



**BALL STATE
UNIVERSITY**

28th Annual ILMCT Institute & Academy

March 19-23, 2023 | Muncie, IN

WE'RE HEADING BACK TO MUNCIE!

Join us in Muncie for the 28th 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.

Sunday, March 19	
2:00 p.m. – 6:00 p.m.	Registration
3:00 p.m. – 4:00 p.m.	Welcome & Opening Session
4:00 p.m. – 5:00 p.m.	Institute & Academy Class – The Latest on ARPA Projects and Compliance
5:00 p.m. – 6:00 p.m.	Institute & Academy Class – Using the Indiana Association of Regional Councils to Help with Your Regional Planning
6:30 p.m.	Pizza at Courtyard
Monday, March 20	
7:30 a.m. – 8:00 a.m.	Registration & Breakfast
8:00 a.m. – 4:00 p.m.	State Board of Accounts Resource Center
8:00 a.m. – 9:00 a.m.	Institute Class – Are You Handling Surety Bonds Correctly?
8:00 a.m. – 9:00 a.m.	Academy Class – Working Ahead: Preparing for the Aftermath of Natural Disasters
9:00 a.m. – 11:00 a.m.	Institute & Academy Class – Breaking Down the Many Aspects of Cyber Security
11:00 a.m. – 12:15 p.m.	Lunch – Certifications Discussion
12:30 p.m. – 1:30 p.m.	Institute & Academy Class – Capital Assets and Accumulated Depreciation
1:30 p.m. – 4:30 p.m.	Institute & Academy Class – Internal Controls
4:30 p.m. – 5:30 p.m.	Institute Class – Stop the Bleed
4:30 p.m. – 5:30 p.m.	Academy Class – Modernizing by Digitizing
Tuesday, March 21	
7:30 a.m. – 8:00 a.m.	Registration & Breakfast
8:00 a.m. – 9:00 a.m.	Institute Class – From Preparation to Performance: A Presentation About Presentations
8:00 a.m. – 10:00 a.m.	Academy Class – Key Grants and the Common Missteps and Roadblocks
9:00 a.m. – 10:00 a.m.	Institute Class – If at First You Don't Succeed: Take Notes and Learn from the Mistakes
10:00 a.m. – 12:00 p.m.	Institute Class – Parliamentary Procedures and Robert's Rules of Order
10:00 a.m. – 12:00 p.m.	Academy Class – Get the Lead Out and Water Loss Audits
12:00 p.m. – 1:15 p.m.	Lunch

1:30 p.m. – 2:30 p.m.	Institute & Academy Class – Now You See It, Now You Don't: Programs for Addressing Indiana's Above and Below Ground Infrastructure
2:30 p.m. – 3:30 p.m.	Institute Class – Understanding Capacity-Related Fees and Recent Legislation Changes
2:30 p.m. – 3:30 p.m.	Academy Class – Job Description Development
3:30 p.m. – 4:30 p.m.	Institute Class – Workplace Conflict
3:30 p.m. – 4:30 p.m.	Academy Class – New Development, Capacity-Related Fees and Adequately Funding Your Utility
4:30 p.m. – 5:30 p.m.	Institute & Academy Class – All Things Broadband: State and Federal Updates
7:00 p.m. – 9:00 p.m.	Institute & Academy Class – Succession Planning <i>Sponsored by LWG CPAs & Advisors</i>
Wednesday, March 22	
7:30 a.m. – 8:00 a.m.	Registration & Breakfast
8:00 a.m. – 10:00 a.m.	Institute & Academy Class – Lifecycle of Employee's Relationship with Your Municipality
10:00 a.m. – 11:00 a.m.	Institute & Academy Class – Parks Master Planning: When, Why, and How (and How Much)?
11:00 a.m. – 12:15 p.m.	Lunch
12:30 p.m. – 2:00 p.m.	Institute & Academy Class – It's Time to Test Your Knowledge!
2:00 p.m. – 3:30 p.m.	Institute & Academy Class – Insurance Premium Audits
3:30 p.m. – 4:30 p.m.	Institute & Academy Class – Indiana Public Retirement System (INPRS) and Public Employees Retirement Fund (PERF)
4:30 p.m. – 5:30 p.m.	Institute Class – How Organizing Your Office Equals Good Constituent Services
4:30 p.m. – 5:30 p.m.	Academy Class – Servant Leadership & Community: It's Who We are FOR Each Other, Not TO Each Other
Thursday, March 23	
7:30 a.m. – 8:00 a.m.	Registration
8:00 a.m. – 9:00 a.m.	Breakfast / Institute & Academy Class – Websites and the ADA
9:00 a.m. – 10:00 a.m.	Institute & Academy Class – Opioid Settlement Funds: Putting Your Funds to Work to Address the Opioid Crisis
10:00 a.m. – 11:00 a.m.	Institute Class – Elections
10:00 a.m. – 11:00 a.m.	Academy Class – Overview of OSHA Reporting and Recordkeeping Requirements
11:00 a.m. – 12:00 p.m.	Wrap-Up Closing Session Q&A



