

# County Chat with ACAA

July 16, 2014

For your audio you can use your computer's speakers and microphone or dial in by telephone.

## **Dial-in information**

(914) 339-0030

Access Code: 870-059-966

Audio PIN: Shown after joining the webinar.

# County Chat with ACAA

## WEBINAR

July 16, 2014

10:30 a.m.

## AGENDA

- I. Filing for Reimbursement of Election Expenses
  - Guidelines from Comptroller's Office
- II. Local Government Health Insurance Board
  - Deadline to vote is Friday, July 18
  - Have you communicated with employees?
- III. ACCA Annual Convention
  - August 19-21
  - Are you registered?
- IV. County Prison Reform Policy Team
  - Next meeting August 28
- V. Premiums for Liability and Workers' Comp Fund Participants
  - Boards meetings scheduled to set premiums/determine refunds
  - Report at Members Meeting during Annual Convention
  - Regional Trainings for Safety Incentive Discount Program
- VI. Other
- VII. Questions
- VIII. Next Meeting – September 17, 2014

# Helpful Tips

## Election Expense Reimbursement

### 2014 Election Cycle

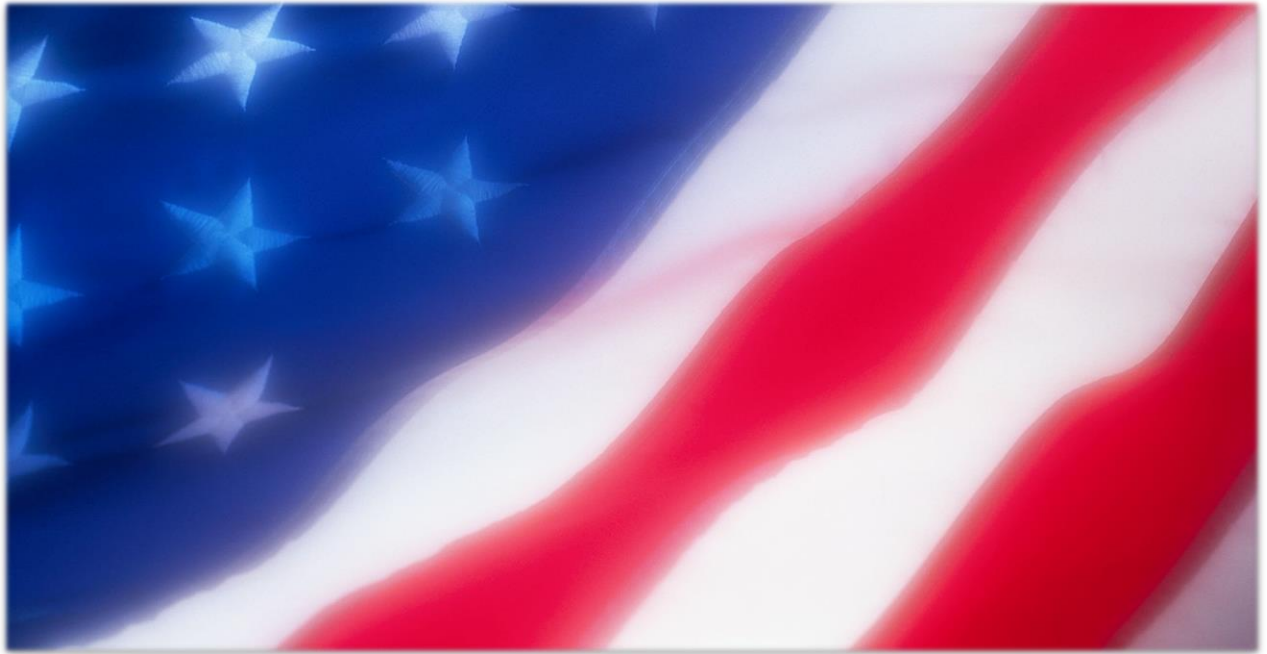
- Use the comptroller's form  
**Form DFC 37 Claim for Reimbursement of Election Expense**  
Available at [www.comptroller.alabama.gov/pages/county\\_info.aspx](http://www.comptroller.alabama.gov/pages/county_info.aspx)
- Submit all expenses from the primary and primary runoff by the **Nov. 26, 2014, deadline**
- As a general rule, you should submit copies of **both sides** of paid/cancelled warrants. ***This is now being enforced strictly.***
- For inspector and poll worker compensation:
  - Copies of cancelled warrants are NOT necessary
  - Submit a list with **names**, amount of per diem **paid**, **check number** and whether each individual served as an **inspector or poll worker**.
- Nickel a name
  - The state reimburses for **no more than 2** lists
  - The probate judge must provide a *certified* letter stating the number of voters on the list, total amount of payment sought and who received the list. (i.e. absentee election manager)
- The absentee election manager must provide a certified letter indicating the number of days worked, the per diem rate and the total amount due.
- The state only reimburses counties for consumable supplies, such as, pens, pencils, staples, ink for voting machines, etc.
- The state does not reimburse for calculators, ipads, carts, moving expenses, cell phone bills, election day support, software, logic & accuracy testing, and rental of tables, chairs, tents, etc.

