

Executive Administrator's Workshop Agenda Captain Cook, Anchorage Alaska

Thursday, December 7, 2017

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| 8:00 a.m. | Registration and coffee |
| 9:00 – 9:30 a.m. | Welcome and introductions, Sharon Waldo, HOST |
| 9:30 -10:30 a.m. | A review of the I-9 Form Carleen Mitchell, PHR, SHRM-CP |
| 10:30 -10:45 a.m. | Break |
| 10:45-noon | Sharing Tips and Ideas ALL bring ideas, Hosted by Sharon Waldo |
| Noon-1:30 p.m. | Lunch On Your Own |
| 1:30-2:30 p.m. | Job Descriptions Carleen Mitchell, PHR, SHRM-CP |
| 2:30-2:45 p.m. | Break |
| 2:45-4:00 p.m. | New Laws and Regulations Michael Caulfield, Jermain, Dunnagan, Owens, P.C. |

Friday, December 8, 2017

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| 8:00 a.m. | Registration and coffee |
| 9:00-9:45 a.m. | Tips on Robert's Rules/Parliamentary Procedure Timi Tullis, AASB |
| 9:45-10:30 a.m. | Policy Tracking Lon Garrison, AASB |
| 10:30-10:45 a.m. | BREAK |
| 10:45 a.m.-noon | Background Checks Lisa Purinton, Department of Public Safety |
| Noon-1:30 p.m. | Lunch On Your Own |
| 1:30-2:45 p.m. | Taking the Mess out of Minutes Kimberley Powell, Wrangell and Victoria Hedman, Valdez |
| 2:45-3:00 p.m. | BREAK |
| 3:00-4:00 p.m. | Solution Room Timi Tullis, AASB |