



'WINGS' CCMFOA NEWSLETTER

PRESIDENT'S MESSAGE



Autumn is upon us!! My favorite time of year. There is a crispness in the air, the leaves begin to turn colors and the world begins its annual change.

Speaking of "change" don't forget about the IIMC Conference to be held in Hartford, Connecticut next May. The theme for this conference is "Seasons Change and So Do We." So as the seasons are changing look around at your job and how much has changed over the years, or just over the past few months. The IIMC Conference is a wonderful opportunity to benefit from some quality education sessions and speakers. You will gain new insights and tools and will come home pumped and energized to take on those changes.

Closer to home is our very own Institute and Academy coming up in November. Make a note of these dates and be sure to attend. If you are working on your CMC be sure to attend Institute to help you get those needed points. Working on your MMC? Be sure to attend Academy. If you already have your designations attend Academy for the sessions and speakers. We try to schedule speakers that are pertinent to the issues clerks deal with on a daily basis to ensure that you have up to date information. The rules change just like the leaves do!!

Kansas/IIMC Municipal Clerks (Years 1, 2 and 3) Certification Institute
Nov. 3-7, 2014

Kansas/IIMC Municipal Clerks (Year 4) Certification Institute
Nov. 5-7, 2014

Kansas/IIMC Master Municipal Clerks Academy
Nov. 6-7, 2014

Beginning in 2016 our venue for the Spring Conference and Institute/Academy will be changing to the DoubleTree hotel on the West side of Wichita. Without our knowledge the Marriott booked our normal timeslot for 2016 to a different group. This left CCMFOA with no location for Institute/Academy.

The Board had discussed the possibility of looking at the DoubleTree for future meetings this past June at our meeting because of complaints we have been getting about the rooms and because of the ever increasing cost of food. This was before we found out about the booking issue. So this pushed our calendar up a little faster than we originally intended.

The fact that the Marriott gave the time slot that we have had for quite a few years to another group without the courtesy of even calling Gayle beforehand made us feel that our patronage wasn't as valuable as we felt it should be.

The DoubleTree used to be the airport Hilton. However it has been totally remodeled. That includes the sleeping rooms, not just the lobby. Our members will be pleased to know that the water in the showers is clear and hot. From previous meetings there, those of you who have attended know that we have always liked the theater style meeting room. That is a nice feature. Another room that is really nice is the Hospitality Room. It is upstairs away from the sleeping rooms. There are tables and chairs, a bar and fridge and windows with a nice view. The West side of Wichita has been steadily growing and has more restaurants and shopping than it had the last time we met there and the DoubleTree offers free shuttle service up to 3 miles out for those who do not want to drive their cars. Lastly, the timing of this change happens to coincide with a road construction project KDOT will be doing at Kellogg and Webb which would have made getting in and out of the Marriott chaotic.

More details will be provided as we get closer to the dates. But I think our members will actually enjoy a change after being at the Marriott for so long.

President's Message Continued - Page No. 2

Inside this issue:

President's Message	1-2
IIMC, Institute and Academy	2
Hugo Wall School on Facebook	2
Clerk of the Year Nominations Sought	3
Scholarship Opportunity	3
Retirements, Farewells and Announcements	4
CCMFOA Certification Institute/Academy Schedule	5
Education Opportunities	5
2015 Dues Statement	6

2014 Kansas/IIMC Municipal Clerks Certification Institute and Academy

A career educator and law enforcement practitioner will bring his leadership perspectives and experiences to the 2014 Kansas/IIMC Municipal Clerks Certification Institute and Academy in early November in Wichita.

John L. Sullivan, Ph.D., executive liaison to Homeland Security for the Palm Beach, Fla., Sheriff's Office, will talk about "Competencies that Lead: Inspiring Self-Leadership" at the Institute graduation banquet on Nov. 6. The following morning, Dr. Sullivan will continue his leadership development training with an Academy session. Dr. Sullivan, who joined the sheriff's office in 2008, has an extensive career in higher education, private consulting and federal law enforcement. He currently works in one of the largest sheriff's offices in the United States with nearly 4,000 employees and thousands of volunteers.

