



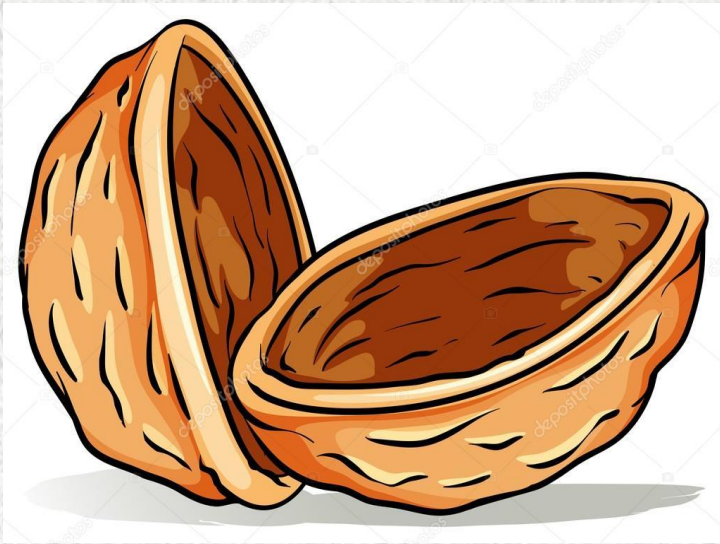
COUNTY ELECTED OFFICIAL'S TRAINING INCENTIVE PROGRAM

HB 810 PROGRAM OVERVIEW

Tanya Kearney

Training Program Coordinator

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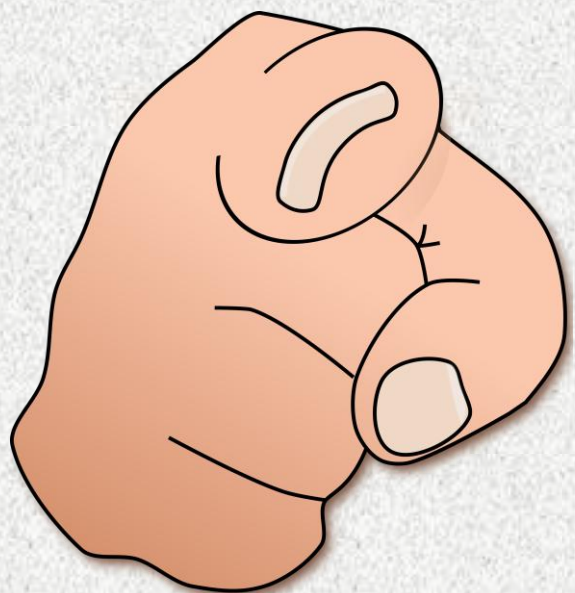


Program in a Nutshell

Created to encourage local elected officials to receive training for their roles by offering a monetary incentive.



This is YOUR program, created for YOU!

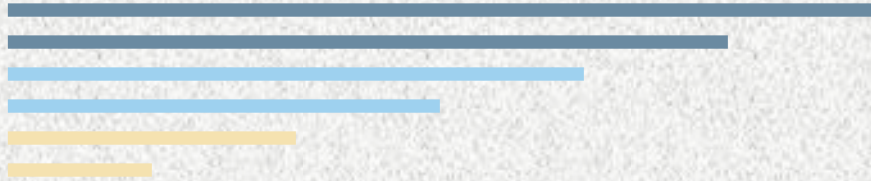


ORIGINS

HB 810 (1998)- Program often referred to "HB 810 Program"

KRS 64.5275 (6) (1999)

109 KAR 2:020



KRS 64.5275 (6)

