

**Laurie Walter**

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**From:** NYCOM <lisa+nycom.org@ccsend.com>  
**Sent:** Thursday, December 14, 2023 1:21 PM  
**To:** Laurie Walter  
**Subject:** NYCOM's New Officials Webinar Series



## **NYCOM is Offering Four Webinars for New Officials**

**REGISTER TODAY!**

Please join us in January/February for NYCOM's 2024 New Officials Webinar Series. Over the course of four webinars starting on Tuesday, January 23, NYCOM staff will cover key subject matter related to serving as a local government leader. Whether you are a new elected or appointed official – or a seasoned official in need of a refresher – these interactive webinars will provide you with the most up-to-date guidance from NYCOM's experienced legal and programmatic experts.

**These webinars are open to NYCOM members only. The cost of participating is \$25 per webinar. A recording of the webinars will be provided to each registrant following the completion of each webinar.**

The schedule of one-hour webinars is as follows:

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## **Getting Your Bearings: A Primer on Local Government Structure and Operations** **Tuesday, January 23rd (Noon-1:00 p.m.)**

To effectively perform their jobs, local government officials must become experts on a variety of topics, while at the same time complying with numerous legal restrictions imposed by the state. This session will give an overview of how New York's local governments are structured, including the powers and duties of local government officials.

**Presenter: Wade Beltramo, NYCOM General Counsel**

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## **Funding Your Local Government: An Overview of Municipal Finance Requirements, Procedures and Best Practices**

**Thursday, January 25th (Noon-1:00 p.m.)**

Proper management of local government finances is essential to setting priorities, providing essential services and ensuring the fiscal well-being of your village or city. This presentation will provide an overview of the basics of municipal finance, including the budget process, budget management, the tax cap, local revenues, the expenditure of funds, and borrowing.

**Presenter: David Bissember, Legislative and Research Analyst**

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## **Conducting Meetings: The Legal Requirements of the Open Meetings Law and Best Practices** **Tuesday, January 30th (Noon-1:00 p.m.)**

Meetings are an integral part of running a local government and well-run meetings can save time, minimize conflict, maximize efficiency, and promote confidence among your residents. Poorly run meetings, on the other hand, can be a Pandora's Box for local officials. This presentation will provide an overview of the requirements of the Open Meetings Law and the importance of having written meeting procedures. The presentation will also address the recently amended videoconferencing provisions of the Open Meetings Law and conclude with a brief summary of local governments' records management obligations and each official's role in properly handling records.

**Presenter: Rebecca Ruscito, NYCOM Counsel**



## Managing Staff and Doing it Ethically: This Isn't the Private Sector

Thursday, February 1st (Noon-1:00 p.m.)

The presentation will include an overview of public sector labor law, including a discussion of the role the Civil Service Law plays in being a public employer as well as the role unions play in local government operations. The presentation will conclude with a discussion of municipal ethics, highlighting the many laws local officials need to be aware of to avoid ethical and legal pitfalls.

**Presenter: John Mancini, NYCOM Counsel**

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