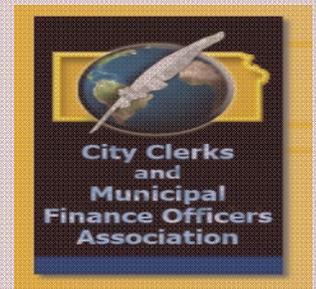
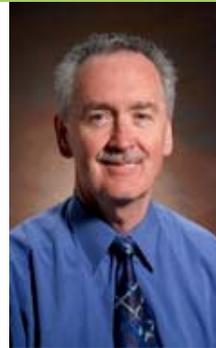
The former non-commissioned U.S. Air Force officer frequently assists government agencies develop and structure public-private agreements. The host of a satellite television talk show accredited for training purposes, Dr. Sullivan is an avid proponent of continuing professional education and a consultant to the criminal justice community internationally on emerging issues, new technology and internal security. Following a stint as a police officer in Olathe, Kan., Dr. Sullivan spent 25 years as a federal criminal investigator.

In addition to the leadership sessions, this year's Nov. 6 and 7 Master Municipal Clerks Academy features sessions on multi-generational workforce drama, the human resources life cycle, ways employees can beat internal controls, working with elected and appointed officials, building effective office teams, and an update on state legislative issues affecting municipalities. Robert Layton, City of Wichita city manager who has taught at Iowa municipal clerk trainings, is a new Academy speaker along with Deanna Carrithers, Hugo Wall School business manager. Past favorites Scot Loyd, CPA, and Dr. Marche Fleming-Randle, Wichita State University, are returning to the Academy speaker roster.

Two new topics have been added to the four-year Institute curriculum, November 3 to 7. Don Osenbaugh, KMIT, will teach "Getting the Maximum Use of the CCMFOA List Serv" and Mike Press, former Johnson County administrator and Institute Capstone judge, will present "The Clerk as Whisperer: Calming Down Abrasive Leaders." New Institute presenters are Sandy Sipes, instructor, WSU Elliott School of Communications, and Randy Riggs, city manager, City of Newton.

The CCMFOA business meeting is scheduled during Thursday's luncheon. All events are at the Wichita Marriott Hotel. For details on schedules, hotel rooms and early registration deadlines, go to www.ccmfoa.org or contact Gayle Martin, CCMFOA Education Director, WSU Hugo Wall School of Public Affairs, (316) 978-6541, gayle.martin@wichita.edu.

Year 1 through 3 Institute attendees are encouraged to contact their county clerk or election officer to make arrangements to vote in advance for the Nov. 4 Kansas general election.



Clerk Information on Facebook:

To get the latest news and photos from the Hugo Wall School of Public Affairs – including city clerk training events – Like "Hugo Wall School" on Facebook. Go to Facebook and enter "Hugo Wall School" and choose "Like" so you can join fellow clerks and other municipal government friends on social media.



PRESIDENT'S MESSAGE:

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The Kansas League of Municipalities Conference is right around the corner; October 11-13. I know many of our Clerks and Finance Officers attend this conference regularly already, but if it isn't one that you normally attend you may want to check it out. This is another great source of education and training. Also, it counts as points towards your CMC or MMC if you are working towards those designations. CCMFOA also has a booth at the LKM Vendor Fair. If you will be attending the League Conference and can help with the booth please let either Martha Sumrall from Mission or Debbie Price from Marysville know.

I'm looking forward to seeing all of you, either at the League Conference or at Institute/Academy. Enjoy the cooler weather, the changing colors of the leaves, apple cider, pumpkins and everything else the Season has to offer. And until I see you again . . . **Happy Fall Y'All!!!!!!**

Bobby

2015 CITY CLERK/FINANCE OFFICER OF THE YEAR

Nominations Sought

CCMFOA – 2015 City Clerk/Finance Officer of the Year
Nominations Sought
Mildred Vance City Clerk/Municipal Finance Officer of the Year

Now is the time to begin thinking about the process to select the “Mildred Vance City Clerk/Municipal Finance Officer of the Year” who will be announced in March 2015 at the CCMFOA Spring Conference. Nominations may be submitted by a fellow City Clerk or Finance Officer, Mayor/Council Member, City Manager/Administrator, or a fellow employee.

