


GLGPA President’s Message

Fall is upon us! While many of us may travel on weekends to go apple picking or cheer on our favorite football team with friends and family, as government personnel professionals, we can also look forward to the annual GLGPA Fall Conference!

The Board of Directors, Officers, and I personally invite you to continue this fall tradition at the 2018 GLGPA Fall Conference from November 13 - 16. We are excited to have another conference at the beautiful grounds of Chateau Elan, located at 100 Rue Charlemagne in Braselton, GA.

There is always something to enjoy for everyone who attends a GLGPA conference, whether you are new local governments, an experienced manager, working towards certification, or a vendor aiming to make life easier on those of us in personnel management. We are particularly proud of the educational opportunities that we provide to our members, in conjunction with the University of Georgia’s Carl Vinson Institute of Government.

From our continuing education programs, you will become even more familiar with the issues that human resources and personnel professionals deal with on a regular basis and even some of the particularly difficult issues that we face over the course of a career.

In addition to the educational opportunities, the conference provides a valuable opportunity to network with other personnel professionals just like you. As we all know, personnel management within local governments have some exclusive nuisances that you won’t find anywhere else. This conference is a great way to learn all about those nuisances from your peers all over the state, all while growing your professional network at the same time.

We encourage you to take full advantage of this wonderful opportunity! We are excited to welcome the first time attendees into our organization and we look forward to welcoming back those of you who have been vital members of the GLGPA family. As we prepare to take a break from our day-to-day personnel duties, please take a moment and register today. This year’s theme will be something you don’t want to miss!

Thank you for allowing me to lead this association. GLGPA is great because of you!

President, GLGPA
Teaa Allston-Bing, MBA, ACHRM
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
Participants will be awarded Continuing Education Units (CEUs), which will be on record at the University of Georgia. One unit per 10 hours of instruction is awarded, with decimal units given for less than 10 hours. For instructions on how to access your CEU transcript for classes taken through the Carl Vinson Institute of Government, go to https://register.cviog.uga.edu/eCSProd1/SignIn.aspx.

REGISTRATION
The full conference fee for active GLGPA members’ of $435.00 includes all instructional costs and materials as well as breaks, two continental breakfasts and one full breakfast, two lunches, and a dinner for registered attendees. For those who are not members of GLGPA the full conference fee of $535.00 will also include all instructional costs and materials, as well as breaks, two continental breakfasts and one full breakfast, two lunches, and a dinner for registered attendees. If you care to include a guest(s) in the group meals, please indicate meal selections on the registration form, and submit a separate check for the cost of guest meals.

Please register online by visiting the Carl Vinson Institute of Government website at http://cviog.uga.edu/GLGPA and pay by credit card. You will be prompted to request a password to access the online registration system. Once you have received the password, you can view and update your profile and register for the conference.

If you are unable to register online and pay by credit card, please download and complete the registration form and mail it with a check to the address listed on the form. We cannot accept credit card payments through the mail; payment by credit card is available only via online registration.

Payment of fees must be received before enrollment in the conference can be confirmed. Confirmation will be sent to the address listed on the registration form.

ONE-DAY REGISTRATION FEE
The option of a one-day registration fee for active GLGPA members’ of $235.00 is available to those members who select a single course to complete a certificate level or who are able to attend only one day of the conference on Wednesday or Thursday. The fee includes instructional costs, materials, breaks, and meals noted on the agenda for that day. For those who are not members of GLGPA the one-day registration fee of $335.00 will include instructional cost, materials, breaks and meals noted on the agenda for that day. If you need to take classes on Wednesday and Thursday, you must submit the full registration fee.
BOARD OF REGENTS ATTENDANCE POLICY

The Carl Vinson Institute of Government, a unit of the University of Georgia, and governed by the Board of Regents, provides continuing professional educational hours in several subject areas and certificate and/or certification programs. The Institute of Government is required by the Board of Regents to maintain an attendance policy during the training sessions. Attendance during your class sessions will be monitored and you are expected to be in your session at all times with the exception of scheduled breaks and meals. Credit will only be awarded to participants who adhere to the attendance policy and complete any other course requirements.

CANCELLATION AND REFUND POLICY

Written notice of cancellation must be postmarked/dated no later than October 21, 2018, to receive a full refund of registration fees. Written requests postmarked/dated between October 22 and October 29 will be assessed a 25% administrative fee, and requests postmarked/dated after October 29 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 notify Precious Cooper at pcooper@uga.edu or via mail at Carl Vinson Institute of Government, University of Georgia, 201 N. Milledge Avenue, Athens, GA 30602-5482.

