

# 2020 Newly Elected Officials' Orientation Program

January 31 - February 1, 2020  
Wyndham Garden State College

## Friday, January 31

**8:00 a.m.** Registration & Continental Breakfast

**9:00 a.m.** Welcome from the League  
*Speaker: Rick Schuettler, League Executive Director*

**9:00 a.m.** Emotional Intelligence: The What, Why, & How  
*Speaker: Kevin R. Cheesebrough, Captain USN (Retired), PCC*

Successful leadership requires more than the skills needed to manage a team or an organization; to become a successful leader one must also possess the ability to put themselves in someone else's situation, a.k.a "emotional intelligence". Emotional intelligence is defined as the capacity to be aware of constituents which ultimately builds meaningful connections and encourages a positive work environment. In this session, we will identify the four pillars of emotional intelligence while learning about practical applications of these pillars within the workforce.

**10:30 a.m.** Break

**10:45 a.m.** Ethics: Remember, People Are Watching  
*Speaker: Brian D. Jacisin, Deputy Executive Director/  
Director of Investigation, State Ethics Commission*

As an elected or public official, you are now obligated to follow the guidelines established in the Pennsylvania Public Official and Employee Ethics Act. This session will provide an overview of the Act and focus on various topics including restricted activities, conflicts of interest, and the Statement of Financial Interests filing requirement.

**12:15 p.m.** Lunch

**12:30 p.m.** Legislative Advocacy: Leverage the Influence of Your Community's Voice  
*Speaker: Amy Sturges, League Director of Governmental Affairs*

As an elected official you have taken an oath to uphold the duties of your office and this means you are responsible for preserving and improving the quality of life in your community. One of the most important tools you have to help you become a community steward is legislative advocacy. This session provides a quick overview of the PA General Assembly, the legislative process, and it will review how you can become an effective advocate.

**1:15 p.m.** State Agency Starter Kit  
*Speakers: Wes Fahringer, Regional Advisor, Bureau of Recreation and Conservation, Kathy Possinger, Director, Center for Community and Housing Development, Pennsylvania Department of Community & Economic Development, Larry Shifflet, Deputy Secretary for Planning, PennDOT, Daniel Vilello, Local Government Liaison, Department of Environmental Protection, Richard Vilello, Deputy Secretary, Community Affairs & Development, Pennsylvania Department of Community & Economic Development*

Grants, economic development initiatives, responsible procurement practices, environmental concerns, and infrastructure are all issues that will require you to work with outside agencies and partners. As community leaders, you need to learn what state resources are available and who to call for assistance with your community initiatives. This panel will introduce you to top state officials in many of the agencies that can help support many local projects.

**3:15 p.m.** Break

**3:30 p.m.** Fiscal Management Strategies for Newly Elected Officials

*Speaker: Greg Primm, Manager, Allegheny Township*  
Managing the fiscal affairs of a municipality is a daunting task regardless of whether you are new to the game or have been at it for years. This session will review a recommended structure for municipal officials to follow relating to the annual fiscal cycle and an overview will be provided of responsibilities that fall within that cycle.

**5:30 p.m.** Networking Reception

## Saturday, February 1

**8:00 a.m.** Registration & Continental Breakfast

**9:00 a.m.** What Newly Elected Officials Need to Know in 2020  
*Speakers: John Molloy, CFA, PLGIT Senior Manager  
Paul Robinson, PLGIT Sr. Marketing Representative*

Elected Officials bring diversified perspectives to the offices they hold but are they prepared out of the gate to deal with many multifaceted financial issues. Large project financing can be a complex process with public funding at stake. Investments are another area where Elected Officials need to make prudent but effective decisions. This session will cover a few of the different types of financial issues you may find yourself involved with carrying out the duties of your new position.

**10:00 a.m.** Break

**10:15 a.m.** When to Call Labor & Employment Counsel: Municipal Labor & Employment Essentials for Elected Officials  
*Speaker: Patrick J. Harvey, Esq., Campbell Durrant, PC*

Managing a Labor Force of Public Employees is a challenging responsibility. Who has the authority to hire, discipline and terminate? What questions can be asked in an interview? As an elected official is it now your responsibility to limit liability and exposure to your municipality from all labor and personnel issues. This session will provide an overview of issues you may encounter in your role as an elected official.

**12:00 p.m.** Lunch



Pennsylvania Municipal  
**League**