

WILLIS THOMPSON
MAYOR

THOMAS "T.J." MAYFIELD
WARD 1 ALDERMAN



VICKIE BAILEY
WARD 2 ALDERWOMAN

City of Vicksburg

1401 WALNUT STREET | VICKSBURG, MS 39181 | (601)636-3411

August 3, 2026

Mayor and Board of Aldermen

RE: Request for Approval of Upcoming 2026 Fall Certified Municipal Clerk Program

I am requesting approval for Brian Sessums and Jasmine Dillon to attend the **2026 Fall Certified Municipal Clerk Program**, offered through the Mississippi State University Extension Service on September 30, 2026, through October 2, 2026. Location for this program is at the Embassy Suites in Ridgeland, MS. The cost of registration is \$325.00 per clerk. This fall program provides formal training in areas such as: Risk Management, Records Management, Communications, Community Development and Financial Management. These classes are essential for clerks to earn their Certified Municipal Clerk (CMC) designation. The clerks are in their second year of the three-year program.

Thank you for your continued support of the professional development of the City Clerk's Office.

Sincerely,

A handwritten signature in blue ink that reads "Deborah A. Kaiser-Nickson". The signature is stylized and fluid.

Deborah A. Kaiser-Nickson, MBA, MMC
City Clerk

Incorporated 1825

City Website: <http://www.vicksburg.org>

Deborah Nickson

From: ext-cityclerks-request@lists.msstate.edu on behalf of Camp, Jason
<jason.camp@msstate.edu>
Sent: Monday, July 13, 2026 8:54 AM
To: MSU-EXT-cityclerks
Subject: Registration Open: Fall Certified Municipal Clerk Program

① External email >

① Contains topics of a financial nature >

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2026 Fall Certified Municipal Clerk Program

Registration is now open for the **Fall Certified Municipal Clerk Program**. Municipal Clerks and Deputy Clerks can earn a certification that demonstrates their expertise and skills in the profession. If you are unfamiliar with the program, [click to learn more](#). Sessions are open to municipal employees who wish to gain knowledge, but they will not be eligible to earn a certification.

Date	Location	Deadline
September 23–25, 2026	Oxford Conference Center & Townplace Suites	August 22 nd
September 30, 2025–October 2, 2026	Embassy Suites	September 7 th
October 21–23, 2026	Holiday Inn Hattiesburg	October 7 th

[Register Now](#)

Fall Topics:

Risk Management
Records Management
Communications
Community Development
Financial Management

Day 1:

7:30 Registration & Breakfast
8:00 Session 1
12:00-1:00 Lunch Provided
1:00-5:00 Session 2

Day 2:

7:30 Breakfast

8:00-12:00 Session 3

12:00-1:00 Lunch Provided

1:00-5:00 Session 4

Day 3:

7:30 Breakfast

8:00-12:00 Session 5

Hotel Booking information will be sent along with your invoice when registering. The invoice is automatically sent at the time of registration. If you do not receive it within 1 minute, it likely has gone to your spam folder, or you have missed typed your email address.

Payments: All registration fees should be received no later than 2 weeks before your session. You must plan so that the check will be issued on time. The registration fee is still due and payable if not canceled before the registration deadline.

Jason Camp

Extension Specialist

Center for Government & Community Development

Mississippi State University Extension Service

Extending knowledge. Changing lives.

Schedule an appointment with me at <https://calendly.com/jasoncamp>

PO 9643 | Mississippi State, MS 39762

662-325-3141 (voice) | 662-325-8954 (fax) | Jason.Camp@msstate.edu | gcd.msucare.com



**MISSISSIPPI STATE UNIVERSITY™
EXTENSION**