The information and nomination form for this prestigious annual award are on the CCMFOA website at www.ccmfoa.org. We were honored last year with the selection of David Bryant, MMC, City Clerk of Lenexa, who will be assisting me on the Selection Committee along with Missouri Clerks/Finance Officers Association President, the Illinois Clerks Association President, and a League of Kansas Municipalities representative.

The completed nomination form is to be mailed to me for receipt **no later than January 1, 2015**. Include as much information as possible in each category, as points awarded are vital in the final computation of judging standards. The Missouri and Illinois presidents, as well as the LKM representative, are not always familiar with the nominee, so it is very important to provide as much information as possible.

If you have any questions, please contact me at 620-872-5322 or by email at scottcty@pld.com

Brenda K. Davis, MMC
Chair of the Award Committee

SPRING CONFERENCE SCHOLARSHIP OPPORTUNITY!

Spring Conference is still months away, but it is not too early to consider applying for the conference scholarship. **The application period is December 1, 2014 through February 1, 2015.** Applicants must be an Association member in good standing; must be a City Clerk, Assistant City Clerk or Deputy City Clerk; and must submit a written statement of why you want to receive the scholarship. There will be no restriction on the size of the city; class 1, 2 and 3 cities are eligible. Only one scholarship will be awarded per city for the same year, and preference will be given to a first time attendee.

Applications should be submitted by mail to the Association Treasurer at the address listed below. For additional information on this scholarship, please feel free to contact Martha Sumrall at 913-676-8355 or msumrall@missionks.org

Martha Sumrall
City of Mission
6090 Woodson
Mission, KS 66202



Retirement Announcements

&

Farewell Receptions



Retirement Announcement:

Rita Hoag, City Clerk, City of Bonner Springs has announced her retirement. Her last day with the City will be December 12, 2014.



When someone as outstanding as Deb Mootz, former City Clerk, City of Roeland Park announces that she will be leaving City employment and venturing into the private sector, it was sure to grab the attention of many. David Bryant, Kathy Axelson, Elizabeth Kelley, Kelly Bohon, Marian Cook, and Bobby Busch (Left to Right) attended a farewell reception for Deb on Thursday, August 7, 2014, to celebrate Deb's many achievements and accomplishments while working for the City. Deb's services have been retained on a part-time basis for the purpose of doing the Treasurer duties and interim consulting.



Achievements!

Congratulations to Jocelyn Reid, city clerk, City of Maize; and Doreen Wisdom, deputy city clerk, City of Olathe who earned the **Certified Municipal Clerk** designation from the International Institute of Municipal Clerks. Congratulations on the outstanding accomplishment.

KS/IIMC Certification Institute and Master Academy Program

2014 Training Opportunity

Kansas/IIMC Certification Institute
November 3-7, 2014
 Wichita Marriott Hotel
 9100 Corporate Hills Drive, Wichita, KS

TENTATIVE SCHEDULE
 7:30 a.m. Monday-REGISTRATION OPENS

INSTITUTE YEARS 1, 2 and 3 (Nov. 3-7)
 Classes will begin at 7:30 a.m. or 8:00 a.m. and conclude no later than 5:30 p.m.

➤ YEAR 1

- Knowledge Transfer Action Plan (KTAP) Work Sessions
- Introduction to Local Government
- Working with Your Governing Body
- Revenues and Fiscal Management
- Municipal Accounting
- Budgeting Basics
- Introduction to Municipal Law
- Safety Issues & Workers' Compensation
- Records Management
- Agenda and Minutes
- Understanding Environmental Challenges of Kansas Communities
- Positive Public Relations
- Written Communication on the Job
- Listening Skills
- What Every Municipal Clerk Needs to Know About Elections
- Excellence in Customer Service
- Practical Tips for New City Clerks and Finance Officers
- Parliamentary Procedure
- Security in the Workplace

➤ YEAR 2

- KTAP Work Sessions
- Human Resource Practices: The Performance-Management Cycle
- Organizational Culture and Municipal Government
- Leadership Skills for Public Service
- Community and Government Partnerships
- Human Resource Practices: Performance Management Cycle
- Establishing Internal Controls
- Municipal Bond Basics

