

2021 Spring Conference Agenda

| Tuesday, April 20 | | |
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| 9:00 a.m. – 4:00 p.m. | Athenian Dialogue | Meeting Room |
| 12:00 p.m. – 1:00 p.m. | Lunch | Hotel meal area |
| | Anne Uecker | |
| | "Leadership Lessons from the Wizard of Oz – Toto's Reflections" | |
| 5:00 p.m. – 7:00 p.m. | Registration / Check-in | Hospitality Suite/Meeting Room |
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| Wednesday, April 21 | | |
| 6:00 a.m. – 7:45 a.m. | Breakfast | Hotel meal area |
| 8:00 a.m. | Welcoming Remarks – City of Bowling Green City Manager and City of Auburn Mayor | |
| 8:00 a.m. – 10:00 a.m. | Session Title: The Power of Positive Leadership | |
| | Speaker Name: Anne Uecker | |
| | Session Description: It takes a lot of work to create a world-class organization. It's hard to develop a successful team. It's not easy to build a great culture. It's challenging to work toward a vision and create a positive future. As a leader, you will face all kinds of challenges, adversity, negativity, and tests. There will be moments you'll want to give up. There will be days when your vision seems more like a fantasy than a reality. That's why positive leadership is so important. | |
| 10:00 a.m. – 11:00 a.m. | Session Title: Property Tax | |
| | Speaker Name: TBD | |
| | Session Description: TBD | |
| 11:00 a.m. – 12:00 p.m. | Session Title: Regulating Mobile Food Truck and Push Carts | |
| | Speaker Name: Hillary Hightower, Bowling Green City Attorney | |
| | Session Description: Mobile Food Truck and Push Carts rules and regulations; adopting a local ordinance and establishing penalties. | |
| 12:00 p.m. – 1:00 p.m. | Lunch - Food Trucks | Hotel meal area |
| 1:00 p.m. – 3:00 p.m. | Session Title: Chasing the Best Version of You | |
| | Speaker Name: Jim Green | |
| | Session Description: Personal growth is a choice we all make but that doesn't mean it will happen automatically. The growth process can be painful but nothing is as painful as staying "stuck in a rut" in a place you do not belong. All things are difficult before they are easy, therefore, we must give behavior change time to develop. We must realize that | |

2021 Spring Conference Agenda

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| | <p>growth and comfort do not coexist so we must accept that courage is required for us to let go of the familiar and seek new opportunities and challenges that will create growth in each one of us and our organization. This interactive session will focus on the importance of our individual self-awareness, development of our leadership skills, understanding how the growth process unfolds, and how to initiate growth in a positive way in your own life and in the lives of the people you influence.</p> | |
| 3:00 p.m. – 4:00 p.m. | Session Title: Audit Preparations | |
| | Speaker Name: Erin Ballou, Bowling Green Assistant Chief Financial Officer | |
| | <p>This course will cover preliminary steps, tips, and tricks to help local governments plan and prepare for the annual audit engagement. The stages of an audit and how to prepare for each and sample lists of reports and reconciliations will be discussed.</p> | |
| 4:00 p.m. – 5:00 p.m. | Session Title: “What’s the Time?”: City Deadlines for Clerks | |
| | Speaker Name: Morgain Patterson, KLC Director of Municipal Law | |
| | <p>Session Description: Clerks serve multiple roles in Kentucky cities. While juggling these roles it is critical to know various deadlines for which city clerks are responsible. Whether it pertains to making sure a newly elected official takes the oath of office within the statutory deadline or submitting audits/financial reports to the Department for Local Government to ensure that municipal road aid funds remain available to the city, meeting statutory deadlines are crucial to city operations. This course will cover important city deadlines and discuss the criteria for meeting these deadlines.</p> | |
| Dinner on your own | | |
| Thursday, April 22 | | |
| 6:00 a.m. – 7:45 a.m. | Breakfast | Hotel meal area |
| 8:00 a.m. – 10:00 a.m. | Session Title: Curing Negativity | |
| | Speaker Name: Landon Hampton | |
| | <p>Session Description: Recent events have resulted in historic impacts that will be studied and discussed in detail for years to come. Coming out of this phase, it's more important than ever to grow ourselves in</p> | |

