

SPRING 2018

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Employee Benefit Open Enrollment 2018: May 15-June 15

By: Amanda Burkhart, Employee Benefits Member Relations Strategist

Open enrollment is just around the corner. This is employees' one chance each year to make changes to their benefits without a qualifying event.

MMIA will mail information home to all plan participants. Be sure to provide the employees' most current mailing addresses to MMIA.

Participants may also visit the Employee Benefits page at

www.mmia.net/employee-benefits starting in May for full Open Enrollment details including summaries for each medical, dental and vision plan, available resources, information on the wellness program, and required notices.

The Employee Benefits Program team is always here to answer any additional questions you may have, but we hope you find the website helpful as you navigate this process.

Benefit Personnel Webinar*

Clerks and other benefit personnel are invited to join the MMIA Employee Benefits staff for an Open Enrollment preview webinar on April 5 at 10:00 a.m. To join the meeting, go to <http://bit.ly/2I9Ljpy>.

Dial-In Number(s):

U.S. & Canada Toll-Free: 866.740.1260

Access Code: 4957029

***This webinar is not meant for participants. MMIA will send information to each participant in the mail regarding Open Enrollment.**

Qualifying Events – 31 Days

Remember, participants must report any plan changes for a qualifying event such as a birth or a marriage to their city representative within 31 days of the event. The City/Town should report those changes to the MMIA as quickly as possible to process things smoothly for the participant. ■

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How are we adding value?

By: Alan W. Hulse, CEO, ARM, AIC

In 2016, the MMIA Board of Directors revised and updated a three-year strategic plan for our organization. Establishing a strategic plan is hard and tedious, although very important work. It is staff's responsibility to ensure that we are working daily to meet the goals established by the Board. One of the overarching goals established by the Board in 2016 is our organizational mission:

Organizational Mission

Pooling resources to provide quality, cost-effective risk management services, including education and training, and self-funded coverage for all Montana cities and towns.

What are we doing to fulfill this mission?

Pooling resources

Let us begin with internal resources. MMIA has a staff of 30 dedicated hard-working professionals who come to work every day with the goal of doing the best job they can for the member cities and towns that we serve. We work diligently at recruiting and retaining quality and talented people that have outstanding technical skills and are dedicated to service. I feel blessed to be able to lead this outstanding group of people. I take tremendous pride in knowing that the services they provide; training, technical assistance, claims administration, conference planning, etc., are second to none!

MMIA has also formed strong strategic relationships with other organizations that serve Montana municipalities. For the past three years, MMIA has worked very closely with the Montana League of Cities and Towns (MLCT) to align our goals in a strategic and collaborative partnership to strengthen both organizations and provide effective service to our combined membership. Working together through our service level agreements, I believe our efforts have resulted in significant improvement in programs, such as our Executive Forum, Municipal Summits, Jim Tillotson Service Program for attorneys, and the MLCT Conference; as well as a higher level of technical assistance to our members and advocacy that is provided on behalf of our members.

Similarly, collaborating on a strategic level with other groups such as MSU Local Government Center (LGC),

Montana Law Enforcement Academy, and Department of Administration Local Government Services has resulted in a higher quality of service to the municipalities that we serve.

Risk Management Service, Training, Education

I have highlighted above how collaboration with our strategic partners has resulted in a higher quality of services that we provide, but I would like to provide more detail on those services:

Executive Forum – Each year MMIA, MLCT, and LGC provide training specific to the executive branch of local government. We invite Mayors and Managers from our communities to gather for two days of training and networking. These Forums are geared toward newly elected mayors as well as more seasoned executives. This year we are holding the Forum in Polson on March 28, 29 and 30.

Municipal Summit – With the same partners, we conduct nine regional summits around the state to provide training, technical assistance, networking opportunities as well as updates on what is happening at the State and Federal levels of government that may have an impact on you. The Summits will be taking place around the state between April and June this year.

Clerks-Elected Officials Conference/Tillotson City Attorney CLE – This is a five-day certification course for municipal clerks, three-day training for elected officials both legislative and executive, and a two-day continuing legal education opportunity geared around municipal liability issues for city attorneys held in Billings May 6-11, 2018.

MLCT Conference – This is a three-day conference for all municipal employees that provides training, education, and technical assistance. This is a great opportunity to network with your peers, meet vendors that service local governments and access quality training and education.

CEO'S CORNER



I take tremendous pride in knowing that the services they provide: training, technical assistance, claims administration, conference planning, etc., are second to none!

