

# **Georgia Public Defender Standards Council**

## **Administrative Training**

Athens, Georgia – September 26-28, 2007  
**Agenda**

### **Wednesday, September 26, 2007**

5:00 p.m. - 6:00 p.m. Registration

### **Thursday, September 27, 2007**

8:00 a.m. Registration, Breakfast

9:00 a.m. Introduction/Overview  
*(Burt Baker, GPDSC Training Director  
Mack Crawford, GPDSC Director &  
Sarah Haskin, GPDSC Deputy Director, Administration)*

9:30 a.m. EAP Presentation  
*(Liz Bonet, LCSW, CEAP)*

10:15 a.m. Break

10:30 a.m. Technology (JCats, Intranet, Helpdesk)  
*(Marla Kosier, Information Technology, Kim Murphy, Website Administrator,  
Verlencia Haynes, Training and Development Manager  
Larry Schneider, Stone Mountain Circuit Public Defender)*

12:15 – 1:30 p.m. Lunch

1:30 p.m. Contracts  
*(Christie Crane, Government Relations Manager  
Jason Ring, Contracts Accountant)*

2:00 p.m. Account Payables and Receivables  
*(Laurie Olney, Accounts Manager  
Sue Nails, Accounts Receivable, Tracey Raindrop, Accounts Payable and  
Nancy Nevels, Accounts Payable/Conflict Attorney Payments)*

2:45 p.m. Break (Check-in)

3:15 p.m. \*Round Table Discussions  
\*As requested per administrative survey, this time has been allotted for small round table discussions.

*Dinner on your own*

## **Friday, September 28, 2007**

8:00 – 9:00 a.m. Breakfast

9:00 a.m. Human Resource/Benefits  
(*Andrea Aplin, Benefits Specialist*)

\*Check-Out

10:30 a.m. Conflict Case Management, Interpreter and Expert Witness  
(*Steve Nevels, Conflict Program Director*  
*Genea Stanley and Vita Morales*)

12:00 – 1:30 p.m. Box Lunch