2021 Spring Conference Agenda

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| | <p>order to contain the negativity that the world has embellished with social media and politics. Throughout this engaging session, we'll discuss personal experiences and add value to one another. If we want to lead others, we must first learn to lead ourselves. This begins by avoiding the negative self-talk, and becoming an example that others willingly follow, regardless of our title or position.</p> | |
| 10:00 a.m. – 11:00 a.m. | Session Title: Records Retention and Grants for Preservation | |
| | Speaker Name: Rebecca Halbmaier, KDLA West KY Regional Administrator | |
| | <p>Session Description: Every office creates records, whether in paper, film, electronic or in some other format. The Local Records Branch at Kentucky Department for Libraries and Archives (KDLA) is tasked with assisting and consulting with all local government agencies to understand the management of those records, including retention, destruction, storage, and preservation. This training will provide a brief overview of records management, the roles and responsibilities of agencies, and applicable Kentucky statutes, as well as discussing common questions about record formats and how to determine record types. The training should serve as a basis for any staff or employee to understand what records are and how they should be managed within the local agency. Grant opportunities provided by KDLA will also be reviewed.</p> | |
| 11:00 a.m. – 12:00 p.m. | Session Title: How Are You Building Your Emerald City? | |
| | Speaker Name: Jerrod Barks, Morgantown City Administrator/City Clerk | |
| | <p>Session Description: This will be an interactive course led by Morgantown City Administrator Jerrod Barks about the creative ways that your city can bring value to its residents and businesses. Using examples from Morgantown such as their MoGo Shuttle, MoGo Bikes, Business Accelerator Program, Façade Grants, and more, this course will challenge clerks to step back and look at the needs in their community and consider how they can find creative ways to meet those needs. This course should spark ideas, and there will be an</p> | |

2021 Spring Conference Agenda

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| | open floor time during the class where clerks can ask questions to the room and get feedback from clerks who have faced similar issues and found creative solutions. | |
| 12:00 p.m. – 1:00 p.m. | Lunch | Hotel meal area |
| 1:00 p.m. – 2:00 p.m. | Session Title: ABC Training | |
| | Speaker Name: TBD | |
| | Session Description TBD | |
| 2:00 p.m. – 4:00 p.m. | Session Title: Building Boards and Committees | |
| | Speaker Name: Chris Johnson, KLC Municipal Law Attorney | |
| | Session Description: Boards and committees can be useful tools for cities. Planning & Zoning Commissions set the path for future development, finance committees can assist the executive authority in crafting budgets and finance policies to achieve each city’s goals and everyone loves the festival committees. This course will discuss the statutory parameters, or lack thereof, for establishing various city boards and committees with discussions about what works and how to avoid zombie boards. | |
| 4:00 p.m. – 5:00 p.m. | KMCA Membership Meeting | Hotel Meeting Room |
| 5:00 p.m. – 6:00 p.m. | Cocktail Hour | Augenstein Center, Roberts Room |
| 6:00 p.m. – 7:00 p.m. | Banquet | Augenstein Center, Feix Room |
| 7:00 p.m. – 10:00 p.m. | Entertainment | |
| Friday, April 23 | | |
| 6:00 a.m. – 7:45 a.m. | Breakfast | Hotel meal area |
| 8:00 a.m. – 10:00 a.m. | Session Title: Grants and Grants and Grants, Oh My! | |
| | Speaker Name: Emily Hathcock, BRADD Associate Director of Planning and Development | |
| | Session Description: Money, money, money...mon--ey! Do you know where your city can find state and federal grants? Do you know how to apply for the grants? What information is needed for successful applications? What are the | |

2021 Spring Conference Agenda

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| | deadlines? This session will answer these questions and help you navigate the world of state and federal grants. We'll also talk a bit about sam.gov and how to update registration and keep it current. | |
| 10:00 a.m. – 11:00 a.m. | Session Title: HR's Yellow Brick Road...Brick by Brick – Drug Testing, Leave Laws and Personnel Files | |
| | Speaker Name: Andrea Shindlebower Main, KLC Personnel Services Manager | |
| | <p>Session Description:</p> <p>This session will cover state and federal drug testing laws and common mistakes. Review of FMLA, workers' comp and ADA, as well as the overlap of all three laws. This session will also cover state law requirements for compensatory time and common pitfalls for other leaves such as vacation and sick. Lastly participants will receive an overview and participate in a discussion on best practices for maintaining personnel files, as well as the applicability of the Open Records Laws to personnel files.</p> | |
| 11:00 a.m. – 12:00 p.m. | Session Title: Legislative Update | |
| | Speaker Name: Bryanna Carroll, KLC Director of Public Affairs and J.D. Chaney, KLC Executive Director/CEO | |
| | <p>Session Description:</p> <p>This session will provide a review of bills legislators passed in the 2021 session that impact cities. The information will include an explanation of enacted bills, their effective date, and how they will directly affect the operation of local governments in Kentucky. The session will also provide valuable insight into the legislative process.</p> | |
| 12:00 p.m. | Grand Prize Drawing | |
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| Adjourned | Click your heels three times...there's no place like home. | Safe Travels! ☺ |