WELCOME

Get Your Groove On

There is even more excitement in the air than usual as we welcome you to the 2021 Municipal Clerks and Finance Officers Association (MCFOA) 84th Annual Conference, "Get Your Groove On!" What a ride it has been over the past year as we all learned to deal with a global health pandemic. We have keenly missed our MCFOA networking and educational opportunities and are so happy to be seeing all of you again! The MCFOA Conference Planning Committee and St. Cloud State University have worked diligently to offer you quality educational sessions and meaningful networking opportunities.

All sessions (with the exception of Excel 101 and 102) are eligible for credit toward your IIMC and MCFOA certifications.

One of the best benefits of the MCFOA Annual Conference is the chance to network with your peers. Tuesday evening from 6-7PM is the President's Reception. Kat Perkins will be entertaining during the reception. Wear your region colors on Wednesday during the day. At 5PM a Mixer with the Vendors will be held. Wear attire that highlights whatever helps you keep your GROOVE ON! During this evening a complimentary 2022 MCFOA Conference registration will be given by AT Group! In lieu of a full banquet on Thursday evening, an entertainment reception with heavy hors d'oeuvres will be held. The Fun Pianos! Show featuring dueling pianos will be the entertainment. One winner of a complete trip to the 2022 IIMC Annual Conference in Little Rock, AR will be drawn at this event. You must be present and a current MCFOA member to win.

We are excited to share the educational sessions that the Planning Committee has put together! Our opening keynote speaker on Wednesday morning is Kat Perkins, a finalist on NBC's "The Voice", who will encourage us to be "FEARLESS". On Thursday, we will hear from Holly Hoffman. A cast member of Season 21 of Survivor Nicaragua, Holly will teach us "The Survivor Way". And finally, Jody Urquhart will send us off on Friday with "This Would be Funny if it wasn't Happening to Me!" You will definitely want to stick around for her keynote and for a few minutes afterwards to hear final announcements and for your last chance to win the drawing for a trip to the IIMC Annual Conference in Little Rock, AR in 2022! Again, you must be present and a current MCFOA member to win.

We hope you take advantage of all the opportunities provided and through education and personal contacts you will "Get Your Groove On". Enjoy the conference and feel free to contact the Planning Committee or Board members with any questions, comments, suggestions, concerns or just to tell them you thought the conference was fantastic!!

Thanks for attending!

Marty Bode, CMC
2021-2022 President
on behalf of the MCFOA Board of Directors, Staff and Planning Committee

***IMPORTANT* While we are excited to bring the MCFOA Annual Conference back and in person in 2021, we are committed to providing a safe and healthy environment for our participants, exhibitors, sponsors, and staff. We will be operating under the guidelines recommended by the CDC and Minnesota Department of Health to ensure your health and safety. Specific information will be received in your registration confirmation.**

Special Features

Location/Accommodations

Located in Central Minnesota on the beautiful Mississippi River, St. Cloud is the site for the 2021 Conference. The Best Western Plus Kelly Inn (320-253-0606) serves as the event headquarters, hosting most of the Conference events and holds the largest sleeping room block. The Courtyard by Marriott (320-654-1661), holding a smaller sleeping room block, is connected to the other conference venues via skyway. Both hotels provide overnight guests with a broad range of amenities including heated swimming pools, whirlpools, exercise areas and a variety of dining facilities. Completing the St. Cloud site package is the state-of-the-art Rivers Edge Convention Center which will serve as the location for all exhibits and various Wednesday through Friday Conference events.

The sleeping room blocks for Conference attendees (Kelly Inn-$104/night plus tax and Courtyard by Marriott-$139-141/night plus tax) are being held until they are sold out. Make your overnight reservations via mail, fax, phone or e-mail. A link to both hotels can be found on the website: www.stcloudstate.edu/conferences/mcfoa.

Optional Tuesday Pre-Conference Workshops

This year's conference include four pre-conference training options on Tuesday, June 15th. At 8:00am, join Bob Bruce (returning from 2018) for a half-day workshop on Practical Excel Level 1: The Fundamentals. From 9am to 4pm participants can join a full day Athenian Dialogue moderated by Marita Rhude, MMC, Clerk/Treasurer, City of Barrett, MN. She will be leading a discussion on the book ***Capital Gaines: Smart Things I Learned Doing Stupid Stuff*** **by Chip Gaines**. If you choose not to spend your afternoon at the Athenian Dialogue, there are two other training opportunities starting at 1:00pm. Bob Bruce returns to further educate us with Practical Excel Level 2: Working with Data while Marty Bode, Rockville and Cindy Anderson, Eden Valley will provide an opportunity to attend the ever popular New City Clerk Orientation and Election Administrations.

CMC/MMC Points

This year's education-rich Conference offers numerous opportunities to earn CMC/MMC Education Points. Even the general sessions provide opportunity for IIMC credits. You can find more information in your final program and in your participant bag regarding **important steps you must take** to receive these points.

