



Office Professional Training

May 28, 2024 - Tuesday
Mississippi Coast Coliseum & Conference Center
2350 Beach Blvd, Biloxi, MS 39531

Agenda

- 7:30 Registration & Welcome
- 8:00 Getting Ready for a Health Department Inspection, Wendy Ferrill, MSDH
- 9:00 Adopting to the Modern World, Utility Payment Solutions, Grant Weldon, Nexbillpay
- 10:00 Record Retention, Cecilia Garris, MsRWA
- 10:30 Computers 101, Monica Adcock, MsRWA
- 12:00 LUNCH - Provided
- 1:00 Cybersecurity, Greg Mallette, US Department of Homeland Security
- 2:00 Water Quality Analysis Fee & Reporting, Operator Database, Romelle Britton, MSDH
- 4:00 Adjourn

OPTR Credits: Office Mgt-(6); Finance- (4); W/WW (4); Legal- (2); Personnel-(2); Personal-(1)

Please pre-register a week prior to class date. There is a \$125.00 registration fee for this class. There is a \$25.00 cancellation fee.

MsRWA members have 2 member benefits to attend Office Professional Training each year at no charge.

May 28 - Tuesday - Biloxi Use Member Benefit: _____ Payment Enclosed: _____

Name: _____ System/Company: _____

Address: _____

City/State/Zip: _____

Phone/Fax/Email: _____

Send form with payment to MsRWA: 172 Country Place Pkwy, Pearl, MS 39208 / Fax: 601.857.2434

For more information call MsRWA at 601.857.2433