2020 Course Schedule

Below are the classes currently scheduled for 2020. We will add workshops/classes as we have further confirmation of instructor availability or strong interest from you. We must have **at least eight people** signed up 10 days prior to the scheduled session to hold a class or webinar. If we do not have sufficient enrollment, we will cancel the class and you will be notified via email.

**Pricing**

All full day workshops include morning coffee and lunch. Fees are $65, $75 or $100 depending up on instructor, location costs and other costs KAC incurs.

### 2020 Classroom Session Schedule

<table>
<thead>
<tr>
<th>Certificate(s) Requirement</th>
<th>Workshop</th>
<th>Location</th>
<th>Date/Time/Fee</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Foundations in County Government / Roads Scholar Level III</strong></td>
<td>308 Overview of Human Resource Management</td>
<td>Saline County Hwy. Dept. training facility 3424 Airport Road Salina, KS</td>
<td>Friday, March 6 9 am – 3 pm $100</td>
<td>Lisa Eickholt, Sr. Consultant, McGrath Human Resources Group</td>
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<tr>
<td><strong>Foundations in County Government / Roads Scholar Level III</strong></td>
<td>304 Budgeting and Finance</td>
<td>Ellis County Fire Dept. 1105 East 22nd St. Hays, KS</td>
<td>Friday, March 20 9 am – 3 pm $100</td>
<td>Ryan Adkison Butler County Assistant Administrator/Finance Director</td>
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<tr>
<td><strong>Foundations in County Government / Roads Scholar Level II</strong></td>
<td>203 Legal Aspects of Management</td>
<td>DeSoto</td>
<td>This class is being offered in conjunction with League of Kansas Municipalities</td>
<td>Tara Eberline, Folston Siefkin LLP; Nathan Eberline, VP Operations, Accreditation Council for Business Schools and Programs</td>
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<tr>
<td><strong>Foundations in County Government</strong></td>
<td>Becoming a Servant Leader</td>
<td>Liberal, KS</td>
<td>Tuesday, April 28 11 am – 4:30 pm</td>
<td>KU Public Management Center staff</td>
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<td>Certificate(s) Requirement</td>
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<tr>
<td>Foundations in County Government / Roads Scholar Level I</td>
<td>County Government 101</td>
<td>KAC Office 715 SW 10th St. Topeka</td>
<td>Thursday, July 24 9 am – 12 pm $65</td>
<td>Bruce Chladny, KAC Executive Director</td>
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<tr>
<td>Foundations in County Government / Roads Scholar Level I</td>
<td>City Government 101</td>
<td>KAC Office 715 SW 10th St. Topeka</td>
<td>Thursday, July 24 1 am – 4 pm $65</td>
<td>Trey Cocking, Deputy Director, League of Kansas Municipalities</td>
</tr>
<tr>
<td>Foundations in County Government</td>
<td>Ethical Considerations</td>
<td>KAC Office 715 SW 10th St. Topeka</td>
<td>Friday, July 31 9 am – 12 pm $65</td>
<td>Jay Hall, Legislative Policy Director &amp; Legal Counsel, KAC</td>
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### 304 Budgeting and Finance

Budgeting and Finance is a required role of the county commission as well as other elected officials and staff. The number and scope of county services have expanded in response to intergovernmental mandates and long devolution trends. The dizzying pace of technology innovations promises long-term efficiencies for county operations, but in the short run, requires a significant financial investment. This course defines the role of the county commission as financial policy makers and related roles of citizens, other elected officials and staff. In addition, this class will address current tips on how to manage the Tax Lid in your county.

