

NEW OFFICER TRAINING AGENDA

December 9-11, 2015

Double Tree Hotel and Conference Center

Midlothian, Virginia

DAY ONE

Wednesday, December 9, 2015

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 Raleigh Isaacs , Sheriff City of Suffolk
11:00 a.m. – 12:00 p.m.	Division of Risk Management	Michael Parham , Senior Risk Manager Annika Melton , Risk Consultant Division of Risk Management, Department of 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	
6:00 p.m.	Treasurers Dinner with Association Commonwealth’s Attorneys Dinner with Association	

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DAY TWO

Thursday, December 10, 2015

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.....	Paige Christy , Sr. Fiscal Tech.
	Circuit Court Clerks.....	Charlene Rollins , Customer Svc Manager
	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 Charlene Rollins , Customer Service Manager
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 Kari Bullock , LIDS Analyst
11:15 a.m. - 11:30	Jail Cost Report Sheriff’s w/Jails, Superintendents.....	Oliver Bradshaw , Supervisor, External Auditor
12:00 – 1:00 p.m.	Lunch	

Association sessions begin

Virginia Association of Commonwealth’s Attorneys
Commissioners of the Revenue Association of Virginia
Treasurers Association of Virginia
Virginia Circuit Court Clerks Association

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DAY TWO

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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.	Commonwealth's Attorneys' Virginia Criminal Justice Foundation (VCJF)	Donald Caldwell, Commonwealth's Attorney City of Roanoke
2:30 p.m. - 2:45 p.m.	Break	
2:45 p.m. - 3:45 p.m.	Virginia Association of Commonwealth's Attorneys (VACA)	LaBravia J. Jenkins, President, VACA City of Fredericksburg
3:45 p.m. - 4:30 p.m.	Victim/Witness	Virginia Coscia, Fredericksburg Victim Witness Patricia Foster, Department of Criminal Justice Services
4:30 p.m.	Adjourn	

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DAY TWO

Thursday, December 10, 2015

Commissioners & Treasurers Association Combined Session

11:00 a.m. – 11:15 a.m.	Welcome	Frankie Edmondson , CRAV President Commissioner, City of Portsmouth Todd Garber , TAV President Treasurer, Rockingham County
11:15 a.m. – 12:00 p.m.	Lobbying 101	Page Johnson , Commissioner City of Fairfax Larry Pritchett , Treasurer Spotsylvania County
12:00 p.m. – 1:00 pm	Lunch	
1:00 p.m. – 2:00 p.m.	Dept. of Motor Vehicles	David Pierce , Director of Data Management Services Janet Williams , Program Manager
2:00 p.m. – 2:45 p.m.	State & Estimated Income	Howard Overbey , Manager Taxes Processing Operations Department of Taxation
2:45 p.m. – 3:00 p.m.	Break/Refreshments	

Commissioners Association Session

3:00 p.m. – 4:00 p.m.	Roles & Responsibilities of The Commissioner	Scott Harris , Commissioner Hanover County
4:00 p.m. – 5:00 p.m.	Personal Property, Business Personal Property and M&T	Ann Burkholder , Commissioner City of Winchester
6:30 p.m.	Dinner with Association	

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Commissioners Association Session continued

DAY THREE

Friday, December 11, 2015

7:00 a.m. – 8:00 a.m.	Breakfast	
8:00 a.m. – 8:45 a.m.	Local Option Taxes: BPOL Merchants Capital, Excise & Fiduciary taxes	Maggie Ragon , Commissioner City of Staunton Tommy Blackwell , Commissioner Essex County
8:45 a.m. – 9:00 a.m.	Bank Franchise	Frankie Edmondson , CRAV President Commissioner, City of Portsmouth
9:00 a.m. – 9:45 a.m.	Local Appeals, Refunds, & Exonerations	Ann Burkholder , Commissioner City of Winchester
9:45 a.m. – 10:15 a.m.	Break (allow attendees to check out of hotel rooms)	
10:15 a.m. – 10:45 a.m.	Real Property Taxes Tax Relief & Veterans Relief	Lori Stevens , Commissioner Dinwiddie County
10:45 a.m. – 11:00 a.m.	Land Use Program	Tommy Blackwell , Commissioner Essex County
11:00 a.m. – 11:15 a.m.	Public Service Corporations	Tommy Blackwell , Commissioner Essex County
11:15 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
12:00 p.m.	Adjourn	

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DAY TWO

Thursday, December 10, 2015

Treasurers & Commissioners Association Combined Session

11:00 a.m. – 11:15 a.m.	Welcome	L. Todd Garber , TAV President Treasurer, Rockingham County Frankie Edmondson , CRAV President Commissioner, City of Portsmouth
11:15 a.m. – 12:00 p.m.	Lobbying 101	Larry Pritchett , Treasurer Spotsylvania County Page Johnson , Commissioner City of Fairfax
12:00 p.m. – 1:00 pm	Lunch	
1:00 p.m. – 2:00 p.m.	Dept. of Motor Vehicles	David Pierce , Director of Data Management Services Janet Williams , Program Manager
2:00 p.m. – 2:45 p.m.	State & Estimated Income Taxes	Howard Overbey , Manager Processing Operations Department. of Taxation
2:45 p.m. – 3:00 p.m.	Break/Refreshments	

Treasurers Association Session

3:00 p.m. – 5:00 p.m.	Roles & Responsibilities of The Treasurer	Fred Parker , Treasurer Washington County
6:30 p.m.	Dinner with Association	

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DAY THREE

Friday, December 11, 2015

Treasurers Association Session continued

7:00 a.m. – 8:00 a.m.	Breakfast	
8:00 a.m. – 9:45 a.m.	Roles & Responsibilities of The Treasurer	Fred Parker , Treasurer Washington County
9:45 a.m. – 10:15 a.m.	Break (allow attendees to check out of hotel rooms)	
10:15 a.m. – 10:45 a.m.	Round Table Discussion	TAV Officers & Board Members
10:45 a.m. – 11:00 a.m.	Certification	Al Spengler , UVA
11:00 a.m.	Adjourn	

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TWO

Thursday, December 10, 2015

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 , President, VCCA, 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	
6:00 p.m.	Dinner sponsored by VCCA – TRIPPS Restaurant	

Virginia Circuit Court Clerks' Association continued

DAY THREE

Friday, December 11, 2015

7:30 a.m. – 8:00 a.m.	Breakfast	
8:00 a.m. – 8:45 a.m.	Opening Remarks Office of the Executive Secretary Role of the Circuit Court Team	Norma Gates Circuit Court Services Manager Supreme Court-
8:45 a.m. --9:15 a.m.	Regionals/Conferences Probate, Probate Delivery Systems (PDS)	Lee Anne Fuller, Court Management Analyst
9:15a.m – 9:45	Financial Management System (FMS/FAS) Virginia Land Record Cover Sheet (VLRCS) Virginia Judiciary Collections Systems (VJCS)	Tammie Barbee Martin Watts Court Analysts Supreme Court
10:15-10:45	Break (allow Attendees to check out of hotel rooms)	
10:45 a.m. – 11:15 a.m.	Case Imaging System (CIS6) Digital Appellate Records System (DARS)	Jamie Reyes Records Management Services Manager, Supreme Court
11:15 a.m.	Adjourn	

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