

NEW MEMBER TRAINING

FEBRUARY 24-26, 2025

Renaissance Columbus Downtown Hotel



SCHEDULE AT A GLANCE

MONDAY, FEBRUARY 24

Time	Session
8:00 a.m.	Registration Opens
10:00 a.m. – 10:30 a.m.	Welcome & Introductions
10:35 a.m. – 10:45 a.m.	CCAO Reintroduction
10:45 a.m. – 11:50 a.m.	County Government Functions & Officeholders
12:00 p.m. – 1:05 p.m.	Lunch with Members' Panel
1:15 p.m. – 1:25 p.m.	CEBCO Reintroduction
1:25 p.m. – 2:40 p.m.	County Human Resources
2:50 p.m. – 4:00 p.m.	County Budgeting
4:10 p.m. – 4:40 p.m.	County Auditing
5:00 p.m.	Bus from Renaissance Hotel to CCAO, CORSA & CEBCO Office for Dinner
5:30 p.m. – 7:00 p.m.	Dinner with Cabinet Directors
7:00 p.m. – 8:30 p.m.	CCAO Family Feud
8:30 p.m. – 9:00 p.m.	Bus rotation between CCAO, CORSA & CEBCO Office and Renaissance Hotel
9:00 p.m. – 11:00 p.m.	Hospitality Room at Renaissance Hotel

TUESDAY, FEBRUARY 25

7:00 a.m. – 8:30 a.m.	Breakfast
8:00 a.m.	Registration Opens
8:30 a.m. – 9:30 a.m.	Procurement and Purchasing
9:40 a.m. – 9:50 a.m.	CORSA Reintroduction
9:50 a.m. – 10:30 a.m.	What to Do When You Get Sued
10:40 a.m. – 11:45 a.m.	Ethics
11:50 a.m. – 1:00 p.m.	Lunch and Learn with OCERP
1:10 p.m. – 2:00 p.m.	Conducting Public Meetings
2:10 p.m. – 3:00 p.m.	Roundtables

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FEBRUARY 24-26, 2025

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SCHEDULE AT A GLANCE

TUESDAY, FEBRUARY 25

Time	Session
3:10 p.m. – 4:20 p.m.	Economic Development & Workforce
4:30 p.m.	Walk to Ohio Statehouse
4:45 p.m.	Class Photo in Statehouse Map Room
5:00 p.m. – 7:00 p.m.	Reception in the Ohio Statehouse Atrium with heavy appetizers
8:00 p.m. – 11:00 p.m.	Hospitality Room at Renaissance Hotel / Optional Euchre Challenge with snacks

WEDNESDAY, FEBRUARY 26

7:00 a.m. – 8:30 a.m.	Breakfast and OSU Extension Partnership
8:30 a.m. – 10:00 a.m.	Human Services
10:10 a.m. – 10:20 a.m.	CCAO Service Corporation Reintroduction
10:20 a.m. – 11:30 a.m.	Justice & Public Safety
11:30 a.m. – 1:00 p.m.	Lunch & Learn: Setting a Vision & Strategic Plan for Your County
1:15 p.m.	Visit Your Legislators at House or Senate Session
2:00 p.m.	Tour of Ohio Statehouse - Meet in Statehouse Map Room

