

Tentative Agenda

*Registration and Lodging Details on Reverse.

Minnesota Association of County Administrators &
Minnesota County Human Resources Management Association

MACA - MCHRMA FALL CONFERENCE

October 5-7, 2011 | Ruttger's Bay Lake Lodge

Wednesday, October 5

- 3:00 – 5:00 p.m. **Registration**
- 5:00 - 7:00 p.m. **Dinner**
- 7:00 - 9:00 p.m. **“Searching for Success”
Scavenger Hunt**

Take advantage of an outdoor adventure on the beautiful grounds of Ruttger's Bay Lake Lodge and the opportunity to spend some quality R&R time with your MACA & MCHRMA colleagues “scavenging for savings,” “rooting for revenue” and “searching for success stories.” This unique event could help you learn some jackpot ideas to take back to your county, as well as some cold hard cash.

Thursday, October 6

- 7:00 - 8:00 a.m. **Breakfast**
- 8:00 - 10:00 a.m. **Concurrent Sessions I**

“Handling Data Practices & Data Privacy Requests”

Ann Goering, Ratwik, Roszak & Maloney, P.A.

What steps should you take to respond to a data practices request? Who owns data stored on a smart phone or other electronic device and when does that data need to be backed up? A wide array of issues will be covered related to data practices, data privacy requests, and how to respond to requests for data.

“Managing Board Relationships & Strategic Planning”

**Brandt Richardson, Dakota County Administrator
Richard Devlin, Olmsted County Administrator**

This session will focus on strategies to maintain productive working relationships with and between county board members. This session will also cover methods to engage your county board in strategic planning and keep their discussions at a policy level.

- 10:00 a.m. - Noon **Concurrent Sessions II**

“Employee Classification & Dealing with Compensation Compression”

Ann Antonsen, Vice President/Consultant, Springsted

This session will focus on the pros and cons of performance management and step systems, how to evaluate an old compensation system or transition to a new one and what you can do about compensation compression in your workforce. She will also talk about when it might be helpful to bring in outside expertise to assist you in addressing compensation challenges in your county.

“Crisis Communications & Managing the Media”

**Lillian McDonald, ECHO Executive Director
Buddy Ferguson, Minnesota Department of Health**

This session will focus on advanced topics in the theory and practice of crisis and emergency risk communication for response partners and the public, including communications-related decision making and message development and communication with special populations. We will also examine new media and their role in crisis communication. Participants should be prepared to engage in an interactive discussion of risk communication issues affecting their own county or department. Participants are encouraged to bring their own experiences and challenges to this workshop.

- Noon - 1:00 p.m. **Lunch**

- 1:00 - 3:00 p.m. **Concurrent Sessions III**

“Labor Relations & Negotiations”

Frank Madden, Madden and Associates

This session will cover a wide variety of issues related to county/labor relations and labor negotiations, including some technical aspects of labor agreements and negotiation strategies and also provide information about surviving concession bargaining or mediation and arbitration.

“Strategic Communications & Social Media”

**Gail Plewacki, Dakota County
Chris Burns, Ramsey County**

This session will focus on non-technical considerations for developing a communications strategy in your county, including concerns and benefits related to social media.

3:00 - 5:00 p.m.

Concurrent Sessions IV

“LEAN Process Mapping”

Duane Hebert, Winona County Administrator
Kelly Anderson, LEAN Facilitator and Trainer

LEAN is a philosophy of continuous improvement including simplifying processes and eliminating symptoms of non-value (waste). The LEAN process includes establishing a team of individuals to review systems and processes and recommend improvements, including employees who work with the system being reviewed and those who don't to serve as a “fresh set of eyes” on the system. Facilitators guide the team through the process and look at the how the current system operates and the development of an improved system. The LEAN philosophy has been adopted by many companies and organizations in the Winona area.

“Crossing Boundaries: Challenges & Opportunities”

Jan Fransen, Jackson County Coordinator
Chris Sorenson, Southwest Health & Human Services (SWHHS)

Jan Fransen, Jackson County Coordinator, and Chris Sorenson, Southwest Health & Human Services, will discuss their efforts to cooperatively deliver services with other local governments and highlight some of the obstacles and opportunities they have experienced.

5:00 - 7:00 p.m.

Dinner

Friday, October 7

8:00 –10:00 a.m. **MCHRMA Business Meeting**

8:00 –11:30 a.m. **MACA Business Meeting**

10:00 a.m. – Noon **MCHRMA SESSION: “What You See is Not Always What You Get: Pre-employment Testing and Background Checks”**

Ann Goering, Attorney, Ratwik Roszak and Maloney PA
Sonya Guggemos, Staff Counsel for Risk Management, MCIT

Learning as much as possible about job applicants has great value but conducting incomplete or legally questionable investigations and testing can expose the employer to liability. This session will examine background checks and pre-employment testing for job applicants. This will include a discussion on the scope and execution of background investigations; how to deal with candidates when the investigation yields adverse results; the issue of detrimental reliance; the variety and appropriateness of pre-employment testing; the role of social media in the hiring process and the application of data privacy laws in the collection, retention and distribution of information obtained through background checks and pre-employment testing.

Adjourn

MACA-MCHRMA Fall Conference Registration

The registration fee is **\$100 per attendee before September 12, 2011**, and \$150 after that date.

Name: _____ County: _____

Title: _____ Email: _____

MACA MCHRMA Non-Member | Any Special Accommodations? Please list: _____

Name: _____ County: _____

Title: _____ Email: _____

MACA MCHRMA Non-Member | Any Special Accommodations? Please list: _____

Total Due: \$ _____

PLEASE RETURN THIS FORM WITH PAYMENT BY SEPTEMBER 12.

