

*The Professional
Development Source for
California County
Supervisors*

CSAC INSTITUTE
FOR EXCELLENCE IN
COUNTY GOVERNMENT

2020 New Supervisors Institute

A three-session, hands-on seminar designed to help newly elected Supervisors jump-start their term

So you've just been elected as County Supervisor. **Now what?** This three-session executive seminar will help you hit the ground running.

The three sessions examine all 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 New Supervisors Institute will kick off with a reception at the CSAC Annual Meeting in November and will provide the unique opportunity to develop your network with new supervisors from across the State that will last throughout your career.

The course is open to all supervisors-elect in California.

Objectives

Upon completion, new supervisors will be able to:

- ◆ Describe roles, responsibilities and legal obligations of a county supervisor.
- ◆ Identify ten questions to ask the CAO/CEO and department directors.
- ◆ Understand the role of a supervisor, the Board and the executive in county governance and management.
- ◆ Appreciate the dynamics of Board interaction and the strategies to accomplish goals.
- ◆ Effectively approach the first 90 days in office.
- ◆ Build a lasting network of peers to consult with and share ideas.



Designed Specifically for the Needs of County Supervisors-Elect

The three sessions of the Institute provide a unique venue for new County Supervisors to meet their colleagues and learn important information, protocols and practices to help them better understand the requirements and environment of their new office. The Institute is designed to complement orientations offered by the county.



New Supervisors Class of 2018-19

Hands-On Learning

Interactive presentations and small group discussions highlight the Institute and provide participants opportunities for hands-on, policy-level discussions. Participants receive content-rich resources and the updated *California County Supervisors Resource Guide*.

Expert Faculty

The faculty is led by Solano County Supervisor Erin Hannigan and former Yuba County CAO Robert Bendorf. Faculty include experienced County Supervisors, County Executives, Counsel, and experts in the issues of California Counties. They bring practical experience in governance, crafting policy and providing county services.



Session I

Tuesday, December 1 – Wednesday, December 2
via Zoom



California Counties
FOUNDATION

California State Association of Counties
California Counties Foundation, Inc.



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Highlights of Institute Sessions

Session I

Tuesday-Wednesday, Dec. 1-2, 2020
via Zoom

- ☞ What to expect in your first 90 days in office
- ☞ Responsibilities of county government and other local agencies
- ☞ 10 things to ask your CAO to get a jump-start
- ☞ How to work effectively with the other four
- ☞ Public information and the resources from your Clerk of the Board
- ☞ Laws you need to know which govern your work, and the role of County Counsel
- ☞ Role of the supervisor, Board and county in emergencies and unexpected situations
- ☞ Build networks with your new colleagues

Session II

Thursday-Friday, March 4-5, 2021

- ☞ 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, behavioral health and social services
- ☞ Land use planning and infrastructure
- ☞ How to run effective public meetings and hearings

Session III

Thursday- Friday, July 8-9, 2021

- ☞ Working effectively with county employees and employee organizations
- ☞ Successful media relations and use of the media
- ☞ Working with and engaging your constituents
- ☞ Board roles in crises and disasters
- ☞ Strategies for intergovernmental relationships
- ☞ Reflections on your first six months in office

Registration and Tuition

New Supervisor Institute tuition covers the costs for all three sessions and the *California County Supervisors Resource Guide*.



Registration for the New Supervisors Institute may be made by contacting the Institute at info@csacinstitute.org. Supervisors-elect may also attend any CSAC Institute course. See the schedule at www.csacinstitute.org.

- ◆ **New Supervisor Institute** **\$499**
*Includes **complimentary** Annual Meeting registration and **all three sessions** of the New Supervisors Institute.*

Note: Government Code §25208.4 provides for the training and education of new supervisors and specifies that training costs may be paid by the county, even though the supervisor-elect has not yet taken office.

Recognition

Upon completion of the New Supervisors Institute, participants receive a special Certificate and earn six credits towards their accreditation as a **California Credentialed County Supervisor** from the CSAC Institute for Excellence in County Government. A total of 30 credits is required to earn the credential from this continuing professional education institution designed for County Supervisors and executives. Members of the Bar earn **MCLE credits** for participation in the Institute.



Details and Additional Information

Session I will be held via zoom starting on December 1 beginning at 8:00 AM, and concludes a little after Noon on Wednesday, December 2.

Sessions II and III are held via Zoom unless we can meet in person.

For additional information on the Institute, please contact CSAC Institute at info@counties.org or 916/327-7500.

ABOUT CSAC INSTITUTE

CSAC Institute for Excellence in County Government is a professional, practical continuing education institution for county officials. The Institute and its courses expand the capacity and capability of county elected officials and senior executives to provide extraordinary services to their communities. Established in 2008, the Institute is a service of the California State Association of Counties and operated by the California Counties Foundation, a 501(c)(3) charity. For a complete schedule of all upcoming classes and campus locations, please visit www.csacinstitute.org.