If you have questions, contact:

Kim Butterbaugh  
State Comptroller's Office  
Phone: (334) 242-7073  
Fax: (334) 353-9221  
[kimberly.butterbaugh@comptroller.alabama.gov](mailto:kimberly.butterbaugh@comptroller.alabama.gov)

Source: Alabama Comptroller's Office





# VOTE

**William “Butch” Burbage**

**Local Government Health Insurance Board**

**Voting open July 1-July 18, 2014**

***A county employee to help make important decisions about your health insurance***



- ★ Chief Financial Officer, Shelby County Commission
- ★ Certified Public Accountant
- ★ Two-Term President, County Revenue Officers Association of Alabama
- ★ 38 Years of Experience
- ★ Represented Counties at State Level on Many Issues
- ★ Active in Association of County Commissions of AL



# VOTE

## William “Butch” Burbage Local Government Health Insurance Board July 1-July 18, 2014

- ★ You must be a full-time county employee in the Local Government Health Insurance Program
- ★ **You MUST have the paper ballot that was mailed to your home address the 1<sup>st</sup> week of July to vote.**
- ★ If you need a paper ballot, request it from the State Employees’ Insurance Board (334-263-8404).

### **Voting Methods**

**Paper ballot** must be returned by U.S. mail or hand-delivered to the SEIB office at 201 S. Union St., Montgomery, AL.

### **ONLINE**

- ★ Make sure you have your **paper ballot** and **insurance card**
- ★ Go to [www.LGHIP.org](http://www.LGHIP.org)
- ★ To be able to vote, you must enter your **contract number** and a **code** found on the paper ballot.
- ★ Each code can be used one time. Do NOT copy paper ballots.



STATE OF ALABAMA  
STATE EMPLOYEES' INSURANCE BOARD

201 South Union Street, Suite 200  
PO Box 304900  
Montgomery, AL 36130-4900  
(334) 263-8341 | (866) 836-9737  
Fax: (334) 263-8541  
www.alseib.org

Joe N. Dickson  
Chairman  
William L. Ashmore  
Chief Executive Officer

07/01/2014

JOHN DOE  
102 TOOMERS CORNER  
AUBURN AL 35620

Dear LGHIP Participant:

Please use the information below to cast your ballot for the Local Government Health Insurance Board. You can either vote online at [www.lghip.org](http://www.lghip.org) or you can detach and return the paper ballot below. Please follow the instructions below to ensure that your vote will count.

Use the selector # and PIN below to vote by Internet.

Selector #  
**1000**

Your Personal Identification Number (PIN)  
**111111**

Review the candidate biographies on the back of this ballot and make your selection.

You can only vote for ONE candidate.

To vote on the Internet: WWW.LGHIP.ORG

You must type the Internet address for the voting website into your browser navigation bar - not in a search engine such as Yahoo!, Google, or Bing.

