

# COUNTY GOVERNMENT EDUCATION INSTITUTE

## 2017 LIST OF CLASSES

The following courses sponsored by the Association of County Commissions of Alabama have been accredited for continuing legal education in Alabama. Please note that CLE Credits are the total number of hours approved for the class, including Ethics hours.

### **January 25-26, 2017                      Fundamentals of Emergency Communications District**

This class is designed to provide the 9-1-1 director and key staff with a good background of Alabama law related to operation of the emergency communication district, but also other laws affecting the management and operation of the programs. Topics include the operational basics for the 9-1-1 program, the role of the director, and how to conduct a 9-1-1 board meeting. Participants will also receive valuable training on liability issues, open records laws, financing the 9-1-1 program, and more.

**Total CLE Credits – 10.8**

### **January 25-26, 2017                      CROAA Legal Considerations of Local Revenue**

County revenue officers need a good understanding of what they can legally do when collecting the many types of local taxes they enforce. This course provides the revenue officer with information on research techniques, various collection methods, and procedures to follow when a taxpayer files bankruptcy. This class will also outline the appeals process as it relates to administrative appeals at the county level, as well as the process required if a case is appealed to the new Alabama Tax Tribunal.

**Total CLE Credits – 11**

### **Mach 8-9, 2017                              General Accounting**

Governmental Accounting is unlike any other financial accounting system. This program provides a basic introduction to governmental accounting, evaluation and recording of capital assets, preparation and monitoring of county budgets, internal controls and the basics of borrowing and repaying funds for capital expenditures.

**Total CLE Credits – 10.5**

### **June 21-22, 2017                              Finance and Revenue**

All county employees benefit from a good understanding of how county revenue is generated, how the county budget is developed and administrated, and why the county is restricted in how and where revenues are spent. This course is designed to provide the county employee valuable information about the county financial system, including development of the budget, an outline of county revenue sources, the process for collection and distribution of those revenues, and the legal and auditing principles that impact the county commission's important budgetary decisions.

**Total CLE Credits – 10.3**

**July 12-13, 2017                      Overview of County Government**

The workings of county government are extremely complex. This class is designed to provide county employees with basic information about how county government operates and why the county governing body handles matters as they do. Participants in this class will be provided information about the structure of county government, the functions of the county commission and other county elected officials, and the laws that mandate or prohibit certain actions at the local government level.

**Total CLE Credits – 11.3**

**September 27-28, 2017              Disaster Relief 101**

This class, first offered to county officials and employees in the wake of the April 2011 tornados, provides valuable information regarding the different roles county personnel and officials play in responding to and assisting in times of crisis. Additionally, this program focuses on federal reimbursement guidelines, coordinating volunteers and assisting your community as it rebuilds from a disaster. This class is not designed for seasoned EMA personnel, but has been an informative and extremely-well received class for other county personnel and newly-elected county commissioners.

**Total CLE Credits – 11.5**

**October 11-12, 2017                  Communications and Media Relations**

This class is designed to provide key county staff with the proper skills to most effectively communicate with the media, the citizens of the county, and other county personnel. In addition, participants will receive intensive training on Alabama's open meetings law, the legal requirements for release of open records, and tips on how best to utilize social media at the local government level.

**Total CLE Credits – 11.3**

