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

Joint Academy  
Crown Plaza North Augusta  
October 25 – 28, 2022

*BLOA Sessions: October 25 – 27*  
*MFOCTA Sessions: October 26 – 28*

**MFOCTA  
BLOA**

**Tuesday, October 25**

Noon – 4:00 p.m. **BLOA Registration**

1:15 – 1:30 p.m. **Welcome**  
**HAMPTON TERRACE 1**

*BLOA President Amyee R. Crawford, MBL,  
Administration Supervisor, Town of Pendleton*

1:30 – 2:30 p.m. **Business License Confusion –  
Brokers and Agents**

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

Questions of how and when to license brokers and in-  
surance agents can cause confusion. Learn some tips on  
who to license and what to base the license on.  
*CPE: 1 hour (Business Law)*

2:30 – 2:45 p.m. **Break**

2:45 – 4:00 p.m. **Keeping Up With Short-term  
Rentals**

*Barbara Wooster, MBL, Revenue Customer Service  
Manager, Town of Hilton Head Island*

The Town of Hilton Head Island is a destination and  
there are thousands of rental properties. Learn more  
about the Town of Hilton Head Rental Recovery  
Project and how the town is keeping track and  
licensing the properties.  
*CPE: 1.5 hours (Specialized Knowledge)*

4:00 p.m. **Adjourn**

**Wednesday, October 26**

8:00 – 9:00 a.m. **Continental Breakfast**

9:00 – 10:00 a.m. **Answers to Your Questions on  
Setting up the Local Business  
License Renewal Center**

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

*Fran Adcock, MBL, Revenue Analyst, Municipal  
Association of SC*

Over the summer, business license officials had the  
opportunity to attend in-person sessions about the Lo-  
cal Business License Renewal Center. There are 120  
cities and counties currently using the renewal portal,  
and the Municipal Association expects to bring on  
121 more in January. Get questions about the renewal  
center answered, and learn tips on how to easily set up  
data for the new license year.

*CPE: 1 hour (Computer Software and Applications)*

10:00 – 10:15 a.m. **Break**

10:15 – 11:15 a.m. **What’s the process?**

*C.D. Rhodes, Member, Pope Flynn Group*

*Sara Weathers, Associate, Pope Flynn Group*

Act 176 changed the way that officials handle  
business license appeals and assessments. Learn  
more about the new process, handling delinquent  
accounts and what to do to stay compliant.  
*CPE: 1 hour (Business Law)*

11:15 a.m. – noon **BLOA Annual Business  
Meeting**

*BLOA Board of Directors*

Noon – 1:30 p.m. **Lunch on Your Own**

1:00 p.m. **MFOCTA Registration  
Begins**

1:30 – 1:45 p.m. **Welcome to Joint Sessions**  
**HAMPTON TERRACE**

*Mayor Briton Williams, City of North Augusta*

1:45 – 3:00 p.m. **A Deep Dive into the SC  
Freedom of Information  
Act**

*Eric Shytle, General Counsel, Municipal  
Association of SC*

Learn more about the SC Freedom of Information Act  
requirements such as what can and cannot be shared  
with the public, maintaining privacy, dead-lines for  
fulfilling the FOIA request and much more. *CMC/  
MMC: 1.25 hours, CPE: 1 hour (Business Law)*

3:00 – 3:15 p.m. **Break**

3:15 – 5:15 p.m. **Riverside Village  
Development**

*Rachelle Moody, Assistant City Administrator,  
City of North Augusta*

The City of North Augusta won the 2019 Joseph  
P. Riley Award for Economic Development for its  
Riverside Village development. Riverside Village  
is home to SRP Park, the city-owned stadium  
housing the Augusta GreenJackets. Neighboring  
the stadium are a Crowne Plaza hotel, two apart-  
ment communities and restaurants. Learn the ins  
and outs of the project, lessons learned and future  
growth. A stadium tour will be included.  
*CMC/MMC: 2 hours, CPE: 2 hour (Economics)*

5:30 – 7:00 p.m. **Reception at the Arts &  
Heritage Center of North  
Augusta**

Take the City of North Augusta trolleys up the  
hill for a reception. Enjoy fellowship and tour the  
exhibits on display.

