

MTAS Municipal E-News

FEBRUARY 2013 • ISSUE 44

NEW PUBLICATIONS

Publications updated with the latest state and federal laws, new and revised acts, training resources and other significant material available for municipal employees. [READ](#)

CLASS LISTINGS AND INTERACTIVE TRAINING CALENDAR

Mark your calendar! MTAS training events and conferences are listed here along with information and how to register for upcoming training events on your Solution Point account. [READ](#)

RESEARCH/INFORMATION CENTER NEW MATERIALS

MTAS' Research and Information Center is always adding new materials to its collection. See what's new for this month. [READ](#)

PAST ISSUES OF THE MUNICIPAL E-NEWSLETTER

[READ](#)

CERTIFIED MUNICIPAL FINANCE OFFICER (CMFO) PROGRAM GRADUATION

MTAS, the Institute for Public Service (IPS), and the Comptroller of the Treasury will conduct a graduation ceremony in Nashville at the War Memorial Auditorium on February 22. [READ](#)

GEOTHERMAL 101: MTAS, CTAS, CIS COLLABORATION

Recently, the Tennessee Renewable Energy and Economic Development Council (TREEDC) partnered with Mid-State Construction, Michael Brady, Inc., the UT County Technical Assistance Service (CTAS) and UT Center for Industrial Services (CIS) to conduct the first-ever Geothermal 101 forum for TREEDC members. [READ](#)

REMINDER: OSHA POSTING DUE FEBRUARY 1

OSHA Postings Due — Beginning February 1. Cities are required to post the OSHA Form 300A (Summary of Work-Related Injuries and Illnesses) until April 30. Form 300A reports the total number of workplace deaths, missed workdays, job transfers or restrictions, and injuries as recorded on your Form 300 (Log of Work-Related Injuries and Illnesses).

More information can be found in the MTAS publication, "[OSHA Procedures for Reporting Occupational Injuries and Illnesses 2012.](#)"

OSHA provides information on illness and injury recordkeeping requirements on its website at <http://www.osha.gov/recordkeeping/index.html>.

Certified Municipal Finance Officer (CMFO) Program Graduation



MTAS, the Institute for Public Service (IPS), and the Comptroller of the Treasury will conduct a graduation ceremony in Nashville at the War Memorial Auditorium on February 22. MTAS has offered two CMFO program cycles since 2008. The first cycle resulted in 97 individuals successfully completing the program requirements. The second cycle which ended on December 31, 2012, resulted in more than 200 individuals completing the program requirements. MTAS is proud to have provided statewide training to more than 300 municipal finance personnel since inception of the program. The 11 courses of the CMFO certification program will be offered on an annual basis beginning in 2013. It is open to any individual who would like to obtain CMFO certification as well as those interested in simply attending a class.

“I just wanted to say thank you again for the knowledge granted to me through the CMFO program. Since completing my training I am much more confident in my knowledge of municipal financial operations. The knowledge will enable me to be a good steward of tax payer dollars and provide excellent services to our citizens.”

*– Melinda Holliday, CMFO (Class of 2012),
MMC, City Clerk, Town of Dover*

Subsequent to obtaining certification, CMFOs are required to obtain 24 hours of continuing professional education (CPE). Rules governing the CPE requirements are accessible on the website of the Comptroller of the Treasury, Division of Local Government Audit. MTAS is in the process of developing new training classes that will qualify for continuing professional education credits.

Geothermal 101: MTAS, CTAS, CIS Collaboration

Recently, the Tennessee Renewable Energy and Economic Development Council (TREEDC) partnered with Mid-State Construction, Michael Brady, Inc., the UT County Technical Assistance Service (CTAS) and UT Center for Industrial Services (CIS) to conduct the first-ever Geothermal 101 forum for TREEDC members. A total of 42 attendees learned about the various environmental and economic benefits associated with geothermal energy. Representatives from eight cities, six counties and staff from the Tennessee Departments of Environment and Conservation and Economic and County Development realized the need for more geothermal outreach and awareness in Tennessee.

CTAS Consultant Frank McKee and MTAS Consultant Warren Nevad developed the agenda, which consisted of best practices for geothermal programs for schools, recreational facilities and prisons. The mayors of TREEDC plan to take a more active role in promoting geothermal in the coming years. More information about the Geothermal 101 forum is available at www.treedc.us.



CTAS Consultant Frank McKee (left) and
MTAS Consultant Warren Nevad

MTAS Training Calendar



■ ELECTED OFFICIALS ACADEMY LEVEL I

February 8-9, 2013 • Knoxville March 1-2, 2013 • McMinnville

This two-day course covers: Ethics and Open Meetings; Foundations and Structure of Tennessee Municipal Government; Finance for Municipal Officials; Charter, Codes and Open Records; Council at Work

■ MUNICIPAL MANAGEMENT ACADEMY

COMMUNICATION SKILLS AND WORK STYLES

February 5, 2013 • Spring Hill

[CLICK HERE](#) to register for a class or to view the MTAS Training Calendar. If you have any problems, contact the MTAS office at (865) 974-0411.

Mark Your Calendar!

February 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

April 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

BEST PRACTICES IN GOVERNMENT EAP PROGRAMS WEBINAR (TN IPMA/DEER OAKS)

February 5, 2013 • 10-11 a.m. EST

TENNESSEE CENTER FOR PERFORMANCE EXCELLENCE CONFERENCE AND AWARDS BANQUET

February 19-20, 2013 • Franklin

[CLICK HERE](#) for information or to register.

TENNESSEE FIRE CHIEFS' QUARTERLY MEETING

February 20-22, 2013 • Nashville

[CLICK HERE](#) for information

TENNESSEE MUNICIPAL ATTORNEYS ASSOCIATION LEGISLATIVE DRAFTING AND IMMIGRATION SEMINAR: February 21, 2013 WINTER SEMINAR: February 22, 2013

[CLICK HERE](#) for information

ISO PUBLIC PROTECTION CLASSIFICATION CLASS

February 27 - March 1, 2013 • Knoxville

[CLICK HERE](#) for information

TAMCAR SPRING MEETING

April 17-19, 2013 • Murfreesboro

[CLICK HERE](#) for information

TENNESSEE PERSONNEL MANAGEMENT ASSOCIATION

April 9-12, 2013 • Memphis

ALLIANCE FOR INNOVATION "TRANSFORMING LOCAL GOVERNMENT" ANNUAL CONFERENCE

April 10-12, 2013 • Atlanta, GA

[CLICK HERE](#) for information

TENNESSEE CITY MANAGEMENT ASSOCIATION SPRING CONFERENCE

April 24-26, 2013 • Nashville

[CLICK HERE](#) for information

THE UNIVERSITY of TENNESSEE 
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WWW.MTAS.TENNESSEE.EDU