Continuing Education Credits

The Conference will offer Continuing Education Credits (CEUs) through St. Cloud State University only if "yes" is checked on the CEU box when registering. This year the cost of CEUs is covered by MCFOA, but please be sure to request them at the time of registration for costs to be covered. If CEUs will not play a role in your ongoing education plans, then you need not obtain them. The CEU is defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.

Tuesday President's Reception

MCFOA 2020-2021 President Linda Rappe invites all registrants to participate in the President's Reception hosted by OPG-3 on Tuesday, June 15th from 7-9pm. Kat Perkins will entertain us during the reception. This event will provide an opportunity to network with other attendees and partake in some delectable hors d'oeuvres. A cash bar will be available.

Wednesday … "Get Your Groove On" Exhibitor Reception

According to our Exhibitor surveys, Vendors / Sponsors would greatly appreciate more time with participants! Thus, MCFOA 2020-2021 President Linda Rappe invites all registrants to participate in the Wednesday evening Exhibitor Reception. "Get Your Groove On" by dressing up in attire that highlights something that keeps your GROOVE ON. ***This event will provide an opportunity to network with vendors from around the country and with other attendees***, all while FUN is made easy by an entertaining DJ! Partake in delicious hors d'oeuvres and the cash bar if you so choose.

Thursday Exhibit Show

Once again, day two at the Conference brings an exciting exhibit show, with vendors from around the country showcasing their products and services to make a big difference in your daily work lives***. It is extremely important to visit their booths as their support of the Conference keeps your attendance costs as low as possible.*** Take the time to visit them all especially at the 3:00pm-5:00pm timeslot where the entertainment committee will host MCFOA "Vendor" BINGO with an opportunity to win fabulous prizes!

Thursday Entertainment

The Thursday afternoon entertainment will include heavy hors d'oeuvres followed by entertainment with Dueling Pianos performed by Fun Pianos! The Fun Pianos! show is the result of 17+ years evolving the popular dueling pianos concept into the perfect complement to corporate events, small town festivals, fundraisers and ANY event with attendees that want to have FUN with their friends, family, co-workers and neighbors Participants are able to invite guests / family members to the event. A cash bar will also be available.

Thursday Silent Auction

The popular silent auction will take place again this year. Take time to view and bid on items donated by clerks and finance officers throughout the state, as well as items from our generous sponsors and exhibitors. Silent Auction items must be paid for and picked up by 5:00pm on Thursday, June 17. If you are not able to stay for the end of the Silent Auction, please make arrangements to have a colleague pick up your item(s). Proceeds from the auction support the Association's training, scholarship programs, and send lucky winner(s) to the IIMC Annual Conference **(winners must be active MCFOA members at the time of the drawing)**.

Instructional Materials

Flash drives containing handouts from all general and concurrent sessions will be provided to attendees onsite. Prior to the Conference, all registrants will receive a link to the MCFOA website containing session handouts. This will allow you to print out all materials (or load to your devices) in advance for use during the Conference.

Registration Information

The MCFOA member rates are $275/person (through May 17, 2021) or $295 (after May 17, 2021). To qualify for these rates, individuals must be current, paid members of MCFOA. The non-member rates are $350/person (through May 17, 2021) or $370 (after May 17, 2021). To determine membership status, contact Angie Storlie (MCFOA Administrative Assistant) at astorlie@mcfoa.org or 218-743-3782.

All above fees include tuition for Wednesday-Friday, instructional materials, one reception, vendor / sponsor networking mixer, two lunches, two breakfasts, and all refreshment breaks.

MCFOA retirees can register at a special rate of $195. To be eligible for this reduced rate, they must not be employed by or under contract with a Minnesota Community. This fee includes tuition for Wednesday-Friday, instructional materials, president's reception, two lunches, two breakfasts, and all refreshment breaks.

Registration fees for Tuesday's pre-conference workshops are in addition to the overall Conference amounts (regardless of registration date).

- Full day Athenian Dialogue: Member rate $90/person; Non-member rate $115/Person (lunch included).
- Half-day sessions (indicated below): Member rate $50/person; Non-member rate $75/Person (no lunch included).

Tuesday workshops are:

- Practical Excel Level 1: The Fundamentals
- Athenian Dialogue – ***Capital Gaines: Smart Things I Learned Doing Stupid Stuff***
- Practical Excel Level 2: Working with Data
- New City Clerk Orientation and Election Administration

Registration … 2021 Capped at 250! Register early

Online registration is available at www.scsutraining.com/MCFOA2021.

