

OVERVIEW

\$75/PERSON

THURSDAY, OCTOBER 17,
2019

8:30AM REGISTRATION/
LIGHT BREAKFAST

9:00AM WELCOME

9:30AM SESSION #1

10:30AM SESSION #2

11:30AM LUNCH

12:40PM SESSION #3

1:40PM SESSION #4

2:40PM DOOR
PRIZES/WRAP-UP

SITE LOCATION
(GOOGLE MAPS)

NEARBY HOTEL:
AMERICINN, WEST SALEM
(0.7 MILES)

*"IN ADDITION TO GREAT EDUCATIONAL
SESSIONS, THE CONFERENCE ALLOWS FOR
NETWORKING WITH PEERS FROM
THROUGHOUT THE REGION AND TEAM
BUILDING WITH YOUR OWN STAFF!"*

WEST SALEM, WI

2019 WEST CENTRAL BUSINESS OFFICE PROFESSIONALS CONFERENCE

THURSDAY, OCTOBER 17,
2019

CONTACT US

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WEST SALEM, WI 54669
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REGISTER HERE

OR VISIT
WWW.MYQUICKREG.COM



WE LOOK FORWARD TO
SEEING YOU!

IN PARTNERSHIP WITH



Wisconsin Association of
School Business Officials

SESSION #1
9:30AM -
10:20AM

CHOICE A: STREAMLINE YOUR FINANCIAL AUDIT

Learn from a former school auditor of 16 years and now a school business official for the last 6 years on how to prepare for an audit. Have documents ready for the auditors before they ask for them. Know what the auditor "red flags" are. Reduce auditor questions and the time they are onsite.

PRESENTED BY WAYDE POLLOCK, CESA #4

CHOICE B: BE A LEADER IN THE OPEB REVOLUTION

Liabilities, compensation strategies and changing employee demographics are just some of the reasons why alternatives to retiree health benefits are at the top of mind for most school districts. We'll dive deep into the reasons behind the paradigm shift in providing benefits to employees and retirees – from a defined benefit model to a defined contribution approach. Specifically, we'll discuss the pros and cons of popular replacement strategies including:

- Health Reimbursement Arrangements
- Post-severance 403(b) contributions
- Converting bloated sick leave banks

PRESENTED BY BRET MCKITRICK, AL JAEGER, ASSOCIATED BENEFITS AND RISK CONSULTING

SESSION #2
10:30AM -
11:20AM

CHOICE A: LABOR STANDARDS, REPORTING REQUIREMENTS AND COMPENSATION ISSUES

This session will provide up to date information on Fair Labor Standards classification requirements, payroll reporting and deduction requirements and benefit plan participation and administration issues.

PRESENTED BY EILEEN BROWNLEE, BOARDMAN & CLARK LLP

CHOICE B: EVIDENCE-BASED BUDGET STRATEGIES FOR COMPENSATION

The right compensation strategy is critical today for recruiting and retaining valuable workers, given the combined talent shortage and skills gap for many employers. What best practices should employers use to best support recruiting and succession planning? How can compensation strategies influence your ability to attract and retain critical talent and sustain company growth? This session will outline leadership strategies to support evidence-based decision-making related to compensation within the budget building process. We will review a process to support gathering relevant data as well as facilitating a pathway to establish organizational buy-in and engagement.

PRESENTED BY BRET MCKITRICK, AL JAEGER, TAD WEHNER, ASSOCIATED BENEFITS AND RISK CONSULTING

SESSION #3
12:40PM -
1:30PM

CHOICE A: RECORD RETENTION ROUNDTABLE

Does your district have a record retention policy? What should you save and for how long? Where should it be kept and who should have access to it? At this round table, we will discuss the rules, requirements for school districts in Wisconsin, what policies you may have in place and common sense to document management in the Office.

PRESENTED BY SARAH PLOHOCKY, KEY BENEFIT CONCEPTS, LLC

CHOICE B: SKYWARD HUMAN RESOURCES

Q&A Session with a Skyward Human Resource Trainer. Come with your questions on the payroll process such as payroll accounting adjustments, payroll payables, employee management, true time, sub-tracking, time off, and other payroll topics.

PRESENTED BY SKYWARD REPRESENTATIVE, TBD

SESSION #4
1:40PM -
2:30PM

CHOICE A: GOOGLE SHEETS AND WEB TOOLS FOR THE BUSINESS OFFICE

This session will focus on web tools that make you more organized and efficient at your job. Half of this session will focus on Google Sheets at a basic and intermediate skill level. The other half of this session will focus on business apps. The goal in this session to show web tools that are practical for school business offices and give you some examples of how they can be put to use. Examples include Google Apps, DocuSign, HelloFax, TinyScan and more.

PRESENTED BY MIKE KOLTES, CESA #5

CHOICE B: REPORTING TO WRS/RETIREMENT TOPICS

WRS, the state pension plan, will be a source of retirement income for most Wisconsin public school employees like you. How much do you know about this important benefit? Whether you just started your career or are nearing the end of it, this seminar has something for you.

- Read/interpret your pension statement.
- Calculate your WRS pension benefit.
- Choose an appropriate annuity option.
- Purchase forfeited service.
- Determine whether you will have a retirement income gap.

There will be opportunities for questions during the presentation. Bring your latest WRS statement to learn specific information on your WRS benefit.

PRESENTED BY KELLY BEHNKE, WEA MEMBER BENEFITS