



Municipal Clerks' Association of New Jersey Inc.
EDUCATION CONFERENCE: March 16 to March 18, 2021
NEW PATHS TO SUCCESSFUL LEADERSHIP
Virtual Conference

TUESDAY MARCH 16, 2021

- 9:00 – 10:00 am **LEGISLATING IN THE AGE OF COVID**
Lori Buckelew, Assistant Executive Director/Dir. of Gov't Affairs, NJ League of Municipalities
- 1 Contact Hour Applied for: RMC (Professional Dev); CMFO/CCFO (Office Mgmt & Ancillary); CTC (General/Secondary); CPWM (Mgmt); QPA (Office Admin/General Duties)
- In this review of recently enacted laws and pending bills in the legislature, this session will cover topics that are of interest to local government officials in a wide range of areas including records, finance, elections and more.
- 10:00 – 11:00 am Break
- 11:00 am–12:00 pm **HOW TO SAY IT IN MINUTES**
Diane Pflugfelder, Municipal Clerk, Township of Liberty
- 1 Contact Hour Applied for: RMC (Records)
- This session, prepared by Connie M. Deford, Professional Registered Parliamentarian will acquaint you with the definition of Minutes, explain their purpose, provide tips and how to document and understand Parliamentary actions that transpire during your meetings.
- 12:00 – 1:00 pm Lunch
- 1:00 – 2:00 pm **FISCAL FITNESS AND OTHER EXERCISES**
Melanie Walters, Director of NJ Division of Local Government Services
Cynthia Lindsay, CMFO/QPA, Hamilton Township (Altantic County)
Gerald Stankiewicz, CPA, Samuel Klein & Company
- 1 Contact Hour Applied for: RMC (Finance); CMFO/CCFO (Accounting); CTC (General/Secondary); CPWM (Mgmt); QPA (Office Admin/General Duties)
- Like many other government agencies, DLGS and the Local Finance Board have had to make changes in the way they do business during the wake of COVID. Those changes to rules and regulations trickle down to municipalities and new responsibilities are required to be learned by municipal clerks and CFOs. Representatives from DCA will be explaining changes to laws and procedures you need to know to do your job correctly such as with the Audit, Shared Services, and the FAST computer system. Bring your questions!
- 2:00 – 3:00 pm Break

3:00 – 4:00 pm

RECORDS SECURITY IN THE VIRTUAL WORLD

Elizabeth Hartmann, *NJ DORES, Records Management Services*
Karen Perry, *NJ DORES, Records Management Services*

1 Contact Hour Applied for: RMC (Info Tech); CMFO/CCFO (Office Mgmt & Ancillary)

With electronic meetings taking place in all municipalities over the past year, and most records becoming paperless, sometimes our records retention and security practices are lagging behind the virtual times. Each municipality is required by law to maintain their records in an appropriate fashion, but there haven't been classes to take on records lately. Problem solved...In this session, you will learn new best practices and rules to handle your electronic records to make sure you are keeping up with your modern office.

WEDNESDAY MARCH 17, 2021

9:00 – 10:00 am

REGISTRAR'S HODGE PODGE

Speaker TBA, *NJ Department of Health, Vital Statistics & Registry*

1 Contact Hour Applied for: 1 RMC (Records); CMFO/CCFO (Office Mgmt & Ancillary); CTC (Legislation); CPWM (Govt); QPA (Office Admin/General Duties); 1 Registrar

COVID-19 seems to have affected everything in our world. Birth, Marriage, and Death records are no exception. Leaders from the NJ Department of Health, Vital Statistics and Registry will explain what changes have occurred in the laws as a result of the pandemic, and what new technologies are arising for vital records. Real Q&A questions will be reviewed. While this is a great refresher course for Registrars, the information is pertinent for anyone who may deal with records.

10:00 – 11:00 am

Break

11:00 am–12:00 pm

I DIDN'T KNOW IS NO EXCUSE

Tom Prol, *Esq. MCANJ Legal Counsel*

1 Contact Hour Applied for Ethics: RMC; CMFO/CCFO; CTC; CPWM; QPA

Municipal clerks & staff encounter difficult & challenging situations on a daily basis, even more so in these troubled times. It's important that they know and understand the rules & guidelines that are in place to govern their actions and help them do their jobs efficiently, effectively and ethically.

