



THE **NEW** STANDARD

IN DEVELOPING
TODAY'S GOVERNMENT LEADERS

TARGET AUDIENCE

ELECTED AND APPOINTED OFFICIALS

COUNTY BOARD MEMBERS

COUNTY CLERKS

STATE'S ATTORNEYS

CIRCUIT COURT CLERKS

ASSESSMENT OFFICERS

TREASURERS

SHERIFFS

TAKE YOUR LEADERSHIP SKILLS TO A NEW LEVEL

As governing becomes increasingly complex, county officials are confronted with challenging issues on a daily basis. There is a lot to learn as you are getting started in local government.

These training sessions consist of core topics that will help educate first-time elected officials, as well as seasoned officials, on laws and basic functions they need to know in their roles as public leaders.

JOIN US FOR A DAY OF PROFESSIONAL LEADERSHIP TRAINING

Thursday, January 23, 2025

9:00 a.m. to 3:30 p.m.

Crowne Plaza

3000 South Dirksen Parkway
Springfield, Illinois 62703

Sponsored by
**Illinois Association of County Board Members
and Commissioners** / Partnership in continuing education
with the Illinois Association of County Officials

Learning Objective:

The Professional Leadership training provides an opportunity for Illinois county officials to increase their knowledge and understanding of county government, especially as it relates to legal, ethical and employment responsibilities.

LEGAL SESSIONS: January 23, 2025



ETHICS AND PUBLIC INTEGRITY

9:15 a.m. – 10:00 a.m.

In 2003, the Illinois General Assembly enacted a revision of State ethics laws intended to ensure a more open and honest government. Under the provisions of the State Officials and Employees Ethics Act, all units of local government are required to adopt regulations governing political activities and the solicitation and acceptance of gifts that are “no less

restrictive” than those contained in that Act. In addition, elected officials are now required to file annual statements of economic interest with the Secretary of State. This session will provide a comprehensive review of the State Officials and Employees Ethics Act including provisions to be adopted and adhered to by local governments.



PARLIAMENTARY PROCEDURES FOR MEETINGS

10:00 a.m. – 10:45 a.m.

Parliamentary procedure, also called rules of order, is designed to move business along in a meeting while maintaining order and controlling the communications process. The general rule of thumb is to conduct the public’s business in public. As such, county officials

need a working knowledge of parliamentary procedure. In this session, learn about practices commonly employed in the governance of public meetings including how to make a motion, what is expected during debate, and how a vote is taken.



OPEN PUBLIC MEETINGS

10:45 a.m. – 11:30 a.m.

The Illinois Open Meetings Act (OMA) is designed to ensure that the public has access to information about government and its decision-making process. As a public servant, you have a duty to ensure that Illinois residents can obtain information about their county government. The OMA legislates the methods by which public meetings are conducted. All meetings,

except in certain specific, limited situations, whether in person or by video conference, where a majority of a quorum of a public body meets to discuss or act on business is open to the public. Understand your rights and responsibilities under the act.

LUNCH BUFFET: 11:30 a.m. - 12:30 p.m.



ACCESS TO PUBLIC RECORDS

12:30 p.m. – 1:15 p.m.

To keep government transparent, the Freedom of Information Act (FOIA) requires government agencies to disclose information and records as requested by the public, unless the request falls under certain exclusions. Public agencies failing to comply with a valid FOIA request may face fines for each violation

under the Act. This session will cover FOIA compliance including what documents may be sought through a FOIA request, disclosure and exemptions.

All four legal training programs will include a question and answer session.

About the instructors

KERI-LYN KRAFTHEFER

Ancel Glink

Keri-Lyn has spent her entire legal career representing Illinois local governments in the day-to-day matters that arise, including labor and employment matters, tax objections, as well as in litigation. She serves as one of the primary attorneys for the Municipal Clerks of Illinois.



STEVEN MAHRT

Ancel Glink

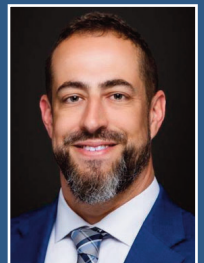
Steven has represented local governmental entities for over 35 years in all aspects of municipal law, including governmental practices and procedures, zoning, labor and employment law issues, and representation of municipal boards and commissions.



