



## YOUR SUCCESS IS OUR SUCCESS

The heart of our agency is our role as a trusted advisor and partner for your organization. We want to explore your needs, challenges, and strengths to find ways to make you more prepared, resilient and productive. We are a trusted resource that can positively impact the success of your organization and ultimately the success of our state.



**CLGE**

CENTER FOR LOCAL GOVERNMENT EXCELLENCE

**March 12-13, 2025**

**In-Person and Livestream**

**Pennington Biomedical Research Center  
Conference Center**

2328 Irene Dr., Baton Rouge, La. 70808 (off Kenilworth Parkway)



## About the Center for Local Government Excellence

**T**he Center for Local Government Excellence began in 2015 with the proactive goal of enabling local officials and their staffs to immediately apply the knowledge and skills learned to their respective governments and use that knowledge to make a positive difference for those they serve, which will ultimately improve the services provided by local governments and the quality of local government audits.

Topics focus on real workplace issues and provide solutions that can be evaluated and replicated. Program participants benefit not only from increasing their knowledge, skills, and abilities to enhance career development, but also from opportunities to interact with Legislative Auditor personnel and network with their peers to build a supportive environment.

The Spring CLGE session is power packed with information about the daily nuts and bolts of government operations. Beloved speaker Jenifer Schaye will provide a high-level review of four major laws affecting most local governments, and we'll learn better ways on how to detect fraud by studying actual cases that seasoned LLA investigator Thomas Horne has worked on. Tracy Norton, an LSU law professor, will take some of the mystery out of artificial intelligence and offer suggestions on how we can apply this technology right now – for free – to help us with everyday tasks. Thursday's half-day is focused on the audit: the legal framework, planning for it from an auditor's perspective (presented by audit partner and guest presenter Dennis James), and how to solve some common audit findings. Register now and block out March 12-13 as an immersive, action-packed two days that will transform your knowledge and skills.

## Registration

CLGE is a **complimentary** training provided by the Louisiana Legislative Auditor. Since the event is livestreamed, participants can attend virtually or in-person in Baton Rouge, whatever best fits their schedule and learning style. Click [HERE](#) to register or visit our website at [lla.la.gov/clge](http://lla.la.gov/clge). Course materials will be posted on the CLGE website when they are available. Prior to the training, registrants will be provided a link to the live broadcast. Questions? Call Liz Martin at **(225) 339-3995** or email [clge@lla.la.gov](mailto:clge@lla.la.gov).

## Certification

This training qualifies for a maximum of 10 hours of Continuing Professional Education (CPE) credits. CPE credit for CPAs is based on verified actual education hours attended on an individual course basis in accordance with Louisiana State Board of CPAs rules. CPE transcripts will be emailed from the LLA a few weeks after the event. Records will be maintained for five years.

## Who should attend?

Anyone responsible for managing, utilizing, or accounting for public funds, such as:

- Accountants and others who perform accounting, finance, and budgeting functions
- Clerks
- Purchasing agents and staff
- Administrative staff
- Department heads
- Elected officials
- Members of governing bodies such as councils, police juries, school boards, and other boards and commissions
- Auditors and contract accountants
- Consultants and advisors to local governments

*The Center for Local Government Excellence programs benefit officials and employees new to local government and serve as a refresher for long-time public servants.*

# PROGRAM AGENDA

March 12-13, 2025  
Pennington Biomedical Research Center  
Baton Rouge

## WEDNESDAY, MARCH 12, 2025

### 8:00 – 8:20 a.m.

Log-In Opens for Livestream Attendees;  
In-Person Registration/Coffee and Pastries

### 8:20 – 8:25 a.m.

Welcome by Legislative Auditor Michael J. "Mike"  
Waguespack, CPA

### 8:25 – 8:30 a.m.

Welcome and Program Overview by Judith Dettwiller, CPA,  
CIA, Director of Local Government Services

### 8:30 – 9:30 a.m.

#### Louisiana Legislative Auditor: A Comprehensive Overview

*Victoria Hayes, CPA, CFE, Director of Recovery Assistance  
Services, LLA & Lizzie Schexnayder, MSHRLD, CTP, Professional  
Development Manager, LLA*

This session delves into the pivotal role of the LLA in supporting government accountability and efficiency. Participants will gain a comprehensive understanding of the LLA's mission and the essential part you play in its success. We'll explore how our collaborative efforts contribute to achieving shared objectives, highlighting the best practices we've implemented in branding and talent acquisition to strengthen our organization. Join us for an overview of how the LLA partners with you to drive excellence and innovation.

