

CSAC BOARD OF DIRECTORS

BRIEFING MATERIALS

Thursday, September 6, 2018

10:00 a.m. - 1:30 p.m.



Meeting Location:

Capitol Event Center

1020 11th St., 2nd Flr., Sacramento, CA

(800) 867-2581 code: 7500508#



California State
Association of Counties



**CALIFORNIA STATE ASSOCIATION OF COUNTIES
BOARD OF DIRECTORS**

Thursday, September 6, 2018
10:00 AM – 1:30 PM
Capitol Event Center | 1020 11th Street, 2nd Floor
(800) 867-2581 code: 7500508#

A G E N D A

Presiding: Leticia Perez, President

10:00 AM PROCEDURAL ITEMS

1. Roll Call *Page 1*
2. Approval of Minutes from May 17, 2018 *Page 3*

SPECIAL PRESENTATION

3. Wildfire Liability Outcomes *Page 8*
 - *Graham Knaus | Executive Director*
 - *Cara Martinson | Federal Affairs Manager & Senior Legislative Representative*

ACTION ITEMS

4. Proposition 2 (No Place Like Home) | Support *Page 10*
 - *Farrah McDaid-Ting – Legislative Representative, Health Policy*
5. Proposition 3 (Water Bond) | Support *Page 13*
 - *Cara Martinson | Federal Affairs Manager & Senior Legislative Representative*
6. Proposition 5 (Property Tax Transfer) | Financial Contribution to Oppose *Page 18*
 - *Graham Knaus | Executive Director*
7. CalPERS Reciprocity Changes & Adoption of Related Board Resolution *Page 22*
 - *Graham Knaus | Executive Director*

12:00 PM BREAK FOR LUNCH

12:30 PM INFORMATION ITEMS

8. Proposition 6 Update *Page 88*
 - *Kiana Valentine | Senior Legislative Representative*
9. Legislative Update
 - *End of Session Wrap-Up*
 - *Darby Kernan | Deputy Executive Director, Legislative Services*
10. Finance Corporation Update *Page 91*
 - *Supervisor Leonard Moty | President, CSAC FC*
 - *Alan Fernandes | Chief Executive Officer, CSAC FC*
 - *Paul Brunetta | Corporate Partner Presentation, Sutter Health | Aetna*
11. California Counties Foundation Update *Page 101*
 - *Chastity Benson | Foundation Operations Manager*
12. Operations & Member Services Update *Page 104*
 - *Manuel Rivas | Deputy Executive Director, Operations & Member Services*
13. Challenge Awards *Page 106*
 - *David Liebler | Director, Public Affairs & Member Services*
14. CACE 2018 Distinguished Service Award *Page 107*
 - *Terry Schutten – Executive Director, CACE*
15. Other Items (No Presentation) *Page 108*
16. Public Comment

1:30 PM ADJOURN

**If requested, this agenda will be made available in appropriate alternative formats to persons with a disability. Please contact Valentina Dzebic at vdzebic@counties.org or (916) 327-7500 if you require modification or accommodation in order to participate in the meeting.*

CALIFORNIA STATE ASSOCIATION OF COUNTIES

Board of Directors

2018

SECTION	President:	Leticia Perez, Kern
U=Urban	First Vice President:	Virginia Bass, Humboldt
S=Suburban	Second Vice President:	Lisa Bartlett, Orange
R=Rural	Immediate Past President:	Keith Carson, Alameda

