



COUNTY COMMISSIONERS
Association of Pennsylvania

County Administration Conference

May 27 - 28, 2020
The Penn Stater Hotel and Conference Center, State College

AGENDA AND REGISTRATION MATERIALS ENCLOSED

DESIGNED SPECIFICALLY FOR COUNTY EMPLOYEES WORKING IN:

- **Administration**
- **Human Resources**
- **Finance**
- **Information Technology**

PCoRP and UC Trust members receive discounted registration rates!
Current Academy for Excellence in County Government participants attend for free!

Special Thanks to Our Sponsors

(list as of March 9, 2020)

BLUE RIBBON CONFERENCE SPONSORS

PCoRP (The Pennsylvania Counties Risk Pool)
The CCAP UC Trust

WHITE RIBBON CONFERENCE SPONSORS

Campbell Durrant, P.C.
Mazzitti & Sullivan EAP Services, Inc.
Zelenkofske Axelrod LLC

PATRON CONFERENCE SPONSORS

Baker Tilly
Cornerstone Advisors Asset Management, LLC
Nationwide Retirement Solutions
PLGIT

**For sponsorship opportunities, please contact Mandi Glantz at
(717) 736-4739 or mglantz@pacounties.org.**

County Administration Conference Tentative Agenda

Wednesday, May 27

- 9 - 9:30 a.m. **Registration and Morning Refreshments**
- 9:30 - 11:30 a.m. **OPENING GENERAL SESSION**
- Powered Productivity: Super Tech Tools to Get Stuff Done**
 Beth Ziesenis, CSP, "Beth Z" at www.yournerdybestfriend.com
- 11:30 a.m. - 12:30 p.m. **Lunch**
- 12:30 - 1 p.m. **Beverage Break with Vendors**
- 1 - 2:30 p.m. **BREAKOUT SESSIONS**
- 29 Tech Tools to Create Cool Content for Your County's Marketing and Social Media Efforts (Administration Track)
 - FLSA Continued ... (HR/Administration Tracks)
 - Preparing for Lease Accounting Under GASB 87 (Finance Track)
 - Vendor Management and Partnerships (IT/Administration Tracks)
- 2:30 - 2:45 p.m. **Refreshment Break with Vendors**
- 2:45 - 4 p.m. **ROUNDTABLE BREAKOUT SESSIONS**
- Chief Clerks'/Administrators' Roundtable
 - HR/Personnel Directors' Roundtable
 - Budget/Finance Directors' Roundtable
 - IT Directors' Roundtable
- 4 - 5 p.m. **Reception with Vendors; Special Prize Drawing at 4:30 p.m.**
Must be present to win!



Current Academy participants are eligible to receive four Academy elective credits for each full day of attendance - eight elective credits for attending the full two days. Plus attendance at this event is free for current Academy participants! For information on the CCAP Academy for Excellence in County Government, contact Mandi Glantz, director of member and vendor relations, at (717) 736-4739 or mglantz@pacounties.org.

Hotel Reminders

- The Penn Stater Hotel and Conference Center's address is 215 Innovation Blvd., State College, PA 16803.
- Our Conference rate is \$139 plus tax per room, per night, single or double occupancy. The room block will be held until April 26, 2020.
- Call-in reservations: please contact The Penn Stater Hotel and Conference Center at (800) 233-7505 and reference our Reservation Identification Number **CCAP20A** to receive our preferred group rate.
- Online reservations: you can also take advantage of the hotel's online reservation process using a credit card. Go to www.thepennstaterhotel.psu.edu, select "Book Now" in the top right of the screen. Select your arrival date, number of nights, and guests, and enter **CCAP20A** as your Group Code. Remember to choose your desired room type.

County Administration Conference Tentative Agenda

Thursday, May 28

- 8 - 8:30 a.m. **Registration and Morning Refreshments**
- 8:30 - 10 a.m. **BREAKOUT SESSIONS**
- Why Document and Data Retention Best Practices are Critical (Administration/HR/Finance/IT Tracks)
 - Real Life Discipline (HR/Administration Tracks)
 - Capital Projects (Finance/Administration Tracks)
 - IT Strategic Planning (IT Track)
- 10 - 10:15 a.m. **Refreshment Break**
- 10:15 - 11:45 a.m. **BREAKOUT SESSIONS**
- Elections: Lessons Learned (Administration Track)
 - Handbook Best Practices (HR/Administration Tracks)
 - Finance Best Practices (Finance Track)
 - GIS: Maintaining GIS Data and Partnerships (IT Track)
- 11:45 a.m. - 12:45 p.m. **Lunch**
- 12:45 - 1:45 p.m. **CLOSING GENERAL SESSION**
- Budgets and Sessions and Bills, Oh My! News and Views from the State Capitol
Lisa Schaefer, Executive Director, CCAP
- 1:45 p.m. **Grand Prize Drawing at Conclusion of Conference**
Must be present to win!

