



## Spring 2010 Conference



**May 25-28, 2010**

Sea Palms Golf & Tennis Resort  
5445 Frederica Road  
St. Simons Island, Georgia



**“Turn Back Time”**

Celebrating 35 Years



Carl Vinson **Institute of Government**

The University of Georgia



Carl Vinson **Institute of Government**

The University of Georgia

201 N. Milledge Avenue  
Athens, GA 30602-5482

# Scope



The conference provides GLGPA members the opportunity to improve technical proficiencies, build managerial skills, and exchange information with peers in an informal, but professional, setting.

## Participant Recognition

A certificate of attendance from University of Georgia's Carl Vinson Institute of Government will be presented to each participant at the conclusion of the session on Friday, May 28.

Participants will be awarded Continuing Education Units (CEUs), which will be on record at the University of Georgia. One unit per ten hours of instruction is awarded, with decimal units given for less than ten hours. Participants may request a listing of classes attended at [learningsupport@cviog.uga.edu](mailto:learningsupport@cviog.uga.edu).

## Registration

Please register online at <http://www.vinsoninstitute.org/glgpa>.

The full conference fee of \$400.00 includes instructional costs, materials, breaks, three breakfasts, two lunches, and a dinner for registered attendees. If you care to include a guest(s) in the group meals, please indicate guest meal selections on the registration form, and pay online via credit card with your conference registration, or mail the completed registration form with a check for registration fees plus the cost of guest meals by May 10, 2010.

The registration fee for the spring conference was initially \$510, but with a generous subsidy of \$110 per participant from GLGPA and various vendors, the cost to participants was reduced.

## One Day Registration Fee

The option of a one day registration fee of \$200.00 is available to those members who select a single course to complete a certificate level or who will be able to attend only one day of the conference either on Wednesday or Thursday. The fee includes instructional costs, materials, breaks, breakfast, lunch, and dinner. If you need to take classes on both days of the conference, you are required to submit the full registration fee of \$400.

## Cancellation and Refund Policy

Written notice of cancellation must be postmarked/dated no later than May 2 to receive a full refund of registration fees. Written requests postmarked/dated between May 3 and May 10 will be assessed a 25% administrative

Schedule #4716 Term 2010

## GLGPA SPRING 2010 CONFERENCE

May 25-28, 2010  
St Simons Island, GA

Registration deadline:  
**May 10, 2010**

Register online at [www.vinsoninstitute.org/glgpa](http://www.vinsoninstitute.org/glgpa)  
OR Mail the completed form with check made payable to The University of Georgia:

Carl Vinson Institute of Government  
The University of Georgia  
GTED Registrar  
201 N. Milledge Avenue  
Athens, GA 30602-5482

_____		
<i>Last Name</i>	<i>First Name</i>	<i>MI</i>
_____		
<i>Name Preferred for Badge</i>		
_____		
<i>Employer or Organization</i>		<i>Position</i>
_____		
<i>Business Address</i>		
_____		
<i>City</i>	<i>State</i>	<i>Zip</i>
_____		
<i>Work Phone</i>	<i>Fax</i>	
_____		
<i>Are you a first time attendee? (circle one) YES NO</i>		
<i>Email Address</i>		
_____		

### Choose Your Course Schedule | Courses are a full day except where noted.

#### Wednesday, May 26, 2010

##### Level 1

- Compensation
- Designing Effective Performance Appraisal Systems

##### Advanced

- Budgeting Methods & Strategies

##### Continuing Education

- Changes in Disability and what it means for you (am)
- A Security/Immigration Compliance Act and I-9 (pm)

#### Thursday, May 27, 2010

##### Level 1

- Employee Recruitment and Selection
- Ethics in Local Government

##### Advanced

- Organizational Performance Measure

##### Continuing Education

- Social Networking (am)
- Mock Unemployment Hearing (pm)

#### Friday, May 28, 2010

##### Certificate Completion

- Capstone course (am)
- Certification exam (pm)

##### Registration Fees

<input type="checkbox"/> Full conference fee	\$400.00
<input type="checkbox"/> One day fee-Wednesday	\$200.00
<input type="checkbox"/> One day fee-Thursday	\$200.00
<input type="checkbox"/> Guest meal-Wednesday breakfast	\$ 16.00
<input type="checkbox"/> Guest meal-Wednesday lunch	\$ 20.00
<input type="checkbox"/> Guest meal-Thursday breakfast	\$ 16.00
<input type="checkbox"/> Guest meal-Thursday lunch	\$ 20.00
<input type="checkbox"/> Guest meal-Thursday dinner	\$ 45.00
<input type="checkbox"/> Guest meal-Friday breakfast	\$ 16.00



The full registration fee for the spring conference was initially \$510, but with a generous subsidy of \$110 per participant from GLGPA and various vendors, the cost to participants was reduced.

