



CLASSROOM Training

PENNSYLVANIA STATE ASSOCIATION OF BOROUGHES

Registration for training can be completed through www.myaccount.boroughs.org.

Trainings noted with an asterisk (*) offer Continuing Legal Education (CLE) credit(s). *These are only applicable to attorneys.* The cost of the CLE credits are in addition to the member/non-member rate.

Writing Effective Grant Proposals

One-Day Session

Time: 9:00 am – 3:30 pm

Cost: member- \$150 / non-member- \$200 / plus member- \$75

- Continental breakfast and lunch included

Whether you're new to the world of grants or have some experience writing grants, you'll find this workshop valuable. The grant-writing and fund-raising environment is increasingly competitive – organization and preparation matter. Obtaining grants is a process. This workshop will break that process down into workable strategies to ensure a more successful outcome. Topics covered include working effectively with foundations, responding to RFPs, components of an effective proposal, evaluation strategies and considerations, how your proposal is reviewed and effective search strategies.

March 27 Berks Co.	May 22 Westmoreland Co.
<u>Double Tree by Hilton</u> 701 Penn St, Reading (610) 375-8000	<u>Courtyard by Marriott</u> 700 Power Line Dr., Greensburg (724) 834-3555

CBO Credits: 6 (Part B / RBS)



CLASSROOM Training

PENNSYLVANIA STATE ASSOCIATION OF BOROUGHES

Your Role as a Municipal Secretary/Administrator

Two-Day Session

Time: 9:00 am – 3:30 pm both days

Cost: member- \$150 / non-member- \$200 / plus member- \$75

- Continental breakfast and lunch included

Review will include information on how local government is organized and its function, important municipal codes, key functions of the secretary/administrator, meetings, legislation, public notices, records management, citizen relations and professional resources. This course will also review records management, reports, financial management, communicating with elected officials, the Sunshine Act, and best practices. This training fee includes access to two recorded webinars to help with state report filing and basic planning & zoning administration.

April 8 & 9 Montgomery Co.	April 9 & 10 Westmoreland Co.	April 23 & 24 Dauphin Co.
<u>Delaware Valley Trust</u> 719 Dresher Rd., Horsham (215) 706-0101	<u>Courtyard by Marriott</u> 700 Power Line Dr., Greensburg (724) 834-3555	<u>Best Western Premier</u> 800 East Park Dr., Harrisburg (717) 561-2800

CBO Credits: 12 (Part C / RCS)



CLASSROOM Training

PENNSYLVANIA STATE ASSOCIATION OF BOROUGHES

Municipal Police Department Supervision & Oversight *

One-Day Session

Time: 9:00 am – 3:30 pm

Cost: member- \$150 / non-member- \$200 / plus member- \$75 / CLE- \$60*

- Continental breakfast and lunch included

Operating a police department is one of the most important and costly services provided by local governments. More than ever elected and appointed officials are facing questions about increased costs and the demand for services. There is no better time than the present for local governments to evaluate how they supervise their police force. This course will provide an overview of the legal framework in which police departments work in PA and present an overview of the elements necessary for an effective police department operation. Topic overview: organization, structure and costs associated with police operations, review of effective policies and procedures, the police hiring process and the role of elected officials in this process, high risk critical tasks and review of recent cases. Attorney Christopher P. Gerber, with the law firm of Siana Law, will explain where to start, along with former Police Captain Ashley Heiberger who will review best practices in policy and operations to help you reduce the risk of liability for your municipality.

April 22 Westmoreland Co.	May 15 Dauphin Co.	May 20 Montgomery Co.
<u>Courtyard by Marriott</u> 700 Power Line Dr., Greensburg (724) 834-3555	<u>Best Western Premier</u> 800 East Park Dr., Harrisburg (717) 561-2800	<u>Delaware Valley Trust</u> 719 Dresher Rd., Horsham (215) 706-0101

CBO Credits: 6 (Part B / RBS)

**This program has been approved by the PA Continuing Legal Education (CLE) Board for 6 hours of substantive law, practice and procedure CLE credit and 0 hours of ethics, professionalism, or substance abuse CLE credit.*



CLASSROOM Training

PENNSYLVANIA STATE ASSOCIATION OF BOROUGHES

Municipal Management Employment Law Workshop *

Two-Day Session

Time: 9:00 am – 3:00 pm both days

Cost: member- \$150 / non-member- \$200 / plus member- \$75 / CLE- \$100*

- Continental breakfast and lunch included

This two-day workshop will provide a broad overview of critical issues and topics for municipal managers and management teams. The training will provide detailed guidance on compliance and best practices in the world of public sector employment and labor law. This interactive workshop will include time for detailed Q&A and discussion of labor and employment issues and priorities of workshop attendees. A summary of topics reviewed includes the following:

- Essential personnel policies
- Interviews & hiring
- Labor relations and collective bargaining
- Employment Law compliance: ADA, FMLA, Personnel Files Law, Heart & Lung Act, and more
- Job descriptions & discipline/employee accountability
- Social media in the workplace
- Off-duty conduct & employment implications
- Changing benefits & workplace policies
- Confidentiality and the intersection of RTK and employment law
- Other trending issues

**July 30 & 31
Dauphin Co.**

[Sheraton Hotel Harrisburg/Hershey](#)
4650 Lindle Rd., Harrisburg
(717) 564-5511

CBO Credits: 10 (Part B / RBS)

**This program has been approved by the PA Continuing Legal Education (CLE) Board for 10 hours of substantive law, practice and procedure CLE credit and 0 hours of ethics, professionalism, or substance abuse CLE credit.*



CLASSROOM Training

PENNSYLVANIA STATE ASSOCIATION OF BOROUGHES

Municipal Budgeting & Finance

One-Day Session

Time: 9:00 am – 3:30 pm

Cost: member- \$125 / non-member- \$175 / plus member- \$62.50

- Continental breakfast and lunch included

Do not miss your chance to learn new tips and best practices for preparing and developing your budget, from start to finish. A budget is one of the most important documents a municipality develops and approves on an annual basis. It is a document that acts as policy, guide and communicator of priorities for appointed staff and the public alike.

Review will include: developing a budget calendar, determining fee schedules, structuring spreadsheets and narratives plus the importance of developing and coordinating the use of a capital budget with operational budgets to better stabilize tax rates and keep your community on the right track.

August 20 Montgomery Co.	September 9 Westmoreland Co.	September 11 Adams Co.
<u>Delaware Valley Trust</u> 719 Dresher Rd., Horsham (215) 706-0101	<u>Courtyard by Marriott</u> 700 Power Line Dr., Greensburg (724) 834-3555	<u>Wyndham Gettysburg</u> 95 Presidential Cir., Gettysburg (717) 339-0020

CBO Credits: 6 (Part B / RBS)