Year 2 Institute continued

- Legal Aspects of Human Resource Management
- Working Effectively in Teams
- Small Group Communication and Facilitation
- Effective Presentation Skills
- Written Communication on the Job
- Communication: Crossing Sex, Culture and Generation Boundaries
- Emergency Management
- Time Management
- Ethics and Values in Local Government
- How to Conduct a Job Interview

➤ YEAR 3

- Working with the Legislature
- Building Partnerships: Positive Political Skills at City Hall
- Projecting Revenues
- Legal Aspects of the Administration Process
- Government Technology Update and E-Government Issues
- Conflict Resolution and Group Dynamics
- Different Gifts: Myers-Briggs Type Indicator in the Workplace
- How to be an Effective Public Speaker
- Specialized Writing Skills
- What's Your Career Path?
- Group Decision Making
- Zoning and Planning for Municipal Clerks and Finance Officers
- Media and Local Government
- Setting and Achieving Goals
- Applying Your Knowledge at City Hall: Capstone Course

➤ YEAR 4

- INSTITUTE YEAR 4 (Nov. 5 + Academy)**
 Wednesday: 8 a.m. – 5:30 p.m.
 Thursday-Friday: See Academy schedule
- Dealing with Difficult People
 - The City Clerk as Community Educator
 - Managing Personnel Policies
 - Advanced Records Management

Year 4 participants must also attend all Master Academy sessions and the graduation banquet to complete the additional required contact hours.

Master Municipal Clerks Academy
November 6-7, 2014
 Tentative Schedule

➤ THURSDAY

- 7:00 a.m. REGISTRATION & continental breakfast
- 7:30 a.m. CMC, MMC – Certification How To*
- 8:00 a.m. It Takes 4 to Tango
- 10:15 a.m. The State Checkbook: Effects of the New Tax Policy
- 12 noon LUNCH AND CCMFOA BUSINESS MEETING*
- 1:15 p.m. 10 Ways to Beat Internal Controls: Be on the Lookout
- 3:15 p.m. The HR Life Cycle: Hiring, Firing & Retiring
- 5:15 p.m. ADJOURN
- 6:00 p.m. RECEPTION & GRADUATION BANQUET (mandatory attendance)
- FRIDAY
- 7:00 a.m. Continental breakfast
- 7:30 a.m. CCMFOA committee meetings*
- 8:00 a.m. Leadership Development is Self-Development
- 10:00 a.m. Statehouse Legislative Update
- 11:00 a.m. Workforce Drama: Dealing with Generations X, Y and Sometimes Z
- 12:30 p.m. ADJOURN
- *these sessions do not offer contact hours

Institute & Academy registration fees include tuition, course materials, continental breakfasts, refreshment breaks, lunches and the mandatory graduation reception and banquet.

REGISTRATION

Open to CCMFOA members and those currently eligible to join.

Name _____
 Title _____
 Credentials completed: _____CMC _____MMC
 Office Address _____
 City _____, State _____, Zip _____
 Office Phone _____/Fax _____
 E-mail _____
 Date of Birth _____

Check all that apply.

- Institute Year 1 Year 2 Year 3
 Early registration: \$400
 Registration: \$575 on or after 10/20/2014.
- Institute Year 4 (Includes Academy registration)
 Early registration: \$300
 Registration: \$412 on or after 10/20/2014.

Academy

- Early registration: \$280
 Registration: \$350 on or after 10/20/2014.
- Non-member Surcharge: \$75
 See CCMFOA Membership section
- Business Meeting Luncheon: \$20
 Thursday, November 6, 2014
 (If not enrolled in the Institute/Academy; deadline 10/30)
- Graduation Banquet Guest: \$28
 Thursday, November 6, 2014
 (If not enrolled in the Institute/Academy; deadline 10/30)
- Color 8" x 10" Institute Class Photograph: \$16

\$_____ TOTAL PAYMENT Enclosed. Bill my city.

Online: Go to www.ccmfoa.org and choose the Institute/Academy link under Education effective Aug. 22, 2014. By mail: Complete registration form and mail with payment or purchase order to: Institute-Academy, Conference Center, Box 136, Wichita State University, 1845 Fairmount St., Wichita, KS 67260. By fax: (316) 978-3064.

