

OTA 2024 Recorded Classes Course Description Quick Guide

Course Name	Course Description
Engaging with Your Legislators/Legislative Update	There's always something going on at the Ohio General Assembly. This session will cover enacted and pending legislation, how the OTA engages legislators on behalf of Ohio townships, and how you could get more involved.
Helping Townships Expand or Replace Their Fleets	Does your township need new vehicles or equipment? Learn what lease purchasing is, how to use it to upgrade your fleet and equipment, and how to use it effectively to navigate budget challenges. This session offers insights and strategies to help your township stretch its dollar the furthest.
Roles in the Township Julie Donnan, Attorney, Brosius, Johnson & Griggs	Understanding the different roles of township officials and employees (if applicable) is essential to the function of the township. This session will primarily cover the duties of the trustees and the fiscal officer and will also outline employees the township may have or may consider hiring.
Uncommon Accounting	Special assessments, street lighting districts, abating nuisances...these problems may not come up every day, but there may be some things that your township deals with from time to time. Learn how to keep track of items that may be less common in your books.
Where the Money Comes From Heidi Fought, Executive Director, Ohio Township Association	One of the first things a new trustee is responsible for is passing the operating budget for the calendar year. Terms like inside millage, levies, bonds, and gas tax are thrown around. This session will review township funding sources and the different types of levies a township may place on the ballot.
Fiscal Officer 101 Mary Pawlowski, Fiscal Officer, Montville Township, Medina County	Join this workshop for survival methods for your new position, presented by a seasoned fiscal officer with 20 years of experience. Learn easy, effective shortcuts for your new position that have been tested and proven. This session will help you survive the overwhelming workload, as well as future audits, as you become part of your township team.
Is Your Township in Compliance with IRS Requirements? Wendy Speelman, Internal Revenue Agent, Internal Revenue Service	Attendees will be given an update on IRS matters that pertain to local governments and will learn the various types of fringe benefits such as travel, meals, cell phones, uniforms, and autos. Sample procedures needed in order to have an accountable plan for fringe benefits and when they should be included in the employee's wages will also be discussed.
Using a Performance Audit to Improve Operations Dorinda Byers, Deputy Director of Operations, Ohio Auditor of State	Performance audits are beneficial to all types and sizes of government, including townships. A performance audit can be designed to increase customer satisfaction, reduce costs, align operations with mission and strategy, and improve the efficiency and effectiveness of operations.
Proper Road Fleet Maintenance	Maintain to sustain. Join Southeastern Equipment specialists to learn maintenance tips and tricks for keeping your vehicles and equipment running all year long.
Budget 101	As a new(er) fiscal officer, the township budget can seem overwhelming. Learn the basics of township budgets and get some tips along the way from a seasoned township fiscal officer.
The Critical Elements of Property & Liability Insurance	Having a well-rounded risk management program is extremely important in today's environment. This session will highlight key property and casualty coverage elements, risk control initiatives, and claims considerations and guidelines.
Preserving Roads Through Pavement Management Systems	We will look at a township asphalt road, seen through the eyes of a pavement management system, and help guide you through the necessary steps to obtain maximum pavement service life. We will highlight the utilization of pavement maintenance repair processes within a pavement preservation program. The ODOT-specified processes discussed will include crack seal, asphalt rejuvenator, chip seal with fog seal, micro surfacing, and cape seals.

