



# Training Programs

By MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST

The following training programs (organized by topic category) can be delivered to individual members or affiliated associations to help manage risks and reduce losses. These programs are provided as part of membership in MCIT. Availability is based upon MCIT staff schedules. *A minimum audience of 20 people is preferred.*

For more information or to schedule an on-site training session, interested parties should contact MCIT Communications Manager Heather Larson-Blakestad toll-free at **1.866.547.6516 ext. 6430** or [hblakestad@mcit.org](mailto:hblakestad@mcit.org). *Department heads/staff should coordinate scheduling on-site training with MCIT through their Human Resources department or person responsible for HR duties.*

## COVERAGE

Related topics can be found under the personnel, risk management and workers' compensation categories.

### **Auto Tune Up: Coverage, Risk Management and Safety While on the Road**

- *Recommended audience: Department heads/supervisors*
- *45-60 minutes*

Automobiles expose members to a variety of potential claims. This session reviews MCIT auto coverage and claim scenarios. It answers frequent questions and offers risk management and safety recommendations.

### **A Discussion of MCIT's Public Employees Liability Coverage**

- *Recommended audience: All staff including commissioners*
- *45 minutes*

Those who serve on the board of a public entity or are public employees often wonder if their service exposes them to a lawsuit with the potential of losing their homes, vehicles or children's college funds. This session discusses how MCIT coverage applies, who will defend public officials/employees when they are named in a lawsuit and the roles of those charged with managing the litigation.

### **Protecting Your Assets: Getting the Most from Property Coverage**

- *Recommended audience: Department heads/supervisors*
- *60-90 minutes*

MCIT property coverage is designed to address the variety of exposures to financial loss that members face every day. This session looks at strategies members can implement to ensure that their property, contents and property in the open are adequately protected in the event of a loss. The session provides a short review of MCIT property coverage.

### **Surety, Fiduciary and Fidelity Bonding: It Takes Three to Party**

- *Recommended audience: Department heads/supervisors*
- *45 minutes*

Bonding is a three-party contract that differs from insurance. There are many types of bonds. This session focuses on surety, fiduciary and fidelity bonds with an emphasis on the employee dishonesty and faithful performance of duty bond provided by MCIT. The review looks at coverage and offers risk management recommendations.

## GOVERNANCE

Related topics can be found under the personnel category.

### **The ABC's of JPEs: Establishing a Successful Joint Powers**

- *Recommended audience: Board members, executive staff and department heads/supervisors*
- *45-60 minutes*

Collaborative arrangements are an efficient and effective service delivery model to address operational needs. MCIT has examined successful joint powers entities and found that the one aspect they have in common is that they are built on a strong foundation. This session explains the building blocks of a successful joint powers arrangement.

### **Avoid Bad Headlines: Tips to Comply with the Minnesota Government Data Practices Act**

- *Recommended audience: All staff and elected officials*
- *45-60 minutes*

Most of the letters, reports and e-mails public employees collect, create, receive, maintain or disseminate related to the government entity's operations are data subject to the Minnesota Government Data Practices Act (MGDPA). This session provides an overview of what board members, executive staff, department heads/supervisors and staff need to understand about the law to facilitate compliance:

- definition of "data" and its classifications
- procedural requirements that the organization must have in place to comply with the law
- role of the responsible authority and the data compliance officer
- reasons some information is not accessible to board members and employees
- strategies to address the release of data
- penalties for violating the MGDPA
- how MCIT coverage responds to claims that allege a violation of the MGDPA

#### **ADD ON MODULE: Personnel Data Under the MGDPA**

- *This topic can be added to the "Avoid Bad Headlines: Tips to Comply with the Minnesota Government Data Practices Act" presentation to provide a more in-depth understanding of the topic*
- *Recommended audience: executive staff, department heads and supervisors*
- *30-45 minutes*

This add-on module is intended to give attendees a basic understanding of the MGDPA as it relates to personnel data. The goal is to provide executive staff, department heads and supervisors with enough information to provide a greater understanding of the "shroud of privacy" that surrounds many personnel issues and how to avoid creating potential liability for themselves and the organization.

