

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

### MONDAY, APRIL 24

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

### TUESDAY APRIL 25

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

### WEDNESDAY APRIL 26

7:00 am - 8:00 am	Breakfast*
8:00 am - 9:45 am	Fundamentals of Debt Management ( <i>Steven Burke, MFCI &amp; Eric McGlothlin, Dickinson Wright</i> )
10:00 am - Noon	Investing Public Funds ( <i>Levi Boldt, City of Grand Rapids</i> )
Noon - 1:00 pm	Lunch* ( <i>Walking Group @ 12:05 - 12:30</i> )
1:00 pm - 4:00 pm	Cash Handling ( <i>Mike Pettigrew, Facilitator &amp; City of Ann Arbor</i> )
	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 ( <i>Rachel Piner, Ingham County</i> )
11:00 am - Noon	Special Captures, part 1 ( <i>Bret Padgett, Comstock Charter Township &amp; Grant Taylor, City of Portage</i> )
Noon - 1:00 pm	Lunch* ( <i>Walking Group @ 12:05 - 12:30</i> )
1:00 pm - 2:00 pm	Special Captures, part 2 ( <i>Bret Padgett, Comstock Charter Township &amp; Grant Taylor, City of Portage</i> )
2:00 pm - 2:30 pm	Group Discussion ( <i>Mike Pettigrew, Facilitator &amp; City of Ann Arbor</i> )
2:30 pm - 4:30 pm	Revenue Collections ( <i>Laurie Sheldon, City of Kentwood</i> )
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 ( <i>Mike Pettigrew, Facilitator</i> )
10:00 am - Noon	Nine Strategies for Better Government ( <i>Peter Letzmann</i> )
	~ 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!