The MAMC Board is pleased to announce the 2020 Virtual Conference Schedule. Please click on the links below to register. All sessions are FREE for Members! These virtual sessions will be held with Zoom Webinars. Link to the sessions will be provided upon registration. Available handouts will be uploaded to the Summer Conference page at least one day before the session for your convenience.

We look forward to Zooming with you!!

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**Clerking 101 ~ Part I** – Monday, June 8 – 9:00 a.m. – 12:30 p.m.

**Clerking 101 ~ Part II** – Tuesday, June 9 – 1:30 p.m. – 5:00 p.m.

This virtual two-day bootcamp will focus on “Everything you need to know, but didn’t know to ask!” You’ll cover topics such as ethics, agendas & minutes, laws & ordinances, parliamentary procedure, records retention, governmental accounting, licensing and much more!

Presenters:

- **Mary Clark** – Mary became Delta Township’s Clerk by Board appointment in October of 2011, and was elected Township Clerk on November 6, 2012, and reelected in November, 2016. Ms. Clark was previously employed in the Michigan House of Representatives as Legislative Assistant to Representative Joan Bauer. Prior to that, Mary has served as the Executive Director of Capital Area Youth Alliance, Vice President of Campaign for Capital Area United Way and Executive Director of Big Brothers Big Sisters.

- **Jackie Beaudry** – Jackie has been the City Clerk for Ann Arbor since 2005 and has a Masters of Public Administration in Local Government from Eastern Michigan University. Ms. Beaudry was recently awarded the Election Assistance Commission Clearinghouse Award for Outstanding Innovation in Election Administration.

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Register Here – [Clerking 101 - Part I](#)

Register Here – [Clerking 101 - Part II](#)
Annual Meeting – Tuesday, June 9 – 9:00 a.m. – 12:30 p.m.
- COTY Presentation
- Board Election
- Bureau of Elections Update
- Legislative Update

Register Here – 2020 MAMC Annual Meeting Registration

Election Best Practices – Wednesday, June 10 – 9:00 a.m. – 10:30 a.m.
As we embark on this historic 2020 Election season, we could all benefit from a few tricks of the trade. Join election veteran Chris Swope as he shares his best practices.

Presenter:
Chris Swope – Chris has a long history of public service, having served as an Ingham County Commissioner, policy analyst for the Michigan Senate, and benefits administrator for the Michigan House of Representatives. He was elected Lansing City Clerk in November 2005 and took office on January 1, 2006. He was reelected in November 2009, November 2013, and November 2017. Chris was the first openly gay elected city official in the State of Michigan.

Chris Swope is the current 1st Vice President and a Past President of the Michigan Association of Municipal Clerks; he also serves on the Legislative Committee and represents the association on the Council of Election Officials. He is also serving his second stint as President of the Capitol Area Municipal Clerks Association.

As a Certified Master Municipal Clerk, Chris is considered an expert in Election administration often piloting new equipment, computer programming and auditing procedures. Clerk Swope is a member of Michigan's Election Modernization Advisory Committee.

In addition to being a small business owner, Chris serves community in other capacities as member of the Ingham County Park Board, Tri-County Regional Planning Commission, Community Health Board and the Lansing Rotary Club.

Register Here – Election Best Practices
Absent Voter Counting Board-No Reason AV – Wednesday, June 10 – 11:00 a.m. – 12:30 p.m.

With the passage of Proposal 3 in November 2018, coupled with the current public health risk of large gatherings, the number of voters exercising their right to vote via an absentee ballot is sure to be at an all-time high. The State of Michigan brought together a group of clerk’s from around the State last fall to complete a Lean Process Improvement Plan for Absentee Count Boards. This group was comprised of Clerk’s from various sized jurisdiction representing all three of the current election equipment vendors. This presentation will provide you with some of the tips and tricks that can be utilized to help ensure that you have a smooth experience in your AVCB on Election Day.

Presenters:

**Leanne Scott** – Leanne has 23 years of municipal experience working for the City of Rochester Hills. Fourteen of those years having been in the Clerk’s Office, with the last seven in the position of Deputy Clerk. Leanne earned her Bachelor of Business Administration in Management, graduating Suma Cum Laude from Rochester College. She obtained her CMC and CMMC (now MiPMC) in 2014, and her MMC in 2017.

Leanne served on the Oakland County Clerk’s Association Executive Board for five years (2015 – 2019). She was asked to serve on the State of Michigan Bureau of Elections Forms Committee, and Risk Limiting Audit (RLA) Working Group. She has also participated in the Absent Voter Ballot Processing – Lean Process Improvement Project in 2019. Alongside City Clerk, Tina Barton, Leanne conducted the State’s first RLA and has had the privilege of attending Election Assistance Commission (EAC) Summits in Washington D.C.

