

2023 BASIC INSTITUTE

April 23 – 28 • Comfort Inn & Suites • Mt. Pleasant



All sessions, activities, and meals take place in the Comfort Inn Conference Center unless otherwise noted.

SUNDAY, APRIL 23

- 2:00 pm - 5:30 pm Institute Registration* (*Stadium Room off Lobby*)
3:00 pm Rooms Available for Hotel Check-In* (*Front Desk*)
5:30 pm - 7:30 pm Mandatory Orientation and Heavy Hors D'oeuvres (for 1st and 2nd year attendees)
(*Mike Pettigrew, Anthony Moggio, Shelley Buresh & Janel Stewart*)
7:30 pm - 9:00 pm Social Networking*

MONDAY, APRIL 24

- 7:30 am - 8:30 am Institute Registration & Breakfast*
8:30 am - 10:30 am How to Be Powerful in a Group Process & Internal Politics (*Susan Radwan*)
10:45 am - Noon Treasury Language 101 (*Julie Pray, City of Davison and Anthony Moggio, City of Rochester*)
Noon - 1:00 pm Lunch* (*Walking Group @ 12:05 - 12:30*)
1:00 pm - 3:00 pm Fraud and Minimizing Risk (*Sarah Jennings and Bethany Verble, Maner Costerisan*)
3:15 pm - 5:00 pm De-escalation, Active Shooter & ALICE Training (*Mt. Pleasant Police Department*)
5:30 pm - 6:30 pm Dinner*
7:00 pm - 10:00 pm Social Networking & Game Night* (*Stadium Room*)

TUESDAY APRIL 25

- 7:00 am - 8:00 am Breakfast*
8:00 am - 9:45 am Ethics and "The Good Place" (*Mike Pettigrew, Facilitator & City of Ann Arbor*)
10:00 am - Noon Basics of Governmental/Fund Accounting (*Brian Camiller & LaTonya Edwards, Plante Moran*)
Noon - 1:00 pm Lunch* (*Walking Group @ 12:05 - 12:30*)
1:00 pm - 2:45 pm Budgeting (*Anthony Moggio, City of Rochester*)
3:00 pm - 5:00 pm Dealing with the Media (*Tim Skubick*)
5:30 pm - 6:30 pm Dinner*
7:00 pm - 10:00 pm Social Networking & Game Night* (*Stadium Room*)

WEDNESDAY APRIL 26

- 7:00 am - 8:00 am Breakfast*
8:00 am - 9:45 am Fundamentals of Debt Management (*Steven Burke, MFCI & Eric McGlothlin, Dickinson Wright*)
10:00 am - Noon Investing Public Funds (*Levi Boldt, City of Grand Rapids*)
Noon - 1:00 pm Lunch* (*Walking Group @ 12:05 - 12:30*)
1:00 pm - 4:00 pm Cash Handling (*Mike Pettigrew, Facilitator & City of Ann Arbor*)
Dinner on Your Own/Attendee-Coordinated Networking/Social Activity*

THURSDAY APRIL 27

- 8:00 am - 9:00 am Breakfast*
9:00 am - 10:45 am The Real Problems with Real Property Taxes (*Rachel Piner, Ingham County*)
11:00 am - Noon Special Captures, part 1 (*Bret Padgett, Comstock Charter Township & Grant Taylor, City of Portage*)
Noon - 1:00 pm Lunch* (*Walking Group @ 12:05 - 12:30*)
1:00 pm - 2:00 pm Special Captures, part 2 (*Bret Padgett, Comstock Charter Township & Grant Taylor, City of Portage*)
2:00 pm - 2:15 pm Group Questions/Review (*Mike Pettigrew, Facilitator & City of Ann Arbor*)
2:30 pm - 4:30 pm Revenue Collections (*Laurie Sheldon, City of Kentwood*)
5:30 pm - 6:15 pm Reception*
6:15 pm - 8:00 pm Dinner and Awards Ceremony*

FRIDAY APRIL 28

- 7:00 am - 8:00 am Breakfast*
8:00 am - 9:45 am Group Discussion & Project Presentations (*Mike Pettigrew, Facilitator*)
10:00 am - Noon Nine Strategies for Better Government (*Peter Letzmann*)
~ Lunch on Your Own ~ Safe Travels Home!

*Asterisked items are optional and are not required for graduation - but we hope to see you at these meals and activities!