In addition to the step increases based on service in office, each officer shall be paid an annual incentive of one hundred dollars (\$100) per calendar year for each forty (40) hour training unit successfully completed, based on continuing service in that office and, except as provided in this subsection, completion of at least forty (40) hours of approved training in each subsequent calendar year. If an officer fails, without good cause as determined by the commissioner of the Department for Local Government, to obtain the minimum amount of approved training in any year, the officer shall lose all training incentives previously accumulated. Each training unit shall be approved and certified by the Department for Local Government. No officer shall receive more than one (1) training unit per calendar year nor more than four (4) incentive payments per calendar year. Each officer shall be allowed to carry forward up to forty (40) hours of training credit into the following calendar year for the purpose of satisfying the minimum amount of training for that year. Each annual incentive payment shall be adjusted by the Department for Local Government on an annual basis for any increase or decrease in the consumer price index in the same manner as salaries are adjusted as described in subsection (4) of this section. The Department for Local Government shall promulgate administrative regulations in accordance with KRS Chapter 13A to establish guidelines for the approval and certification of training units.



Who Can Participate?

Judge/Executives

Magistrates

County Commissioners

County Clerks

Jailers

Sheriffs



How to Participate

1. Notify your Judge/Executive & Treasurer.
2. Fill out participation form





Things You Should Know

Your participation is **VOLUNTARY**

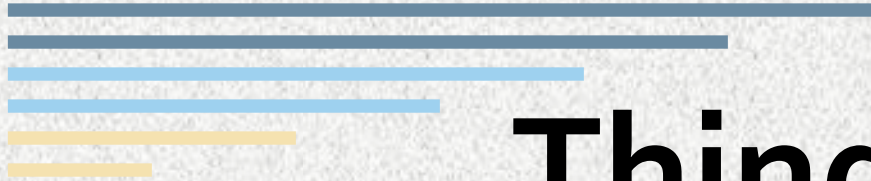
- Officials are not automatically enrolled in the program. A Participation Form must be submitted for enrollment. Any training hours submitted prior to enrollment will not be recorded.
- If a participant changes office, a new Participation Form must be filled out.
- DLG must be informed when an official leaves office (resignation, retirement, loss of election, death, etc.)



Things You Should Know

Funding for the program is LOCAL

- The moneys used to pay the training fringe benefit comes from County funds.
- DLG's role in the payment process is to notify the official of their completion and authorize the County to make the incentive payment.
- There are specific line items in each County's Budget for the officials Training Fringe Benefit. Each line should have the minor code 212.



Things You Should Know

Not all trainings are approved

- **Trainings are approved based on the course content's relevance to the duties of an official. If the course does not meet this criteria, the request will be denied.**



Policies Regarding Travel & Training Reimbursements

Each county determines its own policies regarding the reimbursement for travel and training expenses. While incentives earned are statutorily mandated county expenses, the cost of travel and tuition related to training are not mandated. Therefore, each county decides what they will fund.

Look at your county's administrative code for details.



How Does it Work?

Participants may receive an incentive payment when 40 hours of training (one training unit) has been **reported & recorded**.

The Training Coordinator sends out an incentive letter to the receiving official, Treasurer and J/E. The letter must be brought before the fiscal court (as a claim) before payment can be made. The Treasurer or paying party (fee officials who do not fee pool) will disperse payment through payroll.

Participants are potentially eligible to receive **one** incentive per calendar year for each year of their term (up to 4 per term).

There are four incentive amounts. The first year the participant receives their 40 hours they are entitled to the first level amount, the second year they receive 40 hours, they are entitled the second level amount. This pattern continues until the fourth year where it caps. Any years of participation after four years, the incentive amount goes no higher than the fourth level amount. If you fail to meet the requirements of 40 hours of training, you will lose your progress and go back to the first level amount. If you change offices, you will go back to the first level amount. Incentive amounts change every year in January based upon the CPI report.

