

# ELECTED COUNTY OFFICIALS TRAINING

December 6-8, 2021

Delta Hotels Colonia Hotel, Helena

## ***DRAFT AGENDA***

### **MONDAY, DECEMBER 6<sup>TH</sup>**

- 9:00-10:30 a.m.           **MACo Board of Directors Meeting**
- 10:30-11:00 a.m.       **MACo WCT Trustees Audit Review & Acceptance**
- 11:00 a.m.-1:00 p.m.   **Registration**  
Lobby
- 1:00-2:30 p.m.           **Elected Official Leadership**  
*This session will clarify and communicate fundamental leadership practices and behaviors for anyone serving in any position.*  
Presenter: Dan Clark, Director, MSU Local Government Center
- 2:30-2:45 p.m.           **Break**
- 2:45-5:00 p.m.           **Real Colors: Emotional Intelligence for Local Leaders**  
*A discussion about the importance of emotional intelligence for local leaders, followed by an exercise that will help attendees understand the differences in temperament styles in the context of dealing with people and teams.*  
Presenters: Ashley Kent, Associate Director, MSU Local Government Center  
Dan Clark, Director, MSU Local Government Center
- 5:30 p.m.  
Natatorium               **Dinner: Networking, Welcome & Overview of the Training**

### **TUESDAY, DECEMBER 7<sup>TH</sup>**

- 7:30-8:00 a.m.           **Registration**  
Lobby
- 8:00-9:45 a.m.           **Human Resources Management & Human Resources Risk Issues**  
*An in-depth review of the legal requirements and risk exposures associated with critical human resource management issues.*  
Presenter: McKenzie McCarthy, MACo General Counsel
- 9:45-10:00 a.m.       **Break**

- 10:00-11:00a.m.      **County Taxation Part I**  
*An introduction to county taxation framework, including mill levies, taxable valuation, and general fund revenue sources.*  
 Presenter: MSU Local Government Center
- 11:00-12:00 noon      **County Taxation Part II**  
*Interactive mill levy calculation and scenario.*  
 Presenters: Eric Bryson, MACo Executive Director  
                   Jason Rittal, MACo Deputy Director
- noon-1:00 p.m.      **Lunch**
- 1:00 a.m.-2:30      **The Montana Code of Ethics**  
*An in-depth review of the statutory requirements imposed upon all elected and appointed county officials by the Montana Code of Ethics.*  
 Presenter: Dan Clark, Director, MSU Local Government Center
- 2:30-2:45 p.m.      **Break**
- 2:45-4:30 p.m.      **Rotating Table Topics**  
*Small table discussions with a topic host for a variety of topics. (4-5) twenty-minute rotations with five-minute transition breaks*  
 Topics:
- Setting Commission Budget Priorities Goals (Ashley Kent, LGC Associate Director)
  - Voter-Local Government Review (Dan Clark, LGC Director)
  - Legislature and Clerk & Recorders (Shantil Siaperas, MACo Communications Director & MACR Lobbyist)
  - Legislature and Treasurers (Rebecca Meyers, MCTA Lobbyist)
  - Sheriffs & Commissioners (Eric Bryson, MACo Executive Director; Sheriff Steve Holton, Ravalli County; Sheriff Mike Linder, Yellowstone County; Sheriff Pat Roos, Custer County; and Sheriff Scott Dunkerson, Granite County)
  - Procurement (Jason Rittal, MACo Deputy Director)
  - Human Resources (McKenzie McCarthy, MACo General Counsel)
  - Health Care Trust (Joanne Romasko, MACo HCT Administrator)
  - Property/Casualty Trust (Shannon Chamberlain, MACo PCT/WCT Administrator)
  - Land Use (Tara DePuy, MACo PCT Land Use Attorney & Karen Alley, MACo Associate General Counsel)
- 4:30-7:30 p.m.      **Networking-Hors D'oeuvres & Drinks – Meet & Greet MACo Leadership**  
**Dinner on your own – Find a group!**

## WEDNESDAY, DECEMBER 8<sup>TH</sup>

8:00-10:00 a.m.

### **Budget Creation & Implementation**

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

Presenters: Darla Erickson, Accounting & Financial Reporting Manager, Local Government Services (LGS), State Financial Services Division (SFSD), Department of Administration (DOA)  
Kari Powles, Accountant, LGS, SFSD, DOA  
Tami Gunlock, Financial Compliance Manager, LGS, SFSD, DOA

10:00-10:15 a.m.

### **Break**

10:15 a.m.-noon

### **Managing County Finances**

*A fundamental understanding of county finances and how to manage annual operations in relation to long-term funding goals.*

Presenters: Darla Erickson, Accounting & Financial Reporting Manager, Local Government Services (LGS), State Financial Services Division (SFSD), Department of Administration (DOA)  
Kari Powles, Accountant, LGS, SFSD, DOA  
Tami Gunlock, Financial Compliance Manager, LGS, SFSD, DOA