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NEW MEMBER TRAINING SCHEDULE - MONDAY, FEBRUARY 24

Time	Session	Room
8:00 a.m.	Registration Opens	3rd Floor
10:00 a.m. – 10:30 a.m.	<p>Welcome & Introductions</p> <p>Speaker: David Painter, CCAO President and Clermont County Commissioner</p>	Room 30, 3rd Floor
10:35 a.m. – 10:45 a.m.	<p>CCAO Reintroduction</p> <p>Speakers: Cheryl Subler, CCAO Executive Director John Leutz, CCAO Assistant Director</p>	Room 30, 3rd Floor
10:45 a.m. – 11:50 a.m.	<p>County Government Functions & Officeholders</p> <p>Moderator: Rachel Reedy, CCAO Outreach and Member Engagement Manager</p> <p>Speaker: Larry Long, Former CCAO Executive Director</p> <p>Description:</p> <ul style="list-style-type: none"> • Roles & Responsibilities • Understanding Importance of State Partnership & Advocacy 	Room 30, 3rd Floor
12:00 p.m. – 1:05 p.m.	<p>Lunch with Members' Panel</p> <p>Moderator: David Painter, CCAO President and Clermont County Commissioner</p> <p>Speakers: Sabrina Christian-Bennett, CCAO Board Member and Portage County Commissioner Mike Halleck, CCAO Past President and Columbiana County Commissioner Casey Kozlowski, CCAO 2nd Vice President and Ashtabula County Commissioner Glenn Miller, CCAO Past President and Henry County Commissioner</p> <p>Description: The panel will offer advice on how to most effectively engage with and lobby legislators, discuss how CCAO can help you communicate with your legislators and relay their own personal strategies for staying in touch with their legislators. This engagement is critical given the nature of county government: the 88 branch offices of state government delivering workforce development, economic development, human services and child protective services, justice and public safety, election administration and more!</p>	Room 30, 3rd Floor

NEW MEMBER TRAINING SCHEDULE - MONDAY, FEBRUARY 24

Time	Session	Room
1:15 p.m. – 1:25 p.m.	CEBCO Reintroduction Speakers: Cory Noonan , CEBCO President and Allen County Commissioner Mike Kindell , Managing Director of Health and Wellness	Room 30, 3rd Floor
1:25 p.m. – 2:40 p.m.	County Human Resources Moderator: Cory Noonan , CEBCO President and Allen County Commissioner Speaker: Marc Fishel , Partner, Fishel Downey Albrecht & Riepenhoff LLP Description: Your county employees are an integral part of determining the success of your county programs and services to taxpayers. Managing public employees requires understanding the basics of Ohio's Civil Service Laws and Collective Bargaining Law. This session will include civil service topics such as classified and unclassified positions, termination, layoff procedures, and an employee's appellate rights to the Personnel Board of Review. Collective bargaining topics will include unit determination, role of the commissioners in negotiations, management rights, unfair labor practices, approval of labor contracts, dispute resolution procedures, the right to strike, and how a bargaining agreement relates to provisions of state law and the county budgets.	Room 30, 3rd Floor
2:50 p.m. – 4:00 p.m.	County Budgeting Basics Moderator: Mike Yoder , Logan County Commissioner Speakers: Janet Discher , Ashtabula County Administrator Erica Preston , Auglaize County Administrator Description: One of the primary responsibilities of a county commissioner is to determine the budget priorities for the county. Our experienced panel will explore the major revenue sources and areas of mandated expenses and then examine the appropriation process and discuss how some counties manage their budget process. Other areas will include the role of the county budget commission, legal level of control, budgeting for special revenue funds, how to work with departments and elected officials in preparing the budget, and how to monitor the budget and procedures for line-item transfers and supplemental appropriations.	Room 30, 3rd Floor

NEW MEMBER TRAINING SCHEDULE - MONDAY, FEBRUARY 24

Time	Session	Room
4:10 p.m. – 4:40 p.m.	<p>County Auditing</p> <p>Moderator: Sabrina Christian-Bennett, CCAO Board Member and Portage County Commissioner</p> <p>Speaker: Dorinda Byers, Business Development Consultant, Auditor of State's Office</p> <p>Description: With a statewide staff of more than 800 auditors and other professionals, the Auditor of State's office is responsible for auditing all public offices in Ohio – more than 5,900 entities. The Auditor's office also offers performance auditing for state and local public offices, identifies and investigates fraud in public agencies, provides financial services to local governments and promotes transparency in government. Learn more about how the Auditor of State ensures your tax dollars are being used wisely and how to report any fraud you might notice in this session.</p>	Room 30, 3rd Floor
5:00 p.m.	<p>Bus from Renaissance Hotel to CCAO, CORSA & CEBCO Office for Dinner</p> <p>Meet in Lobby of Renaissance</p>	Renaissance Lobby
5:30 p.m. – 7:00 p.m.	<p>Dinner with Cabinet Directors</p> <p>Speakers: Matt Damschroder, Director of the Ohio Department of Job and Family Services Lydia Mihalik, Director of the Ohio Department of Development Kara Wente, Director of the Ohio Department of Children and Youth Jeff Van Deusen, Assistant Director of the Ohio Department of Children and Youth Tracy Intihar, Assistant Director of the Ohio Department of Agriculture</p>	<p>CCAO, CORSA & CEBCO Office</p> <p>209 E State St. Columbus, OH 43215</p>
7:00 p.m. – 8:30 p.m.	<p>CCAO Family Feud</p>	CCAO, CORSA & CEBCO Office
8:30 p.m. – 9:30 p.m.	<p>Bus rotation between CCAO, CORSA & CEBCO Office and Renaissance Hotel</p>	CCAO, CORSA & CEBCO Office
9:00 p.m. – 11:00 p.m.	<p>Hospitality Room at Renaissance Hotel</p> <p>Optional CCAO Euchre challenge for those interested</p>	The Study, 1st Floor

