

**Elected County Officials Training/Commissioner Certification – Phase II**  
**MACo Building, Helena, MT**  
**December 4 – 7, 2017**

**Monday, December 4**

**3:00-6:00 p.m. Registration**

**5:30 p.m. Social & Dinner**

Facilitator: Dan Clark, Director, MSU Local Government Center

1. Welcome: Bill Barron, MACo President and Lake County Commissioner
2. Attendee Self-Introductions
3. MACo Introductions
4. Keynote Address:

**Tuesday, December 5**

**7:30-8:00 a.m. Registration**

MACo Conference Room

**8:00-9:30 a.m. 203.2 Understanding Fiduciary Responsibility as a County Commissioner**

An overview of the financial oversight responsibilities of the Board of County Commissioners and the financial management tools available to the Board.

**Learning Outcome 2.7**      **Know** the essential elements of effective internal financial controls and how internal controls help the Board of County Commissioners meet their oversight responsibilities, minimize losses and prevent fraud.

**Learning Outcome 2.8**      **Know** the purpose of and legal requirements for the county audit, how to work with auditors, and how to read and respond to the audit report and the Annual Financial Report (AFR).

**Learning Outcome 2.9**      **Know** the county claims process and the importance of monitoring revenues and expenditures.

**Learning Outcome 2.10**      **Know** the purpose and importance of financial trend analysis.

**Learning Outcome 2.11**      **Know** the roles and responsibilities of the county commissioner, county treasurer and clerk and recorder in regards to the audit.

**9:30-9:45 a.m. Break**

**9:45-11:00 a.m. 203.2 Understanding Fiduciary Responsibility as a County Commissioner (continued.....)**

**11:00-12:00 noon 513.2 Developing a Governing Philosophy**

An overview and discussion of the principles of good governance and the importance for elected officials to develop a governing philosophy that guides their decision-making process.

**Learning Outcome 5.31**      **Know** the principles of a governing philosophy, including legitimacy and voice, direction, performance, accountability, and fairness.

**Learning Outcome 5.32**      **Understand** strategies for improving commission relations, including communication, building relationships of trust, and managing conflict effectively.

**Learning Outcome 5.33**      **Understand** how a governing philosophy can impact results in your county in positive or negative ways.

**12:00-1:00 p.m.**      **Lunch**

**1:00-3:00 p.m.**      **202.2 County Tax Policy**

An in-depth review of the legal authority and limitation on county taxation, debt bonding and investment.

**Learning Outcome 2.5**      **Know** the different purpose of General Obligation Bonds (G.O. bonds) and revenue bonds and the authority of the Board of County Commissioners to issue debt instruments and the legal requirements that must be met to do so.

**Learning Outcome 2.6**      **Know** the legal requirements for investing county funds.

**3:00-3:15 p.m.**      **Break**

**3:15-5:00 p.m.**      **508.2 Elements of Land Use Planning**

A review of the legal requirements for and critical elements of the land use planning process.

**Learning Outcome 5.22**      **Know** the elements of the land use planning process, growth policy development, zoning and subdivision review.

### **Wednesday, December 6**

**8:00-10:00 a.m.**      **402.2 Courthouse Relations**

A discussion of the responsibilities of the Board of County Commissioners to establish and maintain effective operational relations within the courthouse.

**Learning Outcome 4.4**      **Know** the legal and operational relationship between the Board of County Commissioners and the other elected county officials.

**10:00 – 10:15 a.m.**      **Break**

**10:15–12:00 noon**      **301.2 Principles of Human Resource Management**

An overview and discussion of the principles of human resource management in the courthouse.

**Learning Outcome 3.1**      **Know** the elements of an effective and legally defensible human resource (personnel) management system including: position descriptions, performance evaluation, grievance and disciplinary policies and procedures.

**Learning Outcome 3.2**      **Understand** the requirement to afford due process in all employer-employee relations.

**12:00-1:00 p.m.**      **Lunch**

**1:00–2:00**      **301.2 Principles of Human Resource Management (continued.....)**

2:00 – 2:15 p.m.

Break

2:15-4:00 p.m.

### 302.2 Hiring, Supervising & Motivating County Employees

An overview and discussion of appropriate and effective techniques for hiring, supervising and motivating county employees.

- Learning Outcome 3.3**                      **Know** the legal requirements and effective techniques and methods of recruiting, advertising, selecting, interviewing and hiring a new employee.
- Learning Outcome 3.4**                      **Know** the principles and techniques of effective supervision of county employees.
- Learning Outcome 3.5**                      **Know** the elements of the county's employee benefit program including the retirement system, deferred compensation options, health benefits and workers' compensation.

4:00-5:00 p.m.

### 514.2 Real Colors 2.0

A discussion and review of Real Colors, followed by an exercise that will help attendees understand the differences in temperament styles in the context of dealing with people and teams.

- Learning Outcome 5.37**                      **Know** how to apply Real Colors in the workplace.
- Learning Outcome 5.38**                      **Understand** emotional intelligence in the context of personality.

## Thursday, December 7

8:00-10:00 a.m.

### 401.2 Effective Relations with other Governments

An overview and discussion of the responsibilities of county government to other units and levels of government.

- Learning Outcome 4.1**                      **Know** the county's responsibilities to other units of community governance, including municipalities, school districts, special districts, community councils, tribal governments and to unincorporated communities.
- Learning Outcome 4.2**                      **Know** the roles and responsibilities of state and federal agencies that interact with county government and the legal standing of county government when dealing with these agencies.
- Learning Outcome 4.3**                      **Know** the potential for conflict and cooperation in dealing with other governmental entities and the potential of interlocal agreements, and mutual aid agreements to manage jurisdictional relationships.
- Learning Outcome 4.5**                      **Know** the county's present interlocal agreements, major lease agreements and memoranda of understanding.

10:00-10:15 a.m.

Break

10:15-12:00 noon

### 201.2 A Primer to Building the County Budget

An introduction to building a county budget that demonstrates the legal requirements of the Montana Budgetary, Accounting and Reporting System (BARS).

- Learning Outcome 2.1**                      **Know** basic concepts of county budgeting, the purpose of the cash reserve and the required components of a lawful county budget.
- Learning Outcome 2.2**                      **Know** the basic concepts of governmental fund accounting.

**Learning Outcome 2.3**  
**Learning Outcome 2.4**

**Know** the importance of adopting and funding a Capital Improvement Program (CIP).  
Know the legal basis for county taxation.

12:00 -12:15 p.m. Training wrap up, Questions and Answers

DRAFT