MONDAY — July 29, 2019
11:30 a.m.-12:30 p.m.: Check-in, light lunch

12:30-1 p.m.: Introductions, Academy Overview, and requirements
Shera Alberti-Annunzio, M.Ed., Nevada Clerk Academy director, Extended Studies

1-5 p.m.: Discrimination and Harassment Prevention in the Post #MeToo Era
(includes 15-minute break)
Molly Rezac, JD Ogeltree, Deakins, Nash, Smoak & Stewart, P.C.
It is more important than ever for employers to root out harassment, discrimination and retaliation. This course will provide you the legal background to ensure your policies are up-to-date and provide practical tips for handling investigations, documenting the issues properly, appropriate remedial measures and preventing retaliation.

Key Learning Objectives:
- Understanding the definition of harassment, discrimination and retaliation
- Basic knowledge of handling investigations
- Understand proper documentation processes

TUESDAY — July 30, 2019
8 a.m.-noon: Leadership and Influence
(includes 15-minute break)
Veronica Frenkel, MA, SPHR, SHRM-SCP, CEC, Pathways Consulting LLC
As a manager, supervisor or leader, do you often feel challenged by getting others to agree to support, much less understand, your ideas and suggestions? You are not alone. The ability to influence others to take action, support us, follow through or do what we need them to do is an extremely critical leadership skill that eludes even the best communicators. Being successful in our roles requires the ability to use a strategic and systematic process to successfully influence others, which is what this session will address. Specifically, following a review of guiding principles of influence, you will learn a five-step process and use three simple, powerful tools that will help you effectively prepare for and facilitate influence conversations so you have a greater chance of getting what you need from others and achieve your goals.

Key Learning Objectives:
- Articulate the principles that drive successful influence
- Outline a five-step process to follow when attempting to influence others
- Use three tools that will help define your influence objectives, assess the situation and select the right strategy for influencing others
- Leverage critical communication and emotional intelligence strategies to effectively hold influence conversations.

Noon-1 p.m.: Lunch Provided

1-5 p.m.: Governmental Strategic Planning
(includes 15-minute break)
Sarah Boxx, M.A., Sarah Boxx, LLC

The 2019 Nevada Clerks Academy has been approved for 25 CMC Education or 25 MMC Advanced Education hours (12.5 points) with the completion of a learning assessment.
A government strategic plan is a city’s long-term vision for the future. It’s a blueprint of the city’s goals, planned projects to achieve those goals and metrics to determine success. This session will discuss the process of creating a strategic plan or reviewing an existing plan. Who to include, when to include them and how to include them will be discussed.

**Key Learning Objectives: (Strategic Planning)**
- The five basic elements of a strategic plan
- How the environment and context affect planning — data and insights to inform planning
- How to establish effective goals and objectives — reasonable timelines and resources
- How to select measures that matter — tracking and reporting
- Moving from planning into action — how to keep the plan a living document

**WEDNESDAY — July 31, 2019**

**8-9:45 a.m.: Research, Review and Read Nevada Revised Statutes (NRS)**
*Robert Morin, JD, Western Nevada College*

This session will provide an overview of the creation and organization of the Nevada Revised Statutes. This session will provide an examination of the statutory process from the role of the Nevada Legislature in the formulation and adoption of statutes to the publication of statutes in the NRS. You will learn about the organization and numbering of the NRS. This session will address the methods of researching and reading the NRS. You also will learn how to review the provisions of the NRS and understand statutory intent.

**Key Learning Objectives:**
- Understand the formulation and adoption of statutes
- Have basic knowledge of how to research the NRS database
- Have basic knowledge of how to read and review provisions of the NRS
- Understand statutory intent

**9:45 -10 a.m.: Break**

**10 a.m.-noon: Public Works Projects and Prevailing Wages — The Basics**
*Shannon Chambers, JD, Labor Commissioner, Office of the Labor Commissioner, Department of Business and Industry, State of Nevada*

This session will discuss what constitutes a public works project, who determines this and what the financial implications may be with a public works project. It will identify what prevailing wages are and how they are connected to public works projects. Current NRS and NAC that refers to these subjects will be identified.