SECTION	COUNTY	DIRECTOR
U	Alameda County	Scott Haggerty
R	Alpine County	Terry Woodrow
R	Amador County	Richard Forster
S	Butte County	Bill Connelly
R	Calaveras County	Michael Oliveira
R	Colusa County	Denise Carter
U	Contra Costa County	John Gioia
R	Del Norte County	Chris Howard
R	El Dorado County	Sue Novasel
U	Fresno County	Buddy Mendes
R	Glenn County	John Viegas
R	Humboldt County	Estelle Fennell
S	Imperial County	Raymond Castillo
R	Inyo County	Jeff Griffiths
S	Kern County	Zack Scrivner
R	Kings County	Craig Pedersen
R	Lake County	Jim Steele
R	Lassen County	Chris Gallagher
U	Los Angeles County	Mark Ridley-Thomas
R	Madera County	Tom Wheeler
S	Marin County	Damon Connolly
R	Mariposa County	Marshall Long
R	Mendocino County	Carre Brown
S	Merced County	Lee Lor
R	Modoc County	Patricia Cullins
R	Mono County	John Peters
S	Monterey County	Luis Alejo
S	Napa County	Diane Dillon
R	Nevada County	Ed Scofield
U	Orange County	Lisa Bartlett
S	Placer County	Jim Holmes
R	Plumas County	Lori Simpson
U	Riverside County	Chuck Washington
U	Sacramento County	Susan Peters

R	San Benito County	Jaime De La Cruz
U	San Bernardino County	James Ramos
U	San Diego County	Greg Cox
U	San Francisco City & County	Malia Cohen
U	San Joaquin County	Bob Elliott
S	San Luis Obispo County	Lynn Compton
U	San Mateo County	Carole Groom
S	Santa Barbara County	Das Williams
U	Santa Clara County	Ken Yeager
S	Santa Cruz County	Bruce McPherson
S	Shasta County	Leonard Moty
R	Sierra County	Lee Adams
R	Siskiyou County	Ed Valenzuela
S	Solano County	Erin Hannigan
S	Sonoma County	James Gore
S	Stanislaus County	Vito Chiesa
R	Sutter County	Dan Flores
R	Tehama County	Robert Williams
R	Trinity County	Judy Morris
S	Tulare County	Steve Worthley
R	Tuolumne County	Sherri Brennan
U	Ventura County	Kelly Long
S	Yolo County	Jim Provenza
R	Yuba County	Doug Lofton

CALIFORNIA STATE ASSOCIATION OF COUNTIES
BOARD OF DIRECTORS
May 17, 2018
Sacramento Convention Center

M I N U T E S

Presiding: Leticia Perez, President

1. Roll Call

OFFICERS

Leticia Perez, President
Virginia Bass, 1st Vice President
Lisa Bartlett, 2nd Vice President
Keith Carson, Past President

CSAC STAFF

Graham Knaus, Executive Director
Darby Kernan, Deputy Executive
Director, Legislative Services

ADVISORS

Bruce Goldstein, County Counsels
Association President, Sonoma
County
Larry Lees, California Association
of County Executives (CACE)
President, Shasta County

DIRECTORS

Alameda	–	Scott Haggerty	Orange	–	Lisa Bartlett
Alpine	–	Terry Woodrow	Placer	–	Absent
Amador	–	Richard Forster	Plumas	–	Lori Simpson
Butte	–	Bill Connelly	Riverside	–	Chuck Washington
Calaveras	–	Michael Oliveira	Sacramento	–	Susan Peters
Colusa	–	Denise Carter	San Benito	–	Absent
Contra Costa	–	Absent	San Bernardino	–	James Ramos
Del Norte	–	Chris Howard	San Diego	–	Greg Cox
El Dorado	–	Absent	San Francisco	–	Absent
Fresno	–	Absent	San Joaquin	–	Bob Elliott
Glenn	–	Keith Corum	San Luis Obispo	–	Lynn Compton (audio)
Humboldt	–	Estelle Fennell	San Mateo	–	Carole Groom
Imperial	–	Absent	Santa Barbara	–	Das Williams
Inyo	–	Jeff Griffiths	Santa Clara	–	Ken Yeager
Kern	–	Zack Scrivner	Santa Cruz	–	Bruce McPherson
Kings	–	Craig Pedersen	Shasta	–	Leonard Moty
Lake	–	Jim Steele	Sierra	–	Lee Adams
Lassen	–	Chris Gallagher	Siskiyou	–	Ed Valenzuela
Los Angeles	–	Mark Ridley-Thomas (audio)	Solano	–	Erin Hannigan (audio)
Madera	–	Tom Wheeler	Sonoma	–	James Gore
Marin	–	Damon Connolly (audio)	Stanislaus	–	Vito Chiesa (audio)
Mariposa	–	Marshall Long	Sutter	–	Dan Flores
Mendocino	–	Carre Brown	Tehama	–	Robert Williams
Merced	–	Lee Lor	Trinity	–	Absent
Modoc	–	Patricial Cillins	Tulare	–	Steve Worthley
Mono	–	John Peters	Tuolumne	–	Sherri Brennan
Monterey	–	Luis Alejo	Ventura	–	Kelly long
Napa	–	Diane Dillon	Yolo	–	Jim Provenza
Nevada	–	Ed Scofield	Yuba	–	Doug Lofton

