 **County Commissioners’ Clerks &**

**Engineers’ Administrative Professionals**

 **Association of Ohio**

2017 Winter Conference Agenda

December 11 & 12, 2017

*Please join us in Columbus for the Annual CCAO Winter Conference.*

*Our programs are scheduled as follows:*

Monday December 11, 2017

9:00 to 10:00 **Managing Attendance and Leave Usage** (Stephanie Schoolcraft - Fishel Hass)

Our employees are never here, but we can’t do anything about it because they’re on leave, correct? Incorrect. At first glance, the interaction of FMLA, sick leave, ADA and several other applicable leaves with an employer’s attendance policy can be frightening. The good news is that employee leaves do not exempt them from ramifications of poor attendance. This training will address how appointing authorities can manage absenteeism without running afoul of leave laws and collective bargaining agreements.

10:15 to 11:15 **Initiating Difficult Conversations** (Comp Psych) There are conversation in which the stakes are high: giving a critical performance review, confronting disrespectful behavior, apologizing or disagreeing within a group. This session is about developing the skills to initiate the conversations which most people find difficult, unpleasant and generally avoid.

11:30 to 12:45 **Lunch Break - On Your Own**

1:00 to 2:30 **Ransomware – (**Licking County Commissioner Timothy E. Bubb, Licking County IT Director, Darrin Baldinelli and Jeff Knapp from CORSA Claim Unit.)

Ransomware is a type of malware that prevents or limits users from accessing their computer system unless a ransom is paid.  Ransomware attacks are more prevalent than ever and County Government offices are not immune to this threat.    Learn some survival tips for dealing with Ransomware from Licking County and CORSA.

2:45 – 3:15 **State and Federal Surplus Program** – Mark Young – Ohio DAS

The State and Federal Surplus program transfers or sells items at greatly reduced pricing that state of Ohio agencies, boards and commissions deem no longer fit their needs or mission. Their facility in Columbus consists of a warehouse and automotive lot. They are looking for new and/or used items.

6:00 p.m. Dinner at Martini’s (RSVP required)

Tuesday December 12, 2017

9:00 to 10:00 **Personal Safety and Awareness Training – Knowing Your Surroundings** Union County Sheriff Deputy Crabtree

10:10 to 11:10 **OPERS – Education Today for Retirement Tomorrow**

11:20 to 12:00 **CCC-EAPA Annual Board Meeting and Installation of Officers**. Please join us for the board meeting, help us welcome the incoming board and register to win a gift!

Registration for Winter Conference will be conducted through CCAO. RSVP information for the CCC-EAPA lunch and dinner outings will come to you through E-mail blasts from our organization. Please watch for both items.

**WE LOOK FORWARD TO SEEING YOU IN DECEMBER!**