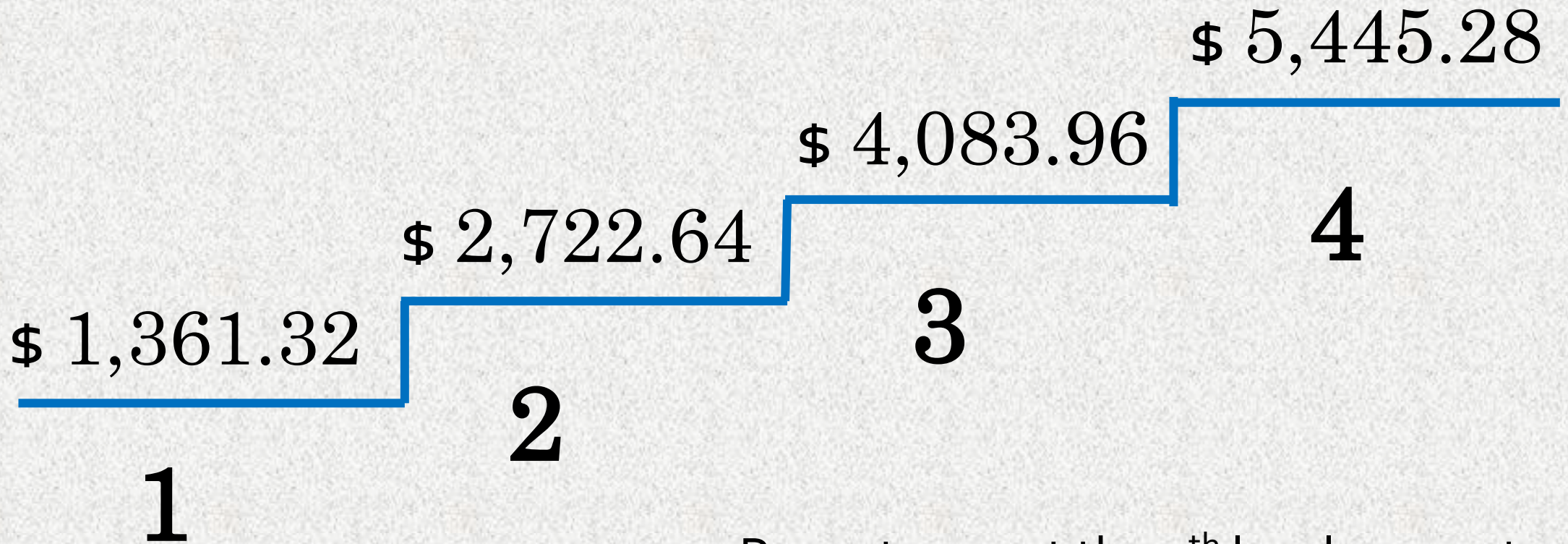
In addition to earning 40 hours in a calendar year, an officer may also carryover an additional 40 hours into the next year of **consecutive service in that office**. Any more than those 40 hours will be lost and cannot be counted.



2026 Training Incentive Amounts

The amount of 1 incentive unit is \$100 which adjust annually for changes in the Consumer Price Index (CPI).

2026 Incentive Amount: \$1,361.32



Payouts cap at the 4th level amount.



Reporting Attendance

- The Training Coordinator must receive proof of attendance for every training event attended for hours to be recorded. All proof of attendance must be submitted to DLG within 60 days of completing the training.
- Make sure you know how attendance is being recorded. The training provider may do it or you may need to fill out a form. (Refer to following slides for this information).

Forms of Proof of Attendance

- Sign-in sheets
- Individual Certificates
- Individual Proof of Attendance Forms
- Initialed Agenda

Attendance Verification

Training provider verification and Self-verification.

The verification used depends on the type of training you do. We currently have three types of training: In-person, live online and online (not live).

In-Person Trainings

The responsibility to verify attendance rests mainly on the training providers. How they choose to do it, is defined in their initial Training Request before it is approved/denied by DLG. There are some instances where it isn't practical or possible for training providers to keep track of attendance (multi-day conferences or events with a high number of attendees) and the responsibility to record and report hours rest upon you, the official. Officials will fill out a proof of attendance form. Self-verification is used out of necessity and/or for special exceptions and only if it isn't possible for the training provider to do so. **Self-verification should not be expected for every training event or training type.**

Live, Online Trainings

Live online trainings were introduced into the program during COVID to help accommodate during that time and have stayed around as they've proven to be an appreciated and important part of training.

The training provider is solely responsible for verifying and reporting attendance. They may choose to verify attendance by monitoring cameras, or they may use software to assist them (which will be defined in the initial Training Request and approved/denied by DLG).

