



Thursday, November 16, 2023

MMC Academy II

Class Location: Beaufort Hotel

7:30-9:00	Breakfast
9:00-10:30	Internal Controls Rebecca Badgett , Teaching Assistant Professor, UNC School of Government Description: All local governments are at risk of fraud, such as asset misappropriation, financial statement fraud, and acts of collusion. Weak anti-fraud controls often directly contribute to allowing these acts of fraud to occur. Moreover, repeated internal control breakdowns and failures in accounting and financial management processes can land a unit on the Local Government Commission's watchlist. It is therefore essential that local governments have a proper internal control framework in place that promotes efficient operations and guards against risks of fraud, misuse, waste, and abuse. During this session, participants will learn how to apply the five components of internal control outlined in the GAO's "Green Book" to implement strong and effective internal control systems in their units of government.
10:30-10:45	Break
10:45-11:45	Clerk Panel: Onboarding New Board Members Moderated By Kristina Wilson , Assistant Professor of Public Law and Gov't, UNC School of Government Description: Clerks are often responsible for orienting new elected and appointed board members. Processes for providing this orientation vary widely by jurisdiction and it can be difficult to know best practices. Seasoned clerks will share their processes and tips and tricks in this interactive panel.
11:45- 1:15	Lunch/Concurrent Association Business Meetings
1:15-3:15	Talking to and Hearing from the Public: Public Notices, Public Hearings, and Public Comment Periods Kristina Wilson , Assistant Professor of Public Law and Government, UNC School of Government Description: Local governments are in constant conversation with the public, whether they are communicating <i>to</i> the public or hearing from them. This session covers applicable legal principles for interacting with the public through notice, hearings, and public comment periods.
3:15-3:30	Break
3:30-5:00	Board Procedures: Scenarios

Kristina Wilson, Assistant Professor of Public Law and Government, UNC School of Government

Description: Parliamentary procedure is supposed to make conducting meetings simpler but can often present complex questions. This session will present real-life parliamentary procedure scenarios and have participants work together to address them in real time.

Friday, November 17, 2023

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Class Location: Beaufort Hotel

7:30-8:30 **Breakfast**

8:30-10:30 **Resilience**

Shannon H. Tufts, Professor of Public Law and Government and Director,
Center for Public Technology, UNC School of Government

Description: Workplace stress is at an all-time high. We are facing a pandemic of medical stress-related illnesses due to our toxic individual and organizational environments. This session will give you the tools to reduce your stress, focus and prioritize your energy, and hopefully transform you into a more productive, more positive contributor in all areas of your life.

Objectives: Clerks will:

1. Recognize the signs of information overload and burn-out;
2. Be able to identify personal areas of low performance related to the four dimensions of a healthy being.
3. Be able to identify tools and strategies to actively improve areas of low performance; and
4. Leave class with a tool to help assess their stress and energy sources on a continual basis.

10:30-10:45 **Break**

10:45-12:15 **Resilience cont'd**

Credit for Successful Completion of Master Clerks Academies

The School of Government of The University of North Carolina at Chapel Hill is the International Institute of Municipal Clerks' recognized provider of city and county clerks' educational programming in North Carolina. The School's Clerks Academies may be used for credit towards the IIMC's designations of Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC). The School also works cooperatively with the North Carolina Association of County Clerks and the North Carolina Association of Municipal Clerks to provide programs that earn credit under their respective state certification programs.

The School awards points for successfully completing the 2022 Master Clerks Academy I and Master Clerks Academy II. **Points are awarded separately for each Academy. To receive credit for an Academy, the student must attend all sessions as shown by the School's electronic attendance monitoring system and must complete and submit an on-line evaluation form for that event. No partial credit can be awarded.**

Amounts of Credit Awarded

1. Persons successfully completing Master Clerks Academy I will receive 3.25 CMC/MMC points (6.5 hours).

2. Persons successfully completing Master Clerks Academy II will receive 5.0 CMC/MMC points (10.25 hours)
3. The amount of credit awarded by the NC Association of Municipal Clerks and NC Association of County Clerks in their respective state certification programs is decided by each association in accordance with its own rules. Generally, the amount of credit allowed is based on the number of classroom hours attended.

