

NEW OFFICER TRAINING

Holiday Inn Select-Koger

Richmond, VA

December 10-13, 2007

Monday, December 10th

<u>TIME</u>	<u>TOPIC</u>	<u>SPEAKER</u>
11:00 a.m. - Noon	Registration	
Noon- 1:00 p.m.	Lunch	
1:00 p.m.-2:00 p.m.	Welcome and Introductions	Frank Drew , Compensation Board Member
	Functions & Duties of Compensation Board	Robyn deSocio , Executive Secretary Compensation Board
2:00 p.m.-3:00 p.m.	Lawful Employment Practices	John Gibney , Thompson & McMullan, P.C.
3:00 p.m.-3:15 p.m.	Break	
3:15 p.m.-4:00 p.m.	Lawful Employment Practices	John Gibney
4:00 p.m.-5:00 p.m.	Division of Risk Management	Ann Coble , Senior Claims Mgr. Div. of Risk Management Department of the Treasury

Tuesday, December 11th

<u>TIME</u>	<u>TOPIC</u>	<u>SPEAKER</u>
7:30 a.m.-8:30 a.m.	Breakfast	
8:30 a.m.-9:30 a.m.	Roundtable Discussion: State Compensation Board Budget Process	Panelist: Charlotte W. Luck , Sr. Budget Analyst
	Locality Pay Plans & Budget Process	Sheriff Raleigh H. Isaacs, Sr. , City of Suffolk Dan Sleeper , Pittsylvania Co. Administrator
9:30 a.m.-9:45 a.m.	Break	
9:45 a.m.-10:45 a.m.	Panel continued	
10:45 a.m. – 11:00 a.m.	Break	
11:00 a.m.-Noon	Media Relations	Paula Otto , Virginia Commonwealth University
Noon - 1:00 p.m.	Lunch	

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1:00 p.m.-2:00 p.m.	Freedom of Information	Alan Gernhardt , FOI Council
2:00 p.m. - 2:15 p.m.	Break	
2:15 p.m. - 4:30 p.m.	Compensation Board Pay Plans: Treasurers & Commissioners..... Commonwealth's Attorneys..... Circuit Court Clerks..... Sheriff's & RJ Superintendents.....	Kari Bullock , Sr. Fiscal Tech Paige G. Christy , Sr. Fiscal Tech Charlene Rollins , Customer Svc Mgr Lisa Carson , Sr. Policy Analyst Jennifer Styles , Sr. Fiscal Tech Anne Wilmoth , Chief Information Off.
4:30 p.m. - 5:00 p.m.	Completion of Evaluation Presentation of Certificates	Compensation Board Staff

Wednesday, December 12, 2007 Constitutional Officer's Association Training Day

Circuit Court Clerks
Commonwealth's Attorneys
Commissioners of the Revenue
Treasurer's
Sheriffs

Thursday, December 13, 2007 Constitutional Officer's Association Training Day

Commissioners of the Revenue
Treasurer's

NEW OFFICER TRAINING
Commonwealth's Attorneys Agenda
December 12, 2007
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Richmond, VA

<u>TIME</u>	<u>TOPIC</u>	<u>SPEAKER</u>
7:30 a.m. - 8:30 a.m.	Breakfast	
8:30 a.m. - 8:45 a.m.	Introduction	Charles S. Sharp , Virginia Association of Commonwealths' Attorneys
8:45 a.m.-9:15 a.m.	Fines and Fees	Lisa Carson , Policy and Planning Compensation Board
9:15 a.m. - 9:45 a.m.	Dept of Criminal Justice Services	Fran Ecker , Policy and Planning Coordinator
9:45 a.m. - 10:00 a.m.	Break	
10:00 a.m. - 10:30 a.m.	Judicial Inquiry and Review Commission	Donald R. Curry , Commission Counsel
10:30 a.m. – 11:00 a.m.	Division of Forensic Science	Michelle Gowdy , Counsel for the Division of Forensic Science
11:00 a.m. - 12 noon	Commonwealth Attorneys Services Council	Charles S. Sharp , Commonwealths' Attorney-City of Fredericksburg
12 noon	Adjourn	

