

1999 HOUSE POLITICAL SUBDIVISIONS

HB 1357

1999 HOUSE STANDING COMMITTEE MINUTES

BILL/RESOLUTION NO. 1357

House Political Subdivisions Committee

Conference Committee

Hearing Date 1-28-99

Tape Number	Side A	Side B	Meter #
1		x	10.6-25.5
Committee Clerk Signature <i>Sam Dever</i>			

Minutes: BILL SUMMARY: Relating to the training of newly elected county officials.

Chairman Froseth : called the hearing to order with all members present except Rep. N. Johnson.

Rep. Delmore, Dist 43 : 10.6 testified in support of bill. It's necessary to keep up training and educating newly elected people.

Mark Johnson, N.D. Assoc. of Counties : 11.7 testified in support and passed out a resolution from the association. (See attached testimony) We are attempting to bring additional credibility and more skill level back. Each elected group has their own training group. Dr. Bob Johnson has been managing our training curriculum, as a consultant, being his background is in education.

Rep. Ekstrom : 14.8 Was there any discussion, when you were putting this together, with regard to this being an impediment for someone running for office?

Mark : Yes, that was discussed at length. That is way the bill has no penalty nor result if you do not go to the training. The county commissioners should support their continued training.

Rep. Glassheim :16.0 Is this training for newly or each time you are elected people?

Mark : A newly elected is each time you are elected.

Rep. Koppelman : 17.8 The wording is "elected" in bill. What happens if people become appointed?

Mark : The intent, I feel, is they would want to go to training anyway.

Rep. Niemeier : I want to address costs. Do you expect the county will pick up the cost involved?

Mark : 19.3 We did not want to add costs in, because we felt that it is the county responsibility.

Rep. Eckre : Would people be denied, if they are appointed instead of elected. In my county we have appointed some.

Mark : No, you just need to pay the fee and show up.

Vice Chair Maragos : 20.0 Would it be all right if we amend the bill to add "or appointed" to the bill in line 6 and 7 and line 2.

Rep. Disrud :20.6 What if someone has been doing the job for 25 years. Do they still have to go.

Mark : Even if you have been in office forever, you still need to be trained in new technology and continuing education, just like most fields require. They can benefit.

Bob Johnson, Institute of Local Government : testified in support . (See attached testimony)

Chairman Froseth : hearing no testimony in opposition, the hearing was closed. What does the committee wish. Rep. Koppelman made a motion to amend by inserting "or appointed" after "elected". Rep. Glasheim second. Voice vote called and all were YES .

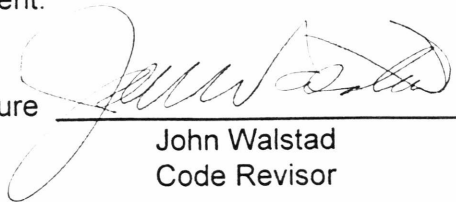
ACTION: Rep. Maragos moved DO PASS as amended, Rep. Eckre second the motion.

ROLL CALL VOTE: 14 YES and 0 NO and 1 ABSENT. Rep. Wikenheiser will carry the bill.

FISCAL NOTE STATEMENT

House Bill or Resolution No. 1357

This bill or resolution appears to affect revenues, expenditures, or fiscal liability of counties, cities, or school districts. However, no state agency has primary responsibility for compiling and maintaining the information necessary for the proper preparation of a fiscal note regarding this bill or resolution. Pursuant to Joint Rule 502, this statement meets the fiscal note requirement.

Signature 
John Walstad
Code Revisor

January 28, 1999

VR
1/29/99

HOUSE AMENDMENTS TO HOUSE BILL NO. 1357

Page 1, line 2, after "elected" insert "or appointed"

Page 1, line 6, after "**elected**" insert "**or appointed**"

Page 1, line 7, after "elected" insert "or appointed"

Renumber accordingly

Date 1-28-99

Roll call vote # 1

Please type or use black pen to complete

1999 HOUSE STANDING COMMITTEE ROLL CALL VOTES

BILL/RESOLUTION NO. 1357

House POLITICAL SUBDIVISIONS Committee

- Subcommittee on _____
 - Conference Committee
- } Identify or check where appropriate

Legislative Council Amendment Number 90620.0101 200 title

Action Taken Do Pass as Amended

Motion Made By Rep. Maragos Seconded By Rep. Eckre

Representatives	Yes	No	Representatives	Yes	No
Chairman Froseth	/		Rep. Wikenheiser	/	
Vice Chair Maragos	/				
Rep. Delmore	/				
Rep. Disrud	/				
Rep. Eckre	/				
Rep. Ekstrom	/				
Rep. Glassheim	/				
Rep. Gunter	/				
Rep. Johnson, N					
Rep. Koppelman	/				
Rep. Niemeier	/				
Rep. Rose	/				
Rep. Severson	/				
Rep. Thoreson, B	/				

Total 14 0
(Yes) (No)

Absent -1-

Floor Assignment Rep. Wikenheiser

If the vote is on an amendment, briefly indicate intent:

DO NOT USE HIGHLIGHTER ON ANY FORMS

REPORT OF STANDING COMMITTEE (410)
January 29, 1999 1:53 p.m.

Module No: HR-19-1505
Carrier: Wikenheiser
Insert LC: 90620.0101 Title: .0200

REPORT OF STANDING COMMITTEE

HB 1357: Political Subdivisions Committee (Rep. Froseth, Chairman) recommends **AMENDMENTS AS FOLLOWS** and when so amended, recommends **DO PASS** (14 YEAS, 0 NAYS, 1 ABSENT AND NOT VOTING). HB 1357 was placed on the Sixth order on the calendar.

