

Welcome to County Government!

Congratulations! Now that you've been elected to county office, your new leadership role brings with it many new responsibilities. That's why the Association of Minnesota Counties (AMC) designed this conference for all newly-elected county officials to learn the basics of county government and what you need to know to get started in your new position.

The program is primarily geared toward new county commissioners, but we've made sure that the content is also pertinent to new county recorders, treasurers, auditors, attorneys or sheriffs.

Elected county officials come from many different backgrounds and experiences. This conference is designed to address the wide array of topics important to new county leaders. Whether it is policy development, open meeting law or working with unions, this program will help make you a more effective county leader by introducing you to many topics/issues important to county government.

We also encourage all county administrators/coordinators or auditors to attend the conference with their newly-elected officials so that collaboration and understanding of everyone's role in making county government work can start right away.

This important, comprehensive conference is one that no newly-elected official should miss! You will meet other newly-elected officials, learn the basics of getting started in county government and become acquainted with the services and resources that AMC and affiliate organizations offer you.

This conference is the place to have many of your questions answered about county government and your new role in it.

Questions? Please contact Laurie Klupacs, AMC Deputy Director, at lklupacs@mncounties.org or 651-789-4329.

Minnesota's citizens depend on county government more today than ever before.

The better informed you are, the better decisions you'll make as a county leader.

Wednesday, January 23, 2019

- 12:30 P.M. REGISTRATION
- 1:00 P.M. THIS IS THE ASSOCIATION OF MINNESOTA COUNTIES (AMC)
Julie Ring, AMC Executive Director
- 2:00 P.M. WELCOME AND INTRODUCTIONS
AMC President Scott Schulte, Anoka County Commissioner
- 3:00 P.M. BREAK
- 3:30 P.M. ETHICS IN GOVERNMENT AND COMMISSIONER'S PERSONAL LIABILITY
Scott Anderson, Attorney, Rupp, Anderson, Squires & Waldspurger, P.A.
All county officials must expect to be the subject of constant public scrutiny and this session will discuss specific statutes that deal with ethics in government.
- 5:00 P.M. ADJOURN/BOARD BUS TO AMC HEADQUARTERS FOR HORS D'OEUVRES RECEPTION
- 6:30 P.M. BOARD BUS BACK TO HOTEL

Thursday, January 24, 2019

- 6:00 – 8:00 A.M. BREAKFAST
- 8:00 A.M. COUNTY GOVERNMENT 101
Julie Ring, AMC Executive Director
- 8:45 A.M. THIS IS THE MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST (MCIT)
Robyn Sykes, MCIT Executive Director
- 9:45 A.M. BREAK
- 10:00 A.M. OPEN MEETING LAW: TIPS & TRAPS
Sonya Guggemos and Jennifer Wolf
MCIT Staff Counsel for Risk Control
- 11:00 A.M. BALANCING YOUR COMMISSIONER ROLE WITH WORK AND FAMILY
Scott Schulte, Anoka County Commissioner
Jenny Mongeau, Clay County Commissioner
Todd Patzer, Lac qui Parle County Commissioner
How do you do justice to the multiple meetings, large number of topics you are expected to understand, and the intricacies of county government, while still maintaining work and family commitments? Three county commissioners will share their experiences with the challenge of making the balancing act effective.
- 12:00 P.M. LUNCH
- 1:00 P.M. THE ROLE OF COUNTY ADMINISTRATOR/COORDINATOR
Kelsey Baker, Swift County Administrator
Ryan Krosch, Nicollet County Administrator
Molly O'Rourke, Washington County Administrator
Rebecca Young, Stevens County Coordinator

- 2:00 P.M. THE COUNTY BUDGET: HOW TO EFFECTIVELY DEVELOP, MONITOR, AND REPORT ON YOUR COUNTY'S BUDGET AND CAPITAL INVESTMENT PLAN
Kyle Oldre, Rock County Administrator
Bob Meyer, Blue Earth County Administrator
- 3:30 P.M. BREAK
- 3:45 P.M. VISION: POLICY MAKING VS. MICROMANAGING
AMC Past President Jack Swanson, Roseau County Commissioner
Tim Houle, Crow Wing County Administrator
What exactly is this thing they call "the policymaker's role?" What happens when we dive too far into the weeds to manage every micro decision? Whose interests are served best when we dive into the weeds? Come learn more about how to manage a large organization at the broad policy level and whose interests are best served if you don't.
- 5:00 P.M. RECEPTION / DINNER ON YOUR OWN