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Conducting an Internal Audit on I-9 Forms

By: Angela Simonson, HR/Employment Practices Specialist

All employers are required to have a completed I-9 on record for every employee currently working. The employee must complete their section by close of business (COB) on the first day of employment, and the employer must complete their section by COB on the third day from the date of hire. Employers are also required to retain an I-9 for those who have terminated employment. The retention period for keeping an I-9 for a terminated employee is one year from date of termination OR three years from the date of hire, whichever is longer.

The Society of Human Resource Management (SHRM) has identified common mistakes in handling I-9 forms in their article titled "Top 10 Mistakes in Handling I-9 Forms" located online at shrm.org. The list includes failing to conduct an internal I-9 audit and having untrained staff engage in the I-9 audit.

The following are easy steps to follow to assist you in conducting an I-9 audit:

First, obtain a list of all employees who are currently working and any who have terminated since your last audit.

Second, cross-reference the list above as you look through all of your I-9 forms. Specifically, you need to ensure you have a completed form for every active employee that is signed and dated.

If the form is missing information, create a separate note that lists the date an I-9 audit was complete and what was discovered to be missing. Sign and date this note, then attach to the I-9 form. You cannot go back and correct information at a later date on the form itself.

If an I-9 form is missing for an active employee, you must notify the employee and require the form to be completed as soon as possible. Make a note to attach to the I-9 that lists the date the I-9 audit was completed and lists the audit findings showing the I-9 was missing and hence the reason

for a late signature date on the form.

Finally, the list of employees will assist you in determining dates for employment termination. If the termination date has been at least three years since the date of hire or one year from termination, (whichever is longer) then the I-9 can be destroyed, following your records destruction policy.

The image shows a sample of the I-9 Employment Eligibility Verification form. It includes the title "Employment Eligibility Verification Form I-9" and the Department of Homeland Security logo. The form is divided into sections for "Section 1: Employee Information and Attestation" and "Section 2: Employer Information and Attestation". It contains fields for employee name, address, date of birth, and employer information, along with checkboxes for citizenship status and a signature line for the employer.

A few examples are listed below:

Sue was hired on 10/1/2011. Her last day of employment was 8/15/2015—her I-9 can be shredded 8/15/2016. This date is more than three years from the date of hire and one year from date of termination.

Joe was hired on 2/5/2017. His last day of employment was 8/15/2017. In this case, you must hold the I-9 until 2/5/2020—three years from hire date. Write "terminated 8/15/2017. Destroy 2/5/2020" on the bottom of the form and file under terminated employees; this will help you when you go through all I-9's at your next year's audit.

Make the I-9 audit process something you do on an annual to biennial basis. Keep a log in the front of your folder that indicates dates internal audits were conducted and who completed the audit.

As a reminder, I-9 should not be part of the Personnel File, but should instead be filed in a separate folder in a locked location. It is best practice to clearly separate forms for active and terminated employees. I-9 should be easily accessed when requested for financial audits or if ever requested by the Department of Homeland Security during an audit. ■

How are we adding value...(cont'd)

In addition to these set programs, we also provide a tremendous amount of on-demand technical assistance from our offices and will do customized training in your communities when requested.

The result of these efforts is to provide you the tools needed to manage your day-to-day exposures, thus reducing risk

and cost. This, in turn, allows us to provide cost-effective and stable coverage for your municipal risks. When it is all said and done, I believe that we are fulfilling the mission that the Board has established for this organization – and adding value – for you our members! ■

Dianna Mell- 2018 Montana Rural Water Systems Clerk of the Year

The 2018 Clerk of the Year is awarded to Dianna Mell with the City of Townsend.

A dedicated 41-year career to her community started out with a job through the Comprehensive Employment and Training Act (CETA) in 1977. Acknowledging her work ethic and job commitment to various tasks such as mowing lawns and other maintenance duties, she was transitioned to assist with the city office staff with administration duties, eventually being promoted to City Clerk. As City Clerk, she has served under 6 different mayors.

Mell is described as a committed, hard-working individual in all responsibilities of the City Clerk position. One who has spent many selfless hours at City Council meetings, budget meetings, and is most giving of her time, volunteering many hours helping to organize the annual Christmas stroll and Christmas Connection, in addition to many other community functions over the years. Her dedication has been valued and respected. Congratulations Dianna! ■



Dianna Mell, Clerk of Townsend

The Municipal Summit is coming to your area, sign up today!

By: Janel Favero, *Communication Specialist*

You are cordially invited to participate in the 2018 Municipal Summit! The Municipal Summits are statewide educational and networking events that bring together stakeholders in local and state government to share ideas and discover resources, coordinated by the MMIA, MLCT, and LGC. There is no cost to register.