Page 1, line 2, after "elected" insert "or appointed"

Page 1, line 6, after "**elected**" insert "**or appointed**"

Page 1, line 7, after "elected" insert "or appointed"

Renumber accordingly

1999 SENATE POLITICAL SUBDIVISIONS

HB 1357

1999 SENATE STANDING COMMITTEE MINUTES

BILL/RESOLUTION NO. HOUSE BILL 1357

Senate Political Subdivisions Committee

Conference Committee

Hearing Date March 4, 1999

Tape Number	Side A	Side B	Meter #
1	x		0 to 1650
Committee Clerk Signature 			

Minutes:

SENATOR LEE: open hearing on HOUSE BILL 1357

REPRESENTATIVE DELMORE: introduce HOUSE BILL 1357, proposed amendments to this bill.

SENATOR LEE: questions

SENATOR FLAKOLL: you where fine with the house bills

SENATOR KELSH: wouldn't this include county commissioners as county elected officials

REPRESENTATIVE DELMORE: they are listed by specific name of the county commissioners so we need to include all of them. Own association

SENATOR LEE: any further questions

MARK JOHNSON: support HOUSE BILL 1357, see testimony

SENATOR FLAKOLL: elected vs. appointed officials, those that are listed are any routinely appointed positions.

MARK JOHNSON: county commission in January has a list of people whom they must ratify the appointment of like, Social Service director, highway engineer or supervisor, county nurse and more that are appointed every year, employment at will not elected

SENATOR FLAKOLL: no reference to this section

MARK JOHNSON: should not create a problem, the word appointed was inserted in the house to make sure that the training provided would be available and encouraged in appointed personnel, for sure those elected personnel whom are new to their jobs

SENATOR FLAKOLL: costs associated with appointed position training or would the cost be put onto the county

MARK JOHNSON: county would be responsible for the costs, if training is encouraged and expanded in the counties, if the bill passes the ability to generate and provide training curriculum would significantly reduce the cost of the training. Currently officials attend hiring and firing training which costs them about 30 dollars

SENATOR LEE: would be individually paid for or paid for by the county.

MARK JOHNSON: county would absorb the cost, SENATOR KELSH: question: is the county commissioner an elected official, specific training for states attorneys and for sheriff's that has already been set up, and the need to amend in these elected officers

SENATOR WATNE: other departments that need training also

MARK JOHNSON : these departments are involved in state wide training efforts, specific and specialized offices

Senate Political Subdivisions Committee
Bill/Resolution Number Hb1357
Hearing Date March 4, 1999

SENATOR LEE: dues for participating in these events and the counties trying to provide the training class at no cost

MARK JOHNSON : we are providing them at a low cost to cover the dues involved, dues will not cover the entire cost of the training but are only made to cover the expense of training for that individual or county.

SENATOR LEE: participation for every county for these events or training classes

SENATOR LEE: questions

BOB JOHNSON: see testimony, director for the institute of local government, adult courses sand the need for them, officials attending these seminars and officials that request these particular seminar's

SENATOR KELSH: last page and resolution by the clerk of court, questioned answered in document

SENATOR LEE: any further questions

SENATOR WATNE: move the amendment on HOUSE BILL 1357

SENATOR KELSH: second the amendment

MOTION: voice vote and amendment is carried

SENATOR WATNE: moves the do pass as amended

SENATOR FLAKOLL: seconds the vote

SENATOR LEE: hold vote for SENATOR LYSON:

MOTION: carried

90620.0201
Title.

Prepared by the Legislative Council staff for
Representative Delmore
March 2, 1999

PROPOSED AMENDMENTS TO ENGROSSED HOUSE BILL NO. 1357

Page 1, line 7, after the first "of" insert "county commissioner,"

Renumber accordingly

- open -

Date:
Roll Call Vote #:

1999 SENATE STANDING COMMITTEE ROLL CALL VOTES
BILL/RESOLUTION NO. HB 1357

Senate Political Subdivisions Committee Committee

Subcommittee on _____
or
 Conference Committee

Legislative Council Amendment Number _____

Action Taken Do pass as amended

Motion Made By Watne Seconded By Flakoll Kelsh

Senators	Yes	No	Senators	Yes	No
Senator Lee (Chairman)	/				
Senator Lyson (Vice-Chaiman)	/				
Senator Flakoll	/				
Senator Watne	/				
Senator Kelsh	/				
Senator Nelson					

Total (Yes) 5 No 0

Absent Nelson

Floor Assignment Sen Watne

If the vote is on an amendment, briefly indicate intent:

REPORT OF STANDING COMMITTEE (410)
March 8, 1999 8:18 a.m.

Module No: SR-41-4184
Carrier: Watne
Insert LC: 90620.0201 Title: .0300

REPORT OF STANDING COMMITTEE

HB 1357, as engrossed: Political Subdivisions Committee (Sen. Lee, Chairman) recommends **AMENDMENTS AS FOLLOWS** and when so amended, recommends **DO PASS** (5 YEAS, 0 NAYS, 1 ABSENT AND NOT VOTING). Engrossed HB 1357 was placed on the Sixth order on the calendar.

Page 1, line 7, after the first "of" insert "county commissioner,"

Re-number accordingly

1999 TESTIMONY

HB 1357

**TESTIMONY TO THE
HOUSE POLITICAL SUBDIVISIONS COMMITTEE
Prepared January 28, 1999, by the
North Dakota Association of Counties
Mark A. Johnson, NDACo Executive Director**

CONCERNING HOUSE BILL NO. 1357

Chairman Froseth and members of the House Political Subdivisions Committee, I am here on behalf of North Dakota's counties and county-elected officials to express their support for House Bill 1357. The minimum training standards this bill seeks to create would produce greater consistency with the other county official groups who already have such requirements in place.

