Sunday, July 13, 2014

1:00 – 3:00  Registration (Robert Purcell Community Center)

3:00 – 5:00  Land Grant and CCE: Your Campus, Your Network (Scott Peters) (RPCC Auditorium)
Deep partisan divisions and bitter disagreements about even the most basic things all too often leads to gridlock. Aggressive and often well-funded special interests are making it difficult to consider and act on larger public interests. Ordinary people all too often feel shut out of and sidelined from the process of deciding what our problems are and what should be done about them. And too many of us have become passive clients or customers of expert services, abandoning our civic identity and role in a democracy as responsible and accountable agents who can make a positive difference in our communities, state, and country. Instead of a lecture, we’ll use interactive storytelling and discussion methods to share and work through our experiences, perspectives, and ideas.

7:00 – 9:00  Welcome dinner (Lund Lounge, RPCC)
Orientation Discussion (Susie Jacobs)
This year we’re combining the informal welcome dinner with an orientation discussion, led by recent Master’s graduate, Susie Jacobs. This year we’re combining the informal welcome dinner with an orientation discussion, led by recent Master’s graduate, Susie Jacobs. As a prior attendee of the CMCI I would like to offer “words of experience” share your concerns in your participation in CMCI program. Break through the “getting to know each other” and what to expect or not to expect during your time with CMCI. Just talk and share making everyone welcomed and ready to start an exciting time.
Monday, July 14, 2014

7:45 – 8:45 Welcome, Learning Action Plans (Rod Howe and Heidi Mouillessaeux-Kunzman) (423 ILR CC)

8:45 – noon Budgeting and Quantifying Data (Christina Homrighouse) (365 Statler Hall)
Since many clerk and other positions require budgeting and other types of data analysis, this workshop will cover organizing and creating consistent data sets using several tools in Excel. Once data is clean, there are several intermediate process steps involving formulas and functions that are necessary to summarize and create meaningful information. Finally, when presenting deliverables to various constituents, it is important that the material be easy to interpret and this is done using formatting features in order to make printed or projected output professional.

12:30 – 1:30 Lunch

1:30 – 3:30 Demographics and Your Community (Robin Blakely-Armitage) (423 ILR CC)
Population size and characteristics are used by government and private agencies to distribute electoral representation, funds and investments. Municipalities are able to work with the New York State Data Center Program and the US Census Bureau to improve the quality of these data. This workshop will present details of the Census Bureau's annual estimates and decennial census of population and housing, and how local governments can become a key partner in getting a complete count.

3:45 – 5:30 Communications I: Oral Presentation Skills (Kathy Berggren) (423 ILR CC)
The clerk’s role in the local government environment requires a full range of communication skills. In this first-in-a-series of three courses the focus will be on oral communication & presentation skills.

7:00 – 9:00 Tapping Into Your Community’s History (Louise Bement and David George) (RPCC Multi-purpose Room)
You will have a choice between a classroom discussion and a walking tour. Each of these selections will offer a brief presentation of local history combined with an interactive discussion about how highlighting local history contributes to tourism and community pride.
Tuesday, July 15, 2014

8:00 – 8:15 Special Topics (423 ILR CC)

8:15 – noon Behavior Preferences and Implications for the Workplace (Patricia Wilkins) (423 ILR CC)
Professional development and growth are often neglected with the pressing commitments and circumstances we face. We will help in developing a plan for growth and a team context for pursuing your goals overtime

Noon – 1:00 Lunch (525 ILR CC)
Q & A Session with IIMC – optional. No credit will be given.

1:00 – 3:15 Practical Statistics (Joe Francis) (365 Statler Hall)
The volume of information and reports flowing through local government offices is ever increasing. This course is designed provide exposure to key statistical concepts and skills to help interpret this growing volume of information and data.

