

# 2024 AZ Municipal Clerks' Institute (CMC)

Monday, June 3 – Friday, June 7, 2024

| Date                | Day       | Time                | Topic  | Presenter(s)   |
|---------------------|-----------|---------------------|--|--|
| <b>June 3, 2024</b> | Monday    | 8:00 am - 8:30 am   | Introductions/Program Overview/KTAP                          | Linda Hess and Marena Sampson, ASU Bob Ramsey Executive Education  |
|                     | Monday    | 8:30 am - 10:30 am  | Public Records and Open Meeting Law                          | Danee Garone, Arizona Ombudsman-Citizens' Aide, Senior Staff Attorney  |
|                     | Monday    | 10:30 am - 12:30 pm | Board and Commission Program Coordination                    | Rommel Cordova<br>Deputy City Clerk<br>City of Scottsdale  |
|                     | Monday    | 1:30 pm - 5:30 pm   | Conflict Resolution  | Aaron Peterson, ASU Bob Ramsey Executive Education, Faculty Associate; Consultant  |
| <b>June 4, 2024</b> | Tuesday   | 8:00 am - 12:00 pm  | Ethics and Integrity   | Kim Humphrey, Consultant   |
|                     | Tuesday   | 1:00 pm - 3:00 pm   | Parliamentary Procedures                                     | Kelly Schwab, City of Chandler City Attorney   |
|                     | Tuesday   | 3:00 pm - 5:00 pm   | Emergency Management   | Melanie Gall, ASU School of Public Affairs, Assistant Professor  |
| <b>June 5, 2024</b> | Wednesday | 8:00 am - 12:00 pm  | Anatomy of a Dysfunctional Team                              | Janet Boberg, ASU Bob Ramsey Executive Education, Faculty Associate; Consultant  |
|                     | Wednesday | 1:00 pm - 3:00 pm   | Elections 101: Getting Started and Resource Planning         | Jasmine Pernicano, City of Goodyear<br>Deputy City Clerk   |
|                     | Wednesday | 3:00 pm - 5:00 pm   | Elections 101: Public and Candidate Outreach                 | Denise Archibald<br>City Clerk, City of Phoenix  |
| <b>June 6, 2024</b> | Thursday  | 8:00 am - 12:00 pm  | Clerk Panel  | Carla Reece, Town of Cave Creek<br>Deputy Town Clerk/HR Specialist<br><br>Chaveli Herrera, Town of Gilbert<br>Town Clerk<br><br>Marcella Sarmiento, City of Avondale<br>City Clerk |
|                     | Thursday  | 1:00 pm - 3:00 pm   | Developing and Implementing a Successful Council Orientation | Sharon Antes, City El Mirage<br>City Clerk<br><br>Sherry Aguilar, City of Surprise<br>City Clerk (Retired)   |

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|              | Thursday | 3:00 pm - 5:00 pm  | Overview of Public Administration/Government | Carol Poore, ASU School of Public Affairs, Faculty Associate; Consultant |
|              |          |                    |  |  |
| June 7, 2024 | Friday   | 8:00 am - 10:00 am | Applied Leadership                           | Carol Poore, ASU School of Public Affairs, Faculty Associate; Consultant |
|              | Friday   | 10:00 am – 12:00pm | Time Management and Organizational Tools     | Mel Gibson, City of Buckeye Assistant to the City Manager                |
|              | Friday   | 1:00 pm - 3:00 pm  | Communication in the Public Sector           | Justin Fair, City of Goodyear Deputy City Manager                        |