The presence of a quorum was noted.

1B. APPROVAL OF ADDITIONAL ACTION ITEM

President Perez requested approval to add “Election of Rural Caucus Executive Committee Alternate” as an action item on the agenda.

Motion and second to approve addition of action item to the agenda. Motion carried unanimously.

2. APPROVAL OF MINUTES

The minutes of February 15, were approved as previously mailed.

3. CALIFORNIA CANNABIS AUTHORITY (CCA) UPDATE

Supervisor Estelle Fennell, President of the CCA, provided an update on the joint powers authority that was formed earlier this year. Current member counties are: Humboldt, Mendocino, Monterey and San Luis Obispo. The goal of the CCA is to develop and manage a statewide data platform to assist counties that are regulating commercial cannabis activity. It would consolidate data from different channels into one resource to help local governments ensure maximum regulatory and tax compliance. In addition, the platform will help to facilitate banking services to the cannabis industry by providing necessary information to financial institutions to help them fulfill necessary compliance requirements.

4. GOVERNOR’S MAY REVISION OF THE 2018-19 STATE BUDGET

Department of Finance Director Michael Cohen and Diane Cummins presented highlights of the Governor’s May Revision for 2018-19. Most notably for counties, the May Revision includes: a commitment to paying down mandate debt for pre-2004 and post-2004 mandates that are no longer in effect; urgency to fund homelessness programs, recognizing the benefits of collaboration between local governments and across service areas; and acknowledgement of the importance of forest health and its impact on preventing future disasters.

5. CSAC REPORT ON THE GOVERNOR’S MAY REVISION

Staff reported that the Governor’s May Revision includes an allocation of approximately \$360 million in one-time General Fund money and \$64 million in ongoing funding for homelessness services. CSAC will be working with the Administration and Legislature to negotiate on behalf of counties as the proposals move through the Legislature.

6. COUNTY PARTNERSHIP OPPORTUNITIES

Bruce Saito, Director of the California Conservation Corps (CCC), presented a report about partnering with counties. The CCC is a state run program offering young adults opportunities to develop meaningful skills while enhancing and protecting California’s environment and natural resources. He noted that CCC members assisted during the Santa Barbara County floods, and the Thomas Fire. They are continuing to assist with tree mortality by providing fuel and hazards removal services. Mr. Saito indicated that the CCC would like to partner with additional counties to provide valuable services.

7. CONSIDERATION OF JUNE/NOVEMBER BALLOT INITIATIVES

People’s Initiative to Protect Proposition 13 Savings. Staff outlined the measure which seeks to change the parameters for base year value property tax transfers by expanding the program in several ways. For counties, this could dramatically change residential property reassessments, creating annual revenue losses for counties in the tens of millions of dollars. Christopher Carlisle

from the California Realtors Association spoke in favor of the measure. The CSAC Government Finance and Administration Policy Committee and the Executive Committee recommended an 'Oppose' position.

Motion and second to 'Oppose' People's Initiative to Protect Proposition 13 Savings. San Bernardino County abstained. Calaveras, Mariposa and San Luis Obispo Counties opposed the motion. Motion carried.

