

**NEW OFFICER TRAINING AGENDA**  
**Virginia Crossings Hotel and Conference Center**  
**December 11-13, 2019**

**DAY ONE**  
**Wednesday, December 11, 2019**

7:30 AM - 9:00 AM	Continental Breakfast/Registration	
9:00 AM – 10:00 AM	Welcome and Introductions Compensation Board Functions & Duties	<b>Tyrone Nelson</b> , Chairman <b>Martha Mavredes</b> , Auditor of Public Accounts and Compensation Board Member <b>Robyn de Socio</b> , Executive Secretary, Compensation Board
10:00 AM – 11:00 AM	<u>Panel Discussion</u> State and Compensation Board Budget Process and Locality Pay Plans & Budget Process	<b><u>Panelists</u></b> <b>Charlotte Lee</b> , Budget Manager <b>Norm Risavi</b> , County Administrator Westmoreland County <b>Sheriff Steve Dempsey</b> , Sheriff, King George County
11:00 AM – 12:00 PM	Division of Risk Management	<b>Michael Parham</b> , Assistant Director <b>Annika Melton</b> , Risk Consultant Division of Risk Management, Department of Treasury
12:00 PM – 1:00 PM	Lunch	
1:00 PM – 2:45 PM	Lawful Employment Practices Overview	<b>J. Fielding Douthat, Jr.</b> Attorney at Law Woods Rogers, PLC
2:45 PM – 3:00 PM	Refreshment and Networking Break	
3:00 PM – 4: 00 PM	Freedom of Information	<b>Alan Gernhardt</b> Executive Director FOI Advisory Council Staff
4:00 PM – 5:00 PM	Media Relations	<b>Jeff Caldwell</b> External Affairs Director Dept of Emergency Management
<b>5:00 PM</b>	<b>Adjourn for Day</b>	

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**DAY TWO (morning)**  
**Thursday, December 12, 2019**

7:30 AM – 8:30 AM	Continental Breakfast	
8:30 AM – 9:45 AM	<u>Compensation Board Pay Plans</u> Treasurers & Commissioners	<b><u>Compensation Board Staff</u></b> <b>Andy Waller</b> , Sr. Fiscal Tech
	Commonwealth’s Attorneys & Circuit Court Clerks	<b>Tiffany Carter</b> , Sr. Fiscal Tech <b>Charlene Rollins</b> , Cust Serv Mgr
	Sheriffs & Superintendents	<b>Bill Fussell</b> , Sr. Fiscal Tech
9:45 AM – 10:00 AM	Refreshment and Networking Break	
10:00 AM - 11:00 AM	<u>Compensation Board Pay Plans-continued</u>	<b>Andy Waller</b> , Sr. Fiscal Tech <b>Tiffany Carter</b> , Sr. Fiscal Tech <b>Bill Fussell</b> , Sr. Fiscal Tech <b>Charlene Rollins</b> , Cust Serv Mgr
11:00 AM – 12:00 PM	Fines and Fees/Technology Trust Funds Clerks & Commonwealth’s Attorneys	<b>Mark Pellett</b> , Fin & Mgmt Analyst <b>Charlene Rollins</b> , Cust Serv Mgr
11:00 AM – 11:15 AM	Local Inmate Data System (LIDS) Sheriffs & Superintendents	<b>Kari Jackson</b> , LIDS Program Mgr
11:15 AM - 11:30 AM	LIDS Audits/Jail Cost Report Sheriffs & Superintendents	<b>Rosie Pudish/Chris Demarchi</b> External Auditors <b>Mark Pellett</b> , Fin & Mgmt Analyst
	<b><u>Treasurers &amp; Commissioners Associations Combined Session</u></b>	
11:00 AM – 11: 15 AM	Welcome	<b>Hon. Thomas Blackwell</b> CRAV President Commissioner, Essex County <b>Hon. Carla de la Pava</b> TAV President Treasurer, Arlington County
11:15 AM – 12:00 PM	State & Estimated Income	<b>Howard Overbey</b> , Manager Tax Processing, Operations Department of Taxation
12:00 PM – 1:00 PM	Lunch <b>Adjourn CB Portion of Program</b>	

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**DAY TWO (afternoon)**  
**Thursday, December 12, 2019**

**Virginia Sheriffs' Association**

1:00 PM – 2:00 PM	VRS Benefits for Newly Elected Sheriffs	<b>Robert Irving</b> <b>Herman Jones</b> Virginia Retirement System
<b>2:00 PM</b>	<b>Adjourn</b>	

