Brookings County

Travel / Education Request Form

Name(s) Vicki Buseth Kristen Witchey Bev Chapman

Department Finance and Register of Deeds Position(s)

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
5-11-16 5-12-16			Pierre

Reason for Travel Officials Spring Workshop

Passengers _____

Estimated Expenses

- *Method of Travel:* X *County Vehicle* ____ *Private Auto*

  ____ miles @ $____/*per mile* = $ 50.00

- *Meals:* 6 *Breakfast* @ $ 6.00 = $ 36.00
  3 *Lunch* @ $ 11.00 = $ 33.00
  6 *Dinner* @ $ 15.00 = $ 90.00

- *Additional Expenses (taxi, parking, etc)*
  Please list _____ = $ _____

- *Lodging:* 2 *Estimated number of days/nights* = $ 600.00

- *Registration* 3 *Estimated cost* = $ 525.00

Total Cost Estimate = $ 1334.00

Department Head designated mileage rate: $ _____/*per mile*

Vicki Buseth
Department Head Signature

4/6/16
Date

Brookings County

Travel/Education Request Form

Name(s) Laura Littlecott

Department Commission Position HR Specialist

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
6/5-6/8/2016			**St. Louis, MO**

Reason for Travel: Attendance at 2016 International Public Management Association – HR Central Region Training Conference

Passengers: _____

Estimated Expenses:

- Method of Travel: _____ County Vehicle _____ Private Auto

  _____ Miles @ $_____/per mile = $ _____

- Meals: _____ Breakfast @ $ _____ = $ _____
  2 Lunch @ $ 14.00 = $ 28.00
  _____ Dinner @ $ _____ = $ _____

  Employees will not be reimbursed for meals that are included in the registration fee.

- Additional Expenses (taxi, parking, etc):
  Please list Round trip flight from Sioux Falls to St. Louis = $ 293.70

- Lodging: 3 Estimated number of days/nights = $ 375.00

- Registration _____ Estimated cost = $ 295.00

Total Cost Estimate = $ 991.70

Department Head designated mileage rate: $_____/per mile

- A travel advance form is attached to this request yes_____ no _____

Stacy Steffensen 4-11-16

Department Head Signature *Date*

Brookings County

Laura Littlecott **IPMA-HR Central Region Training Conference**

llittlecott@brookingscountysd.gov
HR Specialist
Brookings County
General

Hilton St.Louis at the Ball Park
1 South Broadway Street
St. Louis, MO 63102
June 5 - 8, 2016
More Info

Confirmation

Like Tweet Share

Thank you for registering for this event. A confirmation containing these details will be sent to **llittlecott@brookingscountysd.gov**. Your registration and payment information follow:
Instruction for payment by check:

Mail To:
Lori Briggs
City of KCMO - Aviation
601 Brasilia Avenue
Kansas City, MO 64153

04/11/2016

Name	#	Item	Registration Nu
Laura Littlecott		Full Conference Registration (includes all social activities and meals)	38

Pending Payment Information

Payment By:	Check
Amount:	US$ 295.00
Transaction Number:	6323747

Invoice	Click to view your invoice. Note: You must have Adobe Acrobat Reader software installed on your computer in order to view/print/save your invoice. Click here to download a free copy of Adobe Acrobat Reader
Outlook	Click to add to your Outlook calendar.
iCal	Click to add to your iCal calendar.
Google	Click to add to your Google calendar.
Calendar	Click to go to the Calendar.
Register	Click to register another person.
Finish	Click to exit.

Help

Registration Powered by 123Signup

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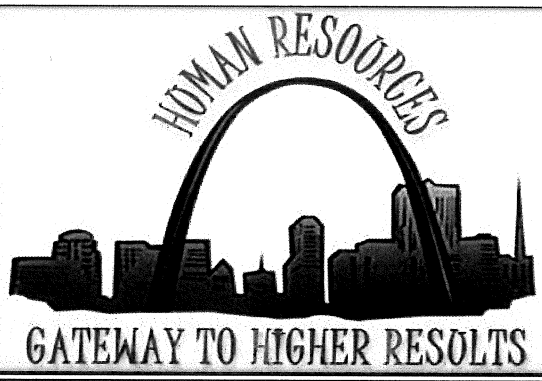
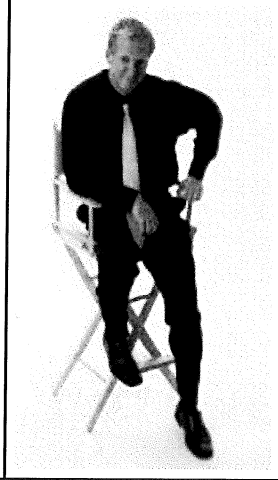


