

# 2021 Montana Municipal Virtual Institute



## Who Should Attend and Why?

Municipal clerks, deputy clerks, treasurers and finance officers are welcome to attend the Montana Municipal Institute. Why? To stay abreast of current and effective methods for meeting the responsibilities and challenges of their office and to network with their colleagues in an atmosphere conducive to professional growth. Since the Institute's inception in 1981, the Local Government Center at Montana State University continues to host the annual event under the direction of the Montana Municipal Clerks, Treasurers and Finance Officers Association (MMCT & FOA). Instructors include MSU staff and faculty, MMIA staff, practicing experts in municipal government and resource persons from the public sector who work directly with local government. Each year the MMCT & FOA Education Committee expands the professional development opportunities of the Institute by designing new courses to complement the existing curriculum of administrative, leadership and technical skills needed by municipal clerks, treasurers and finance officers. Local governments are urged to support their clerks and treasurers participation and to recognize their achievement of professional certification.

## Registration

**To Register Online** - Go to [www.msulocalgov.org](http://www.msulocalgov.org) and click on the button labeled 2021 Montana Municipal Virtual Institute.

Registration fees cover time of the instructors, training materials, and the cost of the virtual platform. If you are unsure of your membership status, please confirm with MMCT&FOA Treasurer, Jennifer Robley, [townoffp@nemont.net](mailto:townoffp@nemont.net) before registering to ensure proper payment.

## Cancellation Policy

If notice of cancellation is received by the Local Government Center by Friday, April 30, 2021, the total registration fee will be refunded. **No refund will be made for cancellations received after May 1, 2021.**

*The U.S. Department of Agriculture (USDA), Montana State University and the Montana State University Extension prohibit discrimination in all of their programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status.*

*The Montana State University Extension is an ADA/EO/AA/Veteran's Preference Employer and Provider of Educational Outreach.*

## What About Certification?

Participants will have three options (or tracks) for certification. This year there will be 12 hours of instruction at the Institute supplemented by offsite education. This year we have offered 8-hours of education in the online webinar series and an additional 12 credits were offered in the Fundamental of Municipal Government online course. More credits will be offered throughout the year. More information about the webinars is available at <http://www.msulocalgov.org/webinars/webindex.html>. Participants who attend 4-5 complete years of training (120 hours) will meet the **education requirements** of the following certification tracks. Please note that **to become certified**, each track also requires experience points and membership to their association. Those who are seeking certification should select a track that most closely aligns with their occupation and professional goals.

1. **IIMC Track:** The Local Government Center and MMCT&FOA partner with the International Institute of Municipal Clerks (IIMC) to provide certified training for municipal clerks through the Institute. Applicants must attain 120 education hours (60 points) and 100 experience hours (50 points) in addition to becoming a member of IIMC for 2 years to become a Certified Municipal Clerks (CMC). The advanced designation of Master Municipal Clerk (MMC) is also offered through IIMC. Several Institute courses are submitted to IIMC annually for approval at the MMC level. More information about certification and the admission application is available on the IIMC website [www.iimc.com](http://www.iimc.com).
2. **APT Track:** The Local Government Center and MMCT&FOA also partner with the Association of Public Treasurers of the U.S. and Canada (APTUS&C) to provide certified training through the Institute for treasurers and finance officers. This national certification is designed for the Certified Public Financial Administrator (CPFA) designation. Applicants must attain a combined total of 120 certified education hours and 50 experience points as well as be an active member of APT US & C for 2 years. **Treasurers and finance officers who are seeking this certification should attend all of the Treasurer/Finance Officer break-out sessions to meet the finance and accounting education requirements.** The Advanced Certified Public Finance Officer (ACPFA) designation is also offered through APTUS&C. More information about certification and the admission application is available on the APT website [www.aptusc.org](http://www.aptusc.org).
3. **MONTANA Track:** In 2002, MMCT & FOA authorized their own state certification program. To achieve certification by the MMCT & FOA, an individual must attain 50 education points (100 hours) 50 experience points and be an active member of the Association. Upon satisfactory completion of all certification requirements and the approval of the Board of Directors, an active member may earn the designation of Certified Montana Municipal Clerk (CMMC) or Certified Montana Municipal Finance Officer (CMMFO). More information about certification and the admission application is available on the MMCT & FOA website [www.mmctfoa.net](http://www.mmctfoa.net).

# 2021 Draft Agenda



## Tuesday, May 4th

10:00-12:00 PM

**Welcome presented by the Local Government Center**  
**Building the Next Generation presented by MMIA**

3:00-5:00 PM

**GASB presented by the Local Government Services Bureau**  
*A review of the changes imposed by the Governmental Accounting Standards Bureau (GASB) and what to expect for FY 2021.*

## Wednesday, May 5th

10:00-12:00 PM

**HR and Personnel Policy Manuals**  
**presented by Crystal Turner, Municipal Clerk**

*Human resource management of personnel with emphasis on policy that will meet the needs of both the employer and employee.*

**Finance Track TBD**

1:00 - 3:00 PM

**Legislative Update: legislative changes affecting local government**

*An overview of legislative updates from the 2021 session and how these changes will affect the daily operations of Municipal Governments in Montana*

With Elected Officials



## Thursday, May 6th

9:00 – 10:00 AM

### **Diversity, Equity, and Inclusion presented by Dr Mariah Hill, MSU**

*To better serve the people, the staffs of state and local governments should reflect the diversity of their community. In addition to hiring people who reflect the makeup of their constituents, municipalities and other governmental institutions and agencies must commit to equity and inclusion in the areas of service delivery, leadership development, community engagement and workplace culture. Ideally, the values and principles of diversity, equity and inclusion (DEI) are integrated into every government's culture, policies and practices.*

With Elected Officials

10:00 – 11:00 AM

### **Livable Communities presented by AARP**

*AARP seeks to improve older adults' quality of life by promoting the development of safe, accessible and vibrant environments often called livable communities. Livable communities policies address issues such as **land use, housing, transportation and broadband.***

With Elected Officials

3:00 - 5:00 PM

### **Emotional Intelligence and Gracious Spaces presented by Katie Weaver, LGC**

*Emotionally intelligent employees are more likely to keep their cool under pressure and are better at resolving conflicts. Whether the challenge is negotiating conflicts, creating new possibilities or planning for the future, we need an environment that is conducive to learning and working well together. Gracious Space is a technique that shapes our interactions with others.*