- Due to COVID-19, Registration is on a first come first serve basis this year due to Venue restrictions for number of participants in the General Session meeting room.
- Registration is limited to a maximum 250. Register early to secure your place.
- While we hope to accommodate the request of participants selected for each breakout session room, you may be asked to consider another session.
- You will not be able to change your breakout sessions this year. Make a note of what you signed up for.
- You will receive a confirmation email of your registration (note, may be sent to your Junk/Spam folder).

Register online with a credit card or by mail/email with check or purchase order. Online registration is preferred, however a fillable PDF form is available on the above SCSU-MCFOA Conference website. An invoice will be emailed for those registering with a purchase order. For registration questions, contact Roxann Neu at register@scsutraining.com or 320-308-4962.

Registrations must be received no later than June 1, 2021 to ensure that all onsite instructional materials can be provided. Any registrations received/postmarked after June 1, 2021 will incur a $25.00 late registration fee. Also, please note that SCSU has a policy that a $25 late fee will be applied for payments not received within 45 days of the event. Upon completion of registration for the Conference, registrants will receive an electronic confirmation ONLY if an email address was provided.

Cancellations/Refunds

Fees will be refunded (less a $25 service fee) only if cancellation is received via email (register@scsutraining.com) by June 1, 2021. If you do not cancel your registration and do not attend, a refund will not be provided. Should inclement weather (or other circumstances beyond our control) necessitate program cancellation or postponement, please listen to WCCO AM 830 or St. Cloud area station WJON AM 1240 for an announcement regarding delay or cancellation.

For Further Information

For program questions, please contact Gail Ruhland at gmruhland@stcloudstate.edu, 320-308-5759 or Jennifer Janasie at jjanasie@stcloudstate.edu, 320-308-3050.

PROVIDING DIRECTION / PRODUCING RESULTS for Minnesota Cities and Counties

- Bond Sales
  - Competitive Sale
  - Private Placement
  - Underwriting
- Debt Management
- Continuing Disclosure
- Paying Agent
- Financial Management Plans
- Capital Improvement Plans
- Economic Development
- Strategic Planning
- Investments

NORTHLAND PUBLIC FINANCE

The Public Finance Group of Northland Securities, Inc.
150 S. 5th St., Suite 3300, Minneapolis, MN 55402
Member FINRA & SIPC / Registered SEC & MSRB
(612) 851-5900 / www.northlandsecurities.com
(RC 18-474 / MUNI 18-389)

Agenda - *Times subject to change at the discretion of the Conference Staff.

TUESDAY - June 15, 2021*

7:30-8:00AM	Check-In for Full Day and Morning Workshop
8:00-11:30AM	HALF DAY WORKSHOP: Practical Excel Level 1: The Fundamentals
9:00AM-4:00PM	FULL-DAY WORKSHOP: Athenian Dialogue: ***Capital Gaines: Smart Things I Learned Doing Stupid Stuff*** (lunch provided)
12:30-1:00PM	Check-In for Half Day Afternoon Workshops
1:00-4:30PM	HALF DAY WORKSHOP: Practical Excel Level 2: Working with Data
1:00-4:30PM	HALF DAY WORKSHOP: New City Clerk Orientation and Election Administration
4:00-7:00PM	Onsite Conference Check In
6:30-7:00PM	MCFOA 2020-2021 President Rappe's New Member / Attendee Meet & Greet
7:00-9:00PM	President's Reception / Mixer with entertainment by Kat Perkins - sponsored by OPG-3

WEDNESDAY - June 16, 2021*

8:00AM	Onsite Conference Check-In and Continental Breakfast
8:45AM	Welcome and Presentation of Colors. National Anthem by Kat Perkins
9:15AM	**Opening Keynote** FEARLESS
10:15AM	Morning Break (held in hallways / gathering area outside of meeting rooms)
10:35-11:50AM	**Concurrent Sessions I** (CHOOSE ONE) 1. Bridging Divides 2. Budget 101 3. Data Practices 4. Explore St. Cloud Water
12:00PM	Lunch (WEAR REGIONAL COLORS) Awards Luncheon
1:10-2:25PM	**Concurrent Sessions II** (CHOOSE ONE) 5. Communicating Across Generations 6. Small City and Town Accounting System 7. Budget 201 8. Best Practices for Compliance with HR Laws
2:25PM	Afternoon Break (held in hallways / gathering area outside of meeting rooms)
2:45-4:00PM	**Concurrent Sessions III** (CHOOSE ONE) 9. Future of Virtual Government Meetings 10. American Rescue Plan 11. Records Management Essentials 12. New Officer Physical Ability Testing: Validated and Job Related
4:30-5:30PM	Nominations
5:30-8:00PM	Sponsor/Exhibitor Reception / Mixer with DJ