Follow the instructions on the screen. Check the name of the candidate of your choice and click the "Submit" button. Your selection will be displayed. You must click the "Confirm" button to register your vote. If you disconnect from the Internet before confirming your choice, your vote will not be registered, and you will need to login again to cast your vote.

To vote by mail-in ballot

You can only vote for one candidate. Mark your selection by completely filling in the box located next to the name of the candidate you choose on the ballot below. Use black or blue ink. Detach the mail-in ballot along the dotted line and mail it in the enclosed envelope. If you are voting by mail, do NOT vote by internet.

LGHIB Position 1  
(Select one candidate only)

ID Candidate

- 10**  **WILLIAM BURBAGE**
- 11**  **JANIS PARKS**



Local Government  
Health Insurance Board  
2015 Election

Official Mail-in Ballot

Using black or blue ink, please fill in the box next to the candidate of your choice.

If you are voting by mail, do NOT vote by Internet. The first vote received is registered. Mail ballot must be received by 5:00 PM CST on July 18, 2014. Please allow for postal delivery to Montgomery, AL.

DO NOT COPY THIS BALLOT



# Position 1 Biographies

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**ID #10** WILLIAM BURBAGE, William B. Burbage, Jr. (Butch)

1975 Graduate of Auburn University - BSBA, major in Accounting & Finance.

Chief Financial Officer (CFO) for the Shelby County Commission. Certified Public Accountant registered in both Alabama and Oklahoma. Founding member and two term President of the County Revenue Officers Association of Alabama, an affiliate organization of the Association of County Commission of Alabama (ACCA). Represented both Shelby County Commission and ACCA on various State and County boards. 38+ total years of experience for well-rounded background needed for Elected Position One on the LGHIB.

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**ID #11** JANIS PARKS, It would be a privilege to serve on the Local Government Health Insurance Board to represent the needs of the public employees on health insurance benefits. The continued changes in rules, regulations and laws have presented a challenge to all public employers. Serving on this board with all members will provide an opportunity to bring new and innovative solutions to each issue and situation. I am anxious to see the new direction of this very important group.

I currently serve the employees of the City of Pelham as their Human Resources Director and also Benefits Plan Administrator.

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# 2014 Convention Agenda

ACCA 86th Annual Convention

August 19-21, 2014

Perdido Beach Resort, Orange Beach, Ala.



## Monday, August 18

1 p.m.

Golf Tournament (*Lunch at Noon*)

Gulf Shores Golf Club

1 - 7 p.m.

Fishing Expedition

Reel Surprise Charter Docks

## Tuesday, August 19

9 a.m. - 5 p.m.

Affiliate Meetings

- 9 a.m. - ACEA Board Meeting
- 10 a.m. - ACEA Membership Mtg
- 1 p.m. - ACAA Membership Meeting
- 3 p.m. - AAND Membership Meeting
- 4 p.m. - AAEM Membership Meeting

11 a.m. - 5 p.m.

Registration Desk Open

11 a.m. - 7 p.m.

Exhibit Showcase

11 a.m. - Noon

ACCA Board of Directors Meeting

12 - 1 p.m.

Strolling Lunch in the Exhibit Hall

1 - 5 p.m.

CROAA Education Meeting

- **One Spot...One Year Later**, *Curtis Stewart, Deputy Commissioner, ADOR and Butch Burbage, Shelby County Finance Manager*
- **Audit Information Sharing**, *Rouen Reynolds, Revenue Manager, ADOR*
- **Changes to the Taxpayer Bill of Rights**, *Kirk Keith, Tuscaloosa County Special Tax Board Manager*

- **Report from the SST Committee**, *Mark Culver, Houston County Chairman*
- **What's on the Horizon**, *Mary Pons, ACCA Association Counsel*

- **Business Session**

2 - 3 p.m.

ACCA Workers' Compensation and Liability Insurance Funds Meeting

5 - 6:30 p.m.

Opening Reception in the Exhibit Hall

## Wednesday, August 20

7:30 - 8:30 a.m.

Convention Breakfast

7:45 - 8:30 a.m.

Nominating Committee Meeting

Resolutions Committee Meeting

8 - 11:30 a.m.

