



# KANSAS CCMFOA WINGS NEWSLETTER FALL 2013



## PRESIDENT'S MESSAGE

Fall is here again and as a clerk it is spring cleaning for me. Due to how busy I have been since January through budget session it is time for me to clean up all my messes, i.e. filing, off the wall projects, Honey-do's, etc. But it is also time for learning...Midwest Public Risk (Health/Property Liability) Annual Conference, IIMC Region VII Annual Meeting, LKM Annual Conference, and the most important of them all Fall Academy and Institute. This year I am fortunate enough to be able to attend them all and look forward to all of the opportunities to learn new things or refresh my knowledge.

We have had several people wanting to be removed from the ListServ recently. The ListServ is a great place for clerks to get information from fellow clerks about a variety of topics, but remember these topics should be relative to your job. Also, it is helpful if when posting to the listServ, to make sure to put in the subject line the topic and if you only want info from a like city (i.e. city of the 2nd class) then put that in the subject line. This makes it easier to sort your email and remove groups items that are not relevant to you. One other big one is wishing people a great holiday weekend or happy Friday; while nice, it adds to the inbound emails of your fellow clerks and is against the ListServ policy. **Thank you to everyone for helping keep the ListServ relevant and effective.**

Hopefully, many of you will be able to attend the IIMC Certification Institute and Academy. The fall registration is available on line and don't forget about the scholarships. Again this year, we have not had many people submit letters for the applications and many are/were left open. If you know of a clerk that couldn't attend because they cannot afford the conference, please make sure to tell them about the scholarships, they are for you!

In the last week, while cleaning up my office, I spent a few minutes to scan the Wings Newsletters I received from Cheri Peine. She is also cleaning her office since she will be retiring in the next few weeks. I have added 25 newsletters from the 1980 - 1994. If you have any print newsletters, please send them to me and I will add them to the CCMFOA website. There are some great pictures in those old newsletters. In addition, I have some old pictures from different events that will be going up on the website as well.

This weekend I was fortunate enough to be able to attend the IIMC Region VII meeting in Independence, Missouri, with several other Kansas, Missouri and Illinois Clerks. There were even attendees from Mississippi, Michigan, Texas, and New Jersey. We held the IIMC Region VII Business Meeting and Athenian Dialogue. The Athenian was on "Nothing Daunted: The Unexpected Education of Two Society Girls in the West" by Dorothy Wickenden. It was a wonderful book about two women who took risks.

(Continued on page 2)

### Inside this issue:

President's Message	1 – 2
Clerk News	2
Institute & Education Director's Report	3
Kansas/IIMC Municipal Clerks Certification Institute	4 – 5
Kansas/IIMC Master Municipal Clerks Academy	6
2014 Mildred Vance Clerk of the Year Award Nomination	7
2014 CCMFOA Dues Statement	8
Region News	9
Mission Statement	10



## PRESIDENT'S MESSAGE

(Continued from Page 1)

The book was inspiring and the dialogue enlightening. If you haven't done a dialogue before, it's time! We will be hosting another dialogue in the Spring (2014 Conference) and hope to see more CCMFOA members there. Take a risk and join in on some enlightening discussions about leadership.

**Fun Fact - Definition of CITY CLERK according to Merriam-Webster Dictionary** - A public officer charged with recording the official proceedings and vital statistics of a city.

I don't know about you but that doesn't cover a 10th of what we do! Happy Fall to everyone, hope to see you in Wichita this November.

Deb Mootz

CCMFOA President



## CLERK NEWS AND ACHIEVEMENTS



**Leslie Warden, CMC - City Clerk - City of Haven** has earned the prestigious Certified Municipal Clerk certification from the International Institute of Municipal Clerks.

## GET YOUR SHOPPING ON...

As a reminder, the CCMFOA Silent Auction/Promotions Committee will have its annual silent auction at the Spring Conference in 2014. While you are shopping this holiday season, be on the lookout for items you may want to contribute to the region baskets. The funds earned from the silent auction will go toward educational scholarships. For questions or comments contact either one of the Co-Chairs, Martha Sumrall at [msumrall@missionks.org](mailto:msumrall@missionks.org) or Debbie Price at [cityclk@bluevalley.net](mailto:cityclk@bluevalley.net).

## INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

68th Annual Conference  
Milwaukee, WI  
Sunday, May 18 thru Thursday, May 22, 2014

Upcoming conference link:

<http://www.iimc.com/index.aspx?nid=165>



## DIRECTOR'S REPORT

**Gayle Martin**

**Institute and Education Director**

**City Clerks & Municipal Finance Officers Association of Kansas**



### **City Clerks' Training to Feature Former KCK Mayor, Sessions on Forecasting, Cyber Security**

Former Kansas City area mayor, Joe Reardon, will speak at the City Clerks and Municipal Finance Officers' Certification Institute graduation banquet November 14, 2013 in Wichita.

