

2020 Virtual Kentucky Municipal Clerks Institute

*All times listed are in EDT

Monday, July 13

10:00 a.m. – 12:00 p.m. &

1:00 p.m. – 3:00 p.m.

City Clerk 101

Kathy Walker, KMCA President-Elect &

Brian Ahart, KMCA Education Chair

J.D. Chaney, CEO/Executive Director, KLC

This opening session features a great lineup of sessions led by the KMCA Education Committee and the Kentucky League of Cities. It will explore the statutory responsibilities and duties of city clerks as well as provide insight into the certification process for the Kentucky Municipal Clerks Association and the International Institute of Municipal Clerks.

During this session, you will also participate and learn about best practices for effective customer service at city hall and other day-to day activities to help lead you to success in your position.

Tuesday, July 14

10:00 a.m. – 12:00 p.m.

Thriving in Chaos...Staying Calm in the Storm and Coming Out Better on the Other Side

Jay McChord, President/CEO, McChord Inc.

Have you found yourself stressed out and looking for a way to stay calm during this on-going health crisis? Working in public service as a city employee during this time can be stressful. This engaging session will explore ways that you can de-stress and refocus on the mission, purpose, and importance of your role as a public servant during the chaos.

12:00 p.m. – 1:00 p.m.

Lunch On Your Own

1:00 p.m. – 3:00 p.m.

Leading & Motivating Across Generations

Jay McChord, President/CEO, McChord Inc.

Millennials...Gen X...Gen Y... Baby Boomers? It's hard to keep the data about the various generations straight, but one thing is for sure, each generation has its own workplace motivators. Successful management of diverse workforces requires that leaders understand each of those motivators and how to unite based on shared goals. This session will provide tips and strategies on how to harness the best of each generation to lead your city forward.

Wednesday, July 15

10:00 a.m. – 11:30 a.m.

Virtual Meetings: Professional Etiquette, Legal Procedures & Safety Awareness

Cassie Cooper, Sr. Training Manager, KLC

Suraya Shalash, Training Associate, KLC

Nick Harpe, Director of Information Technology, KLC

Morgain Patterson, Director of Municipal Law, KLC

Have you been scheduling council meetings and meeting virtually with other entities during COVID-19? This session will help answer questions about the proper legal procedures for conducting virtual meetings and discuss safety concerns and proper etiquette of using virtual platforms.

11:30 a.m. – 12:30 p.m.

Lunch On Your Own

12:30 p.m. – 1:30 p.m.

Planning & Zoning for City Officials

David Pike, Attorney, Pike Legal Group

While most city clerks don't work directly with planning and zoning, the decisions by Planning & Zoning Boards can be far reaching and long-lasting and are often some of the most controversial public decisions made by public officials. This session will review the types of land use disputes, how to avoid litigation and the mandatory training for zoning officials and staff.

1:45 p.m. -2:45 p.m.

Elected Official Orientation Preparation and Employee On-Boarding

Bethany Cooper, City Clerk, City of Benton

Becka Cox, City Clerk, City of Auburn

Are you responsible for orienting new hires and/or newly elected officials or feel like your city's process could be improved? This session will review how two city clerks prepare for and on-board new hires and elected officials in their cities and the tools they use for success.

Thursday, July 16

10:00 a.m. – 12:00 p.m.

Budget Basics for City Clerks

Robert Martin, Chief Financial Officer, City of Hopkinsville

The city budget provides a complete financial plan of all city funds and activities for the ensuing fiscal year in accordance with generally accepted accounting principles. This session will explain how to read a budget and what the city clerk's role is for helping to prepare the budget. To make the session more practical, it may be helpful for you to have a copy of your own budget to follow along with the instructor.

12:00 p.m. – 1:00 p.m.

Lunch On Your Own

1:00 p.m. – 2:00 p.m.

Sidewalk Liability

Shayne Lingg & Jessica Spriggs, Precision Concrete Cutting

Do you ever hear citizens complain about broken and cracked sidewalks? Do you know what your city liability is for accidents or falls that may result from sidewalks that are in disrepair? This session will explore sidewalk ordinances, notifications for sidewalk repair, liability issues for cities, and methods and tools for prioritization of sidewalks for repairs.

2:15 p.m. – 3:15 p.m.

Social Media to Promote Your City

Terri Johnson, Director of Communications and Marketing, KLC
Stephanie Settles, City Clerk, City of Paris
Mitchell Pearson, Executive Director, Nicholasville, Wilmore – Jessamine County Tourism Commission

This session will provide an overview of current social media tools and trends and provide demographic statistics for various social platforms. In addition, this session will highlight how two cities are using social media to promote and showcase their communities and ways they are communicating with their citizens.

Friday, July 17

10:00 a.m. – 12:00 p.m.

Cemetery Regulation

Stephen Brooks, Attorney, KY Cemetery Association

While not all clerks are responsible for cemetery records, you never know when your role could change or when your city could take on these responsibilities. This session will explore the various legal requirements, responsibilities and liability issues associated with the maintenance of local cemeteries.

12:00 p.m. – 1:00 p.m.

Lunch On Your Own

1:00 p.m. – 2:00 p.m.

Federal Employment Law Update

Derrick Wright, Attorney, Sturgill, Turner, Barker & Moloney, PLLC

No matter what your position is in city hall, it's important to stay updated on the most recent changes to federal employment law. This session will cover the latest happenings to help you keep your city compliant.

