

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY, INC.

2023 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 24, 2023 to assistanted@mcanj.us or mail to Vincent Buttiglieri, 1532 Waterford Drive, Edison, NJ 08817 (please mark envelope MCANJ ASSESSMENT).

MONDAY, MARCH 20, 2023

4:00 – 5:40 pm 1st Amendment Audits – Why Us? What's Changed? ... (Transparency)

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 21, 2023

8:45 – 10:00 am Records Management: “It’s a Big or Small Problem, After All.”

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 emails, OPRA, Artemis and more will be explored.

10:30 am – 12:00 pm Partnership is the New Leadership

Ty Bennett, Keynote Speaker & Leadership/Service Expert

Leadership is NOT about your name on your door, your years in the business, the title you hold or where your office is located. It’s about people and the significance, value, and connection you share with them. The bottom line is relevance equals influence – which equals commitment, collaboration, trust, teamwork, and performance. Are you ready to make transformational changes in your office? Raise your relevance and increase your influence by challenging old ways and opening new doors.

1:00 – 2:15 pm The FAST System... What's That, A New Diet?

Bonnie Brookes & Matt Gallelo, New Jersey Department of Community Affairs

It is becoming increasingly more difficult to fill vacancies at the local level for municipal positions such as Municipal Clerk, Chief Financial Officer, Tax Assessor, and Tax Collector. This session will focus on the challenges encountered with such vacancies, options, and statutory guidelines for hiring, appointment, retention, and tenure.

Does anyone know why the State moved to the FAST System? How does it work? What's the Clerk's role now? WAIT! Do you know what the BPI is? Matt will be speaking on both topics.

2:30 – 3:45 pm Election Changes... It's Everywhere...Everywhere!

**Lauren Z. Enriquez, Wade Hale, Mike Randisi and Brittany Giampola
NJ Division of Elections**

Early voting, paper verifiable trails, and electronic poll books were just a few of the changes the Legislature made regarding Elections in 2021 and 2022. In this session, the top Professionals at the NJ Division of Elections will review what is in store for 2023. 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 22, 2023

8:45 – 10:25 am What's the Small Talk from Trenton

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 Do You Know the Difference Between an OPRA Request and a Common Law Request?

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

To run a government entity, public officials must understand the rights of the public and access to government records. The public's right to documents stems from both common law and statute. Even if the record would be exempt under statute, and in particular OPRA, it may well be that the public has a right to the document under the common law right to know. This will help you determine the required balancing act.

1:30 – 2:45 pm Real Life in the World of Daniel’s Law

Christine Campbell, Director, Office of Information Privacy, NJDCA

Richard Norcross, Executive Vice President, CSI Technology Group

The Office of Information Privacy was created to carry out the mandate of Daniel’s Law and work with municipalities shielding protected information. A must-attend for record custodians, the Office of Information Privacy and its vendor will demonstrate how those covered by the law have registered on the Daniel’s Law Portal and explain what must be in place to receive and respond to redaction requests. They will provide a review of what has worked well during the roll out of the Daniel’s Law Portal.

3:00 – 4:45 pm The World of OPRA 20+ Years Later

Frank Caruso, Executive Director, NJ Government Records Council

This session will provide an overview of the Open Public records Act (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 filed denial of access complaints.

THURSDAY, MARCH 22, 2023

8:30 – 9:45 am How to Spot a Fake ID in Seconds

Joe Vasil, Vasil ID Training

This course is designed to educate attendees to detect and deter fraud by recognizing fraudulent identity documents. These authentic looking “modern day” fraudulent ID’s have compromised nearly every security feature on their ID’s making them virtually “undetectable.” Vasil IDs presentation will instruct you on the proper ID protocol to detect/identify these fraudulent IDs within seconds.

10:30 – 11:15 am Did You Say TACO or PACO?

Anthony Carlos, NJ Department of the Treasury

This session will review Equal Employment Opportunity (EEO) in Public Contracts. If your organization were to be audited by the State, do you have all the required compliance documents? Would you pass the audit with flying colors? Don’t miss this session so you can be prepared and compliant.