WHY ATTEND

"I attended Institute Year 1 three weeks after I was appointed. The institute provided the information I needed to do my job and led to my certification. I continue to connect with other clerks as we share our collective knowledge and resources."
 —Diane Brooks, CMC, City of McPherson

"The Institute is critical to career longevity for all new city clerks. In line with my personal commitment to lifelong learning and excellent public service, I also find the Academy speakers train us in critical issues, policies and procedures to help strengthen our communities."
 —Diane Brooks, CMC, City of McPherson

"The Institute offers an avenue of tailored education not available anywhere else."
 —Cynthia Martin, CMC, City Administrator, Topeka

"Completing Institute opened my interest in furthering my education not only to better myself but also to become a better resource for my community."
 —Tiffany Hanson, CMC, City Clerk, City of Harper

Institute and Academy sessions, both accredited by IMC, respond to the professional development needs of all municipal clerks in Kansas. The courses offer theoretical and practical guidance in public administration, social and interpersonal concerns, and special topics.

Clerks who enter the Certification Institute must complete a minimum of 120 contact hours (60 points) of education over four years. The points can be applied toward the Certified Municipal Clerk (CMC) professional designation as stipulated by the International Institute of Municipal Clerks (IIMC). The Master Municipal Clerks Academy provides 12 contact hours of instruction toward the IMC Master Municipal Clerk (MMC) professional designation.

Accredited by  For more information on certification, see the Education Section, www.iiimc.com

PAYMENT

Payment can be made by check or money order. Purchase orders also are accepted. No credit card payments are accepted. Registrations without accompanying payment will be invoiced. Payments not received within 30 days after the event are subject to a 25% late fee. Payments not received within 60 days or more are subject to an additional 25% late fee.

SCHOLARSHIPS

A limited number of scholarships are available for CCMFOA members to attend Institute or Academy. For more details and application deadlines, go to ccmfoa.org or contact Martha Sumrell, City Clerk, City of Mission, msumrell@missionks.org, (913) 676-8235.

CANCELLATIONS

All cancellations must be in writing (mailed, faxed or e-mail). 1st, 2nd, and 3rd year cancellations received on or before October 27, 2014 will receive a full refund. 4th year cancellations received on or before October 29, 2014 will receive a full refund. Academy cancellations after the above dates will be subject to a 25% administrative fee. No refunds or cancellations 24 hours prior to event. Substitutions are welcome.

SURCHARGE FOR NON-MEMBERS

City Clerks who are not members of the City Clerks and Municipal Finance Officers Association of Kansas (CCMFOA) will be charged a surcharge of \$75 for attending the Certification Institute or the Academy. If you become a member prior to the event, you will not be responsible for the surcharge.

CCMFOA MEMBERSHIP

Membership dues are \$75 for cities of the 1st class, \$90 for cities of the 2nd class, and \$25 for cities of the 3rd class. Membership details including an application and instructions can be found at www.ccmfoa.org.

HOTEL ACCOMMODATIONS

A block of sleeping rooms for participants is reserved at the Wichita Marriott Hotel, 9100 Corporate Hills Drive, Wichita, KS 67207. Room rates are \$98 plus state and local taxes for single occupancy if applicable. Please make your reservation directly with the hotel by calling the Reservation Desk at (316) 831-0333. Identify yourself as being with the "City Clerks" when making your reservation. If your room reservation is not received by October 29, 2014, availability cannot be guaranteed. Check-in time is on or after 4 p.m.

SPECIAL ACCOMMODATIONS

Persons needing special accommodations, please contact Gayle Martin, (316) 978-6344 prior to October 27, 2014.

ADDITIONAL INFORMATION

Contact State Health, Children Services and Education Director, Hugh West, Director of Health and Public Affairs, Wichita State University, 1700 W. 16th, Wichita, KS 67260-0001.

Refer to www.ccmfoa.org for updates

Notice of non-discrimination: Wichita State University, including its Board of Regents, does not discriminate in its educational programs and activities on the basis of race, sex, color, religion, national origin, or age. Wichita State University is an affirmative action/equal opportunity institution. For more information, contact the Director of Human Resources, Wichita State University, 1700 W. 16th, Wichita, KS 67260-0001.