**** The Annual Meeting has been postponed until summer. Stay tuned for details. CEUs will be offered.**

12:00 – 1:00 pm

Lunch

1:00 – 2:00 pm

I KNOW IT'S A DUMB QUESTION, BUT....

Kim Marie White, *MCANJ 1st Vice President and Municipal Clerk, Eastampton Township*

1 Contact Hour Applied for: RMC (Prof. Dev.); CMFO/CCFO (Office Mgmt & Ancillary); CTC (General/Secondary); CPWM (Mgmt); QPA (Office Admin/General Duties)

Using the Mentimeter software from your cell phone, participants will try to answer questions about general day to day duties including real-life scenarios involving finance, elections, and miscellaneous office routines. This course is a great review of information that you don't see too often for both the beginner and experienced clerks. Come test your knowledge and learn something new in the process in this fun, interactive session!

2:00 – 3:00 pm

Break

3:00– 4:00 pm

ELECTIONS: THE GREATEST SHOW ON EARTH!

Mary Melfi, *Hunterdon County Clerk*

Joanne Rajoppi, *Union County Clerk*

1 Contact Hour Applied for: RMC (Elections)

One thing is for certain, everyone has had to adapt to major changes in the elections process as a result of Covid-19. This course will review what was learned during the pandemic and what permanent differences that clerks will see in elections going forward. Procedures for the Primary and General Elections in 2021 that affect all clerks will be discussed.

THURSDAY MARCH 18, 2021

9:00 – 10:00 am

THERE’S PLENTY TO CHEER!

Speaker TBA, *NJ Division of ABC*

1 Contact Hour Applied for: RMC (Licensing)

Drinking in public at the boardwalk in Atlantic City? Drinking in parking lots of restaurants? Drinking in public parks? My, how our world has changed this past year. Leaders from the Division of ABC will be presenting on the myriad of changes to ABC laws that occurred over the past year and how Municipal Clerks are to handle alcoholic beverage applications in a virtual world going forward.

10:00 – 11:00 am

Break

11:00am–12:00 pm

HOT WATER IN THE WORKPLACE

Danielle Thorne, *NJ Civil Rights Commission*

1 Contact Hour Applied for Ethics: RMC; CMFO/CCFO; CTC; CPWM; QPA

This is not your same-old boring ethics class. We all know the gist of the New Jersey ethics laws, or do we? This course will review real court cases of unethical behavior and what the courts are deciding in recent times. Get your notepad ready, because you will learn something new that you may never have thought of before.

12:00 – 1:00 pm

Lunch

1:00 – 2:00 pm

LAST CLERK STANDING – LICENSING

Kim Macellaro, *Municipal Clerk, Ewing Township*

Laurie Gompf, *Municipal Clerk, Hopewell Township*

1 Contact Hour Applied for RMC (Licensing)

A Mentimeter presentation all about licensing will be conducted in a game format. Participants will have to guess the answers to licensing questions and the instructors will explain the correct answer. Topics will include: Dog licensing, taxis, solicitors/peddlers /hawkers, raffles, bingos, other legalized games of chance and more. This is a great overview of licensing and gives information which clerks may have forgotten or weren't aware of. The newest licensing laws are included in the presentation.

2:00 pm

Drawing for 2022 Annual Education Conference Registration

**MCANJ WILL GIVE AWAY 5 REGISTRATIONS FOR THE
2022 ANNUAL EDUCATION CONFERENCE
FOLLOWING THE LAST SESSION ON THURSDAY.
CEUS HAVE BEEN APPLIED FOR RMC – CMC – MMC – CMR – CTC – CMFO – CPWM – QPA**

Enrollment Fees for the 2021 MCANJ Virtual Conference	
MCANJ Member Rate	Non Member Rate
\$125	\$175

Payment must be received no later than Friday, February 26th in order for your registration links to be valid.

After you register, you will receive links to sign up for each individual class you want to take.

Class Confirmations will be emailed to you 3 days prior to the start of the conference.

Cancellation Policy

A \$10 Administrative Fee will apply for cancellations received in writing by March 1st via email to: Treasurer@MCANJ.us.

No refunds will be given after March 1st.

SAVE THE DATE!
The Annual Meeting has been postponed until summer.
Stay tuned for details. CEUs will be offered.