

South Carolina Municipal Finance Officers, Clerks and Treasurers Association
 South Carolina Business Licensing Officials Association
 PO Box 12109
 Columbia, SC 29211-2109

MFOCTA BLOA

***SC Municipal Finance Officers, Clerks and Treasurers Association
 SC Business Licensing Officials Association***

***Joint Annual Academy
 Hyatt Regency Greenville
 October 19 – 22, 2021***

***MFOCTA Sessions: October 19 – 21
 BLOA Sessions: October 20 – 22***

MFOCTA Meeting

Tuesday, October 19

12:30 – 4:30 p.m. MFOCTA Registration

1:15 – 1:30 p.m. MFOCTA Newcomers Orientation

1:30 – 3:00 p.m. Renewing ROCKSTAR Teams!

*Sheri Callahan, Professional Development Consultant,
 Horizon Consulting Group*

The building blocks of dynamic teams are within the reach of all team members. Strategic team development helps nurture a positive, successful, trusting and creative workplace. Join Callahan as she lights up the path of new ideas of a smart, skilled and savvy team.

3:00 – 3:15 p.m. Break

**3:15 – 4:15 p.m. Breakout Sessions
 Choose one session to attend
 Investments 101**

Tyler Frame, Senior Relationship Analyst, Three+one

Budgets are tight and state law limits the types of investments municipalities can use to earn revenue. Hear what methods some cities are using to earn money.

Email Archiving under the SC Freedom of Information Act and the Public Records Act

*Jeff Shacker, Field Service Manager,
 Municipal Association of SC*

Emails are considered public records. They must be retained for a certain period of time and provided to the public when formally requested. Two important laws come into play when dealing with public records and record requests: the SC Public Records Act and SC Freedom of Information Act. Hear more about how these laws work together to provide public access to government records, including electronic communications, along with a recent court decision on an action brought by a resident against a local government under these laws.

Wednesday, October 20

8:00 – 8:30 a.m. Continental Breakfast

8:30 – 10:00 a.m. American Rescue Plan

Erica Wright, Legislative and Public Policy Advocate, Municipal Association of SC

The American Rescue Plan is an emergency relief bill passed in 2021 to help municipal governments respond to the COVID-19 public health emergency, offset revenue losses and bolster economic recovery. Get an update on South Carolina's status in disbursing funds, and learn more about allowable uses for the funds as well as reporting requirements.

10:00 – 10:15 a.m. Break

**10:15 – 11:15 a.m. Breakout Sessions
 Choose one session to attend**

Boards and Commissions

Barbara Rackes, President, SC Leadership

Do you have residents who want to serve the community, but don't know how to get involved? Do you struggle to fill openings on your boards and commissions? Learn more about a digital platform, MatchBoard, that can help you streamline the process of advertising, recruiting and managing your boards and commissions.

Swap Shop

MFOCTA Board of Directors

Bring your finance questions to discuss your hot topics with your fellow members.

11:15 a.m. – noon MFOCTA Annual Business Meeting

Noon – 2:00 p.m. Lunch on Your Own

2:00 p.m. Welcome to Joint Sessions

2:00 – 3:15 p.m. If Ignorance Is Bliss, Why Aren't We Happy?

Keynote Speaker: Dr. Dale Henry, Speaker, Your Best Unlimited

In this lively presentation, you will learn what makes laughter the best medicine of all when it comes to customer service, sales and leadership in a team environment. Discover the place of humor in the office and its importance in our daily interactions with customers, coworkers and family members.

3:15 – 3:30 p.m. Break
3:30 – 4:30 p.m. Licensing and Regulations for Difficult Businesses

SC Labor Licensing and Regulation Staff

Have you heard of microblading or dermabrasion or vitamin infusions? Learn more about who regulates these businesses and what information you need to ask when a business offering one of these services comes to your city or town.

6:30 – 8:30 p.m. Dinner at Gather Greenville
This is a ticketed event.

Take the trolleys to Gather Greenville and enjoy dinner. Gather Greenville is a food hall with many options for food and drinks. This is a ticketed event — you must purchase a ticket for \$25 to attend. Attendees will receive a ticket or armband to allow you to visit the various restaurants. Trolleys will pick up attendees at the hotel at 6:15 p.m.