IPMA-HR CENTRAL REGION

80TH ANNUAL IPMA-HR CENTRAL REGION
TRAINING CONFERENCE
JUNE 5-8, 2016 - ST. LOUIS, MISSOURI

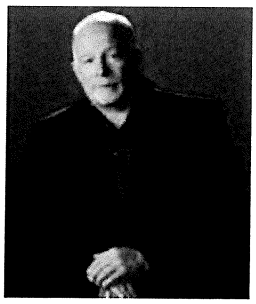
CONFERENCE AT A GLANCE – SUBJECT TO CHANGE

TIME	PROGRAM	SPEAKER (S)	PRESENTATION TOPIC
SATURDAY— JUNE 4, 2016			
9:00 a.m.—5:00 p.m.	DEVELOPING COMPETENCIES FOR HR SUCCESS (PRE-REGISTRATION REQUIRED) Facilitators: Fagan Stackhouse & Richard Heil Through discussion, exercises and assessments using the IPMA-HR model as a vehicle for dialogue about changes happening within and around HR, the program contributes an increased value to an organization and helps staff gain expertise on the roles of the Business Partner, the HR Leader and the Change Agent.		
SUNDAY—JUNE 5, 2016			
1:00 p.m.—5:30 p.m.	CONFERENCE REGISTRATION BOOTH OPEN		
9:00 a.m.—5:00 p.m.	DEVELOPING COMPETENCIES FOR HR SUCCESS (PRE-REGISTRATION REQUIRED)		
6:00 p.m.—8:00 p.m.	WELCOME RECEPTION		
8:00 p.m.—Closing	HOSPITALITY SUITE		
MONDAY, JUNE 6, 2016			
7:30 a.m.—5:00 p.m.	CONFERENCE REGISTRATION BOOTH OPEN		
7:30 a.m.—5:00 p.m.	EXHIBIT AREA OPEN		
7:30 a.m.—8:15 a.m.	CONTINENTAL BREAKFAST		
8:15 a.m.—8:45 a.m.	OPENING CEREMONIES: Lawrence Miskel, 2015-2016 Central Region President		

8:45 a.m.—10:15 a.m.	KEYNOTE SPEAKER – ANDY MASTERS  Award-winning author and leadership expert Andy Masters uses the magical imagery of Hollywood to help leaders develop and empower organizations – while defeating the succession planning crisis – in this era of having to "do more with less." Andy will entertain and inspire you with his powerful leadership principles in this interactive multimedia experience, but he also will provide you with immediate "take home"		
10:15 a.m.—10:30 a.m.	BREAK WITH EXHIBITORS		
10:30 a.m.—11:45 a.m.	Breakout #1	Masters Performance Improvement LLC—Andy Masters, MA, CSP	"Humor in the Workplace for HR Professionals: Not Just HOW, But WHY."
	Breakout #1	Littler Mendleson – Employment Law – Attorneys Joseph M. Wientge & Andrew C. Johnson	Surviving Expanding ADA, FMLA, and Paid Sick Leave Obligations
	Breakout #1	Paule, Camazine, & Blumenthal, P.D. – Attorneys Pete Gianino, Amy R. Johnson, Melissa G. Nolan	Employee Engagement
11:45 a.m. —1:15 p.m.	ANNUAL RECOGNITION AND AWARDS LUNCHEON		
1:15 p.m. —1:45 p.m.	BREAK WITH EXHIBITORS		
1:45 p.m. —3:00 p.m.	Breakout #2	Lewis Rice LLC – Attorney John Hessel	Violence in the Workplace
	Breakout #2	Missouri Foundation for Health – M. Ryan Barker	Affordable Care Act (ACA) Update

