



# South Carolina Association of Counties

Joseph B. Dill, President  
*Greenville County*

Michael B. Cone

February 14, 2012

## Upcoming Webcast: Continuing Education for County Officials and Employees

To: Board of Directors; Chief Administrative Officers; Clerks to Council; Planning/Zoning Officials; Personnel/Human Resource Directors; County Attorneys; Webcast Contacts; Councils of Government

Subject: **PUBLIC SERVICE ETHICS: UNDERSTANDING THE LAW AND BEYOND**  
**Thursday, March 22, 2012, from 9:00 a.m. – 12:30 p.m.**

---

SCAC is pleased to announce the first webcast of 2012 — *Public Service Ethics: Understanding the Law and Beyond* — on Thursday, March 22, 2012, from 9:00 a.m. to 12:30 p.m. as part of the continuing education program for county officials and employees. The live webcast will take place at the SCAC Offices in Columbia. We will be able to accommodate those wishing to be a part of the studio audience in our training room. This webcast can be viewed in any training room where there is access to the internet through a laptop connected to an LCD projector.

**This webcast will satisfy the three hours of continuing education required annually for planning and zoning officials and employees. An application has been submitted to the S.C. Bar Association for three hours of LEPR credit for county attorneys. This webcast is open to all county officials and employees.**

You MUST register to participate in the webcast. Specific information about viewing, setup and handouts will only be sent to the entities that register. **The deadline for registration is March 15.** The course will provide an overview of the Ethics Reform Act and the 2011 revisions that affect county officials and employees. It also will include a discussion of the ethical environment in which public employees and elected officials operate, highlight the importance of codes of conduct, and introduce practices that promote an ethical culture. The program will be taught by Cathy Hazelwood, Deputy Director and General Counsel for the S.C. Ethics Commission, and Ed Thomas with Ed Thomas/Leadership, LLC.

For planning and zoning officials and employees viewing the live taping for CE credit, please remember that this must be conducted in a group or classroom setting, and there must be a coordinator present during all portions of the webcast. A “coordinator” is defined as a person in a position of authority who has a working knowledge of the material and can facilitate discussion. The coordinator must be able to confirm the attendance of participants.

1919 Thurmond Mall • P.O. Box 8207 • Columbia, SC 29202-8207  
Phone: (803) 252-7255 • Fax: (803) 252-0379 • E-mail: [scac@scac.sc](mailto:scac@scac.sc) • Website: <http://www.sccounties.org>

***Building Stronger Counties for Tomorrow***

---

## Public Service Ethics: Understanding the Law and Beyond

### SCAC Webcast

---

SCAC will offer **PUBLIC SERVICE ETHICS: UNDERSTANDING THE LAW AND BEYOND** as part of the continuing education program for county officials and employees. **This webcast will satisfy the three hours of continuing education required annually for planning and zoning officials and employees. An application has been submitted to the S.C. Bar Association for three hours of LEPR credit for county attorneys.** This course will provide an overview of the Ethics Reform Act and the 2011 revisions that affect county officials and employees. It also will include a discussion of the ethical environment in which public employees and elected officials operate, highlight the importance of codes of conduct, and introduce practices that promote an ethical culture. During the webcast, participants will be encouraged to participate by sending in questions for the instructors.



A sample of issues to be covered includes:

- The Ethics Reform Act and the 2011 revisions
- Common ethical dilemmas government officials face and frameworks for resolving these dilemmas
- Standards, expectations and guidelines for public servants
- Tips for creating an ethical culture

**WHEN:** Thursday, March 22, 2012, 9:00 a.m.–12:30 p.m.

**WHO:** Open to all county officials and employees

**WHERE:** This webcast can be viewed in any training room where there is access to the internet through a laptop connected to an LCD projector.

**INSTRUCTORS:** Cathy Hazelwood, Deputy Director and General Counsel  
S.C. State Ethics Commission  
Ed Thomas, Ed Thomas/Leadership, LLC

<b>TO PARTICIPATE IN THIS WEBCAST, YOU SHOULD:</b>
✓ Identify a "Coordinator" to be the official contact for the county. He/she will arrange all of the logistics (including equipment and seating) prior to the webcast and be on-site the day of the webcast.
✓ Send an interoffice memo to all affected officials and employees to inform them of the webcast and to encourage participation.
✓ Complete the enclosed form and fax it to the SCAC Offices.
✓ Arrive at your viewing site by 8:30 a.m. and confirm that all equipment is working properly.
✓ <b><u>RELAX</u></b> and enjoy!