

2014 Fall Training School Tentative Agenda

MONDAY, September 15, 2014

2:00 - 3:15 p.m.

- Overview of the Governmental Accounting Process
- Running Effective Meetings: The Importance of Meeting Procedures & Taking Proper Minutes

3:30 - 4:45 p.m.

- Civil Service Essentials
- Red Flags for Fraud
- Enacting Local Laws & Conducting Referenda: How to Avoid the Pitfalls

6:00 - 7:00 p.m.

First-Time Attendee Orientation

TUESDAY, September 16, 2014

9:00 - 10:15 a.m.

- Albany Update
- The ABCs of Regulating Traffic & Parking in Cities & Villages
- Preparing, Monitoring & Amending an Effective Budget
- Hidden Savings: How to Regain Control of Workers' Compensation Costs Through Claims Management
- The Affordable Care Act From a Local Government Perspective - Part I
- Living in the Glass House: Ethics for City & Village Officials

10:45 a.m. – 12:00 noon

- Gifts, Loans & Donations
- The Tax Freeze: What You Need to Know (repeated Wednesday at 10:30 a.m.)
- Basel III Banking Regulations
- The Affordable Care Act From a Local Government Perspective - Part II
- What Do You Mean I Can't Do That? Understanding How Local Governments Operate & The Roles of Public Officials

NYS Association of City and Village Clerks' Annual Luncheon

1:30 - 2:45 p.m.

- Alternative Records Solutions and Shared Services Opportunities
- *That is what I said, but not what I meant:* The Keys to Effective Communication
- Establishing & Accounting for Reserves
- Building a Better Budget
- Violence In the Workplace: Are You In Compliance?

3:00 - 4:30 p.m.

- Leveling the Playing Field When It Comes to Cable Franchising Agreements
- Protecting Municipal Data: A Non-Technical Guide for Beginners
- Employer Reporting for Retirement Purposes
- How to Conduct a Village Election
- Go With the Flow: Water & Sewer Administration

WEDNESDAY, September 17, 2014**9:00 - 10:15 a.m.**

- The Open Meetings Law: The Basics & Nuances of Running Meetings Pursuant to NYS Law
- Hot Topics in Employee Relations
- Accounting for Capital Projects
- Managing Your Risk When Sharing Services
- Getting a Handle on Records Management
- Employee Handbooks... The Case for Sound Policy Development

10:30 a.m. - 12:00 noon

- Inspiring & Providing Leadership
- The Top Ten Ways to Lose Your Section 75 Disciplinary Proceeding
- The Tax Freeze: What You Need to Know
- Developing an Effective Fund Balance Policy
- Understanding the Procurement Process & Using State & Cooperative Contracts
- The Freedom of Information Law: How to Handle Emails, Private Information & the Person Who FOILs Everything

1:00 - 2:30 p.m.

- What is Bad Dirt, Why is it a Problem & What Do I Need to Do About It?
- Best Practices in Drafting Bid Specifications & RFPs
- Bonding & Borrowing: The Latest Trends & Issues
- Clerks' Seminar
- Cloud Computing: What's It All About?

THURSDAY, September 18, 2014**9:00 - 10:15 a.m.**

- Social Media & The Workplace
- How a Bill Becomes a Law: Getting Involved in the Process
- OSC Audits: Procedures & Common Findings
- Policies and Procedures to Manage the Business of Government
- Three-Alarm Fire: Administrating Volunteer Fire Departments

10:45 a.m. – 12:00 noon

- Legal Requirements Surrounding Credit Cards & Electronic Financial Transactions
- Retirement System Update
- Managing Municipal Assets
- Cracks in the Foundations: Local Governments are Still Losing Ground on Addressing Vital Infrastructure Needs
- I Have Been Accused of What? Best Practices for Responding to a Division of Human Rights Complaint

NYS Society of Municipal Finance Officers' Annual Luncheon

1:30 - 2:45 p.m.

- Notary Exam
- Emergency Management: Dealing with Disasters & the State & Federal Agencies That Are There to Help You
- Cyber Threats to Municipalities: What Should Keep You Up at Night?
- Digital Towpath: New York's Platform for Shared Municipal IT Services

3:00 - 4:15 p.m.

- Property Tax Potpourri
- Finance Officers' Seminar
- Grant Opportunities for Cities & Villages

EVENING

Reception, Annual Banquet & Certificate of Attendance Awards

updated 9/10/14