



**County Commissioners' Clerks &
Engineers' Administrative
Professionals
Association of Ohio**



Dear Commissioners and Engineer's Administrative Staff:

The County Commissioners' Clerks and Engineers' Administrative Professionals Association of Ohio (CCC/EAPA) will host a Regional Training Meeting on Friday, September 22, 2017 from 10 a.m. – 2:30 p.m. The meeting will be held at CCAO's Office at 209 East State Street, Columbus.

PARKING INSTRUCTIONS

CCAO's parking lot can accommodate up to 40 vehicles and presently 29 CCAO Staffers park in the lot. Thus, there may not be sufficient onsite parking for all of your guests. There are several pay parking lots located near the office. Parking in the funeral home lot is not permitted.

These regional meetings are held to enable us to do our jobs as public servants in the most efficient and effective way possible. Below is the tentative agenda. Should you wish to discuss something specific, please provide your suggestions to me at gcrossen@ashlandcounty.org or 419-282-4220.

Lunch is compliments of CCAO and CEO. Please e-mail your RSVP to gcrossen@ashlandcounty.org by 4 p.m. on September 15, 2017. Please indicate if you have any food allergies or certain dietary restrictions.

The tentative agenda is as follows:

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|-------------------------|---|
| 10:00 a.m. | Welcome and Introductions |
| 10:05 a.m. | CCC/EAPA Business Meeting |
| 10:25-11:15 a.m. | CCAO/CEO Legislative staff updates |
| 11:15-11:45 a.m. | Roundtable - Topics of Interest-Please bring items to share on the following topics: |
| | *Retire/Rehire Procedures |
| | *Travel Policy – Mileage vs Using County Vehicle |
| | *Vendor Requirement of County Credit Card |
| | *Budget Cuts – Suggestions for cutting expenses |
| | *Ransomware – Has your county been hacked? |
| 11:45 p.m. | Lunch |
| 12:45 p.m. | Ohio Supreme Court Tour (Leave to walk to tour) |
| 1:00 p.m. | Tour |
| 2:15 p.m. | Return to CCAO |
| 2:30 p.m. | Conclude |

We look forward to networking with you and learning about issues facing your county. Please invite fellow co-workers who would benefit from these meetings.

Also, mark your calendar now to attend Winter Conference, December 10-12, 2017 in Columbus. We hope to see you there!

Gail Crossen

Sincerely,
Gail Crossen
CCC/EAPA Regional Training Committee Member