



MUNICIPAL CLERKS CERTIFICATION INSTITUTE
YEAR I – SERIES 12
October 17-21, 2016
MCM Elegante Hotel - Albuquerque

Total Institute Hours: 36

-PRELIMINARY PROGRAM-

Sunday, October 16

3:30 – 5:30 P.M.

**REGISTRATION and MEET & GREET PERIOD –
All Participants**

5:30 P.M.

DINNER – All Participants

Following Dinner

GET ACQUAINTED PERIOD – All Participants

Monday, October 17

7:00 – 7:50 A.M.

BREAKFAST

All Participants attend the following:

8:00 A.M. – 12:15 P.M.

(2)

**COMMUNICATING PERFORMANCE ISSUES/
ASSIGNMENT OF INSTITUTE PAPER (Assessment)**
This session will provide an overview of major concepts and issues faced by supervisors as they attempt to communicate identified performance problems with subordinate employees and peers. It will provide information and skill building to communicate more effectively regarding expectations and to assess successful performance improvement.

Instructor:

Dr. Zane Reeves, Professor
School of Public Administration
University of New Mexico

10:00 – 10:15 A.M.

***TELEPHONE/COFFEE BREAK**

12:15 – 12:55 P.M.

LUNCHEON

Monday, October 17 -- Continued

Year I Participants attend the following:

1:00 – 3:00 P.M.

(1)

RESPONSIBILITIES OF THE MUNICIPAL CLERK

This session will offer an overview of the duties of the municipal clerk, and will provide resource information for the State of New Mexico.

- ▶ History of the Municipal Clerk
- ▶ Statutory Duties
- ▶ Duties Relating to Minutes, Elections, Records, etc.

Instructors:

Gayle Jones, MMC, Clerk/Administrator
Village of Bosque Farms

Renee Cantin, CMC, Clerk-Treasurer
City of Truth or Consequences

3:00 – 3:15 P.M.

***TELEPHONE/COFFEE BREAK**

Year I Participants attend the following:

3:15 – 5:15 P.M.

(1)

LOCAL GOVERNMENT BUDGETING & INTRODUCTION TO GOVERNMENT FINANCE

The purpose of this session is to outline the budget process, suggested timeline, procedures for preparing the budget, identifying funding sources and their restrictions, and state required financial reporting procedures. It will include an overview of NM statutory requirements and deadlines.

Instructor:

Aubrey Hobson, CMC, Clerk-Treasurer
City of Artesia

Year II & III Participants attend the following:

1:00 – 5:15 P.M.

(1)

“STEP UP TO THE LEADERSHIP CHALLENGE”

Participants will consider and develop concepts and practices designed to enhance their effectiveness as leaders in their workplace and communities:

- ▶ The five key practices for effective leadership.
- ▶ How to develop your leadership practices, and put them to work in your municipality.
- ▶ Take the innate talent within yourself & in your staff, and hone that talent into outstanding performance.
- ▶ How to establish a climate that motivates performance excellence.
- ▶ 12 Key Questions for effective management and leadership.

Instructor:

Steven G. Meilleur, Ph.D., SPHR
Adjunct Professor
UNM School of Public Administration

Monday, October 17 – Continued

3:00 – 3:15 P.M.

***TELEPHONE/COFFEE BREAK**

6:00 – 7:00 P.M.

-DINNER ON YOUR OWN-

Tuesday, October 18

7:00 – 7:50 A.M.

BREAKFAST

Year I Participants attend the following:

8:00 – 10:00 A.M.

(1)

MEETING ADMINISTRATION, MINUTES AND AGENDAS

This session will assist participants to better understand the role of the Clerk in a governing body meeting of different types, how to create a basic agenda, find out the different formats of agendas, how to write clear and concise meeting minutes, and how to clearly and properly document the meeting events.

Instructors:

Gayle Jones, MMC, Clerk/Administrator
Village of Bosque Farms

Renee Cantin, CMC, Clerk-Treasurer
City of Truth or Consequences

10:00 – 10:15 A.M.

***TELEPHONE/COFFEE BREAK**

Year I Participants attend the following:

10:15 A.M. – 12:15 P.M.

(1)

BASIC LEGAL PRINCIPLES

The purpose of this session is to acquaint the students with some of the basic legal principles in local government law as well as various vehicles through which government operates. Discussion points will be the origins and hierarchy of laws and ordinances, as well as the effect that judicial decisions have on municipal operations, the difference between statutes and ordinances and the effect and duration of resolutions of a governing body.

- ▶ Clerks & Statutes
- ▶ Types of Ordinances & Resolutions

Instructor:

Randy Van Vleck, General Counsel
New Mexico Municipal League

Tuesday, October 18 -- Continued

Year II & III Participants attend the following:

8:00 A.M. – 12:15 P.M.

(2)

TEAM DEVELOPMENT & PRODUCTIVITY

This session can help you identify characteristics that lead to better teamwork and higher productivity by helping you to:

- ▶ Identify the characteristics of a good team.
- ▶ Team Development and Group Dynamics.
- ▶ Open up lines of communication.
- ▶ Identify how each individual's actions affect the group
- ▶ Improve efficiency.

Instructor:

Steven G. Meilleur, Ph.D., SPHR
Adjunct Professor
UNM School of Public Administration

10:00 – 10:15 A.M.

***TELEPHONE/COFFEE BREAK**

12:15 – 12:55 P.M.

LUNCHEON

NOTE: The remainder of the program will be set up in general sessions for all participants.

1:00 – 5:15 P.M.

