



Human Resources



CERTIFICATION CREDITS

The Certified Public Official (CPO) Program was designed in response to Washington State County Officials' request for training and continuing education. The CPO Program was developed in collaborative partnership with agencies committed to strengthening and promoting the leadership capacity of elected and appointed county officials in Washington State.

County Training Consortium

Washington State
Association of Counties

Washington Association
of County Officials

Washington Counties Risk Pool

County Road
Administration Board

PROGRAM OVERVIEW

This CPO training will provide you with the skills needed to effectively manage personnel while minimizing the risk that your county and/or you will be sued. The laws relating to public employment have changed dramatically over the last decade and the risks associated with non-compliance have also increased substantially.

TOPICS

- How to take personnel actions while minimizing employment discrimination challenges.
- What is an "employee with a disability" and what must be done to provide accommodation?
- The "dos and don'ts" of hiring employees.
- How to effectively conduct performance evaluations.
- How to investigate and document in order to make discipline and discharge decisions stand up.
- Personnel files – who do they belong to and what access to them is required
- Attendance issues, including FMLA requirements.
- How to successfully work with unions.
- The HR function: Do you need an HR Department? In County government, who is the employer?

WHO SHOULD ATTEND

County elected officials, department heads and senior management staff. This course is offered as a "Core Course" for the Certified Public Official Program (CPO). Four (4) core credits will be given to those completing the course. All county officials are encouraged to attend any CPO course that meets your individual training needs even if you do not plan to pursue certification.

INSTRUCTOR

Bruce Schroeder, an attorney with the Summit Law Group is a frequent speaker at Human Resource conferences and training events in Washington. He is knowledgeable on a wide range of employment and labor relations issues and is an accomplished trainer. Bruce is well known for his practical, common sense approach to tough personnel issues. He represents a number of county and city jurisdictions on labor and employment issues.

LOCATIONS AND DIRECTIONS

The workshop program will begin at 8:30 a.m. and conclude at 4:30 p.m. Sign-in will begin at 8:00 a.m.

June 11, 2008 Cascadia Community College

June 18, 2008 Wenatchee Community College

REGISTRATION AND FEES

The workshop registration fee is \$120.00, which includes refreshments and workshop materials, lunch will not be provided. Please go the website below to register and pre-pay for this workshop. Thank you.

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Public Records & Public Disclosure

“There Ought To Be A Law”

Combination Courses at a Same-Day Reduced Fee Savings!



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Register for and attend both “Public Meetings & Public Disclosure” and “There Ought to be a Law” on a single date and receive a \$10 discount per session (\$100 fee for both).

PROGRAM OVERVIEW for Public records & Public Disclosure

This course is intended to provide an overview of the basic legal doctrines that county elected and appointed officials need to be aware of in the performance of their official duties. The session will allow ample time to answer specific questions and is meant to provide practical information for the officials who must comply with these doctrines.

TOPICS for Public Records & Public Disclosure

- The Open Public Meetings Act – procedures for holding meetings and requirements for documentation.
- Public Records Act – what constitutes a public record that is subject to disclosure? Does it include all emails?
- Learn to identify conflicts of interest and appropriate responses.
- Ethics and Appearance of Fairness Doctrine

PROGRAM OVERVIEW for “There Ought To Be A Law”

Whether you want to successfully influence lawmakers or simply understand how laws are made, this three-hour CPO Elective course will provide you with a clear perspective on Olympia’s main attraction: THE STATE LEGISLATURE. The best way to make sure the message of Washington’s counties is heard and considered during the legislative process is to understand the process and your role in making your case with legislators.

TOPICS for “There Ought To Be A Law”

- The People: the roles and responsibilities of the major players, including legislators (senators and representatives), lobbyists (public, private, social service), committee and caucus staff (partisan and non-partisan), reporters and other media, and state agency personnel (elected, appointed, hired), and your state association.
- The Process: How ideas become laws in the legislative process; Senate and House committees; how/why majorities control; how the players interact to make the process work; the role of the public and power of constituency; Governor agendas and the use of the veto.
- Public Policy: A discussion of current issues facing the State Legislature to discern how they are addressed within the legislative process, the rationale for each person’s participation, and how/why the issues were resolved.
- Good Communication: Know when, why and how to communicate with legislators and legislative staff; learn how to write and deliver effective testimony; what is the role of your association and association staff during session.