The City of Rochester Hills has a population of 74,696 residents with approximately 55,500 registered voters. The City has averaged 12,300 AV ballots in the last couple of even year November elections, prior to the implementation of Proposal 3.

**Steve Gerhart** – Steve Gerhart has 11 years of municipal experience in city government, and has served as Deputy City Clerk for the City of Ann Arbor since 2018. Steve has a Master of Public Administration degree and a Graduate Certificate in Economic and Community Development from Wayne State University. Steve has served on various Michigan Bureau of Elections and MAMC committees including Lean Process Improvement Group for AV Processing, the State Forms Committee, and MAMC Legislative Committee.

In Ann Arbor, Steve manages the recruitment and training of election inspections for the 53 voting precincts & 10-15 AVCB for all city, State, and national elections. Election Day management in Ann Arbor includes the administration of voting location on the campus of the University of Michigan. The City of Ann Arbor has 106,970 registered voters, the City averaged just over 14,000 AV ballots for an even year November Election pre-Prop 3.
Sheila Reitz, CMC – Sheila has been the Clerk for Buchanan Township since March 2017. We have approximately 2,823 registered voters in our jurisdiction. There are currently 698 voters on their permanent AV list. She implemented their first AVCB in March 2020 for the Presidential Primary Election. She served on the Absent Voter Ballot Processing – Lean Process Improvement Project in 2019.

Register Here – Absent Voter Counting Board-No Reason AV

Lean Process Improvement (LPI) – Wednesday, June 10 – 1:30 p.m. – 3:00 p.m.

In this class, you will learn the basics of the Lean philosophy and how to use these tools in your own work to become better organized and more efficient. You will learn how to use process mapping, root cause analysis, and gap analysis tools to identify issues and generate redesign ideas. This will be an interactive session, with time for questions.

Presenters:

Matt Casby & Anne Cram – both work for the State of Michigan’s Office of Continuous Improvement (OCI). Matt is an attorney and certified Lean Process Improvement facilitator. Anne is a certified Lean Process Improvement Specialist and holds a Six Sigma Black Belt certification in Government. Anne has also had formal training in the tools and strategies of Project Management, Change Management, and Visual Management.

At OCI, Matt and Anne facilitate process improvement workshops using the State of Michigan’s lean process improvement (LPI) methodology. LPI enables performance excellence through the analysis and redesign of processes that are customer-focused, statutorily aligned, and streamlined for efficiency and effectiveness. Using Lean principles, Matt and Anne are able to eliminate waste while increasing productivity. They have worked with groups from the Secretary of State’s Bureau of Elections, State Police, Department of Education, and Department of Transportation, among others.

Register Here – Lean Process Improvement (LPI)
Emergency Preparedness – Wednesday, June 10 – 3:30 p.m. – 5:00 p.m.

This session will cover basic election worker safety; how to most effectively deal with the police should they be called to respond, how to be a good witness, de-escalation, calling 911 vs calling the police administrative line to dispatch, evacuation precautions and procedures, and a very short piece on what to do if the “unthinkable” happens.

Presenter:

Sergeant Baron Brown – Baron Brown has worked for the City of Ferndale for almost 32 years and is in his 24th year as a Ferndale police officer. Baron has been a sergeant since September of 2002 and has worked in patrol for most of his career. He has overseen many different assignments and projects on behalf of the department but is most proud of the time he spent as the community engagement officer, where for three years he was narrowly focused on strengthening existing relationships with the community and building trust and legitimacy with the diverse population that lives, works and plays in the City of Ferndale. Baron is passionate about changing the paradigm of substance users among his colleagues in law enforcement and about creating and adopting innovative and empathetic approaches to dealing with substance use disorders from a law enforcers perspective. He has presented on the great work being done in Ferndale and throughout Oakland County and southeastern Michigan by the Alliance of Coalitions for Healthy Communities, Oakland Community Health Network, and Hope Not Handcuffs. Sgt. Brown sat on the organizing committee for the Ferndale Inclusion Network, is a co-chairperson of Advocates and Leaders for Police and Community Trust and was named a 2018 Diversity Champion by the Race Relations and Diversity Task Force.

As of July 1, 2019, Sgt. Brown was reassigned within the FPD as the Professional Standards sergeant and will remain the primary Ferndale PD Public Information Officer.