**DAY TWO (afternoon)**  
**Thursday, December 12, 2019**

**Virginia Circuit Court Clerks' Association**

1:00 PM – 1:15 PM	Introduction to VCCA and Introduction of Speakers	<b>Hon. Barrett Chappell</b> , President Clerk, Dinwiddie County
1:15 PM – 1:45 PM	"Personal Tips for a Happy, Well Run and Successful Clerk's Office" and "To Do Things"	<b>Hon. Barrett Chappell</b> , President Clerk, Dinwiddie County
1:45 PM – 2:15 PM	Training and Continuing Education	<b>Hon. Teresa Dobbins</b> Clerk, Powhatan County
2:15 PM – 2:45 PM	Technology Trust Fund Uses (TTF) and Other Tips	<b>Hon. Vic Mason</b> Clerk, King George County
2:45 PM – 3:00 PM	Refreshment and Networking Break	
3:00 PM - 3:30 PM	Legislative Process and the Importance of Clerk Support throughout the Year	<b>Hon. Kristen Nelson</b> Clerk, York County
3:30 PM - 4:00 PM	Perspective of a First Term Clerk, Innovations and Office Changes	<b>Hon. Justin Midkiff</b> Clerk, Buckingham County
4:15 PM - 4:30 PM	Wrap up and General Discussion	<b>Hon. Barrett Chappell</b> , President Clerk, Dinwiddie County
<b>4:30 PM</b>	<b>Adjourn</b>	

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**Commissioners of the Revenue Association**

1:00 PM – 1:30 PM	Career Development Program and Education	<b>Hon. Ann Burkholder</b> Commissioner, City of Winchester
1:30 PM – 1:45 PM	Annual Calendar of Tax, Administrative, and Education Dates	<b>Hon. Chris Jones</b> Commissioner, Lee County
1:45 PM – 2:45 PM	Office Organization and Personnel Management	<b>Hon. Scott Harris</b> Commissioner, Hanover County
2:45 PM – 3:00 PM	Refreshment and Networking Break	
3:00 PM – 4:00 PM	Roles and Responsibilities of the Commissioner	<b>Hon. Maggie Ragon</b> Commissioner, City of Staunton
4:00 PM – 4:30 PM	Lobbying	<b>Hon. Page Johnson</b> Commissioner, City of Fairfax
4:30 PM – 5:00 PM	Public Relations and Office Branding	<b>Hon. Maggie Ragon</b> Commissioner, City of Staunton
<b>5:00 PM</b>	<b>Adjourn for the Day</b>	
<b>6:00 PM</b>	<b>Commissioners of the Revenue Association Dinner</b> <b>Location - TBD</b>	

**DAY TWO (afternoon)**  
**Thursday, December 12, 2019**

**Treasurers' Association**

1:00 PM – 2:45 PM	Roles & Responsibilities of the Treasurer	<b>Hon. Fred Parker, MGT</b> Treasurer, Washington County
2:45 PM – 3:00 PM	Refreshment and Networking Break	
3:00 PM – 5:00 PM	Collections	<b>Jeff Scharf</b> Taxing Authority Consulting Services, P.C. (TACS)
<b>5:00 PM</b>	<b>Adjourn for Day</b>	
<b>6:00 PM</b>	<b>TAV dinner hosted by SUNTRUST</b>	

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**Commonwealth's Attorneys' Association**

1:00 PM – 1:45 PM	Commonwealth's Attorneys' Services Council (CASC)	<b>Jane Chambers</b> , Director
1:45 PM – 2:45 PM	Virginia Association of Commonwealth's Attorneys (VACA)	<b>Michael R. Doucette</b> , Director <b>Hon. Jeff Haislip</b> , President Commonwealth's Attorney, Fluvanna County
2:45 PM – 3:00 PM	Refreshment and Networking Break	
3:00 PM – 3:15 PM	Virginia Criminal Justice Foundation (VCJF)	<b>Hon. Donald S. Caldwell</b> Commonwealth's Attorney City of Roanoke
3:15 PM – 4:00 PM	Victims' Rights & Victim Witness Programs	<b>TBD</b> , DCJS
4:00 PM – 4:30 PM	Virginia Victims Fund (formerly CICF)	<b>Kay Bullock</b> , Director, VVF
4:30 PM – 5:00 PM	An Introduction to <i>Prosecutors' Encyclopedia</i>	<b>Elliott J. Casey</b> , CASC
<b>5:00 PM</b>	<b>Adjourn</b>	
<b>6:00 PM – 9:00 PM</b>	<b>VACA hosted dinner – location TBD</b>	

