

# MAT Spring Short Course 2020 Tentative Agenda

## CLERKS & TREASURERS

- 9:00 a.m. **Welcome/Pledge of Allegiance**  
*Time with your Director*
- 9:10 a.m. **Record Retention - Lori Stalker/Petra Hartness (MAT Trainers)**  
How do we know if we have a record retention schedule? Steps for Clerks and Treasurers regarding what to keep and the steps to the process.
- 10:15 a.m. **Break**
- 10:30 a.m. **Legislative and MAT Update - David Hann (Executive Director)**
- 11:15 a.m. **“He Said, She Said” - Jon Mocol (MATIT Agency Manager)**  
Let’s take a look at how to properly document claims to minimize liability. In addition, learn about updates and developments in the MATIT insurance program. Plus, reminders on how to help your township avoid claims.
- Noon **Lunch**
- 12:45 p.m. **Election Wages - Lori Stalker/Petra Hartness (MAT Trainers)**  
We will be going through Election Judge Wages and how those wages are affected in regards to taxes; pera; total wages for the year; township officer as an election judge and other election judges; and much more.
- 2:00 p.m. **Feeling Harassed from Real Harassment and the Wage Theft Law - Steve Fenske (MAT Attorney)**  
Troubleshooting the law clerks would most like to shoot, the wage theft law and how we may implement it as painlessly as possible. The second half focusses on harassment in the workplace – what is included as harassment and expectations for officers and employees.
- 3:00 p.m. **Adjourn**

## NEW OFFICERS

- 9:00 a.m. **Welcome/Pledge of Allegiance**  
**New Officer Orientation - Steve Fenske & Karl-Christian Johannessen (MAT Attorneys)**  
A must-have class for **ALL** officers that have not attended previously. MAT will cover the many legal requirements that come with holding public office. The indispensable information in this class can help keep your township out of court and you out of jail. **(A 15-minute break will be taken during the morning session.)**
- Noon **Lunch**
- 12:45 p.m. **Insurance 101 - Jon Mocol (MATIT Agency Manager)**  
Learn about what MATIT offers townships for insurance coverage and make sure your risks are minimized.
- 1:15 p.m. **Time with your Director**
- 1:25 p.m. **Township Officer Duties and Responsibilities - Karl-Christian Johannessen (MAT Attorney)**  
This class addresses the specific duties of clerks, treasurers, and supervisors, as well as many township functions you may not have considered or even known about.
- 2:15 p.m. **Introduction to CTAS and Clerk/Treasurer Resources - Lori Stalker/Petra Hartness (MAT Trainers)**  
A short introduction of the different resources MAT offers for Clerks, Treasurers and Supervisors and what new officers should know about CTAS.
- 2:30 p.m. **Township Association Basics - David Hann (Executive Director)**  
Important background on townships and the many ways in which the Minnesota Association of Townships supports townships and town officers.
- 3:00 p.m. **Adjourn**

## **SUPERVISORS**

- 9:00 a.m.**     **Welcome/Pledge of Allegiance**  
**Legislative Update** - *David Hann (Executive Director)*
- 9:30 a.m.**     **“He Said, She Said”** - *Jon Mocol (MATIT Agency Manager)*  
Let’s take a look at how to properly document claims to minimize liability. In addition, learn about updates and developments in the MATIT insurance program. Plus, reminders on how to help your township avoid claims.
- 10:00 a.m.**     **Whose Job is it Anyway? And the Grave Mistake** - *Karl-Christian Johannessen (MAT Attorney)*  
This presentation will discuss two important topics for towns. First, what supervisors should know about the duties of the board, the clerk, and the treasurer – and how they work together. The second topic presents what every town needs to know about cemeteries, including whether a town owns a cemetery, how to administer the cemetery, and what a town can do with neglected cemeteries?
- 10:30 a.m.**     **Break**
- 10:45 a.m.**     **“Isn’t That Special” – Special Meetings** - *Lori Stalker/Petra Hartness (MAT Trainers)*  
The course will review handling special meetings – from determining how one is called, the notice required and posting issues.
- 11:50 a.m.**     **Lunch**
- 12:45 p.m.**     **Time with your Director**
- 12:55 p.m.**     **Not Just for Big Townships: Harassment in the Workplace and Providing Government Services** - *Steve Fenske (MAT Attorney)*  
Laws and expectations related to treatment at work are changing, and accountability for employers is rising. This training will discuss harassment laws and standards, the employer’s obligations, how to make a better workplace, and what to do with complaints. From the biggest to smallest township – these laws impact all towns.
- 2:00 p.m.**     **Gravel Road Management** - *Brian Lindberg/John Okeson (LTAP)*  
This 60-minute presentation will cover gravel road maintenance, gravel materials, gravel selection, and purchasing gravel.
- 3:00 p.m.**     **Adjourn**