Tax Fairness, Transparency and Accountability Act of 2018. Staff outlined the initiative that seeks to inhibit the ability of local governments to generate new revenues through taxes and fees. It does so by amending both Proposition 26 and Proposition 218, and requiring supermajority voter approval on any new fee or tax, or the extension of an existing tax. Eric Miethke from Capitol Law and Policy Inc. and Rob Lapsley from the California Business Roundtable spoke in favor of the initiative. Carolyn Coleman and Dan Carrigg from the League of California Cities spoke against it. The CSAC Government Finance and Administration Policy Committee and the Executive Committee recommended an 'Oppose' position.

Motion and second to 'Oppose' Tax Fairness, Transparency and Accountability Act of 2018. San Luis Obispo County opposed the motion. Motion carried.

SB 3: Veterans and Affordable Housing Bond Act of 2018. Staff outlined the measure which would provide \$3 billion to provide funding to build new affordable rental units, support infill infrastructure, build farmworker housing, provide home ownership opportunities for both veterans and the general public, and allocate matching funds to local government that generate funding to address local housing challenges. David Koenig with the California Housing Consortium spoke in favor of the initiative and David Wolfe with Howard Jarvis Taxpayers Association spoke against it. The CSAC Housing, Land Use and Transportation Policy Committee and the Executive Committee recommended a 'Support' position.

Motion and second to support the Veterans and Affordable Housing Bond Act of 2018. Kern County opposed the motion. Motion carried.

8. CSAC POLICY COMMITTEE REPORTS

Administration of Justice. Supervisor Kelly Long, Vice-chair of the Administration of Justice policy committee, presented a report from the meeting held on May 16. The committee received reports on Mental Health in the Criminal Justice System; Managing Mentally Ill Offenders in the Criminal Justice System, Mental Health Courts in California, and a Legislative Update. No action items were brought forward for Board consideration.

Agriculture, Environment and Natural Resources. Supervisor Bruce Gibson, Chair of the Agriculture, Environment and Natural Resources policy committee, presented a report from the meeting held on May 17. The committee received reports on California Cannabis Authority, SB 623 – Safe and Affordable Drinking Water Fund, Wildfire Insurance, and the 2018 Water Supply and Water Quality Bond Act. No action items were brought forward for Board consideration.

Government Finance and Administration. Supervisor Chuck Washington, Co-Vice chair of the Government Finance and Administration policy committee, presented a report from the meeting held on May 17. The committee received reports on State Budget and Fiscal Forecast, Board of Equalization Transition, CalPERS, In-Home Supportive Services, and Federal Policy. No action items were brought forward for Board consideration.

Health and Human Services. Supervisor Das Williams, Chair of the Health and Human Services policy committee, presented a report from the meeting held on May 17. The committee received reports on In-Home Supportive Services, County Homelessness Funding, and Single Payer insurance efforts. No action items were brought forward for Board consideration.

Housing, Land Use and Transportation. Supervisor James Ramos, Chair of the Housing, Land Use and Transportation policy committee, presented a report from the meeting held on May 17. The committee received reports on Transportation Funding, Reforming California's Regional Housing Needs Process, and Legislative issues. No action items were brought forward for Board consideration.

9. CONSIDERATION OF PROPOSED CSAC BUDGET FOR FY 2018-19

Supervisor Ed Valenzuela, CSAC Treasurer, outlined the proposed CSAC Budget for FY 2018-19, as contained in the briefing materials. Highlights of the proposed budget include: no dues increase; Corporate Partners program revenue of \$525,000; salaries and benefits reflect increased retirement contribution rates and modest benefit cost increases; establishes professional development initiatives; funds a new internship program; increases the contribution to the California Counties Foundation; CSAC reserves of \$5.1m; and Capital Improvement Fund of \$750,000. The Executive Committee previously approved the proposed budget and recommended adoption by the Board of Directors.

Motion and second to adopt the FY 2018-19 CSAC Budget as presented. Motion carried unanimously.

10. SELECTION OF 2021 ANNUAL MEETING SITE

Staff requested that the Board of Directors approve a recommendation to hold the 2021 CSAC Annual Meeting in Monterey County. CSAC solicited proposals from numerous Northern California venues including Alameda, Fresno, Monterey, Napa, San Mateo and Santa Clara Counties. After reviewing proposals from the six counties, staff determined that Monterey County met the parameters of the site selection policy and offered the best pricing.

