



## Spring 2019 Advanced Academy



**Wednesday April 17, 2019**

8:00 – 10:00 **A Dose of Perspective: A Glimpse Into The Real You and How To Be Instantly Better**  
**(4.0 hours CMFO Other)**

This session will develop action items that create habits to increase your productivity. Dr. Cook will work through options so conference attendees will be able to create a customized plan that will be both useful and reasonable. The goal is to walk away with a roadmap about how to bring a new and positive perspective to their work. This session will include:

- Productivity: Building habits to Manage Your Growing Workload
- Understanding Boundaries: Removing Frustrations From Your Life
- Adapting to Personalities: How to Get Along With (Almost) Anyone
- Customer Service: How to be Nice on Your Worst Days

### **Dr. Heather Cook**

Dr. Cook is an engaging motivational speaker in the field of leadership development and Community engagement. Her niche is finding ways for organizations with a core responsibility To find a way to incorporate advocacy and engagement in a manageable way. She has the uncanny ability to help people create excellence through change, and even enjoy the process!

She received her Doctorate in Educational Leadership and Policy Analysis from East Tennessee State University and was the first graduate of the prestigious Roan Scholars Leadership Program. She also earned a BBA in Marketing and an MBA from ETSU.

10:00 – 10:15 Break

10:15 – 12:00 **A Dose of Perspective (Part II)**

12:00 – 1:00 Lunch, served at the hotel

1:00 – 2:45 **Utility Board Finance Training (4.0 Hours CMFO Financial)**

The Tennessee State Legislature passed legislation requiring that all elected officials who operate a utility take 12 hours of training within one year of their election. This class is the finance training that elected officials will receive. It is presented here so that City Records may be prepared to answer question that their elected officials may have.

### **Mr. Brad Harris, Municipal Finance Consultant, University of Tennessee**

Brad Harris serves with MTAS as a finance and accounting consultant for the East Tennessee region. Before coming to work with MTAS three years ago, Brad served as



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the finance director for the City of Athens, TN for five years and also has served as the finance director for Rhea County, TN for four years. Brad is a CPA, and serves on the Government Finance Officers Association Committee on Budgeting and Fiscal Policy. He lives in Dayton, TN with his wife Beth and daughter Katie.

2:45 – 3:00 Break

3:00 – 4:30 **Utility Board Finance Training (Part II)**

4:30 Adjourn

### Thursday April 17, 2019

8:00 – 9:45 **Financial Red Flags (2.0 CMFO Financial)**

This class will identify and discuss red flags that financial statement readers should notice and be concerned about. It will assist City Recorders and Finance Officers in explaining financial statements to elected officials.

#### **MS. Kay Stegall, Finance and Accounting Consultant, University of Tennessee**

Kay Stegall joined the Municipal Technical Advisory Service in March of 2008 as a Municipal Finance and Accounting Consultant. Her recent duties have included development, administration, and presentation of the Certified Municipal Finance Officer (CMFO) program. She is a graduate of the University of Tennessee at Martin. She is a Certified Public Accountant, (CPA), and is also certified by the Association of Government Accountants as a Certified Government Finance Manager, (CGFM).

9:45 – 10:00 Break

10:00 – 12:00 **Everybody matters, Leadership and How We Can Improve Our Perception of Leaders (2.0 CMFO Other)**

This course will challenge you to think about how you run your organization and above all how to be an inspirational leader. You will be shown how you can create a thriving organization where people feel valued, cared for, and that they play an integral role. You will be inspired and equipped with real, tangible ideas you can implement in your organization for tomorrow.

#### **Mr. Gary Jaeckel, MTAS Management Consultant, University of Tennessee**

Gary Jaeckel is a Municipal Management Consultant serving cities primarily in the upper portion of Middle Tennessee. He has been with MTAS since 1999. Gary has a Masters



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of Public Administration degree and a Bachelor's Degree in Political Science from Northern Illinois University. Prior to coming to MTAS he served in several communities in Illinois over a 14 year career. He has served as a City Administrator in Dwight and Forsyth, as an Assistant City Manager in the Chicago suburb of Streamwood and as an Assistant to the City Manager in the Chicago suburb of Elmhurst. Prior to starting his career in city management Gary worked for a large insurance company in sales and as a manager of a retail business. Gary lives in Hendersonville. His three sons are currently enrolled in college. In his spare time, Gary is involved in youth wrestling in Tennessee. For the last eleven years he has developed and coached the youth wrestling program in Hendersonville. In addition to working with the youth program, Gary helps out with the local high school program, helping to coach the young men and women who are on the Hendersonville High School team. Gary teaches a number of Elected Officials Academy classes every year, along with Strategic Planning sessions for his clients. He views his role as that of a Coach in many ways. MTAS consultants are there to help each city achieve the best performance, in the best possible way for that community, in order to achieve success.

12:00 Lunch (on your own)

1:00 – 2:45     **Practical Application of Internal Controls in Small and Medium Sized Governments (2.0 CMFO Financial)**

This class will cover Internal Controls for small and medium sized government operations. Topics covered will be:

- The COSO Model, is it useful in this environment
- The three major divisions of Segregation of Duties
  - Accounting, Treasury. And Custody
- Practical applications designed to strengthen internal controls
  - Your Internal Control Policies Manual
  - Proper Documentation of Transactions
  - Utilization of existing staff
  - Thinking outside the box
- Internal Controls even an auditor can understand

**Mr. Don Mills, CPA, CFE, CFF**

DON MILLS is the audit partner with the MG CPA Group in Tullahoma. Prior to founding the firm, he spent nine years as the Investigator for the Tennessee State Board of Accountancy, where he was responsible for the development and presentation of the Board's CPE class on State Specific Ethics for Tennessee CPAs. Don has been associated with governmental auditing and accounting continuously since 1986 when he began his career as a senior auditor for the Division of Municipal Audit under the guidance of Dennis Dycus, CPA. He is



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a Certified Public Accountant, a Certified Fraud Examiner, and is Certified in Financial Forensics by the American Institute of Certified Public Accountants.

2:45 – 3:00 Break

3:00 – 4:30 **Compliance with Everything Governmental (2.0 CMFO Financial)**

This course will cover compliance with governmental rules and regulations at all levels. The following topics will be addressed:

### The Federal Government

- Single Audit
- Federal Grants, Direct or pass through
- IRS and SSA

### Tennessee State Government

- Grants Administration
- Comptroller of the Treasury
  - Local Bond and Finance
  - Dept. of Revenue
  - Local Government Audit
  - Investigations
- Water and Wastewater Finance Board

Public Records Act

Local Governments

4:30 Adjourn