

ILLINOIS MUNICIPAL TREASURERS INSTITUTE
NOVEMBER 12-16, 2023
DOUBLE TREE HOTEL, BLOOMINGTON, IL

PHASE I, II & III – SCHEDULE

SUNDAY, NOVEMBER 12

2:00 pm-6:00 pm	Institute On-Site Registration
4:00 pm-6:00 pm	Building & Sustaining Ethics in Financial Institutions Presenter: Jan Mirikitani, MBBW LLC Location: Brickyard 6 Description: This Ethics in Finance program will review the critical ethical cores that should be adhered to by every financial organization for the good of their clients, employees, stakeholders, & stockholders. Jan will review these cores in the light of leadership duties of oversight and governance of daily duties, current hiring issues, handling client information, & confidentiality.
6:00 pm-7:00 pm	Dinner Location: Brickyard 4

MONDAY, NOVEMBER 13

- 6:00 am-10:00 am Breakfast provided for hotel guests
- 8:00 am-6:00 pm Institute On-Site Registration
- 8:00 am-10:00 am **Business Communications**
Presenter: Aaron White
Location: Brickyard 6
Description: Effective business communication is imperative in municipal offices. Clear and efficient communication is essential for serving constituents, collaborating with colleagues, and maintaining transparent government operations. This session is designed specifically for municipal offices, offering practical insights and strategies to enhance your business communication skills. By mastering effective communication techniques, you can build stronger relationships, resolve issues more efficiently, enhance the overall effectiveness and better serve communities. Become a more confident and skilled communicator.
- 10:00 am-10:30 am Networking Break
- 10:30 am-12:30 pm **Revenue 101 – What You Might or Might Now Know...**
Presenters: Tom Fagen & Jason Perry, Azavar
Location: Brickyard 6
- 12:30 pm-1:30 pm Networking Lunch
- 1:30 pm-3:30 pm **Treasury Management Products and Services Designed for Municipalities**
Community Reinvestment Act (CRA): Why You Should Care
Evaluating Banking Providers -- Budget Banking: Are Low-Cost Providers Worth the Cost?
Presenters: Jana Hattey, Steve Gnuse, Joel Oswald – First Banker’s Trust
Location: Brickyard 6
Description: Learn about treasury management products and services designed for municipalities, avoiding fraud, and building office efficiencies. Then hear about CRA: Why You Should Care. The Community Investment Act was enacted to encourage banks to meet the credit needs of the communities in which they do business. This is a hot topic for bankers, but it also matters to local governments. This presentation provides an overview of how banks work to fulfill the goals of the CRA, and how local governments can benefit, as well as how they can play a role. Budget Banking: Are Low-Cost Providers Worth the Cost?: Municipalities operate on a tight budget. When evaluating a financial institution, it may be tempting to jump at the lowest bidder. This presentation touches on other factors a municipal treasurer should consider when evaluating its banking relationship.
- 3:30 pm- 4:00 pm Networking Break
- 4:00 pm-6:00 pm **Excel Best Practices and Other Tips, Trick, and Examples**
Presenter: Brad Bettenhausen, Bettenhausen & Assoc. LLC
Location: Brickyard 6
- 6:00 pm Sessions conclude for the day. Enjoy the city of Bloomington!

TUESDAY, NOVEMBER 14

- 6:00 am-10:00 am Breakfast provided for hotel guests
- 8:00 am-6:00 pm Institute On-Site Registration
- 8:00 am-10:00 am **What's New In Budgeting / Budgeting Best Practices**
Presenters: John Fishbein, GFOA
Location: Brickyard 6
Description: How to become familiar with Government Finance Officers Association (GFOA's) budgeting best practices
- 10:00 am-10:30 am Networking Break
- 10:30 am-11:30 am **Legal Considerations for Police and Fire Pension Related Matters for Illinois Municipal Treasurers**
Presenter: Laura Goodloe, Puchalski Goodloe LLC
Location: Brickyard 6
- 11:30 am-12:30 pm **Mitigating the Threat of Potential Fraud in Your Government**
Presenter: Jamie Wilkey, Lauterbach & Amen
Location: Brickyard 6
Description: The risk of fraud in local government is all around us. In this session you will learn about some of the more common fraud schemes in local governments and learn controls and policies to help reduce your government's threat of potential fraud.
- 12:30 pm-1:30 pm Networking Lunch
- 1:30 pm-3:30 pm **Debt Policy, Capital Improvement Plans, and Selecting the Appropriate Method of Sale**
Presenter: Stephen Adams, PMA
Location: Brickyard 6
Description: Debt Policy – This presentation will discuss the purpose of a debt policy including key components to consider while developing a policy. We will look at parts of existing debt policies and discuss the differences that may be considered based on the size of the community that is developing the policy. The presentation will also address post-issuance compliance topics that some issuers may not be aware of.
- Capital Improvement Plans - This presentation will look at the many items to consider while developing/updating a plan for a municipality. This should be a fluid document so there are topics that need to be addressed as the wants/needs of the entity changes. We will discuss the benefits, important elements and challenges of developing a Capital Improvement Plan.
- Selecting the Appropriate Method of Sale – When selling debt there are many factors that can dictate the most efficient method of sale to consider. In this presentation we will look at the different types of sales along with situations that may dictate which may be appropriate for you. We will discuss some of the factors to consider when choosing the correct method of sale not just for your community but for the project/funding objective being financed with the sale.
- 3:30 pm-4:00 pm Networking Break
- 4:00 pm-5:00 pm **Legislative Update - Illinois**
Presenter: Brad Cole, IML
Location: Brickyard 6

5:00 pm-6:00 pm

Hot Topics in Banking

Presenter: Katie Hahn, Illinois National Bank

Location: Brickyard 6

Description: Hot Topics in Business Banking: Fraud is on the rise. Information on the trends of banking fraud and how to mitigate it properly. Is your money properly insured? How ICS and CDARS solutions work.