Currently auditors, clerks of district court, register of deeds and treasurers have no required training standards. Their respective statewide associations have all passed resolutions in the past year, (copies attached) stating that minimum training requirements should be established for newly elected officials, with a curriculum approved by each association. It is the Association of Counties' and their belief that standards are vital to keeping qualified individuals in elected local government positions.

Training standards are a required part of becoming a county elected official for many positions nationwide and for some in our State already. In North Dakota, such official groups as the sheriffs and state's attorneys have training requirements they must meet before taking office (State's Attorneys), or within their first year of holding office (Sheriffs). This training, as spelled out in NDCC 12-62-07 and 12-62-05, is to meet the curriculum established by their professional standards organizations.

House Bill 1357 would create uniformity not only through standardized training for the other elected county officials, but also through more consistent service to citizens of North Dakota. New officials would have 12 months to meet the minimum training requirements, but under this bill they would not be penalized for at this time non-completion. While this may seem to defeat the purpose of required training, no standards for newly elected officials can be established without requirements first being in place.

Training is an important part of any position, elected or otherwise. This bill seeks to establish a base of knowledge about county government beyond a new official's current skill level, to help them more fully meet the demands of their elected position. We need to better prepare our newly elected officials for the tasks that lie before them.

Mr. Chairman and committee members, we strongly urge you to support training for newly elected officials with a Do Pass recommendation for House Bill 1357.

RESOLUTION OF NORTH DAKOTA CLERKS OF COURT ASSOCIATION

WHEREAS, The North Dakota Association of Counties and the North Dakota County Commissioners Association enacted a resolution suggesting that training standards be established by the individual member associations, and that these standards encourage ongoing training.

THEREFORE, BE IT RESOLVED BY THE NORTH DAKOTA CLERKS OF COURT ASSOCIATION,

That the North Dakota Clerks of Court Association is in support of setting minimum training standards for the Clerks of Court of North Dakota. These standards will be set by the North Dakota Clerks of Court Association.

Dated this 8th day of December, 1998.



Faye McIntyre, President
North Dakota Clerks of Court Association

RESOLUTION

During recent years, greater emphasis has been placed on the recognition of training standards and qualifications for public officials. This Association has historically urged county officials to support and participate in quality training programs, and suggested that budget planning in every county include consideration of the training needs of county officials and employees. We recognize the reluctance of County Commissioners to suggest that training standards be required for county officials, however without a requirement, there can be no standards. We therefore support a Legislative training requirement as long as the Auditor's Association establishes the standards for Auditors, the Treasurer's Association for Treasurers, etc. We further suggest that this standard be structured in such a way that the required training be completed after election, but within the first 12 months of taking office, and that there be no penalty for non-completion established at this time.

Dated this 24TH day of NOVEMBER, 1998

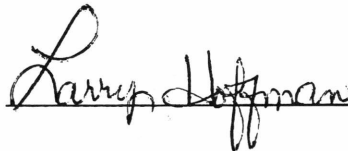
A handwritten signature in cursive script, appearing to read "Wayne J. O'Neil", is written over a horizontal line.

Register of Deeds' Association

RESOLUTION

During recent years, greater emphasis has been placed on the recognition of training standards and qualifications for public officials. This Association has historically urged county officials to support and participate in quality training programs, and suggested that budget planning in every county include consideration of the training needs of county officials and employees. We recognize the reluctance of County Commissioners to suggest that training standards be required for county officials, however without a requirement, there can be no standards. We therefore support a Legislative training requirement as long as the Auditor's Association establishes the standards for Auditors, the Treasurer's Association for Treasurers, etc. We further suggest that this standard be structured in such a way that the required training be completed after election, but within the first 12 months of taking office, and that there be no penalty for non-completion established at this time.

Dated this 20th day of December, 1998

A handwritten signature in cursive script, appearing to read "Larry Hoffman", is written over a solid horizontal line.

Auditor's Association

RESOLUTION

During recent years, greater emphasis has been placed on the recognition of training standards and qualifications for public officials. This Association has historically urged county officials to support and participate in quality training programs, and suggested that budget planning in every county include consideration of the training needs of county officials and employees. We recognize the reluctance of County Commissioners to suggest that training standards be required for county officials, however without a requirement, there can be no standards. We therefore support a Legislative training requirement as long as the Auditor's Association establishes the standards for Auditors, the Treasurer's Association for Treasurers, etc. We further suggest that this standard be structured in such a way that the required training be completed after election, but within the first 12 months of taking office, and that there be no penalty for non-completion established at this time.

Dated this 4th day of November, 1998

Eric Hillestad, President

Treasurer's Association

**TESTIMONY TO THE
HOUSE POLITICAL SUBDIVISIONS COMMITTEE
Prepared January 28, 1999, by the
INSTITUTE OF LOCAL GOVERNMENT**

CONCERNING HOUSE BILL NO. 1357

Mr. Chairman and members of the House Political Subdivisions Committee, my name is Bob Johnson, educational consultant to the Institute of Local Government, the education arm of the Association of Counties. It is a pleasure for me to appear before this committee once again to support HB1357.