**BALL STATE
UNIVERSITY**

Institute & Academy

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!

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.

EDUCATIONAL SESSIONS

Sunday, March 19

The Latest on ARPA Projects and Compliance

(Institute & Academy)

The American Rescue Plan Act presents cities and towns a rare opportunity to address critical needs that once seemed out of reach. Join this workshop to learn what some communities are planning for these vital funds and the emerging best practices for managing and administering these dollars. Panelists will discuss compliance with all regulations that come along with utilization of federal funds and how to ensure your citizens are both proud of your municipalities accomplishments and stewardship of public funds.

Using the Indiana Association of Regional Councils to Help with Your Regional Planning

(Institute & Academy)

If you aren't familiar with regional councils, you aren't alone. Those communities who have worked with their council, however, can tell you the benefits and expertise they offer. Their abilities in the areas of strategic economic development initiatives and grants for a whole range of community projects can supplement your city or towns resources, giving you access to additional funding options. This workshop will review the regional council system and take a deep dive into the specific ways they provide value and allow municipal officials to demonstrate effective leadership to their citizenry.

Monday, March 20

Are You Handling Surety Bonds Correctly?

(Institute)

Surety Bonds are necessary for most of our positions. Join us as we review the statutory requirements and verify you have the correct bonds, for the correct people, and they are filed in the correct places. We will also learn what happens during an investigation and if the charge amount is over the bonded amount.

Working Ahead: Preparing for the Aftermath of Natural Disasters

(Academy)

When naturally occurring emergencies arise, there can be little to zero notice. While you may not know when a disaster will strike, there is much you can do to prepare for the fiscal and administrative aftermath. Our experienced panel will run through the life cycle of a disaster and ensure you have all the right tools to help you make quick, accurate decisions that won't come back to haunt you or your community's wallet.

Monday, March 20 (continued)

Breaking Down the Many Aspects of Cyber Security

(Institute & Academy)

The IN-ISAC, a division of the Indiana Office of Technology, will speak on cyber risks and threats facing local governments of all sizes. IOT recently completed a statewide tour of all 92 counties to meet with local government officials and learn about cybersecurity and technology challenges affecting counties, cities, K-12, and other governmental organizations. The IN-ISAC will share what they learned and their efforts to help local governments improve their cybersecurity capabilities. Obtaining and understanding Commercial Cyber Insurance has become increasingly more difficult over the past several years. During our presentation, MJ Insurance will also be on hand to provide insight and guidance into the complexities of obtaining and understanding Commercial Cyber Insurance. MJ will explore why insurance carriers are asking these questions, help breakdown some of the nuances of the questions, discuss importance of internal collaboration with your IT team/partners, and discuss some of the emerging topics coming soon.

Capital Assets and Accumulated Depreciation

(Institute & Academy)

There are many aspects of documenting your capital assets from depreciation to uploading the right information to the state's Gateway system. In this workshop, you will learn through the use of examples how to depreciate different assets over two years after appropriately setting up the schedule to track the many assets.

