

Municipal Clerks, Deputy Clerks, Treasurers, & Finance Officers are invited to attend the



39TH ANNUAL MONTANA MUNICIPAL INSTITUTE



The Municipal Institute provides attendees the opportunity to **remain up to date with current and effective methods** for meeting the responsibilities and challenges of their office, and to network with their colleagues in an atmosphere that supports **Professional Growth**.

Local Governments are urged to support the participation of their clerks and treasurers to further their professional development.

Fees

Registration fees cover training materials, breakfasts, lunches, and one ticket to the Thursday lunch banquet and celebration. Overnight accommodations and evening meals are not included in the fee.

Please pay your registration fee by check,
Payable to: MSU Local Government Center.

\$415 **4-Day Institute**

\$275 **2.5- Day Institute**

\$105 PER DAY **Individual Days**

\$100 **Non-Member**

(additional fee for attendees who
are not members of MMCT&FOA)

Registration Deadline: April 24, 2019

Undergraduates are encouraged to attend the entire Municipal Institute. The opening reception and an information/networking session will follow registration.

**Undergrad Registration:
3:00pm-4:00pm, Sunday, May 5**

Graduates are encouraged to attend, at a minimum, the 2.5-Day Institute.

**Grad Registration: 10:00am-12:00pm,
Tuesday, May 7**

IF YOU ARE UNSURE OF YOUR MMCT & FOA MEMBERSHIP STATUS, PLEASE CONFIRM WITH ASSOCIATION TREASURER (JENNIFER ROBLEY) BEFORE REGISTERING TO ENSURE PROPER PAYMENT.

Jennifer Robley, townoffp@nemont.net





HOTEL INFO

BEST WESTERN PLUS GRANTREE INN

1325 N 7th Ave, Bozeman, MT 59715

To Reserve Call (406) 587-5261

Block of rooms reserved at state rate under group name MMEC 2019. Additional rooms available at the adjacent Days Inn Hotel under the group name MT Municipal Clerks and Treasurers.

CANCELLATION POLICY

If written notice of cancellation is received by the Local Government Center by Wednesday, May 1, 2019, the total **registration fee** will be refunded. No refund will be made for cancellations received after May 1, 2019.

AFTER HOUR EVENTS

DINNER HOSTED BY PAY.GOV

Location: Santa Fe Red's
Day/Time: Monday 6:00pm

LUNCH BANQUET & CELEBRATION HOSTED BY MSU LOCAL GOVERNMENT CENTER AND MMCT&FOA

Location: Best Western GranTree Inn
Day/Time: Thursday 12:00pm

DINNER HOSTED BY MMIA EB & ALLEGIANCE

Location: Famous Dave's BBQ
Day/Time: Tuesday 6:00 pm

Participants are welcome to purchase guest tickets for the banquet and celebration where graduating clerks/treasurers will be honored. Guest tickets for the buffet lunch may be purchased from Local Government Center staff for \$25 per person.

BMS USER MEETING & DINNER

Location: Best Western GranTree Inn
Day/Time: Wednesday 6:00pm

Attendance will only be required for Undergraduates working toward completion of their education requirements for certification (120 hours) and/or those who apply for Continuing Education Units (CEUs)

TRAINING MATERIALS

Each participant will receive a flash drive that contains the presentation material for the week and a folder with a selection of printed handouts. Handouts and/or Power Point presentations **will be made available by Friday, May 3rd** if you would like to print the material prior to Institute. Please note it is optional to print this material.

Worksheets to be completed in class will be printed for you. Presentation materials not sent to the LGC by May 1st will be posted after Institute. Laptops and tablets are welcome! However, please ensure respect is given to all of our presenters by refraining from accessing social media, games, etc. during presentations.

CERTIFICATION

CREDIT OPPORTUNITIES

This Institute offers **30 hours** of instruction. Other credited educational opportunities throughout the year include MLCT session attendance, Municipal Summits, Local Government Center online courses, and other certification workshops.

Participants who attend **4 complete years** of Institute training (120 hours) will **meet the education requirements** of the following certification tracks and **be recognized for their achievement** at the Celebration event.

Certification Requirements:

- Certified Education Hours
- Experience Hours
- Association Membership
- Track Selection aligned with occupation and professional goals

CERTIFICATION TRACKS

IIMC TRACK

Certified Municipal Clerk:

- **120 certified education hrs**
- **50 experience points**
- **IIMC member for 2 years**

Advanced CMC certification available at www.iimc.com

APT TRACK

Certified Public Finance Admin.:

- **120 certified education hrs**
- **50 experience points**
- **APT US&C member for 2 years**

Advanced APT certification available at www.aptusc.org

MONTANA TRACK

Certified Montana Municipal Clerk:

- **100 certified education hrs**
- **50 experience points**
- **MMCTFOA member for 2 years**

More information at www.mtleague.org/mmctfoa

CONTINUING EDUCATION UNITS

Available for all 4-day and 2.5-day registrants. To earn Continuing Education Units (CEUs), attendance is required and will be taken at each session

**ONE = 10
CEU = HRS**

Ten hours of participation in an organized continuing education experience. CEUs are optional, but serve as a permanent record of continuing education units earned through Montana State University.

The cost of CEUs is \$25 and can be paid at Institute by cash or by check made out to **Montana State University**. Please **DO NOT** include the cost of CEUs with your registration fee as CEUs are administered through the Office of Extended University at Montana State University, **NOT** the Local Government Center.