During my 28 years as an education professional I served as Dean for the Center of Lifelong Learning at the University of Mary. A major objective of the center was to develop and offer courses and programs to adult learners, for the need and demand became more and more obvious. The growth in the number of adult learners in the past 25 years has been phenomenal. This is not only true for those attending educational institutions, but also for those who are members of associations and other organizations. For example in a quick check, I found such diverse organizations with the following requirements:

1. Plumbing Board: 4 hours every 2 years
2. Electrical Board: 6 hours every year
3. Social Workers: 20 hours every 2 years
4. State Bar Association: 45 hours every 3 years
5. State Pharmacy: 15 every year
6. State Board of Realtors: 24 hours every 3 years

The fact that the Auditors, Clerks of Court, Register of Deed and Treasurers, are requesting a legal recognition of what they have been doing informally gives testimony to the importance of their positions. They really want a minimal standard set forth so that all Auditors, Clerks of Court, Register of Deed and Treasurers will know the fundamentals of the position they are holding.

As part of the testimony, I have included brochures from 1998 and from 1999 to show you the courses the four associations have scheduled for their conventions. Also, the brochures identify other courses made available to them, as well as to county commissioners and other county and local government officials. Over the past year there have been 436 registrations for 243 contact hours. Some of the courses place at the membership association conventions, some at the Association of Counties annual Conference/Expo, while others are scheduled at various locations and times to accommodate schedules. Some of the classes are available over the IVN (interactive TV) network so that local government officials may be located at different sites to take the same class. In addition to these schedules the Association holds a Newly Elected Officials Workshop every two years to familiarize these officials with county government. With the increasing complexity of the positions these county officials hold, it is important that each of them understands the responsibility that has been given to them. One of the ways of helping to assure that is for them to take courses related to their positions. Therefore, on behalf of the Auditors, Clerks of Court, Registers of Deed, and Treasurers. I am asking that you please give HB 1357 a "do pass".

WHO SHOULD ATTEND?

Anyone who wants to continue learning! ILG is designed for all local government officials. Some courses meet specific needs while others address general concerns.

WHERE ARE COURSES HELD?

ILG classes are held at various sites around the state and over the IVN (interactive TV) network. Classes often coincide with other events to reduce time and travel. Membership associations also schedule specific ILG courses at their annual meetings. One of ILG's basic goals is to offer courses at convenient locations and times.

WHAT IS THE COST?

The early-bird charge (received 10 or more business days prior to a class) for each contact hour of instruction is only \$10. For those desiring continuing education unit (CEU) credit, there is an additional annual \$10 fee for each recording. P.O.S.T. and CLE credits will be requested for classes that apply.

REGISTRATIONS CAN BE SENT TO:

Institute of Local Government
c/o NDACo
PO Box 417
Bismarck, ND 58502-0417

WHEN DO I PAY FOR A CLASS?

Payment for a course is required at the time of registration. A \$10 late fee will be charged for those registrations not received ten business days prior to the start of a class.

WHAT IF I HAVE TO CANCEL?

Cancellations received ten or more business days prior to the start of a class receive a full refund. Cancellations received three or more days prior to the start of a class receive a 50 percent refund. No shows and cancellations received less than three days prior to the start of a class receive no refund. ILG reserves the right to cancel classes; participants will be notified in advance and a full refund granted.

STILL HAVE QUESTIONS?

Questions about ILG or class offerings may be directed to the following:

- Robert E. Johnson, ILG Education Director
– e-mail: rjohnson@roughrider.aco.state.nd.us
- Michelle Tabbert, Administrative Assistant
– e-mail: mtabbert@roughrider.aco.state.nd.us
- Dawn Sauer, Computer Education Coordinator
– e-mail: dsauer@roughrider.aco.state.nd.us

Phone: (800) 932-8730

Fax: (701) 258-2469

l: PO Box 417, Bismarck, ND 58502-0417



Institute of Local Government

Provides local government officials with opportunities to further their educational development.

OUR OBJECTIVES

- Meet the specific educational needs of local government officials.
- Create programs that may be completed within three years.
- Network with other organizations.
- Hold courses across the state and through technological means to reduce time and cost to participants.
- Provide quality instruction.
- Keep accurate records of contact hours and continuing education unit (CEU) credits for each participant.
- Recognize those individuals who reach milestones in the programs.
- Offer these educational opportunities at a reasonable cost.
- Invite other groups to take part in educational opportunities.



Institute of Local Government

INSTITUTE OF LOCAL GOVERNMENT

1998

EDUCATION SCHEDULE



Education
Opportunities
for Local
Government

ILG PROGRAMS

COMMISSIONERS PROGRAM

COURSE	CODE	CREDITS
Features of Local Government	FLG	3*
Budgeting	BDG	3
Open Meetings/Open Records	OMR	1
The Legislative Process	TLP	4
Technology	TCH	4
Titles II & III ADA	TII	3
Conducting Meetings	CMT	2
Role of the Commissioner	RTC	4
Planning & Zoning	PAZ	2
Emergency Management	EMG	2
Ethics in Government	EIG	3
Fair Labor Standards Act	FLS	3
Electives •	ELE	6
Total		40

* For newly-elected officials. Veteran officials may choose an additional 3 hours of electives to complete program.
 • If an ILG class is not required in your program, it qualifies as an elective.

OFFICIALS PROGRAM

COURSE	CODE	CREDITS
Features of Local Government	FLG	3*
Budgeting	BDG	3
Open Meetings/Open Records	OMR	1
The Legislative Process	TLP	4
Technology	TCH	4
Title I ADA	TIA	3
Records Management	RMG	2
Personnel Management	PMG	6
Communication	COM	3
Conflict Resolution	CRS	3
Electives •	ELE	8
Total		40

MEMBERSHIP ASSOCIATION ILG PROGRAMS

► Clerks of Court Convention • May 13 Jamestown Dakota Inn

Successful People Start Here ELE
 2:00 p.m.-5:00 p.m.
 – Kathy Ibach, Bank of North Dakota
 A light-hearted and motivational look for taking responsibility for your life. Learn practical & powerful techniques to increase your personal & professional effectiveness.