Internal Controls

(Institute & Academy)

This three-hour Internal Controls Training is provided by the Association of Public Treasurers of the United States and Canada (APT US&C); ILMCT's national treasury association partner. The program will provide, in detail, what makes an effective internal control system with the following training objectives: provide an understanding of management's responsibility in creating an environment to achieve strong internal controls procedures and practices; provide an understanding of employees' responsibility to comply with procedures and practices; offer insight to identify, assess and manage risks; provide support tools to establish, document, monitor, and adhere to internal controls procedures; and provide a roadmap to develop an effective internal control system to: protect the effectiveness and efficiency of operations; support the reliability of financial reporting; and ensure compliance with applicable laws and regulations.

Stop the Bleed

(Institute)

Today's workplaces are not the workplaces of the past. Years ago the only red you saw were the red lines in your budget. Why is this? Some people commit violence because of revenge, robbery, or ideology – with or without a component of mental illness. While there is no way to predict an attack. How we prepare ourselves and not stay complacent will be the difference. We are coming out of a pandemic that has led to staff shortages and increased exposure to violent individuals than ever before. So, being prepared will make a difference. While most workplace violence will not end in physical traumatic injury. What you know and what you do may save a life or even your own. This class will give you the knowledge and direction to Stop the Bleed. Plus, give you some knowledge to start conversations with others about areas in other locations to be prepared for these types of emergencies; employee training and creating an emergency action plan; how much and how soon and when; and what to do when it's over.

Modernizing by Digitizing

(Academy)

While the phrase “work smarter, not harder” may not sit well with some, the idea to create more efficient and streamlined processes has been around for centuries. Today, local governments don't have to reinvent the wheel and can look to apps, methods, and “hacks” to digitize items that have been traditionally paper-based, automate processes when appropriate, and serve citizens more effectively. This workshop will cover digital and fillable forms, automatic payments and payroll, citizen reporting apps, and more!

Tuesday, March 21

From Preparation to Performance: A Presentation About Presentations

(Institute)

As a municipal official, you are often called upon to do public speaking and presentations for various audiences. Fiscal officers commonly do more presenting than most public servants, yet not everyone feels comfortable preparing materials and maintaining composure in the spotlight. Workshop attendees will gain valuable presentation skills to ensure they are prepared to convey information in the best manner possible.

Key Grants and the Common Missteps and Roadblocks

(Academy)

Grants are becoming an increasing segment of a municipality's funding makeup. Understanding some of the core regulations for securing some of Indiana's more prevalent municipally targeted grants is a must for clerks and clerk-treasurers who wear many hats. Securing your SAMs registration, updating your community's asset management plans, understanding ADA requirements, and much, much more, will not only help your city or town operate more efficiently, it will also make your grant applications move more effectively through the review and award process. If you don't possess significant knowledge of a grant's requirements and all of the facts and fine print, valuable time can be wasted and critical funds could be left on the table.

If at First You Don't Succeed: Take Notes and Learn from the Mistakes

(Institute)

As clerk-treasurers, most aim for perfection and clean audits. However, reality reminds us that we are all humans and we all make mistakes. From little to big mishaps, join us as we dive into past mistakes and collaborate together to develop action plans to correct and even prevent blunders in your office. As a veteran clerk has said, “Mistakes can be fixed, unless you are stealing.”

Parliamentary Procedures and Robert's Rules of Order

(Institute)

Running an effective municipal public meeting, in part, requires sound guidelines for conducting the business of the governing body. In the United States, one of the most widely used manuals on parliamentary procedure is Robert's Rules of Order, written originally by Gen. Henry M. Robert. Following Robert's Rules of Order, commonly referred to as Robert's Rules, deters straying from the topic at hand, leads to more accurate minutes, helps with the flow of the decision-making process, and much more. This workshop will review the adoption of Robert's Rules as the body's rules for governing conduct, the core uses of Robert's Rules in a municipal setting, and any common misconceptions or misuses of Robert's Rules.