Reardon, an attorney with the McAnany Van Cleave and Phillips law firm, served as mayor of the Unified Government -Wyandotte County, Kansas City, Kansas, from 2005 to 2013. He was honored by his peers as 2012 Kansas Mayor of the Year. Among the accomplishments credited to Reardon are the opening of the Hollywood Casino, construction of the Cerner development at Village West and the City's selection as the first site for Google Fiber after a nationwide search by the company. He currently works in the areas of technology law, public policy and economic development.

The institute along with the Master Municipal Clerk Academy, is sponsored by CCMFOA of Kansas and the Hugo Wall School of Urban and Public Affairs, Wichita State University. Institute classes are scheduled November 11 through 15, and Academy is scheduled for November 14 and 15, at the Wichita Marriott Hotel.

The institute provides 33 to 35 contact hours toward Certified Municipal Clerk (CMC) certification and the academy offers 12 contact hours toward the Master Municipal Clerk (MMC) designation. Institute sessions range from security in the workplace, to establishing internal controls, to legal aspects of human resources management.

Financial forecasting and cyber security will be featured topics at the academy. Additional academy sessions will focus on federal health care reform, economic development and professionalism in the workplace.

More than 120 clerks from across Kansas will participate. Both events are endorsed by the International Institute of Municipal Clerks (IIMC).

The next statewide city clerks' training is the CCMFOA annual Spring Conference, March 10 through 14, 2014 in Wichita.

For more information, contact Gayle Martin, Hugo Wall School public affairs associate and CCMFOA education director, [gayle.martin@wichita.edu](mailto:gayle.martin@wichita.edu), (316) 978-6541.

### **Quotes**

*"A good leader takes a little more than his share of the blame, a little less than his share of the credit."*

**Arnold H. Glasow**

*"Obstacles are things a person sees when he takes his eyes off his goal."*

**E. Joseph Cossman**



# KANSAS/IIMC MUNICIPAL CLERKS CERTIFICATION INSTITUTE

## Kansas/IIMC Municipal Clerks Certification Institute

### Wichita Marriott Hotel

Years 1, 2 and 3 – November 11-15, 2013

Year 4 – November 13-15, 2013



#### 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
- Legal Aspects of Human Resource Management
- Working Effectively in Teams
- Small Group Communication and Facilitation
- Effective Presentation Skills
- Written Communication on the Job

(Continued on page 5)



## KANSAS/IIMC MUNICIPAL CLERKS CERTIFICATION INSTITUTE

(Continued from Page 4)

### YEAR 2 continued

- 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. 13 + 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 banquet on Thursday and Friday to complete the additional required contact hours.

**EARLY REGISTRATION deadlines for the Kansas/IIMC Municipal Clerks Certification Institute and Master Municipal Clerks Academy:**

**Years 1 through 4 – Sunday, October 27.**

**Academy - Wednesday, October 30.**

Online Institute/Academy registration is available at [www.ccmfoa.org](http://www.ccmfoa.org). Registrations can also be mailed or faxed. Please make checks payable to the "WSU Conference Center."

Payment can be made by check or money order. Purchase orders also are accepted. No credit cards payments are accepted.

The Marriott Hotel's "city clerk" room block deadline is Sunday, October 27. Availability of a hotel room (conference rate) at the Marriott after October 27 cannot be guaranteed.



## KANSAS/IIMC MASTER MUNICIPAL CLERK ACADEMY

### Master Municipal Clerks Academy November 14-15, 2013

#### THURSDAY

- 7:00 a.m. REGISTRATION & Continental Breakfast
- 7:30 a.m. CMC, MMC – Certification How To\*
- 8:00 a.m. Living with Margin in Your Life
- 10:15 a.m. Cyber Security: Reduce Your Risk
- 12 noon LUNCH AND CCMFOA BUSINESS MEETING
- 1:15 p.m. Financial Forecasting, Act Now or Pay Later
- 3:15 p.m. Health Care Reform Update
- 5:30 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. The Latest in Liquor Licensing
- 9:00 a.m. The Mayor's Top 5 Questions for Eco-Devo Partnerships
- 10:15 a.m. Legislative Initiatives for KS Cities
- 11:30 a.m. Professionalism in the Workplace
- 12:30 p.m. ADJOURN

\*these sessions do not offer contact hours

Register online at the City Clerks and Municipal Finance Officers Web site [www.ccmfoa.org](http://www.ccmfoa.org)

Information: Gayle Martin, CCMFOA Education Director, [gayle.martin@wichita.edu](mailto:gayle.martin@wichita.edu); (316) 978.6541

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## 2014 CITY CLERK/FINANCE OFFICER OF THE YEAR NOMINATIONS SOUGHT

### CCMFOA – 2014 City Clerk/Finance Officer of the Year Nominations Sought

#### Mildred Vance City Clerk/ Municipal Finance Officer of the Year



This year is going by way too quickly. It's getting dark earlier and the leaves will soon be changing colors and falling. That means it is time to begin the process to select the next City Clerk/Finance Officer of the Year to be announced in March 2014 at the CCMFOA Spring Conference. I'm excited to be coordinating the selection process. The information and application for this prestigious annual award can be found on the front page of the CCMFOA website at [www.ccmfoa.org](http://www.ccmfoa.org).

