

Bernard P. Carvalho, Jr.
Mayor



Jay Furfaro
Boards and Commissions Administrator

Nadine K. Nakamura
Managing Director

**OFFICE OF THE MAYOR
BOARDS AND COMMISSIONS
County of Kaua'i, State of Hawai'i**
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2016 Training Seminars

The following professional development training sessions are planned for the coming year. Information will be distributed to all Board and Commission members via email in advance at the appropriate time. Please mark these dates on your calendar. Dates are subject to change.

- For the 2016 calendar year, there will be a total of four (4) training seminars held.
- All training seminars are tentatively scheduled for the 1st Tuesday of each month from 9:30 am to 11:30 am.
- All seminars will take place at the County of Kaua'i Civic Center, Pi'ikoi Building, Room A/B.

February 2, 2016	Effective Meeting Management Primarily for Chairs and Vice-Chairs By Jay Furfaro (Pi'ikoi A/B)
March 1, 2016	Orientation for Boards and Commissions: Tips on Media Relations; the Kaua'i County Charter; the Role of the Board/Commission Member By County Attorney (Pi'ikoi A/B)
April 5, 2016	Parliamentary Procedures By Tom Lodico (Pi'ikoi A/B)
May 3, 2016	Evaluating Board/Commission Appointed Department Heads By County Attorney Mauna Kea Trask, Jay Furfaro and Human Resources

***** The Sunshine Law Training is available online at www.Hawai'i.gov/oip *****

SPECIAL ASSISTANCE

*If you need an alternate format or an auxiliary aid to participate, please contact the Boards and Commissions Office at (808) 241-4917 at least five (5) working days prior to the meeting.
Office Hours: Monday – Friday, 7:45 am – 4:30 pm. Mahalo.*

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