Get the Lead Out and Water Loss Audits

(Academy)

Most communities have not started a service inventory list and are somewhat lost on acquiring the information. The issue is not only developing a lead service inventory but obtaining SRF funding to replace and acquiring a contractor to stage the service replacement over the next four years. We are in year four of five to obtain extra funding to replace lead service. All aspects of what is a lead service line will be covered including: developing an inventory, submitting for funding, and implementation of replacing the service. Furthermore, in 2015, Indiana utilities produced over 50 billion gallons of water that did not generate revenue, resulting in a loss of \$54.6 million. To better understand non-revenue water, the Indiana Legislature adopted IC 8-1-30.8, which obligates water utilities to complete annual water audits. In general, a water loss audit is an evaluation of the amount of water a utility pumps and sells. The main benefit of doing an audit is to identify these losses so the utility may take corrective action, which often leads to financial savings. The Indiana Finance Authority will explain the water audit process and the role a clerk-treasurer may have in the same.

Now You See It, Now You Don't: Programs for Addressing Indiana's Above and Below Ground Infrastructure

(Institute & Academy)

The federal Bipartisan Infrastructure Law (BIL) provided groundbreaking funding for Indiana's transportation network, as well as many other communications and utility assets. Likewise, the Indiana General Assembly recently adopted a well-thought-out plan to assist with aging water and wastewater systems. Experts will be on hand during this workshop to offer detailed information about these and other programs, and how your community can use existing and new opportunities to maximize all available dollars to your community's advantage.

Understanding Capacity-Related Fees and Recent Legislative Changes

(Institute)

In 2022 the legislature passed a bill that prohibits a municipal utility from including contributions in aid of construction in capacity-related fees or tap fees. This refers to costs associated with system-wide improvements fees commonly called system development charges, interceptor fees, or availability fees. This introductory class will ensure participants understand why communities charge such fees, how such fees are calculated and what kinds of costs have traditionally been included in tap fees. Instructors will also cover the basics of tap fee-related provisions included in HEA 1245-2022, as well as IURC process changes and related septic provisions.

Job Description Development

(Academy)

Steve Seibold, HR Advisor with Tilson HR, will be presenting on job description development. The session will discuss ways to determine what is needed, identify the essential functions, and compile the information effectively. We will also review the purpose and use of the job description from recruitment to performance evaluation. Finally, we will use a template to practice application of this information.

Workplace Conflict

(Institute)

When the public looks to you for guidance and as a barometer for how the community is doing, having workplace conflicts with colleagues, employees, or the public, does not inspire confidence. This course will use scenarios and lots of audience participation to really dissect contentious situations and help you navigate some of the stickiest situation in a manner you and your constituents can be proud of.

New Development, Capacity-Related Fees and Adequately Funding Your Utility

(Academy)

For clerks and clerk-treasurers that have used or have a base knowledge of utility tap fees, this workshop will drill down on the implementation of HEA 1245-2022, the legislature's prohibition of including contributions in aid of construction in capacity-related fees or tap fees. Panelists will discuss how to approach new development projects, while maintaining your community's ability to adequately fund vital utility operations, including the importance of taking an extensive look at your utility's rate structure.

All Things Broadband: State and Federal Updates

(Institute & Academy)

It is simply impossible to conduct business, obtain an education, manage medical care, and provide government services without relying, at least in part, on the internet. As more online services and learning options become the norm, the speed of a community's internet and equitable access becomes a true economic and talent attraction concern. While it may seem daunting, there are many state and federal programs to help! Attendees will learn about Next Level Connections, Indiana Connectivity Program, and the Affordable Connectivity Program. Take home the latest information regarding available funding through the federal Infrastructure Investment and Jobs Act and gain insight on engaging your citizens and being champion for this vital communications tool.