Motion and second to approve recommendation to hold 2021 CSAC Annual Meeting in Monterey County. Motion carried unanimously.

11. CSAC FINANCE CORPORATION REPORT

Supervisor Leonard Moty, President of the CSAC Finance Corporation reported that the Finance Corporation Board held its annual meeting in April and have increased the allocation to CSAC to \$4.4 million for the coming year. The Finance Corporation has been named Administrator of the new 211 California program. As Administrator, the Finance Corporation will be providing all operations and staffing for 211 California. 211 systems serve county residents by providing trusted connectivity to community, health and social services.

Lisa Holmes from Enterprise Fleet Management spoke about services that Enterprise offers to counties. She noted that Yuba County is their longest-standing partner.

12. FEDERAL LEGISLATIVE UPDATE

Joe Krahn from Paragon Government Relations, presented a report on federal legislation. He noted that the centerpiece of the administration's budget is a plan to devote \$200 billion in federal funding over the next decade to improve the country's crumbling infrastructure. The administration is also proposing significant cuts to key county programs in FY 19, including the Temporary Assistance for Needy Families (TANF) program, state and local law enforcement grants, FEMA grants, and renewable energy programs.

13. INFORMATIONAL REPORTS WITHOUT PRESENTATION

The briefing materials contained reports on the CSAC Litigation Coordination Program, Institute for Local Government (ILG), and IRS Form 990, and CSAC Financial Statement for July-March, 2017-18.

14. ELECTION OF RURAL CAUCUS EXECUTIVE COMMITTEE ALTERNATE

Vice President Bass reported that the CSAC Rural Caucus met on May 17 to nominate a rural alternate to serve on the CSAC Executive Committee. The position became vacant with the passing of Supervisor Larry Johnston from Mono County. The Rural Caucus recommended that the Board of Directors elect Supervisor Craig Pedersen from Kings County to serve on the Executive Committee.

Motion and second to elect Craig Pedersen to serve as the rural alternate on the CSAC Executive Committee for the remainder of the 2018 term. Motion carried unanimously.

Meeting adjourned.



August 20, 2018

The Honorable Edmund G. Brown, Jr.
Governor, State of California
State Capitol Building, First Floor
Sacramento, California 95814

Honorable Bill Dodd
California State Senate
Co-Chair, Conference Committee on Wildfire Preparedness and Response
State Capitol, Room 5064
Sacramento, CA 95814

Honorable Chris Holden
California State Assembly
Co-Chair, Conference Committee on Wildfire Preparedness and Response
State Capitol, Room 5132
Sacramento, CA 95814

Re: Wildfire Conference Committee Recommendations

Dear Governor Brown and Conference Committee Members:

Thank you for your ongoing commitment and attention to the critical issues of wildfire preparedness, prevention and a solution to fiscal challenges resulting from utility-caused wildfires. Our organizations are committed to working with you to finalize a legislative package that increases the safety of our communities, and addresses the fiscal stability of our Investor-Owned Utilities.

We are encouraged to see this Committee reject changes to inverse condemnation and instead focus on how utilities can strengthen policies to protect against wildfire. Our organizations strongly support the call to action to strengthen our fire prevention activities and forest management practices and become more resilient as a state to the increased threat of wildfire. Furthermore, we support increased rate payer protections, a fair cost recovery process, and a fair and balanced debt management process for PG&E resulting from the 2017 fires.

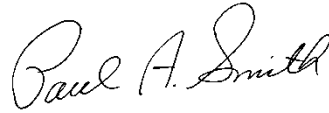
Local governments stand ready to partner with the Administration and this Committee to reduce the risk of wildfire and establish state and local policies that improve the safety of

our communities. We look forward to reviewing the recommendations of the Conference Committee and stand ready to assist in any way we can.

