurers and other appointed officials can use their understanding of the system to best serve their communities.

### REDUCING AND COPING WITH STRESS IN THE MUNICIPAL WORKPLACE

The rigors of public service can be accompanied by anxiety and worries that aren't common to all workplaces. Many of these stressors cannot be eliminated, but with the right strategies in place they can be manageable. This workshop will help attendees identify both obvious and hidden stressors and provide a variety of coping skills that might work for you. Attend this session to learn more about taking care of your mental well-being as an avenue for giving your constituents the best possible service.

### TAX REFUND EXCHANGE AND COMPLIANCE SYSTEM (TRECS)

TRECS is a results-oriented process to help units of government collect outstanding debts in a timely, cost-effective manner. Senate Enrolled Act No. 515 - codified in IC-6-8.1-9.5 allows Indiana local governments to submit debts of at least \$25.00 to the Indiana Department of Revenue (IDoR) and offset personal income tax refunds. The partnership with TrustIndiana allows for simple transferring of revenue from the Department of Revenue to your local unit.

### TRUSTINDIANA — INDIANA'S STATE SPONSORED INVESTMENT POOL

TrustIndiana is the state sponsored local government investment pool. While this is an investment tool, it has proven to serve in other ways. The TrustIndiana and TRECS partnership allows the captured TRECS funds to move to the entity in a simple and cost-effective way. Learn how this system works with TRECS and how you can use TrustIndiana to benefit your own city or town.

### ETHICAL DILEMMAS

This presentation is designed to address various ethical issues for municipal clerks and treasurers under Indiana law. Topics covered will include conflicts of interest, official misconduct, bribery, ghost employment, profiteering, nepotism, procurement, and corruption. We will examine ethical dilemmas in public office and think through appropriate responses.