

2018

ACAA ANNUAL CONFERENCE

MAY 9 - 10, 2018

PERDIDO BEACH RESORT
ORANGE BEACH, AL



The 2018 ACAA Annual Conference is scheduled for May 9-10, 2018, at the Perdido Beach Resort in Orange Beach, AL. We hope that you will make plans to attend!

Conference registration for ACAA members is \$210 each if your registration is received before Friday, April 13. Registrations received after Friday, April 13, are \$225 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.

We also want to remind you that there will be a conference wide dinner on Wednesday night in conjunction with the Engineers Conference at the FloraBama Yacht Club. There will be a continental breakfast on Thursday morning, and Thursday night will wrap up the conference with a closing reception at the Perdido Beach Resort.

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 click on the ACAA Conference event. Enter 12087 in the Group Code section. The conference room rate is

Association of County Administrators of Alabama

\$164 a night, and the cutoff date for hotel reservations is April 9th.

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 Jennifer Datcher at (334) 263-7594, or send an email to jdatcher@alabamacounties.org. We look forward to seeing you in Orange Beach!

NOTE: Please remember that in order to comply with the Alabama Ethics Law, you may only accept an invitation to dinner, etc. from a vendor that is a registered participant in the conference.

REGISTER ONLINE AT WWW.ALABAMACOUNTIES.ORG

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Association of
County Administrators
of Alabama

CONFERENCE AGENDA

WEDNESDAY, MAY 9

11:00 a.m. - 1:00 p.m.

ACAA Board of Directors Meeting

11:00 a.m. - 3:00 p.m.

Conference Registration

1:30 - 5:00 p.m.

Opening General Session

6:00 - 8:00 p.m.

Conference Wide Dinner at the FloraBama Yacht Club

Buses will be provided for your transportation.

Please do not drive your own vehicle.

THURSDAY, MAY 10

7:30 - 8:30 a.m.

Breakfast Buffet

7:30 - 10:30 a.m.

Conference Registration

8:30 a.m. - 12:00 p.m.

Morning General Session

12:00 - 1:30 p.m.

President's Luncheon and Awards Ceremony

1:30 - 4:45 p.m.

Afternoon General Session

- ACAA Business Session (Members Only)

5:00 - 6:00 p.m.

Closing Reception



REGISTER ONLINE AT WWW.ALABAMACOUNTIES.ORG

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 and innovative in its approach. The program should be 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 in County Administration Award applications are limited to one per county. The entry should include a cover page 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 a 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, March 30, 2018.

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 that are 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 10, 2018, at the ACAA's Annual Conference.

ENTRY FORM

Name of the county being nominated: _____

Name of the County Administrator: _____

Description/name of the program: _____

RETURN FORM TO:

ASSOCIATION OF COUNTY
ADMINISTRATORS OF
ALABAMA

ATTN: JEANNIE GAINES
P.O. BOX 5040
MONTGOMERY, AL 36103
OR EMAIL TO:

JGAINES@ALABAMACOUNTIES.ORG
OR FAX TO: 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:
 1. County Commissioners
 2. Other elected officials
 3. Other County Administrators
 4. County staff
 5. 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, March 30, 2018. The award will be presented during the Awards Ceremony on Thursday, May 10, 2018, 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.

RETURN FORM TO:
ASSOCIATION OF COUNTY
ADMINISTRATORS OF
ALABAMA
ATTN: JEANNIE GAINES
P.O. BOX 5040
MONTGOMERY, AL 36103
OR EMAIL TO:
JGAINES@ALABAMACOUNTIES.ORG
OR FAX TO: 334-263-7678



2018 SERVICE AWARD APPLICATION

SPONSORED BY THE
ASSOCIATION OF COUNTY ADMINISTRATORS OF ALABAMA

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 2018 ACAA Annual Conference on May 9-10, 2018, at the Perdido Beach Resort in Orange Beach, AL.

Service Awards will be presented on the 10th, 15th, 20th, 25th, 30th...years of service as of the date of the Annual Conference. For example, if your 10 year anniversary is prior to the conference, you will receive a Service Award this year. If your 10 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 than March 30, 2018. 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 Jeannie Gaines at (334) 263-7594 or by e-mail at jgaines@alabamacounties.org.

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ATTN: JEANNIE GAINES
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OR FAX TO: 334-263-7678

Name _____

County _____

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

