

## MEMORANDUM

**To:** Joe Saponaro, Patsy Mills, Al Meyers, Steven Schutt,  
Bill Marquardt, Dr. Parker, George Williams

**From:** Mary Betsa, MMC

**Re:** Upcoming Educational Sessions

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As reported at Council, a number of educational training sessions have been scheduled for 2018. They are listed below. Please let me know if you are interested in attending any of the sessions. In addition, if you would like me to arrange for a session on any topic, please let me know and I will contact a representative.

**2/24 (Columbus), 3/3 (Cincinnati), 3/24 (Independence)**

**Newly-Elected Council Training Program**  
Ohio Municipal League  
Open to all new Council and Veteran Council Members

**March 2, 2018 – 1:00-3:30**

Ohio Electronics Commission Spring Workshop  
Frank B. Willis Government Bldg., 2079 US Rt. 23, N, Delaware, Ohio 43015

This free workshop will investigate the pros and cons of scanning various types of records, as well as demonstrate a new feasibility tool developed by the OhioERC for evaluating records for digitization. Following the presentation, we'll have 4 session rotations to take a fun, hands-on, small group, deeper dive into uncovering the hidden costs and variables before, during, and after digitizing, as well as utilizing the feasibility tool and touring the Delaware County Records Center and Archives reformatting operations. (Limited to 50 participants)

*Please note, however, that I am trying to arrange to have the ERC present in Mayfield Village in order to allow for more participants in this area to attend.*

**Thursday, March 22 – Friday, March 23, 2018**

**Local Government Officials Conference**  
Hyatt Regency Columbus  
350 North High Street  
Columbus, OH 43215

Sessions are held throughout the days lasting about 1-2 hours. You can pick which sessions you wish to attend. Lunch features a guest speaker. A CD of all of the sessions is also provided.

Listed below is the schedule of seminars offered at the 2017 conference. If you are unable to attend this conference, the powerpoints for each year's seminars can be found by going to <https://ohioauditor.gov/trainings/default.html>. Once you have clicked on trainings, scroll down to Past Conference Materials and there are a number of reference materials from specific conferences and institutes that you can click on.

- [Basic Accounting for Townships](#)
- [Basic Accounting for Villages](#)
- [Bidding for Townships](#)
- [Bidding for Villages](#)
- [Cemetery Maintenance and Resources](#)
- [Chart of Accounts for Townships](#)
- [Chart of Accounts for Villages](#)
- [Converting Surplus into Cash](#)
- [Customer Service](#)
- [Duties of a Township Fiscal Officer](#)
- [Duties of a Village Clerk](#)
- [Ethics](#)
- [Fair Labor Standards Act for Firefighters](#)
- [Rules and Form 1099 Requirements](#)
- [Fraud Prevention and Detection](#)
- [Fringe Benefits](#)
- [Fund Accounting for Townships](#)
- [Fund Accounting for Villages](#)
- [Fundamentals of Debt](#)
- [Fundamentals of Economic Development](#)
- [Government Contracts Common Mistakes](#)
- [Grant Writing](#)
- [How to Best Navigate the CD Market](#)
- [How to Organize your Files](#)
- [I'm a Trustee or Council Member - Which UAN Report Should I Request?](#)
- [Joint Fire Districts - Where to Fit In](#)
- [Land Banks](#)
- [Legal Update for Fire Districts](#)
- [Legislative Update for Townships](#)
- [Legislative Update for Villages](#)
- [Long Term Planning Cash Basis Forecasting](#)
- [Long Term Planning Related to Debt Management](#)
- [Most Common Fair Labor Standards Act](#)
- [Motions, Resolutions and Ordinances](#)
- [Notes to be Filed in the Hinkle System](#)
- [Ohio Budgetary Law Handout](#)
- [Ohio Budgetary Law](#)
- [Ohio Compliance Supplement Update](#)
- [Ohio Compliance Supplement Update Handout](#)
- [Ohio Police & Fire Reporting Update](#)
- [Ohio Pooled Collateral System Update](#)
- [Ohio Property Tax](#)
- [Ohio Unemployment Update](#)
- [OPERS Update](#)
- [Principles of Investing](#)
- [Public Sector Personnel Management](#)
- [Records Retention, Document Management, and Mitigating Risk](#)
- [Segregation of Duties](#)
- [Small Government Awards Program](#)
- [The Affordable Car Act Taft C95](#)
- [The Affordable Care Act](#)
- [The Fed's New Tools](#)
- [Township Legal Update](#)
- [Township Handbook](#)
- [UAN Budget](#)
- [UAN Update](#)
- [Understanding the Media](#)
- [Village Legal Update](#)
- [Village Officers Handbook](#)
- [Workers' Compensation for Firefighters](#)
- [Workers' Compensation Update](#)
- [Zoning for Townships](#)
- [Zoning for Villages](#)

**House Bill 9 Training – Friday, April 20, 2018 – 10:00-1:15**

**(Open Meetings – Public Records)**

Auditor of State of Ohio

Hosted by: Mayfield Village

Held: Mayfield Village Reserve Hall

## Ohio Ethics Law - Webinars

The Ohio Ethics Commission presents monthly one-hour webinars to provide a convenient and helpful overview of the Ohio Ethics Law. These webinars are presented by the Ohio Ethics Commission and are supported by the Ohio Department of Taxation. The webinars are currently under consideration for 1.0 hour of general CLE instruction.

Once registered you will receive an email confirming your registration with information you need to join the webinar.

**Overview of Law:** Tuesday, February 20, 2018 1:00 PM - 2:00 PM

**Overview of Law:** Wednesday, March 14, 2018 10:00 AM - 11:00 AM

**Overview of Law:** Thursday, April 19, 2018 11:00 AM - 12:00 PM

**Overview of Law:** Tuesday, May 15, 2018 2:00 PM - 3:00 PM

**Overview of Law:** Monday, June 18, 2018 10:00 AM - 11:00 AM

**Registration for the July – December sessions will be available soon!**

**In the meantime, feel free to reserve one of these dates on your own calendar!**

**Overview of Law:** Wednesday, July 18, 2018 11:00 AM - 12:00 PM

**Overview of Law:** Thursday, August 16, 2018 10:00 AM - 11:00 AM

**Overview of Law:** Friday, September 14, 2018 10:00 AM - 11:00 AM

**Overview of Law:** Tuesday, October 16, 2018 1:00 PM - 2:00 PM

**Overview of Law:** Thursday, November 15, 2018 11:00 AM - 12:00 PM

**Overview of Law:** Wednesday, December 19, 2018 10:00 AM - 11:00 AM

Throughout the year, when educational conferences or training sessions become available, I will let you know. In the meantime, if you have any questions, please feel free to contact me.

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cc: Mayor Brenda Bodnar  
Department Heads