Instructors

Rebecca Badgett is an expert on grants management. In her role as teaching assistant professor, she provides training, consulting, and publications for local governments. Her courses largely focus on internal control and compliance with the federal Uniform Guidance and state law. Badgett also plays a key role in the facilitation of the Lead for North Carolina program, where she teaches and advises the fellows throughout the program and manages the training and curriculum for the LFNC Summer Academy. Rebecca Badgett joined the School of Government in 2017. She previously served as a legal educator for the School before joining the faculty. Prior to joining the School, Badgett served as a law clerk at the North Carolina Court of Appeals for three years. She earned bachelor's and master's degrees from UNC-Wilmington and a J.D. from North Carolina Central University.

Sa'Metria Jones joined the North Carolina League of Municipalities in 2022 as Legislative Counsel. As one of five lobbyists on the Government Affairs team, Sa'Metria communicates and negotiates with legislators to promote and lobby for the best interests of member cities and towns across the state. Sa'Metria also assists with grassroots efforts, including meeting with mayors and city staff and organizing events for municipal leaders to interact and engage with their state senators and representatives.

Sa'Metria earned a bachelor's of arts from UNC-Charlotte, where she majored in Political Science; a master of Public Administration from UNC-Chapel Hill, and Juris Doctor from UNC-Chapel Hill.

After obtaining her license to practice, Sa'Metria worked at Legal Aid of North Carolina as a Public Benefits Staff Attorney. In 2020, she joined the Governor Roy Cooper's Administration as a Policy Advisor on the policy team.

Sa'Metria has experience in a diverse array of legal and policy issues and is passionate about leveraging her skills to identify practical solutions for vulnerable, underrepresented, and underserved communities.

Kristi Nickodem is an expert in human services law, including the organization and governance of local social services and consolidated human services agencies, the powers and duties of social services directors and consolidated human services directors, the responsibilities of social services and consolidated human services boards, and the confidentiality of social services information. Nickodem joined the School of Government in April 2021. Previously, she practiced employment law at K&L Gates LLP, where she counseled employers on complex employee relations and compliance issues, conducted internal investigations, and defended clients in litigation. Prior to entering private practice, Nickodem worked with an international nonprofit organization as a case manager and employment specialist for newly resettled refugees in Greensboro, North Carolina. Nickodem is a member of the North Carolina State Bar. She earned a bachelor's degree from UNC-Greensboro and a JD with high honors from UNC-Chapel Hill.

Adam Pridemore is Legislative Counsel for the N.C. Association of County Commissioners. He previously served as Legal Affairs and Policy Manager for the NC Association of School Administrators. He received a BA from NC State University and a JD from Valparaiso School of Law.

John Stephens is an expert on citizen participation and civic involvement, civic technology, collaboration, dispute resolution, facilitation, and mediation of public disputes. He joined the School of Government in 1996. Previously, he was research director for the Ohio Commission on Dispute Resolution and Conflict Management. His publications include *Guidebook to Public Dispute Resolution in North Carolina* and *Public Management Bulletin: Using a Mediator in Public Disputes*. Stephens is co-author of *Reaching for Higher Ground: Tools for Powerful Groups and Communities* and *School Funding Disputes: Mediate, Don't Litigate*. He serves on the steering committee of the University Network for Collaborative Governance. He earned a bachelor's degree from Earlham College, a master's degree in philosophy from The City University, London, and a Ph.D. from the Jimmy and Roslyn Carter School for Conflict Analysis and Resolution at George Mason University.

Shannon Tufts is an expert on the intersection of law and technology in the public sector, cybersecurity, cloud computing, social media, and strategic IT investments, as well as CIO leadership and development. As faculty member at the School of Government, she designed and implemented the first local government Certified Government Chief Information Officers (CGCIO) program in the nation in 2004 and continues to run multiple CIO certification programs across the United States for local and state government IT professionals. She joined the School of Government in 2000 and is the director of the University of North Carolina at Chapel Hill's Center for Public Technology. Tufts earned a bachelor's degree UNC–Chapel Hill, MPA from UNC–Charlotte, and Ph.D. in public administration with a concentration in public sector information systems from North Carolina State University.

Kristina Wilson joined the School of Government in September of 2021, and her work focuses on local government structure and authority, board procedures, and public records and transparency issues. Prior to joining the School, Kristina practiced as a Civil Litigation Associate at Yates, McLamb & Weyher LLP in the areas of medical malpractice and general civil liability defense. Kristina received her J.D. *cum laude* from Wake Forest University School of Law where she was a published member and Executive Online Editor of the *Wake Forest Law Review*. Kristina earned undergraduate degrees in English and Spanish *cum laude* from Georgetown University. She is a member of the North Carolina State Bar.