CCAO MEMBER TRAINING SEMINAR
WELCOMING NEW COUNTY LEADERS

February 5-7, 2017
Franklin County
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**SUNDAY, FEBRUARY 5**

**3-6 p.m.**
Registration
Governor’s Foyer

**4-6 p.m.**
Introduction to CCAO
Governor’s Ballroom A

**Welcome & Introduction**
Speaker: Ed Humphrey, Clermont County Commissioner & CCAO President

**Getting to Know Your Association**
Speaker: Suzanne Dulaney, CCAO Executive Director

**Legislative Advocacy & CCAO Legislative Initiatives**
Speaker: Cheryl Subler, CCAO Managing Director of Policy

**Resources: Research, Data & Webinar Training**
Speaker: Brad Cole, CCAO Managing Director of Research

**CCAO Insurance Programs**
Speakers:
- David Brooks, Managing Director of Liability & Property Insurance, County Risk Sharing Authority (CORSA)
- Doug Foust, Managing Director of Health & Wellness, County Employee Benefits Consortium (CEBCO)

**CCAO Service Corporation Programs**
Speaker: Keith Blosser, Managing Director of Operations

**Getting to Know the National Association of Counties (NACo)**
Speaker: Linda Langston, Director of Strategic Relations, National Association of Counties (NACo)

**6:15 p.m.**
Super Bowl Party/Dinner at Hotel
(Kick-off at 6:30 p.m.)
Congressional Room
MONDAY, FEBRUARY 6

7-8:30 a.m.
Buffet Breakfast
Governor’s Ballroom CDE

7 a.m.-3:30 p.m.
Registration and Informational Displays
Governor’s Foyer

8:30-9:45 a.m.
County Employment Basics
Governor’s Ballroom A

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 budget.

Moderator: Daniel Troy, Lake County Commissioner and CCAO 1st Vice President

Speaker: Marc Fishel, Esq., Partner, Fishel Hass Kim Albrecht Downey, LLP

9:45-9:55 a.m.
Break
Governor’s Foyer

9:55-10:55 a.m.
County Procurement
Governor’s Ballroom A

County government has to 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, “debt-check” requirements, and the authorized use of credit and procurement cards for making purchases.

**Moderator:** Brad Cole, CCAO Managing Director of Research  
**Speaker:** Karl Kuespert, Director, Franklin County Purchasing Department

**10:55-11:05 a.m.**  
Break  
Governor’s Foyer

**11:05 a.m.-12:20 p.m.**  
Open Meetings & Public Records  
Governor’s Ballroom A

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 session, 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, notification 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.

**Moderator:** John O’Grady, Franklin County Commissioner  
**Speakers:**  
Mark Landes, Esq., Isaac Wiles Burkholder & Teetor, LLC  
Brandon Huddleston, Greene County Administrator and President, County Administrators Association

**12:20-1:20 p.m.**  
Lunch and Idea Exchange  
Governor’s Ballroom CDE

Bring your questions to peer networking opportunities with expert facilitators during lunch.
Topics:

**Employee & Union Issues** – from civil service, collective bargaining and classified/unclassified to the avalanche of federal laws, ADA, FMLA, discrimination laws and more.

**Jonathan Downes**, Esq., Attorney, Zashin & Rich

**Insights from Administrators/Clerks** – County administrators and commissioners clerks are an invaluable resource for the operation of the county commissioners, county executive or county council offices.

**Brandon Huddleson**, Greene County Administrator, and President, County Administrators Association

**Stacy Crall**, Clerk, Richland County Commissioners and President, County Commissioners Clerks and Engineers Administrative Professionals Association (CCC/EAPA)

**Opiate Epidemic** – The opioid and heroin abuse crisis has reached epidemic proportions in counties and cities nationwide. Find out what is being done in Ohio to fight the epidemic.

**Cheri Walter**, Chief Executive Officer, Ohio Association of County Behavioral Health Authorities

**Planning Directors** – County and regional planning directors help your county with current and long-range planning and project management. Find out how their customer service helps to grow your county.

**Scott Sanders**, AICP, Executive Director, Delaware County Regional Planning Commission and President, County Planning Association

**CCAO Enterprise Services** – The CCAO Service Corporation (CCAOSC) provides a variety of programs for counties to save money, offer better service, improve job satisfaction, and hire and retain valuable county employees. Find out how these programs can benefit your county.

**Keith Blosser**, Managing Director of Operations
**David Brooks**, Managing Director of Property and Liability Insurance
**Douglas Foust**, Managing Director of Health and Wellness Programs

**1:20-3:20 p.m.**

**County Budgeting Basics**

Governor’s Ballroom A

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 the 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.

