Fall Training School Tentative Agenda

*** 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 15

11:00 a.m.
NYCOM Registration Desk Opens

1:00 p.m.
First-Time Attendee Orientation

2:00 p.m.
CONCURRENT SESSIONS

- Municipal Finance Fundamentals +#
- Understanding and Issuing Vital Records
- An Introduction to the Structure of New York's City and Village Governments: Local Government 101 *+#
- Women's Advisory Committee and Peer Mentoring

3:30 p.m.
CONCURRENT SESSIONS

- Overview of Governmental Accounting +
- The Fundamentals of Debt Issuance *+#
- The Official Year: Local Government 102 *+

7:00 p.m.
Welcome Reception-Style Dinner

Tuesday, September 16

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

8:00 a.m.
Coffee with the NYCOM Staff

9:00 a.m.
CONCURRENT SESSIONS

- Fraud Prevention and Detection +
- OSC IT Audit Findings +
- How to Effectively and Efficiently Respond to FOIL Requests for Municipal Records *#
- Civil Service *#
- Albany Update +

10:45 a.m.
CONCURRENT SESSIONS

- Using Financial Reports to Analyze Financial Conditions +
- Duties and Responsibilities of the Chief Fiscal Officer +
- What Everyone Needs to Know About New York's Open Meetings Law *#
- Employee Handbooks *
- Understanding How Libraries are Structured and Operate +
- From Permits to Protection: Insurance Strategies for Special Events

12:00 p.m.
- General Lunch
- NYS Society of Municipal Finance Officers Luncheon and Annual Business Meeting

1:30 p.m.

CONCURRENT SESSIONS

- Improving Claims Processing +
- State Funding for Cities and Villages +#
- Municipal Clerks' Seminar
- Competitive Bidding: Part 1 *+#
- Strategies and Best Practices for Worker Safety

3:15 p.m.
CONCURRENT SESSIONS

- Establishing and Accounting for Reserves +
- The Challenges of Recuiting and Retaining Staff
- The Fundamentals of New York's Records Management Laws #
- A Local Officials Primer on the First Amendment *#
- Competitive Bidding: Part 2 *#

Evening
Dining Downtown on Your Own

Wednesday, September 17

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

8:00 a.m.
Tea with Your OSC

9:00 a.m.
CONCURRENT SESSIONS

- City and Village Audit Findings +
- Managing Cash Flow +
- Clerk's Responsibilities: An Organized Panel Discussion *
- Labor Relations Update *#
- Enacting Local Laws and Conducting Referenda *+

10:45 a.m.
CONCURRENT SESSIONS

- Accounting for Capital Projects +
- Adopting Fund Balance Policies +
- Required Reporting to OSC +
- Adopting Municipal Policies and Procedures *+#
- Employee Discipline *
- Games of Chance: Local Government's Role in Charitable Gaming +

12:00 p.m.
Lunch

1:00 p.m.
CONCURRENT SESSIONS

- Developing a Structurally Balanced Budget +#
- Retirement Readiness: Planning Your Next Chapter +
- Notary Exam: *Find link to the study guide under 'Resources'*
- Water and Sewer Administration *+
- Streets and Sidewalks: The Clear and Not So Clear Law Governing Local Government's Most Ubiquitous Infrastructure *
- Spies, Espionage, and The Cyber Threat Actors

7:00 p.m.
"NOLA-New Orleans" Theme Party and Dinner

Thursday, September 18

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

9:00 a.m.
CONCURRENT SESSIONS

- Multi-Year Planning with Tools +
- OSC Annual Financial Report +
- The Do's and Absolute Don'ts of Taking Minutes & Running Meetings *+
- Ethics for Municipal Officials *+
- Social Media Strategies That Work
- Human Resources and Onboarding *

10:45 a.m.
CONCURRENT SESSIONS

- Accounting and Reporting GASB Update +
- Real Property Tax Primer *+
- Understanding and Embracing AI #
- Planning and Zoning for People Who Don't Plan or Zone *
- Gifts and Loans *+

12:00 p.m.

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

1:30 p.m.
CONCURRENT SESSIONS

- Municipal Finance Officers's Seminar
- Retirement System Update +
- What Every Local Official Needs to Know About the NEW Municipal Website Requirement *
- Applying for and Administering Grants +

3:00 p.m.
PLENARY

- Boot Camp!

6:00 p.m.
Reception

7:00 p.m.
Annual Banquet and Awards Dinner

Friday, September 19

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

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