Succession Planning

(Institute & Academy)

Sponsored by LWG CPAs & Advisors

All good things must come to an end. Sometimes we have control of the narrative and can determine how our story ends, and then other times we do not – it is determined for us. This discussion session will help address the plans that every Clerk and Clerk-Treasurer should already have or needs to begin to address for the end of their service. Examples of what could happen without proper planning will be provided along with suggestions and checklists that everyone should have as they enter office and why it should be reviewed and updated as you continue to serve.

Wednesday, March 22

Lifecycle of Employee's Relationship with Your Municipality

(Institute & Academy)

Join us to discuss the lifecycle of the employee's relationship with your municipality to include: what needs to be included in a job posting, dos and don'ts on the employment application, dos and don'ts of the interview, legal background check requirements, forms required from a new hire, what should legally be included in a job description, how to classify an employee in coordination with the Fair Labor Standards Act (FLSA) and the payment of overtime/compensatory time, important employee handbook policy requirements, salary ordinance requirements, compliance poster requirements, employee file requirements, what to do at termination, and much more. Participants will be provided with tools to use for some of these processes, as well as helpful ideas on how to improve their own procedures and practices in coordination with best practices, and federal and state employment-related laws and the National Labor Relations Act (NLRA).

Parks Master Planning: When, Why, and How (and How Much)?

(Institute & Academy)

Managing parks and parks programs is not all fun and games. Because parks are public assets, a strategic, community-driven vision is critical. And to access certain grants and state funding programs, documenting this vision is a requirement. The workshop will review 5-year parks and recreation master plan timing, options, and its basics, answering your questions and giving you some vital tips for engaging your citizens in the shaping of your city or town's most important amenities.

It's Time to Test Your Knowledge!

(Institute & Academy)

It's time to test your knowledge! Not sure of an answer, that's okay! This interactive team building workshop will get you thinking and discussing important aspects relating to your position as clerk or clerk-treasurer with your peers. Be sure to pay attention throughout the week because it's quite possible what you are learning in other workshops will be included in this fun and educational workshop!

Insurance Premium Audits

(Institute & Academy)

The goal of this workshop is to better prepare your municipality for an Insurance Premium Audit. This discussion will cover the audit process, how to analyze a Worker's Compensation policy, review audit rules and applicable municipal classifications, and cost savings procedures.

Indiana Public Retirement System (INPRS) and Public Employees Retirement Fund (PERF)

(Institute & Academy)

This PERF presentation will provide attendees with general historical information regarding the Indiana Public Retirement System and PERF. Additionally, the presentation will cover PERF benefit information and the options that will be available to members as they approach retirement, as well as the process a member can expect to go through as they continue in their career.

Organizing Your Office Equals Good Constituent Services

(Institute)

Keeping an organized office is about more than having neat and tidy desk. While a clean desk is certainly nice, having a broader culture of orderliness will help ensure your office can provide more efficient, timely, and accurate service. Finding records upon request, retaining records properly, and reducing mistakes that can be caused by haphazard document and information management are just a few benefits of taking your office from chaos to composed. Join us for this informative discussion and bring your own examples of how getting organized has paid off for you and your residents!

Servant Leadership & Community: It's Who We are FOR Each Other, Not TO Each Other

(Academy)

We will explore servant leadership as a personal and professional journey expressed through relationships and encounters. Understanding the philosophy, principles, and practices guides us from a way of being to a way of doing. People grow, become healthier, wiser, freer and more autonomous, and more likely to serve. Where we start really does matter.

Thursday, March 23

Websites and the ADA

(Institute & Academy)

It is often said that municipal government is the government closest to the people. This literal and figurative proximity results in a reasonable (and often times lawful) presumption that city and town governments is accessible to all the citizens it serves. Accessibility doesn't always mean via bricks and mortar, however. It also applies to the virtual world of websites, email, and many other forms of electronic communications. This workshop will cover the Americans with Disabilities Act and Title VI requirements relative to your community's digital tools. Even the most seasoned Clerk and Clerk-Treasurer will need this information to ensure your community has the latest advice, information, and best practices to serve your ENTIRE community and avoid costly consequences for taxpayers.

