

**MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY, INC.**

**2022 ANNUAL CONFERENCE**

**CMC/MMC COURSE ASSESSMENT**

Name: \_\_\_\_\_ Date of Submission: \_\_\_\_\_

Email Address: \_\_\_\_\_

**In order to receive CMC or MMC credit, you will need to briefly outline three (3) new ideas, or best practices, that you learned from those sessions which you attended and how you would utilize your newfound knowledge in your work in the Clerk' Office.**

**Please submit your Course Assessment on or before APRIL 21, 2022 to [buttiglieri1838@comcast.net](mailto:buttiglieri1838@comcast.net) or mail to Vincent Buttiglieri, 1532 Waterford Drive, Edison, NJ 08817 (please mark envelope MCANJ ASSESSMENT).**

**MONDAY, MARCH 21, 2022**

**4:00 – 5:40 pm 1<sup>st</sup> Amendment Audits – We are NOT in Kansas Anymore!**

**Keith Hummell, Associate Director Public Sector, J.A. Montgomery Consulting**

The Municipal Clerk is busily preparing council meeting minutes when an unexpected and confrontational visitor arrives. The person gives no reason for the visit or an identification, but instead demands answers: "What is your name? What is your job here? What's in that room over there?" The person is also recording the encounter with a mobile phone and begins to walk down the hallway into the private office areas. What should the clerk do? This session will provide that very answer with practical ways to be prepared and how to respond.

**TUESDAY, MARCH 22, 2022**

**8:45 – 10:00 am In the Merry Old Land of Records**

**Karen Perry, Records Analyst and Elizabeth Hartmann, Records Management Services**

In this back-to-the-basics type course, the principles and practices of efficient records and information management for municipalities will be highlighted. From creation through retention, disposition and/or of archival preservation, the laws that govern records management and the areas that impact it including OPRA, Emails, Artemis and more will be explored.

**10:30 am – 12:00 pm Put a Little Disney Magic in your Municipality**

**Pete Blank, Keynote Speaker & Leadership/Service Expert**

Disney prides itself on a simple model. Great leaders engage the employees, engaged employees inspire the customers, and inspired customers add to the business results again and again. In this session, participants will learn “magical” lessons in leadership, employees, the customer experience and business processes.

**1:00 – 2:15 pm     If I Only Had a Brain for Bonding**

**Tom Hastie, Esq., Bond Counsel, Malamut & Associates, LLC**

Can you bond for a police K-9? How about a new file cabinet? Scanning of records? Equipment/software for electronic council meetings? What can you use a 5-year emergency note for? You've got questions, and we've got answers. Find out the strangest things that other towns are bonding for and what you can use bond funding for. Maybe you will get your next creative project approved in the budget after learning you can possibly bond for it!

**2:30 – 3:45 pm     If I Were King of the Election**

**Robert Giles, Director, NJ Division of Elections and Lauren Z. Enriquez, Asst Secretary of State**

Early voting, paper verifiable trails, and electronic poll books were just a few of the changes the Legislature made regarding Elections in 2021. In this session, the top Professionals at the NJ Division of Elections will review what is in store for 2022. This comprehensive election course is a must for municipal clerks to learn additional election changes that affect how they do their jobs and what information needs to be disseminated to the public.

**WEDNESDAY, MARCH 23, 2022**

**8:45 – 10:25 am Somewhere Over the State House**

**Lori Buckalew, Assistant Executive Director/Director of Government Affairs, State of New Jersey League of Municipalities**

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, licensing and more.

**10:45 am – 12:30 pm There's No Place Like Social Media**

**Thomas H. Prol, Esq., Sills Cummis & Gross, P.C. & MCANJ Legal Counsel**

Keyboard warriors beware! Most social media speech mistakes made by employees are from not knowing what personal comments are protected by the first amendment, and when employees have privacy on personal social media accounts. Most people have no idea of the possible legal ramifications of simply liking a post or other hidden social media liability issues. Learn how to protect yourself and your department in this informative course.

**1:30 – 2:45 pm      Licensing Dreams Really Do Come True**

**Kim Macellaro, Municipal Clerk, Ewing Township and Laurie Gompf, Municipal Clerk, Hopewell Township**

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. Make your dreams come true and try to win for bragging rights!.

**3:00 – 4:45 pm      The Wonderful Wizard of GRC**

**Frank Caruso, Executive Director, NJ Government Records Council**

This session will provide an overview of OPRA as it applies to municipalities. Through this presentation, the custodian of records will gain a better understanding of OPRA and how it works on a day-to-day basis, including a review of requests for records, personnel information, and various GRC decisions on municipal complaints.

**THURSDAY, MARCH 24, 2022**

**8:30 – 9:45 am Ding Dong the Witch is Dead (and Her Family Wants a Death Certificate)**

**Vincent J. Caffarello, Program Specialist, Office of Vital Statistics & Registry, NJ Department of Health**

An overview of the latest and greatest regulations regarding Vital Statistics will be provided to attendees during this session, including EDRS, VIP, and answers to your most difficult questions about births, deaths and more that the local registrar should have implemented in their offices.

**10:30 – 11:15 am Are you a Witch or a Wizard?**

**Bill Ruch, Director, Risk Management, Statewide Insurance Fund**

The line between something being ethical or unethical is sometimes so thin that a Judge needs to decide. Hear about real NJ cases in this ethics class, including harassment, discrimination, gender inequality and gender expression and try to figure out for yourself if you think the situations were right or wrong. We bet you won't believe some of what you hear in this informative government ethics class!

