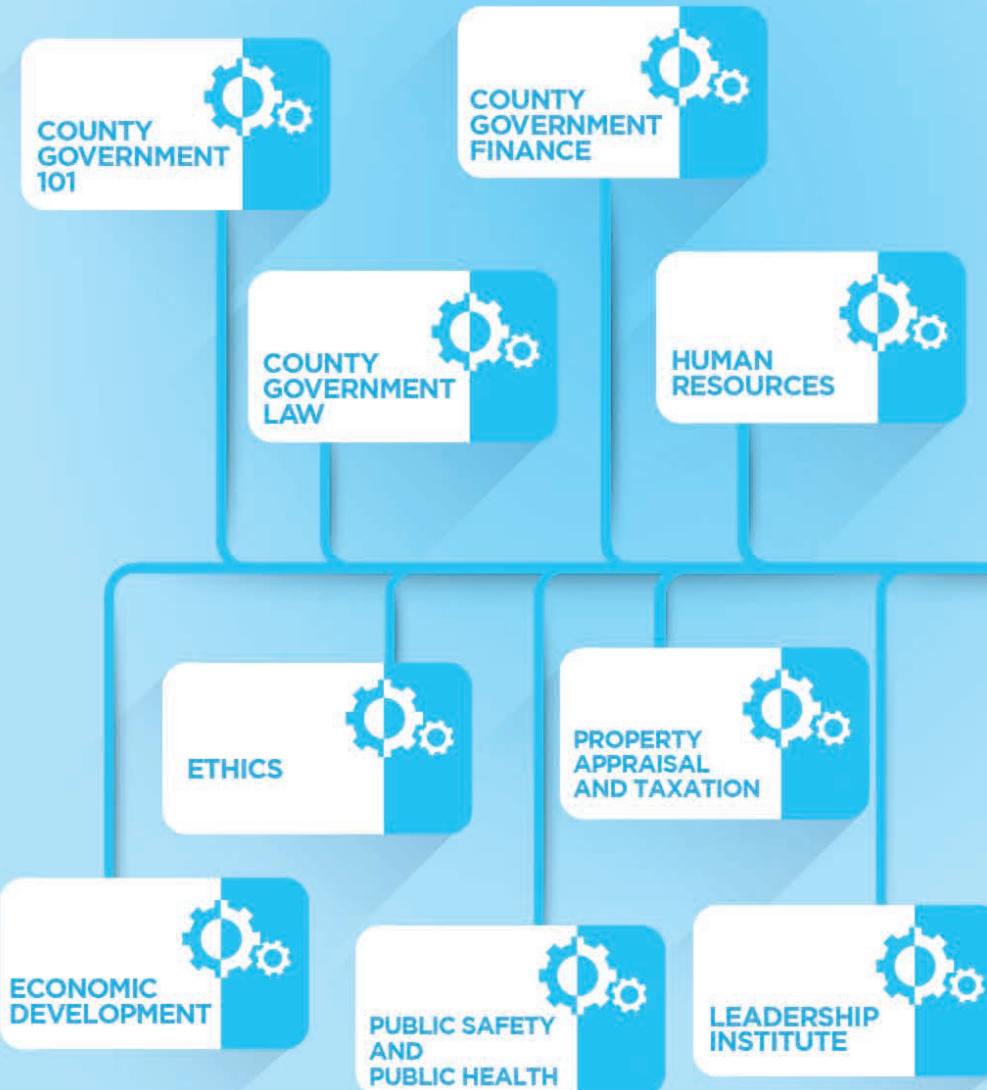


# ACCG LIFELONG LEARNING ACADEMY

## CORE CLASSES



## SPECIALTY TRACKS



CONTINUING EDUCATION

ACCG, Georgia's county association, believes a commitment to continuing education provides county officials with tools, resources and leadership skills to enhance decision-making within their communities. For more than two decades, ACCG has offered training and certification courses for county officials in partnership with the Carl Vinson Institute of Government (CVIOG) at University of Georgia, and we continue to build upon that groundwork with the Lifelong Learning Academy.

**CORE CERTIFICATION** The foundation for your education as a commissioner is the Core Certification. It includes 66 hours of required courses and upon completion officials achieve the status of "Certified County Commissioner" and are eligible for a \$100 monthly stipend from their county.

