

BOARD MEMBER TRAINING

TRAINING FOR NEW AND CURRENT AUTHORITY BOARD MEMBERS

March 14, Mars • March 21, Camp Hill • April 4, Breinigsville • April 11, Virtual

This one-day training is available to current and newly appointed board members. Attendees will learn about their responsibilities to effectively establish policy and direction for the authority.

ENCOURAGED TO ATTEND

- Board members
- Authority managers
- Authority staff
- Consultants

YOU WILL LEARN

This training is specially designed to provide a broad overview of key duties and responsibilities for authority board members such as:

- Ethics
- Financial responsibilities
- Establishing relationships with engineers, solicitors and other professional entities

FOR MORE INFO



717-737-7655



baer@municipalauthorities.org



municipalauthorities.org

OUTLINE OF AGENDA

8:00 am

Registration

8:30 am

- **Financial Responsibilities**
- **Human Resources**
- **Board & Manager Responsibilities**
- **Board-Engineer Relations**
- **Ethics**
- **Relationships with Solicitors**
- **Municipality Authorities Act & Related Laws**

1:00 pm

Lunch and Networking

DATES & LOCATIONS

Thursday, March 14

DoubleTree by Hilton Hotel
Pittsburgh - Cranberry
910 Sheraton Drive
Mars, PA 16046
P: (724) 776-6900

Thursday, March 21

Penn Harris Hotel Trademark
Collection by Wyndham
1150 Camp Hill Bypass
Camp Hill, PA 17011
P: (717) 763-7117

Thursday, April 4

Delta Hotels Allentown
Lehigh Valley
7736 Adrienne Drive
Breinigsville, PA 18031
P: (610) 391-1000

Thursday, April 11

Virtual

Engineers: Earn up to 2 PDH credits.

Solicitors: Earn up to 2 CLE (C/W) & 1.5 (E) credits.

8:00 am

Registration

8:30 am

Financial Responsibilities

David Busch, Keystone Alliance Consulting, Inc.

Evan Ridington, Arthur Hall Insurance

The presenters will address the boards responsibility for financial reporting, including external reports, internal reports, ways to budget, annual operating budget, revenue generation and much more.

9:30 am

Human Resources - What you need to Know

Barry Wolfe, Argos HR Solutions, LLC

Improve your ability to oversee your Authority with an understanding of critical management concepts and best practice compensation and benefits strategies. Provide better guidance when problems arise and avoid mistakes that can make them worse.

Board and Manager Responsibilities & Governing Body Authority Relations

9:50 - 10:20 am

Autumn Crawford, Western Butler County Authority (C/W/V)

9:50 - 10:35 am

Anthony Bellitto, PE, North Penn Water Authority (E)

It is essential that authority board members and managers understand their different roles and responsibilities to ensure effective operations. It's also important that authorities maintain cooperative and constructive working relationships with the municipalities that govern them. Both topics will be addressed.

Board Engineer Relations – Tips & Tricks on How to Work with Your Engineer

10:20 - 10:50 am

Elizabeth Lackey, PE, Herbert, Rowland & Grubic, Inc. (W)

Justin Mendinsky, PE, Herbert, Rowland & Grubic, Inc. (C)

Representative from Herbert, Rowland & Grubic, Inc. (V)

10:35 - 11:05 am

Cory Salmon, PE, Herbert, Rowland & Grubic, Inc. (E)

This discussion will focus on methods and strategies you can use to facilitate your relationship with your engineer. Topics will include developing scopes and project cost estimates, establishing compensation, administrative issues, and other current issues raised by the session attendees.

Break

10:50 - 11:00 am (C/W)

11:05 - 11:15 am (E)

Ethics

10:50 - 11:40 am (V)

11:00 am - 12:00 pm (C/W)

11:15 am - 12:00 pm (E)

Representative from PA State Ethics Commission

The PA State Ethics Commission will provide a brief review of ethical standards, recent Ethics Commission rulings impacting municipal authority officials, and briefly address the required Statement of Financial Interest forms. The Ethics Act requires this form be filed each year the position (board and/or management) is held and the year following termination of service.

Relationships with Solicitors

11:40 am - 12:10 pm (V)

12:00 - 12:30 pm (C/E/W)

Jennifer Caron, Esq., Eckert Seamans Cherin & Mellott, LLC

E. Lee Stinnett II, Esq. Salzman Hughes, PC

The presenters will discuss the value of working closely with your solicitor and other legal professionals retained by the authority. Topics of discussion will include financing, regulatory issues, labor matters, litigation and more.

Municipality Authorities Act & Related Laws

12:10 - 12:40 pm (V)

12:30 - 1:00 pm

Steven Hann, Esq., Hamburg, Rubin, Mullin, Maxwell & Lupin, PC (C/E)

Michael Witherel, Esq., Witherel Kalina Law Group (W)

The presenter will share recent court rulings impacting authorities, the Municipal Authorities Act and related laws.

1:00 pm

Lunch and networking

Engineers: Earn up to 2 PDH credits.

Solicitors:

Earn up to 2 CLE (C/W) & 1.5 (E) credits.

REGISTRATION



Please check which location you will be attending:

West – Thursday, March 14

*DoubleTree by Hilton Hotel
Pittsburgh - Cranberry*
910 Sheraton Drive
Mars, PA 16046
724.776.6900

Central – Thursday, March 21

*Penn Harris Hotel
Trademark Collection by
Wyndham*
1150 Camp Hill Bypass
Camp Hill, PA 17011
717.763.7117

East – Thursday, April 4

*Delta Hotels Allentown –
Lehigh Valley*
7736 Adrienne Drive
Breinigsville, PA 18031
610.391.1000

Virtual – Thursday, April 11

PLEASE NOTE: No continuing education credits will be available through the virtual meeting.

Name/Job Title: _____

Authority/Firm: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **E-mail:** _____

Name/Job Title: _____

Authority/Firm: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **E-mail:** _____

Name/Job Title: _____

Authority/Firm: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **E-mail:** _____

In-Person Registration pricing PRIOR to February 24:

- Member - \$140.00 per person
- Non-Member - \$175.00 per person

In-Person Registration pricing AFTER February 24:

- Member - \$155.00 per person
- Non-Member - \$190.00 per person

Virtual Registration:

- Member - \$75.00 per person
- Non-Member - \$95.00 per person

Payment Methods:

- A check, made payable to PMAA, is enclosed
- Visa MasterCard Discover

Card No.: _____ **Exp.:** _____ **Security code:** _____

Continuing Education
Please check the appropriate box if you need credits:

- PDH credits (2)
- CLE credits (2 @ C/W & 1.5 @ E)

ID # _____

Contact the hotel at the numbers listed above for accommodations or information.

On-line registration is available on our website.

Can't attend the virtual meeting live? Please register for the virtual option to receive the link.

- Send me the link

ALL CANCELLATIONS MUST BE SUBMITTED TO THE OFFICE IN WRITING ONE WEEK PRIOR TO THE MEETING DATE. Due to reservation guarantees, **unpaid no-shows will be charged.** **NO REFUNDS** will be made after the cancellation deadline.

