

2012 ACAA ANNUAL CONFERENCE

May 16 - 17, 2012

Perdido Beach Resort • Orange Beach, Ala.

The 2012 ACAA Annual Conference is scheduled for May 16 - 17, 2012, at the Perdido Beach Resort in Orange Beach, Ala. We hope you will make your plans NOW to attend!

Conference registration for ACAA members is \$185 each if we receive your registration before Friday, April 20. Registrations received after Friday, April 20, are \$200 each. You may register online at www.alabamacounties.org.

Enclosed in this packet is information on the Excellence in County Administration Award, the Administrator of the Year Award, and the ACAA Service Awards. On page 2 you will find a tentative conference agenda. I am sure you can see from the topics that this will be a great conference!

The conference dinner this year will be held offsite at Live Bait restaurant on Thursday, May 17. This is a family friendly event, so be sure to sign up your guests!

To reserve your room at the Perdido Beach Resort, you may call the hotel directly at 800-634-8001 or log onto www.perdidobeachresort.com, and then go to the "Reservations" section. Enter **4042** in the Group Code section. The conference room rate is \$157 a night and the cut off date for hotel reservations is Friday, April 13th.

Please understand that we must use 85% of our room block or the ACAA will have to pay for the unused rooms. We are asking that you please stay at the Perdido Beach Resort in support of the ACAA.

If you have any problems or questions regarding the conference or making your hotel reservations, please call Donna Key at (334) 263-7594, or send an email to dkey@alabamacounties.org. We look forward to seeing you in Orange Beach!



REGISTER ONLINE AT WWW.ALABAMACOUNTIES.ORG

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WEDNESDAY, MAY 16

11 a.m. - 3 p.m.

Conference Registration

1:30 - 5 p.m.

Opening General Session

John Pafenbach, ACAA President, presiding

- **Liability Uninsurance Status Report**
Sonny Brasfield, ACCA Executive Director
- **Sexual Harassment Update**
Angie Rogers, Webb & Eley, P.C.
- **How to Avoid a Reliation Claim**
Angie Rogers, Webb & Eley, P.C.
- **At-Will Employment in County Government**
Angie Rogers, Webb & Eley, P.C.
- **Training for Safety Coordinators**
Nikki Roth, Meadowbrook Insurance

5 - 6 p.m.

Opening Reception

Dinner on your own.

THURSDAY, MAY 17

7:30 - 8:30 a.m.

ACAA Board of Directors Meeting

8 - 10:30 a.m.

Conference Registration

8:30 - 10 a.m.

Morning General Session

Diane Kilpatrick, ACAA First Vice President, presiding

- **Examiners Report**

Teresa Durrett, Dept. of Examiners of Public Accounts

- **Uncovering County Grants Available Through ADECA**
ADECA

- **Panel Discussion on the Cost of the April Tornadoes**

12 - 1:30 p.m.

President's Luncheon and Awards Ceremony

Pam Ball, Second Vice President, presiding

1:30 - 4:45 p.m.

Afternoon General Session

Diane Kilpatrick, ACAA First Vice President, presiding

- **Transitioning Following the 2012 Elections**
 - Legal Details
 - Local Orientation
 - Planning for the 2012 Statewide Orientation

- **Update on Immigration and eVerify**
Sonny Brasfield, ACCA Executive Director

- **2012 Legislative Session and ACCA Staff Update**
Sonny Brasfield, ACCA Executive Director

- **ACAA Business Session**
John Pafenbach, ACAA President, presiding

6 p.m.

Conference Dinner at Live Bait

Busses will be provided for transportation

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Excellence in County Administration Award

sponsored by the
Association of County Administrators of Alabama

ELIGIBLE PROGRAMS

An eligible program is one that is outstanding in quality or is innovative in its approach and that is initiated by the county administrative staff for the direct benefit of the citizens of the county or to allow the county commission to better deliver services or programs to the citizens of the county.

