



# Kentucky Derby

MoCCFOA 2024

March 10–14,  
2024

New Clerks  
Master Academies  
Spring Institute  
.....  
Columbia, MO







# Master Academies

## GRACE NOTES

The actionable tool to boost meaning & mattering. Grace notes or actions we take to say I see you, here's why, and how you matter. They express our sincerest thoughts about one another at all stages of our lives journeys. For members of MOCCFOA, they are a tangible and personalized way to help people in the entire trade group foster more meaning in mattering.

## GRANT WRITING

This 4 hour workshop will explore where to find and how to select feasible grant opportunities, the basics of writing grant proposals, as well as trends in grant related giving and how to position one's entity for success given these trends and areas of focus.

## GRANT MANAGEMENT

This topic will address the importance of planning, public involvement and personnel for use in grant application. This is critical to receive a higher score based on the scoring criteria for the funding agency. Over the speakers 26 years, grant applications have become more complexed and competitive. This is why following the three P's is critical.



# THE SCHEDULE

SUNDAY

03.10.24

9:00 AM-5:00 PM - Master Academy - MMC 6 - Grace Notes

MONDAY

03.11.24

8:00 AM- 12:00 PM - Master Academy - MMC 3 - Grant Writing

8:00 AM- 12:00 PM - New Clerks - CMC 4 - Sunshine Law

1:00 PM- 5:00 PM - Master Academy - MMC 3 - Grant  
Management

1:00 PM-5:00 PM - New Clerks - CMC 4 - Clerks Training

TUESDAY

03.12.24

8:00 AM- 10:00 AM - Spring Institute - CMC 2 - Emotional  
Intelligence & Communication Styles

10:00 AM- 12:00 PM - Spring Institute - CMC 2 - Workers  
Compensation Training from MIRMA

1:00 PM- 3:00 PM - Spring Institute - CMC 2 - FMLA & ADA  
Training

3:00 PM-5:00 PM - Spring Institute - CMC 2 - Missouri Ethics  
Commission Training

WEDNESDAY

03.13.24

8:00 AM- 10:00 AM - Spring Institute - CMC 2 -3 G's- Grace, Grit,  
& Gratitude

10:00 AM- 12:00 PM - Spring Institute - CMC 2 - Liquor Licensing

1:00 PM- 3:00 PM - Spring Institute - CMC 2 - Record Panel of  
Archivists

3:00 PM-5:00 PM - Spring Institute - CMC 2 - Notary Training

THURSDAY

03.14.24

8:00 AM- 10:00 AM - Spring Institute - CMC 2 - Cyber Security

10:00 AM- 12:00 PM - Spring Institute - CMC 2 - Economic  
Development Planning: Strategies for Success





# **New Clerks'**

## **SUNSHINE LAW**

**During this class, we will take a deep dive into the Missouri Sunshine Law and discuss requirements for public meetings, public notices, voting, meeting minutes, record requests, and special rules for law enforcement records. We will discuss best practices and nuances of the Missouri Sunshine Law. If time allows, we will also discuss ethics and conflict of interests and local government authority and limitations.**

## **NEW CLERKS BASICS**

**Experienced Clerks JoAnn Cova and Leesa Ross will go over the basics of being a City Clerk which include the various types of governments; the role of a city clerk; boards and commissions; agendas, minutes, ordinances, and resolutions. The presentation will conclude with a basic summary of the rules of parliamentary procedure and common mistakes made regarding those rules. This session will be comprised of clerks who have only been around for a year or two, brand new clerks, and some who are just about to become a clerk, so please feel comfortable asking questions and get involved in the discussions!**

## **CLERK'S MIXER**

**Please join us for a Clerks Social on Sunday March 10 at 5:30 PM in the Piccadilly Room. There will be drinks, appetizers, and games. This will be a time for you to mingle and get to know the Executive Board as well as other clerks from surrounding municipalities. We look forward to seeing all of you there!**





# Spring Institute

March 12, 2024

## **EMOTIONAL INTELLIGENCE & COMMUNICATION STYLES**

Breaking down communication. Includes the importance pitch, tone, and ACTIONS. Also reviewing the six barriers to problem solving. Candy brings you lots of tools and tricks to help you master communication and be aware of emotional intelligence.

