

# COUNTY GOVERNMENT EDUCATION INSTITUTE

## 2020 SCHEDULE

### **January 29-30**      **CROAA: Enforcement of Licenses & Taxes**

*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.

### **January 29-30**      **Disaster Relief 101**

*Shared Elective for ACAA, ACEA, and AAND Programs*

This class, first offered to county officials and employees in the wake of the April 2011 tornados, provides valuable information regarding the different roles county personnel and officials play in responding to and assisting in times of crisis. Additionally, this program focuses on federal reimbursement guidelines, coordinating volunteers and assisting your community as it rebuilds from a disaster. This class is not designed for seasoned EMA personnel, but has been an informative and extremely-well received class for other county personnel and newly-elected county commissioners.

### **April 8-9**              **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.

### **June 10-11**          **CROAA: Safety for the County Revenue Officer**

*Elective for CROAA Program*

Safety is an important issue for all county revenue officers, whether working in the field or dealing with hostile taxpayers in the office. This class is designed to provide revenue officers with some basic tools to help identify and resolve potential safety issues. This class deals with issues ranging from identification of meth labs, dealing with dangerous animals, to verbal techniques that can be used to ease communication with angry taxpayers.

**June 10-11 Finance & Revenue**

*Basic-Level Class required for ACAA, ACEA, and AAND Programs; CEU only for CROAA*  
All county employees benefit from a good understanding of how county revenue is generated, how the county budget is developed and administrated, 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.

**Sept. 30-Oct. 1 Ethics**

*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.

**October 28-29 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.

**October 28-29 General Accounting**

*Shared Elective for ACAA, ACEA, and AAND Programs*  
Governmental Accounting is unlike any other financial accounting system. This program provides a basic introduction to governmental accounting, evaluation and recording of capital assets, preparation and monitoring of county budgets, internal controls and the basics of borrowing and repaying funds for capital expenditures.