



Administrative Assistants Session Agenda

Sunday, October 19, 2014

4:00 p.m. – 5:00 p.m.	Building a Castle on a Civil Servant's Salary <i>Leon LaBrecque, LJPR, LLC</i> Branson III & IV
5:30 p.m. – 6:30 p.m.	Social Hour Hamblin Room – 16th Floor
6:30 p.m. – 9:00 p.m.	Installation Banquet – Pre-Registration Required Branson Ballroom

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Monday, October 20, 2014

7:00 a.m.	Continental Breakfast, Store & Silent Auction Open Preassembly
7:00 a.m. – 9:00 a.m.	Registration Open Gallery
9:00 a.m. – 9:15 a.m.	Introductions <i>Ret. Sheriff Terrence L. Jungel, Executive Director, Michigan Sheriffs' Association</i> Custer
9:15 a.m. – 10:00 a.m.	Sheriffs' Office Legislative Update <i>Ben Bodkin, Capitol Services</i> Custer
10:00 a.m. – 10:15 a.m.	Morning Break Sponsored by ITC Custer
10:15 a.m. – 12:00 p.m.	Personal Safety, Situational Awareness & Office Security <i>Detective Marcus Glover, Kent County Sheriff's Office</i> Custer



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Monday, October 20, 2014

12:00 p.m. – 1:00 p.m.	Luncheon with Keynote Speaker <i>Branson I & II</i>
1:00 p.m. – 2:00 p.m.	Vicarious Post Traumatic Stress <i>ENCOMPASS Group</i> <i>Custer</i>
2:00 p.m. – 3:30 p.m.	Social Media for the Sheriff's Office: Understanding, Using & Managing It <i>Graham Davis, Director of Social Media, Truscott Rossman</i> <i>Custer</i>
3:30 p.m. – 3:45 p.m.	Afternoon Break Sponsored By ITC <i>Preassembly</i>
3:45 p.m. – 4:30 p.m.	FOIA Update <i>John McGlinchey, MSA Legal Counsel, Abbott Nicholson</i> <i>Custer</i>
4:30 p.m. – 5:00 p.m.	Roundtable Discussion <i>Andrea Blair, St. Clair County</i> <i>Custer</i>
5:00 p.m.	Vendor Show & Reception <i>Kellogg Arena</i>