## **WORKERS COMPENSATION NITTY GRITTY**

This class will bring you through the entire MO WC process from start to finish from the perspective of the adjuster and explain the things we need, how we handle the claim, litigated cases, settlements and how the employer can assist and hopefully give insight to the good the bad and the ugly, but hopefully mostly the good.

## **NAVIGATING WORKPLACE RIGHTS: A GUIDE TO FMLA AND ADA COMPLIANCE**

In our comprehensive presentation on the Americans with Disabilities Act (ADA) and the Family and Medical Leave Act (FMLA), we delve into crucial aspects of these two significant pieces of legislation that shape the landscape of employment rights in the United States. Our presentation provides a thorough understanding of ADA's provisions, emphasizing the importance of reasonable accommodations and the legal obligations employers bear in ensuring equal opportunities for individuals with disabilities. Simultaneously, our exploration of the FMLA, enacted in 1993, illuminates its role in providing eligible employees with job-protected leave for specific family or medical reasons. Participants will gain a nuanced understanding of how ADA and FMLA intersect and complement each other, equipping them with the knowledge needed to navigate complex workplace scenarios with confidence and compliance.

## **MISSOURI ETHICS TRAINING COMMITTEE**

This training session is designed to assist clerks and local election authorities. In this presentation, the MEC's training team will discuss the annual MEC filing requirements and the process for preparing your political subdivision for a local election. This training will address the following requirements: Reporting your annual operating budget, passing a conflict of interest ordinance, and important deadlines for 2024.



# Spring Institute

March 13, 2024

## THE 3 G'S

Leadership in a team dynamic demands different styles for different people. In the constantly evolving dynamics of today's employment environments, the next steps are rarely crystal clear. However, three elements of leadership are universally effective: Grit, Grace, and Gratitude. Leading with Grit, Grace, and Gratitude creates an atmosphere where your people and your teams feel re-energized, validated, and appreciated.

## LIQUOR LICENSING

The Division of Alcohol and Tobacco will present a brief overview of the Divisions scope of responsibilities. Give a brief overview of what information Clerks can access via the internet or what information they can request regarding individual licensee's. This presentation will give in detail all new and revised laws pertaining to liquor licenses. This presentation will also detail changes in licensing checklist and requirements by our agency.

## RECORD PANEL OF ARCHIVISTS

Have you looked inside your full records room and wondered how to go about reclaiming the space? Or walked into a basement storage room and recognized mold on the surface of your record books? A call to local records at the Missouri Secretary of State office to provide the solution. This panel consists of field archivists from the local records program and city clerks to all discuss how they work together to remediate every day records, management issues, and the occasional disaster.

## NOTARY TRAINING

The purpose of this class is to provide information on Missouri's notary process. This class will outline the most recent changes regarding notary laws. We will discuss the difference between traditional in person notarizations and electronic notarizations as well as the requirements and the process to apply for each. In addition, we will go over the notary renewal process. We will discuss notarial journal requirements and also go over the process for remote online notarizations.