**Key Learning Outcomes:**
- Understand the difference between a public works project and other projects
- Knowledge of what the requirements are for prevailing wages
- Have a general understanding of how these affect the city/county building processes

**Noon-1 p.m.: Lunch Provided**

The 2019 Nevada Clerks Academy has been approved for 25 CMC Education or 25 MMC Advanced Education hours (12.5 points) with the completion of a learning assessment.
1-3 p.m.: Public Records Requests
Instructor: TBD
This session will cover what constitutes a public record and how to determine the procedures for processing public records requests. The Public Records requests laws in Nevada will be covered as well as any new legislative requirements.

Key Learning Objectives:
- Understand the definition of public records
- Know how to implement public records requests
- Understand the new changes to the public records process in Nevada

3:15-5 p.m.: Open Meeting Roundtable and Overview
Sarah Bradley, J.D., Senior Deputy Attorney General, Office of the Nevada Attorney General
This session will be a facilitated round table discussion with clerks on specific issues in handling Open Meeting Law. A brief overview of the Open Meeting Law in Nevada with any new legislative requirements will be discussed. Participants will be required to complete a pre-academy assignment by submitting three to five questions directly related to the Open Meeting Law to participate in this discussion.

Key Learning Objectives:
- Open discussion with clerks on specific issues in handling Open Meeting Law
- Overview of Nevada Open Meeting Law with any new legislative requirements

THURSDAY — Aug. 1, 2019
8-9:45 a.m.: Public Official Onboarding
Maria Aguire, CMC, election and administrative services manager, City of Henderson
All new officials solemnly swear to well and faithfully perform all the duties of the office under the pains and penalties of perjury (NRS 282.020). How do they even begin to fulfill this promise? You. You will provide them with the necessary knowledge, skills, behaviors and relationships to uphold their oath. This course will provide techniques for onboarding newly elected and appointed officials. In addition, discussion about resource tools will be discussed.

Key Learning Objectives:
- Participants will understand how to align onboarding
- Knowledge of how to educate officials on their powers and duties
- Understand the tools that need to be included in a resource book

9:45-10 a.m.: Break

10-noon: Agenda and Minutes
Catherine A. Raynor, MMC; city clerk/acting IT director, City of North Las Vegas
This session goes over Nevada’s Open Meeting Law, speaking to business process management changes that can be made to automate agenda management processes to be more reliable. The session is two hours long and is not intended as an in-depth review of the Open Meeting Law. Instead, it includes a quick overview of the Open Meeting Law that will be used as a springboard for discussion of automation tools. The presenter and attendees will share what
current concerns they have with their manual or automated systems and hear about ways these things can be improved or corrected, either with manual changes or automated tools. The group will discuss ways to take better minutes and take back control of some processes that may not currently be in the hands of the right people in their organization. The session with end with a question and answer period. Although this is not a discussion of records management, some records management and retention schedule discussion may take place based questions from the attendees.

Key Learning Objectives:
- Review of Nevada’s Open Meeting Law relative to agenda production
  - Timing
  - Mailed notices/agendas
  - Published items
  - Public hearing notices
- Minutes — how to do the most by working efficiently
  - Learn about automated agenda management programs
  - Discuss business process improvements to help with agenda production
  - Question and answer session on agendas, minutes, boards, etc.

Noon-1:30 p.m.: Lunch Provided

12:30-1:30 p.m.: Nevada Clerks Association meeting

1:30-3:15 p.m.: Around the Table — Challenges in the Clerk’s Office
Facilitator Shera Alberti-Annunzio, M.Ed., Nevada Clerk Academy director, Extended Studies
Discussion about issues facing the clerk’s office. Participants will be required to bring three questions with them about issues or challenges they are currently facing, and all participants will be required to join in the discussion to provide ideas on how to solve these issues.

3:15-3:30 p.m.: Close Academy
Collect final assignment and award academy certificates

FRIDAY — Aug. 2, 2019: Athenian Leadership Dialog
9 a.m.-4 p.m. Randi Johl, Discusses Becoming by Michelle Obama
(Includes breaks and lunch)