

League Professional Development Seminar

"Budget, Ethics, and Procurement Updates"

March 19, 2019

8:30a.m.-12:30p.m.

Conference Center at Mercer

1200 Old Trenton Rd

West Windsor, NJ 08550

At this seminar, attendees will receive important updates and information from the Division of Local Government Services on the topics of:

Budget and FAST Updates:

- Review of the Financial Automation Submission Tracking Solution (FAST)
- Review recent Division of Local Government Local Finance Notices and review recent policies and regulations.
- Get an update on CY 2019 budget issues and any legislation that may affect them
- Review current issues affecting finance officers

Ethics:

- Ethical Conduct
- Local Government Ethics Law
- Standards of Conduct
- Financial Disclosure
- Prevent Sexual Harassment
- Law Against Discrimination
- Disciplinary Action
- Criminal Code
- Case Studies

Procurement:

- Update on new legislation
- Administrative Code updates,
- The use of Procurement Cards and National Cooperative Contracts.
- Pre-Qualification Regulations

Schedule of Events:

8:30a.m. -9:00a.m. Registration, networking and continental breakfast

9:00a.m.-10:00a.m.- Budget and Audit Updates

10:00a.m.-10:05a.m- Networking Break

10:05am-11:05a.m- Ethics in Municipal Government

11:05a.m.-12:30p.m- Procurement Updates

Presiding Mayor:

Mayor Adrian O. Mapp, Mayor, City of Plainfield

Presenters:

Cynthia Lindsay, Assistant Director, Division of Local Government Services, Department of Community Affairs, State of NJ

Susan Jacobucci, Esq, Administrator, Borough of Paulsboro

Michele Meade, Municipal Technical Advisor & Procurement Specialist, Division of Local Government Services, Department of Community Affairs, State of NJ

REGISTRATION FEE: Member Rate: \$75.00* Non-Member: \$95.00

*Member rate applies to: Municipalities, State, County, and Municipal Utilities & Authorities.

To Register:

-Visit www.njlm.org/seminars

- Go to the date you are attending

-Download registration form, complete and fax it with your voucher to (609) 695-0151 or e-mail to dbijou@njlm.org

Questions about registering – contact Donna Bijou at dbijou@njlm.org or 609-695-3481 extn 111

CEUs : CMFO/CCFO-1.0 Acct,1.0 Bud,1.0 Fin/Debt Mgmt,1.0 Eth;CTC-1.0 Gen/Sec,1.0 Eth;CPWM-2.0 Govt,1.0 Eth;RMC-3.0 Fin,1.0 Eth;QPA-1.0 P/P,2.0 Off Admin/Gen Duties,1.0 Eth;CRP-3.5 Classroom;NJCLE-4.0 including 1.0 Eth;PACLE-3.5*;RPPO/RPPS-1.0 P/P,2.0 M/S, 1.0 Eth;CPA-3.0 Fin, 1.0 Eth;CPC-3.5; Planning Board Secretaries-2.0 Admin, Zoning Officials-2.0 Admin, Land Use Administrators-2.0 Admin;Registrars-1.0-Eth

**PACLE Course Fees-PACLE courses require the attendee to pay a separate fee (not including registration fees) to obtain credits. PACLE credit forms can be downloaded from the League Seminar Page www.njlm.org/seminars*

IN CASE OF INCLEMENT WEATHER OR CANCELLATION: We will announce emergency seminar or webinar cancellations via recorded announcement on our Weather Hotline: 609-695-3481 ext. 200 and post announcements on our website www.njlm.org , Facebook page facebook.com/njleague, and Twitter [@NJ_League](https://twitter.com/NJ_League) after 6:00am on the morning of the meeting.