# Spring Institute

March 14, 2024

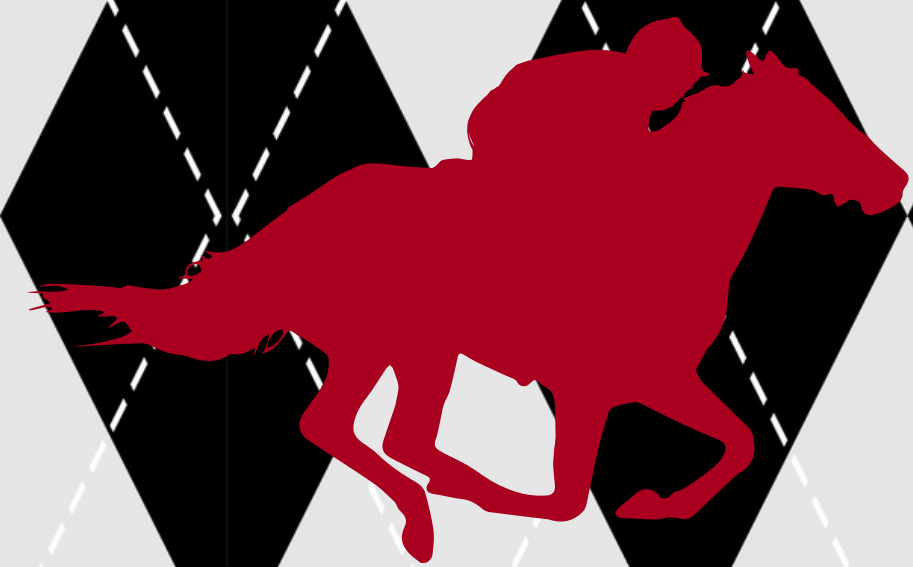
## **CYBERSECURITY FOR EVERYONE: NO IT DEGREE NEEDED**

Step into the world of cybersecurity with ease at our MoCCFOA conference session. Tailored for city clerks and financial officers, we break down cybersecurity into easy-to-digest pieces - and yes, we promise to keep the tech speak to a minimum! Discover simple, effective strategies to protect your municipality from digital threats, learn to ask vendors the smart questions (like, "Does this come with a superhero cape?"), and understand how insurance fits into the cyber puzzle. Join us for a session where learning about cyber protection is as easy (and enjoyable) as your morning coffee. Leave with valuable insights that will turn you into your city's cyber champion, no serious face required!

## **ECONOMIC DEVELOPMENT PLANNING: STRATEGIES FOR SUCCESS**

This structured presentation aims to provide a comprehensive overview of economic development planning, including the role of Regional Planning Commissions, the importance of comprehensive plans, planning and zoning considerations, and strategies for successful plan implementation using business incentives and grants. The inclusion of a Q&A session encourages engagement and allows for addressing specific concerns of the audience. Don't miss this chance to gain a competitive edge in your pursuit of grants and funding. Join us for a session that will help you chart a clear path toward achieving your goals and making a positive impact in your community.





# THE DETAILS

Hotel Holiday Inn Executive Center  
2200 I -70 Drive SW, Columbia, MO  
(573)-445-8531

[Click here](#) for electronic link to hotel booking. Please reserve by February 9th to guarantee group rate. Hotel is not included in your registration fee, you must contact the hotel directly to make reservations. In order to avoid state taxes be sure to provide the hotel with your tax exempt letter. If you will be paying with a credit card that you will not have with you, you must ask the hotel for a credit card authorization form in advance.

CODE: CCF

**Dress Code:** Business casual to sessions and semi formal for the banquet. Jeans may be worn but cannot be distressed or ripped. Please no t-shirts or shorts. Please feel free to dress comfortably for any other event and on Thursday morning for your drive home.

Division meetings are your opportunity to meet clerks that live and work nearest you. Join in on your division meetings throughout the year. Many divisions even have meetings throughout the Institute.

**What to Bring?**  
Clothes(casual, business casual, and semi formal). Pen and extra paper.  
Handouts from the Conference App.  
Business cards.

**Committees**  
Get involved in the Association. Sign up for committees by clicking the committee icon on the app and you will be directed to the online fillable committee application form.