NEW OFFICER TRAINING

Circuit Court Clerk Agenda

December 12, 2007

Holiday Inn Select-Koger

Richmond, VA

<u>TIME</u>	<u>TOPIC</u>	<u>SPEAKER</u>
7:30a.m. -8:30a.m.	Breakfast	
8:30a.m. -9:15a.m.	Overview of Supreme Court Services	Norma Gates , Department of Judicial Services Supreme Court of Virginia
9:15a.m. – 9:45a.m.	Manuals and Resource Materials	Lee Anne Fuller , Department of Judicial Services Supreme Court of Virginia
9:45a.m. – 10:00a.m.	Break	
10:00a.m.–10:45a.m.	Criminal Fund	Mary Gilbert , Accounts Payable Administration Supreme Court of Virginia
10:45a.m.-11:15a.m.	Purchasing	Joe O'Brien, Jr. , Purchasing Administration Supreme Court of Virginia
11:15a.m.-12 noon	Automated Systems	Martin Watts / Mike Pogue Department of Judicial Services Supreme Court of Virginia
12 noon -1:00 p.m.	Lunch	
1:00 p.m.-2:00 p.m.	Virginia Court Clerks' Association (The "VCCA") The Political World of the Circuit Court Clerk	Gary Clemens , President of VCCA & Clerk of Loudoun County Circuit Court
2:00 p.m. – 2:30 p.m.	What You Need to Know the First Thirty Days in Office	Tommy Moore , Clerk Botetourt Circuit Court
2:30 p.m.-2:45 p.m.	Break	
2:45 p.m.-3:30 p.m.	Jury Management	Linda Timmons , Clerk Orange Circuit Court
3:30 p.m.	Adjourn	

NEW OFFICER TRAINING
 Commissioner's of the Revenue Agenda
 December 12-13, 2007
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TIME	TOPIC	SPEAKER
7:30 a.m. - 8:30 am	Breakfast	
8:30 a.m. - 9:15 am	Welcome & Introduction Roles & Responsibilities of the Commissioner of Revenue	Sharon McDonald , CORVA President City of Norfolk
9:15 a.m. - 10:00 am	Personal Property Taxes / BPP and M & T	Ellen Murphy , Commissioner County of Frederick
10:00 a.m. - 10:15am	Break	
10:15 a.m. - 11:00am	Real Property Taxes	Brenda Rickman , Commissioner City of Franklin
	Tax Relief Programs	Sonny Thomas , Commissioner County of Lancaster
11:00 a.m. - Noon	Business, Professional, Occupational & License Tax (BPOL) / Merchant's Capital Fiduciary Taxes Bank Franchise	Mitch Nuckles , Commissioner City of Lynchburg Ray Conner , Commissioner City of Chesapeake Page Johnson , Commissioner City of Fairfax
Noon - 1:00 pm	Lunch	
1:00 pm - 1:30 pm	Public Service Corporations	Scott Mayausky , Commissioner City of Stafford
1:30 pm – 2:00 pm	<i>Dept. of Motor Vehicles</i>	Theresa Gonyo w/ Kathy Jarrell
2:00 pm – 2:15 pm	<i>Break</i>	
2:15 pm – 3:15 pm	<i>State & Estimated Income Taxes</i>	Howard Overbey , Manager of <i>Processing Operations</i> <i>Dept. of Taxation</i>
3:15 pm – 3:45 pm	Local Appeals & Exonerations	Joe Horbal , Commissioner County of Chesterfield
3:45 pm – 5:00 pm	Career Development	Lois Jacob , Commissioner City of Fredericksburg
5:00 pm	Adjourn	

NEW OFFICER TRAINING
Commissioner's of the Revenue Agenda
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Joint Session with Treasurers