LOCATIONS AND DIRECTIONS

June 17, 2008 Spokane Community College **8:00AM-12:00 and 1:30PM-4:30PM**

June 24, 2008 Tacoma Community College **8:00AM-12:00 and 1:30PM-4:30PM**

FOR MORE CLASS AND INSTRUCTOR INFORMATION

Please see the separate information sheet for Public Records & Public Disclosure and “There Ought To Be A Law”

REGISTRATION AND FEES

The workshop registration fee is \$100.00, which includes refreshments and workshop materials, lunch will not be provided. Please go the website below to register and pre-pay for this workshop. Thank you.

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“There Ought To Be A Law”



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TOPICS

- **The People:** the roles and responsibilities of the major players, including legislators (senators and representatives), lobbyists (public, private, social service), committee and caucus staff (partisan and non-partisan), reporters and other media, and state agency personnel (elected, appointed, hired), and your state association.
- **The Process:** How ideas become laws in the legislative process; Senate and House committees; how/why majorities control; how the players interact to make the process work; the role of the public and power of constituency; Governor agendas and the use of the veto.
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- **Good Communication:** Know when, why and how to communicate with legislators and legislative staff; learn how to write and deliver effective testimony; what is the role of your association and association staff during session.

WHO SHOULD ATTEND

Elected officials, department heads and senior management staff. This course is offered as an “Elective Course” for the Certified Public Official Program (CPO). Two (2) elective credits will be given to those completing the course. All county officials are encouraged to attend any CPO course that meets your individual training needs even if you do not plan to pursue certification.

INSTRUCTOR

Enid Laves – Enid is a respected Washington State government relations consultant with extensive background in association management, coalition issue management, political education and political advocacy. She has worked with several statewide business associations, private companies, and educational institutions – and has been a leader in collaborative efforts with organized labor, local governments, environmental organizations and state agencies. Enid is a veteran of dozens of policy debates, from health care reform and unemployment insurance to the growth management act and transportation funding. Combined with a strong commitment to the development of good public policy, Enid brings twenty-three years of experience and leadership to special interest groups who seek to fully understand the legislative process, develop achievable public policy objectives and become effective political advocates.

LOCATIONS AND DIRECTIONS

The half-day workshop program will begin at 1:30 p.m. and conclude at 4:30 p.m. Sign-in will begin at 1:00 p.m.

June 17, 2008 Spokane Community College

June 24, 2008 Tacoma Community College

REGISTRATION AND FEES

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Public Records & Public Disclosure



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TOPICS

- The Open Public Meetings Act – procedures for holding meetings and requirements for documentation.
- Public Records Act – what constitutes a public record that is subject to disclosure? Does it include all emails?
- Learn to identify conflicts of interest and appropriate responses.
- Ethics and Appearance of Fairness Doctrine

WHO SHOULD ATTEND

County commissioners, clerks of the boards, elected officials, department heads and senior management staff. This course is offered as an “Elective Course” for the Certified Public Official Program (CPO). Two (2) elective credits will be given to those completing the course. All county officials are encouraged to attend any CPO course that meets your individual training needs even if you do not plan to pursue certification.

INSTRUCTOR(S)

Patrick Mason - MRSC

Patrick is a senior legal consultant at the Municipal Research and Services Center of Washington. He has been advising local government officials, primarily city, town and county officials in Washington State, for over 25 years. He is a frequent speaker at professional association conferences and also training seminars for local officials on the Open Public Meetings Act and Public Disclosure Law. Pat also serves as the Secretary-Treasurer for the Washington State Association of Municipal Attorneys.

Paul Sullivan – MRSC

Paul is a legal consultant at the Municipal Research and Services Center in Seattle. Previously, Paul was the city attorney of Ellensburg and the senior city attorney of Vancouver. Paul has worked as a legislative assistant at the Seattle City Council, as a tax specialist for an accounting firm, and as a community volunteer with VISTA.

LOCATIONS AND DIRECTIONS

The half-day workshop program will begin at 8:00 a.m. and conclude at 12:00 p.m. Sign-in will begin at 7:45 a.m.

June 17, 2008 Spokane Community College

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