## COUNTY GOVERNMENT 101

Study how and why counties exist, their role and responsibilities - what they must do and what they may do - and how you as a commissioner can influence the future positively.

## COUNTY GOVERNMENT FINANCE

Gain a working understanding of county government finance and tools that will help you to better fulfill your financial decision-making and policy adoption responsibilities

## COUNTY GOVERNMENT LAW

Discover the legal role a county has, how counties fit within the legal hierarchy of U.S. government, the legal context of commissioner powers and duties, and the legal roles and relationships between the board of commissioners and other members of the county team.

## ECONOMIC DEVELOPMENT

Explore county government's role in economic development, understand the roles of private and non-profit entities, and learn about strategies, tools, and best practices to identify your community's assets, develop an economic development plan, and work with regional partners.

## ETHICS

Examine your legal, moral, and ethical public sector obligations as a county commissioner with a focus on the key principles of public sector ethics, the range of consequences for public servants when ethical decision-making is in question, and the public perception/appearance of impropriety.

## HUMAN RESOURCES

Learn why county employees are the single most important resource in your goal to provide service to citizens with a discussion ranging from employment and labor laws to understanding the value of employees and how decisions, policies, and practices strengthen the county team while meeting existing law.

## LEADERSHIP INSTITUTE

Discover "I, You, Me and We!" Communication and interpersonal relationships are critical to being an effective leader, and the focus is on assessing personal styles, relating to others, and building board and community relationships as you realize how these skills can guide your journey as a public leader.

## PROPERTY APPRAISAL AND TAXATION

Study the complex, but important, topic of property appraisal and taxation and its significance to county government operations. Tax digests, types of property, and property tax revenues as well as the role of commissioners, assessors and development authorities are discussed.

## PUBLIC SAFETY AND PUBLIC HEALTH

Understand the role and responsibilities of counties and commissioners during this look at the services that must be provided by law in public safety and public health, their budgetary impact, ways to allocate resources and strategies for working with other governmental and industry partners.

**SPECIALTY TRACK CERTIFICATION** Specialty Track classes and certification are designed to engage the learner at a much deeper level. The course topics are more refined in scope and class participants have more opportunity to become truly immersed in the subject matter. To obtain a Specialty Track certification, a participant must complete eight (8) courses in the track [a minimum of five (5) courses in any track must come from the list of primary courses as designated below, with the remainder coming from the same list or from designated 'cross-over' courses].

#### (CE) CITIZEN ENGAGEMENT

An active, involved public is essential to the proper functioning of government. This track seeks to provide county officials information on strategies to motivate your citizens to become involved and stay involved with their county government. Communication, customer service and accessibility highlight the courses in this track.

- Bringing People Together
- Civic Engagement
- Getting Your Message Out
- Effective County Government
- Navigating Change
- Strategic Planning
- Transparency in Government
- Policy Development, Implementation and Evaluation



#### (COM) COUNTY OPERATIONS AND MANAGEMENT

Efficient and cost-effective processes and procedures are necessary for successful county governments. This track focuses on ways to ensure that your county is operating at its peak. Technical assistance, human resource administration including risk management and retirement, and planning are stressed in this track.

- Air, Land and Water: County Challenges and Responsibilities
- Capital Improvement Planning
- Commission and Staff Relations
- County Insurance and Risk Management
- County Retirement Programs: What They Mean to Your Employees and Your Budget
- Management and Human Resources Responsibilities
- Managing Meetings
- Public Works and Transportation
- Technology Solutions
- Water Management



#### (ECD) ECONOMIC & COMMUNITY DEVELOPMENT

A vibrant economic base is vital to all communities. This track explores the many facets of economic and community development so that all the pieces of this important puzzle are understood. Land use planning, the financial implications of economic development, and the role of training and education are a few of the featured topics of this track.

- Global Commerce and Georgia's Targeted Industries
- Managing Growth
- Regional Economic Development Training (12 hours)
- Revitalizing Your Community
- Understanding the Benefits of Land Use Planning
- Understanding Local Economic Development Assets
- Using Incentives for Economic Development
- Workforce Development



#### (IR) INTERGOVERNMENTAL RELATIONS

It's getting clearer every day that a county commission does not work in a vacuum; outside influences factor into local decisions consistently. This track looks at the other groups county officials work with and the ways they work with them in order to achieve success for their county, region and state. A study of the other "teams" involved with county commissions and methods for efficient interaction with them are the basics of this track.

