

COURSE SYLLABUS



Number	Title		
110	New Supervisors Institute		
Credential	County Supervisor Credential		
Length	3 Sessions	Credits	6
Audience	Newly Elected County Supervisors		

Description

So you've just been elected as County Supervisor. **Now what?** This series of three sessions is designed to help new supervisors hit the ground running.

The series examines the basics of county governance. Hear tips and tricks from experienced supervisors on establishing your office, roles and responsibilities, ten top questions to ask of staff, legal obligations and much more. The first session of this in-depth seminar is held in conjunction with the CSAC Annual Meeting in November. It provides the unique opportunity to develop a network amongst new supervisors that will last through your career.

Those completing the three sessions receive a Certificate from CSAC, and six credits towards earning the California County Supervisors Credential from the CSAC Institute.

The course is open to all supervisor-elects in California. State law provides for authority for counties to pay the tuition for Supervisor-elect training courses prior to taking office.

Learning Objectives

Upon completion of the course, participants can expect to:

- ◆ Describe roles, responsibilities and legal obligations of a county supervisor
- ◆ Have ten questions to ask the CAO/CEO and department directors.
- ◆ Understand the role of a supervisor and the CAO/ CEO in county governance and management.
- ◆ Appreciate the dynamics of Board interaction and the strategies to accomplish goals.
- ◆ Effectively approach their first 90 days in office.
- ◆ Describe the major sources of county revenues and the key elements of the county budget.
- ◆ Understand the broad range of basic county services.
- ◆ Use CSAC and other resources to effectively advocate county legislative issues.
- ◆ Apply strategies to effectively work with the media.
- ◆ Appreciate the laws and practices affecting labor relations with county employees.
- ◆ Describe strategies to create effective interactions with constituents and collaboration with other governments
- ◆ Build a lasting network of peers to consult with and share ideas.

Course Curriculum – Class of 2013 Session I

Day 1 – Monday, November 26th 2012

- 8:30 a.m. **Welcome**
- ◆ Mike McGowan, Institute Moderator
Yolo County Supervisor and CSAC President
 - ◆ Bill Chiat, CSAC Institute Dean
- Self Introductions of Institute Participants**
Meet your peers and share your goals (and fears) as Supervisor-elect.
- ◆ David Finigan, Del Norte County Supervisors and CSAC First Vice President
- 9:30 **The First 90 Days: What to Expect – How to Prepare**
Hear practical tips from experienced supervisors on preparing for your first 90 days in office. Hit the ground running with helpful insights and suggested practices. Acquire tools to deal with both the expected and the unexpected elements of your new role as a County Supervisor.
- ◆ Supervisor Janice Rutherford (San Bernardino)
 - ◆ Supervisor Steve Lavagnino (Santa Barbara)
 - ◆ Supervisor Randy Hanvelt (Tuolumne)
 - ◆ Supervisor Mike McGowan (Yolo) – Moderator
- 10:45 **Role, Responsibilities and Authority of County Government**
Examine the required and discretionary responsibilities of California counties. Explore the role and authority of counties within the context of state government and other local agencies such as cities and special districts.
- ◆ Supervisor Mike McGowan (Yolo)
 - ◆ Bill Chiat, CSAC Institute Dean, Former CEO (Napa)
 - ◆ Rick Haffey, County Executive Officer (Nevada)
- Luncheon Program**
“Working with Others to Get Stuff Done”
Getting things done requires collaboration with other officials and agencies. Learn practical tips for building effective working relationships with your fellow Board members and the governing boards of other local and regional agencies.
- ◆ Supervisor Efren Carrillo (Sonoma)
- 1:30 p.m. **Jump Start Your Term: Top 10 Questions You Should Ask Your CAO (and Department Directors too)**
Soon you will be meeting with your County Executive/Administrator and the department heads. What should you be sure to ask? What information do you need to know?
- ◆ CAO David Twa (Contra Costa)
 - ◆ CAO Larry Spikes (Kings)
 - ◆ CAO Veronica Ferguson (Sonoma)
 - ◆ Rick Haffey, County Executive Officer (Nevada) – Moderator

- 3:15 **The Clerk of the Board: Their Role; Your Relationship**
The Clerk of the Board plays a critical role in your work as a supervisor. Learn how the Clerk can help you be more effective and the resources and services available from your Clerk of the Board.
- ◆ Clerk Lois M. Sahyoun (San Joaquin)
 - ◆ Clerk Gladys Coil (Napa)
 - ◆ Clerk Thomas J. Pastuszka (San Diego)
 - ◆ Clerk Christine Ferraro Tallman (Stanislaus)
 - ◆ Chief Deputy Clerk Roberta Rodriguez (Ventura)
- 5:00 **Recap and Adjourn for Day**
New Supervisors Networking Reception (Supervisors and Institute Faculty)
- ◆ Bill Chiat, CSAC Institute Dean

Day 2 – Tuesday, November 27th 2012

- 7:30 a.m. **Networking Breakfast**
- 8:15 a.m. **Welcome to the California State Association of Counties**
Serving California's 58 counties for 118 years.
- CSAC Resources to Assist You and Your County**
Understand the range of services CSAC provides to supervisors and counties. Learn about CSAC's state and federal legislative programs, the CSAC Finance Corporation, U.S. Communities, the CSAC Institute for Excellence in County Government, the Institute for Local Government and more ... all available to you.
- ◆ Supervisor David Finigan, CSAC First V.P.
 - ◆ Matthew Cate, CSAC Executive Director
 - ◆ Nancy Parrish, Executive Director, CSAC Finance Corporation
 - ◆ JoAnne Speers, Executive Director, Institute for Local Government
 - ◆ Supervisor Valerie Brown (Sonoma), Past President, National Association of Counties
 - ◆ Bill Chiat, Dean, CSAC Institute
- 9:30 **Roles and Responsibilities of County Counsel**
County Counsel serves as both the attorney for the Board of Supervisors and the attorney for the county. Learn more about what you can expect from County Counsel and the key laws governing you as county supervisor.
- ◆ County Counsel James Fincher (Merced)
 - ◆ County Counsel Kathleen Bales-Lange (Tulare)
 - ◆ County Counsel Bruce Goldstein (Sonoma)
- 11:15 **Summary of Session I and Overview of Session II and III**
- ◆ Bill Chiat, CSAC Institute Dean
- 11:30 **Getting the Most out of the Annual Meeting: A Conference Introduction and Overview**
- ◆ David Liebler, CSAC Director of Public Affairs and Member Services