### 9:30 – 9:40 a.m. Break

### 9:40 – 11:10 a.m.

#### Public Laws that Affect Governments Daily

*Jenifer Schaye, CFE, General Counsel, LLA*

This will be a high-level review of the most important issues in Public Bid Law, Open Meetings Law, Public Records Law, and the Local Government Budget Act. During this session, the speaker will also endeavor to describe legal mandates and particular fiduciary responsibilities.

### 11:10 – 11:20 a.m. Break

### 11:20 a.m. – 12:10 p.m.

#### The Accounting Procedures Manual: Your Roadmap to Effective Financial Process Management

*Diane B. Allison, CPA, CGMA, CGFO, Retired Director of Local  
Government Services*

The Accounting Procedures Manual (APM) is so much more than written procedures: it supports the integrity of government decision-making, budgeting, and reporting and ensures compliance, for starters. This session will provide a foundational understanding of the importance of an APM, highlight its key components, and offer practical tools for participants to create or improve their own APMs.

### 12:10 – 1:30 p.m. Lunch Break

### 1:30 – 2:45 p.m.

#### From Suspicion to Action: Spot and Stop Government Fraud

*Thomas A. Horne, CPE, CFE, Senior Auditor III, Investigative  
Audit Services, LLA*

Fraud schemes are frequently perpetrated against governmental agencies, so be prepared to learn the typical hallmarks for those schemes. This session will utilize detailed case studies to illustrate how common schemes can be detected and share available resources to mitigate future fraud risk.

### 2:45 – 2:55 p.m. Break

### 2:55 – 4:25 p.m.

#### Strategic Use of Generative AI

*Tracy L.M. Norton, Erick Vincent Anderson Professorship,  
Assistant Professor of Law, Louisiana State University*

In this session, you'll learn how to get the most out of generative AI, whether you are an AI novice or AI enthusiast. This session will cover the basics of generative AI literacy and a framework for prompting engineering so you can strategically build your AI skillset for greater efficiency and productivity.

*"Thank you so much for providing this workshop. It is the best training that covers all aspects of what we do and is a wealth of information."*

*- October 2024 CLGE Participant*

To attend this dynamic and informative program, [click here to register!](#)



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## THURSDAY, MARCH 13, 2025

**8:00 – 8:20 a.m.**

Log-In Opens for Livestream Attendees; In-Person Registration/Coffee and Pastries

**8:20 – 8:30 a.m.**

Welcome and Program Overview by Judith Dettwiller, CPA, CIA, Director of Local Government Services

### **Ensuring Success With Your Local Government Audits**

**8:30 – 9:20 a.m.**

#### **Audit Essentials: Navigating Local Government Reporting Requirements**

*Barry Kelly, MBA, CIA, Special Projects Senior II, LLA*

This session provides an overview of annual reporting requirements for local governments under the Louisiana Audit Law. Topics include report types, auditor selection, submission deadlines, extensions, the Non-Compliance List, and the report review process.

**9:20 – 9:30 a.m. Break**

**9:30 – 10:20 a.m.**

#### **Planning for a Successful Audit**

*Dennis James, CPA, Managing Director, James Lambert Riggs & Associates, Inc.*

Get an inside look at how to prepare for a successful audit from the auditor's perspective. This session will help you plan your audit to arrive at a successful outcome. Topics will include hiring your auditor, the responsibilities of your auditor and the rules they must follow, your responsibilities for the audit, and steps to help you plan, perform and deliver a successful audit for your agency.

**10:20 – 10:30 a.m. Break**

**10:30 a.m. – 12:00 p.m.**

#### **Continuous Improvement: Tips for Solving Common Audit Findings**

*Diane B. Allison, CPA, CGMA, CGFO, Retired Director of Local Government Services*

Twenty-four percent of audit reports contain a total of about 1,200 findings related to deficiencies in operations, controls, and compliance with laws and regulations. Some findings can be quickly resolved by merely tweaking a procedure, while others can be more complex to resolve because entire processes need to be designed. This session provides practical tips on developing a strategy to solve common audit findings and get them off your To Do List once and for all.

*"Wow! What a wealth of knowledge and collection of subject matter experts! Can't wait to attend the next session; the livestream was Top Notch! Kudos!"*

*- October 2024 CLGE Participant*

**Don't miss out on this great  
opportunity!  
[Click here to register!](#)**

For our in-person attendees, dress is business casual. Coffee, water, and snacks will be available each morning. Lunch will be on your own each day.

In compliance with the Americans with Disabilities Act, if you need special assistance, please contact Liz Martin at (225) 339-3995 or [clge@lla.la.gov](mailto:clge@lla.la.gov).