### **A Discussion of the Open Meeting Law**

- *Recommended audience: Board members and staff responsible for board meetings*
- *45-60 minutes*

Elected officials are legally required to conduct business in a public forum. A violation of the Open Meeting Law can affect the credibility of the organization and its leaders, as well as expose them to litigation, fines and penalties. Session highlights:

- what constitutes a meeting
- when the governing body can legally close a meeting
- how to properly notice, close and record meetings
- penalties that can accompany violations of the Open Meeting Law
- how MCIT coverage responds to claims that allege a violation of the Open Meeting Law

## LOSS CONTROL

Related topics can be found under the risk management and workers' compensation categories.

### Active and Effective Safety Committees

- *Recommended audience: Board members, department heads/supervisors, safety coordinator/officer and safety committee members*
- *50 minutes*

Beyond complying with Minnesota statutes, an active and effective safety committee can reduce losses, strengthen a safety program and bolster a positive safety culture within an organization. Participants learn what it takes to create an active and effective safety committee and how to avoid the pitfalls that can stagnate the committee's potential.

### OSHA Inspections: Avoid the Drama and Trauma

- *Recommended audience: Department heads/supervisors, safety coordinator/officer and safety committee members*
- *45 minutes*

An OSHA inspection can be stressful, but proper preparation can make the process run smoothly. This session explains current Minnesota OSHA inspection procedures, lists items all members should have readily available during an inspection and provides helpful tips for the walkthrough. The session also reviews the most common OSHA citations members have received in the past six years, including the cost of fines.

### Practical Ergonomics: Thinking Outside the Cubicle

- *Recommended audience: Department heads/supervisors, safety coordinator/officer and safety committee members*
- *45 minutes*

This session provides an explanation of ergonomic risk factors and associated injuries. The discussion focuses on positions and postures, force and vibration, task repetition, and the environmental elements employees deal with at work and after hours. The presentation also includes practical solutions for reducing injury risk factors through improved equipment, work methods and general wellness.

### Year Round Slip, Trip and Fall Prevention

- *Recommended audience: Department heads/supervisors, safety coordinator/officer, safety committee members and facility managers*
- *45 minutes*

Slips, trips and falls are the second most frequent causes of personal injury for MCIT members (motor vehicle accidents are first). This session reviews several types and causes of slip, trip and fall accidents. It also provides a variety of techniques and tools to identify, evaluate and implement solutions to prevent accidents of this type.

## PERSONNEL

Related topics can be found under the governance, risk management and workers' compensation categories.

### Avoid Legal Pitfalls When Hiring

- *Recommended audience: Department heads/supervisors*
- *45-60 minutes*

Hiring a new employee can be a time-consuming and demanding process. Public employers are required to navigate a series of laws, including federal and state nondiscrimination laws. This presentation points out some of the legal pitfalls that may be encountered by public employers during the hiring process. It also provides practical tips for making legally defensible hiring decisions

### Cultural Change and Accountability: Addressing Sexual Harassment

- *Recommended audience: All staff and elected officials*
- *45-60 minutes*

Sexual harassment is prevalent in the headlines. This session covers what sexual harassment is and what supervisors and staff can do to create a workplace culture of respect and accountability. **As part of this session, the employer is expected to review its sexual harassment policy with attendees.**

### **Employee Leaves: Sorting Out Who Has Leave and When**

- *Recommended audience: Department heads/supervisors*
- *45-60 minutes*

State and federal laws provide employees with statutory leaves. The goal of this session is to provide supervisors with enough information to understand the basic leaves so that they can identify when certain leaves may be appropriate and when to involve others, such as human resources. This session is not intended as a how-to in leaves or for the experienced human resources professional.

### **Keeping Independent Contractors Independent**

- *Recommended audience: Department heads/supervisors*
- *45 minutes*

Budget constraints and hiring freezes have public entities looking for alternative ways to provide services. Subsequently, more members are looking to outsource instead of hire. This session examines the differences between an employee and an independent contractor and how coverage applies to each. Participants learn techniques to ensure that independent contractors remain independent.

