

**Conservation District Employee Certification
Conservation District Supervisor Training
Agenda**

February 20-22, 2024

Please wear business attire all days

Tuesday, February 20th – Legislative Training

9 a.m. Introduction and Conservation District History – Justin Caudill

Legislative Training – Holly Kennedy

- Working with Legislators
- How a Bill becomes a Law
- Legislative Updates
- Capitol tour and session activities

5 p.m. or depending upon activities occurring at session – Adjourn

Wednesday, February 21st

8 a.m. District Law – Holly Kennedy, WACD

Benefits & Insurance – Mike Henn, Sublette County CD

9:30 a.m. Break

9:45 a.m. Employment Law – Jason Delo, Department of Workforce Services

11 a.m. Local Government Liability Pool – Andrea Hixon, Local Government Liability Pool

12:15 a.m. Lunch (in)

1:15 p.m. Nursery Stock Statute – Dale Heggem, WDA

1:30 p.m. Subdivision Review – Justin Caudill, WDA

2 p.m. Procurement – Justin Caudill, WDA

2:45 p.m. Break

3 p.m. Records Archive Requirements – Stephanie Gertken, WY State Archives

4:15 p.m. Watershed Improvement Districts – Justin Caudill, WDA

5:00 p.m. End of day wrap-up

Thursday, February 22nd

8 a.m. Uniform Municipal Procedures Act – Rich Cummings, Department of Audit

9 a.m. Elections/Special District Elections – Julie Freese, Fremont County Clerk

9:15 a.m. District Boundary Reporting – Dan Shadakofsky & Callie Strode, Department of Revenue

10:15 a.m. Break

10:30 a.m. JD Sater, Attorney General's Office

- Administrative Procedure Act
- Open Meetings Act
- Public Officials Ethics Act
- Public Records Act

12:30 p.m. Lunch

1:00 p.m. District personnel complete open book Certification Test

3 p.m. Testing Complete / Adjourn