

## Continuing Legal Education for CGEI Classes

The following course(s) sponsored by Association of County Commissions of Alabama have been accredited for continuing legal education in Alabama. Please note that CLE Credits are the total number of hours approved for the seminar, including the Ethic hour(s).

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

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.

**Total CLE Credits -- 10.3**

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

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.

**Total CLE Credits -- 11.3**

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

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.

**Total CLE Credits -- 11.0**

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

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.

**Total CLE Credits -- 11.0 (including 7.0 Ethics credits)**

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

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.

**Total CLE Credits – 10.3 (including 1.0 Ethics credit)**

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

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.

**Total CLE Credits -- 11.0**