Thursday, October 27

8:00 – 9:00 a.m.	Breakfast With Exhibitors
Visit with exhibitors and get your calling cards signed for a chance to win a door prize. Prizes will be picked during lunch.	
9:00 – 11:00 a.m.	Finders Keepers
Shellie Haroski, Find Great People, LLC	
Finding employees in today’s tight labor market is more challenging than ever. Engaging and retaining the right employees is proving to be an increasing concern among many employers. This session will address these issues and provide tips to assist in hiring and retention strategies. CPFA: 1, CMC/MMC: 2 hours. CPE: 2 hours (Personnel/Human Resources)	
11:00 – 11:15 a.m.	Break
11:15 a.m. – noon	Legislative Outlook and What It Means for Your City
Scott Slatton, Director of Advocacy and Communications, Municipal Association of SC	
Hear the latest on state legislative issues important to cities and towns. CPFA: 0.375, CMC/MMC: 0.75 hour; CPE: 0.5 hour (Business Law)	
Noon – 1:00 p.m.	Hosted Lunch PARLOR BAR
1:00 p.m.	BLOA Adjourns
1:15 – 2:15 p.m.	Breakout sessions (Choose one)
What is a Single Audit, and How Do I Prepare? HAMPTON TERRACE 3	
Larry Finney, Partner, Greene, Finney, Cauley, LLP	
A single audit may be required for cities and towns that received federal grants or other funds. Many municipalities who received American Rescue Plan Act money will need to undergo a single audit. Learn tips on preparing for the audit, what to expect and how to organize for future audits. CPFA: 0.5, CMC/MMC: 1 hour; CPE: 1 hour (Accounting - Governmental)	

Running Effective Council Meetings HAMPTON TERRACE 2	
Helen McFadden, Certified Parliamentarian	
Back by popular demand, and to continue where she left off from the Spring Academy, McFadden will discuss how Robert’s Rules of Order and the SC Freedom of Information Act play a role in running effective meetings. CMC/MMC: 1 hour	
2:15 – 2:30 p.m.	Break
2:30 – 3:30 p.m.	Breakout sessions (Choose one)
What State-funded Grants Are Available? HAMPTON TERRACE 3	
Jackie Mack, Special Projects Director, SC Rural Infrastructure Authority	
The SC Rural Infrastructure Authority offers grants to assist in the development of infrastructure for water, waste water and storm water systems. Learn more about the available grants, typical timelines to apply and case studies. CPFA: 0.5, CMC/MMC: 1 hour; CPE: 1 hour (Finance)	
Running Effective Council Meetings (continued)	
Helen McFadden, Certified Parliamentarian CMC/MMC: 1 hour	
3:30 – 4:00 p.m.	New to MFOCTA or Want to Learn More? HAMPTON TERRACE 2
New to MFOCTA? Join us to learn more about the benefits of membership, training opportunities and national certification options.	
4:00 p.m.	Adjourn (Dinner on Your Own)

Friday, October 28

8:00 – 9:00 a.m.	Continental Breakfast
9:00 – 10:00 a.m.	Breakout sessions (Choose one)
New Council and Board Member Orientation HAMPTON TERRACE 2	
Amber Barnes, CMC, Assistant Town Administrator, Town of Pendleton	
Camilla Pitman, MMC, City Clerk, City of Greenville	
Does your municipality have an orientation session for new council members? Learn what these municipalities do to onboard their new council and board members. CMC/MMC: 1 hour	
Swap Shop on Budgeting, Internal Controls and Best Practices HAMPTON TERRACE 3	
Join the conversation to share your processes and procedures, and learn how other municipalities compile budgets and develop internal controls to run an efficient office. CPFA: 0.5, CMC/MMC: 1 hour, CPE: 1 hour (Finance)	
10:00 – 10:15 a.m.	Break
10:15 – 11:00 a.m.	MFOCTA Business Meeting HAMPTON TERRACE 2
Election of Officers and Presentation of the Professional Achievement Award	
11:00 a.m.	Adjourn

Meeting Credits

**Continuing Education Credits for CPA**  
Up to 13.5 hours can be earned if an individual attends all sessions. Attendees must sign in and out at each session and complete an evaluation form. It is the attendee’s responsibility to determine if the sessions attended qualify for continuing professional education as noted below.

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 approved for 9 CMC/MMC hours or 2.25 CMC/MMC points by 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 approved for 2.875 points by the Association of Public Treasurers of the U.S. and Canada. 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.

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