



INFORMATION HOTEL

Fall Training School Tentative Agenda

September 16-20, 2024 | The Saratoga Hilton

* Denotes Continuing Legal Education (CLE) Credits

+ Denotes Continuing Professional Education (CPE) Credits

Denotes Elected Officials Academy CORE Courses

All other concurrent sessions qualify as Elected Officials Academy ELECTIVE Courses

Monday, September 16

11:00 a.m.

NYCOM Registration Desk Opens

1:00 p.m.

First-Time Attendee Orientation

2:00 p.m.

CONCURRENT SESSIONS

- o Overview of Governmental Accounting +
- o NYSLRS: Reporting Elected and Appointed Officials +

- Understanding Each Officials Roles and Responsibilities: Local Government 101 *+
- From Policy to Practice: What's Next for Lead Service Line Replacement? *

3:30 p.m.

CONCURRENT SESSIONS

- Understanding Appropriated Fund Balance +
- Municipal Finance Fundamentals +
- The Official Year, Taking Office and Filling Vacancies: Local Government 102 *+
- You Belong with Me: Women's Advisory Committee and Peer Mentoring

7:00 p.m.

Welcome Reception-Style Dinner

8:30 p.m.

Dessert and Entertainment

Tuesday, September 17

7:00 a.m.

Breakfast at Your Host Hotel

8:00 a.m.

Coffee with the NYCOM Staff

9:00 a.m.

CONCURRENT SESSIONS

- OSC IT Audit Findings +
- Using Financial Reports to Analyze Financial Conditions +
- The Clerk's Responsibilities: An Overview and Panel Discussion +
- Albany Update +
- Tornado Warning: Steering Clear of Ethical Dilemmas *

10:45 a.m.

CONCURRENT SESSIONS

- Duties and Responsibilities of the Chief Fiscal Officer +
- Fraud Prevention and Detection +
- The Freedom of Information Law: Everything You Need to Know About Processing Requests for Records *
- The Good, Bad and the Ugly: Labor Relations Update *
- State Funding for Cities and Villages

12:00 noon

- General Lunch
- NYS Association of City & Village Clerks Luncheon and Annual Business Meeting

1:30 p.m.

CONCURRENT SESSIONS

- Finance Officers' Seminar
- The Open Meeting's Law: The A to Z of Conducting Meetings *
- The State's Environmental Quality Review Act (SEQRA) in a Nutshell *
- Employee Discipline: How to Address Problematic Employees *
- Developing a Municipal Website

3:15 p.m.

CONCURRENT SESSIONS

- You Need to Calm Down: Adopting Municipal Policies and Procedures +*
- OSC Annual Financial Report (AFR) +
- Local Regulatory Authority and the Process of Enacting Local Laws and Conducting Referenda *
- Embracing Artificial Intelligence (AI): Practical Uses for AI
- Employment Practices Liability: Are You Doing Everything You Can To Avoid Being Sued? *

Evening

Dining Downtown on Your Own

Wednesday, September 18

7:00 a.m.

Breakfast at Your Host Hotel

8:00 a.m.

EARLY-RISER PLENARY

The Clarity Compass

9:00 a.m.

CONCURRENT SESSIONS

- Accounting for Capital Projects +
- Law and Order: Records Management
- Administering A Village Volunteer Fire Department: How Does This Work? *+
- Debt Issuance by Local Governments: Current Issues and Common Questions *
- Property Tax Potpourri +

10:45 a.m.

CONCURRENT SESSIONS

- City and Village Audit Findings +
- This is Why We Can't Have Nice Things: Understanding Competitive Bidding and Municipal Procurement *+
- Essentials of Municipal Payroll +
- Clarity-Driven Communication
- Navigating Civil Service: Who Wrote These Rules? *
- Government Speech, Political Speech, Religious Entanglements: How to Not Run Afoul of the First Amendment *

12:00 noon

Lunch

1:15 p.m.

CONCURRENT SESSIONS

- Avoiding the Fiscal Cliff: A Lesson in Budgeting +
- Establishing and Accounting for Reserves +
- Finally Clean: Municipal Water and Sewer Administration *
- Internal Investigations: How Not to Mess with Internal Investigations *
- Notary Exam: *Find link to the study guide under 'Resources'*

7:00 p.m.

"The Roaring '20s" Theme Party and Dinner

Thursday, September 19

7:00 a.m.

Breakfast at Your Host Hotel

9:00 a.m.

CONCURRENT SESSIONS

- Required Reporting to the Office of the State Comptroller +
- Accounting and Reporting Update +
- The Little Law and Substantial Art of Taking Minutes *
- Employee Handbooks: Why Bother? *
- NYCOM USA: Utility Audits and So Much More!
- Drug and Alcohol Testing: What Every Employer Needs to Know About Drug and Alcohol Testing Employees

10:45 a.m.

CONCURRENT SESSIONS

- Multi-Year Planning with Tools +
- Investing and Protecting Public Funds +
- Vital Records: Local Registrar and Clerk Responsibilities for Births, Deaths, and Marriages
- Pro-Housing Communities: What Are They and Why it is Important for Obtaining State Grants
- ARPA Update
- Retirement System Update +

12:00 p.m.

- Lunch
- NYS Society of Municipal Finance Officers Luncheon and Annual Business Meeting

1:30 p.m.

CONCURRENT SESSIONS

- Improving the Effectiveness of Claims Processing +
- Ask the Auditors
- Clerks' Seminar
- Alternative Work Models: Is This Really The Future? *

3:00 p.m.

PLENARY

- It's Boot Camp! It's FAMILY FEUD!

6:00 p.m.

Reception

7:00 p.m.

Annual Banquet and Awards Dinner

Friday, September 20

7:00 a.m. Conference Concludes: Breakfast at Your Host Hotel

Updated 8/28/24

CONFERENCES & WORKSHOPS

ANNUAL MEETING & TRAINING SCHOOL

WINTER LEGISLATIVE MEETING

FALL TRAINING SCHOOL

PUBLIC WORKS SCHOOL

REGIONAL WORKSHOPS

WEBINARS

VENDORS

ELECTED OFFICIALS ACADEMY

MEETING RESOURCES

MAYOR BILL KELLY LEADERSHIP EDUCATION SCHOLARSHIP FUND

PROFESSIONAL CERTIFICATIONS

[CONTACT DIRECTOR OF EVENTS](#)