



Association County Commissioners of Georgia

## **ACCG 2011 Winter Training**

**Friday, January 14th**

**The Clarence Brown Conference Center**

**5450 State Route 20, Cartersville GA 30121**

**Cartersville/Bartow County**

### **SCHEDULE:**

7:30 am Registration/Breakfast

8:30 am Classes begin

*Lunch times will be announced in each class*

3:30 pm Classes conclude

### **REGISTRATION:**

County Clerks can register county officials through the ACCG database/registration system.

### **COURSE OFFERINGS\*:**

#### **COUNTY GOVERNMENT LAW**

This course is a broad overview that will explore the legal issues facing county government officials. Commissioners will study the legal range of their powers and duties as well as the impact of the county acting as a contracting authority. Special attention will be placed on the legal roles and the relationships between the board of commissioners and the constitutional officers. Course materials will cover the county official's legal role within the local government hierarchy as well as expected interactions and relationships with constitutional officers. Participants will examine Georgia's Open Records/Open Meetings Law and how it applies to counties. The course will conclude with the legal implications of managing the budget and personnel.

#### **ECONOMIC DEVELOPMENT**

This program will provide an overview of the economic development process and opportunities. It will include Georgia's economic development strategy and legislative initiatives, best practices and other resources. Topics such as community development building blocks, business development strategies, building regional partnerships and the role of leadership in economic development will be covered.

#### **EFFECTIVE MEETING MANAGEMENT: PROCEDURES FOR COMMISSIONS AND BOARDS**

Participants will learn ways to make meetings run more smoothly, efficiently, and in a manner that minimizes unnecessary conflict and affirms the tenets of democratic governance and meaningful public participation in local decision-making. Upon completion of the course, participants will have a basic knowledge of parliamentary procedure, techniques to plan effectively for meetings in advance, strategies for conducting successful meetings, the roles and responsibilities of the meeting chairman, and methods to deal with conflicts and disruptive behaviors in public meetings.

#### **CCAP ADVANCED FINANCIAL MANAGEMENT**

This course will offer elected officials an in-depth examination of county government budgeting, accounting and finance. Participants will get a clear perspective of the content and the impact of GASB-34 and the Uniform Chart of Accounts. Emphasis will be placed on asset depreciation accounting, capital budgeting, cost prevention and debt management, thus equipping participants with an understanding of these critical elements of county government finance.

\*County Government Law" and "Economic Development" are required courses in the ACCG Certification program. "Effective Meeting Management" is an elective course. "CCAP Advanced Financial Management" is a required course in the CCAP program.

**QUESTIONS:** Contact Carol Baker at [cbaker@accg.org](mailto:cbaker@accg.org) or 404-522-5022.