

## Location:

Woodward Conference Center  
3401 Centennial Lane  
Woodward, OK 73801  
(580) 256-9990

## Cost:

No cost to Clerks, Treasurers & Finance Officers that are current members of the MC&T program. All others will be charged \$65.00

**April 5, 2019**

## Additional Information:

CMO Credit Hours (Certified Municipal Official)

This workshop fulfills 4 CMO credits.

This workshop fulfills State Certification requirements for the MC&T Certification Program.

201 Northeast 23rd Street  
Oklahoma City, OK 73105  
Questions?  
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# Oklahoma Municipal Clerks, Treasurers & Finance Officers

## State Certification & Handbook Training

### Agenda

#### 9:00–9:50 A.M. REGISTRATION

9:50 Welcome – Host - City of Woodward

10:00 -11:00

#### Internal Controls

Brenda Holt, CPA, Audit Manager for Special Investigative Unit,  
Oklahoma State Auditors Office

11:00 -12:00

#### Dealing With Difficult People

Pam Spinks, Director of Professional Development, OMAG

**12:00 -1:00 - LUNCH**

**Sponsored by Oklahoma Municipal Assurance Group**

1:00 - 2:30

#### Hot Topics-Utilities/Open Records/Open Meetings & More

Bryan Drummond, Shareholder/Director /Rosenstein, Fist & Ringold

2:30 - 3:30

Audit Prep

Frank Crawford, Crawford & Associates