

## NEWLY ELECTED OFFICIALS TRAINING

December 11-13, 2018  
The Hotel RL, Olympia, WA



### TUESDAY, DECEMBER 11

**\*\*DRAFT AGENDA\*\***  
*details subject to change*

11:30am – 1:00pm	Canvassing Board Training
1:00pm – 1:30pm	Opening Session
1:30pm – 2:00pm	Legislative Training
2:00pm – 3:45pm	Legal Do's & Don'ts - <i>Ethics, Public Records Act, Open Public Meetings Act, Appearance of Fairness Doctrine.</i>
4:00pm – 5:00pm	Clients by Statute, Not by Choice – <i>Utilizing your prosecutor as your attorney.</i>
5:00pm – 7:00pm	Welcome Reception

### WEDNESDAY, DECEMBER 12

7:00am – 8:00am	Breakfast
8:00am – 12:00pm	Commissioner/Councilmember Training <ul style="list-style-type: none"><li>○ Your Role as a County Leader</li><li>○ County Government 101</li><li>○ Who and What is WSAC</li></ul>
12:00pm – 1:00pm	History of Counties Luncheon
1:00pm – 5:00pm	Commissioner/Councilmember Training <i>Continued</i> <ul style="list-style-type: none"><li>○ Meet your Affiliates</li><li>○ Your Role in Olympia</li></ul>
5:30pm – 7:30pm	NEO Banquet – <i>Lessons learned from a panel of "veteran" elected officials</i>

### THURSDAY, DECEMBER 13

7:00am – 8:00am	Breakfast
8:00am – 9:00am	Meet your County Team – <i>Includes the following offices: Assessor, Auditor, Clerks, Commissioners/Councilmembers, Coroners, Prosecutors, Sheriffs, Treasurers, Superior Court Judges, District Court Judges.</i>
9:15am – 10:15am	Employment Law – <i>Public employer basics (unions, exempt employees, progressive discipline)</i>
10:30am – 11:30pm	County Budgeting – <i>Basics of county budgeting (revenues, budget call, expenditures)</i>
11:35am – 12:30pm	County Finance Committee – <i>Basics of the County Finance Committee for Commissioners, Councilmembers, Auditors &amp; Treasurers.</i>
12:30pm	Adjourn