THURSDAY - June 17, 2021*

7:30AM	Onsite Conference Check-In
8:00AM	Sit-Down Breakfast | Business Meeting | Oath of Office
9:15AM	**Keynote** Never Give Up - The Survivor Way
10:30AM	Exhibit Hall Opens | Morning Break | Silent Auction
11:00AM-12:15PM	**Concurrent Sessions IV** (CHOOSE ONE) 13. White Collar Crime 14. Tackling ADA Barriers and Archiving Social Media 15. Call the Question! 16. Lead Simply
12:15PM	Lunch in Exhibit Hall
1:30-2:45PM	**Concurrent Sessions V** (CHOOSE ONE) 17. Understanding Your City's Demographics 18. Human Trafficking 19. Special Assessments - The Process You Love to Hate 20. Payroll How-To
3 00-5:00PM	Connect With Our Amazing Vendors!!! Exhibit Hall | Afternoon Break | Silent Auction | Vendors BINGO (note vendor booths close at 4:30 PM)
5:00-6:30PM	Heavy hors d'oeuvres | Entertainment (Dueling Pianos by Fun Pianos!) | IIMC Drawing
6:30PM	"Free Time" | Time to Explore St. Cloud | Have Supper and Network with Colleagues

FRIDAY - June 18, 2021*

8:00AM	Breakfast Buffet
9:00AM	**Closing Keynote** This Would Be Funny... If It Wasn't Happening to Me! How to Navigate the Future with Enthusiasm & Vigor
10:15AM	Final Announcements and Drawings
10:45AM	Adjourn

***Times subject to change at the discretion of the Conference Staff.**
We will be operating under the guidelines recommended by the CDC and Minnesota Department of Health to ensure your health and safety.

Wednesday Opening Keynote Address
“FEARLESS”

Kat Perkins, Speaker, Musician, Finalist of “NBC's ‘The Voice’”
Kat Perkins grew up in Scranton, North Dakota surrounded by a family of musicians. Kat followed her undeniable passion for performing and moved to Minnesota to pursue music. She quickly gained the attention of the local Twin Cities music scene. After a hiatus from performing due to vocal surgery, Kat made a musical comeback in 2014 by auditioning and appearing on season 6 of NBC's The Voice. Kat turned 3 chairs during her blind audition, charted in the top 5 on iTunes several times with her stand-out performances on the show, and sailed to the finals with help from her coach, Adam Levine. She's since gone on to play sold out venues across America with a variety of performances and tours, and she began a successful speaking career talking about following dreams and living a Fearless life. Praise Kat received from these presentations even led her to begin a nonprofit foundation, The Rising Star Foundation, providing scholarships and opportunity for aspiring musicians while also giving back to the local community.

Thursday Keynote Address
“Never Give Up - The Survivor Way”

Holly Hoffman, Speaker, Author, Finalist of “Survivor Nicaragua”
Holly Hoffman was the last remaining member of the Espada Tribe and the last woman standing on Season 21 of CBS’ hit reality show “Survivor Nicaragua”. Through that experience, and others throughout her life, Holly was inspired to share her message of survival. A professional motivational speaker and the author of Your Winner Within and Write Yourself a Note, Holly acknowledges that life is made up of challenges, and we are oftentimes faced with situations that seem insurmountable. But within each of us is an ability to focus our thoughts, emotions, and energy to succeed—if only we have the knowledge, tools, and discipline to do so. A native of South Dakota, Holly’s writing and speaking not only offer encouragement and optimism but a roadmap for self-discovery and spiritual enlightenment. Readers and audience members alike walk away inspired to light the fire of successful living within themselves. Today, Holly is a member of the National Speaker’s Association and a recipient of the Certified Speaking Professional designation, and travels across the country and internationally, speaking to a wide variety of corporations, associations, universities, schools and women’s organizations. Holly inspires her audiences to take opportunities and focus on faith, attitude, determination, confidence, desire and perseverance.

Friday Closing Keynote Address
This Would Be Funny... If It Wasn’t Happening to Me!
How to Navigate the Future with Enthusiasm & Vigor

Jody Urquhart, Speaker, Author, Former Stand-up Comedian
A highly sought-after funny motivational speaker, Jody Urquhart is the author of All Work & No Say, a bestselling book that shattered assumptions that work can’t be rewarding and fun. Every motivational talk features, Savvy, Uplifting and Hysterical advice to help your audience develop a buoyant, positive and meaningful perspective in the midst of stress and change. Jody is passionate about spreading the message of the importance of fun and meaningful work. A motivational speaker for over 16 years, Jody speaks at over 60 organizations and associations every year and is a top keynote speaker. Jody's trademark is to deliver very funny motivational speeches; humor is a key part of her audience connection. A former stand-up comedian, Jody ONLY uses clean humor and original content catered to the audience. Jody is the author of the best-selling book All Work & No SAY. Her mission is to help motivate people to derive more meaning, fun, and satisfaction from their work.