Sincerely,



Graham Knaus
Executive Director
California State Association of Counties
Representatives of California



Paul Smith
Vice President of Government Affairs
Rural County



Carolyn Coleman
Executive Director
League of CA Cities



Jolena Vorhis
Executive Director
Urban Counties of California

Cc: Honorable Speaker Anthony Rendon, California State Assembly
Honorable President pro Tempore, Toni Atkins, California State Senate
Honorable Members, Conference Committee on Wildfire Preparedness and Response
Honorable Members, California State Assembly
Honorable Members, California State Senate
Office of Governor Brown, Camille Wagner, Legislative Affairs Secretary
Office of Governor Brown, Catalina Hayes-Bautista, Deputy Legislative Secretary
Gabrielle Zeps, Chief Policy Consultant, Office of Speaker Anthony Rendon
Kip Lipper, Chief Policy Advisor, Office of President pro Tempore Toni Atkins



September 6, 2018

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To: CSAC Board of Directors

From: Farrah McDaid Ting, CSAC Legislative Representative, Health & Behavioral Health
Roshena Duree, CSAC Legislative Analyst, Health & Human Services

Re: **2018 Ballot Initiative: Proposition 2, the No Place Like Home Act of 2018 (Support)**
– ACTION ITEM

Recommendation.

The CSAC Executive Committee forwards a unanimous “SUPPORT” recommendation for Proposition 2, the No Place Like Home Act of 2018 to the CSAC Board of Directors.

Summary.

The No Place Like Home Act of 2018 will appear on the November 6, 2018 statewide ballot asking the voters to affirm the implementation of the No Place Like Home Program (NPLH). The measure would authorize up to \$1.8 billion in bond funding and the redirection of up to \$140 million in Mental Health Services Act (MHSA) funding annually, to provide grants to counties for permanent supportive housing projects for those who are homeless or at risk of homelessness and living with a serious mental illness.

For a detailed explanation of the NPLH program, including the competitive and noncompetitive grant funding framework and proscribed uses of funding, please visit the [CSAC NPLH webpage](#).

Background.

The Legislature passed AB 1618 (Chapter 43, Statutes of 2016) and AB 1628 (Chapter 322, Statutes of 2016) in 2016 as part of the 2016-17 Budget Act. These bills laid out the framework for the NPLH Program, but the core funding component of the program – authorizing the state to divert up to \$140 million annually from county MHSA allocations to finance the sale of up to \$1.8 billion in bond funding for grants to counties – was subsequently litigated as being counter to the MHSA (Proposition 63 in 2004).

In response, and due to the growing homelessness crisis, the Governor and Legislature passed AB 1827 (Chapter 41, Statutes of 2018) in June of this year authorizing the placement of the NPLH Act of 2018 on the November statewide ballot.

Proposition 2 affirms the framework for the NPLH program, and also includes some technical cleanup of the diversion and bond issuance process. It also includes a new provision allowing the Legislature to divert up to \$140 million in MHSA revenue BEFORE the state begins to issue the NPLH bonds, and any diversions made before the bonds would reduce the amount of bonds by a like amount.

CSAC, along with the County Behavioral Health Directors Association (CBHDA) and the Urban Counties of California (UCC), supported both AB 1618 and AB 1628 in 2016. CSAC remained neutral

on AB 1827 this summer due to concerns about the potential new \$140 million MHSA diversion language.

However, now that the NPLH Act of 2018/Proposition 2 will appear before voters in November, the CSAC Officers have referred Proposition 2 to this policy committee for consideration.

Policy Considerations.

As noted above, CSAC supported the NPLH program in 2016. Current CSAC policy, from the CSAC Policy Platform, Chapter Six: Health, states:

The adoption of Proposition 63, the Mental Health Services Act of 2004, assists counties in service delivery. However, it is intended to provide new funding that expands and improves the capacity of existing systems of care and provides an opportunity to integrate funding at the local level.

...

3) Proposition 63 funds have been diverted in the past due to economic challenges and the establishment of the No Place Like Home Program. Any further diversions of Proposition 63 funding will be disruptive to programming at the local level.

