



Florida Sheriffs Association
Executive Assistants Conference
June 8-11, 2015
Seagate Hotel & Spa
Delray Beach, FL

Monday, June 8

5:00 p.m. – 6:30 p.m.

Registration & Networking Reception

Silent Auction Fundraiser for Florida Sheriffs Youth Ranches- Bidding begins at 5:00 p.m. and ends on Wednesday at 4:15 p.m.

Tuesday, June 9

8:00 a.m. – 9:00 a.m.

Breakfast with host, Sheriff Ric Bradshaw

Palm Beach County Sheriff's Office

9:00 a.m. – 9:30 am

Welcome and Introductions

Harriet Sespico, FSA Executive Assistant
Patti Brigrance, FSA Administrative Assistant

9:30 a.m. – 10:30 a.m.

"Identity Theft – You Don't Have To Be A Victim"

Brevard County Sheriff Wayne Ivey will instruct this course designed to provide insight on the crimes of identity theft, credit card fraud, and scams against communities.

10:30 a.m. – 11:30 a.m.

Election Laws

Erin Lewandowski, Public Information Officer
Palm Beach County Supervisor of Elections

12:00 p.m. – 1:15 p.m.

Lunch provided

Sponsored by C.E. Parrish General Agency, Inc.

1:30 p.m. - 2:30 p.m.

Public Records Laws

Wayne Evans, FSA General Counsel

2:45 p.m. – 3:45 p.m.

Ethics Laws

Wayne Evans, FSA General Counsel

4:00 p.m. – 5:00 p.m.

Legislative Updates

Tabitha McDonald, FSA Government Affairs Coordinator

5:00 p.m.

Open Night – Dinner on your own

Wednesday, June 10

8:00 a.m. – 9:00 a.m.

Breakfast Provided

9:00 a.m. – 11:45 p.m.

Administrative Professional Training

Margaret McMullen, Professional Trainer

Ms. McMullen will present a day of training specifically targeted to the Administrative Professional. Each of the segments is interactive with group activities. Topics include: Business Writing and Email Etiquette; Change in the Workplace; How to be More Decisive; Body Language; Power of Habit.

12:00 p.m. – 1:00 p.m.

Lunch provided

1:15 p.m. – 4:00 p.m.

Administrative Professional Training - Continued

Margaret McMullen

4:00 p.m. – 4:15 p.m.

Silent Auction – Last bids accepted at 4:15 p.m.

4:15 p.m. – 4:30 p.m.

Maria Knapp, Vice President Donor Relations, FSyr

Visit and Testimonial from Rancher

4:30 p.m. – 4:45 p.m.

Sheriff David Harvey, Executive Director

Florida Sheriffs Risk Management Program

4:45 p.m. – 5:00 p.m.

Wrap up

6:00 p.m.

Dinner

Sponsored by Star & Shield and Hunt Insurance Group

Thursday, June 11

8:00 a.m. – 9:00 a.m.

Breakfast provided

9:00 a.m. – 11:00 a.m.

Roundtable Discussions

Participants will break into small groups for thoughtful insight of best practices and idea sharing with their peers.

11:00 a.m. – 11:30 a.m.

Closing Comments and Conference Adjourned

Have a safe trip home!