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**DAY THREE**  
**Friday, December 13, 2019**

**Commissioners of the Revenue Association**

7:30 AM – 8:00 AM	Continental Breakfast	
8:00 AM – 8:45 AM	Personal Property, Business Personal Property, Machinery & Tools	<b>Hon. Terry Yowell</b> Commissioner, County of Culpeper
8:45 AM – 9:15 AM	Real Estate Tax	<b>Hon. Chris Jones</b> Commissioner, County of Lee
9:15 AM – 9:30 AM	Public Service Corporations	<b>Hon. Ann Burkholder</b> Commissioner, City of Winchester
9:30 AM – 9:45 AM	Appeals, Exonerations and Refunds	<b>Hon. Terry Yowell</b> Commissioner, County of Culpeper
9:45 AM – 10:00 AM	Refreshment and Networking Break	
10:00 AM – 10:45 AM	Local Option Taxes: BPOL, Merchants Capital, Excise Taxes	<b>Hon. Lara Overy</b> Commissioner, City of Williamsburg
10:45 AM – 11:00 AM	Bank Franchise Taxes	<b>Hon. Ann Burkholder</b> Commissioner, City of Winchester
<b>11:00 AM</b>	<b>Adjourn</b>	

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**Treasurers' Association**

7:30 AM – 8:00 AM	Continental Breakfast	
8:00 AM – 10:00 AM	Roles & Responsibilities of the Treasurer	<b>Hon. Fred Parker, MGT</b> Treasurer, Washington County
10:00 AM – 10:15 AM	Refreshment and Networking Break	
10:15 AM – 11:15 AM	Lobbying	<b>Hon. Ron Williams, MGT</b> Treasurer, City of Suffolk
11:15 AM – 12:00 PM	TAV Technology	<b>Hon. Delores Smith, MGT</b> Treasurer, Wise County <b>Jeff Henderson, MGD</b> Deputy Treasurer City of Newport News
12:00 PM – 1:00 PM	Lunch	
1:00 PM – 1:30 PM	Career Development & Office Accreditation	<b>Al Spengler</b> , Director, Certification Program, Weldon Cooper Center <b>Hon. Scott Grindstaff, MGT</b> Treasurer, Henry County
1:30 PM – 2:00 PM	TAV Mentoring Program	<b>Hon. Jody Acosta, MGT</b> Treasurer, City of Falls Church
2:00 PM – 2:30 PM	Panel Discussion	<b>Hon. Carla de la Pava, MGT</b> TAV President Treasurer, Arlington County <b>Hon. Fred Parker</b> Treasurer, Washington County <b>Hon. Scott Grindstaff</b> Treasurer, Henry County
<b>2:30 PM</b>	<b>Adjourn</b>	

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**Commonwealth's Attorneys' Association**

7:30 AM – 8:00 AM	Continental Breakfast	
8:00 AM – 8:45 AM	Setting a Tone of Compliance with the Rules of Ethics & the Conflicts of Interest Act (COIA)	<b>Hon. Bryan L. Porter</b> Commonwealth's Attorney City of Alexandria
8:45 AM – 10:00 AM	Handling Your First Big Case: <i>Media Relations, Law Enforcement Issues, Grand Juries, Special Prosecutors, Finding a Mentor</i>	<b>Hon. Donald S. Caldwell</b> Commonwealth's Attorney City of Roanoke <b>Hon. Bryan L. Porter</b> Commonwealth's Attorney City of Alexandria
10:00 AM – 10:15 AM	Refreshment and Networking Break	
10:15 AM – 12:00 Noon	Handling Your First Big Case ( <i>con't.</i> )	<b>Hon. Donald S. Caldwell</b> <b>Hon. Bryan L. Porter</b>
<b>12:00 PM – 1:00 PM</b>	<b>Lunch</b>	
1:00 PM – 3:00 PM	Things You Need to Know Something About: <i>Expungements, Concealed Carry Permits, Policy Issues and Leadership Challenges</i>	<b>Hon. Bryan L. Porter</b> Commonwealth's Attorney City of Alexandria <b>Elliott J. Casey, CASC</b>
3:00 PM – 3:15 PM	Break	
3:15 PM – 5:00 PM	More Things You Need to Know Something About: <i>Election Law, U Visas &amp; T Visas, "Inmate Mail"</i> Attorney Self-Introductions	<b>Hon. Bryan L. Porter</b> <b>Elliott J. Casey</b>
<b>5:00 p.m.</b>	<b>Adjourn</b>	