LOCATION

The 2018 GLGPA Fall conference will be held at Chateau Elan Winery & Resort, 100 Rue Charlemagne Drive, Braselton, GA 30517. For more information, please visit their website at https://www.chateauelan.com/

 LODGING

Governor Nathan Deal signed a transportation bill on Monday, May 4, 2015, that will affect your lodging reservation during the conference. The new bill creates a statewide fee of $5.00 per night per room on all hotel lodging rooms, effective as of July 1, 2015. This fee is not tax exempt.

A block of rooms has been reserved at Chateau Elan Winery & Resort, 100 Rue Charlemagne Drive, Braselton, GA 30517. Make your room reservation directly at 1-678-425-0900. The conference rate for single/double guest rooms is $159.00 plus state and local taxes. The room block will close on October 15, 2018. When you make your reservation, be sure to mention Reference: GLGPA Fall Conference. Check-in is at 4:00 p.m.; checkout is at 12:00 p.m.

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.

If you require special services, facilities, or dietary considerations, please contact Precious Cooper at pcooper@uga.edu or (706) 542-0402.
PARKING
There is plentiful of complimentary parking.

DOOR PRIZES
Each member is requested to bring a door prize for both Wednesday’s and Thursday’s sessions.

CONFERENCE INFORMATION
If you have questions concerning your courses or progress in the certificate program, contact:

Dan Lasseter – course and program information
(706) 542-6653 or danl@uga.edu
Carl Vinson Institute of Government

SPECIAL NEEDS
If you have a medical or dietary inquiry, need information concerning cancellations/substitutions, or receipt of conference registration, contact:

Precious Cooper – conference logistics
(706) 542-0402 or pcooper@uga.edu
Carl Vinson Institute of Government
### Tuesday, November 13

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>12:00 pm – 2:00 pm</td>
<td>GLGPA Board of Directors Meeting</td>
<td>Elan Ballroom</td>
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<tr>
<td>3:00 pm – 5:00 pm</td>
<td>Exhibitor Set-up</td>
<td>Paris Ballroom</td>
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<td>Early Conference Registration</td>
<td>Paris Ballroom</td>
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<tr>
<td>5:00 pm – 6:00 pm</td>
<td>New Member Orientation</td>
<td>Elan Ballroom</td>
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<tr>
<td>5:30 pm – 7:30 pm</td>
<td>Northwestern Benefit Reception and Wine Tasting</td>
<td>Winery</td>
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* Dinner on your own *

### Wednesday, November 14

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>7:00 am – 8:30 am</td>
<td>Continental Breakfast</td>
<td>Paris Ballroom</td>
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<td></td>
<td>Conference Registration</td>
<td>Pre-function area</td>
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**Concurrent Sessions**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>8:30 am – 9:15 am</td>
<td>Welcome and Announcements</td>
<td>Paris Ballroom I</td>
</tr>
<tr>
<td>9:15 am – 10:15 am</td>
<td>Foundations of Public HR</td>
<td>Paris Ballroom I</td>
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<tr>
<td></td>
<td>Prerequisite (12 hours)</td>
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<tr>
<td></td>
<td>Meg Blubaugh</td>
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<td></td>
<td>Human Resource Director – Risk Manager</td>
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<td></td>
<td>City of Newnan</td>
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<td></td>
<td>Rita Odom</td>
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<tr>
<td></td>
<td>Retired Human Resource Director – Risk Manager</td>
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<td></td>
<td>City of Rome</td>
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<tr>
<td></td>
<td>Bryan Fobbus</td>
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<tr>
<td></td>
<td>Retired Human Resource Director</td>
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<tr>
<td></td>
<td>City of Warner Robins</td>
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Managing Risk and Controlling Loss
Level I (6 hours)
Cindy Mallett
Human Resources Director
Bulloch County Board of Commissioners

Employee Recruitment and Selection
Level I (6 hours)
Elizabeth McBurney
Assistant Human Resources Manager
Columbia County Board Commissioners

Effective Presentations (2 Days)
Advanced Track (12 hours)
Stacy Jones
Associate Director
GTED, Carl Vinson Institute of Government
And
Ashley Faris
Senior Event Coordinator, M.Ed. Leadership & Organizational Dev.
GTED, Carl Vinson Institute of Government

