



Certified Municipal Clerks and Master Municipal Clerks Training Institute

August 22-24, 2018 | Bryant Conference Center | Tuscaloosa, AL

Wednesday, August 22, 2018

<i>Time</i>	<i>Activity</i>
7:00-7:50 a.m.	Registration Breakfast (please sit based on your population)
7:50-8:00 a.m.	Welcome & Announcements Shane Smith , AAMCA President City of Heflin
8:00-10:00 a.m.	Breakout Sessions
CMC	<i>Organizational Policies and Procedures: Tips and Techniques</i> Davis Cooper , Human Resources Consultant Government & Economic Development Institute
MMC	<i>Improving Communities, Increasing Opportunities</i> Skip Campbell , Ph.D., Director Gadsden Center <i>Overview of Environmental Issues Affecting Municipalities</i> Jason Brasfield , Director of Environmental Programs Michael Rasbury , Manager of Environmental Services The University of Alabama, SafeState
10:00-10:15 a.m.	Refreshment Break
10:15-11:15 p.m.	Breakout Sessions
CMC	<i>Budgeting Basics & Tips for Saving Money</i> Chance Hallmark , VP Membership Development America's First Federal Credit Union
MMC	<i>Live Locally Alabama</i> Kayla Farnon , Advocacy & Communications Coordinator Alabama League of Municipalities
11:15-12:15 p.m.	Breakout Sessions
CMC	<i>Disaster & Daily Events: Use of the Incident Command System</i> Glenda Webb , City Attorney City of Tuscaloosa
MMC	<i>Cracking Down on Sharing the Economy in Your Municipality</i> Doug Estes , AVP, Client Relations & Project Management Avenu Insights & Analytics
12:15-1:25 p.m.	Mexican Lunch Buffet
1:25-2:25 p.m.	Breakout Sessions

<i>Time</i>	<i>Activity</i>
CMC	<i>Ordinances and Resolutions – What to Use When?</i> Becky Leavings, MMC City of Vestavia Hills
MMC	<i>The Nuts and Bolts of Municipal Audits</i> Brian Barksdale, CPA Carr, Riggs & Ingram, LLC
2:25-2:45 p.m.	<i>Refreshment Break</i>
2:45-3:45 p.m.	<i>Breakout Sessions</i>
CMC	<i>State Shared Fuel Taxes, Revenue and the Alabama Trust Fund</i> Tenee Frazier, Assistant General Counsel Alabama League of Municipalities
MMC	<i>How to Start your City's Health Initiative</i> Ashley Polesak, Public Relations Officer City of Huntsville Parks & Recreation and Healthy Huntsville
3:45-4:00 p.m.	<i>Refreshment Break</i>
4:00-5:00 p.m.	<i>Breakout Sessions</i>
CMC	<i>The Relationship of the Council and Municipal Employees</i> Lorelei Lein, General Counsel Alabama League of Municipalities
MMC	<i>Municipal Volunteer Fire Department Clinic</i> Reid Vaughan, Special Projects Supervisor Alabama Fire College

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7:00-7:50 a.m.	<i>Breakfast (please sit based on your population)</i>
7:50-8:00 a.m.	<i>Welcome/Announcements</i> Shane Smith, AAMCA President City of Heflin
8:00-10:00 a.m.	<i>Whose Time is it Anyway? Time Management Processes and Solutions</i> Teresa Faulkner, Manager, HR Learning and Development The University of Alabama
10:00-10:15 a.m.	<i>Refreshment Break</i>
10:15-11:15 p.m.	<i>State Business Licenses</i> Peyton Merritt, Revenue Examiner Department of Revenue
11:15-12:15 p.m.	<i>Body Cameras – What is expected? What is Received?</i> Lachlan Chronister, Sergeant Tuscaloosa Police Department
12:15-1:15 p.m.	<i>Lunch</i>

1:15-2:15 p.m.	<i>Preventing & Detecting Fraud in a Municipality</i> Tommie Singleton , Consulting Line Services Line Leader Carr Riggs & Ingram LLC
2:15-3:15 p.m.	<i>Local Business Licenses</i> Rob Johnston , Assistant General Counsel Alabama League of Municipalities
3:15-3:30 p.m.	<i>Refreshment Break</i>
3:30-5:30 p.m.	<i>Clerk Panel</i> Shane Smith , AAMCA President – Moderator Mary Jackson , City of Monroeville Tobi Waters , City of Gulf Shores Katy Taylor , City of Foley
6:30-8:30 p.m.	<i>RoundTable Discussions at the Networking Dinner (Dutch Treat)</i> 301 Bistro, Bar & Beer Garden , 301 Greensboro Avenue Shane Smith , AAMCA President, City of Heflin

Friday, August 24, 2018

<i>Time</i>	<i>Activity</i>
7:00-7:50 a.m.	<i>Breakfast (please sit based on your population)</i>
7:50-8:00 a.m.	<i>Welcome & Announcements</i> Shane Smith , AAMCA President City of Heflin
8:00-9:00 a.m.	<i>Bill to Law Process</i> Gregory Cochran , CAE, AMFund President & Director Alabama League of Municipalities
9:00-10:00 a.m.	<i>Keeping Secrets – Sales Tax, License and Confidentiality</i> Ken Smith , Executive Director Alabama League of Municipalities
10:00-11:00 a.m.	<i>How to BE a Leader: Being Encourages Doing</i> Courtney Thomas , Director Center for Service and Leadership The University of Alabama
11:00-12:00 p.m.	<i>Hot Topics – Legal issues in Local Government Law</i> Ben Goldman , Attorney Hand Arendall Harrison Sale, LLC
12:00-12:15 p.m.	<i>Graduation & Closing</i>
12:15-12:30 p.m.	<i>Test</i>