Online Trainings (Not Live)

Attendance must be verified by the training provider- if possible; if it's not possible, a multi-step self-verification will be used, where you'll be asked to provide several documents to prove your attendance.

Accurate attendance reporting and recording are vital to this program. The safeguards set in place make sure this is being done, legally, transparently, and the most efficient way possible. These regulations help to maintain the integrity of the program and ensure its longevity.



Note to Jailers

I DO NOT HAVE ACCESS TO CRIM.CAST

Please send me your report so I can record your hours.

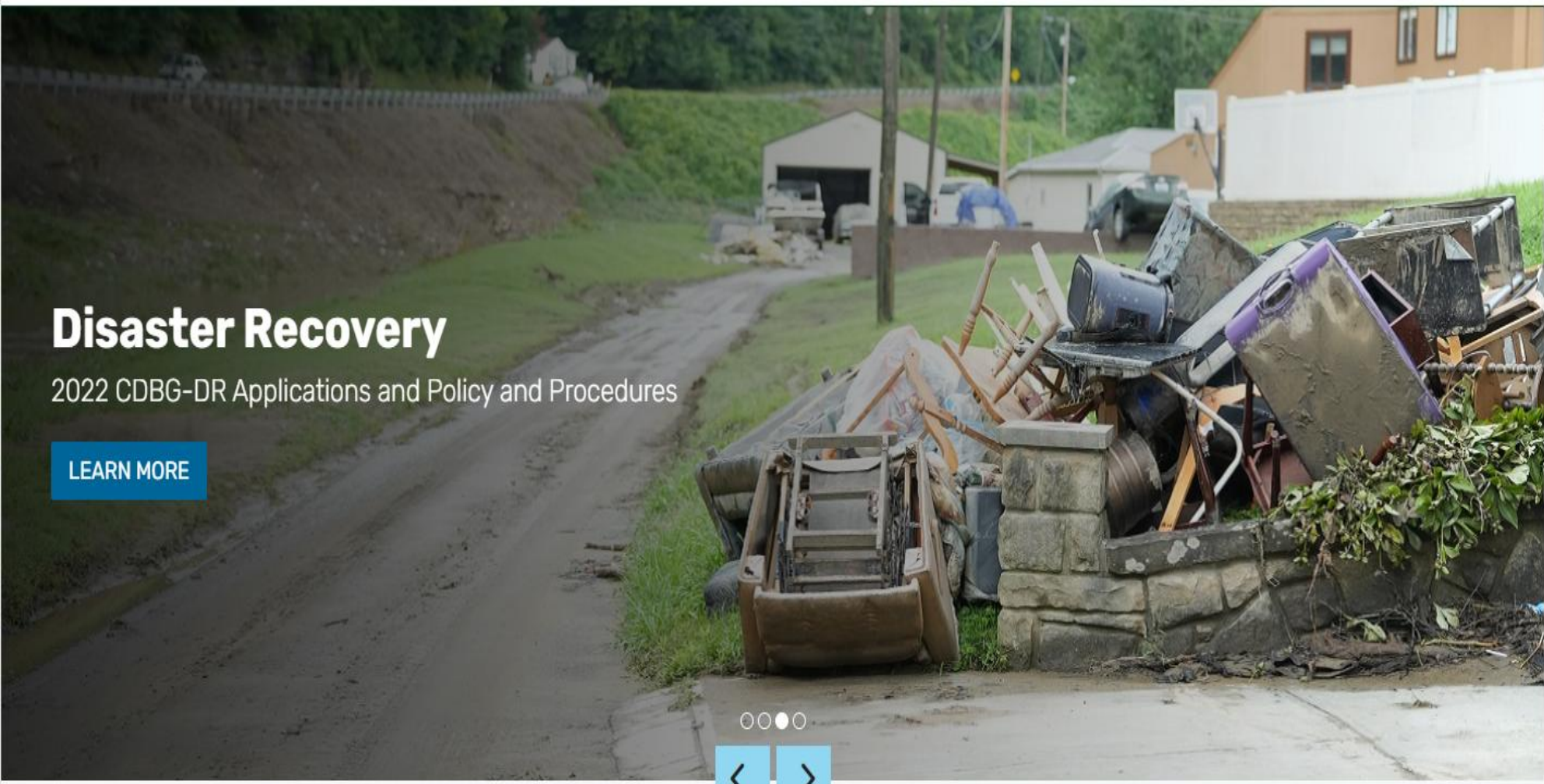


Checking Your Training Page/Record

All Participants must know how to check their training page.



