

ACAA WEBINAR

July 15, 2015

10:30 a.m.

AGENDA

I. Welcome

Mary Pons, ACCA Association Counsel

II. Overview of Special Session

Sonny Brasfield, ACCA Executive Director

III. County Tax Setoff Program Participation

Sonny Brasfield, ACCA Executive Director

IV. CGEI Update and Planning

- Certifications in 2015
- Workshop in Financial Administration Planning
- Planning for 2016 CGEI Classes

Mary Pons, ACCA Association Counsel

V. Examiners Training on Financial Statements

Mary Pons, ACCA Association Counsel

VI. Update on Insurance Programs

Sonny Brasfield, ACCA Executive Director

VII. Questions?

VIII. Next Meeting – August 26, 2015??

SPECIAL SESSION SCHEDULE

July 13	Opening Day/Introduction of Bills
August 3	Return to begin considering bills
August 11	Last possible day of session per Constitution

Alabama's Constitution allows for twelve legislative days during a thirty day period for special sessions.

Any bills not included in the Governor's call will require a two-thirds majority vote for passage.

COUNTY TAX REFUND SETOFF PROGRAM

TIMELINE OF ACTIVITIES

- Aug. 14 Deadline for counties to sign up to participate in setoff program
- Aug. 20 Breakout session on Tax Setoff Program held at ACCA convention
- An overview of how the program operates
 - Discussion of county responsibilities
- Aug. 28 Program participants finalized
- Sept. 2 Deadline for ACCA to distribute program documents to participating counties
- Sept. 9 Mandatory meeting for participating counties at ACCA office
- Discussion of county responsibilities in administration of program
 - ACCA to provide information/materials for submitting debts
 - Explanation of appeal procedures
 - Q and A from counties
- Oct. 15 Deadline for county to adopt resolution for participation in program and return signed participation agreement to ACCA
- Dec. 1 Deadline for counties to send first debt submissions to ACCA
- Counties should send regular updates thereafter
- Dec. 1 Deadline for participating counties to establish escrow account
- Jan. 5 ACCA submits participating counties' first debts to Department of Revenue
- Debts submitted quarterly thereafter
- Jan. 31 ACCA begins mailing setoff notices to debtors with copy emailed to county
Notices mailed daily as setoff lists received from Department of Revenue
- Feb. 15 ACCA begins distributing a monthly summary of state income tax refunds that are being setoff by the Department of Revenue
- April 4 ACCA begins quarterly distribution of setoff monies to participating counties

Remaining Training Opportunities for 2015

Sept. 30 – Oct. 1 Leadership

Shared Elective for ACAA, ACEA, and AAND Programs

One of the most challenging roles for a department head or supervisor is having the ability to serve as an effective leader for personnel within the department. This class is designed to provide managers with important leadership skills that will help motivate and energize personnel in ways that help the department be productive and effective while maintaining staff that is proud of their work product and their contribution to county government.

October 14 – 15 Disaster Relief 101

Shared Elective for ACAA, ACEA, and AAND Programs

This class, first offered to county officials and employees in the wake of the April 2011 tornados, provides valuable information regarding the different roles county personnel and officials play in responding to and assisting in times of crisis. Additionally, this program focuses on federal reimbursement guidelines, coordinating volunteers and assisting your community as it rebuilds from a disaster. This class is not designed for seasoned EMA personnel, but has been an informative and extremely-well received class for other county personnel and newly-elected county commissioners.

November 4 – 5 Workshop in County Financial Administration

Elective for ACAA Program

This workshop, conducted for county administrative staff every other year, concentrates specifically on various aspects of maintaining and overseeing the county's finances. There are generally presentations on bonds and other forms of county indebtedness, and staff from the Office of Examiners of Public Accounts usually conduct sessions related to current issues in finance management. The program is designed specifically for administrative staff with accounting or other finance management responsibilities. It is also a great opportunity for certified county administrators to obtain continuing education credits through a program designed to address current events.

November 18 – 19 Communications and Media Relations

Shared Elective for ACAA, ACEA, and AAND Programs

This class is designed to provide key county staff with the proper skills to most effectively communicate with the media, the citizens of the county, and other county personnel. In addition, participants will receive intensive training on Alabama's open meetings law, the legal requirements for release of open records, and tips on how best to utilize social media at the local government level.