- Establish the legal parameters for the county budget and identify the functions of a capital and annual operating budget;
- Propose processes for preparing, adopting and managing the budget;
- Explain how county government is financed and suggest techniques for estimating county revenues;
- Identify leadership strategies that contribute to wise, effective and responsible financial decisions;
- Identify how to challenge county department heads and staff, and outside agencies to the county to use the budget process to think more strategically, more seriously, and more collaboratively about how goals can be accomplished in more creative and cost-effective ways;
- Consider the adequacy of cash balances or reserves, i.e. how much is enough, not enough, or too much, and how cash balances can be managed;
- Evaluate revenue sources other than the property tax to finance county programs and services;
- Consider how the county's fund structure enables or detracts from the ability of the board of county commissioners to effectively manage the county budget; and
- Learn of ways to effectively communicate county budget information to citizens, groups, and the news media.
Instructor: **Ryan Adkison** is the Assistant County Administrator/Finance Director for Butler County. One of his primary duties is crafting the organization’s annual CIP/operating budget, which has won the Government Finance Officers Association’s (GFOA) Distinguished Budget Presentation Award the past seven years. Mr. Adkison received his undergraduate degree from Emporia State University in Political Science, where he played basketball and married his beautiful bride. He received a Master’s of Public Administration from the Hugo Wall School at Wichita State University. Mr. Adkison then worked in the Budget Office and Pension Office at the City of Wichita before moving to Butler County. He can be reached at (316) 322-4326 or radkison@bucoks.com.

### 308 Overview of Human Resource Management

**NOTE:** This workshop applies toward *Level III Roads Scholar* program or can be applied to the Foundations in County Government certificate.

Human resource management covers more ground than people might initially imagine. Some may define it as interactions between employer and employee in the period between which an employee is hired until they are terminated. While this is true, human resources management begins even before this, with the policies that are created by the institution and the laws that govern workplace relations.

Human Resource Management is the process of working with people so that they and their organizations reach full potential even when change precipitates the need to acquire new skills, assume new responsibilities and form new relationships. This course is designed to give you an overview of the key elements of human resource management.

Lisa Eickholt, Sr. Consultant, McGrath Human Resource Group, will teach this session.

### 203 Legal Aspects of Management

The government’s dedication to assuring a fair workplace has meant greater legal complexity in all aspects of supervision. This workshop will help supervisors navigate the most current legal provisions associated with the public-sector workplace and translate them into plain-English guidelines. This class will:

- Review the concept of equal employment opportunity and its application in interviewing, supervision, promotion and termination;
- Understand the most current definitions of sexual harassment, and what to do if it is reported or suspected;
- Learn how to conduct a legally-compliant performance appraisal;
- Expand knowledge of how to prevent legal problems when responding to poor performers;
- Increase awareness of legal issues associated with electronic communication; and
- Learn when to seek assistance from legal or human resource management specialists.
Instructors are Tara Eberline, Partner with Folston Siefkin LLP; Nathan Eberline, Vice President of Operations for the Accreditation Council for Business Schools and Programs.

The class will be held from 10 a.m. to 5 p.m. Cost to attend this course is $75 for members, $100 for nonmembers. Lunch and materials provided. Register online.

**Becoming a Servant Leader**

This workshop will explore the five key principles and practices of servant leadership. Servant Leadership is a philosophy of leadership where the leader shares power, puts the needs of the employees first and helps people develop and perform as highly as possible. Servant leadership is used in business and in public organizations. Although Servant leadership should not be considered the only style of leadership, it offers guidance for building a shared vision and an organizational culture where success and accomplishment thrive.

The class will be held from 11 a.m. to 4:30 p.m. Cost to attend this course is $100. Lunch and materials provided. Register online.

**303 Ethical Considerations**

This workshop is intended to raise awareness of the myriad of the ethical considerations which face county leaders. An extensive use of case studies is used to provide real world examples of challenging ethical situations that confront county leaders daily.

**105 County Government 101**

**106 City Government 101**

NOTE: These courses apply toward completion of *Level 1 Roads Scholar* program. You will take either County Government 101 OR City Government 101.

These workshops offers front-line employees a practical primer on county/city government to enhance understanding of what influences and shapes their day-to-day jobs. The workshop will also enhance participants’ skills in educating citizens about government services. Because the information is valuable to anyone serving in local government, persons with other levels and types of responsibilities are welcome to attend.