



Institute for Public Administration

2020 Delaware Municipal Clerks Certificate Courses

Completed Courses

Cyber Security Overview*

March 6 | 9:00 a.m. to Noon

This presentation will provide an overview on Cyber Security and how phishing, ransomware, and breaches can affect your municipality.

Presented by Sandra Ennis-Alexander & Charlotte Wus, Delaware Department of Technology

Facilitating Effective Meetings in Public Administration

March 6 | 12:30 to 3:30 p.m.

This session will cover the benefits of networking and attributes of effective teams; ways to improve employee absenteeism and hold difficult personnel conversations; how to build a great culture through engaging with colleagues; and ways to maximize the effectiveness of a collaborative environment of best practice sharing.

Presented by Leann Moore and Dabney Brice, Institute for Public Administration

Upcoming Courses

How to Successfully Manage Your Infrastructure*

September 11 | 9:00 a.m. to Noon

For virtually all municipalities, the infrastructure network is its most significant investment. Ensuring that the infrastructure is well-maintained must be a top priority. However, many factors play into the decisions regarding infrastructure repairs and these decisions are often complicated by budget constraints. Having an objective, programmed approach to managing the infrastructure network enables a municipality to maximize the impact of tax dollars invested by making well-informed decisions, both now and in the future.

This presentation will highlight the key questions to be asked, lay out the basic steps required in developing an asset management plan, discuss the desired features and functionality of an infrastructure management program and review the keys to implementing and maintaining a successful program.

Presented by Alan Kercher, P.E., The Kercher Group, Inc.

Emergency Management and the Whole Community*

September 11 | 12:30 to 3:30 p.m.

This session will discuss the field of emergency management and provide an overview of the "whole community" approach utilized in the State of Delaware. Participants will review the role that municipal clerks play in the emergency management process and the presentation will assist participants in identifying potential state and federal resources that could make their communities more resilient to natural or man-made disasters.

Presented by Joshua Kelly & Erin Norris, Delaware Emergency Management Agency

Practical Concerns in Constitutional Law and Land Use

September 18 | 9:00 a.m. to Noon

This presentation will discuss constitutional doctrines that frequently impact municipal employees and their government, potential pitfalls in land use administration, and ideas for avoidance of liability.

Presented by Max Walton, Esq., Partner, Connolly Gallagher LLP

Economic Development and Your Community*

September 18 | 12:30 p.m. to 3:30 p.m.

Economic development is a persistent concern of local governments, but community residents and government officials often lack a common frame of reference for understanding and interacting with the economy, both within and across individual communities. This session focuses on defining economic development from various perspectives, reviewing numerous models for understanding economic growth and change, outlining economic development policy approaches at the local and regional levels, and discussing methods to track and report economic progress at the local level.

Presented by Troy Mix, Institute for Public Administration



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Aging in Place*

September 25 | 9:00 a.m. to Noon

In this presentation, local government officials will learn why Aging in Place is important. They will also learn what strategies local governments need to know and the strategies they can employ to make their communities more age-friendly.

Presented by Julia O'Hanlon, Institute for Public Administration

Ethical Conduct in Government

September 25 | 12:30 to 3:30 p.m.

The State Code of Conduct sets forth specific ethical standards to guide the conduct of state and municipal employees, officers, and officials. This seminar provides information about prohibited conduct with reference to real life examples. During the training, discussions will focus on the role of ethics in state and municipal government, how ethics affects employees and influences the public. The training also provides information about the role of the State Public Integrity Commission in issuing advisory opinions on whether certain conduct is prohibited; granting waivers to specific prohibitions where permitted; and investigating complaints of unethical conduct.

Presented by Deborah J. Moreau, Esq., Commission Counsel, Delaware State Public Integrity Commission

A How to Guide to Using Geographic Information Systems

October 2 | 9:00 a.m. to Noon

Using ArcGIS Online, a free product of ESRI, you will learn how to find current Delaware data, create maps and mapping applications to support your local government initiatives and your community. These mapping applications will highlight data in a visual way that is more easily understood and shared with others. In addition to the maps you make you can also include photos, videos, charts, graphs and websites bringing your project to life.

Presented by Nicole Minni, Institute for Public Administration

Resources for Planning Climate Resilient Communities

October 2 | 12:30 to 3:30 p.m.

Ms. Valencik will present information about the predicted impacts of climate change, sea level rise, and associated flooding and environmental change on Delaware's communities and municipalities. She will share information about what the DNREC Delaware Coastal Programs office is doing to assist communities with planning for these impacts and share mapping tools and other resources that individuals can use to think about best options for their communities, residents and business to take in the future to become more resilient in the face of these changing conditions.

Presented by Kelly Valencik, Delaware Department of Natural Resources and Environmental Control

Women in Government

October 9 | 9:00 a.m. to Noon

This session will discuss the role of women in government, ICMA statistics, tips and tricks from women in government, and lessons we have learned along the way.

Presented by Terry Tieman and Ann Marie Townshend

A Primer in Human Resources Law*

October 16 | 9:00 a.m. to Noon

We will provide an overview of key state and federal employment laws, human resource management ("HRM") practices and considerations that focus on public sector employment, and current HRM trends. Topic areas will include discussions on recruitment, hiring, EEO, performance management, payroll / benefits, and separation. Participants will be encouraged to ask questions throughout the presentation, to ensure that they may get the most out of their time and the information that is presented.

Presented by Aaron Shapiro, Esq. & Lauren DeLuca, Esq., Connolly Gallagher LLP

***Interested in taking these courses for MMC certification credits?**

Contact Leann Moore at
lmoore@udel.edu or call 302-831-0988.