- [Cities](#)
- [Grants](#)
- [Counties](#)
- [Legal](#)
- [Documents](#)
- [Contact](#)



1. Visit DLG's website: dlg.ky.gov
2. Click on the "Counties" Tab



COUNTIES

🏠 / [Counties](#)

- Upload Uniform Financial Information Reports (UFIRs)
- County Officials Training Program ←
- Local Government Debt
- Kentucky Counties

SEARCH COUNTY DATA

COUNTY REPORTS

Each county has a designated Local Government Advisor ready to help with a variety of issues.

Executive Director

2023/24 Budget Information

Truck License Fee Estimate

3. Click "County Officials Training Program"

- All approved training will be listed on your training page under Relevant Upcoming Courses. ONLY web-based training listed on this page will be accepted.
- The event will be listed as (in-person) or (web-based) then the vendors name - title of the event.
- You must attend the entire course with the camera on. If they cannot see you, the training will not count.

Reports and Forms

Below is information on forms that officials participating in the program will utilize.

County Elected Officials Training Participation Form

Elected or appointed officials who wish to participate in the County Elected Officials Training Program will need to complete and submit the County Elected Officials Training Program Participation Form.

Training Approval Request Form

For training events not listed in the Upcoming Approved Training Events, approval may be requested by completing and submitting the Training Approval Request Form, along with a detailed event agenda listing all training times and indicating any breaks and meals during the training event.

- [Instructions on Accessing Training Records](#)
- [Officials Updated Information Form](#)
- [Participation Form](#)
- [Training Approval Request Form](#)

Individual Training Records

Program participants may view their individual training record.



4. Scroll to the bottom and click on "Individual Training Records"

*This page also has all program forms.

County Officials Training Program

To search for an Official, choose your county and click the <submit> button.

Search Criteria

County:



Search Criteria

County:

Results

STATUS	NAME	COUNTY	JOB TITLE	
810	Blackburn, J.W. (James)	Franklin	Magistrate	VIEW
810	Dycus, Kelly	Franklin	Magistrate	VIEW
810	Hancock, Jeff F	Franklin	County Clerk	VIEW
810	Harrod, Michael Paul	Franklin	Magistrate	VIEW
810	Hopper, Tracy	Franklin	Jailer	VIEW
810	Mueller, Michael	Franklin	Judge/Executive	VIEW
810	Quire, Chris	Franklin	Sheriff	VIEW
810	Sebastian, Sherry G	Franklin	Magistrate	VIEW
810	Tanner, Richard	Franklin	Magistrate	VIEW
810	Whisman, Eric E	Franklin	Magistrate	VIEW

5. Select your county.

6. Click "view" beside your name.

Name: EXAMPLE EXAMPLETON
 Job Title: Magistrate
 County: Adair
 Address1:
 Address2:
 CSZ: , KY

Salutation: Mr.
 District: 1
 Category: Non-Participant
 eMail:
 Phone:
 Fax:

This is your training page "homepage" (general info)

To view your training record, click here: [Summary of Training Hours Report](#)

- For all other questions, please contact Tanya Kearney at Tanya.Kearney@ky.gov or (502) 564-0674.