	Breakout #2	Littler Mendleson – Employment Law – Attorneys Jennifer C. Znosko and Andrew C. Johnson	Avoiding Legal Claims in the Hiring Process
3:00 p.m.—3:15 p.m.	BREAK WITH EXHIBITORS		
3:15 p.m.—4:30 p.m.	Breakout #3	Sylvia Smith – EEOC	Equal Employment Opportunity Commission (EEOC) Update
	Breakout #3	Lewis Rice LLC – Attorney Billee McAuliffe	Data Security
	Breakout #3	Paule, Camazine, & Blumenthal, P.C. – Attorneys Pete Gianino, Amy R. Johnson, Melissa G. Nolan	Recruitment – The Options and Requirements of Hiring Non-Citizens
6:00 p.m.	DINE AROUND ST. LOUIS		
8:00 p.m.—Closing	HOSPITALITY SUITE		

TUESDAY, JUNE 7, 2016

7:30 a.m.—5:00 p.m.	CONFERENCE REGISTRATION BOOTH OPEN
7:30 a.m.—3:00 p.m.	EXHIBIT AREA OPEN
7:30 a.m.—8:30 a.m.	CONTINENTAL BREAKFAST
8:30 a.m.—10:00 a.m.	KEYNOTE SPEAKER – GREG GILBERT  Leadership Development Reality Show Improving results, customer service and morale without buying someone a car or writing big checks. Featuring epic, unrehearsed, unedited everyday battles such as; • Accountable vs. Unaccountable • Proactive vs. Reactive

	• Doing what you're paid to do vs. Buying someone a car and writing big checks to sell TV ads while embarrassing local leadership. Hosted By: Greg Gilbert, "Mr. HR With A Guitar" Leader -Owner Mindset vs. Undercover Boss is a leadership development exercise that restores profitability to a non-profitable company by using basic and new leadership tools. This is accomplished by setting high expectations and establishing standards for Education, Engagement and Accountability. Attendees are asked to imagine using their life savings to salvage this company and the associated livelihoods. The program also explores why the source of funding should not change the sense of urgency. This is the difference in Leader - Owner Mindset and employee thinking. Real life successes, failures and what led to each will also be covered and discussed. Attendees will be able to compare the steps taken in this leadership development session to their current leadership roles. This session will provide leaders; 1. A simple method, (Two, One, Zero), to perform a quick self-appraisal of their own performance. 2. A simple method, (Two, One, Zero), to perform a quick self-appraisal of their team. 3. Real life examples, tools and knowledge to correct any leadership or customer service issues AND improve the self-appraisals in items one and two. 4. Encouragement to ask themselves two questions; "Why am I doing this?" and "Why am I not doing that?" Note One: The greatest ROI on this session will be when a leadership team gathers after a session and asks; "Why are WE doing this?" and "Why are WE not doing that?" These answers are then used to close the gap between the Performance and Potential of every team member. Note Two: Many of the leadership principles covered will be from the leadership book, "Leading Like You Own It - Why We Never Wax A Rental Car" by Greg Gilbert. (Available on Amazon)		
10:00 a.m.—10:30 a.m.	BREAK WITH EXHIBITORS		
10:30 a.m.—11:45 a.m.	Breakout #4	Colonial Life	Controlling Healthcare and Benefit Costs
	Breakout #4	BOLD, LLC – Owner Cyndi Berry	Process for Handling Workplace Investigations
	Breakout #4	City of St. Louis – David Newburger, Commissioner on the Disabled	Disability in the Workplace
11:45 a.m.—1:15 p.m.	LUNCH ON YOUR OWN		