Registration Desk Open

8:30 a.m. - 12 p.m.

Opening General Session

- **Prison Reform: If We Fail to Act**, *David Guice, North Carolina DOC Commissioner, Council on State Governments Justice Center Board of Dir.*
- **Pressure on Prisons**, *John Speir, Ph. D., Applied Research Services, Inc.*
- **State of the Alabama Prison System**, *Kim Thomas, Commissioner, Alabama Department of Corrections*
- **A Look at Lower Cost Solutions: Community Corrections and Drug Courts**, *Jeffery Williams, Deputy Commissioner, Alabama Department of Corrections*

- **Too Many for Too Little: State Woes Weigh on County Jails**, *Larry Amer-son, Sheriff, Calhoun County and Mark Culver, Houston County Commission Chairman*

- **Remarks from NACo President Riki Hokama**

- **Report of the ACCA Nominating Committee**

12 - 1:15 p.m.

County Agents Kitchen Lunch

1:30 - 4:45 p.m.

Concurrent Sessions

- **Providing Services to Veterans in Your Community**, *Stan Bateman, St. Clair County Commission Chairman, and Mary Bell, NACo Financial Services Director*
- **Citizens Academy Success Stories**, *David Money, Chairman/Probate Judge, Henry County, and Chance Corbett, Russell County Commissioner*
- **Revenue Protection on Property Taxes for Subsidized Housing**, *Don Armstrong, Shelby County Revenue Commissioner*
- **Breaking Down the SEC's Municipal Bond Self-Reporting Initiative**, *Alston Ray, Attorney, Butler Snow*
- **Q&A on Insurance Coverage Issues**, *ACCA Staff*
- **Open Meetings Law Refresher**, *Mary Pons, ACCA Association Counsel*
- **PLAN—Practical Leadership Action Network**, *ACCA Staff*
- **Income Tax Offset**, *ACCA Staff*

# 2014 Convention Agenda

ACCA 86th Annual Convention

August 19-21, 2014

Perdido Beach Resort, Orange Beach, Ala.



## Thursday, August 21

7:45 - 8:45 a.m.

County Agents Kitchen Breakfast

8:45 a.m. - 12 p.m.

Breakout Sessions

Commissioners Breakout Session

- **Mental Health Services in County Jails**, *Jon Garlic, Mental Health Officer, Calhoun County Sheriff's Dept.*
- **Liability Considerations When Housing City Inmates in County Jails**, *Ken Webb, Attorney, Webb & Eley, PC*
- **Report from North Jackson**, *Sonny Brasfield, ACCA Executive Director*

Commissioners and Engineers Combined Breakout Session (after the break)

- **ATRIP Update**, *Ed Austin, ALDOT*
- **Road Vacation and Subdivision Regulations**, *Mary Pons, ACCA Association Counsel*
- **Improving Safety at Railroad Crossings**, *Will Miller, Norfolk Southern; Elizabeth Kennedy Lawlor, Norfolk Southern; Ryan Gustin, CSX; Jane Covington, CSX; Donald Lovelace, ALDOT; Jeffrey McInerney, ALDOT*

Engineers Breakout Session (before the break)

- **Legislative Update (Call Before You Dig, Advertising for Bids, Prompt Pay)**, *Mary Pons, ACCA Association Counsel*
- **Storage Tank Trust Fund Reimbursement Guidelines**, *James Thrash, ADEM*

- **A State Dam Safety Program in Alabama**, *Sallie Gowan, ACCA Director of Communication*

Engineers combine with Commissioners after the break

Administrators and CROAA Breakout Session (before the break)

- **Department of Revenue Update** *Commissioner Julie Magee*
  - Tax Tribunal
  - Suspension of Taxes
  - Business License
  - Business Personal Property Tax
  - Business Rapid Response to Declared Disasters Act

AAEM Breakout Session

- **Future of EMA**, *Sonny Brasfield, ACCA Executive Director*
- **What We Learned from the Ice Storms**, *Roy Waite, Clarke County EMA Director, Mike Bryant, Etowah County EMA Director and Hub Harvey, Shelby County EMA Director*
- **New Commissioner Handbook**, *Phyllis Little, Cullman County EMA Director*

