

**SOUTH METRO PROFESSIONAL DEVELOPMENT SEMINAR
FEBRUARY 01, 2019
AGENDA**

8:00 – 8:25 AM **REGISTRATION AND NETWORKING**

8:25 – 8:30 AM **WELCOME AND INTRODUCTIONS**

*Mike Wolf, Finance Director, Village of Bourbonnais
IGFOA South Metro Chapter, President*

*Christina Fisher, Finance Director, City of Country Club Hills
IGFOA South Metro Chapter, Vice President*

8:30 – 9:30 AM **PERFORMANCE MANAGEMENT: GIVING EMPLOYEES THE TOOLS
THEY NEED TO SUCCEED**

Speaker: Megan Fulara, Assistant City Administrator/Human Resources, City of Crest Hill

Money and talent are the lifeblood of any organization and while you've spent your career as a finance professional carefully planning and managing funds, there is another asset that deserves equal attention: Personnel. This session on performance management will outline the necessity of crafting a good performance management plan to expertly guide your employees and gain maximum return on your investment.

Learning Objectives: *Participants completing this session will be able to:*

1. Learn how to set employees up for success with honest recruitment and accurate job descriptions;
2. Learn how to continue to engage employees on the job with targeted goal management; and,
3. Learn how to measure employee strengths and provide opportunities for improvement with effective performance evaluations.

9:30 – 9:45 AM BREAK

9:45 – 10:35 AM **WATER SUPPLY SYSTEMS – RULES AND OTHER CONSIDERATIONS**

Speaker: Jill Jaworski, Managing Director, PFM

The seminar will review common methodologies for establishing wholesale water rates, the components of the rate, considerations that a municipality should assess when reviewing their water rates and supply contracts, allocation of capital and debt financing costs, the professional parties and their roles in establishing methodologies and rates, and how to understand and assess if your community's costs are reasonable.

Learning Objectives - Participants completing this session will be able to:

1. Understand the components of wholesale water rates;
2. Understand the alternative arrangements for setting rates for multiple municipal customers; and,
3. Understand the parties and professional roles for a water supply system.

10:35 – 10:45 PM BREAK

10:45 – 11:45 AM **SPRINGFIELD – HOW A BILL BECOMES A LAW**

Speakers: Michael E. Hastings, State Senator, 19th District

Vincent R. Williams, President, Vincent R. Williams & Associate PC

Moderator: Lawrence E. White, Partner, Chapman & Cutler, LLP

Panelists will discuss the formal and informal process for how proposed legislation in Springfield makes its way through the General Assembly and to the Governor.

Learning Objectives - Participants completing this session will be able to:

1. Learn about the basic process of how a bill becomes a law, including the roles of Committees, Caucus, Legal, Budget and Policy staff;

2. Understand what your State Senator or State Representative needs from you if your community or organization is interested in pursuing legislation; and,
3. Gain knowledge on the important role a lobbyist can play in shepherding legislation through the legislative process; and,
4. Explore how to effectively advocate for or against proposed legislation.

11:45 AM – 12:45 PM

FRAUD PREVENTION AND INTERNAL CONTROLS

*Speakers: Amber Sarb, Audit Manager, National Professional Standards Group, RSM US LLP
Dan Sethness, Manager, RSM US LLP*

This session will focus on adhering to the three A's (accountability, authorization, and approval principals) of internal controls used to mitigate the risk of running into the big F (Fraud).

Learning Objectives - Participants completing this session will be able to:

1. Describe the critical elements of a comprehensive internal control function;
2. Distinguish between entity level and transaction / account level controls and preventative vs. detective controls;
3. Highlight the importance of authorization and approval at the transaction level to help mitigate the risk of fraud; and,
4. Communicate real world examples of fraud and link to the related flaws in the design and/or operating effectiveness of internal controls.

12:45 PM

CLOSING REMARKS

*Christina Fisher, Finance Director, City of Country Club Hills
IGFOA South Metro Chapter, Vice President*

12:45 – 1:30 PM

NETWORKING LUNCH