



Illinois
Department of Commerce
& Economic Opportunity
OFFICE OF COMMUNITY ASSISTANCE
Bruce Rauner, Governor

CSBG HR and Fiscal Training

Wednesday June 20th- Thursday June 21st, 2018

Springfield, IL Illinois Dept. Of Agriculture - Auditorium Meeting Room

Illinois State Fairgrounds –801 E Sangamon Ave Springfield, IL 62702 Gate 11 (8th and Sangamon Ave)

8:30am-4:30pm

Agenda

Day 1

Presented by Sarah Squires and Mary Ann Moore from Department of Human Services

8:30am -9:00am - Registration

9:00am-4:00pm, Lunch at 12:00pm Provided by IAACA

- i. Documentation and Discipline/Performance Management
- ii. Workplace Bullying
- iii. Generation Gaps
- iv. HIPPA and Privacy
- v. Coaching/Mentoring
- vi. Sexual Harassment Handouts

Day 2

Part 1 presented by Donna Rogers, Rogers HR Consulting

8:30am – 9:00am - Registration

9:00am-2:30 – Working Lunch at 12:00pm Provided by IAACA

- a. Employee Handbook which consists of
 - i. Compliance Audit
 - ii. Orientation
 - iii. Performance appraisals/evaluations
 - iv. Drug Free Workplace

Part 2 – Presented by Ben Moore 2:30-4:00

- a. OCA Fiscal Training
 - i. Funding Sources
 - ii. GATA Overview
 - iii. Grant Processing and Budget Submission
 - iv. Cash Requests
 - v. Periodic Reporting
 - vi. Fiscal Monitoring
 - vii. Grant Closeouts and Reconciliations