ANDREW KEYT

Heyl Royster

As Chair of the firm’s Governmental Practice, Andy advises public bodies in all areas such as litigation, risk management, contracting and procurement, employment, and sunshine laws. He often advises counties in land use and zoning matters, particularly utility-scale renewable energy projects.



KEITH HILL

Heyl Royster

Keith is a shareholder at Heyl Royster. He has handled and tried numerous cases to verdict and handled appeals in state and federal court. He primarily defends governmental bodies and law enforcement officers, and is the chair of the firm’s Civil Rights practice group.



Learning Objective:

The Human Resource (HR) sessions will provide basic working knowledge of required practices and principles from legal and compliance issues to hiring and firing, benefits administration, records maintenance and more.

HUMAN RESOURCE SESSIONS: January 23, 2025

1:15 p.m. – 3:15 p.m.



HIRING PRACTICES AND EMPLOYEE HANDBOOKS

Employee recruitment is often a human resource job function, however, as a county official you may also be responsible for hiring new employees. This session will cover general hiring procedures and best practices for organizing an employee handbook to ensure compliance with state and federal laws.

FAIR LABOR STANDARDS ACT

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. This training will familiarize supervisors and managers with various requirements of the FLSA.

FMLA AND COBRA EMPLOYER COMPLIANCE

The Family and Medical Leave Act (FMLA) is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a federal law that may allow employees to temporarily keep health coverage after their employment ends. These federal laws apply to all public agencies including counties. So, let's get acquainted with the laws.



AFFIRMATIVE ACTION PLANS

An affirmative action plan is used by government to create equal employment opportunities for current and prospective employees. The plan contains steps the government can take to promote the employment and advancement of underrepresented applicants. This session will provide guidance on plan development and a recommended set of policies.

RECORD RETENTION POLICY

The purpose of a record retention policy is to outline documents retained by your HR department. By listing which information to keep and how long documents must be retained, you ensure the accuracy and security of important records. This session will focus on payroll data, disciplinary documents, and insurance claims among other areas.

HR trainings programs will include relevant examples and reference materials.

About the instructor

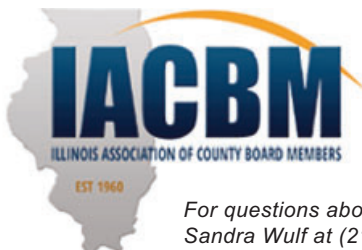
DEBBIE THOMPSON, CEO Always On Consulting

Debbie is CEO of Always On Consulting, providing strategic HR consultation and solutions. She is dedicated to applying her years of experience to assist the IACBM and the Counties of Illinois Risk Management Agency (CIRMA) members in creating better workplaces that attract and retain quality employees by providing HR solutions to complex and every-changing issues as well as cost saving process improvement strategies.



Debbie's HR career spans over 40 years. She retired from Horace Mann Educators Corporation after 17 years as Vice President, Senior Human Resources Business Partner, and Head of Talent Acquisition. As a member of the HR leadership team, she consulted with senior leadership to design and drive people-first strategies and solutions that resulted in a variety of business and performance impacts.

Debbie held elected political roles as a Sangamon County Board member for 14 years and Alderman for Ward 7 on the Springfield City Council for 4 years. She has a master's degree from the Individual Option Program, with a focus on Human Resource Development, and a bachelor's degree in Management, both from the University of Illinois Springfield. She is a 30-year member of the Society for Human Resource Management and has a Senior Human Resource Professional certification from the Human Resources Certification Institute.



Register online at www.ilcounty.org

The 2025 Leadership Training Seminar is provided to member county governments at no cost. Space is limited. Advanced registration is required to guarantee meals and educational materials.

For questions about the training seminar contact Kelly Murray at (217) 528-5331, ilcounty@gmail.com or Sandra Wulf at (217) 217-5998, sandra@iacoonline.org.

