

CSAC Institute in Northern California 2020



Professional development classes for county managers and executives hosted by Mendocino/Lake County

Why change efforts fail - and how to remove those barriers

Leadership and Change

Thursday, January 9, 2020

Discover change from the perspective of those whom the change affects. Practical discussions focus on design of a change process; practices to diagnose, interpret and select interventions; barriers; and creating an environment in which people can expand their capacity to address adaptive change. Bill Chiat, Dean of CSAC Institute. For the last 40 years he has worked with hundreds of local agencies in crafting change.

Identify opportunities to reimagine processes and reduce resource use

Reengineering County Business Practices

Thursday, February 13, 2020

This course explores the need for a business process focus, the essential steps for evaluating and reengineering business processes, and critical success factors for making the effort successful. It provides a practical framework for business process improvement and examines practical process improvement concepts and techniques to introduce process changes effectively, to get the most from your process improvement effort. Bill Chiat is the Dean of CSAC Institute and brings extensive experience working with local governments to improve processes.

The 211 on social media 101 to avoid a communication 911

Mastering Social Media Basics

Thursday, March 12, 2020

Confused about social media, which platforms are right for you, how to find time to manage it, what to post? This class will help you understand what to focus on, how to implement it, and ways to quickly create compelling content using the latest photo, audio and video techniques! Kerry Shearer is former Sacramento County Public Information Officer and a consultant specializing in social media.

Achieve outcomes in everyone's best interest

Negotiations & Collaboration in Complex Environments

Thursday, April 9, 2020

Examine the most current tried and tested behaviors in the field of negotiation and gives you tools that will be immediately useful in your work. Best of all, it can help you serve your constituents in the best possible ways without needless compromise. Dr. Laree Kiely is president of the Kiely Group and a professor at the USC Marshall School of Business.

Manage county resources effectively and efficiently

World Class Contracting, Contract Management and Procurement

Thursday, May 14, 2020

This class provides insight into fundamental principles of public contracting and procurement, the role of contracting and procurement within your organization, as well as, best in class strategies which lead to effectively and efficiently meeting your requirements. Discussion will cover the principles and key elements of contract management and procurement process, and will provide participants a broad understanding of various contracting approaches, best practices, and will discuss practical examples of contract monitoring tools and templates. Jack Pellegrino, CPCM is the Director of Purchasing and Contracting for the County of San Diego and an Instructor at San Diego State University. He is a Certified Contracts Manager.

Make your case in writing

Polish Your Writing

Thursday, June 11, 2020

Writing is a process of creating a record for someone else and this course will assist you in identifying your audience(s) and writing with them in mind. The course will include samples of writing, opportunities to assess your own writing, and experience editing the work of others. Dr. Mary Kirlin is a consultant with local governments and a former public policy professor at Sacramento State University.

The context of county-state revenue relationships

Financing California Counties

Thursday, July 23, 2020

Explore the context of county funding decisions by the legislature and administration over the last 40 years is critical in understanding the current state-county funding and revenue relationships. The class examines the history and consequences of major elements in county revenues including: Proposition 13, 172, 1A, Vehicle License Fees, Realignment, ERAF, property tax allocations, current year State budget and more. Diane Cummins is Special Advisor to the Governor on State and Local Realignment.

Overview of county budgeting and financial management

County Budgeting and Financial Planning

Thursday, August 13, 2020

Learn the ins and outs of county budgeting and the budget process. Discussion includes a review of the County Budget Act, a year in the county budget cycle, key elements of a budget, and integration of strategic plans into the annual budget. Class is a must for everyone involved in the budget process. Patrick Blacklock is County Administrator of Yolo County, and Robert Bendorf is County Administrator of Yuba County.

We depend on it ... How does that state budget process work??

State Budget 101: What Counties Need to Know

Thursday September 10, 2020

Did you ever wonder how the Governor made that budget decision or why it changed it in May? Or do you want to find out how the Legislature changes the Governor's proposal or how counties can influence either the Governor or the Legislature?

This is the class where you can learn the budget basics and answers to those questions and so much more. Jean Hurst is Principal with HBE Advocacy.

Rebound from the untoward effects of adversity, uncertainty

Resiliency: Recover, Adapt and Sustain

Thursday, October 15, 2020

Define the attributes of resiliency and focuses on strategies to build a culture of resiliency in your organization and employees. Exercises and discussion focus on three traits of resiliency: staunch acceptance of reality; ability to observe and interpret meaning in messy situations; and the skills to innovate with resources at hand. Bill Chiat is Dean of CSAC Institute and works with local governments to build organizational capacity.

Lifelong Learning for all county staff

Complete the series and earn a professional Credential



A service of the California State Association of Counties, and the California Counties Foundation, Inc.

All courses held in Mendocino/Lake from 10:00 am to 3:30 pm. Registration is an affordable \$149/class and includes lunch and materials. Save by registering for the entire 10-class Institute Credential series.

Learn more and register at www.csacinstitute.org REGISTRATION OPENS NOVEMBER 18