

EXCELLENCE in Action



ELECTED OFFICIALS ACADEMY

Choose one or both programs.

PERSONAL LEADERSHIP

Feb. 17 - March 17, 2010



POLICY LEADERSHIP

April 7 - May 5, 2010

These programs will be offered at Kent State University at Geauga*, Kent and Stark*.

**Offered as a VTEL interactive video conference.*

Sponsored by Kent State University
Department of Political Science and
Center for Public Administration and Public Policy
128 Bowman Hall, Kent, Ohio 44242-0001
330-672-7148 or e-mail cfpapp@kent.edu



PERSONAL LEADERSHIP

FEB. 17 – ADMINISTRATIVE LAW

R. Todd Hunt, Walter and Haverfield

As a branch of public law, agency actions – including rulemaking, adjudication and enforcement are important to identify and understand. Many government agencies have concerns about the application and practice of administrative law.

FEB. 24 – PARLIAMENTARY PROCEDURES

Ray Heisey

Also known as parliamentary law, parliamentary practice or legislative procedure. This session will examine the standard rules, ethics and customs used in holding meetings, deliberations and rulemaking.

MARCH 3 – HUMAN RESOURCES POLICIES AND MANAGEMENT

Lynn Leslie, Portage County Board of Developmental Disabilities

At the core of every government agency is the staff. To provide a positive work environment, you should understand policy and procedures regarding staff employment. This understanding can help in discussions on hiring practices and the general efficiency of the office.

MARCH 10 – MEDIA RELATIONS

The media is essential in informing and educating the public about government agency actions. This flow of information requires a relationship, with the objective being to maintain a steady, positive, credible stream of information about the agency's mission, policies and practices.

MARCH 17 – ETHICS MATTER

Fr. Norm Douglas, Heart-to-Heart Communications

Ethics are essential to good business practices and should be consistent with an agency's mission statement and principles. It is necessary to identify these principles and understand their use in business, the community and the workplace to garner public trust and support.

POLICY LEADERSHIP

APRIL 7 – BUDGETING

John M. Lehman, Director of Business Affairs and Operations at Kent State University at Stark

Budgeting is a tool required for government agencies to conduct business and maintain accountability. In times of economic hardship, budgeting can be especially difficult due to the cutting of programs, staff, etc. Developing skills to identify what is available and the creation of an optimally efficient organization will aid goals and objectives.

APRIL 14 – MUNICIPAL PLANNING AND GOAL SETTING

Tom Pascarella, Director of Administration for the City of Tallmadge

Municipal planning involves the setting of goals and objectives in various forms. This can include activism, economic development, services, etc. Specific skills and tools can aid in creating a plan for each individual community.

APRIL 21– LIABILITY/RISK MANAGEMENT

Thomas Wichert, Wichert Insurance Services Inc.

Risk management and liability go hand in hand in government agencies. Risk management identifies possible hazards to the agency and seeks to minimize any liability.

APRIL 28 – REGIONAL PLANNING AND ECONOMIC DEVELOPMENT

Mike Shafarenko, Fund for Our Economic Future

Municipalities do not have to stop planning at their city limits. To optimize costs and increase benefits, a regional plan involving several cities can help in providing services to citizens.

MAY 5 – LEADERSHP IN DIFFICULT TIMES

Gale Gault, Gale G. Gault and Associates LLC

When public budgets are strained, it is difficult to maintain steady leadership skills in a stressful environment. This leadership is critical to maintain the goals and objectives of an organization.

