



***PLAYING THE HAND
YOU'RE DEALT***



P E R M A™

MAXIMIZING RESOURCES IN THE PUBLIC SECTOR

2017 FALL EDUCATIONAL CONFERENCE



**NOVEMBER 2 & 3
DOUBLETREE BY HILTON HOTEL
SCHENECTADY, NEW YORK**





PERMA is New York's largest provider of workers' compensation for public entities. Our mission is to improve workplace safety, promote wellness and provide excellent care for injured employees, helping them to return to work as safely as possible. Please join us this November as we further our mission with the fourth annual PERMA Fall Educational Conference at the DoubleTree Schenectady.

AGENDA

WEDNESDAY, 11/1

6:30 - 7:30 pm Early Arrival/Commuter Registration and Cocktail Reception

11:15 am - 12:45 pm Keynote Speaker

12:45 - 1:45 pm Lunch Buffet

2:00 - 4:00 pm Session II

THURSDAY, 11/2

8:00 am Conference Registration

8:00 - 9:00 am Breakfast Buffet

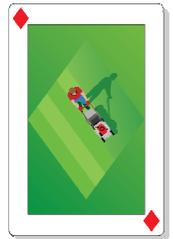
9:00 - 11:00 am Session I

11:00 - 11:15 am Break

FRIDAY, 11/3

8:00 - 9:00 am Breakfast Buffet

9:15 - 11:15 am Session III



SESSION I

Understanding the Budget Process

Presented by Jay Phillips, *Office of the New York State Comptroller*

This session will explain the municipal budgetary process, the procedures that should be used in preparing budgets, and the resources and tools available to assist with budget development. It will also address the requirements and options for amending budgets and those reports necessary for successfully monitoring municipal budgets during the year.

The presentation covers concepts such as:

- adopting structurally balanced budgets
- avoiding reliance on one-shot revenues (i.e. tax base)
- budgetary account codes
- steps to make budgetary adjustments
- accounting for purchase orders
- regularly monitoring of operations

Accounting entries are reviewed throughout the presentation.

This session is appropriate for those new to budgeting, as well as seasoned finance officers who could benefit from a refresher that discusses current requirements and resources.



Employee Handbooks, Part I: The Case for Sound Policy Development

Presented by Ronni Travers, *Public Sector HR Consultants LLC*

There are many positive reasons why your municipality should have an employee handbook. An employee handbook is a valuable communications tool that sets forth the organization's policies, procedures, practices, and benefits to employees. Having clearly stated policies and procedures will help supervisors and department heads maintain consistency in implementing and enforcing policies.

For employees, written policies and procedures help:

- reduce any misunderstandings employees might have about what is expected of them
- orient new employees to the organization
- long-term employees, who use the employee handbook is a resource guide for when they have questions or need further information.

Employee handbooks are important not only for what they say but also for what they *don't* say. Because a poorly written employee handbook can create liability for an employer, it is imperative to have a good understanding sound policy development.

This seminar will explore the case for written policies, and will focus on what should and should not be included in a well-written employee handbook.

THURSDAY KEYNOTE SPEAKER

GARRISON WYNN - *Generations Working Better Together*

With talents that established him as a Fortune 500 leader and professional stand-up comedian, Garrison Wynn, CSP, fuses comic timing and research to deliver motivational business expertise. For 20 years, he has given keynote presentations to clients (such as American Express, Wells Fargo, Oracle and NASA) at corporate and association events. He is the author of the Amazon bestseller *The Real Truth about Success*, the Amazon #1 bestseller *The Cowbell Principle*, has been a weekly contributor to the Washington Post and featured in Forbes and Inc. Magazines. In his teens, he debuted the world's first video gaming system (Odyssey) with baseball legend Hank Aaron and as a young man spent six years touring comedy clubs with the top names in the business. He went on to become the youngest department head in a Fortune 500 company's history where he researched and designed processes for 38 company locations nationwide and developed & marketed products still being sold in 30 countries. **In this session, Garrison will explore why younger and older people don't see eye to eye in the workplace, and provide tips for motivating and retaining younger employees, while helping prevent older managers from losing their minds!**



SESSION II

The 2017 Workers' Compensation Reforms

Presented by Lev Ginsburg, *Business Council of New York State*

In April of this year, the State legislature approved a wide-range of reforms to the New York workers' compensation system that were seen as a compromise among the needs of injured workers, employers, and carriers. The timetable set for implementation was a quick one, and as each reform is acted upon, it is met with both praise and skepticism.