Opioid Settlement Funds: Putting Your Funds to Work to Address the Opioid Crisis

(Institute & Academy)

Indiana cities and towns recently received their much-anticipated opioid settlement funds. This session will cover how these funds can be used as outlined by the national settlement documents, how communities are planning to use the funds, and current and pending legislation and budget considerations. This workshop will offer great tips and guidance on spending these funds in a manner that makes a lasting impact on the communities you serve.

Elections

(Institute)

The Indiana Election Division will discuss state election laws that are relevant to municipal government leaders, including the procedural nuances of the 2023 municipal election cycle and filling elected office vacancies.

Overview of OSHA Reporting and Recordkeeping

(Academy)

This workshop will introduce Occupational Safety and Health Administration (OSHA) and overview of OSHA Recordkeeping Regulation (29 CFR 1904). Main objectives of the workshop are to teach employers how to properly record workplace injuries and illnesses, as well as to teach employers how to properly report fatalities and serious injuries in order to comply with OSHA Regulation.

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 17 to receive the ILMCT rate. ILMCT and Aim are 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

Cancellation Policy

Written cancellation received on or before March 10 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 10.

Late Registrations

Registrations received after March 10, including onsite registrations, will be subject to a late fee of \$25.

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.

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.

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.

	Full Registration	Sunday	Monday	Tuesday	Wednesday	Thursday
ILMCT Member	\$450	\$60	\$125	\$125	\$125	\$70
Non-ILMCT Member	\$500	\$70	\$135	\$135	\$135	\$80
Late Fee (received after March 10) Add \$25						

Full Name
Preferred Name for Badge
Municipality
Title
Address
City/State/Zip
Phone
Email
First Time Attendee <input type="checkbox"/> YES <input type="checkbox"/> NO
Special Needs and Dietary Restrictions

Amount:
Circle One: <input type="checkbox"/> Check <input type="checkbox"/> MC <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> AmEx
Check Number (Payable to ILMCT)
Card Number
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. Workshops count towards CMC credit only.

Sunday, March 19

- The Latest on ARPA Projects and Compliance
- Indiana Association of Regional Councils
- Pizza at Courtyard

Monday, March 20

- Surety Bonds
- Cyber Security
- Lunch
- Capital Assets and Accumulated Depreciation
- Internal Controls
- Stop the Bleed

Tuesday, March 21

- Presentations
- If at First You Don't Succeed
- Parliamentary Procedures and Robert's Rules of Order
- Lunch
- Addressing Infrastructure
- Understanding Capacity-Related Fees
- Workplace Conflict
- All Things Broadband
- Succession Planning

Wednesday, March 22

- Lifecycle of Employee's Relationship with Your Municipality
- Parks Master Planning
- Lunch
- Test Your Knowledge
- Insurance Premium Audits
- Public Employees Retirement Fund
- Organizing Your Office

Thursday, March 23

- Websites and the ADA
- Opioid Settlement Funds
- Elections
- Wrap-Up Closing Session Q&A

Academy Sessions & Meals

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

Sunday, March 19

- The Latest on ARPA Projects and Compliance
- Indiana Association of Regional Councils
- Pizza at Courtyard

Monday, March 20

- Aftermath of Natural Disasters
- Cyber Security
- Lunch
- Capital Assets and Accumulated Depreciation
- Internal Controls
- Modernizing by Digitizing

Tuesday, March 21

- Key Grants and the Common Missteps and Roadblocks
- Get the Lead Out and Water Loss Audits
- Lunch
- Addressing Infrastructure
- Job Description Development
- Adequately Funding Your Utility
- All Things Broadband
- Succession Planning

Wednesday, March 22

- Lifecycle of Employee's Relationship with Your Municipality
- Parks Master Planning
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- Public Employees Retirement Fund
- Servant Leadership & Community

Thursday, March 23

- Websites and the ADA
- Opioid Settlement Funds
- OSHA
- Wrap-Up Closing Session Q&A



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Indianapolis, IN 46204

