

Monday, September 25 Classes

Educating Your Community – Do you frequently get the question – “What does a trustee do?” This presentation will give you tools to promote and educate others on the essential services and efficiencies we provide.

Township Board Member Training – This presentation will include the unique insights from Indiana Senator Andy Zay who is a former township board member. The class will cover the basic duties and responsibilities of the township board.

Whose Business Is This? IN Public Access – The Indiana Public Access Counselor will cover the laws pertaining to public records and meetings. He will give you information to prevent problems in your township. Geared to trustees AND Board Members.

Are You Prepared for Retirement? – Whether you plan to retire next year or several years from now, you need to know what lies ahead with your benefits and how to get prepared NOW. This panel will include representatives from state & federal agencies.

STRESS: Manage the Menace – Do you ever feel at wits end? Is the job stressing you out? Are you “feeling the pain” of you clients’? Would you like to know how to get your life back?

Merging – When Does This Make Sense? – Have you ever wondered if merging is a good idea for your township and your neighbors? There are things you should know as you consider this option. The presentation will include plenty of time for your thoughts and questions.

Help Me Find Some Money! – Funding Fire Protection – The Indiana Fire Chiefs’ Association will provide you with information on pursuing and landing grants for fire protection purposes.

Understanding the TA-7 – The annual Trustee’s Township Assistance Statistical Report can be complicated and confusing. Hear how a couple of townships have interpreted the instructions. They will share how filing an accurate report can help the public understand better what your office is doing to provide necessary services to your residents in need.

Providing Employee Benefits – Have you wanted to provide benefits to the trustee and other township employees? This panel will include experts to present options and the “how to” for those options. Great option for Board Members and Trustees.

Off-site Learning Opportunity - Join us for a behind the scene tour of **Wheeler Mission** on Monday afternoon. They will share with us the struggles and hope they are seeing and how we can bring hope to our communities. **You must pre-register for this OPTIONAL activity.**

Tuesday, September 26 Classes

Keeping It Legal While Denying Township Assistance – Learn on what LEGAL basis a trustee can deny assistance. Make a denial that should withstand appeal. Learn what can get you in real trouble that you will want to avoid.

Investing, Financing & Purchasing Efficiently & Effectively – Make the most of your funds as you move toward purchasing. This panel of experts will include representatives of state agencies and programs along with a township financial consultant who will tie it all together for you. Great class for Board Members & Trustees.

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ServeSafe Pantry Training - Gleaner’s Food Bank will provide syllabus and in-depth training on pantry safety. This class will provide a certificate of completion to attendees which is valid for three years. This class will be taught over TWO sessions. **You MUST pre-register for the class on your conference registration form.**

Indiana Housing & Community Development Authority – An expert from this State agency will provide an overview of the services and programs of the IHCD. The IHCD not only oversees the Section 8 Housing vouchers and Energy Assistance, but many other programs – many of which you and your caseworkers need to be aware.

Payroll Tips for Painless Processing – Experienced CPA's will present information on this subject that is the source of frustration for many clerks.

Is It Time to Form a Fire Protection Territory? – There are “ups and downs” to consider in answering this questions. Hear the “how to” from an attorney and financial counselor while a trustee shares their experience from start to finish.

Homelessness & Transitional Housing – Two trustees who operate very different types of shelters will share their experiences with homelessness and how they approach it in their township.

Social Security Administration Programs – This overview will be presented by a representative of the SSA and will include useful information about the programs provided that go beyond the retirement fund and into the realm of referrals for our clients. This will be a great class for caseworkers.

Insurance – Required versus Recommended – An agent, experienced in working with townships, will describe different insurance products and tools to see that your township – as well as the trustee and board – are properly insured. Hear the latest on protecting your township in the event of cybercrime.

The Drug Epidemic – Hear from the Governor's office on this widespread problem that is affecting us all and the initiatives of the state to combat the epidemic and see that those suffering from addiction get the help they need.

Effective Board Governance - In this session, participants will learn about the fundamental roles and responsibilities of township board members and how to exercise that role effectively. Participants will discuss the relationship between the board and trustees and develop a clear understanding of their respective responsibilities for township governance and management.

