



Agenda

March 6-7, 2018 – Radisson Hotel, Bismarck

Tuesday, March 6

Noon Registration

12:30 p.m. **Welcome & Introductions**

12:45 p.m. **NDIRF Session: Professionalism & Etiquette in the Workplace: Getting Along with Better Manners** Have you ever put your foot in your mouth while talking to a coworker? Have you posted something on social media that then caused conflict in the workplace? This session will focus on increasing employees' awareness of workplace expectations and office manners. We will explore such topics as email and social media etiquette, effective communication and professional behavior in workplaces. (*Dawn Kaiser, Certified HR*

Professional, Author) *Special thanks to sponsor NDIRF* 

1:45 p.m. **Networking Break**

2 p.m. **Social Media for Your City** Social media is no longer a cutting-edge tool in government communication strategies, it has transitioned to a standard, and some may argue, most effective way cities engage with their residents. It is also ever-changing and morphing making it difficult to 'master'. Join us for a nuts and bolts discussion on everything from strategy and content creation to staying up-to-date and hear how the city of Grand Forks uses social media as a central tool in their communication strategy. (*John Bernstrom, Communication Specialist and Peter C. Steele, Communication Specialist*)

3 p.m. **Networking Break**

3:15 p.m. **Water Audits and Non-Revenue Water** Utilities face a multitude of challenges in providing an ample supply of safe drinking water to its customers. A Comprehensive water audit can help identify sources of non-revenue water (NRW). Controlling the components of NRW (apparent and real losses and unbilled authorized consumption) will help utilities generate income to meet the next challenge. *(Eric Volk, Executive Director, North Dakota Rural Water)*

4:15 p.m. **Exempt/Non-Exempt: Knowing How to Classify Your Employees**

Examine the process for determining whether an employee is exempt or non-exempt under the Fair Standards Act (FLSA). *(Pam Crawford, Attorney and Employment Law Consultant)*

5:30 p.m. **Networking Social** – Connect with old friends and new as you discuss your challenges and success stories in a relaxed atmosphere with appetizers and beverages. Share and learn what your colleagues are doing to increase the vitality of their communities.

Wednesday, March 7

7:30 a.m. **Continental Breakfast**

8 a.m. **Technology Tips & Tricks** This session will discuss tips on the hottest technology topics of the day and how you can use them in your day-to-day work. *(Lonny Bosch, Service Manager & Lloyd Nantt, Systems Engineer, NRG Technology Services)*

9 a.m. **Medical Marijuana Update** Attend this session to hear an update about where the implementation of medical marijuana in North Dakota is at and where it is going. *(North Dakota Health Department, Medical Marijuana Division)*

10 a.m. **Networking Break**

10:15 **Developing Your Employee Handbook** This session will cover how to create a good employee handbook and examine the pitfalls of not having a well-drafted employee handbook. *(KrisAnn Nordby-Jahner, Attorney, Vogel Law Firm and Vanessa Lystad, Attorney, Vogel Law Firm)*

Noon **Leadership Training Program Awards Luncheon**

1 p.m. Census Bureau's Local Update of Census Addresses or LUCA Program

“Understanding the Census Bureau’s Luca (Local Update of Census Addresses) Program and the city’s role” in reviewing the Bureau’s address file for your area. This “how to” session covers steps for preparation, the process of reviewing addresses, using GUPS software, submitting changes, and understanding what feedback to expect from the Bureau leading up to Census 2020. *(Jason Dean, Census Bureau)*

2:15 p.m. Budget Preparation Preparing for a budget can be one of the most stressful parts of city administration. This session will help relieve some of the headaches and provide a basic plan on how to approach a budget. April and Darcie will go through each step of the budget process and go over other aspects that can impact a budget, specifically the Capital Improvement Plan (CIP). *(April Haring, Oakes City Auditor, Darcie Huwe, Wahpeton Finance Director)*

3:15 p.m. Auditor's Certification Information and Working Session Bring your computer and sit down with the experts of the Auditor’s Certification Program and work on completing your certification through Lessonly. This session is geared towards new city auditors but open for all to attend. If you haven’t signed up for the certification program, now is the time to get started!

5:00 p.m. Wrap Up