



**Regional Clerks Association**

**proudly presents...**

# 2025 KMCA SPRING CONFERENCE

## REACH FOR THE STARS

### **Tuesday, April 15, 2025**

6:00 PM – 8:00 PM Registration & Reception – Bluegrass Room (2<sup>nd</sup> Floor)

✧ Tater Tot Bar, Drinks

### **Wednesday, April 16, 2025**

7:00 AM – 8:00 AM – Registration – Bluegrass Room (2<sup>nd</sup> Floor)

7:00 AM – 8:00 AM – Breakfast in Dining Room (1<sup>st</sup> Floor)

8:00 AM – 10:00 AM

**KPPA Monthly Reporting & Member Benefits** - Daniel Peters, Retirement Systems Counselor IV, File-Web Team, Kentucky Public Pensions Authority; James Isaacs, Retirement Benefits Consultant, Member Services, Kentucky Public Pensions Authority

**Session Description:** *This session will include the process of monthly reporting, including new hires, retirees, retire/rehire, volunteers, and different unusual reporting circumstances. The session will also contain a high-level overview of KPPA's benefits structure, retirement eligibility, and calculations for all 3 benefits tiers.*

10:00 AM – 12:00 Noon

**Flood Plain Management** – Alex van Pelt, KY NFIP Coordinator

**Session Description:** *Flooding is the Commonwealth's #1 most costly and most frequent disaster. Understanding and managing our flood risk is key to being prepared for a flood disaster. In this session, attendees will be introduced to the National Flood Insurance Program (NFIP), how floodplain management is done in Kentucky, where to find and understand the floodplain maps, how to manage or minimize your flood risk, and more.*

12:00 PM – 1:00 PM – Lunch – Commonwealth Room (1<sup>st</sup> Floor)

1:00 PM – 2:00 PM

**Document Preservation** – Trace Kirkwood, Government Records Preservation Specialist, HF Group

**Session Description:** *This presentation will explain and emphasize the importance of preserving vital, permanent records for municipalities. It will explain the difference between preservation and conservation. Through a PowerPoint presentation, it will show techniques of preservation along with before and after photographs of records. It will discuss various techniques of preservation of records, including electronic storage. It will discuss the importance of maintaining and preserving historic records that are in decay.*

2:00 PM – 3:00 PM

**Your City's Treasure Hunt/Looking for Other Revenue Sources** – Becky Peak, Mayor, City of Plantation

**Session Description:** *In this session, we will explore revenues that, maybe, you did not know were available. Who sets the rate for Insurance Premium Taxes? Does your city have a bank deposit tax for banks located in your city? Are you receiving franchise fees from utility and telecom providers? When should you consider charging a user/service fee? Are you registered to share in HB 413 disbursements? How often do you check the Kentucky site for "missing money"? You never know what treasures you will find until you search!*

3:00 PM – 4:00 PM

**Planning & Zoning & It's Effect on Home Rule Cities** – Stephen Porter, Attorney-at-Law

**Session Description:** *At this session, we will review the processes involved in planning and zoning issues, especially as they relate to the responsibilities of city officials. We will review the establishment of planning units and their relationship to city officers and employees. We will review requirements contained in KRS Chapter 100, especially those for city officials.*

4:00 PM – 5:00 PM

**Grant Opportunities and Grant Writing** – Dustin Duncan, Senior Grant Administrator, Kentuckiana Regional Planning and Development Agency (KIPDA)

**Session Description:** *This session will cover aspects of finding and administering grants, drafting applications, and the benefits of working with local area development districts on grant projects. Clerks will receive the essentials on how to seek and obtain grants, including a discussion on grant writing strategies and skills required to successfully secure and manage grants for your governmental agency.*

5:00 PM - Closing Notes and Dismiss – *Dinner on your own*

### **Thursday, April 17, 2025**

7:00 AM – 8:00 AM – Breakfast in Dining Room (1<sup>st</sup> Floor)

8:00 AM – 10:00 AM

**Property Assessments and Compensating Tax Rates** - Melodie Humphrey, CKA, SKA, Home Rules Cities and Customer Service Director, Office of the Jefferson County PVA; Tammy Davis Vernon, Branch Manager, Department for Local Government, Cities and Special Districts