Tuesday Pre-Conference Workshops*

HALF DAY: **Tuesday, 8:00 AM - 11:30 AM** (NO LUNCH PROVIDED)

Practical Excel Level 1: The Fundamentals*

Bob Bruce, Business Architect, Trista Technology, LLC

During this hands-on course, Bob will cover the following Fundamental:

- Getting started: Exploring the Excel 2016 environment
- Navigating, managing worksheets, and views
- Worksheet layout, entering and modifying Data
- Creating formulas and using basic functions
- Formatting cells, themes and cell styles
- Printing worksheets

FULL DAY: **Tuesday, 9:00 AM - 4:00 PM** (LUNCH INCLUDED)

Athenian Dialogue – *Capital Gaines: Smart Things I Learned Doing Stupid Stuff* by Chip Gaines

Marita Rhude, City Clerk/Treasurer, Barrett, MN

The funny and talented Chip Gaines is well known to millions of people as a TV star, renovation expert, bestselling author, husband to Joanna, and father of five in Waco, Texas. But long before the world took notice, Chip was a serial entrepreneur who was always ready for the next challenge, even if it didn't quite work out as planned. Whether it was buying a neighborhood laundromat or talking a bank into a loan for some equipment to start a lawn-mowing service, Chip always knew that the most important thing was to take that first step. Now a #1 New York Times bestselling book, Capital Gaines offers readers a ringside seat as Chip relives some of his craziest antics and the lessons learned along the way. His mentors taught him to never give up and his family showed him what it meant to always have a positive attitude despite your circumstances. Throw in a natural daredevil personality and a willingness to do (or eat!) just about anything, and you have the life and daily activity of Chip Gaines.

HALF DAY: **Tuesday, 1:00 PM - 4:30 PM** (NO LUNCH PROVIDED)

Practical Excel Level 2: Working with Data*

Bob Bruce, Business Architect, Trista Technology, LLC

Learn how to work with Data within Excel. Specifically:

- Understanding types of data
- Filtering and sorting
- Excel tables
- Advanced Formulas: logic and summarizing functions (COUNTIF, SUMIF, AVERAGEIF, VLOOKUP)
- Pivot tables and pivot charts
- Using the Data Model with pivot tables.

**Class will be taught using Microsoft Excel ProPlus (Microsoft 365)/(Microsoft Excel 2016/2019). You will not have a good experience if your laptop has Excel 2010. Excel 2013 will be a marginal experience. You will need to bring your own laptops, a link will be provided for you to download the exercise files. Please note: We are no longer able to supply loaner laptops.*

HALF DAY: **Tuesday, 1:00 PM - 4:30 PM** (NO LUNCH PROVIDED)

New City Clerk Orientation and Election Administration

Marty Bode, City Administrator, City of Rockville; Cindy Anderson, City Clerk/Treasurer, City of Eden Valley

This workshop is geared towards clerks from small to medium-sized cities, or clerks who have served for less than 8 years. The session will cover all aspects of the clerk's office, including but not limited to elections, minute taking and parliamentary procedure, working with elected and appointed officials, open meeting law, conflict of interest, gift law, data practices requests, data practices policies, records management systems, liquor and gambling licensing, resolutions, ordinances, policies, city code, zoning ordinance, planning applications, budget, tax levies, capital improvement planning, audits, and personnel issues.

***Times subject to change at the discretion of the Conference Staff.**
We will be operating under the guidelines recommended by the CDC and Minnesota Department of Health to ensure your health and safety.

Concurrent Sessions I: Wednesday, 10:35 AM - 11:50 PM *

1 Bridging Divides: Surviving difficult elected/appointed officials, angry citizens, and tough public meetings

Dave Bartholomay, Program Coordinator, Office of Collaboration & Dispute Resolution, State of MN Department of Administration

An already challenging job gets worse when you work with or for difficult people and on contentious issues. (If this hasn't happened to you yet, congratulations! Unfortunately it is likely on the way soon given our polarized times!) Learn the critical conflict management skills and strategies necessary not only to survive but also to lead the effort to improve situations for yourself, your colleagues and your community. Included will be tips for handling angry citizens (whether one on one or in a public meeting on a tough issue) and on managing elected/appointed officials (new or old) who seem to want to raise more hell and less corn, so to speak.

2 Budget 101

Jean McGann, President AEM Financial Solutions / Partner Abdo Eick & Meyers, and Kary Tillmann, Clerk/Treasurer, City of Zimmerman

As a Clerk/Treasurer, what is your role in the city budgeting process? Whether you are new to city government or experienced with the budget process, this session will provide you with information and tools to use during your city budget process.

3 Data Practices

Kyle Hartnett, Staff Attorney, League of Minnesota Cities

Learn your responsibilities under Minnesota's Government Data Practices Act for data your city creates or maintains. Understand how to balance the public's right to know what their government is doing with individuals' right to privacy in government data created and maintained about them, and the city's need to function responsibly and efficiently.