## **Reception & Awards Banquet**

**Join us on March 13th to celebrate those who have attained certification levels, met hours of training milestones, and those who are being sworn in as officers. We will also be celebrating the 2024 Outstanding City Clerk. Reception starting at 6:30 PM.**

**Banquet to follow beginning at 7:30 PM. The banquet is included with the full Spring Institute registration. Guests will be charged an additional fee. If you do not plan to attend the banquet, please indicate that during online registration.**

## **Exhibit Hall**

**Visit the exhibit hall during breaks and exhibit hours! These businesses help us provide the outstanding programming you receive for the week, so show your support by checking out their business- they may be useful for your city!**

## **Hospitality Room**

**Join us in the hospitality room on March 11 and 12th from 7 PM to 10 PM; March 13 till 11 PM. This year the hospitality room is being sponsored by Southeast, Northeast, and Central divisions. Enjoy our open bar, music, games, and prizes. Every night will be a different race theme. Look for more information in the future.**



## **Conference App**

**We will be utilizing a conference app again this year. The app will be where you find all of your conference documents, power points, handouts, and speaker information. Print off what you need BEFORE the institute if you wish to have paper copies. Once we have it ready to go, you will receive an invite to join. Please download the app, then go in and personalize your contact information.**

## **Meals**

**The following will be the only meals and refreshments provided:**

- **New Clerks Institute-New Clerks Mixer and Luncheon**
- **Master Academies- no meals provided**
- **Spring Institute- Tuesday breakfast and lunch, Wednesday breakfast, lunch, and banquet, Thursday breakfast**

**If you have special dietary restrictions, contact Emelie Orlando at [orlando094@live.missouristate.edu](mailto:orlando094@live.missouristate.edu)**

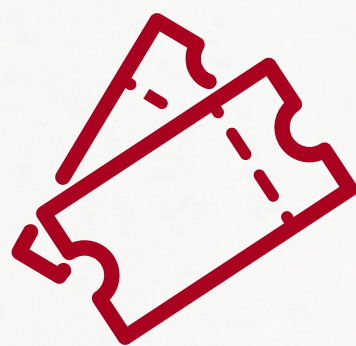
## **Evaluations/Certificates**

**Session and overall conference evaluations will be located on the conference app. Certificates will be issued after successful completion of Flexiquiz in each individual session.**

## **General Sessions**

**Doors will open 15 minutes before morning sessions. Please limit seat saving so that our new clerks can meet and mingle with seasoned professionals.**





# TICKETS

## IMPORTANT

- ALL REGISTRATION WILL BE DONE ONLINE, IF YOU CAN'T DO THIS PLEASE CONTACT EMELIE ORLANDO at [orlando094@live.missouristate.edu](mailto:orlando094@live.missouristate.edu).
- You do not need to pay for a banquet ticket if you register for the full Spring Institute- it is included. If you have a guest coming with you, you will need to purchase an additional ticket.
- Payments this year will be taken two ways. First, credit card online through registration, the other option will be to select a printed invoice through registration.
- There will be four separate links to registration(New Clerks, Master Academy 1, Master Academy 2, and Spring Institute), please make sure you register for each section you are attending.

Class	Date	Member Rate	Non-Member Rate	Register by clicking link below.
New Clerks Institute	Monday, March 11	\$125	\$125	<a href="#"><u>REGISTER</u></a>
Master Academy	Sunday, March 10	\$125	\$150	<a href="#"><u>REGISTER</u></a>
	Monday, March 11	\$125	\$150	<a href="#"><u>REGISTER</u></a>
Spring Institute	March 12, 13, & 14	\$205	\$230	<a href="#"><u>REGISTER</u></a>
	Tuesday, March 12	\$140	\$165	
	Wednesday, March 13	\$140	\$165	
	Thursday, March 14	\$70	\$95	
Banquet Ticket		\$40 per additional guest		

**CANCELLATION POLICY:** 30+ days in advance will receive a 100% refund. 15-29 days in advance will receive a 75% refund. 4-14 days in advance will receive a 50% refund. 3 days or less, including no shows, will receive no refund. Substitutions are allowed, please let us know the substitutes name. Speakers and topics are subject to change.