

IGFOA Professional Education Committee presents the

2018 ILLINOIS GOVERNMENT FINANCE PROFESSIONALS' ACADEMY LEVEL II

Hyatt Place, Champaign/Urbana, 217 N. Neil, Champaign, IL

Day 1 - Wednesday, June 20, 2018

8:45 AM to 4:30 PM

8:00 – 8:45 AM Registration & Continental Breakfast

8:45 – 9:15 AM Welcome, Overview, Networking

9:15 – 10:55 AM Forecasting and Monitoring Municipal Revenues

*Speakers: Molly Talkington, Finance Director, City of DeKalb
 Julie Zolghadr, Supervisor Fiscal Services, City of Springfield*

This session will assist finance professionals in identifying and forecasting revenues. The presentation will provide insight into the process of implementing specialty revenues and identifying factors that may impact revenue collections.

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

1. Identify and forecast major revenues for budget and monitoring purposes;
2. Calculate Property Tax Levies and project collections;
3. Identify, implement, and forecast smaller specialty revenues;
4. Project Tax Increment Finance District revenues and identify factors that may impact collections; and,
5. Differentiate between Home Rule and Non-Home Rule revenue options.

10:55 – 11:10 AM Morning Break

11:10 AM – 12:00 PM Pension 101: What Every Finance Professional Needs to Know About Firefighter and Police Pension Funds

Speaker: Carolyn Welch Clifford, Ottosen Britz Kelly Cooper Gilbert & DiNolfo, Ltd.

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

1. Understand the basic legal framework of firefighter and police pension funds in Illinois;
2. Assist in the oversight and navigation of the key annual financial requirements for proper management of the municipality's pension funds;
3. Collaborate with the pension funds on several critical components affecting the financial health of the municipality and the funds, including the actuarial process; and,
4. Identify important issues and serve as a liaison between the municipality and the fund in resolving concerns.

12:00 – 1:00 PM Networking Luncheon

IGFOA reserves the right to modify the agenda, sessions, and speakers

1:00 – 1:50 PM

Could Your Organization Be A Victim of Fraud? A Discussion of Recent Internal & External Fraud Schemes and Prevention Tips

Speaker: Aimee Briles, Director, Wintrust Government Funds

Andrew Brown, Deputy Director of Finance, Village of Buffalo Grove

Local government entities are being victimized by both internal and external fraud at an alarming rate. This session will explore common fraud schemes occurring at government organizations and discuss techniques that can be used to protect taxpayer funds and yourself.

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

1. Discuss current internal and external fraud examples;
2. Understand how to minimize the risk of fraud; and,
3. Gain knowledge of prevention techniques that can assist in combatting fraud.

1:50 – 2:40 PM

Best Practices in Banking: What are They and How to Use Them

Speaker: Todd Sholeen, Vice President, Huntington National Bank

There have been recent updates that changes in banking services that benefit the government market. These changes center around ACH services, Lockbox and purchase card programs. Other service that are of importance to the government market are fraud mitigation, collateral and investment options.

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

1. Understand same day ACH and its benefits;
2. Gain knowledge of the different types of lockbox, what is best and where is it going;
3. Learn how to mitigate fraud in this current internet environment; and,
4. Discuss what investments are out there with rising rates.

2:40 – 3:00 PM

Afternoon Break

3:00 – 4:30 PM

Your CAFR as a Resource

Speaker: Chad Lucas, CPA, Partner, Sikich LLP

This session will provide an in-depth analysis of the contents of the CAFR document and assist government finance professionals in learning how to efficiently use the information as an essential resource.

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

1. Recognize how a CAFR can be a valuable tool;
2. Understand the various components of a CAFR;
3. Analyze data presented in a CAFR; and,
4. Evaluate performance indicators in a CAFR

Day 2 – Thursday, June 21, 2018

8:00 AM to 4:30 PM

8:00 – 9:00 AM Networking & Continental Breakfast

8:45 – 9:15 AM Welcome and Day 1 Recap

9:15 – 11:00 AM Simplifying Labor and Benefits Expenditures

*Speakers: Molly Talkington, Finance Director, City of DeKalb
 Julie Zolghadr, Supervisor Fiscal Services, City of Springfield*

This session will assist finance professionals in preparing meaningful data which supports a municipality's position both in the budgeting and bargaining arenas. Understanding that people deliver services, at least 75% of an entity's General Fund includes labor and benefits. This session will provide tools that can be utilized at the bargaining table and meaningful budget presentations to citizens and stakeholders.

