

NEW OFFICER TRAINING AGENDA
Four Points by Sheraton – Midlothian, VA
December 11-13, 2024

DAY ONE
Wednesday, December 11, 2024

8:00 AM - 9:00 AM	Breakfast/Registration	
9:00 AM – 10:00 AM	Welcome and Introductions	Bill Fussell, Compensation Board Customer Service Supervisor
	Compensation Board Functions & Duties	Jeffrey Palmore, Compensation Board, Chairman Laurie Hicks, APA Audit Director – Local Government and Judicial Systems Robyn de Socio, Executive Secretary, Compensation Board
10:00 AM – 11:00 AM	<u>Panel Discussion</u> State and Compensation Board Budget Process and Locality Pay Plans & Budget Process	<u>Panelists</u> Charlotte Lee, Budget Manager Matt Harris, Deputy County Administrator, Chesterfield County Mike Mondul, Sheriff City of Danville
11:00 AM – 12:00 PM	Division of Risk Management	Annika Melton, Senior Claims Manager, Division of Risk Management, Department of Treasury
12:00 PM – 1:00 PM	Lunch	
1:00 PM – 2:45 PM	Lawful Employment Practices Overview	Fred Schutt Emily Kendall Chowhan, Attorneys at Law Woods Rogers, PLC
2:45 PM – 3:00 PM	Break	
3:00 PM – 4: 00 PM	Freedom of Information Act	Alan Gernhardt, Executive Director FOI Advisory Council Staff
4:00 PM – 5:00 PM	Conflict of Interest Act for State and Local Gov’t	Stewart Petoe, Executive Director, Virginia Conflict of Interest and Ethics Advisory Council
5:00 PM 6:00 PM	Adjourn for Day New Treasurers: Dinner with the Treasurers’ Association of VA	

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DAY TWO (morning)
Thursday, December 12, 2024

7:30 AM – 8:30 AM

Breakfast

8:30 AM – 9:45 AM

Compensation Board Pay Plans
Treasurers & Commissioners

Compensation Board Staff

Bill Fussell, Customer Service
Supervisor

Commonwealth’s Attorneys &
Circuit Court Clerks

Paige Christy, Sr. Fiscal Tech

Sheriffs & Superintendents

Brian Bennett, Sr. Fiscal Tech

Donna Foster, Sr. Fiscal Tech

9:45 AM – 10:00 AM

Break

10:00 AM - 11:00 AM

Compensation Board Pay Plans-continued

Bill Fussell, Customer Service
Supervisor

Paige Christy, Sr. Fiscal Technician

Brian Bennett, Sr. Fiscal Technician

Donna Foster, Sr. Fiscal Technician

11:00 AM – 12:00 PM

Fines and Fees/Technology Trust Funds
Clerks & Commonwealth’s Attorneys

Mark Pellett, Finance &
Management Analyst

11:00 AM – 11:15 AM

Local Inmate Data System (LIDS)
Sheriffs & Superintendents

Kari Jackson, LIDS Program
Manager

11:15 AM - 11:30 AM

LIDS Audits/Jail Cost Report
Sheriffs & Superintendents

Kari Jackson, LIDS Program Mgr
Mark Pellett, Fin & Mgmt Analyst

12:00 PM – 1:00 PM

Lunch

1:00 PM

Superintendent New Officer Training Adjourn

1:00 PM

Sheriffs’ New Officer Training Adjourn

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DAY TWO (afternoon)
Thursday, December 12, 2024

Virginia Court Clerks' Association Agenda

1:00 PM – 1:15 PM	Introduction to VCCA and Introduction of Speakers	Hon. Kelly Flannagan President of VCCA, Clerk City of Bristol
1:15 PM – 1:45 PM	Technology Trust Fund (TTF) Uses and other Tips	Technology Committee Hon. Randy Carter , Clerk City of Suffolk Tristana Treadway , Clerk Fluvanna County
1:45PM --2:15 PM	Legislative Process and the importance of Clerk Support throughout of the Year	Hon. Ed Jewett , Clerk City of Richmond Randy Carter , Clerk City of Suffolk
2:15PM--2:30PM	Partnering Relationships for the Better Tomorrow	Tristana Treadway , Clerk Fluvanna County
2:30 – 2:45 PM	Break	
2:45PM—3:00 PM	Partnering Relationships for the Better Tomorrow	Tristana Treadway , Clerk Fluvanna County
3:00 PM – 3:30 PM	Career Development Program	Hon. Ed Jewett , Clerk City of Richmond
3:30 PM - 3:45 PM	Personal Tips for a Happy, Well Run and Successful Clerk Office and “Must do” items	All Presenting Clerks
3:45 PM – 4:30 PM	Wrap up and General Discussion	Hon. Ed Jewett , Clerk City of Richmond Hon. Kelly Flannagan President of VCCA, Clerk City of Bristol
4:30 PM	Clerks New Officer Training Adjourn	

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DAY TWO
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Treasurers' Association Breakout Agenda