<u>TIME</u>	<u>TOPIC</u>	<u>SPEAKER</u>
7:00 a.m. - 8:00 am	Breakfast	
8:00 a.m. - 8:45 am	Disclosure of Confidential Taxpayer information	Janie Bowen , Dept. of Taxation
8:45 a.m. - 9:45 am	Lobbying 101	Panelist: Alan Albert , of Counsel LeClaire Ryan Charlie Crowson , Commissioner City of Newport News Ross D'Urso , Commissioner County of Fauquier Fred Parker , Treasurer County of Washington Larry Pritchard , Treasurer County of Spotsylvania
9:45 a.m. - 10:00 am	Break	
10:00 a.m. - 11:00am	FOIA	Cherie Halyard w/Kevin Appel
11:00 a.m. - Noon	Records Management	Amy Judd , Library of Virginia
Noon	Adjourn	

NEW OFFICER TRAINING

Sheriff's Agenda
December 12, 2007
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<u>TIME</u>	<u>TOPIC</u>	<u>SPEAKER</u>
7:30 a.m. - 8:30 a.m.	Breakfast	
8:30 a.m. - 9:30 a.m.	Judicial Threat Management	Adam Wojcicki , Project Manager Virginia Center for Policing I Innovation
9:30 a.m. - 10:15 a.m.	Accreditation Achievement	Adam Wojcicki
10:15 a.m. - 10:30 a.m.	Break	
10:30 a.m. – 11:30 am	Communication Skills	Adam Bracey , Lead Instructor Virginia Center for Policing Innovation
11:30 p.m. – Noon	Ethics	Adam Bracey
Noon	Adjourn	

NEW OFFICER TRAINING

Treasurer's Agenda
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TIME	TOPIC	SPEAKER
7:30 a.m. - 8:30 a.m.	Breakfast	
8:30 a.m. - 9:00 a.m.	Welcome	C.R. Suddith , Treasurer's Association President, Page County
	Roles & Responsibilities of the Treasurer	Fred Parker , Treasurer Washington County
	The Treasurer's Primer	Kevin Appel , Chief Deputy Arlington County
9:00 a.m. - 10:00 a.m.	Foundation of the Office (R&R con't)	Fred Parker w/Kevin Appel
10:00 a.m. - 10:15 a.m.	Break	
10:15 a.m. - 11:00 a.m.	Foundation of the Office (R&R con't)	Fred Parker w/Kevin Appel
11:00 a.m. - 12:00 p.m.	Collections & Disbursements	Kevin Appel w/Fred Parker
12:00 p.m. - 1:00 p.m.	Lunch	
1:00 p.m. - 1:45 p.m.	Collections & Disbursements	Kevin Appel w/Fred Parker
1:45 p.m. - 2:00 p.m.	Break	
2:00 p.m. - 2:30 p.m.	DMV	Theresa Gonyo
2:30 p.m. - 3:00 p.m.	Security for Public Deposits	Nelson Bush , Program Advisor VA Snap
3:00 p.m. - 3:15 p.m.	Break	
3:15 p.m. - 4:00 p.m.	LGIP & SNAP	Nelson Bush
4:00 p.m.	Adjourn	
6:00 p.m.	Treasurers' Association Dinner	

NEW OFFICER TRAINING

Treasurer's Agenda
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Joint Session with Commissioners of the Revenue

<u>TIME</u>	<u>TOPIC</u>	<u>SPEAKER</u>
7:00 am - 8:00 am	Breakfast	
8:00 am - 8:45 am	Disclosure of Confidential taxpayer information	Janie Bowen , Dept. of Taxation
8:45 am – 9:45 am	Lobbying 101	Panelist: Alan Albert , of Counsel LeClaire Ryan Charlie Crowson , Commissioner City of Newport News Ross D'Urso , Commissioner County of Fauquier Fred Parker , Treasurer County of Washington Larry Pritchard , Treasurer County of Spotsylvania
9:45 am - 10:00 am	Break	
10:00 am – 11:00 am	FOIA	Cherie Halyard w/ Kevin Appel
11:00 am – Noon	Records Management	Amy Judd , Library of Virginia
Noon	Adjourn	