

# 2009

## Georgia Municipal and County Clerks/ Finance Officers Education Program

February 15–18, 2009



Georgia Center  
for Continuing Education  
Conference Center and Hotel

1197 S. Lumpkin Street  
Athens, GA 30602  
[www.georgiacenter.uga.edu](http://www.georgiacenter.uga.edu)



Carl Vinson **Institute of Government**

The University of Georgia

# GENERAL INFORMATION

## Conference Facilities

The Georgia Center for Continuing Education Conference Center and Hotel, a unit of the University of Georgia's Office of Public Service and Outreach, provides innovative lifelong learning opportunities that develop intellectual and human potential. A full-service, residential adult-learning facility on UGA's campus, the Georgia Center includes a 200-room hotel, restaurants, banquet areas, conference rooms, auditoriums, a fitness center and computer lab-all under one roof. For directions to the Georgia Center, or for more information please visit: [www.georgiacenter.uga.edu](http://www.georgiacenter.uga.edu)

## Registration Fee and Deadline

The registration fee for the Georgia Municipal and County Clerks conference will be \$360.00. Completed registration forms should be mailed or faxed by Friday, February 6, to ensure adequate instructional materials are prepared.

## Cancellation and Refund Policy

In order to receive a 100% refund for cancellation of conference registration you must request in writing either by fax or email to Jean Lord no later than 5:00 p.m. on Tuesday, February 3, 2009. In order to receive a 75% refund a request must be made in writing no later than 5:00 p.m. on Tuesday, February 10, 2009. Cancellation requests after this date will not receive a refund unless due to hospitalization or the death of an immediate family member. Substitution of attendee is encouraged rather than cancellation. Please email Jean Lord: [lord@cviog.uga.edu](mailto:lord@cviog.uga.edu) if you need to request a cancellation or substitution.

## Guest Registration/Meals

Guest meals will only be accepted through pre-registration and must be paid for in advance. Guest meal requests will not be accepted on site. The Georgia Center for Continuing Education Conference Center and Hotel has a café that is open from 7:00 a.m. until 2:00 p.m. each day. The hotel restaurant, Savannah Room, is available from 11:30 a.m.-2:00 p.m. Monday through Friday for lunch and 5:00 p.m.-9:00 p.m. Monday through Saturday for dinner. The Georgia Java Coffee Shop will be open 6:30 a.m.-10:00 p.m. each day offering light refreshments and snacks.

## Parking

The recommendation for parking is to use the South Campus Parking Deck, which is adjacent to the Georgia Center. The parking fee is \$10.00. For guests staying at the Georgia Center, your parking will be added to your lodging bill.

## Guest Parking/Commuter Parking

Anyone not staying at the Georgia Center will be required to park in the South Campus Parking Deck and will be required to pay the daily rate of \$10.00. Vehicles over seven feet tall cannot fit into the parking deck.

## For Information on the Certificate Program

<http://www.vinsoninstitute.org/training/local>

Please visit this website to print an up-to-date copy of the certificate guidelines.

## Lodging

Please contact the hotel of your choice in the Athens area to secure your lodging for the conference. \*The Georgia Center for Continuing Education is the conference site, lodging is limited, please call early. The block of rooms at each of the hotels will be held until January 23, 2009, or the date on which all rooms have been reserved, whichever comes first.

The Georgia Center for Continuing Education Conference Center and Hotel is a state building, therefore provides a smoke free environment. If you require a smoking room, please contact one of the other overflow hotels.

## Hotel Telephone Numbers

\*Georgia Center for Continuing Education...706.542.2134  
or 800.884.1381  
\*Holiday Inn.....706.549.4433  
\*Courtyard by Marriott.....706.369.7000

Each hotel will provide you with a confirmation number, and payment is to be made directly to the facility. Each hotel facility will provide you with their hotel policies. You are responsible for contacting the hotel for any cancellations and/or changes to your stay.

## Tax Exemption

In order to be completely tax exempt from hotel/motel and State sales tax, a state, city or county check or credit card must be presented upon check-in along with your state, city, or county tax exemption certificate displaying your tax exemption number. Each attendee/guest must present the authorized tax forms at time of check-in.

## Bingo and Door Prizes

Bingo on Sunday evening and the door prize drawings on Tuesday morning are sponsored and administered by the hospitality committees of GCCA and GMCFOA. Bingo gifts are to be placed on the stage Sunday during registration or before Bingo starts at 7:00 p.m. Door prize gifts are to be placed on the stage no earlier than Tuesday morning. Please see a hospitality committee member with any questions.