4 Explore St. Cloud Water

Lisa Vollbrecht, Assistant Public Utilities Director, City of St. Cloud

Explore St. Cloud's Drinking Water, Wastewater, and Hydroelectric Generation Facilities without leaving the comforts of the conference! Take a virtual "tour" of the City's Water, Wastewater, and Hydroelectric Facilities, learn about the finance issues associated with them that are of interest to clerks, and hear more about recent sustainability developments related to the City's Public Utilities Department.

***Times subject to change at the discretion of the Conference Staff.**
We will be operating under the guidelines recommended by the CDC and Minnesota Department of Health to ensure your health and safety.

Concurrent Sessions II: Wednesday, 1:10 PM - 2:25 PM *

5 Communicating Across Generations

Scott Nelson, Certified Leadership Coach, Clarity Central® | Senior Partner

Communication is not what's said; it's what's heard. To be heard, we must be clear, concise and compelling. Generational styles influence the intent and the impact of a message. The increased distractions and decreased attention spans have become major obstacles across every generation. The most influential communicators understand the importance of recognizing their audience and then speaking intentionally with a balance of logic and passion.

"The single biggest problem in communication is the illusion that it has taken place." - George Bernard Shaw

6 Small City and Town Accounting System

Mark Albarado, Management Analyst 2 / Trainer, Government Information Division, State Auditor's Office

The Office of the State Auditor provides the Small City and Town Accounting System (CTAS) for use by small cities and townships to maintain accounting records and assist in bookkeeping tasks. CTAS also facilitates the submission of financial records to the Office of the State Auditor. This CTAS course will provide an overview of the program, modules, and benefits.

7 Budget 201

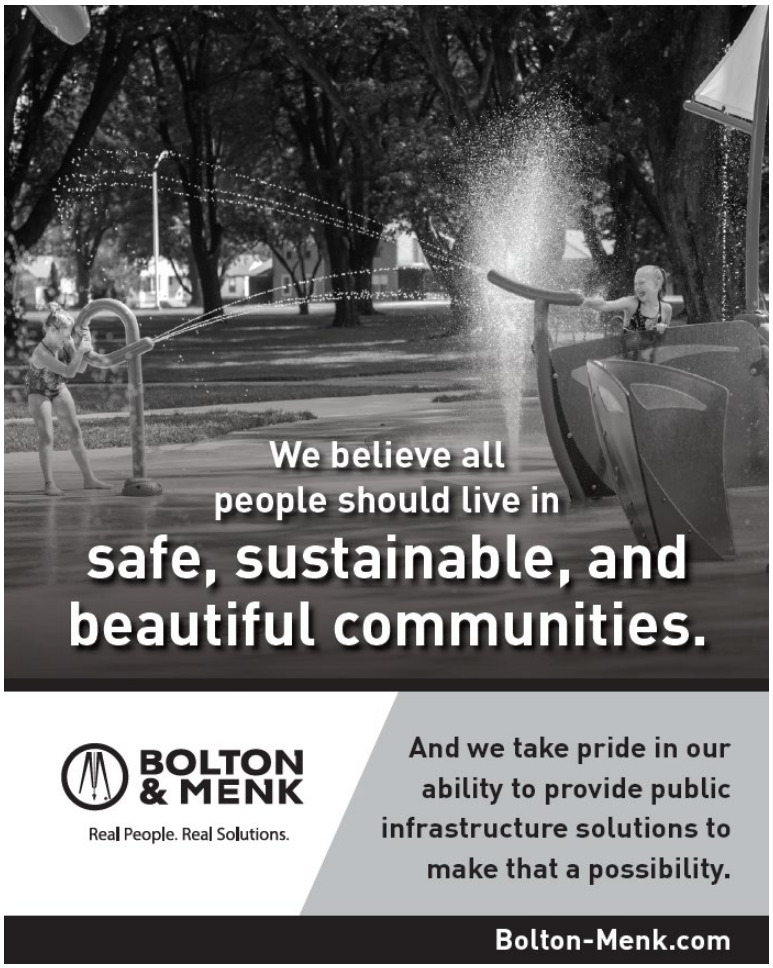
Jean McGann, President AEM Financial Solutions/Partner Abdo Eick & Meyers, & Victoria Holthaus, Partner Abdo Eick & Meyers

It's important to understand the numbers when it comes to budgeting. During this session we will help you take it to the next level. Gain a deeper understanding of the numbers, what they mean, and how a strategically laid out budget will help your organization reach its long-term goals. Budgeting is not just about the numbers - it's your strategic tool for building a financially successful future.