2:15 p.m. – 3:15 p.m.

Calculating City Property Tax

Angela Hamric, Director of Finance and Support Services, City of Owensboro and President-Elect, KGFOA

Setting the property tax rate can be a complicated process. This session will cover the tax rate calculation workbook, including how to input the necessary assessment data and comprehending the information

provided for the calculations. Attendees will discuss the maximum rates allowed under the law and the approval process for rates that exceed the compensating rate.

Monday, July 20

10:00 a.m. – 12:00 p.m.

Conflict Resolution and Stress Management

Gregory Coker, Greg Coker Development

Conflict and stress are a natural part of our social order and every-day life and can be compounded drastically during a pandemic. Resolution and management of these issues can be hard to achieve during this ever-changing time. In this session, you will learn about common conflict and stress management styles, assess your own conflict and stress management styles, learn to view conflict and stress as a vehicle for positive change and improve your communication skills.

12:00 p.m. – 1:00 p.m.

Lunch On Your Own

1:00 p.m. – 3:00 p.m.

Employee Coaching

Gregory Coker, Greg Coker Development

No one likes to give feedback, especially if it's negative or the employee is not expecting the criticism. This session will explore the importance of positive and negative communication and providing accurate and timely feedback to employees and staff.

Tuesday, July 21

10:00 a.m. – 12:00 p.m.

Diversity & Inclusion

Roger Cleveland, Director of CREED, Kentucky State University

This session will explore ways to engage in respectful and positive interactions with all employees in the workplace, including gaining awareness of issues like unconscious bias and cross-cultural communications. This session's goal is to teach employees how to move past simple tolerance, and to embrace diverse employee perspectives.

12:00 p.m. – 1:00 p.m.

Lunch On Your Own

1:00 p.m. – 2:30 p.m.

State and Federal Grants- Procedure & Availability

Emily Hathcock, PCED, Associate Director of Planning & Development, Barren River Area Development District

Money, money, money...mon--ey! Do you know where your city can find state and federal grants? Do you know how to apply for the grants? What are the deadlines? This session will answer these questions and help you navigate the world of state and federal grants.

Wednesday, July 22

10:00 a.m. – 12:00 p.m.

Cybersecurity at City Hall

Brian Ocfemia, Engineering Manager, Sophicity

Cities face cyber-attacks every day. In this session, you will learn about the contributing factors that lead to cyberattacks, the warning signs that cities can use to assess if they are at risk, the top cybersecurity risks affecting local governments, and what a city can do to best prepare for and mitigate cyber-security risks.

12:00 p.m. – 1:00 p.m.

Lunch On Your Own

1:00 p.m. – 2:30 p.m.

Employee Disciplinary Procedures

Stacey Blankenship, Attorney, Keuler, Kelly, Hutchins, Blankenship & Sigler, LLP

At some point, cities will have to deal with the necessity of imposing employee discipline. The sensitive nature of the process makes this area one which is especially susceptible to allegations of unfair employment practices which carry the potential for costly litigation and other legal issues. This session will cover practical tips on how to handle employee discipline while complying with all applicable state and federal laws.

Thursday, July 23

10:00 a.m. – 11:30 a.m.

HR Essentials for 2020

Andrea Shindlebower-Main, Personnel Services Manager, KLC

Although no one can become an expert in all areas of employment law overnight, it's important for leaders and supervisors, both new and seasoned, to have a basic understanding of HR best practices to make sure HR processes are compliant, effective and productive. This presentation will review best practices for interviewing, what to keep in personnel files, employment law compliance, and more.

11:30 a.m. – 12:30 p.m.

Lunch On Your Own

12:30 p.m. – 1:30 p.m.

Making Data-Driven Decisions

Joseph Coleman, Research & Federal Relations Manager, KLC

Do your city residents want evidence the city is making good decisions? Does your mayor want to see data about a local issue or concern? This session will discuss sources for quality public data that can help you better understand your community. By analyzing more information, you can decrease the risk of uncertainty and bias, improve transparency and accountability, and improve efficiency and performance.

1:45 p.m. – 2:45 p.m.

Municipal Licenses & Fees

Chris Johnson, Municipal Law Attorney, KLC

Municipalities have many revenue-generating tools available to them through the use of licenses and fees. This session will explore the legal options available to cities including license fees on franchises, trades, occupations, professionals, livestock, personal property and ad valorem taxes.

Friday, July 24

10:00 a.m. – 11:00 a.m.

Ordinance Codification

Rich Frommeyer, Sales Representative, American Legal Publishing
Kevin Roberts, Attorney, American Legal Publishing

The codification (or organization) of your ordinances is an essential part of how a city government functions. It ensures that laws remain current and enforceable and organizes the code to make it easy to use and reference. This session will cover ordinance review, organization, editorial and legal review, as well as developing an initial manuscript, review and production.

11:15 a.m. - 12:15 p.m.

Clerk FAQ Session

Kathy Walker, KMCA President-Elect
Chris Johnson, KLC Member Services Attorney

Did you learn something this week you don't fully understand? Do you have a question that wasn't answered? Are you overwhelmed with the amount of information presented? This session, hosted by the KMCA President-Elect and KLC's Municipal Law Attorney, will provide you with answers to your questions and the additional information you need to be fully equipped to do your job.

12:15 p.m.

Closing Comments

Cassie Cooper, Sr. Training Manager, KLC & KMCA Institute Director