Thursday, October 21

7:45 – 8:30 a.m. Continental Breakfast
8:45 – 9:45 a.m. Working with the SC Law Enforcement Division

Logan Fey, Human Trafficking Investigator, SC Law Enforcement Division

Peter Rudofski, Officer, SC Department of Public Safety

How can you close an illegal business? How can you spot human trafficking? City, county and state agencies need to work together to make the community a safe place to live and work.

9:45 – 10:00 a.m. Break

10:00 – 11:00 a.m. Local Revenue Services Programs Updates

Caitlin Cothran, Manager for Local Revenue Services, Municipal Association of SC

Eric Shytle, General Counsel, Municipal Association of SC

Learn more about the different Local Revenue Services programs of the Municipal Association. Get a better understanding of who participates, what is being collected and the difference in user fees and franchise fees.

11:00 a.m. – noon What Can the Local Business License Renewal Center Do for You?

Fran Adcock, Revenue Services Specialist, Municipal Association of SC

Learn more about the reporting capabilities of the new on-line portal for business license renewals. Learn the financial processes of the new system, how you can manage audits and how reconcile to your bank records.

Noon MFOCTA Adjourns

Noon – 1:30 p.m. Hosted Lunch

1:30 – 2:30 p.m. Business License Administration: What You Need to Know Under Act 176

Eric Shytle, General Counsel, Municipal Association of SC

Act 176, which takes full effect in 2022, streamlines the business license process and creates an identical process for taxing jurisdictions across the state. Hear more about what has changed, the new appeals process and where your city or town stands in the standardization process.

2:30 – 2:45 p.m. Break
2:45 – 3:15 p.m. BLOA Business Meeting
3:15 – 4:15 p.m. Business Licensing Trivia

You will divide into your councils of governments groups and compete to see who knows the most about business licensing.

Friday, October 22

8:15 – 8:45 a.m. Continental Breakfast
8:45 – 9:45 a.m. Food Trucks 101

Martin Lane, Project Specialist, City of Rock Hill

Edra Stephens, Business License Director, Beaufort County

Food trucks now seem to set up wherever the truck will fit. The City of Rock Hill offers “Food Truck Fridays,” and Beaufort County has set up designated areas for food trucks. Learn more about the requirements of these projects, and how you can start something like them in your hometown.

9:45 – 10:00 a.m. Break

10:00 – 11:00 a.m. Swap Shop

BLOA Board of Directors

How do you handle difficult applications in business licensing? It could be issues involving real estate businesses, brokers and agents, manufacturers and wholesalers, or short-term rentals. Bring your questions for your hot topic areas in business licensing and don't be afraid to share how you are dealing with these various businesses.

11:00 – 11:45 a.m. Are You Ready for the Local Business License Renewal Center?

Lisa Holden, Business License Administrator, City of Anderson

Cynthia Oliver, Business License Coordinator, City of Hardeeville

Rochelle Smith, Business License Coordinator, City of Cayce

Everyone will need to make the Local Business License Renewal Center available to businesses for payments in 2022. Hear from some pilot program cities who are already using it. Learn more on how it works, feedback from businesses and lessons learned.

11:45 a.m. Adjourn

IIMC/APT Credits

Continuing Education Credits for CPAs

Attendees must sign the attendance sheet and complete an evaluation form for each session. It is the attendees' responsibility to determine if the sessions they attend qualify for CPE credit. While CPE program sponsors make a determination of credits, CPAs are obligated to claim credit only for activities through which they maintained or improved their competencies.

CMC/MMC Credits

These sessions have been submitted to the International Institute of Municipal Clerks for review to determine the certification credit value of each session. The number of credits allowed is determined at the sole discretion of the International Institute of Municipal Clerks. IIMC allows one point for every four hours of class time. Attendees must sign the attendance sheet for each session and complete the Knowledge Transfer Form for each session that credit is sought.

CPFA Points

These sessions have been submitted to the Association of Public Treasurers of the U.S. and Canada for review to determine the certification credit value of each session. The number of credits allowed is determined by the sole discretion of the Association of Public Treasurers of the U.S. and Canada. Attendees must sign the attendance sheet for each session that credit is sought.

