



# CLERKS 2022:

## "TAKE TWO"

April 20 - 22, 2022

Elizabethtown, Kentucky

Country Inn & Suites  
107 Buffalo Creek Drive  
Elizabethtown, KY 42701  
Phone: (270-769-1334)

### Wednesday, April 20, 2022

8:00 am	<b>Welcome, Opening Remarks</b>	
8:30 am – 10:30 am	<b>Employee Disciplinary Procedures</b> <i>The sensitive nature of the process makes this area one which is especially susceptible to allegations of unfair employment practices which carry the potential for costly litigation and other legal issues. This session will cover practical tips on how to handle employee discipline while complying with all applicable state and federal laws.</i>	Andrea Shindlebower Main
10:30 am – 12:00 pm	<b>Team Building/Team Work</b> <i>This session will provide examples of what it means to build a team by performing teamwork and the rewards that come from working as a team.</i>	Elizabethtown Community & Technical College
12:00 pm – 1:00 pm	<b>LUNCH</b>	
1:00 pm – 3:00 pm	<b>Ethics</b> <i>Kentucky cities are required to have an ethics ordinance. But what should they include? This session provides key components for a city's ethics ordinance and discuss complex ethical issues with a goal of determining ethical outcomes.</i>	Chris Johnson
3:00 pm – 5:00 pm	<b>Personnel Policy</b> <i>When was the last time your city reviewed its personnel policies? All cities should have personnel policies, and they should be reviewed annually to</i>	Andrea Shindlebower Main

*account for changes in state and federal law as well as to meet the needs of your city. Receive a comprehensive overview of the laws affecting personnel policies and procedures along with practical information about how to ensure compliance to avoid potential litigation.*

## **Thursday, April 21, 2022**

8:00 am – 10:00 am	<b>Unclaimed Cash</b> <i>What do you do when you have unclaimed balances from city services? This session will provide options for processing unclaimed cash sources such as utility deposits, cash turned into the city, and more.</i>	Morgain Patterson
10:00 am – 12:00 pm	<b>Ordinances, Orders, and Resolutions</b> <i>Cities govern through ordinances, manage through orders and express intent through resolutions. Our class provides clarification on how these important tools can be used by city governments to take action and resolve issues.</i>	Megan Griffith
12:00 pm – 1:00 pm	<b>LUNCH</b>	
1:00 pm – 2:30 pm	<b>Vacancies, Resignations &amp; Appointments</b> <i>By and large, city officials seek office with a servant's heart. But at times, life creeps in requiring an official to leave office or the occasional bad actor manages to win an election. In this session, we will delve into the legal options available for cities when things go wrong.</i>	Morgain Patterson
2:30 pm – 3:30 pm	<b>KMCA Business Meeting</b>	
3:30 pm – 5:00 pm	<b>Creating a Board: SPGEs, Boards, and Commissions</b> <i>As local governments and the services they provide become more complex, cities often find a certain amount of delegation and organization is required. This session will focus on how to establish, organize and remain compliant when handling these boards.</i>	Morgain Patterson

## **Friday, April 22, 2022**

8:00 am – 9:30 am	<b>Annexation</b> <i>Expanding the boundaries of a city is an exciting, but complicated, adventure. This session will focus on the legal process of expanding a city's boundaries into adjacent areas not already incorporated into the</i>	Kandie Adkinson
-------------------	--	-----------------

*municipality. We will discuss the dos, but more importantly, the don'ts of the annexation process.*

9:30 am – 11:30 am

**2022 Legislative Update**

*Each year KLC legislative staff provide an overview of all legislation impacting cities passed by the General Assembly in the recent legislative session. This includes KLC priority legislation for the next legislative session and tips on how to be a strong advocate for your city in the halls of Frankfort.*

J.D. Chaney &  
Bryanna Carroll

11:30 am – 12:00 pm

**Closing Remarks / Dismissal**