Introductory Budget (2 Days)
Continuing Education (12 hours CEU Credit)
Tracy Arner
Financial Management Program Manager
GTED, Carl Vinson Institute of Government
**Wednesday, November 14 (continued)**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Location</th>
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<tbody>
<tr>
<td>10:15 am – 10:30 am</td>
<td>Break</td>
<td>Paris Ballroom, Pre-function area</td>
</tr>
</tbody>
</table>
| 10:30 am – 11:45 am | Foundations of Public HR (continued)  
Managing Risk and Controlling Loss (continued)  
Employee Recruitment and Selection (continued)  
Effective Presentations (continued)  
Introductory Budget (continued) |                                  |
| 12:00 pm – 1:00 pm | Lunch                                                  | Versailles                      |
| 1:00 pm – 2:30 pm | Foundations of Public HR (continued)  
Managing Risk and Controlling Loss (continued)  
Employee Recruitment and Selection (continued)  
Effective Presentations (continued)  
Introductory Budget (continued) |                                  |
| 2:30 pm – 2:45 pm | Break                                                  | Paris Ballroom, Pre-function area |
| 2:45 pm – 4:30 pm | Foundations of Public HR (continued)  
Managing Risk and Controlling Loss (continued)  
Employee Recruitment and Selection (continued)  
Effective Presentations (continued)  
Introductory Budget (continued) |                                  |

*Dinner on your own*
Thursday, November 15
7:00 am – 8:30 am

Continental Breakfast

Conference Registration

Location
Paris Ballroom
Pre-function area

Concurrent Sessions
8:30 am – 10:15 am

Foundations of Public HR
Prerequisite (12 hours)
Meg Blubaugh
Human Resource Director – Risk Manager
City of Newnan

Rita Odom
Retired Human Resource Director – Risk Manager
City of Rome

Bryan Fobbus
Retired Human Resource Director
City of Warner Robins

Components of Budgeting
Level I (6 hours)
Beth Horacek
Public Service Assistant
GTED, Carl Vinson Institute of Government

Job Analysis for Training, Testing, and Promotional Assessments
Level I (6 hours)
Elizabeth McBurney
Assistant Human Resources Manager
Columbia County Board Commissioners

Location
Paris Ballroom I
Paris Ballroom II
Paris Ballroom III
Thursday, November 15 (continued)

**Effective Presentations (2 Days)**
Advanced Track (12 hours)

Stacy Jones
Associate Director
GTED, Carl Vinson Institute of Government
And

Asheley Faris
Senior Event Coordinator, M.Ed. Leadership & Organizational Dev.
GTED, Carl Vinson Institute of Government

**Introductory Budget (2 Days)**
Continuing Education (12 hours CEU Credit)

Tracy Arner
Financial Management Program Manager
GTED, Carl Vinson Institute of Government

10:15 am – 10:30 am Break

10:30 am – 12:00 pm

- **Foundations of Public HR** (continued)
- **Components of Budgeting** (continued)
- **Job Analysis for Training, Testing and Promotional Assessments** (continued)
- **Effective Presentations** (continued)
- **Introductory Budget** (continued)
### Thursday, November 15 (continued)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>12:00 pm – 1:00 pm</td>
<td>Lunch</td>
<td>Versailles</td>
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<tr>
<td>1:00 pm – 2:30 pm</td>
<td>Foundations of Public HR (continued)</td>
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<td></td>
<td>Components of Budgeting (continued)</td>
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<tr>
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<td>Job Analysis for Training, Testing and Promotional Assessments (continued)</td>
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<td></td>
<td>Effective Presentations (continued)</td>
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<tr>
<td></td>
<td>Introductory Budget (continued)</td>
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<tr>
<td>2:30 pm – 2:45 pm</td>
<td>Break</td>
<td>Paris Ballroom</td>
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<tr>
<td></td>
<td>Pre-function area</td>
<td>Pre-function area</td>
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<tr>
<td>2:45 pm – 3:30 pm</td>
<td>Foundations of Public HR (continued)</td>
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<td></td>
<td>Components of Budgeting (continued)</td>
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<td>Effective Presentations (continued)</td>
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<td></td>
<td>Introductory Budget (continued)</td>
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<tr>
<td>6:30 pm – 8:00 pm</td>
<td>Dinner</td>
<td>Versailles</td>
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### Friday, November 16

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 am–8:30 am</td>
<td>Breakfast Buffet</td>
<td>Versailles</td>
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<tr>
<td>8:00 am–10:00 am</td>
<td>General Session</td>
<td>Paris Ballroom I</td>
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<tr>
<td></td>
<td>Legal Update</td>
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<tr>
<td></td>
<td>Megan Martin</td>
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<td></td>
<td>Attorney</td>
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<td>Jarrard &amp; Davis, LLP</td>
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<tr>
<td>10:00 am – 11:30 am</td>
<td>Wrap-Up and Closing</td>
<td>Paris Ballroom I</td>
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