2018 Dates and Municipalities

April 17 – Great Falls

April 18 – Havre

April 19 – Fort Peck

April 20 – Terry

May 21 – Twin Bridges

May 22 – Stevensville

May 23 – Whitefish

June 4 – Helena

June 5 – Roundup

2018 Summit topics include:

- Agency, Advocacy, Litigation Update
- Dialogue with the Governor's Office and Staff
- Safety in the Workplace
- Governance - Real-World Scenarios for Municipal Employees and Elected Officials
- Q&A – MLCT, MMIA, and LGC staff



- ADA Requirements for Municipalities -or- MMIA Cyber Security and Coverage

Please register online at jotform.com/mmia/2018summit, registering helps to ensure this event is adequately structured for the total number of participants. Please contact MMIA Communication Specialist, Janel Favero at 406-495-7016 or jfavero@mmia.net if you have any questions.

Lunch will be provided. ■

MMIA Newsletter Staff

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Workplace Safety Training Requirements

By Britani Laughery, CSP, ASP, CIC, CWCP, AU, *Internal Operations Manager*

As discussed in the Winter 2016 MMIA News & Views article titled “Are You Prepared for an Unannounced DLI Inspection?” task-specific training continues to be an emphasis during Department of Labor and Industry, Safety & Health Bureau inspections. There are multiple types of training required by Occupation-

al Safety & Health regulations. To assist municipalities in identifying where there may be training deficiencies, a list of the most common training requirements is provided in the following table. For questions regarding workplace safety training, please contact us at risk-mgmt@mmia.net.



Mandatory Workplace Safety Training Topics and Their Frequency

TOPIC	EMPLOYEES	FREQUENCY			OTHER
		Initial	Annual	Changes in Duties/ Procedures	
Hearing Conservation	All employees exposed to regulated noise (85 dba and above)	X	X		Annual Audiograms Maintain current posting of Hearing Conservation Standard
Energy Control	All employees, Authorized and Affected	X	X (Recommended)	X	Annual review of procedures. If proficiency is in question, annual update recommended
Confined Space	All employees who will be required to enter/work in or monitor a confined space	X	X (Recommended)	X	If proficiency is in question and all rescue personnel included
Hazard Communication	All employees	X	X (Recommended)	X	If proficiency is in question or employees are introduced to new chemicals
Bloodborne Pathogens	Employees with occupational exposure	X	X		Supervisors and all personnel required to respond and render aid to injured employees
Incipient Fire Training	All employees at sites where fire extinguishers are provided	X	X		Annual training if required to use fire extinguishers
Access to Medical Records	All employees	X	X		Post notice annually
Forklift Training	All operators	X			Performance test every three years or if proficiency is in question
Respirator Training	All users	X	X	X	Annual refresher Annual medical evaluations

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Workplace Safety Training Requirements...(cont'd)

TOPIC	EMPLOYEES	FREQUENCY			OTHER
		Initial	Annual	Changes in Duties/ Procedures	
Personal Protective Equipment	All users	X		X	Changes to hazards exposed or if proficiency is in question
Elevated Work Platforms	All users	X			
Electrical Exposure	Employees exposed to 50 volts or more	X			Working with >600v 3Phase Other requirements apply
New Employee Orientation	All employees	X			
Company Safety Policies	All employees	X	X	X	Review of Company Safety Policy
Job Safety Analysis (JSA)	All employees	X	X	X	As needed
Accident Prevention Program	All employees	X	X	X	Review of Company Accident Prevention Program
Accident Investigation	Managers, Supervisors, Safety Committee	X	X (Recommended)		If proficiency is in question
First Aid/CPR	All employees designated to respond	X			Every 2-3 years to maintain certification. CPR Yearly
Trenching/Excavations	All employees who will be required to enter/work in or monitor the work area	X		X	As needed
Fall Protection	All employees working over a level of 6 feet	X		X	As needed for changes to Fall Protection Equipment
LP Gas Dispensing	All employees who will dispense	X		X	As needed
Welding/Cutting	All who perform such tasks, all supervisors	X	X (Recommended)		As needed
Asbestos, lead and other regulated health hazards	Those employees exposed above regulated limits	X	X		Training depends on the health hazard and the exposure levels
Overhead Cranes/Hoists	All users	X		X	Train in inspection procedures
Ladder Safety	All employees who will use a ladder	X			As needed
Chain Saw Operation	All users	X			As needed
Lifting Safety	All employees	X			As needed

Municipal Attorneys: Jim Tillotson Service Program May 9-11th

By: Janel Favero, *Communication Specialist*

We would like to invite all municipal attorneys to the upcoming Jim Tillotson Service Program at the Billings Hotel and Convention Center, May 9-11, 2018. CLE credits are available.