Baron grew up in Ferndale and attended Hazel Park Schools before graduating with a BS in Criminal Justice from Wayne State University and from the Eastern Michigan University School of Police Staff and Command. He is married to a police detective from a local Oakland County police department, has one child, and lives in Clarkston.

Register Here – Emergency Preparedness
Cemetery Management – Thursday, June 11 – 9:00 a.m. – 10:30 a.m.

This presentation will cover some of the new emerging trends in cemetery management and review the key elements of regulating and managing a cemetery with an opportunity to ask specific questions and get answers based on state law and common practices used today in Michigan cemeteries.

Presenter:
Cindy Dodge – MTA Information Liaison Cindy Dodge joined MTA in 2006 from Williamstown Township in Ingham County where she served as Clerk since 2005. She had been involved with the township since 2003 as assistant to the supervisor, planning commissioner, and assistant to the planning commission.

She specializes in cemetery management and has become known as a resource state-wide for cemetery questions responding to not only township officials, but city and county officials, reporters and attorneys. Cindy subscribes to resources and reaches out to cemetery experts regularly to keep up and provide the most current information regarding new and emerging cemetery trends and frequently stops when on the road to take pictures of your local cemeteries to help understand some of the challenges you may be facing.

Cindy is a graduate of Davenport University with a bachelor's degree in Human Resource Management. She has over 23 years of experience in human resource management, consulting and administrative support. Cindy is a Michigan Certified Assessing Officer (MCAO) and provides township officials and employees with information and resources within her areas of specialty and all day-to-day functions of township government. This includes assistance to MTA and MAMC county chapters, developing resource materials, and presenting workshop and conference sessions in various areas of township government.

Register Here – Cemetery Management
**Notary Public – Remote Online Notarization** – Thursday, June 11 – 11:00 a.m. – 12:30 p.m.

This session will introduce the role of a notary, the three notary statuses in Michigan (pen & paper, ipen, and RON), the steps to a proper notarization, the allowed actions along with some disallowed actions, and basic information on Remote Online Notarization.

Presenter:

**Suzanne Irving** – Suzanne joined the National Notary Association (NNA) as a live seminar instructor in California in 2016. She is a California notary, and part-time NNA hotline counselor.

Suzanne holds an MFA in Acting from the University of Washington and worked as a professional stage actor for over 20 years, with a focus on classical theatre. She also earned a certificate in teaching ESL (English as a Second Language) from UC Berkeley extension, and has worked with English learners from many language backgrounds and levels. Suzanne enjoys bringing her communication skills to her work with notaries.

She lives in the San Francisco Bay Area with her husband, daughter, two guinea pigs and one cockatiel.

Register Here – Notary Public

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**Risk Limiting Audits (RLA)** – Thursday, June 11 – 1:30 p.m. – 3:00 p.m.

This session will discuss the process of the Risk Limiting Audits and why they are the future of election audit in Michigan and across the country.

Presenter:

**Tina Barton** – Tina has been the Clerk for Rochester Hills for the last 15 years. She holds a Master of Arts in Management and Leadership degree from Liberty University. In December of 2018, Rochester Hills was the first city in Michigan to conduct a Risk Limiting Audit pilot. Tina was appointed by the U.S. Conference of Mayors to the Election Assistance Commissions Board of Advisors. In 2019, Secretary of State Jocelyn Benson appointed her to the Election Security Commission.

Register Here – Risk Limiting Audits
Freedom of Information Act (FOIA) – Thursday, June 11 - 3:30 p.m. – 5:00 p.m.
This class will discuss FOIA best practices and legal guidelines.

Presenter:
Stacy Belisle – Ms. Belisle began her legal career in 2001 and practices primarily in civil litigation, employment and labor, civil rights, municipal and immigration law. Ms. Belisle has substantial litigation experience in Michigan’s state and federal courts. Her practice is focused on defending employers in employment and labor disputes involving age, sex, religious and race discrimination cases as well as Whistleblower, ADA, FMLA, civil rights, breach of employment contract, and wrongful and constructive discharge claims. She routinely defends employers in charges filed with the US Equal Employment Opportunity Commission and Michigan Department of Civil Rights and defends employers in all levels of unemployment appeals. She represents municipalities in litigation involving Michigan’s Open Meeting Act and the Freedom of Information Act. She routinely represents multi-national corporations in obtaining work visas and lawful status for employees working in the United States. Ms. Belisle was selected for inclusion in Michigan’s Super Lawyers – Rising Stars Edition 2008.

Register Here – Freedom of Information Act (FOIA)