

**2018 COUNTY ELECTED OFFICIALS TRAINING**

**DECEMBER 3-6, 2018**

**DELTA HOTELS COLONIAL HOTEL, HELENA**

**MONDAY, DECEMBER 3**

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

5:30 – 8 :00 p.m.      **Social & Dinner**

Facilitator: Dan Clark, Director, MSU Local Government Center

1. Discussion with County Elected Officials
2. Statutory Role & Responsibilities

Presenters: Association Presidents

**TUESDAY, DECEMBER 4**

7:30-8:00 a.m.      **Registration**

8:00-9:00 a.m.      **General County Government Information/Introductions**  
Presenter: Dan Clark

9:00-9:45 a.m.      **Basic Civics & Developing a Governing Philosophy**

9:45-10:00 a.m.      **Break**

10:00 a.m.-12:00 noon **Real Colors**

12:00 noon-1:00 p.m. **Lunch**

1:00-2:30 p.m.      **Understanding the Gray in Ethics – Montana’s Code of Ethics**

2:30-2:45 p.m.      **Break**

2:45-4:30 p.m.      **Serving the Public – A Leadership Challenge**

4:30-5:00 p.m.      **Questions and Answers**  
Dan Clark, MACo Executive Director Eric Bryson and  
Deputy Director Jason Rittal

**WEDNESDAY, DECEMBER 5**

8:00 a.m.-12:00 noon **Breakout Sessions**

**A. COMMISSIONERS AND SHERIFFS**

Curriculum presented by Sheriffs and County Attorneys

**B. CLERK & RECORDERS, TREASURERS AND OTHER ELECTED OFFICIALS**

County Finance & General Budgeting

Presenter: Darla Erickson

- 9:30-9:45 a.m.           **Break**
- 9:45 a.m. -12:00 noon   **Panel Discussion with Association Presidents**
- 12:00 noon-1:00 p.m.   **Lunch**
- 1:00-5:00 p.m.**           **Mock Meeting and Training at the City-County Building**
- 1:30-1:45 p.m.           **Tour of the City County Building**
- 1:45-2:15 p.m.           **City/County Relations**  
Presenters: Dennis Taylor, Interim City Manager Helena and  
Roger Baltz, County Chief Administrative Officer, Lewis & Clark County
- 2:30-4:30 p.m.           **Scenarios**  
Public Meeting

**THURSDAY, DECEMBER 6**

- 8:00-9:00 a.m.           **Human Resource Management**  
Presenter: Eric Bryson
- 9:00-9:30 a.m.           **Procurement Process**
- 9:30-10:00 a.m.          **MACo Trusts**  
Presenter: Jerry Spears, Trust Operations Director
- 10:00-10:15 a.m.         **Break**
- 10:15-11:00 a.m.         **Communication & Additional Resources**  
Presenter: Shantil Siaperas, Communications
- 11:00-11:30 a.m.         **Legislative Process**  
Presenter: Eric Bryson and Jason Rittal
- 11:45 a.m.-12:00 noon   **What did we miss? Questions & Answers**  
Dan, Eric and Jason