NEW MEMBER TRAINING SCHEDULE - TUESDAY, FEBRUARY 25

Time	Session	Room
7:00 a.m. – 8:30 a.m.	Breakfast	Room 30, 3rd Floor
8:00 a.m.	Registration Opens	3rd Floor
8:30 a.m. – 9:30 a.m.	<p>Procurement and Purchasing</p> <p>Moderator: Glenn Miller, CCAO Past President and Henry County Commissioner</p> <p>Speakers: Megan Perry-Balonier, Director, Purchasing Department, Franklin County Kyle Kolopanis, Director of Purchasing & Central Services, Montgomery County</p> <p>Description: County government must be transparent and use specific processes when purchasing goods with taxpayer dollars. Topics to be discussed will include competitive bidding requirements and exemptions, notice and publication requirements, bid bonds, performance bonds, purchase contracts, certificate of availability of funds by the county auditor, purchase orders, and the authorized use of credit and procurement cards for making purchases.</p>	Room 30, 3rd Floor
9:40 a.m. – 9:50 a.m.	<p>CORSA Reintroduction</p> <p>Speakers: Dave Wilson, CORSA President and Guernsey County Commissioner Craig LaHote, CORSA Vice President and Wood County Commissioner John Brownlee, CORSA Managing Director, Property and Casualty</p>	Room 30, 3rd Floor
9:50 a.m. – 10:30 a.m.	<p>What to Do When You Get Sued</p> <p>Moderator: Dave Wilson, CORSA President and Guernsey County Commissioner</p> <p>Speaker: Frank Hatfield, Esq., CORSA Risk Manager</p> <p>Description: What to do when you get sued. For elected officials it is "when" you get sued not "if." This session provides an overview of the risk pool/insurance claims and legal process of lawsuits as well as preventative measures to reduce the likelihood of getting sued and increase the chances of a successful defense.</p>	Room 30, 3rd Floor

NEW MEMBER TRAINING SCHEDULE - TUESDAY, FEBRUARY 25

Time	Session	Room
10:40 a.m. – 11:45 a.m.	<p>Ethics</p> <p>Moderator: John Leutz, CCAO Assistant Director</p> <p>Speaker: Susan Willeke, Education and Communications Administrator, The Ohio Ethics Commission</p> <p>Description: This session will teach you the provisions of Ohio’s ethics laws, conflicts of interest, and illegal interests in public contracts. We will also explore situations that most often get elected officials into trouble and how to avoid them.</p>	Room 30, 3rd Floor
11:50 a.m. – 1:00 p.m.	<p>Lunch and Learn with OCERP</p> <p>Moderator: Stephen Caraway, CCAO Service Corporation Manager/OCERP Administrator</p> <p>Speakers: Joel Smith, Director of Participant Engagement, Empower</p> <p>Jay Arbuckle, OCERP Retirement Plan Advisor, Empower</p>	Room 30, 3rd Floor
1:10 p.m. – 2:00 p.m.	<p>Conducting Public Meetings</p> <p>Moderator: Julie Ehemann, CCAO Past President and Shelby County Commissioner</p> <p>Speaker: Mark Landes, Esq. Managing Partner Emeritus, Isaac Wiles Attorneys at Law</p> <p>Description: Transparency is an essential component of conducting business as a public official. Some aspects are obvious, others are not. Learn the essentials about Ohio’s open meeting requirements and how other counties organize and conduct regular and special sessions of the board of county commissioners. This session will also discuss such issues as the limited reasons allowed to enter into executive sessions, conducting regular and special sessions, meeting agenda and procedures, and maintaining the Commissioner’s Journal and minutes. We will also touch upon Roberts’ Rules of Order, notifications of news media, and citizen participation. This session provides a framework for future training that is required by law for all county elected officials during their term of office, but it does not count as the official training.</p>	Room 30, 3rd Floor

