

**The 2016 Newly Elected Commissioners Conference**  
**November 29<sup>th</sup> – December 2<sup>nd</sup>**  
**UGA Hotel and Conference Center**  
**Athens-Clarke County, Georgia**

**TUESDAY, NOVEMBER 29<sup>TH</sup>**

*A “big picture” perspective of your role as a county commissioner ...*

9:00 a.m.-10:00 a.m.

**Registration**

10:15 a.m.

**Getting Started**

**Welcome and Congratulations**

- Laura Meadows, Director, Carl Vinson Institute of Government, University of Georgia
- Camila Knowles, Commissioner, Georgia Department of Community Affairs and Chair, Georgia County Leadership Academy
- Ross King, Executive Director, ACCG

**Purpose, Goals and Overview of Conference**

- Stacy Jones, Associate Director-Governmental Training, Education and Development, Carl Vinson Institute of Government, University of Georgia

11:00 a.m.

**If County Government Were to Close for a Day, What Would Things be Like?**

12:15 p.m.

**Lunch**

**What I Know Now That I Wish I Knew Then!**

- *First-term commissioners offer their motivations for running for commissioner, their expectations coming into office, how those expectations changed, the lessons learned, and their best advice as you are about to take office.*

1:45 p.m.

**Visions, Values, Conflicts and Choices**

- *How traditional beliefs impact choices and can lead to conflict, consensus and achievement*

3:30 p.m.

### **Working and Playing Well With Others - Your County Team**

- *A discussion of the various players you will be involved with as a county commissioner and ways to create an effective team*

4:30 p.m.

### **The County Commissioners Handbook: An Introduction to the First Electronic Version**

- *ACCG staff to discuss the first electronic version of the Handbook for County Commissioners; before the conference, participants will be encouraged to bring a laptop or tablet to follow along.*

5:15 p.m.

### **Networking Reception**

6:00 p.m.

### **Dinner**

#### **Answering the Call to Public Service**

- Jim Butterworth, Director, Georgia Emergency Management Agency/Homeland Security

## **WEDNESDAY, NOVEMBER 30TH**

*A closer look at your responsibilities as a commissioner from the organizational and legal perspectives ...*

7:00 a.m.-7:45 a.m.

### **Breakfast**

8:00 a.m.

### **County Roles, Responsibilities and Relationships: An Introduction to County Government**

*The history and evolution of counties; an overview of the legal, constitutional, and statutory framework of counties; the forms of county governments, roles and functions of commissioners, county governance roles and structure, the policy-making responsibility*

9:45 a.m.

### **County Roles, Responsibilities and Relationships: Core County Functions and Services**

*An examination of the core county functions and services; what must counties do and what is discretionary; county structure and management*

12:00 p.m.

### **Lunch**

#### **Your Legal and Ethical Role as a Community Leader**

- Keynote Speaker: Sam Olens, Attorney General, State of Georgia

1:30 p.m.

**County Roles, Responsibilities and Relationships: Public Liability**

2:30 p.m.

**County Roles, Responsibilities and Relationships: Ethics in Your Office and as a Public Official**

3:30 p.m.

**County Roles, Responsibilities and Relationships: Surviving Your First Year**

5:45 p.m.

**Networking Reception**

6:15 p.m.

**Dinner**

**Being the Financial Leader of Your Community**

- Lynne Riley, Commissioner, Georgia Department of Revenue

**THURSDAY, DECEMBER 1<sup>ST</sup>**

*The closer look at your responsibilities continues with attention on the financial and operational roles of a commissioner ...*

7:00-7:45 a.m.

**Breakfast**

8:30 a.m.

**County Roles, Responsibilities and Relationships: The Dollars!**

**The Basics of County Government Finance**

*An outline of the role of commissioners in the cycle of financial management, the laws and structure governing a county budget, and the importance of financial reporting and the annual audit.*

10:15 a.m.

**County Roles, Responsibilities and Relationships: Revenue and Taxation**

*An overview of a county's taxing powers and revenue sources, the development of the county tax digest, the importance of a diverse tax base, and the need to look at your tax base from a global perspective.*

12:15 p.m.

**Lunch**

**The Leadership Role in Making Your County "Work"**

- Keynote Speaker: Russell McMurry, P.E., Commissioner, Georgia Department of Transportation

1:30 p.m.

**County Roles, Responsibilities and Relationships: County Operations and Management**

*A primer on the elements of county management and operations you need to know on Day 1!*

3:30 p.m.

**Breakout Sessions on Operations and Management Topics Continues**

6:00 p.m.

**Resource Reception**

*Meet state agencies and business community partners; enjoy refreshments and the opportunity to meet these representatives and learn how they can assist your county*

**FRIDAY, DECEMBER 2<sup>ND</sup>**

*The final conference day focuses on your role as a leader!*

7:00 a.m.-7:45 a.m.

**Breakfast**

7:00 a.m.-7:45 a.m.

**Sole Commissioners/Full-Time Chairmen Breakfast**

8:00 a.m.

**My First Commission Meeting: A Simulation**

*Veteran commissioners conduct a mock commission meeting and a mock public hearing*

10:30 a.m.

**Closing Session**

**Wrap-Up Instructions**

- Stacy Jones, Associate Director-Governmental Training, Education and Development, Carl Vinson Institute of Government, University of Georgia

**Your Time to Lead**

- Who Is the Class of 2016?  
Ross King, Executive Director, ACCG  
Laura Meadows, Director, Carl Vinson Institute of Government, University of Georgia
- Capstone Address: The Importance of Social Responsibility  
Ann W. Cramer, Senior Consultant, Cox Curry & Associates
- Your Challenge as You Take Office  
Laura Meadows, Director, Carl Vinson Institute of Government, University of Georgia
- What It Means to Represent Georgia's Counties  
Ross King, Executive Director, ACCG