



ACAA Today

Official quarterly newsletter of the Association of County Administrators of Alabama
First Quarter 2010

Do You Know the “Rule of Five?”

I sincerely hope that this message finds everyone well and in good health. We are now deep into the Legislative Session, and so far so good, considering



Roger Rendleman, CPA, CGFO
Lee County
ACAA President

how the session has or, depending on your view, hasn't progressed.

Remember, keep your eyes open for e-mails and read the *Weekly Legislative Updates* from ACCA. You may be called upon to act at a moment's notice to assist with the passage of legislation to make our jobs easier or, possibly even more important, stop legislation that could make your job miserable.

In addition to the professional reasons for keeping up with the actions of the Alabama Legislature, you should keep up as a citizen as we are facing issues and challenges that will significantly shape the future of Alabama.

Hopefully, you are making plans to be at the **Grand Hotel in Point Clear on May 26-27, 2010**, for the Annual Administrator's Conference. Time can sneak up on you, so have it marked on your calendars and keep a look out for the conference registration information. I truly enjoyed recently seeing many of you

at the County Financial Administration Workshop in Birmingham and look forward to seeing everyone in Point Clear in May.

Since this will likely be my last message to you as President, I would like to pass along something to you that I have been trying lately that is making a difference for me.

If you find yourself feeling bogged down and failing to make much progress each day in your job, try the *Rule of Five*.

Make a list of five things that you believe can make you more successful as a county administrator.

In other words, five things that if you spent just a little time on each and every day, you would see more accomplished and/or enjoy the job a little more.

This list needs to be things that you can spend at least 15 to 20 minutes a day. Some days you may get to spend a lot more time on one or two things; but you need to be

committed to at least a little time each day on every item on your list.

Evaluate your list from time to time and adjust your items as necessary based on accomplishments or change in needs.

I started this in my personal life and saw immediate results, so I took the *Rule of Five* to work.

Right now, my list is simple:

- 1 Check on a department;
- 2 Work on financial analysis and statements;
- 3 Review and organize a file;
- 4 Work on a policy; and
- 5 Read an article relating to the duties of my job.

I actually feel better about my time management and more organized. If you try it, stick to it; because before long working the list will become habit.

I wish I could take credit for the *Rule of Five*, but I can't. If you're curious and want to know more, please visit <http://www.churchofthebigblands.com/messages/10/five/>

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County Government Education Institute ready for enrollment!

The Association of County Commissions of Alabama is proud to launch the **County Government Education Institute** to provide redesigned education programs for administrative personnel, engineers, 9-1-1 directors and other commission employees.

There are six CGEI classes planned for 2010, and you should receive a brochure in the mail detailing certificate and certification requirements, as well as registration information.

The most important thing to remember is that **all credits you receive under the prior educational program will be transferred to the new program and no credits will be lost during the switch to the new system.**

More information is online at www.acca-online.org under the **Education Courses** tab. If you have questions, please contact **Lori Quiller** at lquiller@acca-online.org.

Administrators' Board of Directors needs suggestions for online reference page

ACAA's Board of Directors has approved a password-protected resource section of the ACAA affiliates' page of the ACCA Web site (www.acca-online.org) for county administrators to submit material to share with other Alabama county administrators.

The new section is being designed to house materials for administrators, such as RFPs for banking services, policies for travel, policies for cell phone and computer usage, employee job descriptions, long-range plans, etc.

We need your suggestions and ideas to build this page! If you have an idea for a section of the online resource tool, or would like to contribute items to the reference page, please e-mail **Roger Rendleman** at rrendleman@leeco.us.

*NOT ONLY DID THEY
TALK HIM INTO
HANGING AROUND A
LITTLE LONGER...*



...but **Calhoun County Administrator Ken Joiner, CCA**, received a surprise in late January when he was awarded *The Anniston Star's* **Annual Citizen of the Year Award** during the Calhoun County Chamber of Commerce's Annual Meeting and Luncheon. Congrats, Ken!

"I don't deserve it, but a lot of people in this room do," Joiner commented as he pointed to the table of the Calhoun County Commissioners.

ACAA ANNUAL Conference

May 26-27, 2010 • Marriott's Grand Hotel • Point Clear, Ala. • TENTATIVE AGENDA

WEDNESDAY, MAY 26

11 a.m.-3 p.m.

Registration

1:30-5 p.m.

Opening General Session

- An Overview of the ACCA Insurance Funds
- Liability Issues
- Work Comp Issues
- Property Insurance
- County Reinsurance Limited

5-6 p.m.

Opening Reception

Dinner on your own.

THURSDAY, MAY 27

7:30-8:30 a.m.

Board Meeting

8-10:30 a.m.

Registration

8:30-10 a.m.

Morning General Session

- Rising Costs of Insurance
- Loss Control
- Processing Claims
- Examiners Report
- Federal Grants Available to Counties

12-1:30 p.m.

President's

Luncheon and

Awards Ceremony

1:30-4:45 p.m.

Afternoon General Session

- Investing in Technology to Save Money
- U.S. Communities Workshop
- Options for Collecting Sales Taxes
- Recap of the 2010 Legislative Session
- Business Session

6 p.m.

Dinner at Wentzell's

ARE YOU – OR SOMEONE YOU KNOW – WORTHY OF A LITTLE PRAISE?