1:15 p.m.—2:30 p.m.	Breakout #5	Florissant Police Department – Officer Kim Berry and Officer Freddie Lee	Active Shooter – 4E – Educate-Evade-Escape-Engage
	Breakout #5	Lowenbaum Law – Partner Dannae Delano	Health and Welfare Plan Compliance Issues for Gov't Employers
	Breakout #5	DeLoitte Consulting – Peter Weinberg	FLSA – How to Address the New Regulations
2:30 p.m.—3:00 p.m.	SNACK BREAK/ PRIZE DRAWINGS		
3:00 p.m.—4:15 p.m.	GENERAL SESSION	Lowenbaum Law – Partners Heidi Eckert, Dave Frenzia, and Ivan Schraeder	Ferguson Effect – the Impact on Municipal Employers
4:15 p.m.—5:00 p.m.	CENTRAL REGION BUSINESS MEETING AND ELECTION		
6:00 p.m.—8:00 p.m.	PRESIDENT'S CELEBRATION RECEPTION - ANHEUSER BUSCH		
8:00 p.m. —Closing	HOSPITALITY SUITE		
WEDNESDAY, JUNE 8, 2016			
7:30 a.m.—8:30 a.m.	CONFERENCE REGISTRATION BOOTH OPEN		
7:45 a.m.—8:30 a.m.	FULL BREAKFAST BUFFET		
8:30 a.m.—9:00 a.m.	GENERAL SESSION: Neil Reichenberg, Executive Director, IPMA-HR, Legislative Update from D.C.		
9:00 a.m.—10:30 a.m.	CLOSING KEYNOTE- NEVER GIVE UP GUY Scott shares his incredible story of rescuing his two small children, who were kidnapped to the Middle East, while presenting the concepts of tenacity and		

	persistence that will allow anyone to triumph over challenges, increase performance and focus on what's truly important. Scott's powerful message of Never Giving Up demonstrates how you can achieve your goals using clear focus imagery and dogged determination. Anyone can rise to the occasion and turn themselves into the next "Never Give Up" guy (or woman)!
10:30 a.m.—11:00 a.m.	CLOSING REMARKS: PRIZE DRAWINGS
11:00 a.m. —12:00 p.m. 1:00 p.m.—4:30 p.m.	DEVELOPING COMPETENCIES FOR HR SUCCESS (PRE-REGISTRATION REQUIRED) PROCTORED TEST

Brookings County

Travel/Education Request Form

Name(s) Robert W. Hill

Department County Development Position Director

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
7/22-26/2016			Long Beach, CA

Reason for Travel:

Attend the 2016 National Association of Counties (NACo) Annual Conference.

Passengers: 0

Estimated Expenses:

•Method of Travel: ☐ County Vehicle ☑ Private Auto ☑ Air

0 Miles $ /mile =$ 0.00

•Meals:

4 Breakfast @ $ 10.00 =$ 40.00

4 Lunch @ $ 14.00 =$ 56.00

4 Dinner @ $ 21.00 =$ 84.00

Employees will not be reimbursed for meals that are included in the registration fee.

•Additional Expenses (taxi, parking, etc.):

Please list Air fare to LAX, approx $500.00, Parking approx $50.00, Tranist $20. =$ 570.00

•Lodging: 4 Estimated number of days/nights =$ 800.00

•Registration: 515.00 Estimated Cost =$ 515.00

Total Cost Estimate =$ 2,065.00

•Department Head designated mileage rate: $ 0.00 /mile

•A travel advance form is attached to this request ☐ Yes ☑ No

Robert W. Hill

Department Head Signature

4/11/2016

Date

Brookings County

Travel/Education Request Form

Name(s) Richard Haugen

Department County Development Position Deputy

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
May 9-11, 2016			Pierre

Reason for Travel:

To attend FEMA G318 Mitigation workshop in Pierre, SD

Passengers:

Estimated Expenses:

•Method of Travel: ☑ County Vehicle ☐ Private Auto ☐ Air

Miles $ /mile =$ 0.00

•Meals:

2	Breakfast @	$ 6.00	=$	12.00
2	Lunch @	$ 11.00	=$	22.00
2	Dinner @	$ 14.00	=$	28.00

Employees will not be reimbursed for meals that are included in the registration fee.

•Additional Expenses (taxi, parking, etc.):
Please list =$

•Lodging: 2 Estimated number of days/nights =$ 114.00

•Registration: Estimated Cost =$

Total Cost Estimate =$ 176.00

•Department Head designated mileage rate: $ /mile

•A travel advance form is attached to this request ☐ Yes ☐ No

Department Head Signature *Date* 4/12/2016