3:30 – 5:30 Communications I: Oral Presentation Skills (Kathy Berggren) (423 ILR CC)
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5:30 – 7:00 Dinner - RPCC

7:00 – 9:00 Energy and Sustainability - Lessons Learned from Three Municipalities (Nick Goldsmith) (RPCC Multipurpose Room) presentation will share lessons learned from Nick Goldsmith’s work as Sustainability Planner with three different municipalities. There will be plenty of time for attendees to ask questions and share their own stories. Topics will include: Getting started; Funding; Building capacity; and Examples of specific projects. Attendees will leave with new ideas to help initiate or continue sustainability efforts in their municipalities.
Wednesday, July 16, 2014

8:00 – 8:15  Special Topics (423 ILR CC)

8:15 – 10:00  Tax Caps, Shared Services and Consolidation (Mildred Warner, Siba El-Samra, Bingxi Qian, Yang Wang) (423 ILR CC)
This session will present results from the 2013 Shared Services Survey of New York State municipalities and school districts. We will focus on barriers and motivators to service sharing, levels of service sharing and potential for cost saving by service area. Students conducting research on the survey will join in the presentation and we will seek input and advice from participants to further our understanding of the issues and identification of case studies.

10:15 – 11:45  Local Agriculture, Land Use, and Leadership Development: How are they connected in your community? (David Haight, Rod Howe) (423 ILR CC)
Farms provide jobs, protect clean water and produce fresh, healthy foods. Overall they are important contributors to the life of a community. In some communities we are losing farms and farmland which can result in a decline in jobs and economic opportunities. There are many factors that impact agriculture from land use planning to economic challenges. New York's more than 1,500 municipal governments --primarily towns, villages, and cities --hold substantial authority in land use and economic development issues impacting agriculture. Yet, too often communities fail to understand the tools available for supporting local farms and potential community leaders have inadequate skills to put these tools into action.

A panel of leaders will highlight various tools and resources related to farmland protection, agricultural economic development, and issues of land use and planning. Then participants will explore their networks and access to leaders for accessing information and data with a goal of strengthening connections to support agriculture in your communities.

11:45 – 12:30  Lunch

12:30 – 3:00  Information Access I (Kelee Pacion) (365 Statler Hall)
An introductory lesson in finding and learning how to use information resources, evaluate the credibility and authority of possible resources, and going beyond Google. Topics will range from an exploration of the types of databases available, researching statistics and data, professional networking, and record management skills. We will engage in a variety of hands-on experiences that include a brief presentation of what we learned to the entire class. Discussion and collaboration will be encouraged, as well as moments of self-reflection on what was learned. The goal of the session is that you will walk away with a variety of resources at your disposal and the information you need to connect to these resources in a meaningful way.

3:15 – 4:45  Internal Controls, Payroll and Fraud Protection (Nick Mazza) (423 ILR CC)
This class will cover current financial management issues facing local governments. The areas of financial fraud, payroll and time management, IT and cash management will be discussed.
Thursday, July 17, 2014

7:00 – 9:00  Banquet – Baker Atrium and Portico – Gary Stewart, guest speaker

8:00 – 9:00  Learning Action Plans, Evaluations and Webinars Discussion (Heidi Mouillesseaux-Kunzman) (423 ILR CC)

9:00 – 12:15  Diversity/Cultural Competencies (Dee Gamble) (423 ILR CC)
Everyone has bias. It's just part of our human nature, a survival mechanism. Our biases are determined by factors such as social environment, upbringing and culture. For years it has been clear that people make decisions every day that impact some groups more negatively than others: decisions about hiring, about purchasing, about promotions, about job assignments. More and more we are discovering that most of these decisions are not made by bad people with bad attitudes, but rather by well-intended people who have no idea about the unconscious processes that they use to make decisions about people who are different from them. Do you fully understand the impact of unconscious bias on your professional and personal effectiveness? In this interactive workshop we will explore how our assumptions impact choices around communication, innovation, hiring, engagement, management, promotion, marketing, and building organizational culture.

Learning Objectives:

1. Understand unconscious bias in the workplace, including your own unconscious bias.
2. Develop a deeper understanding of the filters used to view, interpret and judge ourselves and others in personal and workplace settings.
3. Identify patterns in how we evaluate, assess, interact, think, and work with other people.
4. Begin to reveal personal and organizational values and norms, where those values come from, and how they impact the quality and effectiveness of our business and management decisions.

12:15 – 1:00  Lunch and follow-up to LAPs (423 ILR CC)