11:00 AM – 11:30 PM	IRMS and EESMC	TBA Special Taxes and Locality Liaison Department of Taxation
11:30 AM – 12:00 PM	State and Estimated Income Tax	TBA Tax Processing Operations Department of Taxation
12:00 PM – 1:00 PM	Lunch	
1:00 PM	Welcome	Hon. Jody Acosta TAV President Treasurer, City of Falls Church
1:15 PM – 2:45 PM	Roles & Responsibilities of the Treasurer	Hon. Fred Parker Treasurer, Washington County
2:45 PM – 3:00 PM	Break	
3:00 PM – 5:00 PM	Collections	Jeff Scharf, Andy Neville Taxing Authority Consulting Services (TACS)
5:00 PM	Adjourn for Day	
6:00 PM	Dinner with Treasurers' Association of Virginia	

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DAY TWO
Thursday, December 12, 2024

Commonwealth's Attorney Agenda

1:00 PM – 2:00 PM	Setting a Tone of Compliance with the Rules of Ethics	Hon. Bryan L. Porter Commonwealth's Attorney City of Alexandria
2:00 PM – 2:45 PM	Handling Your First Big Case: <i>COIA, Media Relations, Law Enforcement Issues, Grand Juries, Special Prosecutors, Finding a Mentor</i>	Hon. Bryan L. Porter Commonwealth's Attorney City of Alexandria
2:45 PM – 3:00 PM	Break	
3:00 PM - 4:45 PM	Handling Your First Big Case (<i>con'd.</i>)	Hon. Bryan L. Porter Commonwealth's Attorney City of Alexandria
4:45 PM	Adjourn for Day	
6:00 PM	Group dinner at TBD hosted by VACA	

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DAY THREE
Friday, December 13, 2024

Treasurers' Association

8:00 AM – 10:00 AM	Roles & Responsibilities of the Treasurer II	Hon. Fred Parker Treasurer, Washington County
10:00 AM – 10:15 AM	Break	
10:15 AM – 11:15 AM	TAV Mentoring Program	Hon. Dinah Babb Treasurer, City of Franklin Hon. Tom Scibilia Treasurer, City of Franklin Hon. Jody Acosta TAV President Treasurer, City of Falls Church
11:15 AM – 12:00 PM	TAV Legal Counsel	Kevin Appel KRAESQ, PLC
12:00 PM – 1:00 PM	Lunch	
1:00 PM – 2:00 PM	Working with Your Local Governing Body	Hon. Dinah Babb Treasurer, City of Franklin Hon. Tom Scibilia Treasurer, City of Franklin Hon. Fred Parker Treasurer, Washington County Hon. Jody Acosta TAV President Treasurer, City of Falls Church
2:00 PM – 3:00 PM	TAV Certification Program Career Development/Office Accreditation	Jody Acosta , Treasurer City of Falls Church
3:00 PM – 3:30 PM	TAV Technology	Charles Evelyn Treasurer, New Kent County
3:30 PM – 4:00 PM	Panel Roundtable Discussion	Hon. Jody Acosta Treasurer, City of Falls Church Hon. Dinah Babb , Treasurer, City of Franklin Hon. Fred Parker Treasurer, Washington County Kevin Appel KRAESQ, PLC Charles Evelyn Treasurer, New Kent County
4:00 PM	Treasurers' New Officer Training Adjourn	

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Commonwealth’s Attorneys’ Association Agenda

7:30 AM – 8:00 AM	Breakfast	
8:00 AM – 9:00 AM	Things You Need to Know Something About: <i>Concealed Carry Permits, “Red Flag” Orders</i> <i>Election Law, Expungements</i>	Elliott J. Casey Staff Attorney, CASC
9:00 – 10:00 AM	Things You Need to Know Something About: <i>Concealed Carry Permits, “Red Flag” Orders</i> <i>Election Law, Expungements</i>	Elliott J. Casey Staff Attorney, CASC
10:00 AM – 10:15 AM	Break & Room Checkout	
10:15 AM – 10:45 AM	Virginia Victim’s Fund	Shannon Dion VVF
10:45 AM – 11:15 AM	Virginia Department of Criminal Justice Services (DCJS) and the Virginia Witness Protection Fund	Jordy Nolan DCJS
11:15 AM – 11:45 AM	Virginia Department of Criminal Justice Services (DCJS) and Victim Witness and VSTOP	Kristina Vadas DCJS
11:45 AM – 12:00 PM	Virginia Criminal Justice Foundation (VCJF)	Hon. Donald Caldwell Commonwealth’s Attorney City of Roanoke
12:00 Noon – 1:00 PM	Lunch	
1:00 PM – 2:00 PM	Ethics Require Good Leadership: Good Leadership Creates Office Well-being	Megan Zwisohn Chief Deputy CA Rockbridge County Andy Rosenberg Assistant CA Virginia Beach
2:00 – 2:30 PM	More Things You Need to Know Something About: <i>Inmate Mail: IAD, Habeas, Evidence Preservation</i> <i>Out-of-State Witnesses, Firearms Restorations,</i> <i>U-Visas and T-Visas</i>	Elliott J. Casey Staff Attorney, CASC
2:30 PM – 2:45 PM	Break	
2:45 PM – 3:45 PM	More Things You Need to Know Something About: <i>Inmate Mail: IAD, Habeas, Evidence Preservation</i> <i>Out-of-State Witnesses, Firearms Restorations,</i> <i>U-Visas and T-Visas</i>	Elliott J. Casey Staff Attorney, CASC
3:45 – 4:15 PM	An Introduction to Prosecutor’s Encyclopedia	Elliott J. Casey Staff Attorney, CASC
4:30 p.m.	Commonwealth’s Attorneys New Officer Training Adjourn	