AGENDA

8:15 a.m.        Registration and Continental Breakfast

8:45 a.m.        Welcoming and NYCOM Update

9:00 - 10:15 a.m.       Structures, Roles and Responsibilities and the Open Meetings Law
    • Understanding the Roles of Local Officials and the Scope of Their Powers
    • Running Meetings Effectively: The Open Meetings Law 101

10:15 - 10:45 a.m.       Q&A with a Veteran Mayor

10:45 a.m. - 12:00 noon   Ethics and Labor Relations
    • Ethics and Conflicts of Interests
    • Civil Service 101
    • Employee Discipline

12:00 noon        Lunch

1:00 - 2:00 p.m.       Minutes, Meeting Procedures and Records Management
    • Running Meetings Effectively: The Importance of Minutes and Meeting Procedures
    • An Introduction to Records Management
    • Required and Recommended Policies and Procedures

2:00 - 3:00 p.m.       Municipal Finance
    • Budget Development
    • State Aid and Assistance
    • Revenue Options
    • Expenditure of Funds
    • Reserves

3:00 p.m.        Workshop Concludes

Presented by the NYCOM staff, these workshops will provide you with the knowledge you need for your transition to public service and will enable you to hit the ground running on day one. The cost of each workshop is $50 per person ($100 non-members). Registration includes all workshop materials, breakfast and lunch.

NYCOM’S NEW OFFICIALS BOOT CAMP
- REGISTER NOW AT WWW.NYCOM.ORG -

WHITE PLAINS • THURSDAY, JANUARY 9 (CITY HALL)

GENEVA • WEDNESDAY, JANUARY 15 (RAMADA GENEVA LAKEFRONT)

ALBANY • THURSDAY, JANUARY 16 (HILTON GARDEN INN-ALBANY/SUNY)

SEATING IS LIMITED!