



The Harold F. Holtz
Municipal Training Institute
for Elected Officials

Training Transcripts

Ms. Vanessa W. Thomas
City of McDonough
136 Keys Ferry St
McDonough, GA 30253-3213

As of: 7/17/2025
Student ID: 115308

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Certificate Levels	Required	Credits Completed	Completion Date
Certificate of Recognition	42	132	September 23, 2022
Certificate of Achievement	72	132	March 30, 2023
Certificate of Excellence	120	132	January 24, 2025
Certificate of Distinction	204	132	
Certificate of Dedication	276	132	

Completed Courses

Elective

Capital Improvement Program	3	3/30/2023
Current Issues Class: Understanding, Funding and Fighting the New Face of Homelessness in Georgia	3	6/27/2023
Effective Practices for Municipal Operations 101	3	6/25/2022
Employee Benefits 101 (Retirement)	3	6/22/2024
Excellence in Customer Service	3	6/24/2023
Funding and Programming Transportation Projects In Your Community	3	1/21/2022
Human Trafficking: Georgia's Role and Response	3	1/20/2023
Local Government Debt Methods 101	3	9/19/2022
Municipal Annexation: Growing Pains and Growth Spurts	3	1/20/2023

N/C=No Credit for Class

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Navigating the Future: Planning and Acting Strategically	6	1/25/2025
Retreats	6	4/9/2025
Succession Planning: Preparing for Tomorrow's Workforce Today	3	6/25/2024
Water Management — An Introduction for Local Governments	6	6/21/2024

LEADERSHIP

Robert E. Knox, Jr. Municipal Leadership Institute	6	9/26/2023
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NEWELECTED

Newly Elected Officials Institute	6	3/16/2022
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REQUIRED

Community and Media Relations	6	9/23/2022
Conflict Resolution	6	1/27/2024
Economic Development	6	9/22/2022
Ethics	6	6/23/2023
Human Resources I	6	1/22/2022
Making Cultural Diversity Work	6	10/20/2022
Municipal Finance I	6	6/24/2022
Municipal Law	6	1/21/2023
Municipal Taxation 101 - The Basics	3	1/26/2024

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Open Meetings/Open Records	6	8/22/2022
Planning and Zoning	6	1/24/2025
Practices for Successful Meetings	3	1/21/2022
Public Policy Development and Implementation	3	1/26/2024
Roles and Responsibilities of Council and Staff	3	6/28/2022

Total Hours:
132

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