Whose Cemetery Is This? – This annual presentation by the Department of Natural Resources expert, Jeannie Regan-Dinius, will help you understand how to answer that question. The class is now including a lawyer who will explain how to take title/deed and answer other legal questions.

Food Rescue – Discover from this experienced presenter the “how to's” of rescuing food from other institutions to be distributed to your township residents in need. This is a great way to meet the needs of your community while saving tax dollars.

Pursuing OCRA Grants - Understanding what state and federal grants are available through the Indiana Office of Community and Rural Affairs (OCRA) and how Townships can access those funds. From waste water to fire stations find out how OCRA and your township can work together.

Public Sector Employment – Avoiding Serious Problems - This session will provide a high-level overview of the federal and state employment laws that affect local governmental units – including harassment and discrimination laws. The instructor, an attorney for the State, will discuss unique legal issues facing the government as an employer (such as the First Amendment to the U.S. Constitution and state law ethical matters).

Funding Fire Protection - Funding fire protection has two distinct components: capital and operations. This session will investigate both. The presentation will be provided by a very experienced financial consultant with a list of accomplishments and experience in public finance.

Cemetery Restoration with John “Walt” Walters – This class is always packed with attendees who hear Walt explain the do's and don'ts of care for cemetery gravestones. Walt is considered the cemetery “guru” in the field of restoration and care of these historical markers.

Township Burials – A trustee presents relevant instructions on how to get the job done – start to finish.

Preparing for an Audit –the SBOA Checklist – Representatives from the State Board of Accounts will walk through what is expected to be provided when your township is audited and tips for avoiding audit exceptions and negative comments on your report.

Protecting Your Township Against Identity Theft - The State Attorney General's office will present information on keeping safe from identity theft and what to do if you suspect this damaging crime.

Indiana State Fire Marshall – Hear the latest in law and policy changes that affect your township fire department (including townships that contract with a department for services).

Weeds & Fences - This class will introduce you to the state laws pertaining to weeds & fences and will be presented by an experienced trustee and attorney. Each attendee will receive a copy of the codes as well as discuss the basics of the Township's involvement in weeds and fences. Understanding the Townships' role in each of the topics.

Net Results Presentation – Hear how one of our business partners can help meet the technology needs in your township with the services they provide. Our ITA Associate Members are invited to purchase classroom time for their business presentation. Their support helps offset conference expenses for the attendees.

Off-site Learning Opportunity - Take a tour Tuesday morning of **Wayne Township, Marion County Fire & Emergency Services Training Grounds** with Fire Chief Gene Konzen. Learn from Chief Konzen how he took the volunteer fire department to a career department. He will share with you more experiences he faced with fire territories and providing fire & EMS services. **You must pre-register for this OPTIONAL activity.**

Wednesday, September 27 Classes

These three classes will take place on Wednesday morning and are approx. 3 hours in length. Certificates of Completion will be provided for attendees. While the subjects may sound familiar, we have "re-tooled" the classes to make them relevant to even long-time attendees of the conference.

ITA Caseworker Certification I – This class will be presented in two distinct parts: 1. **Case Management 101 - Standards of Practice for Best Outcomes** – This presentation will include the case manager's necessary skills—interviewing, critical thinking, teaching, advocacy, negotiation, and documentation. The presentation will be provided by Kate Kunk, an experienced and licensed case manager; and 2. **Making Successful Referrals and Coordinating Services** by understanding State, Federal and Non-profit services in your community. This will be a panel presentation to include representatives of various departments within the FSSA (Family and Social Services Agency) and moderated by an experienced trustee who is seen as a leader in her community. We consider this to be an Advanced Class.

ITA Finance Certification – This presentation will be given by an experienced CPA and financial consultant from Umbaugh, Paige Sansone. She will guide you to understanding the F43 certification of your budget (1782 notice), Rainy Day Fund (start to finish), Transfers of Funds, Incurring Debt, and much more. We consider this to be an Intermediate Class.

ITA Township Assistance Certification – This class will be taught by an experienced trustee and ITA Executive Director. You will learn township assistance from start to finish – from the development of your township standards and guidelines all the way through an Appeal - with the ITA Handbook and Standards as the class syllabus. We consider this an Introductory/Refresher class.