

COURSE SYLLABUS

New Supervisors Institute

Class of 2016-17



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. Members of the Bar will earn MCLE credits.

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.

Schedule

New Supervisors Institute consists of three sessions:

- * Session I Monday-Tuesday, November 28-29, 2016, Palm Springs prior to CSAC Annual Meeting
- * Session II Thursday-Friday, February 9-10, 2017 in Sacramento
- * Session III Friday, April 21, 2017 in Sacramento

Learning Outcomes for Session I

- ◆ What to expect in your first 90 days in office
- ◆ Responsibilities of county government and other local agencies
- ◆ 10 things you should be asking your CAO to get a jump-start on your term
- ◆ How to work effectively with the other four
- ◆ Working with your Clerk of the Board and his/her responsibilities
- ◆ How to work within the law and the role of County Counsel
- ◆ Roles, responsibilities and legal obligations of a county supervisor
- ◆ The broad range of basic county services
- ◆ Role of the Supervisor, Board and the County in emergencies
- ◆ Build a lasting network with peers to consult with and share ideas

Session I Agenda

DAY 1 Monday, November 28, 2016

8:15 Coffee and Networking

8:30 a.m. **Welcome**

- ◆ Mike McGowan, Institute Faculty Chair
Former Yolo County Supervisor and CSAC President
- ◆ Matt Cate, CSAC Executive Director
- ◆ Bill Chiat, CSAC Institute Dean

Self-Introduction of Participants

Meet your peers and share your goals (and fears) as Supervisor-elect.

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 Lisa Bartlett (Orange)
- ◆ Supervisor Damon Connolly (Marin)
- ◆ Supervisor Stacy Corless (Mono)
- ◆ Moderator – Mike McGowan, Former Supervisor, Yolo County

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.

- ◆ Bill Chiat, CSAC Institute Dean, Former CEO, Napa County

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 staff.

- ◆ Supervisor Vito Chiesa and CSAC Past President (Stanislaus)

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 Birgitta Corsello (Solano)
- ◆ CEO Rick Haffey (Nevada)
- ◆ CEO Jay Orr (Riverside)
- ◆ Moderator – Terry Schutten, Former CEO, Sacramento County

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. Understand financial reporting and public records laws.

- ◆ Clerk of the Board Gail T. Borkowski (Monterey)
- ◆ Clerk of the Board Gladys Coil (Napa)
- ◆ Chief Clerk Michele Baldwin (Tulare)
- ◆ Clerk of the Board Jim Mitrison (El Dorado)
- ◆ Assistant Clerk Pat Martinez (Orange)

5:00 **Recap and Adjourn for Day**
 New Supervisor’s Welcome Reception with County Supervisors and Institute Faculty

DAY 2 – Tuesday, November 29, 2016

7:30 a.m. Networking Breakfast

8:15 a.m. **When the Unexpected Occurs**
Counties are the emergency coordinators when disasters and emergencies happen. Your county will have a well-planned and rehearsed disaster plan in place. But even then the unexpected occurs. This session explores the role of individual Supervisors and the Board in an emergency. It will look at lessons learned about where you can best add value to the county as an organization, and the community. And what not to do.

- ◆ Supervisor Alfredo Pedroza, Napa County
- ◆ Supervisor Janice Rutherford, San Bernardino County
- ◆ Supervisor Jim Steele, Lake County
- ◆ Moderator – Gregg Devereaux, CEO, San Bernardino County

9:45 **Roles and Responsibilities of County Counsel – And the Laws You Need to Know**
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 open meeting laws governing you as county supervisor.

- ◆ County Counsel Kathleen Bales-Lange (Tulare)
- ◆ County Counsel James Fincher (Merced)
- ◆ County Counsel Bruce Goldstein (Sonoma)

11:30 **Summary of Session I and Overview of Session II and III**
 ◆ Bill Chiat, CSAC Institute Dean

11:40 **Get the Most out of the Annual Meeting: A Conference Introduction and Overview**
 ◆ David Liebler, CSAC Director of Public Affairs and Member Services

Highlights of Upcoming Sessions

SESSION II (Thursday – Friday, February 9-10, 2017; 8:15 Thursday to Noon on Friday)

- * The county budgeting process and financial management
- * Counties, the state budget and the fiscal relationship with the state
- * Effective advocacy – working with your state legislators
- * Overview of current county issues
- * Introduction to county health, mental health and social services

- * Land use planning and infrastructure
- * How to chair effective public meetings and hearings

SESSION III (Thurs, April 20, 2017, 9:00 a.m. to 4:00 p.m.)

- * Working effectively with county employees and employee organizations
- * Successful media relations and use of the media
- * Working with and engaging your constituents
- * Building relationships with other government agencies
- * Reflections on your first five months in office