In this session, attendees will receive an education in the new reforms and their potential impacts. Topics will include:

- Breakdown of the reform, and discussion of the potential saving for municipalities
- Timeline for implementation
- Comparison of the 2007 and 2017 reforms, in regards to rate increases and causes
- Incorporation of the reforms into the FY2017-18 budget
- Regulations and resources

After the presentation, there will be plenty of time for questions and answers, as well as round-the-room discussion.

Employee Handbooks, Part II

Presented by Ronni Travers, *Public Sector HR Consultants LLC*

The second session will delve deeper into the more current issues in employee policies. The last few years have seen a huge increase in litigation under the Fair Labor Standards Act (FLSA) and related state laws. This litigation means that employers must clearly outline policies addressing wage and hour issues, including:

- Timekeeping, specifically how non-exempt employees are to be compensated for overtime
- Lunch breaks, and compensation issues that arise when the breaks aren't paid
- Overtime policies that clearly outline the circumstances in which overtime can occur
- What constitutes a lawful deduction
- Safe Harbor language that discusses reimbursement for improper deductions and non-retaliation for good faith complaints against management

Please note: the content of this session is subject to change. Any updates will be sent as soon as they are known.



SESSION III

Payroll Trends Within a Non-Traditional Workforce Landscape

Presented by Terri Gallagher, *Gallagher and Consultants*

In the private sector, the new normal of the workforce is part-time, non-union, non-traditional labor: consultants, contractors, and gig workers. Any municipal official that thinks that type of employment isn't coming to the public sector is fooling themselves. The municipalities that prepare for this eventuality will be the ones who succeed in the new landscape.

The session will explore:

- Changes in the landscape - the new workforce mix
- The technological evolution in talent acquisition
- Innovate ways to optimize staffing needs
- Worker friendly and cost effective payroll solutions
- Systems to manager contingent worker programs
- Tax, regulatory, and compliance responsibilities and liabilities in this new landscape

Attendees will leave the session knowing what is coming, and able to begin the process of integrating non-traditional labor into the municipal workforce.

IN AND AROUND THE DOUBLETREE HOTEL SCHENECTADY

DoubleTree by Hilton Hotel is conveniently located just a few blocks east of downtown Schenectady and offers an array of activities to occupy your free time. On-site and open for dinner is *Sammy's Burger and Bistro* with an excellent build-your-own-burger menu. The hotel also offers a salt water pool, a fitness center, and an outdoor fire pit for after-dinner socializing.



This year we are offering a Dine Around, with some of the best food and beverages Schenectady has to offer, discounted only for conference attendees. **See the enclosed flyer for more information.**

And entertainment options abound. Schenectady is home to *Proctors Theatre*, the crown jewel of the downtown area. With dozens of national touring Broadway shows, as

well as other world-class entertainment, there is something at this vaudeville style theatre for everyone. On November 2, the national tour of *Fun Home* comes to Proctors. *Fun Home* was the winner of the 2015 Tony Award for Best Musical.



Just 1/2 mile from the DoubleTree is *Union College*, the oldest non-denominational institute of higher in New York, and the second-oldest in the United States, chartered in 1975. Union boasts many famous alumni, including two presidents: Chester A. Arthur, and Jimmy Carter. On November 2 & 3, Union's *Mandeville Gallery* will host an exhibition from artist Laini Nemett, who works with

cardboard models, collage, and large scale oil paintings to create architectural environments that explore the idea of "home."

Located on the same block as Proctors is *Bow Tie Cinemas*, one of the newest attractions to downtown. Showing the latest releases on digital projection screens, you can unwind with a glass of wine in one of their stadium seating auditoriums. And just 1.5 miles down the road is the family-run *Scotia Cinema*. Open since 1929, the Scotia Cinema has been extensively renovated while still maintaining old-fashioned movie house charm. The movies are second-run, but admission is only \$5, and the inexpensive concession selection can't be beat.



Just a short drive from the hotel is the *Via Aquarium*, the first of its kind in the Capital Region. Opened in 2016, Via Aquarium uses cutting-edge technology and extraordinary exhibits of marine life to plunge visitors in the fascinating world beneath the sea. Among the aquarium features are an exhibit of fish native to the Adirondacks, shark tunnels, and not one, not two, but THREE separate touch pools.

And finally, one mile away from the hotel is the brand-new *Rivers Casino*. The casino features over 1000 unique slot games; 67 live table games, including a high-roller room; a poker room; five dining options, including *Duke's Chophouse*; and an on-site deluxe spa. Visit riverscasinoandresort.com for promotions and more information.



P E R M ASM

Public Employer Risk Management Association, Inc. (PERMA), the largest self-insurance pool for public entities in New York State, has been administered by Northeast Association Management, Inc. (NEAMI) since 1995. NEAMI, with its staff of approximately 80 professionals, provides claims management services, as well as nurse case management, risk management, coverage underwriting, and general member services.