**Session Description:** *This session will discuss the Reassessment Process, the Reassessment Cycle, Constituents Right to Appeal, Homestead and Disability Exemptions and Compensating tax rates. What do you need to do when your city is in the Reassessment Area? We will*

*demonstrate the functionality of the Kentucky Department for Local Government's (DLG) Tax Rate Calculation Workbook, focusing on how each field calculates and interacts within the spreadsheet. We will also clarify DLG's role in receiving and reviewing city information submitted through the workbook.*

10:00 AM – 11:00 AM

**Workplace Violence** – Chief Barry S. Wilkerson, Chief of Police, St. Matthews Police Department

**Session Description:** *This session will focus on the critical importance of workplace safety for city clerks, emphasizing the unique risks associated with their public-facing responsibilities. Key objectives include defining workplace violence, identifying risk factors specific to city clerks, and exploring effective prevention strategies and response protocols.*

11:00 AM – 12:00 PM - **KMCA Board Meeting**

12:00 PM – 1:00 PM – Lunch – Commonwealth Room (1<sup>st</sup> Floor)

1:00 PM – 2:00 PM

**The Cyber Threats Are Real: What You Need to Know** - Colin Glover, Cybersecurity State Coordinator, and Ryan Lewis, Cybersecurity Adviser, Cybersecurity and Infrastructure Security Agency (CISA)

**Session Description:** *Representatives from the Cybersecurity and Infrastructure Security Agency (CISA) will provide a presentation discussing current and emerging threats in the cyber domain. Case studies and incident analysis will provide examples of real world attacks and demonstrate best practices for response and preparedness activities. The session will conclude with an overview of no-cost proactive and reactive resources that may be available to assist with defending your organization against cyber-attacks as well responding to and recovering from an incident.*

2:00 PM – 3:00 PM

**Managing Open Records** – Marianne Butler, Executive Director, Louisville Metro Open Records

**Session Description:** *This session will discuss the general application of managing open records. It will focus on managing your open records requests as required by the Kentucky Open Records Act. Discussion will include what constitutes a public record and how communication with the requester is a key component.*

3:00 PM – 5:00 PM

**Neurodiversity in Action: Building Inclusive Workplaces and Improving Public Service** - Brenda MacMillan, MS CCC-SLP, Director of Therapy & Family Engagement, Trailhouse

**Session Description:** *This training introduces the concept of neurodiversity and how different ways of thinking and processing can shape communication, problem-solving, and relationships. Participants will learn simple, practical ways to create a supportive and positive workplace while improving interactions with customers through understanding, patience, and respect. By embracing neurodiversity, organizations can build a culture that celebrates individuality, teamwork, and the unique strengths of every person.*

5:00 PM - Closing Notes and Dismiss

6:00 PM – 8:00 PM – Banquet - Commonwealth Room (1<sup>st</sup> Floor)

**Friday, April 18, 2025**

7:00 AM – 8:00 AM – Breakfast in Dining Room

8:00 AM – 9:00 AM

**What Every Clerk Should Know** – Mitzi Kasitz, City Clerk, City of Shively

**Session Description:** *A comprehensive overview of the city clerk's role and responsibilities. Key statutory duties as defined by state law, including: The proper procedures for public meeting notifications, maintaining accurate meeting minutes, and the process of adopting ordinances. Additionally, we will explore the essential competencies that make for effective leadership in the city clerk position. These skills are crucial for success in this vital municipal role.*

9:00 AM – 10:00 AM

**Conducting Effective Meetings Through Parliamentary Procedure** – Morgain Patterson – Director of Municipal Law, KLC

**Session Description:** *In this session, you will gain a foundational understanding of parliamentary law, focusing on Robert's Rules of Order Newly Revised. Learn how to effectively apply parliamentary procedure to enhance productivity, structure, and engagement in city legislative body meetings.*

10:00 AM – 12:00 PM

**Legislative Update** – J.D. Chaney, Executive Director & Chief Executive Officer, KLC

**Session Description:** *This session will provide the first reveal and overview of all legislation impacting cities passed by the General Assembly in the recent 2025 legislative session. This session will also include KLC priority legislation for the 2026 legislative session, including tips on how clerks can be a strong advocate for their city.*

12:00 PM - Closing Notes and Dismiss

Have a safe trip home!