► Treasurers Convention • June 17 Dickinson Hospitality Inn

Auditing & Accounting BDG
 9:00 a.m.-12:00 p.m. {or} 1:00 p.m.-4:00 p.m.
 – Jim Brownlee, State Auditor's Office
 Investments and pledges, proper bookkeeping techniques, what the auditors expect, and cost efficiencies for counties.

Excel TCH
 8:00 a.m.-12:00 p.m. {or} 1:00 p.m.-5:00 p.m.
 – Dawn Sauer, NDACo
 An introduction to how spreadsheet applications can be applied to the treasurer's office.

► Auditors Convention • July 15 Dickinson Hospitality Inn

Basic Accounting BDG
 9:00 a.m.-12:00 p.m.
 – Jim Brownlee, State Auditor's Office
 Required funds, restrictions on funds, liability and revenue accounts, debits and credits, and posting.

Basic Internet TCH
 1:00 p.m.-3:00 p.m.
 – Dawn Sauer, NDACo
 Learn basic web browsing techniques.

Minutes Taking ELE
 3:00 p.m.-4:00 p.m.
 – Leah Ann Scheider, Attorney General's Office
 The legal requirements for the recording of minutes and the availability of minutes.

► Register of Deeds Convention • July 29 Minot International Inn

Emergency Management EMG
 9:00 a.m.-12:00 p.m.
 – Doug Friez, Division of Emergency Management
 Disaster proofing the office and handling emergencies.

1998 CLASS SCHEDULE

Sexual Harassment • February 23 PMG
 Bismarck Doublewood Inn 9:00 a.m. - 12:00 p.m.
 – Linda Jensen, State Central Personnel
 – Jack Lynch
 Recognizing, preventing, investigating & resolving sexual harassment incidents.

Title I ADA • February 23 TIA
 Bismarck Doublewood Inn 1:00 p.m. - 4:30 p.m.
 – Linda Jensen, State Central Personnel
 – Ardie Pfaff, State Central Personnel
 Steps in the employment process outlined in the ADA.

Titles II & III ADA • February 24 TII
 Bismarck Doublewood Inn 9:00 a.m. - 12:00 p.m.
 – Rich Gray, Office of Intergovernmental Assistance
 Making public and private facilities accessible to impaired citizens.

Planning & Zoning • February 24 PAZ
 Bismarck Doublewood Inn 1:00 p.m. - 3:00 p.m.
 – Carl Hokenstad, Dir. Bismarck/Burleigh Planning
 The tools, personnel and process in planning and zoning.

Violence in the Workplace (Varied Dates) PMG
 – Linda Jensen, State Central Personnel
 – Ardie Pfaff, State Central Personnel

> **March 13** • 8:30 a.m. -12:30 p.m.
 Minot International Inn
 > **March 16** • 1:00 p.m. -5:00 p.m.
 Bismarck Doublewood Inn
 > **March 23** • 1:00 p.m. -5:00 p.m.
 Fargo Country Inn Suites
 Learn warning signs, how to respond, and managing the workplace after a workplace violence incident.

Fair Labor Standards Act (FLSA) • May 1 FLS
 IVN Network 1:00 p.m. - 5:00 p.m.
 (Bismarck, Dickinson, Fargo, Devils Lake, Minot & Williston.)
 – Chuck Klein, Director Bismarck Personnel
 Learn the provisions of the FLSA and how they apply to local government.

Emergency Management • July 22 EMG
 IVN Network 1:00 p.m. - 3:00 p.m.
 (Bismarck, Dickinson, Fargo, Devils Lake, Minot & Williston.)
 – Doug Friez, Division of Emergency Management
 Reduce the effects of disasters through planning and action; the role of the emergency manager.

Ethics in Government • October 12 EIG
 Annual Convention, Fargo Doublewood Inn
 – Karen Zotz, NDSU Extension
 – Marilyn Lesmeister, NDSU Extension
 A definition of ethics, ethical decision making and the application of ethics.

Conflict Resolution • October 13 CRS
 Annual Convention, Fargo Doublewood Inn
 – Brenda Kaspari, University of Mary Corporate Services
 Defining conflict, its sources, analyses, strategies, principles, and win/win situations.

Boardsmanship • October 13 RTC
 Annual Convention, Fargo Doublewood Inn
 – Bob Johnson, NDACo
 The do's and don'ts in the role of a policy maker.

Media Relations • October 14 COM
 Annual Convention, Fargo Doublewood Inn
 – Becky Koch, NDSU Extension
 – Jerry Rostad, NDSU Extension
 Learn how to deliver your message through the media.

Interviewing & Job Classifications • October 14 PMG
 Annual Convention, Fargo Doublewood Inn
 – Sandy Hölbrook, NDSU Extension
 – Colette Erickson, NDSU Extension
 Explores the challenges and explains the process for selecting new employees.

Legislative Process • November 5 TLP
 Bismarck Kelly Inn 1:00 p.m. - 4:30 p.m.
 – John Olsrud, Legislative Council
 – John Walstad, Legislative Council
 – Mark Johnson, NDACo
 – Terry Tremp, NDACo
 The who, what, why and how of the legislative process.

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- Cheryl Fleck Administrative Assistant
– e-mail: cfleck@ndaco.org
- Dawn Sauer, Computer Education Coordinator
– e-mail: dsauer@ndaco.org

Phone: (800) 932-8730

Fax: (701) 328-9800

PO Box 417, Bismarck, ND 58502-0417



Institute of Local Government

Provides local government officials with opportunities to further their educational development.