Do you know someone who goes above and beyond the call of their administrative duties? If you do, make sure you nominate that person for an ACAA award! Several awards will be given out during the 2010 ACAA Annual Conference in May...

Excellence in County Administration Award

The ACAA would like to recognize projects, programs, and/or departments that have excelled in the field of county administration. The Excellence in County Administration Award recognizes unique, innovative, or superb accomplishments in county administration in Alabama.

Individuals who wish to nominate a project, program, and/or department should fill out the nomination form included in the registration packet online at www.acca-online.org under **Conferences and Events** and return to the ACCA office along with a supporting letter.

County Administrator of the Year Award

This award will be given annually to individuals who have contributed to the betterment of county administration in a manner above and beyond what is expected in their every day duties. It is not a longevity award, but represents a significant contribution to county administration.

Individuals who wish to nominate someone should fill out the nomination form return to the ACCA office along with a supporting letter.

2010 Service Awards

The Association of County Administrators of Alabama will honor those members that have served as a County Administrator for 10 or more years during the 2010 ACAA Annual Conference in May.

The Service Award is given to honor County Administrators who have served

10 or more years and is presented for the 10th, 15th, 20th, 25th, 30th...years **AS OF THE DATE OF THE ANNUAL CONFERENCE**. For example, if your 10th year anniversary is prior to the conference, you will receive a Service Award this year. If your 10th year anniversary is after the conference, you will receive a Service Award at the next annual conference.

To be considered for a service award, please complete the application in the registration packet and fax it to (334) 263-7678. We want to recognize you for the wonderful work you do every day on behalf of your county!

ALL ENTRIES MUST BE RECEIVED BY APRIL 16, 2010.

The ACAA Awards Committee consists of the three most recent Past Presidents of the ACAA. Nominations are welcome from the county with the nominated program, project, and/or department, or by a second party.

association of county commissions of alabama
COUNTYDAY@THE *Legislature*

March 31-April 1 • Alabama Activity Center | Alabama State House • Montgomery, Ala. • REGISTER TODAY!

ALL COUNTIES SHOULD BE REPRESENTED!

The 2010 County Day @ the Legislature will be **Wednesday, March 31**, and **Thursday, April 1**. This two-day event gives county officials an opportunity to show their strength and to spread their county's story to Alabama's lawmakers.

Log on to www.acca-online.org and click on **Conferences and Events** to register online for County Day @ the Legislature and download an information packet and list of hotels.

Continuing the Wednesday-Thursday schedule this year will mean that fewer organizations will hold events on these days, and ACCA staff believes that it

will increase legislator participation in our breakfast and allow you to have greater access to your legislators for meetings and dinner.

A **Legislative Briefing** will be **Wednesday, March 31**, at the **Alabama Activity Center** in downtown Montgomery. *Registration will begin at 1:30 p.m., and the briefing will begin at 2:30 p.m. It will outline the current status of the ACCA's legislative package and danger bills.*

Dinner on Wednesday evening will be on your own. **We highly encourage you to begin making arrangements now to have dinner with your respective legislators.** This is the perfect opportunity for you to connect with your legislators! Use your time in Montgomery wisely!

Our traditional **Breakfast with Legislators** will be **Thursday, April 1**, in the Ballroom of the **Alabama Activity Center** from **7:45-9 a.m.** Following breakfast, we will go immediately to the Alabama State House and spend the rest of the morning lobbying.

County Day requires an overnight stay, so please plan accordingly.

Registration is **\$25** per person, which includes Breakfast with Legislators on Thursday.

Contact **Donna Key** by e-mail at dkey@acca-online.org or at (334) 263-7594 if you have questions concerning County Day @ the Legislature.

**APRIL IS NATIONAL COUNTY GOVERNMENT MONTH.
CELEBRATE WHAT YOU DO FOR YOUR RESIDENTS!**

National County Government Week was created 19 years ago to raise public awareness and better understanding about the roles and responsibilities of our nation's counties.

Due to the tremendous success nationally of this one week, the National Association of Counties' expanded the week to a full month to give local governments more time for activities to reach citizens through education and public outreach. Beginning in 2010, the month of **April** will be National County Government Month.

The activities held during April, sponsored by local governments, should be designed to help local citizens understand how their counties and elected officials can respond to their needs. In many ways, this special month is an introduction for county residents to their local government and its services.

By participating in National County Government Month, you and your fellow county leaders will be helping to elevate the public identity of local government in your community.

Most local residents don't see their government as doing good deeds for its residents. Instead, many residents only see government as the entity that raises taxes, refuses to pave a

road, or imposes regulations on them (such as mandatory trash collection in the county) that they may not immediately understand. For these residents, local government is viewed negatively, but there are many ways for you to turn the tide.



National County Government Month is the perfect opportunity for local officials and county employees to take the time to show our county residents, and local media, the good deeds that local government does every day.

A packet with several easy-to-do ideas to help your county get involved with National County Government Month, along with weekly *Tipster* mini-newsletters, can be found online at www.acca-online.org.

The national theme is "Healthy Counties," and your county commissions may call on you to help plan activities during April. **ACCA has fully endorsed this program for many years and has been pleased with Alabama's performance on the local level with this project.** We hope to continue our tradition again this year.

If you have questions, please contact **Director of Public Relations Lori M. Quiller** at (334) 263-7594 for details.