

REVISED

THE MUNICIPAL CLERKS' ASSOCIATION
OF ESSEX COUNTY, NEW JERSEY
2019 MINI CONFERENCE

Eleni Pettas
President -
Nutley

Jennifer Kiernan
Vice President
Verona

Tara Ventola
Secretary
Glen Ridge

Kim Lemmon
Treasurer
East Orange

September 4, 2019

The Essex County Clerks Association **2019 Mini Conference** is now open for registration.

Date: Thursday, October 10, 2019

Place: Verona Community Center – 880 Bloomfield Avenue, Verona

Time: 8:15 AM – 4:00 PM

Cost: \$40.00 includes all sessions with a continental breakfast and a hot lunch buffet

Credits: 2 CEU's-Records, 1 CEU-Elections & 1 CEU-Info Technology, 3 CEU's-Ethics

CONFERENCE AGENDA

8:15 - 9:00 Registration & Continental Breakfast – Welcome by Eleni Pettas, President

9:00 - 10:40 **RECORDS:**

A perspective on OPRA will be presented by Frank Caruso, Resource Manager, NJ GRC and Justin Marchetta Esq., at Inglesino, Webster, Wyciskala and Taylor LLC. The instructors will address the more significant aspects of OPRA law compliance and also provide practical insights on what a Municipal Clerk needs to know and do when it comes to complying with OPRA exemptions, attorney client privileged communications and redactions.

10:50 - 12:30 **ELECTIONS and INFO TECH:**

New Jersey Department of Homeland Security Director, Jared Maples, and New Jersey Homeland Security Cybersecurity Specialist Kevin Kearns will address both Physical and Cybersecurity risks and implications in managing the election process. This session will include actions to be taken to respond to a crisis situation.

Your Police Chief and Informational Technology leader can attend this session as our guest.

12:30 - 1:30 Catered buffet lunch and a quarterly Clerks' Association Business Meeting

1:30 - 4:00 **ETHICS:**

John Inglesino, Esq., Managing Partner, Inglesino, Webster, Wyciskala and Taylor LLC., will go beyond the basics of the State Ethics Code of Conduct. Ethical dilemmas arise for many reasons and in many different ways. In this session, he will help participants to better recognize and manage an ethical dilemma as well as provide insights on how these dilemmas can be avoided altogether.

REVISED

THE MUNICIPAL CLERKS' ASSOCIATION
OF ESSEX COUNTY, NEW JERSEY

Eleni Pettas
President
Nutley

Jennifer Kiernan
Vice President
Verona

Tara Ventola
Secretary
Glen Ridge

Kim Lemmon
Treasurer
East Orange

2019 MINI CONFERENCE

REGISTRATION FORM

Thursday, October 10, 2019

Verona Community Center

880 Bloomfield Avenue

Verona, NJ 07044

Name: _____

Title: _____

Municipality: _____

County: _____

Address: _____

Email: _____

Phone: _____

of Guests: _____

Names of Guests: _____

Please R.S.V.P. by Friday, October 4, 2019 to

Tara L. Ventola - Secretary

Email: tventola@glenridgenj.org

Phone: 973-748-8400 ext. 222

Fax: 973-748-3926

Please mail your checks to

Kim S. Lemmon - Treasurer

44 City Hall Plaza,

East Orange, N. J. 07019