Classes Completed

START DATE	COURSE	
01/25/2022	2022 INCENTIVE COMPLETED - Letter Issued	VIEW
01/01/2022	DLG Administrative Entry (New Year)	VIEW
03/15/2021	2021 (web-based) A & M Consultants - What Officials Need to Know About Road Maintenance - Part 1	VIEW
03/10/2021	2021 (web-based) A & M Consultants - The Governing Role of Fiscal Court - Part 2	VIEW
03/03/2021	2021 (web-based) A & M Consultants - Using Available Resources to Build Your Community	VIEW
03/01/2021	2021 (web-based) A & M Consultants - Multi-tasking	VIEW
02/24/2021	2021 (web-based) A & M Consultants - Basic Budgeting & Finance - Part 2	VIEW

Relevant Upcoming Classes

START DATE	COURSE	
10/21/2024	2024 (Web) WCG- The Art of Confronting Challenging Conversations (5p-7p EST)	VIEW
10/21/2024	2024 (In-Person) KY Opioid Abatement Advisory Commission- 2024 KY Opioid Symposium	VIEW
10/21/2024	2024 INCENTIVE COMPLETED- Letter Issued	VIEW
10/22/2024	2024 (Web) A&M- Road Maintenance Pt. 1 (5p-7p EST)	VIEW
10/22/2024	2024 (Web) A&M- Champion Change (7p-9p EST)	VIEW
10/22/2024	2024 (In-person) UKTC- Snow & Ice Removal (8:30 AM - 3:00 PM)	VIEW
	2024 (Web-based) UKTC- RSCP:	

-
- Things to see here:**
- Relevant Upcoming Classes General course information: contact name, date, location, price
 - Classes Completed
 - Summary of Training Hours Report link.

Relevant Upcoming Classes

* Courses shown are DLG approved.

* These are not the only courses that can be approved, but these are the ones that have come to my attention.

* You may create you own training, or reach out to a training provider directly to do a training in your county or partner up with surrounding counties or you may want to attend a training that is not listed.

A Training Approval Request Form and agenda must be submitted to DLG for consideration.

Name: EXAMPLE EXAMPLETON

Job Title: Magistrate

County: Adair

Address1:

Address2:

CSZ: , KY

Salutation: Mr.


District: 1

Category: Non-Participant

eMail:

Phone:

Fax:

To view your training record, click here: [Summary of Training Hours Report](#) 

- For all other questions, please contact Tanya Kearney at Tanya.Kearney@ky.gov or (502) 564-0674.

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10/22/2024	2024 (In-person) UKTC- Snow & Ice Removal (8:30 AM - 3:00 PM)	VIEW
	2024 (Web-based) UKTC- RSCP:	

Click on "Summary of Training Hours Report" for record.

EXAMPLE , County Magistrate**2022**

EVENT	COMPLETED	HOURS
2022 INCENTIVE COMPLETED - Letter Issued	01/25/2022	0.00
DLG Administrative Entry (New Year)	01/01/2022	0.00
TOTAL FOR YEAR 2022		0.00

2021

EVENT	COMPLETED	HOURS
2021 (web-based) A & M Consultants - What Officials Need to Know About Road Maintenance - Part 1	03/15/2021	3.50
2021 (web-based) A & M Consultants - The Governing Role of Fiscal Court - Part 2	03/10/2021	3.50
2021 (web-based) A & M Consultants - Using Available Resources to Build Your Community	03/03/2021	4.00
2021 (web-based) A & M Consultants - Multi-tasking	03/01/2021	4.00
2021 (web-based) A & M Consultants - Basic Budgeting & Finance - Part 2	02/24/2021	3.50
2021 (web-based) A & M Consultants - Basic Budgeting & Finance - Part 1	02/22/2021	3.50
2021 (web-based) A & M Consultants - Emergency Management - Part 2	02/17/2021	3.50
2021 INCENTIVECOMPLETED - Letter Issued	02/17/2021	0.00
2021 (web-based) A & M Consultants - Emergency Management - Part 1	02/15/2021	3.50
2021 (web-based) A & M Consultants - Handling Mistakes	02/12/2021	4.00
2021 (web-based) A & M Consultants - Delegation	02/10/2021	4.00
2021 (web-based) A & M Consultants - Building Employee Engagement	02/06/2021	4.00
2021 (web-based) A & M Consultants - Parliamentary Procedure - Part 1	02/04/2021	4.00
2021 (web-based) A & M Consultants - County 101: Overview of Local Gov - Part 4	01/30/2021	3.50
2021 (web-based) A & M Consultants - County 101: Overview of Local Gov - Part 3	01/27/2021	3.50
2021 (web-based) A & M Consultants - County 101: Overview of Local Gov - Part 2	01/22/2021	3.50
2021 (web-based) A & M Consultants - County 101: Overview of Local Gov - Part 1	01/20/2021	3.50
DLG Administrative Entry (New Year)	01/01/2021	0.00
TOTAL FOR YEAR 2021		59.00

