



New PSAB Webinars!

All PA Municipal Governments are invited to participate in these WEBINARS.

Don't have time to log on to a webinar? All PSAB webinars are recorded and the recorded links are emailed to all registered participants to review and share after the live webinar. www.watch.boroughs.org

WEBINAR: HR Series with Campbell Durrant Beatty – Personnel Files and HIPPA Laws*

Thursday, November 1, 2018 12 noon-1:00pm \$45 members \$80 non-member (*all three for \$100)

Part three of this human resources series for municipal employers will address the maintenance and inspection of personnel files. The law establishes what information constitutes a personnel file and establishes the way employees may access the information contained in the file. Attorney Joshua Hausman, will review the proper maintenance of the files, information that should and should not be contained in the files, and the employee's right to access that information will be discussed along with limitations that exist for those, other than the employee, who may want to review information contained in the file.

WEBINAR: Winter Maintenance Basics and Best Practices

Wednesday, November 7, 2018 12 noon-2:00pm \$45 members \$80 non-member

This webinar will review the important pre-winter preparations necessary for efficient and safe operations during winter weather. Plowing operations and many techniques used with common equipment will be discussed plus specific areas of operational and safety concerns including: pre-planning, spreading operations, salt and other materials, pre-wetting salt (when, how, and the advantages and benefits), anti-icing, necessary post-storm cleanup, and final winter cleanup operations. Public Works Directors, Street and Road Crews, Municipal Officials, or anyone involved with winter/snow removal operations for their community will benefit from this information. Public Works Director, Jason Dailey, will be the presenter.

WEBINAR: Working with District Judges

Wednesday, November 14, 2018 12 noon-1:00pm \$45 members \$80 non-member

Have your municipal officials and or employees appeared before the Magisterial District Judges regarding a code violation and or citation issued by the municipality, only to walk away wondering what went wrong, and why didn't things go like they do on television? If you need to understand how the MDJ system works then this is the Webinar for you. Find out what the jurisdiction of the MDJ is and how civil and criminal cases are handled. Topics to be discussed include summary offenses, arraignment, warrants, landlord/tenant issues and many other relevant matters. Attorney Joseph Mittleman, Director of Judicial programs, Supreme Court of Pennsylvania will be the instructor.

WEBINAR: Employee Drug Testing: Search and Seizure

Thursday, November 15, 2018 12 noon-1:00pm Free members \$30 non-member

Join Scott Blissman, Esq. of Eckert Seamans to learn more about employee drug testing in the workplace. Discussion will include how to properly handle reasonable suspicion cases, identifying the symptoms, required documentation, collection, safety vs liability, results, required record keeping and policies you should have in place to promote workplace safety.

WEBINAR: What Every Municipality Should Know about Insurance Coverage

Wednesday, November 28, 2018 12:00 noon – 1:00pm Free member \$50 non-member

Join attorney Mike Crotty with the law firm of Siana, Bellwoar & McAndrew, LLP for this webinar designed to educate elected and appointed officials and staff on the range of considerations related to your municipal insurance coverage. Indeed, we, as local agencies, have many unique, lower-cost opportunities for insurance beyond traditional insurance – from municipal risk sharing pools to self-insurance. We want to take down the barriers and demystify

the process for you of selecting and using your liability coverage. In doing so, we will discuss the variety of types of liability coverage, how they relate to one another key concepts to understand in reading your policy and interacting with the provider and the emerging risks against which you should be protecting your municipality.

WEBINAR: Zoning Law Alert: Supreme Court’s Decision in Gorsline and its Impacts on Municipalities
Thursday, November 29, 2018 12 noon-1:00pm \$45 members \$80 non-member

On June 1, 2018 the PA Supreme Court issued its long-awaited decisions in the Gorsline case. The decision will have ramifications for municipalities around the state on how they draft and apply their zoning ordinances. Attorney Jordan Yeager from the Law Offices of Curtin & Heefner, LLP will review why this decision has particular importance for land uses that are not explicitly defined and zoned for in an ordinance. The decision calls into question efforts to rely on catch-all provisions that attempt to account for unspecified uses that are similar to uses that are specifically zoned for.

WEBINAR: Parliamentary Procedures

Wednesday, December 5, 2018 5:30pm – 6:30pm Free member \$50 non-member

How long are your municipal meetings? Learn how to use that meeting time more effectively to cover your agenda and increase productivity by understanding the workings of Roberts Rules of Order. Join Wendy Nickerson, PSAB outreach training consultant for an overview of best practices for municipal meetings.

WEBINAR: Duties and Responsibilities of Council (2 Part Series)

Wed., & Thurs., December 12 & 13, 2018 5:30pm – 6:30pm Free members \$80 non-member

Being a municipal official requires a knowledge base of a variety of issues that impact your community. Now that you are in office you’re expected to know all the answers, solve all the problems and perform all the duties necessary to lead your residents to success. This webinar will review the role and responsibilities of council and update you with the latest information necessary to serve your community to the best of your ability. Wendy Nickerson, PSAB Outreach Training Consultant will be the presenter.

WEBINAR: ADA Transition Plans

Wednesday, December 19, 2018 12 noon-1:00pm \$45 members \$80 non-member

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation of 1973 (504) prohibit discrimination because of disability. Federal implementing regulations and guidance require public entities with 50 or more employees (full, part-time or in combination) to develop and implement a transition plan that ensures access to programs, activities and facilities. Moreover, public entities are required to apply appropriate accessibility standards to new and altered facilities. Public entities with less than 50 employees, though not required to have transition plans are encouraged to create self-evaluation plans. This webinar will discuss ADA implementation in PA, and how to develop a transition plan/self-evaluation.



All PSAB webinars qualify for 1 CBO credit hour unless specified otherwise.