



Foundations in County Government is KAC's signature leadership program, open to all county employees across every department and level of service. This program introduces essential skills that strengthen effectiveness in public service, including:

- Communicating with clarity and impact
- Collaborating as a strong team member
- Advancing personal and professional growth

The program's goal is to equip participants with practical tools to lead, engage others, and address the challenges facing local government. Designed with flexibility in mind, it offers timely presentations and workshops tailored to current issues and emerging needs.

Participants earn a Certificate of Completion by successfully completing three (3) core classes and four (4) elective classes.

Core Courses

These same core courses are also offered as part of the Kansas LTAP Roads Scholar Program:

- County Government 101 or New Commissioners Orientation
- Effective Meetings
- Legal Aspects of Management
- Ethical Considerations
- Budgeting and Finance
- Fundamentals of Leadership

Elective Courses

All elective classes offered by the Kansas Association of Counties as shown below, along with ad hoc sessions that address current issues, can be applied toward the Foundations in County Government Program.

Ready to Begin? First Step: Program Enrollment

If you are interested in completing the Foundations in County Government Program certificate program, please email info@kansascounties.org for more information.

Course fees range from \$50 - \$100 depending upon the instructor, location, meal, materials, and other costs incurred by KAC. Please note: *There must be at least ten (10) individuals signed up ten (10) days prior to the scheduled session to hold a workshop.* If there is not sufficient enrollment, the session will be canceled, and you will be notified via email. All full day workshops include coffee service and lunch.

Core Courses

Budgeting and Finance

Full Day 8 AM-4PM | In-Person Only
\$100

Budgeting and Finance is a required role of the county commission as well as other elected officials and staff. The number and scope of county services have expanded in response to intergovernmental mandates and long devolution trends. The dizzying pace of technology innovations promises long-term efficiencies for county operations, but in the short run, requires a significant financial investment. This course defines the role of the county commission as financial policy makers and related roles of citizens, other elected officials, and staff. In addition, this class will address current tips on how to manage the Revenue Neutral Rate (i.e., Truth in Taxation) in your county.

- Establish the legal parameters for the county budget and identify the functions of a capital and annual operating budget.
- Propose processes for preparing, adopting, and managing the budget.
- Explain how county government is financed and suggest techniques for estimating county revenues.
- Identify leadership strategies that contribute to wise, effective, and responsible financial decisions.
- Identify how to challenge county department heads and staff, and outside agencies to the county to use the budget process to think more strategically, more seriously, and more collaboratively about how goals can be accomplished in more creative and cost-effective ways.
- Consider the adequacy of cash balances or reserves, i.e., how much is enough, not enough, or too much, and how cash balances can be managed.
- Evaluate revenue sources other than the property tax to finance county programs and services.
- Consider how the county's fund structure enables or detracts from the ability of the board of county commissioners to effectively manage the county budget.
- Learn ways to effectively communicate county budget information to citizens, groups, and the news media.

Instructor: Ryan Adkison is the Assistant County Administrator/Finance Director for Butler County. One of his primary duties is crafting the organization's annual CIP/operating budget, which has won the Government Finance Officers Association's (GFOA) Distinguished Budget Presentation Award the past seven years. Ryan received his undergraduate degree from Emporia State University in Political Science, where he played basketball and married his beautiful bride. He received a Master's of Public Administration from the Hugo Wall School at Wichita State University. Ryan then worked in the Budget Office and Pension Office at the City of Wichita before moving to Butler County.

County Government 101

Half Day | In-Person

\$65

This workshop offers front-line employees a practical primer on county/city government to enhance understanding of what influences and shapes their day-to-day jobs. The workshop will also enhance participants' skills in educating citizens about government services. Because the information is valuable to anyone serving in local government, persons with other levels and types of responsibilities are welcome to attend.

Instructor: Bruce Chladny, Kansas Association of Counties Executive Director

Effective Meetings

Two Hours | Virtual Only

\$50

Join your county colleagues from across Kansas for Effective Meetings – a webinar where we'll explore how to run an effective meeting. This course will guide you on meeting your responsibility in effectively running committee, commission, or board meetings from developing an agenda to chairing a meeting. We will also explore the Kansas Open Meetings Act, so you can confidently run things by the book.

