

2017

ACAA ANNUAL CONFERENCE

MAY 10 - 11, 2017

PERDIDO BEACH RESORT

ORANGE BEACH, ALA.



Workplace Violence and
What You Need to Know

Alabama Career Centers

Examiners Report

ADECA Changes and Updates

The 2017 ACAA Annual Conference is scheduled for May 10 - 11, 2017, at the Perdido Beach Resort in Orange Beach, Ala. We hope you will make your plans NOW to attend!

Conference registration for ACAA members is \$185 each if we receive your registration before Friday, April 14. Registrations received after Friday, April 14, are \$200 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 we'll have our conference wide dinner on Wednesday night in conjunction with the Engineers group at the FloraBama Yacht Club. We'll have a continental breakfast on Thursday morning, and Thursday night we will end the conference with a closing reception on the deck of 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 then go to the "Reservations" section. Enter 10978 in the Group Code section. The conference room rate is \$164 a night and the cut off date for hotel reservations is April 10th.

Association of
County Administrators
of Alabama

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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WEDNESDAY, MAY 10

11 a.m. - 1 p.m.

ACAA Board of Directors Meeting

11 a.m. - 3 p.m.

Conference Registration

1:30 - 5 p.m.

Opening General Session

- Workplace Violence and What You Need to Know
Jerry Bloechle, Owner, Know More Investigations
- Resolving Conflict and Reducing Stress in the County Office
Joyce Brooks, Author and Motivational Speaker

6 - 8 p.m.

Conference Wide Dinner at the FloraBama Yacht Club

Busses will be provided for your transportation. Please do not drive your own vehicle.

THURSDAY, MAY 11

7:30 - 8:30 a.m.

Breakfast Buffet

7:30 - 10:30 a.m.

Conference Registration

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

Morning General Session

- Examiners Report
James Hall, Director of County Audits, Dept. of Examiners
- 2020 Local Update of Census Addresses Operation
Leatha Lamison-White, US Census Bureau
- ADECA Changes and Updates (Building Code Changes and Building Operator Certification Program)
Heather Goggin, ADECA
- Using the Alabama Career Centers in Your Area
Hank Lahti and Jennifer Boykin, Alabama Department of Labor

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CONFERENCE AGENDA

12 - 1:30 p.m.

President's Luncheon and Awards Ceremony

1:30 - 4:45 p.m.

Afternoon General Session

- How to Maintain an Effective Facebook Presence
Speaker TBA
- Revising the Tax Sell Statute
Don Armstrong, Shelby County Property Tax Commissioner
- U.S. Communities and the Amazon Business Contract
Sharon Russell, NACo (invited)
- Legislative Session Update to include:
Sonny Brasfield, ACCA Executive Director
 - ⇒ Retirement Systems of Alabama Board of Control
 - ⇒ Road and Bridge Funding (ATRIP-2)
 - ⇒ Medicaid for Inmates
 - ⇒ Juvenile Justice Reform
 - ⇒ Board of Registrars
- ACAA Business Session
Donnie Mims, ACAA President, presiding

5 - 6 p.m.

Closing Reception on the Deck

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 or is innovative in its approach and that is 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 applications are limited to one per county. The entry should include a cover 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 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, April 3, 2017.

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 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 11, 2017, 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: DONNA KEY

P.O. BOX 5040

MONTGOMERY, AL 36103

OR EMAIL TO:

DKEY@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. 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, April 3, 2017. The award will be presented during the Awards Ceremony on Thursday, May 11, 2017, 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: DONNA KEY
P.O. BOX 5040
MONTGOMERY, AL 36103
OR EMAIL TO:
DKEY@ALABAMACOUNTIES.ORG
OR FAX TO: 334-263-7678



2017 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 2017 ACAA Annual Conference on May 10 - 11, 2017, at the Perdido Beach Resort in Orange Beach, Ala.

The Service Award is given to honor County Administrators who have served 10 or more years and is presented for the 10th, 15th, 20th, 25th, 30th...years AS OF THE DATE OF THE ANNUAL CONFERENCE. For example, if your 10th year anniversary is prior to the conference, you will receive a Service Award this year. If your 10th 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 April 3, 2017. 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 Donna Key at (334) 263-7594 or by e-mail at dkey@alabamacounties.org.

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

Name _____

County _____

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