### **Navigating the Veterans Preference Act**

- *Recommended audience: Department heads/supervisors*
- *45-60 minutes*

In recognition of their sacrifices, military service veterans are afforded some employment preferences and protections under the Minnesota Veterans Preference Act. This session provides a basic understanding of a public employer's obligations and responsibilities under the law. The training is not intended for experienced human resources professionals.

### **Performance Management: Making the Most of Your Human Resources**

- *Recommended audience: Department heads/supervisors*
- *90-120 minutes*

Issues involving personnel and employment always stimulate concern and can result in litigation. Critical to managing the human resource is the development and implementation of a performance management system. An effective performance management system provides for consistent and uniform treatment and development of employees, and can be an organization's best defense when dealing with an aggrieved employee. This session focuses on job descriptions, file maintenance, evaluations, dealing with unsatisfactory performance, discipline and other related issues.

### **Social Media Employment Risks and How Supervisors Can Manage Them**

- *Recommended audience: Department heads/supervisors*
- *90 minutes as stand-alone presentation; 30-45 minutes as an add-on module to "When Personal Social Media and Professional Life Collide"*

Social media has changed the way people share information. Employers have become aware of the impact that this form of communication has on the workplace. This session examines three areas of social media use in the public employment context that may expose government entities to risk: employee personal use of social media, the use of social media and Internet searches when making hiring decisions, and social media employment references. The session provides suggestions for managing that risk.

### **When Personal Social Media and Professional Life Collide**

- *Recommended audience: General staff*
- *60 minutes*

Social media is a popular method to keep connected with friends and family, to learn more about the community and world, and to share life events and personal opinions. However, personal social media use can have an effect on one's professional life. This session uses real-life examples to discuss the professional concerns relative to personal social media use and provides suggestions for managing that risk.

### **Your Employee or Mine? Avoiding Unintended Consequences of Joint Employment Ventures**

- *Recommended audience: Department heads/supervisors*
- *45-60 minutes*

For years MCIT members have collaborated to share resources, including employees. In this session, attendees learn the questions to answer to minimize exposures to potential liability when sharing personnel with other entities.

## **RISK MANAGEMENT**

Related topics can be found under the coverage, loss control, personnel and workers' compensation categories.

### **Keys to Managing Volunteers, Interns and Associated Risks**

- *Recommended audience: Department heads/supervisors*
- *45 minutes*

MCIT members often look to volunteers and interns to assist with various tasks. Learn how these individuals expose entities to risk and how MCIT coverage may respond to losses involving volunteers and interns. This presentation addresses common exposures arising from volunteers and interns; discusses key issues such as their registration, direction and training; examines potential exclusions and claim examples; and offers risk management recommendations

### **Parks and Recreation Risk Management Best Practices**

- *Recommended audience: Department heads/supervisors*
- *45-60 minutes*

Government-funded and -maintained park and recreational areas and activities are an integral part of Minnesota culture. These areas, however, can foster claims against the entities that own them. This session covers risk management and best practices for both physical and operational exposures to help reduce the potential for accidents, injuries and loss. The session can also discuss the immunities provided to municipalities for its park and recreation operations.

### **Red Flags in Contracts: Coverage, Exclusions and Risk Management**

- *Recommended audience: Board members, executive staff, department heads/supervisors*
- *45 minutes*

MCIT members enter into a variety of contracts and legal agreements. This session addresses insurance limits, additional insured wording, certificates of insurance, hold harmless and indemnification language, and other potential risk management red flags in contracts and agreements.