OUR OBJECTIVES

- Meet the specific educational needs of local government officials.
- Create programs that may be completed within three years.
- Network with other organizations.
- Hold courses across the state and through technological means to reduce time and cost to participants.
- Provide quality instruction.
- Keep accurate records of contact hours and continuing education unit (CEU) credits for each participant.
- Recognize those individuals who reach milestones in the programs.
- Offer educational opportunities at a reasonable cost.
- Invite other groups to take part in educational opportunities.



Institute of Local Government

INSTITUTE OF LOCAL GOVERNMENT

1999

EDUCATION SCHEDULE



Education
Opportunities
for Local
Government

ILG PROGRAMS

COMMISSIONERS PROGRAM

COURSE	CODE	CREDITS
Features of Local Government	FLG	3*
Budgeting	BDG	3
Open Meetings/Open Records	OMR	1
The Legislative Process	TLP	4
Technology	TCH	4
Titles II & III ADA	TII	3
Conducting Meetings	CMT	2
Role of the Commissioner	RTC	4
Planning & Zoning	PAZ	2
Emergency Management	EMG	2
Ethics in Government	EIG	3
Fair Labor Standards Act	FLS	3
Electives •	ELE	6
Total		40

- * For newly-elected officials. Veteran officials may choose an additional 3 hours of electives to complete program.
- If an ILG class is not required in your program, it qualifies as an elective.

OFFICIALS PROGRAM

COURSE	CODE	CREDITS
Features of Local Government	FLG	3*
Budgeting	BDG	3
Open Meetings/Open Records	OMR	1
The Legislative Process	TLP	4
Technology	TCH	4
Title I ADA	TIA	3
Records Management	RMG	2
Personnel Management	PMG	6
Communication	COM	3
Conflict Resolution	CRS	3
Electives •	ELE	8
Total		40

MEMBERSHIP ASSOCIATION ILG PROGRAMS

► Clerks of Court Convention • May 12 Bowman City Hall

Holy Sweat! ELE
9:00 a.m. - 12:00 p.m.
– Dave Pearce, Yes ATS
Discover 10 keys to peak performance and meet the “People of the Gap” in an executive summary of the book *Holy Sweat*. Learn how to incorporate these personal keys in an exciting new way.

► Treasurers Convention • June 23 Mandan Seven Seas Motor Inn

Importance of Ethics in County Gov't EIG
9:00 a.m. - 12:00 p.m. (or) 1:00 p.m. - 4:00 p.m.
– Karen Zotz & Dr. Marilyn Lesmeister, NDSU Extension
Take part in critical incidents that involve ethical decisions. What would you do and why? What would be the result? Join them for a look at this compelling topic.

Internet & E-Mail TCH
9:00 a.m. - 12:00 p.m. (or) 1:00 p.m. - 4:00 p.m.
– Dawn Sauer, NDACO
Learn the basic internet and e-mail. Get responses to those “burning” technology related questions.

► Auditors Convention • June 16 Jamestown Dakota Inn

Importance of Ethics in County Gov't EIG
9:00 a.m. - 12:00 p.m.
– Karen Zotz & Dr. Marilyn Lesmeister, NDSU Extension
Take part in incidents that involve ethical decisions.

Records Management RMG
1:00 p.m. - 3:00 p.m.
– Sharon Freeman, State Records Management Office
What do I keep or throw away? When? Clarification on when to keep duplicate records.

Holy Sweat! ELE
3:00 p.m. - 5:00 p.m.
– Dave Pearce, Yes ATS
HOLY reminds us of our highest calling and SWEAT is what it takes to get there. Covey's 7 habits also included.

► Register of Deeds Convention • June 2 Jamestown Dakota Inn

Importance of Ethics in County Gov't ELE
9:00 a.m. - 12:00 p.m.
– Dr. Marilyn Lesmeister, NDSU Extension
Take part in incidents that involve ethical decisions.

1999 CLASS SCHEDULE

Revenue Impacts on Gov't • January 15 BDG
Bismarck Doublewood Inn 9:00 a.m. - 12:00 p.m.
– Barry Hasti, State Tax Department
Learn about changes to the State Aid Distribution Fund, telecommunications and bank taxes, and more.

A Valuable Way to Gather Info • January 28 ELE
Bismarck Doublewood Inn 10:00 a.m. - 11:30 a.m.
– William O. White, Intergraph
Will discuss how GIS systems can benefit counties.

Dealing with Conflict & Stress • (Varied Dates) CRS
– Brenda Kaspari, University of Mary
> **April 26** • 1:00 p.m. - 3:00 p.m.
Fargo Holiday Inn
> **April 27** • 1:00 p.m. - 3:00 p.m.
Grand Forks Holiday Inn
> **April 28** • 1:00 p.m. - 3:00 p.m.
Minot International Inn
> **April 29** • 1:00 p.m. - 3:00 p.m.
Bismarck Radisson Inn
Take part in an enjoyable way to deal with stress and conflict. Kaspari's enthusiasm is contagious.

Write the Grant You Want • April 28 ELE
Fargo Doublewood Inn 8:00 a.m. - 4:30 p.m.
– Dr. Karen Berthold & Lynette Krenelka, UND Cont. Ed
Learn the steps to planning and writing a grant proposal. Explore funding sources that are available.

Property Tax Changes • May 11 BDE
IVN Network 9:00 a.m. - 11:50 a.m.
(Minot, Grand Forks, Fargo, Bismarck)
– Barry Hasti, State Tax Department
Learn about legislative changes and the values of tax exempt properties and mill levies on various properties.

Write Right & Get Results • June 3 COM
Bismarck Kelly Inn 1:00 p.m. - 4:00 p.m.
– Beverly Huschka, University of Mary
Learn the basics of writing. Memo and e-mail included.