Instructor: Jay Hall, Kansas Association of Counties Deputy Director & General Counsel

Ethical Considerations

Half Day | In Person

\$65

The opportunity to serve the public as an elected or appointed official is a high honor and confers a sacred trust to the officeholder or public employee. Stewardship of the public trust not only requires upholding the law, but also obligates public officials and employees to act in ways consistent with the highest standards of ethical conduct. In this lively, interactive workshop, we will discuss some of the ethical "gotchas" which can blindsides the well-meaning county official, whether elected or appointed. What are the ethical rules for a county official or county employee? Are they determined by state law, the officeholder or employee, the county government, or the latest headline? If it's legal, does that mean it's also right? As part of the workshop, participants will review codes of ethics for local government mandated by Kansas statutes. Participants will learn to analyze ethical dilemmas by means of case studies, with real examples from the world of county government.

This workshop is intended to raise awareness of the myriad of the ethical considerations which face county leaders. An extensive use of case studies is used to provide real world examples of challenging ethical situations that confront county leaders daily.

Fundamentals of Leadership

Full Day 8 AM-4PM | In-Person Only

\$100

Leadership is an art that transcends beyond merely holding a position of authority. It is a transformative force that inspires individuals, motivates teams, and drives organizations toward success. While the concept of leadership may seem elusive, understanding its fundamentals can pave the way for personal and professional growth. In this workshop, we will look at the core principles that build a firm foundation for effective leadership, providing valuable insights for aspiring leaders and those seeking to enhance their leadership skills. By end of the workshop, you will:

- Identify your personal leadership strengths and weaknesses.
- Understand the evolution of Facilitative Leadership.
- Learn steps for building trust as a leader.
- Be able to use listening to improve your leadership skills.
- Become aware of the importance of ethical decisions in leadership.

Instructor: Bruce Chladny, Kansas Association of Counties Executive Director

Legal Aspects of Management

Three Hours | In-person

\$65

Government's dedication to assuring a fair workplace has meant greater legal complexity in all aspects of supervision. This workshop will help supervisors navigate the most current legal provisions associated with the public sector workplace and translate them into plain-English guidelines.

- Review the concept of equal employment opportunity and its application in interviewing, supervision, promotion, and termination.
- Understand the most current definitions of sexual harassment, and what to do if it is reported or suspected.
- Learn how to conduct a legally compliant performance appraisal.
- Expand knowledge of how to prevent legal problems when responding to poor performers.
- Increase awareness of legal issues associated with electronic communication.
- Learn when to seek assistance from legal or human resource management specialists.

Instructors: Tara Eberline, Partner, and Sarah Otto, Associate, Foulston Siefkin LLP

Elective Courses

Overview of Human Resource Management

Full Day 9AM-4PM | In-person

\$100

Human resource management covers more ground than people might initially imagine. Some may define it as interactions between employer and employee in the period between which an employee is hired until they are terminated. While this is true, human resources management begins even before this, with the policies that are created by the institution and the laws that govern workplace relations.

Human Resource Management is the process of working with people so that they and their organizations reach full potential even when change precipitates the need to acquire new skills, assume new responsibilities and form new relationships. This course is designed to give you an overview of the key elements of human resource management.

Instructor: Crystal Malchose is the Human Resource Director/Special Projects for Geary County. She has over two decades of Human Resources experience in the public sector (city and county level). Crystal received her B.S. Degree in Human Resource Management from Kansas State University in 2007; CPM (Certified Public Manager) Certification from University of Kansas in 2013; and a Masters in Public Administration from University of Kansas in 2017. She serves on various boards and committees to support other public sector organizations and promote positive service.

County Government's Guide to Understanding the Kansas Open Meetings Act (KOMA)

One Hour | Virtual Only

No Cost

This online presentation covers the basics of the Kansas Open Meetings Act (KOMA), as well as provides practical tips and best practices for your role in local county government.

Instructor: Jay Hall, Kansas Association of Counties Deputy Director & General Counsel

County Government's Guide to Understanding the Kansas Open Records Act (KORA)

One Hour | Virtual Only

No Cost

This online presentation covers the basics of the Kansas Open Records Act (KORA), as well as provides practical tips and best practices for your role in local county government.

Instructor: Jay Hall, Kansas Association of Counties Deputy Director & General Counsel

The combined KOMA and KORA online presentation count as one elective.