## Course and Program Questions

If you have questions concerning your courses and/or progress in the certificate program, please contact:

Catherine Bennett, Program Manager  
Phone: 706-542-3512  
Email: [bennett@cviog.uga.edu](mailto:bennett@cviog.uga.edu)

## Special Needs

If you have a medical and/or dietary inquiry, need information concerning cancellations/substitutions or receipt of conference registration, please contact:

Jean Lord, Senior Conference Coordinator  
Phone: 706-542-9534  
Email: [lord@cviog.uga.edu](mailto:lord@cviog.uga.edu)

# MASTERS EDUCATION MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM

# SCHEDULE

A special “Masters Education Management Development Certificate Program” consisting of ten courses has been developed for the Masters Education. After completing the series of courses and a job related project, participants will receive a certificate of “Advanced Management.” Certified clerks who choose not to complete the job related project are still encouraged to participate in the management series. Two courses within the series will be offered at the February and September clerks’ education training conferences. A complete list of the courses follows:

- The Role of the Manager
- Communications & Coaching Skills/Positive Discipline
- Performance Evaluations (discussion of values clarification)
- Conflict Management and Creative Problem Solving
- Continuous Improvement and Productivity
- Professionalism and Ethics of the Public Servant
- Managing Power Effectively
- Advanced Change Management
- Effective Public Presentations I
- Effective Public Presentations II

Once all courses have been offered, they will be repeated on a rotating basis. For completion of the Masters Education Management Development Certificate, each participant must complete a project. The individual selects a project and their supervisor (manager/administrator, mayor, chairman, and so on) approves the selection. The project must also be approved by Sherri Lawless, instructor for the Masters Education Management Development Certificate Program for clerks.

## Professionalism and Ethics of the Public Servant

Did you ever wonder why doing the right thing is so difficult for some people? Have you ever been confronted by a choice between two rights? This course in applied ethics will address these and other issues related to ethics in general, and in public service. Ethics in terms of public service principles, styles, and decision-making are among the topics that will be explored during this interactive session. Dilemmas that may be encountered in the personal or public lives of local government clerks will be presented for participants to consider. The effect of ethical decisions on individuals and their organizations will also be highlighted.

## Continuous Improvement and Productivity

Do you feel the pressure to do more with less? Are you part of a learning organization? Many managers will answer yes to the first question and will not know the answer to the second. This course will describe the concepts of learning organizational improvement. Selective continuous improvement tools that became popular during the quality management movement will also be presented. Participants will have an opportunity to practice the tools and techniques described during this interactive session.

If you know a new clerk or finance officer in a community near you, please let us know at [lord@cviog.uga.edu](mailto:lord@cviog.uga.edu), so we can make sure that they receive this information.

## Sunday, February 15

5:00 p.m.-7:00 p.m.	Early Registration, Georgia Center Conference Registration Desk
5:00 p.m.-7:00 p.m.	Reception with the Exhibitors Exhibit Area – Hill Atrium
7:00 p.m.-8:00 p.m.	Bingo, Masters Hall – sponsored by the Hospitality committee from GMCFOA and GCCA

## Monday, February 16

7:00 a.m.-8:30 a.m.	Registration, Georgia Center Conference Registration Desk
7:30 a.m.-8:30 a.m.	Breakfast, Banquet Area
8:30 a.m.-9:00 a.m.	Welcome and Announcements Masters Hall
9:00 a.m.-12:00 p.m.	Concurrent Sessions Municipal and County Clerks Certificate Program Masters MDP Certificate Program Certified Clerks Cont. Education
12:00 p.m.-1:00 p.m.	Lunch, Banquet Area
1:00 p.m.-4:00 p.m.	Concurrent Sessions ( <i>continued</i> )
6:00 p.m.-7:00 p.m.	Georgia County Clerks Association Dinner, Banquet Area
6:00 p.m.-8:00 p.m.	GMCFOA Annual Dinner Installation of Officers, Business and Membership Meeting Banquet Area

## Tuesday, February 17

7:30 a.m.-8:30 a.m.	Breakfast and Membership Meeting for GCCA, Banquet Area
7:30 a.m.-8:30 a.m.	Breakfast for GMCFOA/Exhibitors, Banquet Area
8:00 a.m.-8:30 a.m.	Registration, Georgia Center Conference Registration Desk
8:30 a.m.-9:00 a.m.	Exhibitor & Door Prize Drawings Masters Hall
9:00 a.m.-12:00 p.m.	Concurrent Sessions Municipal and County Clerks Certificate Program Masters MDP Certificate Program Certified Clerks Cont. Education
12:00 p.m.-1:00 p.m.	Lunch, Banquet Area
1:00 p.m.-4:00 p.m.	Concurrent Sessions ( <i>continued</i> ) <i>Dinner on your own</i>

## Wednesday, February 18

8:00 a.m.-9:00 a.m.	Breakfast for Mandated Training participants only, Banquet Area
9:00 a.m.-11:30 a.m.	Mandated Training for New Clerks
11:30 a.m.-12:00 p.m.	Assessment/Evaluation

# COURSE DESCRIPTIONS

## Required Courses

### Mandated Training for New Clerks (15 hours)

This course will satisfy the legislative mandate for clerks appointed on or after April 1, 1992. Participants must attend class Monday, Tuesday, and Wednesday to satisfy the mandate. The courses are open to any clerk. The following topics will be covered: public administration/personnel overview; minute taking/record keeping (Georgia Open Records Act); agenda setting and meeting administration; and codes, ordinances and resolutions.