Please make checks payable to MACA and return to:

MACA-MCHRMA FALL CONFERENCE REGISTRATION

Association of Minnesota Counties | 125 Charles Avenue, Saint Paul, MN 55103-2108

Cancellations received after 9/30/11 will be granted less a \$20 cancellation fee. There will be no refunds issued after that date.

PLEASE SEE SEPARATE LODGING FORM TO MAKE YOUR RUTTGER'S RESERVATIONS! LODGING DEADLINE: SEPTEMBER 5, 2011

*There is also a “Meals Only” option/form to be used IF YOU WILL NOT BE STAYING OVERNIGHT at this conference.



DEADLINE FOR RESERVATIONS:
September 5, 2011

Note: Reservations will be accepted until the date of arrival
based on availability

Prepayment Required

Mr./Mrs./Ms. _____

Address _____

Suite / Apt. # _____

City _____ St _____ Zip _____

E-mail _____
Confirmations will be mailed to the above address

Day Phone (_____) _____

Representing _____

Arrival _____ Departure _____

____ Single Occupancy
____ Double Occupancy

Roommates: Each attendee must complete a
separate reservation form. List the name(s)/
roommate(s) you have selected.

If your designated roommate does not register,
you will be charged at a single rate.

Special Requests:
Room Accessibility/Special Dietary

MACA/MCHRMA

GROUP PACKAGE RATE: Nightly
\$ 127.18 Double Occupancy Per Person
(with 2 people per bedroom)
\$169.93 Single Occupancy Per Person
\$84.43 Spouse Rate (when sharing with attendee staying at single
rate)

**All attendees and guests must be on the
Conference package**

Includes:

- Meals:
 - 10/5 – Dinner
 - 10/6 – Breakfast/Lunch/Dinner
 - 10/7 - Breakfast/Lunch
- Meeting facilities
- Unlimited golf on the *Alec's Nine*
- Minnesota Sales Tax

Rooms are assigned on a first-come, first-serve basis.

**Check In After 5:00 P.M.
Check Out Before 12:00 P.M.**

CANCELLATION POLICY:
NO REFUNDS on reservations cancelled less
than 30 days prior to arrival. Prior to 30 days
before arrival, a \$25.00 processing fee will be
deducted from your pre-payment.

**MACA/MCHRMA
October 5 – 7, 2011**

SMS/tjs: O9497rf10 -7/27/11

Pre-Payment Options.

****Credit Cards will be required at check-in by ALL guests for incidentals****

**Your Credit Card will be charged upon
receipt of form.**

Credit Cards- Please circle below:

Visa / Mastercard / Discover / American Express

CC# _____

Exp. Date _____ CVD # _____

Amount \$ _____

Signature: _____

In the event of a miscalculation, I authorize Ruttger's to charge to my credit card an
amount Ruttger's reasonably deems to be accurate.

_____ **Check** (Please enclose with form & make
payable to Ruttger's Bay Lake Lodge)

_____ **Purchase Order** (Purchase order must be
received prior to conference)

Amount \$ _____

MAIL to: Ruttger's Bay Lake Lodge
Attn: **Kris Dietz**
P.O. Box 400
Deerwood, MN 56444

Fax to: 218-678-2864 (attn.: Kris D)

Email to: Kristina.dietz@ruttgers.com

To avoid duplication, please only use one of the
options above to submit your form.

*Questions? Please call 800-450-1350 or if you
have not received confirmation within 2 business
days.*

Our receipt of your reservation form with payment by credit card,
check or purchase order signifies that you accept all the terms
and conditions on this reservation form.

ACCEPTANCE SIGNATURE



Ruttger's Bay Lake Lodge Commuter Reservation Form
MACA/MCHRMA
October 5-7, 2011

Deadline for Reservations: September 5, 2011

Note: Reservations will be accepted until the date of arrival based on availability (First come, first serve basis).

Reservations for meals only

This form is to be used only for guests that will NOT be staying overnight at Ruttger's Bay Lake Lodge. Please fill out and forward one form per attendee.

Participant Name and Address: _____

Phone #: _____ E-Mail: _____
Special Dietary _____

Wednesday, October 5, 2011

_____ Dinner(s) at \$26.75 each _____

Thursday, October 6, 2011

_____ Breakfast(s) at \$15.22 each \$ _____

_____ Lunch(s) at \$16.29 each \$ _____

_____ Dinner(s) at \$26.75 each \$ _____

Daily Conference Rate (required) \$ 10.00

Friday, October 7, 2011

_____ Breakfast(s) at \$15.22 each \$ _____

_____ Lunch(s) at \$16.29 each \$ _____

Daily Conference Rate (required) \$ 10.00

Grand Total

\$ _____

All Prices include service fee and tax

Form will not be processed without pre-payment. Please choose one of the following payment methods:

Check - Make payable to: Ruttger's Bay Lake Lodge
Attn.: Kris Dietz
PO Box 400
Deerwood, MN 56444

Purchase Order
Attendee name must appear on Purchase Order form.
Purchase orders must be received prior to conference

Credit Card - Visa / Mastercard / Discover / American Express

Card # _____ Expiration date: _____

Signature: _____

Fax or email form to: 218-678-2864 or Kristina.dietz@ruttgers.com

(For Credit Card or Purchase order payment only - do not fax if mailing check for payment)

(Your Tickets can be picked up at our Front Desk) RATES ARE SUBJECT TO CHANGE.

PLEASE CALL 800-450-1350 TO INSURE WE RECEIVED YOUR DAY ATTENDEE FORM

Cancellation Policy: The full amount will be refunded if notice of cancellation is received 48 hours (weekday) out from event. After that time, the full amount will be retained by Ruttger's.