Setting Up a Budget Plan • (Varied Dates) BDG
– Jim Brownlee, State Auditor's Office
– Michael Montplaisir, Cass County Auditor
> **June 9** • 9:00 a.m. - 12:00 p.m.
Fargo Doublewood Inn
> **June 10** • 1:00 p.m. - 4:00 p.m.
Bismarck Holiday Inn
Step-by-step approach to setting up a budget. The presentation will also explore state requirements. The

Title I – Get Answers • (Varied Dates) ADA
– Linda Jensen, State Central Personnel
> **June 9** • 1:00 p.m. - 4:00 p.m.
Fargo Doublewood Inn
> **June 10** • 9:00 a.m. - 12:00 p.m.
Bismarck Holiday Inn
This course will cover guidelines on recent court cases, questions not to ask in an interview and ADA rules. Learn how to avoid and reduce liability.

Planning & Zoning Requirements • July 15 PAZ
Bismarck Comfort Inn 10:00 a.m. - 12:00 p.m.
– Carl Hokenstad, Bismarck Dir. of Planning & Zoning
– Bill Augustadt, Bismarck Inspections Division
Will discuss obligations county officials have in meeting planning, zoning and building code requirements.

Carver Model for Board Members • July 15 PMG
Bismarck Comfort Inn 1:00 p.m. - 4:00 p.m.
– Dr. Robert Johnson, NDACO
Learn how the Carver Model can correctly identify lines of responsibility and authority. Helps board members become more effective without micro-managing.

Fair Labor Standards Act Impacts • Sept. 14 FLS
IVN Network 9:00 a.m. - 11:50 a.m.
(Minot, Grand Forks, Fargo, Bismarck)
– Chuck Klein, Bismarck Director of Personnel
Discuss overtime and comp hour provisions, minimum wage, child labor restriction and equal pay for equal work.

Sexual Harassment Zingers • October 4 PMG
Annual Conference, Minot International Inn
– Linda Jensen, State Central Personnel
Witness and explore situations that may be viewed as sexual harassment. How to avoid sexual harassment situations and what to do if it occurs.

Meeting Procedures: Keep it Legal • October 5 CMT
Annual Conference, Minot International Inn
– Dr. Richard Ott, ND School Boards Association
Tackling the legal requirements for preparing an agenda in accordance with open meetings/open records law.

How to React to Emergencies • October 5 EMG
Annual Conference, Minot International Inn
– Doug Friesz, State Emergency Management
Experience situations that involve potential disasters or acts of terrorism. Will examine precautions, responses and determine when follow-up action is necessary.

TESTIMONY TO THE
SENATE SUBDIVISIONS COMMITTEE
INSTITUTE OF LOCAL GOVERNMENT

Bob Johnson

CONCERNING HOUSE BILL NO. 1357

Madam Chairman and members of the Senate Political Subdivisions Committee, my name is Bob Johnson, educational consultant to the Institute of Local Government, the education arm of the Association of Counties. It is a pleasure for me to appear before this committee once again to support HB1357.

During my 28 years as an education professional I served as Dean for the Center of Lifelong Learning at the University of Mary. A major objective of the center was to develop and offer courses and programs to adult learners. The growth in the number of adult learners in the past 25 years has been phenomenal. This is not only true for those attending educational institutions, but also for those who are members of associations and other organizations. For example in a quick check, I found such diverse organizations with the following requirements:

1. Plumbing Board: 4 hours every 2 years
2. Electrical Board: 6 hours every year
3. Social Workers: 20 hours every 2 years
4. State Bar Association: 45 hours every 3 years
5. State Pharmacy: 15 every year
6. State Board of Realtors: 24 hours every 3 years

The fact that County Commissioners, Auditors, Clerks of Court, Register of Deed and Treasurers, are requesting a legal recognition of what they have been doing informally gives testimony to the importance of their positions. They really want a minimal standard set forth so that all Commissioners, Auditors, Clerks of Court, Register of Deed and Treasurers will know the fundamentals of the position they are holding.

As part of the testimony, I have included brochures from 1998 and from 1999 to show you the courses the four associations have scheduled for their conventions. Also, the brochures identify other courses made available to them, as well as to county commissioners and other county and local government officials. Over the past year there have been 436 registrations for 243 contact hours. Some of the courses take place at the membership association conventions, some at the Association of Counties annual Conference/Expo, while others are scheduled at various locations and times to accommodate schedules. Some of the classes are available over the IVN (interactive TV) network so that local government officials may be located at different sites to take the same class. In addition to these schedules the Association holds a Newly Elected Officials Workshop every two years to familiarize these officials with county government. With the increasing complexity of the positions county officials hold, it is important that each of them understands the responsibility that has been given to them. One of the ways of helping to assure that is for them to take courses related to their positions. Therefore, on behalf of County Commissioners, Auditors, Clerks of Court, Registers of Deed, and Treasurers. I am asking that you please give HB 1357 a "do pass". Thank you for the opportunity to appear before your committee.

1999 Newly Elected Officials Workshop

March 10-11 • Doublewood Inn • Bismarck, N.D.

★ March 10 ★

(All rooms Heritage Ballroom unless otherwise noted.)

