



From: NJLM - Municipal Clerks [mailto:njlm-clerks@cityconnections.com]
Sent: Tuesday, January 19, 2010 3:46 PM
To: Lashway, Lisa
Subject: Four Issues

LEAGUE ALERT

Municipal Clerk: Please forward to Mayor and Governing Body.

January 19, 2010

Re: I **DATE CHANGE - NJDARM Computer Training Seminar**

Re: II **League Professional Development Seminar - Personnel Manuals and Policies Primer**

Re: III **Length of Service Award Changes**

Re: IV **UPDATED CEU'S - League Professional Development Seminar: *Are Your Bond Credit Ratings Heading South?***

Re: I. DATE CHANGE - NJDARM COMPUTER TRAINING - League Professional Development Program

NJDARM COMPUTER TRAINING : Artemis Records Retention and Disposition Management System

Friday, April 30th 2010

Morning Session 8:30 – 12:00p.m. (Limited to 22 registrants)

Afternoon Session 12:30 – 4:00 (Limited to 22 registrants)

The Conference Center at Mercer County College
1200 Old Trenton Rd., West Windsor, NJ 08550

NJDARM will launch the ARTEMIS system for the submission of requests and authorization for records disposition. Take this opportunity to receive hands-on training to learn how to use this web based system so you can:

- register with this system
- search retention schedules

- create disposal requests
- access management reports

NJDARM is going to make the use of the Artemis system mandatory for all local government agencies sometime this fall. Training is not mandatory. These sessions are designed to help representatives from local government agencies transition from the paper disposition forms to this new system.

Morning Session Agenda

8:30 – 9:00 – Registration and networking

9:00 – noon – Hands on training and instructions in computer lab

Afternoon Session Agenda

12:30pm-Registration and Networking

1:00pm-4:00pm-Hands on training and instructions in computer lab

Registration is by voucher: Member \$55.00 Non-Member \$75.00

- Visit www.njslom.org and click on *Services*
- Select *Calendar of Events*, Go to the date you are attending
- Download the registration form, complete and fax it to (609) 695-0151

Questions about registering – contact Suzanne Delany at SDelany@njslom.com or 609-695-3481 ext. 111.

CEU's – CMFO/CCFO-1.5 Office Management and Information Technology; CTC-1.5 General/Secondary and Information Technology; CPWM-1.5 Government and Information Technology; RMC-1.5 for Records and Information Technology; RPPO/RPPS -4.0 Credits for in Office Management/Supervision.

Re: II. League Professional Development Seminar - *Personnel Manuals and Policies Primer*

**Crowne Plaza
390 Forsgate Drive
Monroe Twp, NJ
Wednesday, April 28, 2010
8:00 AM - Noon**

Personnel manuals and policies may be the most important documents in your office. They can be effective tools for managing a productive and efficient workforce. However, a poorly drafted manual can cause confusion for employees and can lead to costly legal disputes. This seminar will focus on the most current information regarding the preparation of personnel manuals and policies, including policies involving harassment, discipline, discrimination,

family leave, time off, and benefit coverage.

8:00a.m. -9:00a.m. Registration, networking and continental breakfast
9:00am-Noon

Presenter: Brian Kronick, Esq., League Labor Relations Counsel; Genova, Burns & Vernoia

REGISTRATION FEE: Member Rate: 75.00* **Non-Member:** \$100.00

*Member rate applies to: Municipalities, State, County, and Municipal Utilities & Authorities.

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CEUs: CCFO/CMFO-3.0 Office Management/Ancillary Subjects; CPWM-3.0 Management; RMC-3.0 Professional Development; WWW/TCH-3.0; CPA-3.0 Management and Advisory Services

Re: III. Length of Service Award Changes

Dear Mayor:

The Division of Local Government Services recently released Local Finance Notice 2010-1, addressing the annual adjustment to Length of Service Award Programs. Similar to the change in budget caps, the Consumer Price Index for LOSAP decreased from 2008 to 2009, resulting in no increase in LOSAP CPI based award amounts for 2009 service.

You can find Local Finance Notice 2010-1 at <http://www.state.nj.us/dca/lgs/>. Please share this with appropriate personnel in your organization.

Very truly yours,

William G. Dressel, Jr.
Executive Director

Re: IV. UPDATED CEU’S - League Professional Development Seminar: *Are Your Bond Credit Ratings Heading South?*

**PNC Bank Arts Center
Holmdel, New Jersey
February 2, 2010
8:30am-12:00pm**

Recently, The Star Ledger reported that “Bond ratings of New Jersey towns and cities are being reduced faster than in any other state....” The Star Ledger, December 23, 2009. Pair this with a new Administration coming in and many municipalities are concerned about their financial futures. This program will discuss what you can expect from the rating agencies when your governmental unit sells bonds during 2010.

Schedule:

8:30a.m. -9:00a.m. Registration, networking and continental breakfast
9:00am-12:00p.m.

Moderator:

John L. Kraft, Bond Counsel - Lomurro, Davison, Eastman & Munoz, P.A.

Speakers:

- Joe Mysak, Columnist, Bloomberg News
- Ann G. Flynn, Senior Director Fitch Ratings
- Dennis J. Enright, Underwriter, NW Capital Markets Inc.
- Elizabeth Bergman, AVP Public Finance Moody’s Investors Service
- David B. Thompson, Financial Advisor Phoenix Advisors, LLC
- Karl Jacob, Senior Director, Standard & Poor’s Rating Services

REGISTRATION FEE: Member Rate: \$55.00* Non-Member: \$75.00

*Member rate applies to: Municipalities, State, County, and Municipal Utilities & Authorities.

To register:

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Questions about registering – contact Suzanne Delany SDelany@njslom.com or 609-695-3481 ext. 111.

CEUs : CCFO/CMFO: 3.0 in Financial/Debt Management; CPA: 3.0-FIN
NJLM 222 West State Street Trenton, NJ 08608