1:00 pm-3:00 pm **ORGANIZATIONAL PERFORMANCE MEASURES** (continued)  
**MOCK UNEMPLOYMENT HEARING** *Special Session* (CEU Credit)  
Douglas H. Duerr -Partner  
Elarbee, Thompson, Sapp & Wilson LLP  
Atlanta, GA

3:00 pm-3:15 pm **Break**

3:15 pm-4:30 pm **EMPLOYEE RECRUITMENT AND SELECTION** (continued)  
**ETHICS IN LOCAL GOVERNMENT** (continued)  
**ORGANIZATIONAL PERFORMANCE MEASURES** (continued)  
**MOCK UNEMPLOYMENT HEARING** (continued)

6:30 pm-8:00 pm **Dinner**

8:00 pm-10:00 pm **ENTERTAINMENT**

## Friday, May 28

7:00 am-8:00 am **Breakfast Buffet**

8:00 am-10:00 am **CONCURRENT SESSIONS**  
**ISSUES THAT KEEP GOVERNMENTS IN COURT:**  
**Case Studies on Liability**

Angela E. Davis, Esq.  
Jarrard & Davis, LLP  
Cumming, GA

### **CAPSTONE COURSE**

Jackie Rains  
Employment Administrator  
Athens-Clarke County Government  
Athens, GA

Jan Hansford  
Assistant HR Director  
Athens-Clarke County Government  
Athens, GA

10:00 am-10:15 am **Morning Break**

10:15 am-11:30 am **FROM THE PERSONNEL PERSPECTIVE: The Open Records Act, Record Retention, and the Sunshine Laws**

Ken E. Jarrard  
Jarrard & Davis, LLP  
Cumming, GA

**CUTTING CORNERS: Focus on Cost Savings Measures that Impact Personnel**

Angela E. Davis, Esq.  
Jarrard & Davis, LLP  
Cumming, GA

**CAPSTONE** (continued)

11:30 am-Noon **Wrap-up and Closing**

1:00 pm-3:00 pm **Certification Exam**

fee, and requests postmarked/dated after May 10 are not eligible for a refund. Registrants who fail to attend, cancel, or send a substitute are liable for the full registration fee. Substitution of participant is encouraged over cancellation. To cancel registration or send a substitute, please send notification to Pauletta Rogers at rogers@cviog.uga.edu, by fax at (706) 542-2176, or via mail at Carl Vinson Institute of Government, University of Georgia, 201 N. Milledge Avenue, Athens, GA 30602-5482.

## Location

The 2010 GLGPA Spring Conference will be held at Sea Palms Golf & Tennis Resort, 5445 Frederica Road, St. Simons Island, GA 31522. For directions, please visit their website at [www.seapalms.com](http://www.seapalms.com).

## Lodging

A block of rooms has been reserved at Sea Palms Golf & Tennis Resort, 5445 Frederica Road, St. Simons Island, GA. Make your room reservation directly at 1-800-841-6268 or 912-638-3351. The conference guest room rate for single/double occupancy is \$119.00 per night, plus state and local taxes. The room block will close on May 7, 2010, or when all rooms are booked, whichever comes first. When the block closes, the special rate will not be honored, and room availability cannot be assured. Check-in is at 4:00 p.m.; checkout is at 11:00 a.m. Remote checkout will be available at the conference center at the end of the closing session on Friday.

For exemption of state sales tax, you must pay with a state, city, or county government check and at check-in present a state, city, or county government tax exemption certificate that includes the respective tax exemption number. To be exempt from hotel/motel excise tax, please present a hotel/motel exemption form at check-in.

## Special Needs

If you require special services, facilities, or dietary considerations, please contact Pauletta Rogers at rogers@cviog.uga.edu or (706) 542-9501.

## Door Prizes

Each member is requested to bring a door prize.

## Special Attire

Members are requested to wear attire from the 1970s for the Thursday evening dinner and entertainment, with Flash the DJ.