NEW MEMBER TRAINING SCHEDULE - TUESDAY, FEBRUARY 25

Time	Session	Room						
2:10 p.m. – 3:00 p.m.	<p>Roundtable Discussions</p> <p>Moderator: David Painter, CCAO President and Clermont County Commissioner</p> <p>Speakers:</p> <table border="0"> <tr> <td> <p>Broadband Peter Voderberg, Chief, BroadbandOhio</p> </td> <td> <p>Communication and Transformational Leadership Harry Brady, CCAO Board Member and Huron County Commissioner</p> </td> </tr> <tr> <td> <p>Cybersecurity Craig LaHote, CORSA Vice President and Wood County Commissioner</p> </td> <td> <p>HR Hotline Advice Jeffrey Stankunas, Attorney at Law, Isaac Wiles</p> </td> </tr> <tr> <td> <p>Dog Wardens Matt Granito, Geauga County Dog Warden Larry Williams, Licking County Dog Warden</p> </td> <td> <p>Solar & Wind Siting Authority Dave Daniels, Highland County Commissioner</p> </td> </tr> </table>	<p>Broadband Peter Voderberg, Chief, BroadbandOhio</p>	<p>Communication and Transformational Leadership Harry Brady, CCAO Board Member and Huron County Commissioner</p>	<p>Cybersecurity Craig LaHote, CORSA Vice President and Wood County Commissioner</p>	<p>HR Hotline Advice Jeffrey Stankunas, Attorney at Law, Isaac Wiles</p>	<p>Dog Wardens Matt Granito, Geauga County Dog Warden Larry Williams, Licking County Dog Warden</p>	<p>Solar & Wind Siting Authority Dave Daniels, Highland County Commissioner</p>	Room 30, 3rd Floor
<p>Broadband Peter Voderberg, Chief, BroadbandOhio</p>	<p>Communication and Transformational Leadership Harry Brady, CCAO Board Member and Huron County Commissioner</p>							
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<p>Dog Wardens Matt Granito, Geauga County Dog Warden Larry Williams, Licking County Dog Warden</p>	<p>Solar & Wind Siting Authority Dave Daniels, Highland County Commissioner</p>							
3:10 p.m. – 4:20 p.m.	<p>Economic Development & Workforce</p> <p>Moderator: David Kern, CCAO Board Member and Defiance County Commissioner</p> <p>Speakers:</p> <p>Rocky Rockhold, Policy Director, Greater Ohio Workforce Board, Inc.</p> <p>Ryan Scribner, Director of Economic Development, The Montrose Group</p> <p>Drew Cooper, Director, Government Affairs and Engagement, JobsOhio</p> <p>Description: Many county commissioners, county executives and county council members make economic development and job creation a top priority during campaigns. What are the tools at your disposal to make this happen? What are the barriers? What are the various local economic development structures, state, and local incentive programs? We will explore these and other topics, such as working with JobsOhio and the role of elected officials and economic development professionals.</p>	Room 30, 3rd Floor						
4:30 p.m.	Walk to Ohio Statehouse	Renaissance Lobby						
4:45 p.m.	Class Photo	Statehouse Map Room						
5:00 p.m. – 7:00 p.m.	Legislative Reception	Statehouse Atrium						
8:00 p.m. – 11:00 p.m.	<p>Hospitality Room at Renaissance Hotel Optional CCAO Euchre challenge for those interested</p>	The Study, 1st Floor						

