

NOTICE

TO: Rhode Island Town and City Clerks Association Members
FROM: Wendy J.W. Marshall, CMC, President, RITCCA
SUBJECT: RITCCA Annual Meeting

Date: **Thursday, June 16, 2022**
Location: Greenvale Vineyards
582 Wapping Road
Portsmouth, RI 02871

PROGRAM

8:30 a.m. REGISTRATION

8:45 a.m. WELCOME

Wendy J.W. Marshall, CMC, Middletown Town Clerk
President, RI Town & City Clerks Association
Jennifer West, Portsmouth Town Clerk
Kevin M. Aguiar, President Portsmouth Town Council
Richard A. Rainer, Jr., Town Administrator

9:00 a.m. Education Session – Jordan Day, Policy Director, Interim Executive Director of the League of Cities and Towns
“Lobbying 101 – Representing the Municipal Voice at the General Assembly”
City and town clerks will get a high-level overview of how the Rhode Island General Assembly works. Attendees will get information on how to track legislation, develop a compelling argument and talk to state leaders.

11:30 a.m. BUSINESS MEETING

12:00 Noon LUNCH

1:00 p.m. Education Session – Dennis Fitzgerald, Acquisition Works Inc.
“Coping with a New Workforce after COVID”

- *Understanding the potential concerns of employees returning to the workplace after COVID.*
- *Provide practical steps to deal with employee’s concerns.*
- *Multiple options to develop job descriptions, goal setting, and Performance Assessment tools.*
- *Dealing with mental health issues on the job.*
- *Methods to reduce stress in the workplace.*

*IIMC approved 0.63 CMC Education or 0.63 MMC Advanced Education point with completed learning assessments
(participation in both education sessions required to receive education points)*

TOWN AND CITY CLERKS
Friday, June 3, 2022
-- please print --

Number attending: ___ @ \$40 per person

Names of those attending: _____

Food allergies: _____

City/Town/Company: _____

Please contact Jennifer Slattery ASAP at jslattery@rileague.org to let her know if you plan to attend or do not plan to attend, checks and forms may follow later.

Please bring checks to the meeting made payable to:
Rhode Island Town & City Clerks Association