### **Risk Management 101**

- *Recommended audience: Board members, department heads/supervisors*
- *45 minutes*

Organizations are constantly threatened with exposures to loss. Risk management is the discipline of identifying risks that could result in a loss and strategies to prevent or mitigate loss by improving the chances that the organization's plans and actions lead to the intended results. Understanding and implementing basic risk management techniques can control and reduce an organization's risk, thereby saving time and money. This session examines the language and basic concepts of risk management

### **Seasonal Employees and Interns: Not Your Typical Employees**

- *Recommended audience: Department heads/supervisors*
- *45-60 minutes*

Organizations routinely supplement their regular workforce with seasonal employees and interns. Each of these worker types brings unique risks to the organization. This session discusses the risks associated with the use of seasonal employees and interns and when MCIT coverage responds to a claim, as well as includes risk management strategies to mitigate losses. .

### **Translating Insurance Language in Contracts**

- *Recommended audience: Board members and department heads/supervisors*
- *45 minutes*

In the world of contracts, failing to understand insurance language can result in significant risks to MCIT members. This session examines risks members may face with respect to insurance provisions in contracts, provides a translation of basic insurance coverage and limits, and explains how to apply this to reading and understanding certificates of insurance. Other methods to help manage risks are also covered.

#### **ADD ON MODULE: Deciphering Certificates of Insurance**

- *This topic can be added to the “Translating Insurance Language in Contracts” presentation to provide a more in-depth understanding of the topic*
- *45 minutes*

Members require that independent contractors show proof of insurance coverage as part of the contracting process. That proof is provided in a puzzling document called a certificate of insurance. This session provides direction to members about how to decode the document so they can determine whether contractors are adequately covered.

### **What to Expect When ... You're Sued**

- *Recommended audience: Board members, department heads/supervisors*
- *45 minutes*

When MCIT members and their employees are named in a lawsuit, they want to know if they will be protected. This session walks participants through the litigation process and explains MCIT coverage.

## **WORKERS' COMPENSATION**

Related topics can be found under the loss control and personnel categories.

### **FMLA, ADA and Workers' Compensation: Employment Law and Workers' Compensation Interface**

- *Recommended audience: Department heads/supervisors*
- *45-90 minutes*

Multiple employment laws govern time off from work, such as the Family and Medical Leave Act, Americans with Disabilities Act and Minnesota Human Rights Act. This session educates attendees on when these laws apply and when to engage others such as human resources professionals, attorneys or MCIT. By debunking common myths about injured workers, this session also provides insights about which injuries require more long-range planning to facilitate the return to work process and information for building a more inclusive work environment.

### **Return of the (Injured) Employee: Benefits of Return to Work Programs for Both the Employee and the Organization**

- *Recommended audience: Department heads/supervisors*
- *45 minutes*

This session discusses the importance of written and approved return to work programs; the benefits of such a program to both the employee and employer; and strategies for how members can establish effective return to work programs.

### **Timely and Accurate Reporting of Work-related Injuries**

- *Recommended audience: Department heads/supervisors*
- *30 minutes*

Timely and accurate reporting of work-related injuries is important for proper claim management. This presentation discusses employee education, reporting timelines, securing appropriate medical care, preventing penalties, accident investigation and using a safety committee.

### Workplace Injuries: Myth vs. Reality

- Recommended audience: Department heads/supervisors
- 45-60 minutes

Participants explore three common workplace injuries and the myths that surround them. The session walks through the causes, treatments and prevention techniques for these injuries, and sheds light on the myths about returning an injured employee to work.

### Workers' Compensation: What You Need to Know

- Recommended audience: Department heads/supervisors
- 45-60 minutes

Attendees learn steps employers should take to reduce their workers' compensation claim costs. The presentation addresses the critical elements of prompt reporting, thorough investigation and return to work programs, and their importance in achieving positive outcomes for employees and employers.



# DEFENSIVE Driving Training

Auto physical damage claims continue to be the most frequently reported loss by MCIT members. Training drivers to be safe does more than protect a member's fleet from physical damage; it also helps prevent injuries to employees and citizens.

- MCIT provides members two formats to deliver defensive driving training to their employees: online or on site.
- Training is provided at no cost as part of membership.
- Courses are available for operating passenger vehicles, maintenance vehicles or multiple passenger vehicles.

Call 1.866.547.6516 or e-mail [info@mcit.org](mailto:info@mcit.org) for more information.

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