



2022 ILMCT Virtual District Meeting AGENDA

CMC Education Days
October 12 and October 19

DAY 1: EDUCATION
OCTOBER 12, 2022

9:00 a.m. – 10:00 a.m.

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.

Speakers:

Andrew Hoff, Senior General Manager, NIC
Indiana

Michael White, Deputy CTO, Indiana Office of Technology

10:00 a.m. – 10:15 a.m.

Break

10:15 a.m. – 11:15 a.m.

Professionalize Written Communications 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.

Speaker:

Katherine Greene, PhD Candidate in Rhetoric and Composition, Ball State University

11:15 a.m. – 11:30 a.m.

Break

11:30 a.m. – 12:30 p.m.

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)!

Speaker:

Lesley Mosier, Chief Administrative & Development Officer, Aim

**DAY 2: EDUCATION
OCTOBER 19, 2022**

1:00 p.m. – 2:00 p.m.

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.

Speakers:

Michael Crowley, Director, State Board of Accounts

Madalyn Sade-Bartl, IAMC, Clerk-Treasurer, Churubusco

2:00 p.m. – 2:15 p.m.

Break

2:15 p.m. – 3:15 p.m.

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.

Speaker:

Jon Hughes, Partner, Bose McKinney & Evans LLP

3:15 p.m. – 3:30 p.m.

Break

3:30 p.m. – 4:30 p.m.

Purchasing 101 – Blocking & 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 decentralized procurement model there are basic features that, when present, maximize value and minimize risk.

Speaker:

Charles Wright, VP, Advisory Services, SpendBridge