- The Art of Negotiation
- Building Your City-County Relationships
- Constitutional Officers
- Crisis Management
- Federal and State Relations
- Regional Cooperation
- Resolving Conflict
- Successfully Negotiating Service Delivery Strategy Agreements
- Working with School Boards, Authorities and Other Partners



#### (LD) LEADERSHIP DEVELOPMENT

Leadership is necessary for the success of communities and finding ways to identify and prepare leaders is not always simple. This track examines how you can bring out the leader in yourself and others. Working together, developing personal leadership skills, and understanding leadership styles and motivation are the nucleus of this track.

- Board Dynamics
- Collaborative Leadership
- Leadership in Local Government
- Leadership Team Building: Creating "We's" from "I's"
- Motivation and Successful Leadership
- Understanding Leadership Styles
- Understanding and Using Power and Influence Effectively
- Voice of Leadership



#### (PS) PUBLIC SAFETY

One of the primary responsibilities of county commissioners is securing safety for their citizens. This track outlines the many facets of public safety and its implications for you as a commissioner. Law enforcement, emergency management, and the impact public safety issues have on your community are among the issues included in this track..

- Citizen Public Safety Initiatives
- Courts and the Justice System
- Disaster and Emergency Preparedness: Commission Roles and Responsibilities
- Family and Children's Services
- Fire, EMS, and 911
- Law Enforcement in Counties: Principles, Partners and Practices
- Mental Health and the Criminal Justice System: Costs and Implications
- Public Safety: Developing Collaborative Strategies and Practices



#### (QL/SI) QUALITY OF LIFE/SOCIAL ISSUES

Everyone wants to live in a nice place - and county commissioners are an integral part of making sure that counties meet that goal! This track surveys the many factors involved in providing livable communities. Community health, parks and sustainability, and policy decisions regarding these complex issues are some of the topics studied in this track..

- Addressing Complex Community Issues
- Arts, Culture and Tourism
- Building Sustainable Communities
- Demographics and Diverse Perspectives
- Health and Wellness
- Identifying Funding for Community Enhancements
- Parks, Recreation and Active Living
- Public Health



#### (RF) REVENUE & FINANCE

All public servants have goals and dreams for their communities but none of those can be accomplished without the dollars! This track tackles the task of managing your county's money and ways to increase revenue. Budgeting, financial policies and enhancing financial efficiencies are some of the subjects discussed in this track.

- Budgeting for Long-Term Fiscal Sustainability
- The County Audit Process
- Debt Financing
- Developing Financial Policies
- Efficiencies in County Finance
- Federal and State Budgeting
- Intergovernmental Agreements and Private Partnerships
- Revenue and Tax Policy
- Transportation Funding: Options and Strategies



**CONTINUING EDUCATION** In order to maintain core and specialty certifications, commissioners who take office on or after January 1, 2013 are required to earn 18 hours of continuing education annually. These hours can be earned by taking additional specialty courses and attending ACCG conferences and meetings including district meetings and policy committee meetings. Commissioners who took office prior to this date are also strongly encouraged to participate in continuing education opportunities.

## TRACK YOUR RECORDS AND WATCH YOUR PROGRESS

Keep up with your ACCG Lifelong Learning Academy record through the ACCG Dashboard. Go to [www.accgdashboard.com](http://www.accgdashboard.com).

### IF YOU WERE ELECTED PRIOR TO 2012:

- Your 'UserID' is the first letter of your first name, followed by your full last name (no spaces)
- Your 'Password' is the name of your county (without the word 'County')
- These should be all lower case
- Example: you are Commissioner John Doe from Campbell County, your UserID is jdoe, and password is campbell

### IF YOU WERE ELECTED IN 2012, OR AFTER:

- Your 'UserID' is the first two (2) letters of your first name, followed by your full last name (no spaces)
- Your 'Password' is the name of your county (without the word 'County')
- These should be all lower case
- Example: you are Commissioner John Doe from Campbell County, your UserID is jdoe, and password is campbell

## You can always contact us!

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The Lifelong Learning Academy is presented by



**Carl Vinson  
Institute of Government  
UNIVERSITY OF GEORGIA**