8 Best Practices for Compliance with HR Laws

Joyce Hottinger, Assistant HR Director, League of Minnesota Cities

Are you ready? Come learn best practices for compliance with MN wage theft law, FLSA changes and Clearinghouse requirements. This session will touch on a variety of HR laws that impacted cities in 2019 and into 2021, including Wage Theft legislation, Fair Labor Standards Act changes impacting your Exempt employees, and Federal Motor Carrier Safety Act Clearinghouse requirements for cities with CDL drivers who operate Commercial Motor Vehicles (CMVs) on public roads. Attend to learn what is needed to comply with the new laws



***Times subject to change at the discretion of the Conference Staff.**
We will be operating under the guidelines recommended by the CDC and Minnesota Department of Health to ensure your health and safety.

Concurrent Sessions III: Wednesday, 2:45 PM – 4:00 PM *

9 Future of Virtual Government Meetings

Dana Healy, Executive Director of NineNorth

How will our public governments meetings adapt when the pandemic slows? Will we return to in-person public meetings, stay remote, or create a hybrid option? The Executive Director of NineNorth, will offer a look into the future of government meetings, including trends and pitfalls you should be watching for.

10 American Rescue Plan

Doug Green, Director, Baker Tilly

Discover the opportunities and requirements in the American Rescue Plan (ARP). Cities will just have received the first non-competitive grant from ARP at the time of the Conference, and there inevitably will be questions regarding the best use of ARP money, related accounting, and reporting requirements. Beyond that, there are also many competitive grant programs in the ARP that are extremely relevant to cities. Learn about these programs and more, as you dive into a matrix of funding sources guided by Baker Tilly.

11 Records Management Essentials

Cindy Anderson, Clerk/Treasurer, City of Eden Valley; Kary Tillmann, Clerk/Treasurer, City of Zimmerman

Are your closets and storage rooms full of boxes and file folders? This session will first discuss how to begin the daunting task of sorting through decades of boxes, file folders, and documents. Then presenters will work through the retention schedule process, with the ultimate goal of setting up the file system (paper or electronic) to be ready for annual destruction of documents. You will receive a primer on the responsibilities of government employees related to the MN Data Practices Act, as well as tips for managing your city's electronic records. And yes, this can be done with only a staff member or two. Topics covered will relate to the MN Records Retention Schedule, properly retaining and disposing of records, and identifying and protecting essential records.

12 New Officer Physical Ability Testing: Validated and Job Related

Jana O'Leary Sullivan, Attorney & Assistant Litigation Supervisor, and Tracy Stille, Public Safety Consultant, League of Minnesota Cities Insurance Trust

There are legal and practical issues that cities should consider when deciding to use a police physical ability test to make any type of employment decision, including hiring or continued employment. The standards and requirements for police physical strength and agility testing can be complicated. Learn about the League of Minnesota Cities new fitness initiative that provides your police department validated job related fitness tests, so that your police officers can meet the physical demands of the job.

***Times subject to change at the discretion of the Conference Staff.**
We will be operating under the guidelines recommended by the CDC and Minnesota Department of Health to ensure your health and safety.

Concurrent Sessions IV: Thursday, 11:00 AM – 12:15 PM *

13 White-Collar Crime

Adjunct Faculty, Federal Bureau of Investigation's Forensic Accounting Team

Join Adjunct Faculty members from the Federal Bureau of Investigation's Forensic Accounting Team as they present on the topic of White-Collar Crime. The term is synonymous with a full range of frauds committed by business and government professionals. These crimes are characterized by deceit, concealment, or violation of trust. The motivation behind these crimes is financial—to obtain or avoid losing money, property, or services, or to secure a personal or business advantage. Faculty will share a case example with you, as well as other valuable information related to the "red flag" detection of fraud.

14 Tackling ADA Barriers and Archiving Social Media

Brad Phenow, Communications Coordinator, City of Faribault

The City of Faribault found itself behind the 8-ball during a website redesign when it was discovered that all of its meeting documents were non-compliant for ADA standards. With little to no money budgeted, city staff were able to start breaking down those barriers. As it works to become compliant, the City also took the initiative to start archiving its social media. Learn how your city could do the same.

15 Call the Question!

Casey Carl, City Clerk, City of Minneapolis

Meetings, motions, and minutes! It's all in a day's work for clerks. Are you responsible for keeping meeting procedures on track for City Council? Do your advisory boards have questions about how to process motions? Not sure what goes in the minutes? This introductory class will provide a firm foundation in the principles of parliamentary procedures based on Robert's Rules of Order, the most widely used and authoritative reference for proper procedures and meeting management.

***Times subject to change at the discretion of the Conference Staff.**
We will be operating under the guidelines recommended by the CDC and Minnesota Department of Health to ensure your health and safety.

16 Lead Simply

Holly Hoffman, Speaker, Author, Finalist of "Survivor Nicaragua"

MODEL. CONNECT. INVOLVE.