- 11:00 am Registration Opens
- 12:00 pm Lunch • Judicial Room
Welcome
- Dr. Bob Johnson, ILG Education Coordinator
 - Dan Kallil, NDCCA President
- Entertainment*
- Lloyd Omdahl, Former Lt. Governor
- 1:30 Everything You Never Needed To Know As a County Official
- Kaye Braaten, NACo Community Services
- 2:00 Powers & Responsibilities of an Elected Official
- Cal Rolfson, Attorney-at-Law
- 2:45 Role of a County Commissioner
- William Delmore, Burleigh Co. Commissioner
- 3:00 Hitting the Pavement (or gravel) with DOT
- Dave Leftwich, Dept. of Transportation
- 3:15 Networking Break
- 3:30 Panel Discussion with Administrative Offices
- Kevin Glatt, Burleigh Co. Auditor
 - Gina Hillestad, Sargent Co. Treasurer
 - Karen Samek, Stutsman Co. Register of Deeds
 - Kenny Nelson, Mercer Co. Highway Engineer
 - Wade Williams, Stutsman Co. Commissioner
 - Norina Knudson, Stutsman Co. Clerk of Court
 - Sheriff TBA
- 5:00 Computing in the Future:
Reaching the point where we thrive & survive
- NDACo Automation Services Staff
- 5:45 Sessions Close
- 6:00 A Magical Meal & Evening • Judicial Room
- Magic by Mayor/Magician Bill Sorenson

★ March 11 ★

(All rooms Heritage Ballroom unless otherwise noted.)

- 7:00 am Elected Officials Breakfast • Judicial Room
- State Leadership Invited
- 8:00 Reaching County Legislative Goals
- Mark Johnson, NDACo
 - Terry Traynor, NDACo
 - Wade Williams, NDCCA Lobbyist
 - Dale Maasjo, NDCCA Lobbyist
- 9:30 Networking Break
- 9:45 Keeping Risky Business to a Minimum
- Pat Traynor, Workers Comp. Executive Director
 - Bob Graveline, ND Safety Council
 - Jay Crawford, NDACo Risk Manager
- 10:15 Reaching out to County Needs: NDACo programs
- Mark Johnson, NDACo
 - Terry Traynor, NDACo
- 10:45 Reaching out to Rural: Economic Development
- Becky Jones, ND Public TV(Tentative)
- 12:00 pm Lunch • Judicial Room
Entertainment
- Claus Lembke, Burleigh Co. Commissioner
- ILG Presentation & Wrap-Up*
- 1:30 Day at the Hill – Buses Depart for Capitol
- 2:30 Coffee & Cookies with the Committee Chairs • Brynhild Haugland Room-At Capitol
- 3:30-5:00 People Worth Getting to Know • Brynhild Haugland Room-At Capitol
- Rick Clayburgh, Tax Commissioner
 - Al Jaeger, Secretary of State
 - Heidi Heitkamp, Attorney General
- 5:10 Buses Depart from Capitol For Doublewood
- 6:00-7:30 Legislative Social • Heritage Ballroom

North Dakota Association of Counties Newly Elected Officials Workshop March 10-11, 1999 Doublewood Inn • Bismarck

Registration Form

Full Name _____
 Nickname _____
 Title _____
 County _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____

Workshop Fees

Pre-registration \$60
 On-site Registration \$70
(Spouses attend for free!)

Room Reservations

To reserve rooms at the Days Inn call 701-223-9151 and request the Association of Counties room block.

Spouse Name (if attending) _____

**Pre-registration and cancellation deadline:
March 3, 1999**

Please register as soon as possible!! A full refund will be given if cancellation is made by March 3. Cancellations received after March 3 will be charged a \$15 administrative fee; no refunds will be given for cancellations after March 8.

Return registration form and payment to:
 North Dakota Association of Counties
 PO Box 417, Bismarck, ND 58502-0417
 Or Fax to 701-328-9808.



Counties Reaching Tomorrow's Goals

**TESTIMONY TO THE
SENATE POLITICAL SUBDIVISIONS COMMITTEE**

**Prepared March 4, 1999, by the
North Dakota Association of Counties
Mark A. Johnson, NDACo Executive Director**

CONCERNING HOUSE BILL NO. 1357

Chairperson Lee and members of the Senate Political Subdivisions Committee, I am here on behalf of North Dakota's counties and county-elected officials to express their support for House Bill 1357. The minimum training standards this bill seeks to create would produce greater consistency with the other county official groups who already have such requirements in place. It also creates uniformity among all elected groups by including county commissioners through Representative Delmore's proposed amendment.

Currently commissioners, auditors, clerks of district court, register of deeds and treasurers have no required training standards. The county commissioners legislative committee requested their inclusion in this bill at their February 23 meeting. The other statewide associations have all passed resolutions in the past year, (copies attached) stating that minimum training requirements should be established for newly elected officials, with a curriculum approved by each association. It is the Association of Counties' and their belief that standards are vital to keeping qualified individuals in elected local government positions.

Training standards are a required part of becoming a county elected official for many positions nationwide and for some in our State already. In North Dakota, such official groups as the sheriffs and state's attorneys have training requirements they must meet before taking office (State's Attorneys), or within their first year of holding office (Sheriffs). This training, as spelled out in NDCC 12-62-07 and 12-62-05, is to meet the curriculum established by their professional standards organizations.

House Bill 1357 would create uniformity not only through standardized training for the other elected county officials, but also through more consistent service to citizens of North Dakota. New officials would have 12 months to meet the minimum training requirements, but under this bill they would not be penalized for non-completion at this time. While this may seem to defeat the purpose of required training, no standards for newly elected officials can be established without requirements first being in place.

Training is an important part of any position, elected or otherwise. This bill seeks to establish a base of knowledge about county government beyond a new official's current skill level, to help them more fully meet the demands of their elected position. We need to better prepare our newly elected officials for the tasks that lie before them.

Madam Chair and committee members, we strongly urge you to support training for newly elected officials by adopting the amendments and giving the amended bill a Do Pass recommendation.