
2022 COUNTY GOVERNMENT EDUCATION INSTITUTE CLASSES

> **January 12-13** **General Management and Supervision**
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 receive 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.

> **January 12-13** **CROAA: Enforcement of Licenses & Taxes**
Required Class for CROAA Program

Enforcement of local taxes, licenses, and other revenue sources is key to ensuring 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 the county.

> **January 26-27** **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 those ever-changing challenges. This class provides an 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. Administrative staff seeking the Certificate in County Administration will also benefit greatly from this course.

> **March 23-24** **Ethics of County Officials and Employees** *Dual ALGTI Class*
Required class for everyone

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 provides county employees with a sound practical understanding of the concept of ethics and a thorough foundation on Alabama's Ethics Law and other constitutional and statutory provisions affecting the actions of county officials and employees both on and off the job.

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> April 13-14 CROAA: Update Class
Elective for CROAA Program

This class is designed to keep revenue officers up-to-date on new issues that affect the collection and enforcement of local taxes. This may range from newly passed or potential legislation, recent rule changes, new methods being used by revenue officers, and new tools, such as the newest software. This class is aimed at providing fresh topics for certified county revenue officers seeking continuing education credits but also provides valuable information for those employees working toward their certification.

> April 13-14 Overview of County Government *Dual ALGTI Class*
Required class for everyone

This class provides a general overview of the workings of county government. Topics include the role of the county commission, the functions of county commission offices and departments, interplay with other county offices, and the many constitutional and statutory provisions that govern how county government works.

> May 18-19 Legal Primer - County Roads *Dual ALGTI Class*
Elective for Engineers Program

County engineers must have a good working knowledge of the county's authority and responsibility for the construction, repair, and maintenance of county roads and bridges. This course provides the engineer with vital information on what is a county road, how the county road system should be maintained, and what prohibitions exist under Alabama law. Additionally, this class offers valuable information on liability, safety, and record-keeping.

> June 8-9 Legislative and Government Relations *Dual ALGTI Class*
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 provides valuable information about the legislative process and how counties can, and should, monitor general and local legislation during each legislative session.

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> **October 19-20 Finance and Revenue**
Required class for everyone

The county commission is responsible for the financial well-being of the county, and all county employees benefit from an understanding of county revenue and budgetary matters. This course explains the development and management of the county general fund budget, outlines county revenue sources including the collection and distribution of those revenues, and provides an overview of financial management and auditing requirements.

> **October 19-20 Understanding Liability of the County Commission**
Shared Elective for all programs

Based on the class offered through the Alabama Local Government Training Institute, this class provides a look at the liability of the county commission. The class discusses county liability in general terms before taking a detailed look at the specific issues that fall under the commission's liability like worker's compensation, loss control programs, county attorney, immunity, and preparing for a lawsuit.