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

1. Identify total compensation and how to calculate that by position;
2. Identify and project the building blocks of your personnel budget;
3. Demystify contract costs and how to project potential impacts;
4. Calculate the true cost of labor entity-wide;
5. Forecast and identify costs of benefits and how to obtain the trend data for budgeting.

11:00 – 11:10 AM Morning Break

11:10 AM – 12:00 PM Debt Issuance – The Process and Players

*Speakers: Shelly A. Scinto, Of Counsel, Ice Miller LLP
 Austin Root, Associate, Ice Miller LLP*

Learn about procedures involved in the bond issuance process, and which professionals participate in it. There are a number of steps that must be taken for all issues, and some may require more formal authorization, such as a referendum, passage of authorizing ordinances, or a public hearing. Develop an understanding of your options for borrowing, including the types of debt alternatives and methods of sale. Learn tips for assembling the financing team, and when you may need additional services for more complicated issues or when an RFP for professional services may be beneficial.

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

1. Gain an understanding of the steps involved in your particular type of financing;
2. Know what types of services are needed;
3. Know what types of firms can best help achieve a successful financing; and,
4. Determine when to start the issuance process based on when you need funds and set your timetable accordingly.

12:00 – 1:00 PM Networking Luncheon

1:00 – 2:15 PM Basic Legal Requirements on Municipal Bond Issues

Speakers: *Shelly A. Scinto, Of Counsel, Ice Miller LLP*
Austin Root, Associate, Ice Miller LLP

Learn about some of the basic legal requirements local governments are responsible for pursuant to state and federal laws. What are some of the potential consequences if they are not met?

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

1. Gain an understanding of state law requirements and how they relate to bond issuance, for example Local Government Debt Reform Act, Municipal Code, BINA, Open Meetings Act, and contractual agreements;
2. Learn about other Illinois law issues such as FOIA, Gift Ban Act and avoidance of conflicts;
3. Learn how bankruptcy and other statutory lien provisions affect bond issues in Illinois and outside of Illinois; and,
4. Understand how statutory limitations restrict bond issues.

2:15 – 2:25 PM Afternoon Break

2:25 – 3:40 PM Purchasing for Finance Managers

Speaker: *RuthAnne K. Hall, CPPO, Purchasing Manager, Lake County*

Purchasing is a key function in government finance to help departments deliver cost savings through strategic procurement decisions and thwart maverick spend. Maverick spending is identified as purchases or expenditures that may not be processed in keeping with recognized and approved procurement practices. This session will provide you an overview of three common maverick spending challenges and the tools to help your staff source strategically, spend wisely and save money.

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

1. Gain knowledge of key purchasing statutes and best practices;
2. Learn the benefit of developing a spend analysis and selecting the strategic procurement method;
3. Understand key purchasing laws and how they protect your organization's risks; and,
4. Validate the benefits of establishing standard purchase order terms and conditions and contract templates.

3:40 – 4:30 PM

Preparing for the Next Step in Your Career

Speaker: Sarah McKee, Vice President, GovHR USA

Are you ready for the next step in your career? This session will cover current trends in the public-sector workforce and how that effects your ability to achieve your career goals. Getting ready for the next step includes preparing now for future advancement and what you do in your current career will determine how marketable you will be in future career advancements. We will talk about common sense career builders that you can use now to prepare for future positions as well as talk about Resume writing tips and interviewing techniques that could help you land that dream job!!!

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

1. Understand public sector workforce trends;
2. Discuss getting ready for advancement;
3. Understand common sense career builders; and,
4. Learn about resume writing tips.

4:30 PM

Closing Remarks

Many thanks to Rachel Musiala, Finance Director, Village of Hoffman Estates and Academy Team Member Kathy Thomas, Ice Miller, from the IGFOA Professional Education Committee for planning and coordinating the 2018 Illinois Government Finance Professionals' Academy Level II.



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