



**MUNICIPAL CLERKS CERTIFICATION
INSTITUTE
YEAR II – SERIES 14
October 16-19, 2023
Drury Inn – Santa Fe, NM**

**Total Institute Hours: 24
-PROGRAM-**

Monday, October 16

1:00 – 1:20 PM (1) **WELCOME** from CFOA President Rebecca Martinez and AJ Forte, Executive Director, NMML

1:10 – 5:15 PM (1) **STATUTES, ORDINANCES AND RESOLUTIONS**
The purpose of this session is to outline the budget process, suggested timeline, procedures for preparing the budget, identifying funding sources and their restrictions, and state required financial reporting procedures. It will include an overview of NM statutory requirements and deadlines.

Instructors: Gayle Jones, MMC, Retired Clerk/Administrator
Village of Bosque Farms

Lisa Johnston, MMC, Retired Asst. City Clerk
City of Artesia

3:00 – 3:15 PM ***TELEPHONE/COFFEE BREAK**

-DINNER ON YOUR OWN-

Tuesday, October 17

8:00 – 11:50 AM (2) **PROCUREMENT**
This session will provide an overview of the Procurement Code and its processes & requirements. It will focus on state & local laws/regulations as they apply to municipalities.

Instructor: Terry Gray, Treasurer & Finance Director
Town of Bernalillo

10:00 – 10:15 AM ***TELEPHONE/COFFEE BREAK**

Tuesday, October 17 – *continued*

11:50 – 12:15 PM

PROCUREMENT ASSISTANCE FROM NMML

The New Mexico Municipal League (NMML) can provide assistance with procurement issues. This session will review the services available to clerks, including assistance in drafting policies

Instructor: Paul Kippert, General Counsel
NM Municipal League

12:15 – 12:55 PM

LUNCHEON – Institute Participants

1:00 – 4:55 PM

(1)

PERSONNEL SYSTEMS FOR CITIES, TOWNS & VILLAGES

This session will assist participants to develop a fundamental understanding of the major roles & competencies of the public sector human resources function. It will convey the “why” of many processes and procedures and the “how” to decrease and minimize risk to the municipality.

Instructor: Loyola Martinez, HR Director
City of Rio Rancho

3:00 – 3:15 PM

***TELEPHONE/COFFEE BREAK**

4:55 – 5:15 PM

ASSISTANCE FROM NMML

The New Mexico Municipal League (NMML) will review the services available to clerks, including assistance in drafting a model personnel policies/procedures.

Instructor: Jared Najjar,
NM Municipal League

-DINNER ON YOUR OWN-

Wednesday, October 18

Joint with Academy

8:00 – 10:00 AM

(3)

COMPLETING THE BROADBAND HIGHWAY IN NEW MEXICO

Staff from OBAE will be covering information on the status of internet connectivity in New Mexico and how we can leverage federal funding to address the unconnected homes and businesses throughout the state. Approximately 77,000 New Mexico residents are classified as unserved, which means they do not have access to affordable high-speed internet and the FCC has created a multi-billion-dollar program to help every state address this issue. Participants will analyze ways for municipalities to identify specific needs in their community and to acquire funding to begin these projects and improve connectivity throughout the state.

Instructors:

Richard Govea, Broadband Project Manager
Office of Broadband Access and Expansion

Ovidiu Viorica, Broadband Project Manager
Office of Broadband Access and Expansion

10:00 – 10:15 AM

***TELEPHONE/COFFEE BREAK**

10:15 – 12:15 PM

(3)

NAVIGATING ETHICAL DILEMMAS: WOMEN IN THE MODERN WORKPLACE

While women in the U.S. generally enjoy a higher standard of living compared to their counterparts in many other countries, they still confront significant challenges. Gender prejudice persists as a pressing issue within the United States, evidenced by the underrepresentation of women in government, unequal pay for equal work, and a lack of female representation in decision-making roles. This presentation will focus on the necessity of gaining a comprehensive understanding of these challenges to effectively address them. Participants will develop strategies for addressing these issues is not only crucial for achieving gender equality but also for fostering diversity of thought and experience, which, in turn, leads to enhanced problem-solving and more effective governance.

Instructor:

Dr. Roli Varma, School of Public Administration
University of New Mexico

12:15 – 12:55 PM

LUNCHEON – All Participants

Wednesday, October 18 – *continued*

1:00 – 4:55 PM

IT'S LIKE HERDING CATS: STRATEGIES TO HELP SURVIVE THE JOB OF MUNICIPAL CLERK

This session will cover a variety of topics aimed at leading a diverse department. Keeping your staff engaged and motivated often means that you are the main buffer and take on the heavy burdens. This session will be an in-depth look at how to create and maintain a healthy work environment, strategies for difficult employees, and how to reduce your stress

Instructor: Jennifer Rogers
Public Safety Psychology Group LLC

3:00 – 3:15 P.M.

***TELEPHONE/COFFEE BREAK**

4:55 – 5:15 PM

PUBLIC SAFETY ASSISTANCE FROM NMML

The New Mexico Municipal League (NMML) can provide guidance with public safety issues for municipalities. This session will review the services available to clerks, including assistance in drafting policies

Instructor: Tim Johnson, Public Safety Director
NM Municipal League

-DINNER ON YOUR OWN-

Thursday, October 19

Joint with Academy

8:00 – 9:00 AM

(1)

UPDATE ON FINANCIAL COMPLIANCE

Auditor Maestas will present an in-depth, data-driven, view of the municipal Audit Act requirements, including recent data on problem spots and recurring findings; a recap of the recent Audit Awards; financial control solutions for short-staffed offices dealing with segregation-of-duties issues; recent developments in asset collateralization; opioid-settlement funds and approved uses; and 12-6-6 notifications of potential criminal violations to the OSA. Participants will develop best practices for financial compliance and reporting.

Instructor: Joseph M. Maestas, State Auditor
Santa Fe

Thursday, October 19 – *continued*

9:00 – 12:15 PM

(1)

OPEN MEETING ACT (OMA) and INSPECTION OF PUBLIC RECORDS ACT (IPRA)

This session will provide an in-depth look at the requirements of the NM Inspection of Public Records and Open Meetings Acts, the recent legislative and court case changes, and will highlight the Municipal Clerk's responsibilities in helping municipalities meet the requirements of both laws. Participants will learn techniques for handling requests to inspect public records & ensuring Open Meetings Act compliance at meetings of municipal governing bodies.

Instructors: Representatives from the NM Attorney General's Office
Santa Fe

10:30 – 10:45 AM

***TELEPHONE/COFFEE BREAK**

*It is requested that all telephone calls be done during this time period to prevent class disturbance.

12:15 pm

INSTITUTE ADJOURNS