Important Vendor Information

Vendors specializing in products or services to meet the needs of county administration, human resources, finance, or information technology staff:

- Vendor attendance at this Conference is through Conference sponsorships only.
- Varying levels of sponsorship are available, with complimentary registration(s) for both days of the Conference included with each level of participation.
- Sponsorship contracts must be received by May 1 to be included in the Conference program.
- Sponsorship does not include a tabletop exhibit in the registration area.
- Please contact Mandi Glantz, director of member and vendor relations, at mglantz@pacounties.org or call (717) 736-4739 for sponsorship and attendance information.
- Current Technology Vendor Partners and SCHRPP vendor members qualify for a special tabletop display opportunity.
- Technology Vendor Partner questions? Please contact Melissa Krouse, director of technology partnerships, at mkrouse@pacounties.org or call (717) 736-4749.
- SCHRPP vendor questions? Please contact Desiree Nguyen, deputy director, insurance pool operations, at dnguyen@pacounties.org or call (717) 736-4779.

County Administration Conference

May 27 - 28, 2020 at The Penn Stater Hotel and Conference Center, State College

Register online at www.pacounties.org. Click on the "County Administration Conference" photo under "Conferences and Events" on the top right of the home page.

Registrations must be received by May 15, 2020.

BEST VALUE IN ALL CATEGORIES – FULL CONFERENCE REGISTRATION COVERS BOTH DAYS!

Rates include all sessions, materials, breaks, and lunch each day, and the reception on Wednesday.

- **Academy Participants:** Your registration for one or both days is complimentary! Please indicate your days of attendance when you register.
- **PCoRP and UC Trust Members:*** Please indicate your days of attendance when you register.
BEST VALUE! Full Conference: \$270
Wednesday, May 27 – One Day Rate: \$180
Thursday, May 28 – One Day Rate: \$150

* For discounts, be sure to note if your county is a member of PCoRP or UC Trust. For a complete list of PCoRP and UC Trust members, visit www.pacounties.org. Click on the "Insurance Programs and Services" graphics in the lower left of the home page, then under "Essential Links," click on "Membership Listings."
- **Non-PCoRP, Non-UC Trust Members:** Please indicate your days of attendance when you register.
BEST VALUE! Full Conference: \$320
Wednesday, May 27 – One Day Rate: \$210
Thursday, May 28 – One Day Rate: \$180
- **Vendors:** See box on the previous page for complete vendor information. For contact information regarding vendor participation, please refer to the box below.

Cancellation Policy: No telephone cancellations will be accepted. All cancellations must be emailed to Jeannette Hunter at jhunter@pacounties.org. There will be a \$50 administrative fee per valid cancellation if received prior to 4 p.m., May 15, 2020. Cancellations received after May 15 cannot be refunded. Registered no-shows will be billed. All refunds will be issued via check from CCAP.

Rooms at The Penn Stater Hotel and Conference Center: To call for overnight accommodations, please contact The Penn Stater Reservations Department directly, (800) 233-7505, refer to our Conference code **CCAP20A**. For online reservations, go to www.thepennstaterhotel.psu.edu and click on "Book Now." Enter your dates and the **CCAP20A** code. Remember to choose your desired room type.

Attention Attendees:

Contact Karen Sweigard with Conference questions, ksweigard@pacounties.org or (717) 736-4735.
Contact Jeannette Hunter with registration questions, jhunter@pacounties.org or (717) 736-4771.

Attention Vendors:

Vendors, please contact Mandi Glantz, mglantz@pacounties.org, (717) 736-4739 for sponsorship and attendance information and opportunities.
Technology Vendor Partner questions? Contact Melissa Krouse at mkrouse@pacounties.org or (717) 736-4749.
SCHRPP vendor questions? Contact Desiree Nguyen at dnguyen@pacounties.org or (717) 736-4779.