Sunday, July 13, 2014

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

3:00 – 5:00  The Big Picture (Scott Peters) (RPCC Auditorium)
Today, 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. While there’s no single silver bullet solution to all this, there are things we as professionals can do. As sociologist and philosopher William Sullivan has argued we can recover and reclaim “civic professionalism.” In Sullivan’s words, civic professionals make a “public pledge to deploy technical expertise and judgment not only skillfully but also for public-regarding ends and in a public-regarding way.” In this class, we’ll explore what this pledge means and requires, and how it applies not only to municipal clerks, but also to faculty, staff, administrators, and students at New York’s land-grant university: Cornell. 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. 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 Mouillesseaux-Kunzman) (423 ILR CC)

8:45 – noon  Measuring Up: Workable Approaches to Managing Performance (Paula Younger) (425 ILR CC)

Managing performance in local government is being driven by increased citizen demand for greater accountability, particularly in demonstrating taxpayer value. There is also increased interest on the part of local elected officials in how best to use performance-related information to assist in resource allocation decisions and policy development. A sound approach to managing performance provides insight into the efficiency of operations, effectiveness of services, and accomplishment. But how do you know if you’re really measuring up? This workshop provides a general overview of performance measurement, offering participants the opportunity to ponder the question “what’s so special about measuring performance?” and why workable approaches to measuring and managing performance should not be viewed as just another management fad. The 3-hour session integrates the knowledge gained from personal work experience with evidence-based performance practices for ensuring measurable results. Participants will be introduced to a five-point performance metric and will explore how this framework can be applied to daily operations, including assessment, planning, and monitoring. Discussions will focus on improving organization effectiveness as well as enhancing individual performance.

12:30 – 1:30  Lunch

1:30 – 3:30  Economic Development Partners (Heather Filiberto and Jean McPheeters) (425 ILR CC)

What should local municipalities know about IDAs and Chambers of Commerce? What are the partnering opportunities for supporting economic development? What, if any, are some misconceptions of IDAs and Chambers?

3:45 – 5:30  Engaging Young Professionals in Your Communities (Kevin Sutherland) (425 ILR CC)

I’m a DINK! Yep. You heard me. Dual Income No Kids. Well, my wife and I have a cat, does that count? We are always looking for new friends and fun things to do. We are always looking for more ways to get ahead. What do you want to do tonight, dinner and a movie? These are the questions and comments many young professionals are asking. I know they are because I am one of them. A few years ago like-minded YPs and I created Tompkins Connect, a young professionals organization dedicated to connecting, educating, engaging, and inspiring a diverse group of young professionals and emerging leaders in a culture of social consciousness and leadership development that will benefit the not-for-profit community. I’d like to tell you about our organization and what it took to build a powerful membership base.

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 – 10:00 Connecting Demographic Information and Grant Writing (Heidi Mouillesseaux-Kunzman & Robin Blakely-Armitage) (425 ILR CC)
Clerks are sometimes called on to write or help develop grant proposals on behalf of the municipality they serve. In almost any request for proposals, funders ask applicants to justify the request for funds and, if funded, what indicators will be used to track the project’s progress; in other words, funders want to understand the need their funds will be used to address, why the project being proposed is worthy of funding, and that the applicant has a plan, with clear indicators, for assessing progress. Making this case often requires applicants to provide demographic and other baseline information about their community. In this session, we will briefly review the grant writing process and roles clerks may play in this process, consider specific types of information required by funders, and explore some of the sources for finding and collecting this information. Using a grant application form shared by several grant makers in the NY/NJ area, we will practice finding demographic information available on the web and explore tools for collecting primary data through basic/simple surveys at the community level.

10:15 – noon Lead by Learning (Katie Palmer-House) (425 ILR CC)
Today’s municipal clerks are implicit leaders who can influence and implement improvements and innovation in day-to-day governmental operations. An understanding of learning styles can enhance working relationships that result in meaningful systemic change. Using the Kolb Learning Style Inventory, participants will identify their personal learning styles as well as learn corresponding strengths and how to avoid pitfalls in working with others. Through a case study exercise, participants will apply new knowledge and understanding of learning styles to a fictional municipal clerk’s goal of implementing a comprehensive electronic records management system.

Noon – 1:00 Lunch – (423 ILR CC)
Q & A Session with IIMC –optional. No credit will be given. (525 ILR CC)

1:00 – 3:15 Departmental Budgeting for Improved Service (Mike Hattery) (425 ILR CC)
This class will help you look at your municipality’s budget process with an eye to improving your role in that process.

3:30 – 5:30 State of Cities of New York State: Creative Responses to Fiscal Stress (Rod Howe and Robin Blakely-Armitage) (425 ILR CC)
We will provide an overview of the State of New York Cities conference held this Spring as a way of fostering dialogue about innovation, creative strategies, and policy considerations in a fiscal stress context. While there was a focus on 4 cities (Buffalo, Rochester, Syracuse, and Utica) the dialogue is important for all NYS municipalities. How can municipalities meet the basic needs of their residents and work toward vibrant places to live, work and play? What
groups need to come together to share information and data to support informed decision making at multiple levels?

7:00 – 9:00 Energy and Sustainability - Lessons Learned from Three Municipalities (Nick Goldsmith) (RPCC Multi-purpose Room)
This 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  Education Pipelines; community, industry, business, K-12, college/university, local government collaborations (John Sipple and Heidi Mouillesseaux-Kunzman) (425 ILR CC)
Given recent and severe financial constraints, we will explore the need for enhanced educational pipelines, and inter-agency collaborations. Various tools for understanding and exploring local and regional context (trends, maps, etc.) will be shared.

3:15 – 4:45  Innovative approaches to water resource infrastructure and management (Brian Rahm) (425 ILR CC)
Drinking water, wastewater, and stormwater management present challenges for all municipalities. We'll discuss innovative technical, policy, and permitting approaches some are taking to deal with these challenges in New York state and the Northeast more generally. We'll also talk about new Smart Growth legislation in NY and what it might mean for your water infrastructure project.

7:00 – 9:00  Banquet – Baker Atrium and Portico – Gary Stewart, guest speaker
Thursday, July 17, 2014

8:00 – 9:00  Learning Action Plans, Evaluations and Webinars Discussion (Heidi Mouillessieux-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)