6:00 pm-7:30 pm

Reception and Networking, Brickyard 4

Sponsored by IMET - Illinois Metropolitan Investment Fund

WEDNESDAY, NOVEMBER 15

- 6:00 am-10:00 am Breakfast provided for hotel guests
- 8:00 am-6:00 pm Institute On-Site Registration
- 8:00 am-9:00 am **Allocation Figures and a Summary of “Leveling the Playing Field for Illinois Retail Act (LPFA)”**
Presenter: Aaron Allen, IDOR
Location: Brickyard 6
Description: This session will cover an update on FY 24 allocation figures, ordinances for locally imposed taxes, business district addresses, and a summary of the findings from an analysis done on the Leveling the Playing Field for Illinois Retail Act (LPFA).
- 9:00 am-10:00 am **Financial Reporting to the Illinois Office of Comptroller**
Presenter: Rosanna Barbaro, Comptroller’s Office
Location: Brickyard 6
Description: In this session, we will review the statutory reporting requirements of municipalities to the Illinois Office of Comptroller. We will then take a look at the Annual Financial Report, with a focus on the most commonly asked questions. The session will conclude with an overview of the TIF report for municipalities with designated TIF District(s).
- 10:00 am-10:30 am Networking Break
- 10:30 am-11:30 am **Cash Management and Investment Options for Safety-Conscious Investors**
Presenter: Susan Kling, IntraFi Network
Location: Brickyard 6
Description: Please join IntraFi, founders of the ICS and CDARS services, to learn more about protecting your municipality’s deposits. IntraFi’s network enables financial institutions to offer depositors access to FDIC insurance for their large-dollar deposits, all through a single financial relationship. This level of security is otherwise cumbersome or very costly to achieve. CPAs in attendance will be eligible for one hour of continuing education credit.
- 11:30 am-12:30 pm **Communications & Public Relations: “From Idea to Earbuds: Podcasting Made Easy”**
Presenter: Katherine Murphy, City of Bloomington
Location: Brickyard 6
- 12:30 pm-1:30 pm Networking Lunch
- 1:30 pm-3:30 pm **Principals of Public Finance: Financial Condition Analysis**
Presenter: Thomas Gary and Erin Slone, State of Illinois
Location: Brickyard 6
Description: Municipal leaders are under increasing pressure to deliver goods and services, sometimes before ascertaining whether they have the immediate capacity to respond. There are both external and internal factors that can affect the financial condition of any community—some are in your control—many are not. We will examine some tools, such as the Ten-Point Test, to analyze the organization’s financial position and make better decisions. Understanding the organization’s financial position and how to interpret the waves of data gives leaders a more straight-forward way to know where they stand and answer the question, “*How are we doing, financially?*”

3:30 pm-4:00 pm Networking Break

4:00 pm-6:00 pm **Best Practices for Police and Fire Pension Funds: Data, Documents & Details**
Presenters: Jennifer Flores and Stephanie Masson, Lauterbach & Amen
Location: Brickyard 6
Description: The presenters will provide an overview into the tracking, use and management of key pension data – contributions and pensionable salary – ensuring the relationship between payroll data and pension data is in sync and appropriate based on State Statutes. Also, the session will take a deep dive into best practices of the maintenance of pension fund files – such as the contents of member files and the many other documents of the pension fund – what to keep, for how long and the process for disposal in order to comply with state requirements, mitigate the risk to the pension fund but yet make sure to have the documents needed to effectively administer the pension fund’s obligations to the members in their lifetimes.

6:00 pm Sessions conclude for the day.
Enjoy the city of Bloomington!

THURSDAY, NOVEMBER 16

- 6:00 am-10:00 am Breakfast provided for hotel guests
- 8:00 am-10:00 am **Investing for Small Governments: Best Practices for Your Investment Program**
Presenters: Sofia Anastopoulos and Ethan Lord, IMET
Location: Brickyard 6
Description: This session will cover best practices for your investment program including identifying the key components of an investment program, creating an investment policy, using cash flow forecasts, implementing safekeeping, understanding diversification and many other practices.
- 10:00 am-10:30 am Networking Break
- 10:30 am-12:15 pm **Roundtable Discussion**
Presenters: Brad Bettenhausen, Bettenhausen & Assoc. LLC
Michael Peterson, Comprehensive TTP LLC
Alta Long, City of Tuscola
Location: Brickyard 6
- 12:15 pm **Presentation of Certificates**
Institute Concludes
- 12:00-12:30 pm Box Lunches will be available to eat on-site or to take with you for the road.
- 12:30-3:00 **IMTA Board Meeting**
Location: Brookridge

**Thank you for attending the
2023 Illinois Municipal Treasurers Institute.
See you next year!
Safe Travels!**