*Facilitator: Gordon Maner, Faculty, Carl Vinson Institute of Government*

### Budgets and Fiscal Management (6 hours)

Local governments rely on sound budgeting and fiscal management for decision making and operations. Clerks fill various roles and responsibilities in the budget process and in the daily financial management of the local government. This class will give you an opportunity to take a look at basic principles, practices, and sources of financing for local government; understanding the budget process (timelines, legal requirements, etc.); definitions and fundamentals of budgeting and accounting principles, and the politics of the budgeting process; and understanding billing and collection practices for local government. (This class is not part of the Local Government Finance Certificate Program) *Instructor: Sabrina Cape, Faculty, Carl Vinson Institute of Government*

### Business Writing (6 hours)

Refresh your writing skills for the office. Review the most common mistakes and practice clear concise, well-organized writing.

*Instructor: Cynthia Jennings, Inspiring You*

### Ethics and Values (6 hours)

This class addresses legal issues related to ethics in government. It will also examine the ethical dilemmas confronting government workers and elected officials daily in their professional and personal lives. *Instructor: David Key, Adjunct Faculty, Carl Vinson Institute of Government.*

### Groups Dynamics (6 hours)

Local government operates on a shared leadership model of decision making. Councils, boards and committees reach policy decisions based on a dynamic process of group interaction. This class will give you an opportunity to take a look at group decision making and processes. *Instructor: Jan Smid, Adjunct Faculty, Carl Vinson Institute of Government*

### Managing Meetings (6 hours)

This class is designed to improve the skills of conducting effective meetings. It examines selling ideas, managing conflict, and promoting consensus. It looks at the role of chairperson and members as well as staff. A key component of the program is a discussion of correct parliamentary procedures for conducting a more orderly, businesslike meeting. *Instructor: Crandall Jones, ENOSHA Management Services*

### Organization and Management–Policy Making (3 hours)

Local governments have tremendous challenges facing them today. As governments respond to these challenges, new policies are developed and implemented. This course will explore how policy is made at the local level; the role of the clerk in assisting the government body in policy making; different policy making models; policy

implementation and evaluation; and theories and models of management and administration. *Instructor: Scot Wrighton, Faculty, Carl Vinson Institute of Government*

### Public Organizations: History Form and Function of Local Public Organizations (3 hours)

Local governments look and operate differently throughout our state. This class will explore Form and Function in the definition of a local government; history of local and state forms and function; why do cities and counties do what they do; how did the federal government create these forms and functions. Cities and counties differences in services; Constitutional Officers; recent law changes to facilitate more regional intergovernmental service delivery; and a review of HB 489. *Instructor: Scot Wrighton, Faculty, Carl Vinson Institute of Government*

## Elective Courses

### Advanced Excel (6 hours)

This class is recommended for those who have somewhat extensive knowledge of and experience in spreadsheet creation and use. Topics include: Using absolute and relative cell references, Applying different chart types ( breakeven, trend line, growth), Working with advanced functions, Working with hyperlinks, Using templates, Using what-if analysis, Analyzing data with Pivot Tables, Embedding a spreadsheet, Exchanging data with other programs, and Importing and exporting data. A jump drive will be provided. *Instructor: Lois Neighbors, J.B. Neighbors and Associates*

### Fundamentals of Democratic Elections (6 hours)

This class will focus on election procedures, pitfalls, qualifying experiences and strategies for successful elections. A review of election changes and updates will be covered. *Instructor: Ann Hicks, Elections Division, Office of the Secretary of State.*

### Human Resources (6 hours)

Clerks are often given the responsibility for handling the personnel functions in their governments. Learn the basics here including information on personnel law and the basics of human resource management including the day to day issues facing human resource staffs, the role of the personnel manager, establishing and adhering to sound personnel policies and procedures.

*Instructor: Harry Owens, Athens- Clarke County*

## Continuing Education Courses

### Change Management (6 hours)

Managing change in the workplace is more critical everyday in local government. This course will look at normal and predictable reactions to change and the reasons. Special emphasis will be given to developing implementation plans as well as the importance of effective communication during times of change. *Instructor: Jan Smid, Adjunct Faculty, Carl Vinson Institute of Government*

### Grant Writing (6 hours)

Successful grant writing involves the coordination of several activities including planning, searching for data and resources, writing and packaging a proposal, using outside assistance, submitting a proposal for funding and follow-up. *Instructor: Amanda Day, City of Alpharetta*