Name Badge Information

The following information will appear on your name badge for this meeting.

First name (example: Bill) _____

Full name (example: William J. Smith, Jr.) _____ Mr. Ms. Dr.

Title New _____

Local government/business name _____

Contact Information

Birth month/day _____ Last four digits of SSN _____

This combination of numbers is used as the official's personal identification number to access online services, simplify event registration and ensure proper recording of participation in Association training programs.

Local government/business name _____

Preferred mailing address New _____ Type: Municipal Business

City/State _____ Zip _____

Preferred phone New _____ Type: Municipal Business Mobile

Email address New _____

For additional attendees, make a copy of this form.

Registration Fees

Attending BLOA Meeting Only (Wednesday afternoon – Friday)

BLOA Member \$150 _____

BLOA Nonmember \$185 _____

Attending MFOCTA Meeting Only (Tuesday – Thursday at lunch)

MFOCTA Member \$150 _____

MFOCTA Nonmember \$185 _____

Attending Both Meetings (Tuesday – Friday)

MFOCTA or BLOA Member \$200 _____

Nonmember \$225 _____

Seperate Ticketed Event

Dinner Ticket for \$25 _____
Gather Greenville

(You must buy a ticket to attend)

Total \$ _____

Registration Information

The registration deadline is Friday, October 8. Registration includes continental breakfast each morning, lunch on Thursday, two drink tickets to use at the hotel bar, and all educational materials. Register online at www.masc.sc or mail completed registration form and check made payable to the Municipal Association of SC to:

Municipal Association of SC
PO Box 12220
Columbia, SC 29211
Attn: BLOA/MFOCTA Joint Annual Academy

Cancellations must be received by 5 p.m. on Friday, October 8. Refunds will not be given after this date. Conference attire is business casual. Meeting rooms may be cool, so please prepare accordingly. If you are disabled or have special needs, contact the hotel.

Accommodations

The Joint Academy will be held at the Hyatt Regency in Greenville. A special nightly room rate of \$159 plus taxes has been made available. Reservations can be made by calling 1.888.421.1442. Mention the group code G-MFBL to guarantee the group rate. The easiest way to reserve a room is by using the Joint Academy's dedicated hotel reservation website. A link can be found on the meeting information page at www.masc.sc (keyword: BLOA).

The reservation deadline is Monday, September 27.

Check in time: 4 p.m. Check out time: 11 a.m.

Gather Greenville

Join us for dinner at Gather Greenville on October 20. Take the City of Greenville trolleys to Gather Greenville and enjoy dinner. Gather Greenville is a food hall with many options for food and drinks. This is a ticketed event – you must purchase a ticket for \$25 to attend. Attendees will receive a ticket or armband to allow you to visit the various restaurants. Trolleys will pick up attendees at the hotel at 6:15 p.m.

Contact Information

Elizabeth Copeland, Staff Associate for Affiliate Services
803.933.1257 | ecopeland@masc.sc

Kailin Bethel, Administrative Assistant
803.933.1276 | kbethel@masc.sc

COVID-19 Protocols

With COVID-19 cases rising again, we are following mask guidance from the Centers for Disease Control and Prevention. We require attendees to wear a mask when they are not eating or drinking, even for those who are fully vaccinated.

COVID-19 Waiver

By signing below, you are acknowledging that an inherent risk of exposure to COVID-19 exists in any public place where people are present. By attending the SC Municipal Finance Officers, Clerks and Treasurers Association and SC Business Licensing Officials Association Joint Annual Academy, you and any guests voluntarily assume all risks related to exposure to COVID-19 and agree not to hold Municipal Association of South Carolina or any of their affiliates, directors, officers, or employees, liable for any illness or injury.

You also acknowledge attendees will be required to wear a mask or face covering over your mouth and nose in all meeting areas and public spaces unless eating or drinking.

If you are registering someone other than yourself, you are agreeing that you have reviewed this waiver with the registrant(s) and they understand and acknowledge the above statement regarding COVID-19.

Signature

Printed name