(1)

ELEMENTS OF EFFECTIVE SUPERVISION

This session will cover major job duties and responsibilities faced by a clerk as supervisor under the direction of Council. Topics include planning, directing, delegating, communicating, disciplining, and teaching which will assist to improve supervisory performance, to encourage confidence in handling employee problems, and to improve performance appraisal.

Instructor:

Dr. Zane Reeves, Professor
School of Public Administration
University of New Mexico

3:00 – 3:15 P.M.

***TELEPHONE/COFFEE BREAK**

-DINNER ON YOUR OWN-

Wednesday, October 19

7:00 – 7:50 A.M.

BREAKFAST

8:00 – 10:00 A.M.

(2)

GOVERNMENTAL ETHICS

This session will introduce the concepts of ethics in the government setting and will focus on “Doing the Right Thing”, how to sort out the issue to determine the right thing, and how to best achieve the goal of the Official while maintaining professional integrity and ethics. Techniques will be offered for balancing legally supportable against “rightness” issues where they can be used for practical application.

Instructor:

Randy Van Vleck, General Counsel
New Mexico Municipal League

10:00 – 10:15 A.M.

***TELEPHONE/COFFEE BREAK**

10:15 A.M. – 12:15 P.M. (3)

**LEGISLATIVE PROCESS, SOURCES OF REVENUE,
CURRENT MUNICIPAL ISSUES**

This session will provide an overview of the legislative process including the committee structure, progress of a bill through the legislative system and final action by Legislature and Governor; will describe the various sources of municipal revenue that makes up the budget--taxes, fees and other sources; will cover the legislative priorities of NM municipalities, and issues that municipalities face from other sectors of the state.

Instructor:

Regina Romero
Intergovernmental Relations Director
New Mexico Municipal League

12:15 – 12:55 P.M.

LUNCHEON

1:00 – 5:15 P.M.

(1)

BASIC PARLIAMENTARY PROCEDURE

This session is a basic introduction to parliamentary procedures and will include the principles, the value and the proper use in legislative meetings. It will clearly define parliamentary terms and their purpose as well as to provide instruction to record proceedings of meetings in the official record, the minutes.

Instructor:

Randy Van Vleck, General Counsel
New Mexico Municipal League

3:00 – 3:15 P.M.

***TELEPHONE/COFFEE BREAK**

-DINNER ON YOUR OWN-

Thursday, October 20

7:00 – 7:50 A.M.

BREAKFAST

8:00 – 10:00 A.M.

(1)

TECHNOLOGY & THE CLERK'S OFFICE

This session will provide an overview of information technologies that can enable a Clerk's office to maximize communication and productivity of all employees and their workflows. Techniques will be offered for implementing information technology and for enhancing infrastructure and technological practices.

- ▶ Basic Computer Dos & Don'ts
- ▶ Modes of Networking, Infrastructure
- ▶ Telephone, Faxes & Radio Technologies
- ▶ Using a Website to Communicate with Citizens

Instructor:

Marty Callahan, CMC, IT Manager/Deputy Clerk
Village of Los Lunas

10:00 – 10:15 A.M.

***TELEPHONE/COFFEE BREAK**

10:15 A.M. – 12:15 P.M.

(1)

INTRODUCTION TO RECORDS MANAGEMENT

This session will provide the statutory responsibility of a clerk's office for records management; techniques and resources will be offered for implementing a records management program or for enhancing an existing program.

Instructor:

Lisa Johnston, MMC, Assistant Clerk
City of Artesia

12:15 – 12:55 P.M.

LUNCHEON

1:00 – 5:15 P.M.

(2)

COMMUNICATION PRINCIPLES FOR PROFESSIONAL & PERSONAL EFFECTIVENESS

This session will provide the relevant variables of communication, group dynamics, conflict resolution, & teambuilding, all within the context of the municipal political environment.

- ▶ How communication is learned
- ▶ What's your approach?
- ▶ Gender differences
- ▶ Are you listening - are you heard?
- ▶ Personality types
- ▶ Building bridges
- ▶ It was a dark & stormy night...

Instructor:

Liz Walcher, Ph.D., CPT
Organizational Consulting & Development
Albuquerque, NM

Thursday, October 20 -- Continued

3:00 – 3:15 P.M.

***TELEPHONE/COFFEE BREAK**

6:30 – 9:00 P.M.

RECEPTION & GRADUATION BANQUET
with Master Municipal Clerk Academy Participants

Friday, October 21

7:00 – 7:50 A.M.

BREAKFAST

8:00 – 11:00 A.M.

(1)

OPEN MEETINGS & INSPECTION OF PUBLIC RECORDS

This session will provide a general overview of the requirements of the NM Inspection of Public Records and Open Meetings Acts and will highlight the Municipal Clerk's responsibilities in helping municipalities meet the requirements of both laws. Participants will learn techniques for handling requests to inspect public records & ensuring Open Meetings Act compliance at meetings of municipal governing bodies.

Instructor:

To Be Determined.

11:00 A.M. – 12:00 NOON

(3)

REVIEW OF INSTITUTE PAPER

An opportunity to offer constructive feedback on the overall evaluation of the papers' content, structure and quality with emphasis on how or if major concepts from Monday's Communicating Performance Issues Session were incorporated, and will offer a review of suggested techniques to use toward resolution of your conflict situation.

Instructor:

Dr. Zane Reeves, Professor
School of Public Administration
University of New Mexico

12:00 NOON – 1:00 P.M.

LUNCHEON & ADJOURNMENT

*It is requested that all telephone calls be done during this time period to prevent class disturbance.

-INSTITUTE ADJOURNS-