2020

EVENT	COMPLETED	HOURS
2020 (web-based) A & M Consulting - Parliamentary Procedures - Part 2	11/21/2020	3.50
2020 (web-based) A & M Consulting - Parliamentary Procedures - Part 1	11/19/2020	3.50
2020 (in-person) A & M Consultants - Emergency Management	09/26/2020	7.00
2020 (in-person) A & M Consulting - Basic Budgeting & Finance	09/25/2020	7.00
2020 INCENTIVE COMPLETED - Letter Issued	01/28/2020	0.00
DLG Administrative Entry (New Year)	01/01/2020	0.00

Training Record

List all recorded trainings and hours.

	HOURS CREDITED FROM PRIOR YEAR	HOURS EARNED	UNIT COMPLETED	HOURS NEEDED TO COMPLETE UNIT
Calendar Year 2015	0.00	69.00	Yes	0.00
Calendar Year 2016	29.00	65.00	Yes	0.00
Calendar Year 2017	40.00	41.00	Yes	0.00
Calendar Year 2018	40.00	66.25	Yes	0.00
Calendar Year 2019	40.00	65.25	Yes	0.00
Calendar Year 2020	40.00	21.00	Yes	0.00
Calendar Year 2021	21.00	59.00	Yes	0.00
Calendar Year 2022	40.00	0.00	Yes	0

= 94, -40 = 54

= 81, -40 = 41

= 106.25, -40 = 66.25

Training Record Summary

Carry over hours process in red. Hours carried over are added with recorded hours, then 40 is subtracted (training incentive), whatever is left over (up to 40) will carry over into the next year.



Training Record

Reflects what you have certified that you attended on your Proof of Attendance Forms (POAs).

Your record is Subject To Open Records Requests, as are all of your Proof of Attendance Forms.



Incentive Payment Process for Fee Officials County Clerks & Sheriffs

Counties with a population of less than 70,000

The incentive can be paid from the fee account or by the fiscal court.

Counties with a population of 70,000 or greater

Notice will be mailed to the County Fees Office in the Finance and Administration Cabinet which will then send notification to the county.

FAQs

There are two amounts on my letter, what do I get?

Dear [REDACTED]

Congratulations on the completion of your 40-hour training unit for calendar year 2024. Pursuant to KRS 64.5275(6) you are required to be paid an annual incentive per calendar year for each training unit completed up to a maximum of four incentive payments. The value of an incentive payment for 2024 is \$1,288.17.

Our records show that you have successfully completed 4 unit(s) and are due 4 incentive payment(s) of \$1,288.17 for a total of \$5,152.68. Please make the disbursing officer aware that incentive payments are not exempt from state or federal withholding requirements.