KANSAS/IIMC

Municipal Clerks
 Certification Institute
 (Years 3-7, 2014, 2014
 (Year 4)
 November 5-7, 2014

Master Municipal Clerks Academy
 November 6-7, 2014



WICHITA STATE UNIVERSITY
 HUGH WEST SCHOOL
 OF PUBLIC AFFAIRS

ADDITIONAL TRAINING OPPORTUNITIES



- **League of Kansas Municipality Conference: Wichita, Kansas October 11-13, 2014.**
- **LKM Webinar Training: “New City Clerks Overview”**
Overview will discuss the importance of agendas, minutes, and record retention policies and review the Kansas Open Records Act.

October 16
10:30 a.m. to 11:30 a.m.
Register for the training at: <http://www.lkm.org/register/hottopic/>
- **Understanding Your Government’s Financial Statement Under the 2015 Kansas Municipal Audit and Accounting Guide (KMAAG)** will be presented by Swindoll, Janzen, Hawk & Loyd, LLC’s [Scot Loyd, CPA, CGFM, CFE, CGMA](#). This presentation will give Cities the attention they deserve in order to better understand their own government’s financial statement. This qualifies those in attendance for 7 CPE unities.

Date

November 14, 2014 – Cities

Location

Ballroom (5th level) of the [McPherson Opera House](#) in McPherson, KS.

Cost

\$149 per attendee

Even if you have attended this training in the past, this fall session will provide another level of detail-drilling down into your specific government:

- 2015 Kansas Municipal Audit and Accounting Guide (KMAAG) changes
- We will continue our conversation on how to recognize FRAUD & material misstatements in your financial statement through “Best Practices” of other governmental entities and external auditors
- Linking your records to your government’s financial statement (including the notes) – covering cash, investments, revenue, expenditures, payroll and debt
- **NEWLY ADDED:** Sales Tax issues associated with your government

The seminar will begin at 9:00 a.m. and end no later than 4:31 p.m. A light breakfast will be provided; however, lunch is on your own at one of McPherson’s great eating establishments.

If you would like to register for the City KMAAG Seminar in November, please visit our website at <http://www.sjhl.com/KMAAG>.

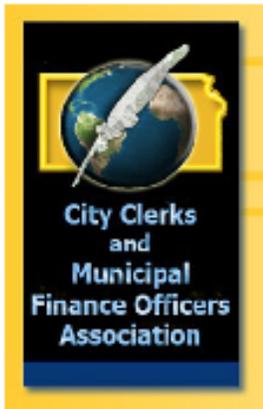
Questions Concerning the Training—Contact:

Caitlin Hitchcock

Swindoll, Janzen, Hawk & Loyd, LLC

123 South Main, P.O. Box 1337 | McPherson, KS 67460-1337

Phone [620.241.1826](tel:620.241.1826) | Fax [620.241.6926](tel:620.241.6926) | Email chitchcock@sjhl.com



**CITY CLERKS AND MUNICIPAL FINANCE
OFFICERS' ASSOCIATION OF KANSAS
2015 ANNUAL DUES STATEMENT**

MEMBERSHIP PERIOD 1/1/2015 through 12/31/2015

Make Checks Payable To: CCMFOA of Kansas

Mail To:

CCMFOA of Kansas

CCMFOA

c/o Central National Bank

P.O. Box 329

Concordia, KS 66901

**BE SURE YOU USE THE
CORRECT REMIT TO
ADDRESS!**

Name: _____
Last Name First Name

Title: _____

Mailing Address: _____

City: _____ Zip: _____

County: _____ Work Ph: () _____

E-mail Address: _____

Signature: _____

Please Fill in the Correct Date:		
Year You Became a City Clerk:	_____	
Member of CCMFOA Since:	_____	
Are you a CMC or MMC (Circle One):	CMC	MMC

Amount Enclosed: (Please Circle the Correct Amount):	
First Class City:	\$75.00
Second Class City:	\$50.00
Third Class City:	\$25.00
Associate or Retiree*	\$25.00
<p align="center">*An Associate member is any member who is no longer serving in a position with a city. A Retiree is someone who has retired from a position eligible for membership in CCMFOA.</p>	

Office Use Only: Date Received: _____ Check #: _____