

NEW OFFICER TRAINING AGENDA

December 10-12, 2014

**Double Tree Hilton
Richmond**

DAY ONE

Wednesday, December 10, 2014

7:30 a.m. - 9:00 a.m.	Continental Breakfast/Registration	
9:00 a.m. – 10:00 a.m.	Welcome and Introductions Compensation Board Functions & Duties	Susan Swecker , Chairman Martha Mavredes , Auditor of Public Accounts and Compensation Board Member Robyn deSocio , Executive Secretary, Compensation Board
10:00 a.m. – 11:00 p.m.	<u>Panel Discussion:</u> State and Compensation Board Budget Process and Locality Pay Plans & Budget Process	<u>Panelist:</u> Charlotte Lee , Budget Manager Norm Risavi , County Administrator Westmoreland County Sheriff Raleigh Isaacs City of Suffolk
11:00 a.m. – 12:00 p.m.	Division of Risk Management	Linda Lilly , Assistant Director Div. of Risk Management Dept of the Treasury
12:00 p.m. – 1:00 p.m.	Lunch	
1:00 p.m. – 2:45 pm.	Lawful Employment Practices Overview	Thomas Winn, III Victor Cardwell Attorney at Law, Woods Rogers
2:45 p.m. – 3:00 p.m.	Refreshment (s) and Networking Break	
3:00 p.m. – 4: 00 p.m.	Freedom of Information	Alan Gernhardt , Staff Attorney FOI Advisory Council
4:00 p.m. – 5:00 p.m.	Media Relations	Dawn Eischen , Department of Emergency Management
5:00 p.m.	Adjourn	

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DAY TWO

Thursday, December 11, 2014

7:30 a.m. – 8:30 a.m.	Continental Breakfast	
8:30 a.m. – 9:45 a.m.	<u>Compensation Board Pay Plans:</u> Treasurers & Commissioners.....	<u>Compensation Board Staff:</u> Bill Fussell , Sr. Fiscal Tech.
	Commonwealth’s Attorneys & Circuit Court Clerks.....	Paige Christy , Sr. Fiscal Tech.
	Sheriffs & Superintendents.....	Joan Bailey , Sr. Fiscal Tech.
9:45 a.m. – 10:00 a.m.	Refreshments and Networking Break	
10:00 a.m. -11:00 a.m.	<u>Compensation Board Pay Plans-continued</u>	Bill Fussell , Sr. Fiscal Tech Paige Christy , Sr. Fiscal Tech Joan Bailey , Sr. Fiscal Tech
11:00 a.m. – 12:00	Fines and Fees/Technology..... Clerks and Commonwealth’s Attorneys	Robyn deSocio/Charlene Rollins
11:00 a.m. – 11:15 a.m.	Local Inmate Data System (LIDS)..... Sheriffs w/ Jails, Superintendents	Anne Wilmoth , Chief Information Officer
11:15 a.m. - 11:30	Jail Cost Report Sheriffs w/Jails, Superintendents.....	Oliver Bradshaw , Supervisor, External Auditor
12:00 – 1:00 p.m.	Lunch	

Association sessions begin

Virginia Association of Commonwealth’s Attorneys

1:00 p.m. - 2:00 p.m.	Commonwealth’s Attorneys’ Services Council (CASC)	Jane Chambers , Director, CASC
2:00 p.m. - 2:30 p.m.	Virginia Criminal Justice Foundation	Donald Caldwell , Commonwealth’s Attorney, Roanoke City
2:30 p.m. – 2:45 p.m.	Break	
2:45 p.m. – 4:30 p.m.	Virginia Association of Commonwealth’s Attorneys (VACA)	Nancy Parr , Commonwealth’s Attorney Chesapeake City
4:30 p.m.	Adjourn	

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DAY TWO

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Treasurers' Association of Virginia

1:00 p.m. - 2:30 p.m.	Welcome	Delores Smith President, TAV Treasurer, Wise County
	Roles & Responsibilities of the Treasurer	Scott Miller Treasurer, Hanover County
2:30 p.m. - 2:45 p.m.	Break	
2:45 p.m. - 4:15 p.m.	Foundation of the Office (R&R con't)	Richard Cordle Treasurer, Chesterfield County
4:30 p.m. - 4:45 p.m.	Certification	Tara Thomas, Treasurer, Gloucester County
4:45 p.m.	Adjourn	

Virginia Circuit Court Clerks' Association

1:00 PM – 2:30 p.m	The “VCCA” and “The Political World of the Circuit Court Clerk”	Chaz Evans-Haywood, Clerk Rockingham County
2:30- p.m. – 2:45 p.m.	Break	
2:45 p.m. – 3:30 p.m.	“What You Need To Know the First Thirty Days”	Tommy Moore, Clerk Botetourt County
3:30 p.m. - Adjourn		

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Commissioners Association Session

11:00 a.m. – 11: 15 a.m.	Welcome	Lois Jacob , CRAV President City of Fredericksburg Terry Yowell , Co missioner of Revenue of Culpeper
11:15 a.m. – 12:00 p.m.	Lobbying 101	Page Johnson , Commissioner City of Fairfax
12:00 p.m. – 1:00 pm	Lunch	
1:00 p.m. – 2:00 p.m.	Roles & Responsibilities of the Commissioner	Ross D’Urso , Commissioner Fauquier County
2:00 p.m. – 2:45 p.m.	Personal Property, Business Personal Property, and M&T	Scott Harris , Commissioner Hanover County
2:45 p.m. – 3:00 p.m.	Break/Refreshments	
3:00 p.m. – 3:45 p.m.	Local Option Taxes: BPOL Merchants Capital, Excise & Fiduciary taxes	Maggie Ragon , Commissioner City of Staunton Tommy Blackwell , Commissioner Essex County
3:45 a.m. –4:45 a.m.	Local Appeals, Refunds, & Exonerations	Scott Harris , Commissioner Hanover County
4:45 p.m. -5:00 p.m.	Bank Franchise	Frankie Edmondson , Commissioner, City of Portsmouth
6:30 p.m.	Dinner with Association	

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Commissioners Association Session continued

DAY THREE

Friday, December 12, 2014

7:00 a.m. – 8:00 a.m.	Breakfast	
8:00 a.m. – 8:45 a.m.	Real Property Taxes Tax Relief/Land Use Program Veterans Relief	Lori Stevens , Commissioner Dinwiddie County
8:45 a.m. – 9:00 a.m.	Public Service Corporations	Tommy Blackwell , Commissioner Essex County
9:00 a.m. – 9:45 a.m.	Dept. of Motor Vehicles	David Pierce , Director of Data Management Patricia Pringle , Program Manager
9:45 a.m. – 10:15 a.m.	Break (allow attendees to check out of hotel rooms)	
10:15 a.m. – 11:00 a.m.	State & Estimated Income Taxes	Howard Overby , Manager Processing Operations Dept. of Taxation
11:00 a.m. – 11:45 a.m.	Career Development	Lois Jacob , Commissioner City of Fredericksburg
11:45 a.m. – 12:00 p.m.	Public Relations Promoting Our Brand Name	Maggie Ragon , Commissioner City of Staunton