Note: CEUs are in NO WAY required or related to IIMC, APT, or MMCTFOA Certifications



39TH ANNUAL MONTANA MUNICIPAL INSTITUTE



DAILY AGENDA

Sunday, May 5th



3 - 4:30 pm

Registration

4:30 - 6 pm

Welcome & Orientation

Monday, May 6th



CLERK AGENDA

TREASURER AGENDA

7 - 8 am

Breakfast

8 - 9 am

Committees That Work: Common Traps and Creative Solutions

An interactive session to address the seven common traps of ineffective committees, plus creative solutions to move groups forward.

9 - 10 am

Municipal Permits

Learn the basics of the permit process from managing and enforcing, fees, how to collect and compliance.

Annual Financial Report

A review of the legal requirement for and preparation of the Annual Financial Report (AFR) and a discussion of best practices.

10 - 12 pm

Managing Change

An interactive session focused on employing strategies to identify and remove obstacles to change and learning how to handle change and transition.

Turning Delinquent Receivables into Revenue/ Public Procurement

Learn about appropriate revenue collection procedures and techniques followed by effective public procurement.

12 - 1 pm

Lunch

1 - 2 pm

Municipal Services

An overview of municipal service functions and operations provided for citizens.

2 - 3 pm

Freedom of Information Act

An in-depth review of the Freedom of Information Act and the constitutional rights of the public to access information related to the workings of their government.

Municipal Debt Management

A review of the legal limits of municipal debt and the requirements and procedures for issuing general obligation bonds.

3 - 5 pm

Retirement System Reporting

A review of the requirements and best practices of reporting payroll and retirement information to state and federal agencies.

Tuesday, May 7th



CLERK AGENDA

TREASURER AGENDA

7 - 8 am

Breakfast

8 - 10 am

Social Media As an Outreach Tool

The course will provide an overview of opportunities and best practices for using social media to reach your public where they are.

USDA Annual Reporting

A session on the United States Department of Agriculture (USDA) funding including administrative requirements for successful annual reporting.

10 - 12 pm

Revenue Collections

A review and discussion of appropriate revenue collection procedures and techniques.

Presented by a guest speaker from APTUS&C

12 - 1 pm

Lunch

1 - 3 pm

Cash Handling Management

This is a combination lecture and small working group session to meet the specific certification requirements of the Municipal Treasurers Association.

Presented by a guest speaker from APTUS&C

3 - 5 pm

Clerk/Treasurer to Clerk/Treasurer

An interactive discussion and review of commonly asked questions and challenges faced by municipal clerks and treasurers.

Wednesday, May 8th



CLERK AGENDA

TREASURER AGENDA

7 - 8 am

Breakfast

8 - 9:30 am

Right of the Public to Know and Participate

An in-depth review of the constitutional right of the public to observe, know and participate in the workings of their municipal government.

9:30 - 12 pm

Employee Motivation

A review and discussion of effective employee motivation techniques.

12 - 1 pm

Lunch & MMCTFOA Meeting

1 - 3 pm

Engaging Employees for Success

An interactive session to address how to engage employees by identifying and meeting employee motivational needs. Methods to increase employee productivity by clarifying job expectations and providing objective feedback will be practiced.

3 - 5 pm

Interviewing Techniques and Analyzing Applicant Qualifications

The purpose of this course is to review the legal requirements and appropriate procedures to hire municipal employees and an overview of EEO requirements.

Thursday, May 9th



CLERK AGENDA

TREASURER AGENDA

7 - 8 am

Breakfast

8 - 9 am

Succession Planning

An overview of the importance of succession planning to a municipality's long term health, along with tips, best practices, and first step ideas that clerks can implement as soon as they return home.

9 - 10 am

How You Impact change at the state level!

With your help, Executive Director Tim Burton and Deputy Director/General Counsel Kelly A. Lynch from the Montana League of Cities and Towns worked the 2019 Legislative Session protecting the interests of Montana's cities & towns. They will talk about municipal clerks' important role in helping the League build relationships, identify problems, and develop the power to change the decisions that impact cities & towns.

10- 12 pm	<p align="center">Overview of Labor Laws</p> <p>The purpose of this session is to review current labor laws including Fair Labor Standards Act (FLSA), Wrongful Discharge from Employment Act (WDEA), and the American Disabilities Act (ADA).</p>	<p align="center">Municipal Budgeting</p> <p>This session will review municipal budgeting theory and best practices. Participants will learn about the importance of values-based budgeting, fundamental public accounting theory, and participate in an interactive discussion around practical tips and suggested budgeting processes.</p>
12 - 2 pm	<p>Banquet Lunch & Awards Ceremony</p>	
2 - 4 pm	<p>Intergenerational Communication and Management</p> <p>An overview of generational differences, their potential impact in the workplace, and techniques for communicating and managing across generations.</p>	
4 - 5 pm	<p>Operating Under Emergency Conditions</p> <p>A session to aid in the planning, communications and records management related to disaster and emergency operating conditions.</p>	<p align="center">GASB Review and Update</p> <p>A review of the changes imposed by the Governmental Accounting Standards Bureau (GASB) and what to expect for FY 2020</p>

Questions?

Contact Jane MacDonald at the
MSU Local Government Center:
(406) 994-6694 or
jane.macdonald@montana.edu

REGISTER AT:

WWW.MSULOCALGOV.ORG

We look forward to seeing you in May!



EXTENSION

Local Government Center