Leadership is not complex. Leadership at its core, is simple, but not always easy. A simple leadership framework consists of three words: model; connect; and involve. True leadership is not just words, its action. We must model the behavior we want to see, connect with the people you lead, and involve them as much as possible. During this presentation you will identify and discover what you want to see more and less of in your leadership skills to create that special team of people.

"Great leaders don't tell you what to do, they show you how it's done." —Unknown

A.T Group has been helping Minnesota cities make a difference in their employee benefits programs for over 35 years.
Stop by booth #310 or contact us today at 877-902-8898
A.T. GROUP
Employee Benefits – Covering Employees / Protecting Employers

Concurrent Sessions V: Thursday, 1:30 PM – 2:45 PM *

17 Understanding Your City's Demographics

Ellen Wolte, Research Scientist, Wilder Research

This session focuses on demographic trends and shifts in Minnesota with culturally responsive practical advice for clerks' day-to-day work. Join the Wilder Foundation to discover tips for using statewide data tools to understand your city's demographics and demographic shifts. Learn about innovative work being done at the city level regarding demographic and economic trends as they relate to the pandemic.

18 Human Trafficking

Richard Waller, Special Agent, and Lisa Smith, Victim Specialist, Federal Bureau of Investigation

Join a team from the Federal Bureau of Investigation Minneapolis as they present on the topic of Human Trafficking, a form of human slavery that must be addressed at the interagency level. It includes forced labor, domestic servitude, and commercial sex trafficking. The majority of human trafficking victims in the FBI's caseload are U.S. citizens. A Special Agent and Victim Specialists will share an overview of issues in Minnesota from the perspective of their Crimes against Children and Human Trafficking program, including adjudicated case examples, red flags for cities, and example ways to help.

19 Special Assessments - The Process You Love to Hate

Tammy Omdal, Managing Director, Public Finance, Northland Securities, and Jessica Green, Vice President, Public Finance, Northland Securities

This session will help you better understand the process and requirements for levying special assessments, including authority to issue bonds supported by special assessments. You will learn what are special assessments, how to manage the process, how to calculate assessments, and the key items related to managing assessments.

20 Payroll How-To

Lacey L. Smieja, Financial Services Specialist, Resource Training & Solutions, and Lisa Sova, League of Minnesota Cities

This Session will provide an introduction to general payroll practices, including onboarding new employees (and the required paperwork) and providing final payment to departing employees. We'll review payroll schedules, overtime, comp time, and mandatory and voluntary payroll deductions. Since each City follows different payroll procedures, we'll leave plenty of time for Q&A.

***Times subject to change at the discretion of the Conference Staff.**
We will be operating under the guidelines recommended by the CDC and Minnesota Department of Health to ensure your health and safety.

2021 Planning Committee

CHAIR, Martin Bode
City of Rockville
Kari Carlson
City of Slayton
Amy Domeier
City of Hopkins
Sandy Engdahl
City of Plymouth
Audra Etzel
City of Rockford
Kelly Geistler
City of Rochester
Kris Hasse-Linquist
City of Minnetrista
Wyatt Kemper
City of St. Martin
Daphne Maras
City of Albert Lea
Megan McNeal Hamilton
City of Burnsville

Devin Montero
City of Brooklyn Park
Jamie Oxley (Ex-officio)
League of Minnesota Cities
Linda Rappe (Ex-officio)
City of Kasson
Christina Regas
City of Blackduck
Marita Rhude
City of Barrett
Laurie Schell
City of Barnesville
Kari Schreck
City of Lake City
Britt See-Benes
City of Virginia
Betsy Snyder
City of Milroy

Angie Storlie (Ex-officio)
MCFOA Administrative Asst.
City of Bigfork
Kathy Summer
City of Alexandria
Kary Tillman
City of Zimmerman
Sue Uhrinak
City of Cass Lake

St. Cloud State University Staff
Gail Ruhland
Logistics, Sponsorship, Exhibitors, Advertising
Jennifer Janasie
Program Sessions
Roxann Neu
Conference Support / Registration
Charlotte Kastanek
Conference Support

ST. CLOUD STATE UNIVERSITY
Center for Continuing Studies
720 Fourth Avenue South, BH 211
St. Cloud, MN 56301-4498

Contact:
Gail Ruhland, 320-308-5759
gmruhland@stcloudstate.edu
Jennifer Janasie, 320-308-3050
jjanasie@stcloudstate.edu

Indicia

MCFOA Annual Conference

Conference
June 15-18, 2021

Exhibit Show
June 17, 2021

Best Western Plus Kelly Inn / Rivers Edge Convention Center St. Cloud, MN

Sponsored by:

NORTHLAND PUBLIC FINANCE

EHLERS LEADERS IN PUBLIC FINANCE

bakertilly

BOLTON & MENK Real People. Real Solutions.

4M FUND Sponsored by the League of Minnesota Cities

A.T. GROUP Employee Benefits – Covering Employees / Protecting Employers