



# MASTER MUNICIPAL CLERK ACADEMY

October 17-19, 2023

Drury Inn – Santa Fe

**TOTAL ACADEMY HOURS: 16**

## **-PROGRAM-**

### **TUESDAY, OCTOBER 17**

12:00 PM

**LUNCH ON YOUR OWN**

1:00 – 3:00 PM

(2)

#### **INSPECTION OF PUBLIC RECORDS ACT (IPRA) UPDATES**

This session will provide details of the changes to the IPRA statutes enacted in the 2023 Legislative session and recent court rulings. Participants will analyze how these changes will impact their procedures for filling IPRA requests.

*Instructor:*

Rebecca Martinez, MMC, Clerk, City of Rio Rancho  
CFOA President,

3:00 – 3:15 PM

**\*TELEPHONE/COFFEE BREAK**

3:15 – 5:15 PM

(2)

#### **BUSINESS LICENSES AND REGISTRATIONS: A PANEL DISCUSSION**

This session will examine business licenses and business registrations in a municipality. Participants will evaluate when to issue a license vs a registration and analyze best practices for the various types of registrations, including Cannabis licensing.

*Panelists:*

Amelia Maldonado, MMC, Deputy Clerk  
City of Hobbs & CFOA Vice-President  
Nadine Mirales, CMC, Clerk  
City of Carlsbad  
Jamie Wall, CMC, Clerk/Treasurer  
Village of Fort Sumner & CFOA President-Elect  
Christine Rivera, CMC, Clerk  
City of Las Cruces  
Renee Martinez, MMC, Deputy Clerk  
Town of Red River  
Georgiana Rael, MMC, Clerk/Administrator  
Town of Red River & CFOA Immediate Past President  
Michael Limon, Deputy Clerk  
Village of Tijeras

5:30 PM

**EVENING ON YOUR OWN**

**WEDNESDAY, OCTOBER 18**

***Joint with Institute***

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 under-representation 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 Institute***

8:00 – 9:00 AM

(1)

**UPDATE ON FINANCIAL COMPLIANCE**

Auditor Maestas will present a 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**

**12:15 pm**

***ACADEMY ADJOURNS***

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