



**Certified Municipal Clerks and  
Master Municipal Clerks Training Institute**  
February 19-21, 2014 | Tuscaloosa, AL | Bryant Conference Center

**Wednesday, February 19, 2014**  
**Room: Birmingham Central**

7:15-8:15 a.m.	<b>Registration/ Hot Breakfast</b>
8:15-8:30 a.m.	<b>Welcome</b>
8:30-10:15 a.m.	<b>Open Meeting Act</b> Rob Johnston, Assistant General Counsel, Alabama League of Municipalities
10:15 a.m.	<b>Break</b>
10:30 a.m.-12:00 p.m.	<b>Public Records</b> Rob Johnston, Assistant General Counsel, Alabama League of Municipalities
12:00-1:30 p.m.	<b>Lunch – Hotel Capstone Ballroom</b>
1:30-3:00 p.m.	<b>Budgets</b> Gail Busbey, Cullman, AL
3:00 p.m.	<b>Break</b>
3:15-4:45 p.m.	<b>Identity Theft</b> Ashley Ewing, Office of Information Technology, The University of Alabama
4:45 p.m.	<b>Adjourn</b>

**Thursday, February 20, 2014**

**Room: Birmingham Central**

7:30 - 8:15 a.m.

**Hot Breakfast**

**CMC Track**

Room: Birmingham

8:15 – 10:15 a.m.

**Business Continuity – Municipalities**

Paige Rucker, Principal, Firestorm

10:15 a.m.

**Break**

10:30 a.m. – 12:00 p.m.

**Ethics**

Hugh Evans, Ethics Commission

12:00 p.m.

**Lunch – On Your Own**

1:30 p.m.- 3:00 p.m.

**Leadership Effective U**

Betsy Guy, HRD & Associates

3:00 p.m.

**Break**

3:15 – 4:45 p.m.

**Bid Law**

Ken Smith, Executive Director, Alabama League of Municipalities

**MMC Track**

Room: Central

8:15 a.m. – 10:15 a.m.

**Decision Making/Problem Solving**

Betsy Guy, HRD & Associates

10:15 a.m.

**Break**

10:30 a.m. – 12:00 p.m.

**Leadership Effective U**

Betsy Guy, HRD & Associates

12:00 p.m.

**Lunch – On Your Own**

1:30 – 3:00 p.m.

**Public Works Projects Contracts**

Ken Smith, Executive Director, Alabama League of Municipalities

3:00 p.m.

**Break**

3:15 – 4:45 p.m.

**Bid Law**

Ken Smith, Executive Director, Alabama League of Municipalities

**Friday, February 21, 2014**

**Room: Rast**

7:30 - 8:15 a.m.	<b>Hot Breakfast</b>
8:15 – 10:00 a.m.	<b>Preventing and Detecting Fraud in a Municipality</b> Tommie Singleton, Carr Riggs & Ingram, LLC, Enterprise, Alabama
10:00 a.m.	<b>Break</b>
10:15 a.m. – 11:30 a.m.	<b>Legislative Update</b> Ken Smith, Executive Director, Alabama League of Municipalities
11:30 a.m. – 11:45 a.m.	<b>Exam</b>
11:45 a.m.	<b>Graduation</b>
12:00 p.m.	<b>Adjourn</b>