AAND Breakout Session

- **Legislative Update**, *ACCA Staff*
- **Future of 911 in Alabama**, *Sonny Brasfield, ACCA Executive Director*
- **ANGEN Update**, *Speaker TBA*

Administrators, CROAA, AAND and AAEM Combined Breakout Session (after the break)

- **Generational Challenges in the Workplace**, *William Sauser, Ph.D., Professor of Management and Higher Education, Auburn University*

12 - 1:15 p.m.

Convention Luncheon Honoring 2013-2014 President Debbie Wood

1:30 - 4:45 p.m.

Afternoon General Session

- **Candidates Forum**
  - \* *Gubernatorial Candidate Parker Griffith, D*
  - \* *Gubernatorial Candidate Robert Bentley, R*
  - \* *Lt. Governor Candidate James Fields, D*
  - \* *Lt. Governor Candidate Kay Ivey, R*
  - \* *Attorney General Candidate Luther Strange, R*
  - \* *Attorney General Candidate Joe Hubbard, D*
- Awards Ceremony
- ACCA Business Session
- District Caucuses

6:30 p.m.

President's Banquet Honoring 2014-2015 President-Elect Merceria Ludgood

8 p.m.

President's Inaugural Celebration Dance, *Featuring The Tip Tops*

## County Policy Team on Prison Reform

Pam Ball, Administrator, Limestone County

Mark Culver, Chair, Houston County Commission

Kenneth Ellis, Sheriff, Hale County

Chris Green, Probate Judge and Chair, Blount County

Glenn Hodge, Deputy Administrator, Mobile County

Steve Morrison, Jail Administrator, Madison County

Wally Olson, Sheriff, Dale County

Carolyn Parker, Commissioner, Etowah County

Rhondel Rhone, Commissioner, Clarke County

Robert Spence, County Attorney, Tuscaloosa County

Bill Stricklend, Commissioner, Marshall County

Dave Sutton, Sheriff, Coffee County

Debbie Wood, Commissioner, Chambers County

## The Alabama Prison Reform Task Force

Excerpt SJR 20 (Act 2014-288)

"The task force shall study and identify causes and potential legislative solutions for the overcrowding of the prison system and the understaffing of corrections personnel in the system.

"The task force shall study a broad range of issues related to prison inmate overpopulation including, but not limited to: Court procedures and sentencing; data on reported crimes and arrests; problem-solving suggestions and policies of the courts; felony and parole policies; prison admissions and length of stay; community work center programs; recidivism rates; and alternative drug court sentencing.

"The task force shall report its findings, conclusions, and recommendations for proposed legislation to the Legislature no later than the 15th day of the 2015 Regular Session, where upon it shall stand dissolved and discharged of any further duties."

## Key Dates

June 10, 2014

- Organizational meeting, County Policy Team on Prison Reform
- Organizational meeting, Alabama Prison Reform Task Force

Aug. 28, 2014

- County Policy Team on Prison Reform meets with Council on State Governments

Sept. 10, 2014

- Alabama Prison Reform Task Force meets

## ACCA Self-Insurance Funds Announcements

- **Board meetings to set member contributions and refunds**  
Workers' Comp – July 30, 2014  
Liability – Aug. 6, 2014
- **Report at Member Meeting at ACCA Annual Convention**  
2-3 p.m., Tuesday, August 19

**SAFETY INCENTIVE DISCOUNT REGIONAL TRAINING**  
Safety Coordinator and Public Officials/Administrative Staff  
Association of County Commissions of Alabama  
P.O. Box 5040, Montgomery, AL 36103  
(334) 263-7594 • Fax (334) 263-7678



Participants in the ACCA Insurance Funds Safety Incentive Discount Program can fulfill requirements of training at four regional training locations throughout the state in the month of October. We will have two tracks of training, one for Safety Coordinators and one for Public Officials/Administrative Staff. A tentative agenda is below but please be aware that we are still nailing down the topics, so there could be small changes to the agenda. You will need to register those persons who wish to attend the training by filling out the form on the next page. **There is no cost for this training.**