The Nomination form should be completed and mailed to me for **receipt no later than January 1, 2014**. Brenda Davis, MMC, City Clerk of Scott City, was chosen as the Clerk of the Year in 2013. She will be serving with me on the Selection Committee along with the President of the Missouri Clerks/Finance Officers Association, the President of the Illinois Clerks Association, and a Representative from the League of Kansas Municipalities.

Nominations may be submitted by fellow city clerks, finance officers, mayors, councilmembers, city managers/city administrators, or fellow employees. Points are awarded by the Selection Committee based on six categories: 1) Summary of why the nominee should be selected to receive the award; 2) Service/contributions to the Association; 3) Contributions to the profession; 4) Contributions to his/her community; 5) Professional development/education/training; and 6) Other information including honors, awards, education, and civic membership). The Missouri and Illinois Association Presidents and the League Representative are not always familiar with the nominee, so it is important to provide as much information as possible in each category. The award is based on service and/or contributions to the Association, to the profession of city clerk and/or finance officer, and to the community. Please read over the information and send in your nomination.

If you have any questions, please do not hesitate to contact me at 913-895-6151 or by email at [Marian.Cook@opkansas.org](mailto:Marian.Cook@opkansas.org).

Marian Cook, MMC  
Chair of the Award Committee

#### Past City Clerk of the Year Recipients

2010

2011

2012

2013

2014



Lana McPherson  
De Soto



Jerry Lovett-Sperling  
Lindsborg



Marian Cook  
Overland Park



Brenda Davis  
Scott City



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## CCMFOA 2014 DUES STATEMENT



**CITY CLERKS AND MUNICIPAL FINANCE OFFICERS'  
ASSOCIATION OF KANSAS  
2014 ANNUAL DUES STATEMENT**

Membership period 1/1/2014 through 12/31/2014

<u>Class of City</u>	<u>Amount</u>
1 <sup>st</sup> Class City	\$75.00
2 <sup>nd</sup> Class City	\$50.00
3 <sup>rd</sup> Class City	\$25.00
Associate Member*	\$25.00
Retiree**	\$25.00

\* 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.

<b>Name:</b>			
	<b>Last Name</b>		<b>First Name</b>
<b>Title:</b>			

<b>Mailing Address:</b>			
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<b>City:</b>		<b>Zip:</b>	
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<b>County:</b>		<b>Work</b>	(      )
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<b>E-mail Address:</b>			
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<b>Signature:</b>			
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**Please check if applicable:**

<input type="checkbox"/> New Clerk	<input type="checkbox"/> CMC (Certified Municipal Clerk)	<input type="checkbox"/> New CMC
	<input type="checkbox"/> MMC (Master Municipal Clerk)	<input type="checkbox"/> New MMC

<b>Amount Enclosed:</b>	\$	
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<b>Make checks payable to:</b>	CCMFOA of Kansas	
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<b>Mail to: Tabitha Sharp CCMFOA Treasurer</b>	<b>City of El Dorado P O Box 792 El Dorado, KS 67042</b>	<b><u>BE SURE YOU USE THE CORRECT REMIT TO ADDRESS!</u></b>
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<b>Office Use Only:</b>			
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<b>Date Received:</b>		<b>Check #</b>	
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## REGION NEWS



### REGION 4

On September 20, Region 4 met for what we hope will be the first of many future meetings! Region chair Tammy Seely, of McPherson, hosted the event. In attendance were region co-chair Stacey Crum of Concordia, Barbara Tuxhorn of Inman, and Kristie Trimble of Assaria. The group was also excited to welcome Denise Duerksen of Newton from Region 5. After a short video on workplace harassment, the group discussed I-9s, new hire questions, and exit interviews. Lunch was enjoyed at Courtyard on Main. We had a wonderful day sharing and learning. We are sorry more did not attend, and feel they missed out on an excellent training opportunity. We will be sure to notify all Region 4 clerks of the next meeting at a yet unidentified location, and hope you will make time to attend – it will be well worth your drive!



Pictured seated (L-R) Kristie Trimble, Assaria City Clerk; Barbara Tuxhorn, Inman City Clerk; and Denise Duerksen, Newton City Clerk. Back row standing (L-R) Stacey Crum, Concordia City Clerk; and Tamra Seely, McPherson City Clerk.





### *Our Mission Statement*

“Promoting Responsive and Responsible Government”

In order to promote responsive and responsible government, the City Clerks and Municipal Finance Officers Association of Kansas provides a comprehensive support network of professional development resources and education opportunities for the benefit of its members and the communities they serve; encouraging competency, integrity, efficiency and accountability in the delivery of local government services.

### CCMFOA WEBSITE

[www.ccmfoa.org](http://www.ccmfoa.org)

Document Library

ListServ Policy

Handbook & Bylaws

Photo Gallery



CCMFOA Wings Newsletter

David Bryant, Editor

C/O: City of Lenexa

P.O. Box 14888

Lenexa, KS 66285-4888

