



# Certified Municipal Clerks and Master Municipal Clerks Training Institute

March 21-23, 2018 | The Wynfrey Hotel | Hoover, AL

## Wednesday, March 21, 2018

7:30-8:00 a.m.	Continental Breakfast
8:00-8:05 a.m.	Welcome & Announcements Shane Smith, AAMCA President <i>City of Heflin</i>
8:10-9:10 a.m.	Residential Building: Licensing, Permitting and Liability Jamie A. Durham, Esq. and J. Seth Gowan, Esq. <i>Home Builders Licensure Board</i>
9:20-10:20 a.m.	Council Procedures (part 1) Teneé R. J. Frazier, Assistant General Counsel <i>Alabama League of Municipalities</i>
10:20-10:30 a.m.	Break
10:30-11:30 p.m.	Council Procedures (part 2) Teneé R. J. Frazier, Assistant General Counsel <i>Alabama League of Municipalities</i>
11:40-12:40 p.m.	Lunch on your own
12:50-1:50 p.m.	Internet Safety Brooke Walker, Lieutenant <i>Alabama State Bureau of Investigation</i>
2:00-3:00 p.m.	Municipal Planning and Economic Development Kelly Taft, MPA <i>The Kelley Group</i>
3:10-5:10 p.m.	Protecting Your Agency: What Every Municipal Clerk Needs to Know About Social Media Anil Chawla, Founder, CEO <i>ArchiveSocial</i>

## Thursday, March 22, 2018

7:30-8:00 a.m.	Continental Breakfast
8:00-8:05 a.m.	Welcome & Announcements Shane Smith, AAMCA President <i>City of Heflin</i>
8:10-9:10 a.m.	Annual Report Form 536 Ann Tompkins <i>Alabama Department of Transportation</i>

9:20-10:20 a.m.	HR Law Alfred Perkins, Attorney at Law <i>Starnes Law</i>
10:30-11:30 a.m.	FLSA: What you Need to Know About the Law Christina Coleman-Lovelace <i>U.S. Department of Labor-Wage and Hour Division</i>
11:40-12:40 p.m.	Lunch on your own
12:50-1:50 p.m.	Issuing Municipal Bonds Phil Dotts, Managing Director <i>Public Financial Management</i>
2:00-3:00 p.m.	Mandatory Contributions John Hixon, Jr., Executive Director <i>Alabama Peace Officers' Annuity and Benefit Fund</i> Kim Martin, General Counsel <i>Crime Victims' Compensation Commission</i>
3:10-5:10 p.m.	Clerk Panel Iva Nelson, City of Gadsden, Moderator Tameeka Vann, City of Center Point Lisa Hanks, City of Fairhope Marie Turner, City of Pinson
6:30 p.m.	Networking Dinner (Dutch treat)

**Friday, March 23, 2018**

7:30-8:00 a.m.	Continental Breakfast
8:00-8:05 a.m.	Welcome & Announcements Shane Smith, AMCA President <i>City of Heflin</i>
8:10-9:10 a.m.	Ethics (filling statement on economic interest) Tom Albritton, Executive Director Cynthia Raulston, General Counsel <i>Alabama Ethics Commission</i>
9:20-10:20 a.m.	Legislative Update Gregory D. Cochran CAE, AMFund President & Director, Advocacy & Public Affairs <i>Alabama League of Municipalities</i>
10:30-11:30 a.m.	Internal Controls & Fraud Risk Chris Smith, CPA <i>Warren Averett</i>
11:30 a.m.	Adjourn