<p>Economic Development Update Kristopher Wahlers, Partner, Ice Miller</p>	<p>From TIFs to JEDDs and everything in between, learn the economic development tools available to townships and how to make the most of them.</p>
<p>Fiscal Officer Roundtable</p>	<p>Join this roundtable discussion with seasoned fiscal officers to discuss advanced fiscal strategies, share success stories, and address complex challenges unique to township fiscal policies.</p>
<p>Fiscal Policies Trustees Should Implement Andrea Weaver, Auditor, Union County</p>	<p>Managing the township's budget is one of the most important tasks for township officials. While the fiscal officer does many of the day-to-day financial tasks, there are policies and processes in which trustees are involved. This session will cover topics including budget review, bank reconciliation, online bill pay, and credit cards.</p>
<p>UAN Update & Cemetery Clarification</p>	<p>This session is for all fiscal officers who are new(er) to UAN. It will cover training, UAN support, fees, invoices, your UAN hardware, password resets, virus protection, software releases, updating your UAN contact information, the UANlink, cemetery clarification, and more. Please note that this session does not discuss the UAN application.</p>
<p>Understanding the Budget</p>	<p>The township's budget is important for all elected officials to thoroughly understand. Learn the ins and outs of a township budget in this session designed specifically for new(er) trustees.</p>
<p>ODOT Funding & More</p>	<p>Join ODOT Director Jack Marchbanks to navigate the funding opportunities, discuss state transportation funding, training available to locals, ODOT's Local Technical Assistance Program, and more. This session is great for new township personnel as well as veterans of township government.</p>
<p>Proper Fire & EMS Fleet Maintenance</p>	<p>Enhance your understanding of best practices in maintaining fire & EMS fleets. Learn cost-effective strategies and protocols for ensuring the optimal functioning and safety of emergency response vehicles.</p>
<p>Single-Family Tax Credit Program Chip Holcombe, Director of Investor Relations, Columbus 2020</p>	<p>Learn about the new Single-Family Housing Tax Credit and how the program aims to incentivize the construction of single-family homes for Ohio's growing workforce. The Ohio Housing Finance Agency (OHFA) will discuss the allocation plan and program requirements and answer questions on this new program.</p>
<p>Best Practices for Investment Decisions Scott Gruber, Director, Advisory Services, Meeder Investment Management</p>	<p>This course will provide practical examples of best practices to apply when making investment decisions. Topics will include setting interest rate expectations, identifying and comparing investment opportunities, and factors to consider when constructing your township's investment portfolio.</p>
<p>Streamlining Capital Projects in Ohio: The Value of Criteria Architects</p>	<p>Dive into the intricacies of capital projects and discover how the design/build approach, coupled with the expertise of a criteria architect, can ensure a seamless and efficient process. This presentation will explore the pivotal role of a criteria architect. Learn about the step-by-step process tailored to Ohio's unique requirements and gain valuable insights into optimizing your township's capital projects.</p>
<p>Workers' Compensation 101</p>	<p>Attendees will receive an overview of Ohio's workers' comp system. This presentation will cover rates, premiums, claims management, MCO, and TPA.</p>
<p>Cybersecurity Incident Response Plan Aaron Willis, Cyber IT Risk Consultant, Sedgwick</p>	<p>This session will help you gain clear, actionable insights, enhancing your understanding and approach to cyber risk in today's competitive digital environment.</p>
<p>Grants/Funding</p>	<p>Attendees will explore how communities can prepare and plan for the future development of infrastructure grant applications to state and federal agencies. Topics to be covered include compiling usable data, research strategies, collecting public input/feedback, and understanding funding timelines.</p>
<p>Small Towns, Big Futures</p>	<p>This presentation will review funding opportunities provided by USDA Rural Development. USDA Rural Development provides loans, grants, and loan guarantees for a wide range of projects. To be eligible for these funding opportunities, the entity's median household income cannot exceed \$53,800.</p>

<p>HR on a Budget</p>	<p>Explore cost-effective human resources strategies. Discover ways to optimize HR functions within budgetary constraints, ensuring efficient workforce management and compliance.</p>
<p>Financing Township Purchases Paul Rutter, Of Counsel, Bricker & Eckler</p>	<p>This session will focus on strategies for financing significant capital outlays, including equipment purchases, new construction, financing fire stations and related equipment, and improvements to existing facilities. Topics will include short and long-term debt, voted and unvoted options, tax anticipation notes, and lease-purchase financings. Debt limitations and exemptions will also be covered.</p>