**Moderator: Shane Wilkin**, Highland County Commissioner

**Speakers:**
- **Patrick Herron**, Wayne County Administrator
- **Brad Lutz**, Pickaway County Administrator

### 3:20-3:30 p.m.
**Break**
Governor’s Foyer

### 3:30-4:45 p.m.
**Ethics Laws & Regulation of Campaign Contributions**
Governor’s Ballroom A

This session will teach you the provisions of Ohio’s ethics laws, including financial disclosure statements, conflicts of interest, and illegal interests in public contracts. We will also explore situations that most often get commissioners into trouble and how to avoid them.

**Moderator: Suzanne Dulaney**, CCAO Executive Director

**Speakers:**
- **Paul Nick**, Esq., Executive Director, Ohio Ethics Commission
- **Philip Richter**, Esq., Executive Director, Ohio Elections Commission

### 5:30-7:15 p.m.
**Reception and Dinner**
CCAO offices

Join the CCAO staff for a reception and dinner at the CCAO Offices, 209 E. State Street – less than 2 blocks east of Sheraton. Shuttle transportation will be provided.
7:30-10 p.m.
Optional - Evening with Experienced Commissioners
CCAO Hospitality Suite TBA

Where are tensions likely to arise in the Courthouse and what should I know to get in front of them? How do other commissioners set their vision and strategic plan for their county? What do I not even know about this position that I really, really should? Join experienced commissioners and the CCAO Staff in our hospitality suite and bring any nagging questions with you for an informal discussion.

TUESDAY, FEBRUARY 7

7 a.m.-1:30 p.m.
Registration
Governor’s Foyer

7-8:30 a.m.
Buffet Breakfast
Governor’s Ballroom CDE

8-9:15 a.m.
Human Services and Workforce Development
Governor’s Ballroom A

Ohio has delegated responsibility for the administration of many critical workforce and social service programs to county commissioners. 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.

Moderator: Kate Neithammer, CCAO Policy Analyst

Speakers:
Amy Roehrenbeck, Esq., Executive Director, Ohio Child Support Enforcement Agencies (CSEA) Directors Association
Joel Potts, Executive Director, Ohio Job & Family Services Directors Association (OJFSDA)
Angela Sauser, Executive Director, Public Children Services Association of Ohio (PCSAO)
**9:15-9:30 a.m.**
Break
Governor’s Foyer

**9:30-10:45 a.m.**
**Justice & Public Safety**
Governor’s Ballroom A

The administration of justice is a large component in any county’s budget. Understanding how your courts and jail work is important to understanding where and how much of the county revenues are spent. This session will look at the judicial system, its responsibilities and challenges, and the counties’ obligation to provide indigent defense representation.

**Moderator: John Leutz, Esq., CCAO Legislative Counsel**

**Speakers:**
**Bob Cornwell**, Executive Director, Buckeye State Sheriffs Association
**Michael Heldman**, Hancock County Sheriff
**Louis Tobin, Esq.,** Deputy Director, Ohio Judicial Conference
**Tim Young, Esq.,** Ohio Public Defender

**10:45-10:55 a.m.**
Break
Governor’s Foyer

**10:55 a.m.-12:10 p.m.**
**County Economic Development Essentials**
Governor’s Ballroom A

Many county commissioners 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 JOBS Ohio and the role of elected officials and economic development professionals.

**Moderator: Tim Bubb**, Licking County Commissioner and Chair, CCAO Jobs, Economic Development and Infrastructure Committee
Speakers:
Christiane Schmenk, Esq., of Counsel, Bricker & Eckler
John Trott, Co-Chair, Workforce Investment Board Directors Consortium and Executive Director, Area 7 Workforce Investment Board

12:10-12:20 p.m.
Break
Governor’s Foyer

Pick up your lunch and return to the meeting room for “Lunch and Learn”.

12:20-1:30 p.m.
Expert Advocacy Lunch and Learn
Governor’s Ballroom A

CCAO members are our greatest legislative advocates. Discuss with veteran members what it takes to be an expert advocate as we enter into what promises to be a very challenging budget season.

Moderator: Lenny Eliason, Athens County Commissioner

Speakers:
Julie Ehemann, Shelby County Commissioner and CCAO 2nd Vice President
Mike Halleck, Columbiana County Commissioner
Daniel Troy, Lake County Commissioner and CCAO 1st Vice President

1:30 p.m.
Visit Your Lawmakers

2:00 p.m.
Statehouse Tour
Ohio Statehouse Map Room

All tours of the Ohio Capitol begin in the Map Room of the Ohio Statehouse.
2017 CCAO EXECUTIVE COMMITTEE

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1st Vice President Daniel Troy, Lake County Commissioner
2nd Vice President Julie Ehemann, Shelby County Commissioner
Secretary Tom Whiston, Morrow County Commissioner
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• Save money
• Offer better service
• Improve job satisfaction
• Hiring and retention of valuable county employees

Programs that benefit Ohio counties!