NEW MEMBER TRAINING SCHEDULE - WEDNESDAY, FEBRUARY 26

Time	Session	Room
7:00 a.m. – 8:30 a.m.	<p data-bbox="394 153 930 191">Breakfast & OSU Extension Partnership</p> <p data-bbox="394 218 1065 256">Moderator: James Kennedy, CCAO Policy Analyst</p> <p data-bbox="394 283 1109 380">Speakers: Joe Lucente, Acting Assistant Director of Community Development</p> <p data-bbox="394 407 1102 474">Jeff McCutcheon, Assistant Director, Operations and Education, Agriculture and Natural Resources</p>	Room 30, 3rd Floor
8:30 a.m. – 10:00 a.m.	<p data-bbox="394 495 618 533">Human Services</p> <p data-bbox="394 560 1203 627">Moderator: Joe Antram, CCAO Secretary and Logan County Commissioner</p> <p data-bbox="394 655 1114 751">Speakers: Jon Honeck, Executive Director, Ohio Job and Family Services Directors' Association (OJFSDA)</p> <p data-bbox="394 779 979 816">Laura Abu-Absi, Assistant Director, OJFSDA</p> <p data-bbox="394 844 1195 911">Angela Sausser, Executive Director, Public Children Services Association of Ohio (PCSAO)</p> <p data-bbox="394 938 1180 1005">Amy Roehrenbeck, Executive Director, Ohio Child Support Professionals Association (OCSPA)</p> <p data-bbox="394 1033 1190 1388">Description: Ohio has delegated responsibility for the administration of many critical social service programs to counties. Whether it is the protection of vulnerable populations, the establishment of child support, helping families with food assistance or helping find a path to employment or re-employment, counties are on the front lines and touch the lives of many citizens with these programs. Each program and funding stream comes with distinct regulations, acronyms and community impacts that will be important to understand.</p>	Room 30, 3rd Floor
10:10 a.m. – 10:20 a.m.	<p data-bbox="394 1413 980 1451">CCAO Service Corporation Reintroduction</p> <p data-bbox="394 1478 1192 1575">Speakers: Stephen Caraway, CCAO Service Corporation Manager and OCERP Administrator</p> <p data-bbox="394 1602 980 1640">Tim Hoverman, CCAO Operations Manager</p>	Room 30, 3rd Floor

NEW MEMBER TRAINING SCHEDULE - WEDNESDAY, FEBRUARY 26

Time	Session	Room
10:20 a.m. – 11:30 a.m.	<p>Justice & Public Safety</p> <p>Moderator: Jonathan Hofstetter, CCAO Board Member and Wayne County Commissioner</p> <p>Speakers: Laura Austen, Assistant Director, Ohio Public Defender Commission</p> <p>Jason Landers, Paulding County Sheriff</p> <p>Thomas Riggerbach, Van Wert County Sheriff</p> <p>Description: The administration of justice is a large component in any county's budget, often accounting for around 60%-70% of general revenue funds. Two large components of this system at the county level are county jail and indigent defense. Understanding how these components work is important to understanding where and how much of the county revenues are spent. This session will look at the jail system, its responsibilities and challenges, and the counties' obligation to provide indigent defense representation.</p>	Room 30, 3rd Floor
11:30 a.m. – 1:00 p.m.	<p>Lunch & Learn: Setting a Vision & Strategic Plan for Your County</p> <p>Moderator: Casey Kozlowski, CCAO 2nd Vice President and Ashtabula County Commissioner</p> <p>Speaker: Melanie Flax Wilt, Clark County Commissioner</p> <p>Description: Developing a mission and strategic plan for your county helps your team and stakeholders understand the importance of a team vision and articulate the core values, purpose, strategy, and goals. Outlining how you will get there, and regularly and clearly communicating with staff and stakeholders is vital. Telling your county's story is an important part of an elected official's job.</p>	Room 30, 3rd Floor
1:15 p.m.	Visit Your Legislators at House or Senate Session	House Chamber Senate Chamber Ohio Statehouse
2:00 p.m.	Tour of Ohio Statehouse	Ohio Statehouse Map Room

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