At the time of press, we are still working on cementing the agenda, however topics include:

- The Disclose Act, COPP, and Local Governments – Keeping up with Evolving Electioneering Communication and Reporting Requirements
- MHP Impaired Driver Training
- Medical Marijuana Comes to Town – SB 333
- Overview and discussion on criminal law revisions enacted by 2017 Legislature
- MMIA's cyber coverage and digital/computer forensic investigation
- ADA for Title II entities

- Rogue Mayors, Council Cousins, and Stubborn Judges – Handling Separation of Powers in Local Government
- Road Issues: Easements, Special Districts, Etc., and more!

Registration starts at 12:30 p.m. on Wednesday, with sessions starting at 1:00 p.m. and an Attorney Reception from 4:45 p.m. - 6:00 p.m. Thursday sessions will be from 8:00 a.m. to 5:00 p.m. Friday concludes the program with sessions starting at 8:15 a.m. Register online at mmia.net, although there is no cost for registration, registering helps to ensure that this event is adequately structured for the total number of participants.

The Convention Center is at 1223 Mullowney Ln, Billings, MT 59101; please use "Municipal Clerks" to reserve your room in the block. ■

Property Coverage Question and Answer

By: Laura Wigen, *Property Program Specialist*

Property renewal time has started again! Property Renewal is your opportunity to inform the MMIA of changes, additions and removals for the 2018-2019 coverage period. These updates may also affect coverage determinations should you experience a claim. Thorough review and auditing of your real/personal property, contractor/mobile equipment, and vehicle schedules is encouraged. This time often brings up many questions from our Members on properly scheduling their property.

A common question we hear is *'What is the difference between Replacement Cost and Stated Amount?'*

The big take-away here is that dollar for dollar, these coverages cost the same! the difference is how they pay out in the event of a claim and the requirements of replacement cost.

- **Stated Amount** – this is the maximum amount your item is covered for. If the property is scheduled for a stated value of \$1,000, we will only pay up to \$1,000 regardless of the amount of loss.
- **Replacement Cost** – this amount is an estimate of what the cost would be to replace the item if it were lost or damaged. The value is a basis for determining coverage cost. If your car has a replacement value of \$45,000 but the actual replacement will cost \$52,000, we will pay up to \$52,000 to replace it. MMIA will pay for a current year new replacement less applicable deductible.

If you choose to schedule property at Replacement Cost, you are required to meet our minimum values for vehicles and buildings and will be subject to an assessment every three years.



Photo courtesy Montana Office of Tourism

Another common question is *'How do I schedule vehicle attachments?'*

Vehicles need to be listed on the vehicle schedule. All removable attachments like sanders, plows, and blades need to be listed on the equipment schedule. This ensures that all parts are adequately insured in the event of a claim.

Renewal is a great time to review your property and list all attachments on the equipment schedule for property coverage. Without listing your equipment properly, those attachments could be considered unscheduled property in the event of a claim. This oversight could significantly lower the value of the equipment to Actual Cash Value for claim pay out. Actual cash value means replacement cost minus depreciation.

If you have any questions, do not hesitate to call Laura Wigen, Property Program Specialist, at 406-495-7024. ■



**Montana Municipal
Interlocal Authority**

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**DO YOU WANT MORE
MMIA NEWS?**

You can sign up to receive the quarterly newsletter by contacting MMIA Communication Specialist, Janel Favero at jfavero@mmia.net. By signing up for this quarterly communication, you may elect to receive electronic, hard copy, or both. This is a great way for you to stay up-to-date on upcoming events, policy changes, and information on how we are working to serve Montana's Municipalities.

If you would like to view our past issues archive, visit mmia.net/news-events/archive/ ■

Calendar of Events

March

- 22 Employee Benefit Committee Meeting
- 23 MMIA Board Meeting
- 28-30 Municipal Executive Forum, Polson

April

- 17 Municipal Summit, Great Falls
- 18 Municipal Summit, Havre
- 19 Municipal Summit, Fort Peck
- 20 Municipal Summit, Terry

May

- 6-11 MMCT/FOA Institute, Billings
- 8 Newly Elected Officials Bootcamp, Billings
- 9-11 Jim Tillotson Service Program, Billings
- 21 Municipal Summit, Twin Bridges
- 22 Municipal Summit, Stevensville
- 23 Municipal Summit, Whitefish

June

- 3-6 PRIMA Annual Conference, Indianapolis, IN
- 4 Municipal Summit, Helena
- 5 Municipal Summit, Roundup
- 22 MMIA Board Meeting

