

2012 Annual City and County Clerks' Academy & Institute: *Preliminary Program*

Sheraton Imperial Hotel and Convention Center, RTP

UNC School of Government

January 23-25, 2012

Agenda

Monday, January 23

Master Clerks Academy – I

7:45 a.m. **Registration and Continental Breakfast**

9:00 a.m. – 4:15 p.m. **Advanced Training Session for Clerks on the National Incident Management System and the Clerk's Critical Role in Emergency Management**
At the end of the day, you should better understand the important role that clerks play in the process.
Our presenters for this session are three persons who have extensive experience in emergency management and working with the National Incident Management System (NIMS):
Allan Cain, Cary Fire Chief
Barbara McCoy, Assistant Clerk to the Ashe County Board of Commissioners
Chris Perry, Johnston County Emergency Services Fire Marshal.

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Institute and Workshop for New Clerks

Auditorium with breakout room in afternoon 2:15)

- 7:45 a.m. **Registration and Continental Breakfast**
Make sure to get your "new clerk survival kit" when you register!
- 8:30 a.m. **Welcome**
A. Fleming Bell, II, Professor of Public Law and Government, UNC School of Government
Sherry Scoggins, President, NC Association of Municipal Clerks
Jeanette Deese, President, NC Association of County Clerks to the Boards of County Commissioners
- 8:45 a.m. **Laws That Affect the Clerk**
A. Fleming Bell, II Professor of Public Law and Government
- 10:00 a.m. **Break**
- 10:15 a.m. **Laws That Affect the Clerk (continued)**
- 11:45 a.m. **Lunch**
- 12:45 p.m. **The Ins & Outs of Minutes & Agendas**
A. Fleming Bell, II Professor of Public Law and Government
Taking minutes and preparing agendas are important parts of most clerks' professional responsibilities. This class presents some important do's and don'ts for the clerk to consider.
- 2:00 p.m. **Break**
- 2:15 p.m. **How Governing Boards Do Their Work**
This session reviews some of the legal procedures followed by governing boards with which the successful clerk must be familiar.
City Clerks: John M. Phelps, II, Senior Assistant General Counsel, NC League of Municipalities.
County Clerks: A. Fleming Bell, II Professor of Public Law and Government
- 3:30 p.m. **Orientation For New Clerks**
Learn from veteran clerks who are leaders of the city and county clerks' associations "what to do" and "how to do it."
- 4:30 p.m. **Not Your Typical Social Honoring New Clerks & First-Time School Attendees**
Watch for more information to come on this can't miss event!

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Tuesday, January 24

Master Clerks Academy — II

- 7:30 a.m. **Registration & Buffet Breakfast**
- 8:30 a.m. **Welcome**
- 8:45 a.m. **Boards and Commissions Management for the Experienced Clerk**
Part 1: The Purposes of Boards and Commissions
Vaughn M. Upshaw, Lecturer in Public Administration and Government
Part 2: Best Practices in Board and Commission Management:
A Panel Discussion – panel table and pass around mic
Barbara Morris, Catawba County
Karen Evans, Alleghany County
Wesley Barker, Town of West Jefferson
Penelope Spicer-Sidbury, City of Wilmington
- 10:15 a.m. **Break**
- 10:45 a.m. **Advanced Workshop on Quasi-Judicial Hearings: There's Nothing Else Quite Like Them!**
David W. Owens, Gladys Hall Coates Professor of Public Law and Government
- Noon **Lunch**
- 1:00 p.m. **Concurrent Business Meetings**
NC Association of Municipal Clerks
NC Association of County Clerks to the Boards of County Commissioners
All clerks are welcome to participate in these meetings, regardless of whether you are an association member.
- 2:00 p.m. **Break**
- 2:15 p.m. **Similarities and Differences in the Roles of Municipal and County Clerks: A Detailed Examination**
Part 1: Statutory Differences and Similarities
Part 2: Speaking from Experience: Panel Discussion Among Clerks Who Have Seen Both Sides (Each panelist has significant experience as both a county and a municipal clerk)
Regina Alexander, City of Southport
Kelly Baker, City of Salisbury
Thelda Rhoney, Town of Valdese
- 3:30 p.m. **Break**
- 4:00 p.m. **Diversity in the Workplace: Dramatizing Diversity to Build Intercultural Competence**
Intercultural trainer and storyteller **Charlotte Hamlin, Ph.D.**,
- 5:30 p.m. **Adjourn for the Day**

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Wednesday, January 25

Master Municipal Clerks Academy — II (*continued*)

- 8:30 a.m. Technical Writing Skills
Chris Robinson, Associate Vice President of Ashe Campus & Alleghany Center, Wilkes Community College
- 10:15 a.m. Break
- 10:45 a.m. Practical Writing Skills for Clerks: Sharing Your Jurisdiction's Message in written documents (i.e., proclamations, news releases, letters and other written communications with your customers)
Led by: Joni Powell, Holly Springs; Sabrina Oliver, Chapel Hill; and Kathy Hughes, Buncombe County
- 12:15 p.m. Institute Adjourns