Current Year incentive amount

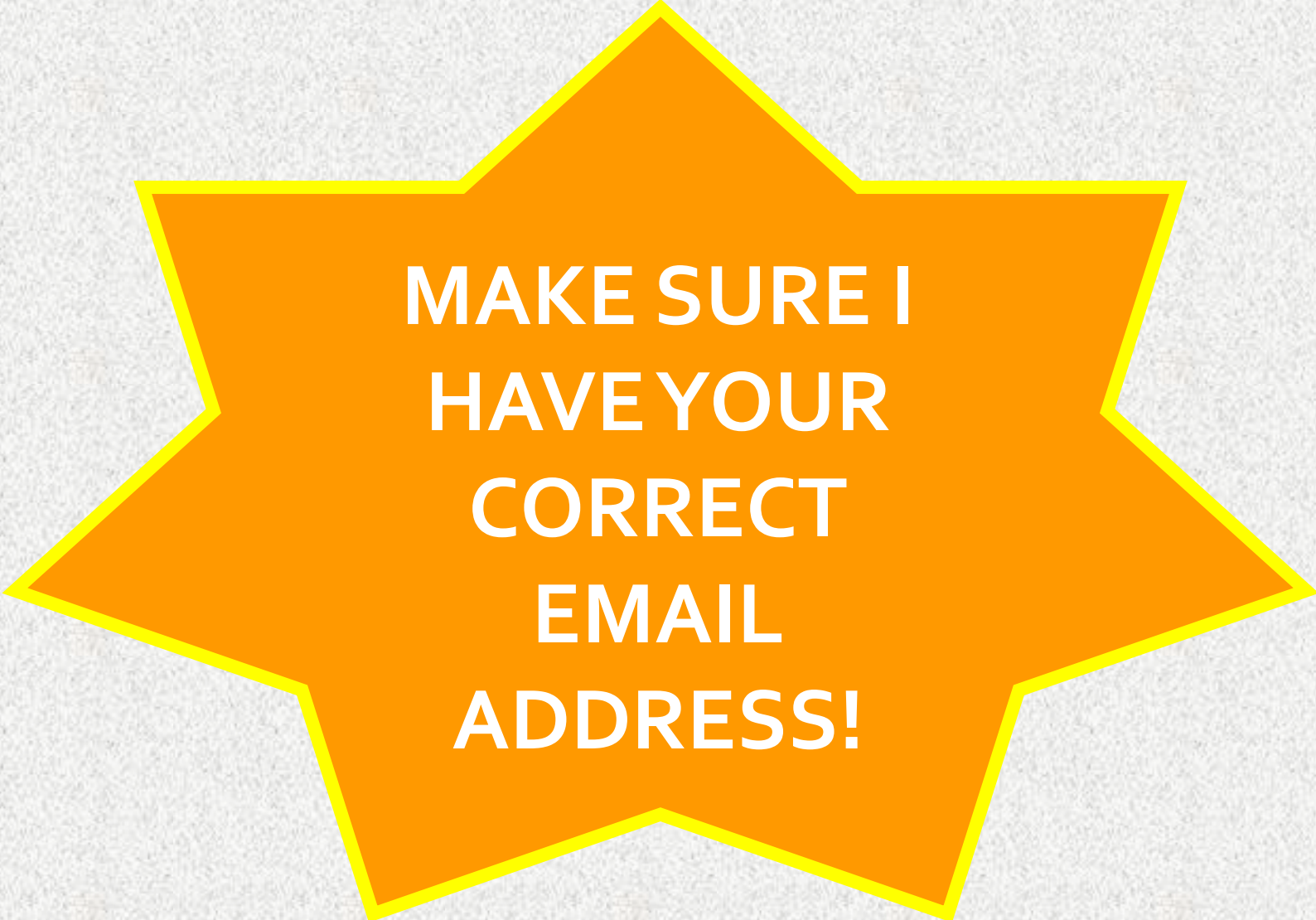
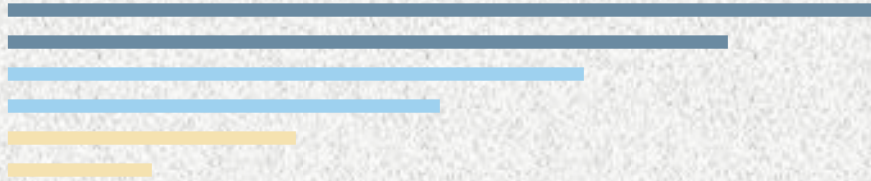
Your payout amount

You may view your training record on the website. If you have questions, please contact me at (502) 564-0674.

Sincerely,



Tanya Kearney
County Officials Training Coordinator



**MAKE SURE I
HAVE YOUR
CORRECT
EMAIL
ADDRESS!**