Friday, January 25, 2019

- 6:00 – 8:00 A.M. BREAKFAST
- 8:00 A.M. THIS IS THE NATIONAL ASSOCIATION OF COUNTIES (NACo)
Linda Langston, Director of Strategic Relations
- 8:30 A.M. DEMOGRAPHIC AND ECONOMIC CHANGES IN YOUR COUNTY
Susan Brower, MN State Demographer
Where can you find this data and how can you use that information as a policy maker in county government.
- 9:00 A.M. THE ROLE OF PROFESSIONAL STAFF IN A POLITICAL ORGANIZATION
Bruce Messelt, Chisago County Administrator
Roxy Traxler, Sibley County Administrator
So how are county staff accountable to county boards? From unionized employees and supervisors, to appointed directors and officers, to other elected officials – what is the role of a county commissioner and the county board in personnel matters and in managing the day-to-day activities and operations of county government?
- 10:00 A.M. BREAK
- 10:15 A.M. HOW TO DEAL EFFECTIVELY WITH THE MEDIA
Rich Sve, Lake County Commissioner
Harlan Madsen, Kandiyohi County Commissioner
Mary Beth Schubert, Dakota County Communications Director
The local media can assist you in your role as county commissioner by getting information out to the public and at times can hinder your work by not getting the information correct or difficult timing on release of information. In this workshop you will learn what to be aware of to build that relationship locally.
- 11:15 A.M. DISCUSSION OF OPPORTUNITIES TO BE INVOLVED IN AMC
- 12:00 P.M. ADJOURN TRAINING

Lodging

You are responsible for making your own hotel reservations using the information below.

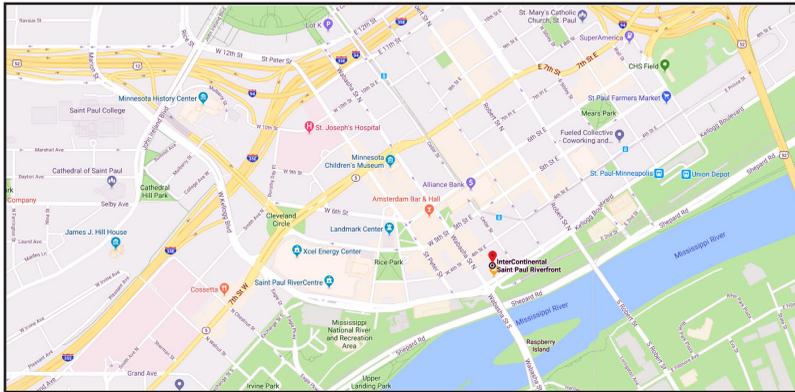
InterContinental Hotel - St. Paul Riverfront

11 E. Kellogg Blvd. | St. Paul, MN 55101

Reservations: Call 651-292-1900 or 866-686-2867

Group Rate: \$129 + tax per night (rate ends 12/26/18)

Room Block Name: 2019 County Government 101



Conference Registration

The conference fee is \$300 per attendee.

Name (s): _____

County: _____

Contact Phone: _____

Contact E-mail: _____

Please Register By January 11, 2019

**FAX to 651-224-6540, Attn: Suzanne
or ON-LINE at www.mncounties.org.**

Refunds will be granted less a \$50 cancellation fee if received between January 14-18, 2019.
No refunds will be granted after that date.

About AMC

The Association of Minnesota Counties (AMC) is a voluntary statewide organization that has assisted the state's 87 counties in providing effective county governance to the people of Minnesota since 1909.

For over 100 years,
AMC has served as
a collective voice for
Minnesota's 87 counties
to other levels of
government and the public.

AMC offers a broad range of services to its members, including education, training, communications, conferences, research, policy development, legislative advocacy and government relations. AMC works closely with the legislative and administrative branches of state and federal government in seeing that legislation and policies favorable to counties are enacted.

From overseeing development of the AMC Legislative Platform on behalf of AMC members and policy committees, to working with state agencies and discussing county concerns with state legislators, AMC works year-round on issues that have significant impact on county budgets.

AMC also offers a variety of conferences and other educational programming to help county commissioners and staff keep up-to-speed on the issues, trends and technology that help promote effective and efficient public services.



125 Charles Avenue, St. Paul, MN 55103-2108
Main Line/Switchboard: 651-224-3344, Fax: 651-224-6540
www.mncounties.org

