

COUNTY GOVERNMENT EDUCATION INSTITUTE

2016 LIST OF CLASSES

January 27-28, 2016 **Legislative and Governmental Relations**

Shared Elective for all programs

The actions of the Alabama Legislature impact county government in many significant ways, since it alone has the power to enact laws providing local revenue sources and to mandate, prohibit, or authorize the important functions of local government. This important elective provides key county staff with the necessary tools to develop positive relationships with legislators and effective skills for lobbying on issues important to local government. Additionally, this class will provide valuable information about the legislative process and how counties can and should monitor general and local legislation during each legislative session.

March 16-17, 2016 **Personnel Administration**

Basic-Level Class required for ACAA, ACEA, and AAND Programs

This course is designed to provide agency heads and staff with a good working understanding of federal and state employment laws, along with best practices training on hiring and firing, leave policies, and other personnel issues important to the proper and effective administration of county offices. The relationship between the county commission and employees in each department and the offices of other county elected officials is complicated, but important. This class provides essential information for county employees about the administration of county personnel, and as such, is required for all persons seeking certification under the CGEI program.

March 16-17, 2016 **CROAA: Business Licenses, Tags & Other Local Revenue**

Elective for CROAA Program

This course is specifically designed for the county license inspector or other county personnel responsible for the collection and enforcement of county licenses, tags, and similar local levies. The course includes detailed information about Alabama's complicated business license structure, including explanation of the laws governing levy and collection of state and local licenses. The course will also provide some best practices for enforcement of the laws requiring payment of these important revenue sources for state and county government.

April 6-7, 2016 **Finance and Revenue**

Basic-Level Class required for ACAA, ACEA, and AAND Programs

All county employees benefit from a good understanding of how county revenue is generated, how the county budget is developed and administered, and why the county is restricted in how and where revenues are spent. This course is designed to provide the county employee valuable information about the county financial system, including development of the budget, an outline of county revenue sources, the process for collection and distribution of those revenues, and the legal and auditing principles that impact the county commission's important budgetary decisions.

April 6-7, 2016 **CROAA: Overview of County Revenue**

Required Class for CROAA Program

The county revenue officer has an enormous task in collecting and enforcing the various local taxes levied at the county level. This course is designed to provide the basics in local tax collection, auditing, and enforcement. Topics discussed include types of local taxes, enforcement and auditing concepts, and the legal framework of the local tax structure. This course is a very important primer for the new county revenue officer, but offers valuable updated information that will benefit the seasoned revenue personnel as well.

June 8-9, 2016 **Ethics for Public Officials and Employees**

Basic-Level Class required for ACAA, ACEA, AAND, and CROAA Programs

It is imperative that all county employees develop a good understanding of Alabama's Ethics Law and its impact on both employees and public officials serving in county government. This course will provide employees with a sound practical understanding of the concept of ethics and a thorough foundation on Alabama's Ethics Law as well as other constitutional and statutory provisions affecting the actions of county officials and employees both on and off the job.

July 13-14, 2016 **Overview of County Government**

Basic-Level Class required for ACAA, ACEA, and AAND Programs| Elective or CEU for CROAA

The workings of county government are extremely complex. This class is designed to provide county employees with basic information about how county government operates and why the county governing body handles matters as they do. Participants in this class will be provided information about the structure of county government, the functions of the county commission and other county elected officials, and the laws that mandate or prohibit certain actions at the local government level.

September 7-8, 2016 **Disaster Preparedness and Recovery**

Elective/Continuing Education for Engineers

The county engineer plays a critical role in both the immediate aftermath of any local disaster and the cleanup and restoration of services to citizens in the county. In order to be efficient and effective during and following a disaster, the county must have plans in place for how to react once disaster hits the local community. This course offers engineering staff valuable information about disaster mitigation, planning, and recovery, including coordination with local EMA office and compliance with requirements of state and federal laws and regulations.

October 5-6, 2016 County Administration Update

Elective/Continuing Education for Administrators

The challenges facing county government change on almost a daily basis – and those involved in the administrative leadership of county government must adjust to the ever-changing challenges. This class, offered once every two years, will provide in-depth discussion of current issues facing county commissions. It is highly recommended for Certified County Administrators seeking continuing education credits, as the class is designed to focus on changes in the law and policies affecting county government administration. However, administrative staff seeking the Certificate in County Administration will also benefit greatly from this course.

October 5-6, 2016 CROAA: Enforcement of Local Taxes and Licenses

Required Class for CROAA Program

Enforcement of local taxes, licenses, and other revenue sources is key to ensuring that counties are collecting all revenues available from local revenue-raising levies. This required class is designed to provide the county revenue officer with the necessary tools for identifying non-compliant taxpayers and for implementing effective enforcement procedures that will aid in the diligent efforts to collect every dollar due to be paid to the county.

October 26-27, 2016 General Management

Shared Elective for ACAA, ACEA, and AAND Programs

This class is designed to provide supervisory personnel with valuable skills to improve their effectiveness as managers of county departments and agencies. Participants will be provided expert training on important management issues such as leadership, conflict management, and management styles. This course is an elective for participants seeking certification under the CGEI program, but is also an excellent training opportunity for those seeking continuing education credits to maintain their certification.