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## **Safety Coordinator Regional Training**

REQUIRED FOR THE SAFETY COORDINATOR OF RECORD

1:30 - 4 p.m. - The training instructors will be from Meadowbrook Insurance

**Topics to be Discussed:**

- Injury Management
  - Return to Work to Manage Workers' Comp Claims
  - Roundtable Discussion of Safety Issues
  - Obstacles to Overcome
- 

## **Public Officials/Administrative Staff Training**

WE SUGGEST THAT THE PEOPLE WHO MAKE DECISIONS TO HIRE AND TERMINATE, DISCIPLINE, ETC. SHOULD ATTEND. WE ALSO SUGGEST THAT SOMEONE FROM THE SHERIFF'S OFFICE ATTEND.

9 a.m. - 4 p.m. (*Lunch will be served*) - The training instructor will be Sharleen Smith from the AUM Center for Government

**Topics to be Discussed:**

- Employee Handbook Training
- Importance of Written Employee Policies
- Performance Reviews
- Hostile Work Environment (*Harassment, Sexual, Verbal, Physical*)
- Discrimination (*Age, Racial, ADA*)
- Drug and Alcohol Policies

**SAFETY INCENTIVE DISCOUNT REGIONAL TRAINING**  
Safety Coordinator and Public Officials/Administrative Staff  
Association of County Commissions of Alabama  
P.O. Box 5040, Montgomery, AL 36103  
(334) 263-7594 • Fax (334) 263-7678



Person Completing Form: \_\_\_\_\_ County: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **Safety Coordinator Regional Training**

(1:30 - 4 p.m.) - The training instructors will be from Meadowbrook Insurance

Please check the box of the date you would like to attend:

- \_\_\_\_\_ Wednesday, Oct. 1, Cullman, Cullman County (Cullman County Water Board, 2020 Beach Ave. SE)
- \_\_\_\_\_ Wednesday, Oct. 8, Gadsden, Etowah County (Courthouse, 800 Forrest Ave., Room 205)
- \_\_\_\_\_ Wednesday, Oct. 15, Montgomery, Montgomery County (Commission Chamber, 101 S. Lawrence Street)
- \_\_\_\_\_ Wednesday, Oct. 22, Demopolis, Marengo County (Demopolis Civic Center, 211 Walnut Ave.)

Attendee: \_\_\_\_\_ Attendee: \_\_\_\_\_

Attendee: \_\_\_\_\_ Attendee: \_\_\_\_\_

Attendee: \_\_\_\_\_ Attendee: \_\_\_\_\_

### **Public Officials/Administrative Staff Training**

(9 a.m. - 4 p.m.) - The training instructor will be Sharleen Smith the AUM Center for Government

Please check the box of the date you would like to attend:

- \_\_\_\_\_ Thursday, Oct. 2, Cullman, Cullman County (Cullman County Water Board, 2020 Beach Ave. SE)
- \_\_\_\_\_ Thursday, Oct. 9, Gadsden, Etowah County (Courthouse, 800 Forrest Ave., Room 205)
- \_\_\_\_\_ Thursday, Oct. 16, Montgomery, Montgomery County (Commission Chamber, 101 S. Lawrence Street)
- \_\_\_\_\_ Thursday, Oct. 23, Demopolis, Marengo County (Demopolis Civic Center, 211 Walnut Ave.)

Attendee: \_\_\_\_\_ Attendee: \_\_\_\_\_

Attendee: \_\_\_\_\_ Attendee: \_\_\_\_\_

Attendee: \_\_\_\_\_ Attendee: \_\_\_\_\_





# 67 Counties, *One* Voice

- EVENTS
- EDUCATION
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- COUNTY NEWS BLOG

## County Chat with ACAA

Published: July 15, 2014

September 17, 2014
10:30 am to 11:00 am

A monthly webinar for members of the Association of County Administrators of Alabama

[REGISTER FOR THIS EVENT](#)

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