SUBMISSION OF ENTRIES

Excellence applications are limited to one per county. The entry should include a cover and an overview of the program, including the involvement of staff in its development and implementation, which details each of the following:

- A. Development of the Program Objective(s)
- B. Implementation of the Program
- C. Achievement of Objective(s)
- D. Benefit to the Citizens or to the County Commission

The entry form below should be filled out and used as a cover sheet. The overview shall be limited to two typed pages. Supporting materials, such as press clippings, photographs or printed materials, may be submitted with the entry, but are not necessary. If such materials are submitted, they should be mounted on presentation board or presented in a notebook labeled for identification.

DEADLINE FOR ENTRIES

All entries must be received at the office of the Association of County Commissions of Alabama by 4:30 p.m. on Friday, April 6, 2012.

JUDGING OF ENTRIES

The entries will be judged by the ACAA Awards Committee with emphasis placed on the project's measurable results or improvements.

"Awards for Excellence" will be presented to those programs judged the most outstanding.

"Certificates of Excellence" may also be awarded at the discretion of the judges.

The awards will be presented during the Awards Ceremony on Thursday, May 17, 2012, at the ACAA's Annual Conference.

ENTRY FORM

Name of the county being nominated: _____

Name of the County Administrator: _____

Description/name of the program: _____

ASSOCIATION OF COUNTY ADMINISTRATORS OF ALABAMA

ATTN: Donna Key • P.O. Box 5040 • Montgomery, Ala. 36103 • (334) 263-7594 • Fax (334) 263-7678

County Administrator of the Year Award

sponsored by the
Association of County Administrators of Alabama

CRITERIA

The following criteria were set by the ACAA Board of Directors.

- A minimum of three years as County Administrator and at least two previous years of experience in county government.
- Involvement with ACAA and/or ACCA activities within the last three years (i.e., serving on committees and/or ACAA Board, promoting county issues during the legislative session, etc.)
- Completed project(s) and/or a demonstrated dedication above and beyond routine duties of a county administrator within the last three years which has improved and/or enhanced the effectiveness and efficiency of the county's operations (with more weight considered to activities within the last year).
- A demonstrated willingness to assist other county administrators.
- Three reference letters with weight given in the following order:
 - Commissioners
 - Other elected officials
 - Other county administrators
 - County staff
- Involvement in the local community

DEADLINE FOR ENTRIES

All entries must be received at the office of the Association of County Commissions of Alabama by 4:30 p.m. on Friday, April 6, 2012. The award will be presented during the Awards Ceremony on Thursday, May 17, 2012, at the ACAA's Annual Conference.

ENTRY FORM

Name of the nominee: _____

County of the nominee: _____

Name and phone number of person submitting the entry: _____

*The ACAA Awards Committee may nominate an individual should they choose to.

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ASSOCIATION OF COUNTY ADMINISTRATORS OF ALABAMA

2012 SERVICE AWARD APPLICATION

The Association of County Administrators of Alabama will honor those members that have served as a County Administrator for 10 or more years at the 2011 ACAA Annual Conference on May 16 - 17, 2012, at the Perdido Beach Resort in Orange Beach, Ala.

The Service Award is given to honor County Administrators who have served 10 or more years and is presented for the 10th, 15th, 20th, 25th, 30th...years AS OF THE DATE OF THE ANNUAL CONFERENCE. For example, if your 10th year anniversary is prior to the conference, you will receive a Service Award this year. If your 10th year anniversary is after the conference, you will receive a Service Award at the next annual conference.

To be considered for a service award, please complete the application below and fax it to (334) 263-7678 no later **Friday, April 6, 2012**. It's that simple! We want to recognize you for the wonderful work you do every day on behalf of your county!

If you have any questions, please contact Donna Key at (334) 263-7594 or by e-mail at dkey@alabamacounties.org.

Name _____

County _____

Date (month/day/year) hired as County Administrator _____

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