

# County Government Training Institute

## 2023 Classes

### **Overview of County Government**

**February 1 - 2**

*Required class for everyone*

*Dual ALGTI Course*

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.

### **General Accounting**

**March 15 - 16**

*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.

### **CROAA: Legal Considerations of Local Revenue**

**March 15 - 16**

*Required Class for CROAA Program*

County revenue officers need a good understanding of what they can legally do when collecting the many types of local taxes they enforce. This course provides the revenue officer with information on research techniques, various collection methods, and procedures to follow when a taxpayer files bankruptcy. This class also outlines the appeals process as it relates to administrative appeals at the county level, as well as the process required if a case is appealed to the Alabama Tax Tribunal.

### **CROAA: Business Licenses, Tags & Other Local Revenue**

**April 12 - 13**

*Elective for CROAA Program*

This course is specifically designed for the county license inspector or other county personnel responsible for the collection and enforcement of county licenses, tags, and similar local levies. The course includes detailed information about Alabama's complicated business license structure, including explanation of the laws governing the levy and collection of state and local licenses. The course also provides some practices for enforcement of the laws requiring payment of these important revenue sources for state and county government.

## **Personnel Administration**

**April 26 - 27**

*Required class for everyone*

This course is designed to provide agency heads and staff with a better understanding of federal and state employment laws, along with the best training practices on hiring and firing, leave policies, and other personnel issues important to properly and effectively lead a county department or agency.

## **Ethics of County Officials and Employees**

**May 24 - 25**

*Required class for everyone*

*Dual ALGTI Course*

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.

## **Fundamentals of Emergency Communications District**

**June 28 - 29**

*Required Class for 911 Program*

This class is designed to provide the 9-1-1 director and key staff with a good background of Alabama law related to operation of the emergency communication district along with other laws affecting the management and operation of the programs. Topics include the operational basics for the 9-1-1 program, the role of the director, and how to conduct a 9-1-1 board meeting. Participants will also receive valuable training on liability issues, open records laws, financing the 9-1-1 program, and more.

## **Disaster Relief 101**

**September 27 - 28**

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

*Dual ALGTI Course*

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.