## Conference Information

Pauletta Rogers  
(706) 542-9501 or rogers@cviog.uga.edu  
Carl Vinson Institute of Government, University of Georgia  
201 N. Milledge Avenue  
Athens, GA 30602-5482

# Agenda

## Tuesday, May 25

- 3:00 pm-5:00 pm Early Conference Registration
- 5:00 pm-6:00 pm New Member Orientation
- 6:00 pm-8:00 pm GLGPA Board of Directors Meeting

## Wednesday, May 26

- 7:00 am-8:30 am **Breakfast Buffet**  
Conference Registration  
Conference Center Lobby
- CONCURRENT SESSIONS**
- 8:30 am-10:15 am **COMPENSATION** Level I (6 hours)  
Linda Pryor  
HR Director  
Hall County Government  
Gainesville, GA
- DESIGNING EFFECTIVE PERFORMANCE APPRAISAL SYSTEMS**  
Level I (6 hours)  
Norma Jean Brown  
HR Director  
Barrow County Board of Commissioners  
Winder, GA
- Elizabeth D. McBurney, SPHR, CEBS  
Assistant Human Resources Manager  
Columbia County Board of Commissioners  
Evans, GA
- BUDGETING METHODS AND STRATEGIES**  
Advanced Track (6 hours)  
Sabrina Cape  
Capable Financial Solutions, Inc.  
Gainesville, GA
- CHANGES IN DISABILITY AND WHAT IT MEANS FOR YOU**  
(Special Session CEU Credit)  
Douglas H. Duerr -Partner  
Elarbee, Thompson, Sapp & Wilson LLP  
Atlanta, GA

- 10:15 am-10:30 am **Break**
- 10:30 am-11:45 am **COMPENSATION** (continued)  
**DESIGNING EFFECTIVE PERFORMANCE APPRAISAL SYSTEMS** (continued)  
**BUDGETING METHODS AND STRATEGIES** (continued)  
**CHANGES IN DISABILITY AND WHAT IT MEANS FOR YOU** (continued)

- 11:45 am-1:00 pm **Lunch**
- 1:00 pm-3:00 pm **COMPENSATION** (continued)  
**DESIGNING EFFECTIVE PERFORMANCE APPRAISAL SYSTEMS** (continued)

- BUDGETING METHODS AND STRATEGIES** (continued)  
**GA SECURITY/IMMIGRATION COMPLIANCE ACT AND I-9**  
Douglas H. Duerr -Partner  
Elarbee, Thompson, Sapp & Wilson LLP  
Atlanta, GA

- 3:00 pm-3:15 pm **Break**
- 3:15 pm-4:30 pm **COMPENSATION** (continued)  
**DESIGNING EFFECTIVE PERFORMANCE APPRAISAL SYSTEMS** (continued)  
**BUDGETING METHODS AND STRATEGIES** (continued)  
**GA SECURITY/IMMIGRATION COMPLIANCE ACT AND I-9** (continued)

- 4:30 pm-6:00 pm **Reception**

## Thursday, May 27

- 7:00 am-8:30 am **Breakfast Buffet**
- CONCURRENT SESSIONS**
- 8:30 am-10:15 am **EMPLOYEE RECRUITMENT AND SELECTION** Level I (6 hours)  
Jackie Rains  
Employment Administrator  
Athens-Clarke County Government  
Athens, GA
- Jan Hansford  
Assistant HR Director  
Athens-Clarke County Government  
Athens, GA
- ETHICS IN LOCAL GOVERNMENT** Level I (6 hours)  
Walt McBride  
Management Development Associate  
Governmental Training, Education, and Development  
Carl Vinson Institute of Government  
University of Georgia
- ORGANIZATIONAL PERFORMANCE MEASURES**  
Advanced Track (6 hours)  
Sabrina Cape  
Capable Financial Solutions, Inc.  
Gainesville, GA
- SOCIAL NETWORKING** *Special Session* (CEU Credit)  
Douglas H. Duerr -Partner  
Elarbee, Thompson, Sapp & Wilson LLP  
Atlanta, GA

- 10:15 am-10:30 am **Break**
- 10:30 am- Noon **EMPLOYEE RECRUITMENT AND SELECTION** (continued)  
**ETHICS IN LOCAL GOVERNMENT** (continued)  
**ORGANIZATIONAL PERFORMANCE MEASURES** (continued)  
**SOCIAL NETWORKING** (continued)

- Noon-1:00 pm **Lunch**
- 1:00 pm-3:00 pm **EMPLOYEE RECRUITMENT AND SELECTION** (continued)  
**ETHICS IN LOCAL GOVERNMENT** (continued)