While Proposition 2 contains language authorizing an additional, one-time diversion of MHSA to “jump start” the program in advance of the sale of the bonds, this funding would still flow to counties through the NPLH program as grant funding to build or refurbish permanent supportive housing units for those living with severe mental illness (SMI) and who are homeless.

Further, CSAC’s top priority for the 2018 legislative session is homelessness, and CSAC specifically asked for funding to implement the NPLH Program as soon as possible. The Governor provided more than \$700 million in funding and programs to local government to help combat homelessness, and NPLH was a key component of that package, which CSAC strongly supported.

CSAC previously supported the NPLH program and counties remain committed to combatting homelessness, especially among those living with a severe mental illness. These facts resulted in a staff recommendation of SUPPORT for Proposition 2 to the HHS Policy Committee on August 13. The Committee approved a support position and their recommendation is now before this body.

CSAC Ballot Initiative Review Process.

In most instances, CSAC will only take a position on a relevant ballot measure after it qualifies or has been placed on the statewide ballot for a scheduled election.

The CSAC Officers referred Proposition 2 to the Health and Human Services (HHS) Policy Committee for review in July. The HHS Policy Committee met on August 13 and adopted a “SUPPORT” position on Proposition 2. The HHS Policy Committee then forwarded a SUPPORT recommendation to the CSAC Executive Committee for consideration on August 22, 2018.

The Executive Committee hereby forwards a unanimous SUPPORT recommendation to the Board of Directors for consideration on September 6, 2018. Should the SUPPORT recommendation be adopted by the Board of Directors, this position will stand as the Association’s official position on the No Place Like Home Act of 2018.

CSAC Staff Contacts:

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fmcting@counties.org, (916) 650-8110

Roshena Duree, CSAC Legislative Analyst, Health and Human Services: rduree@counties.org , (916) 650-8184

Materials

Secretary of State Text of Proposition 2: <http://elections.cdn.sos.ca.gov/ballot-measures/pdf/ab-1827-ch41.pdf>

Legislative Analyst's Office Fiscal Analysis of Proposition 2:

<https://lao.ca.gov/BallotAnalysis/Proposition?number=2&year=2018>

CSAC No Place Like Home Resource Page: <http://www.counties.org/post/no-place-home>

HCD NPLH page: <http://www.hcd.ca.gov/grants-funding/active-funding/nplh.shtml>



September 6, 2018

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To: CSAC Board of Directors

From: Cara Martinson, CSAC Senior Legislative Representative & Federal Affairs Manager
Nick Cronenwett, CSAC Legislative Analyst

Re: **Proposition 3: Water Supply and Water Quality Bond Act of 2018 (Support)**
– ACTION ITEM

Recommendation.

The Board of Directors approves a SUPPORT position for an endorsement of Proposition 3.

Summary.

The Water Supply and Water Quality Bond Act of 2018 is an \$8.8 billion water bond which has qualified for the November 2018 statewide ballot as Proposition 3. A majority yes vote on the Proposition would require the state to issue \$8.8 billion in general obligation bonds to finance a variety of water related projects, including watershed restoration, fish and waterfowl habitat improvement, safe drinking water, and repair of the Friant Kern Canal. This measure provides additional and needed funding for critical programs, including the Sustainable Groundwater Management Act (SMGA), stormwater, forest health and watershed improvements and other areas of importance to counties. **The CSAC Executive Committee voted unanimously to endorse Proposition 3 at its meeting on August 2nd.**

Background.

California continues to experience ongoing drought conditions in many parts of the state. To help the state plan and manage its water and infrastructure needs, the Department of Water Resources maintains California's Water Action Plan. The plan, updated every five years, lays out a roadmap for sustainable water management in California. The broad goals of the plan include developing more reliable water supplies, the restoration of important species and habitat, and developing a more resilient, sustainably managed water resources systems. In addition, California is in the beginning stages of implementing the Sustainable Groundwater Management Act. Groundwater Sustainability Agencies are in the process of developing their plans to better manage and maximize groundwater resources throughout the state. To fund these and other water priorities, California has a long tradition of utilizing both general obligation bonds (which require voter approval) and revenue-use bonds.

Initiative Summary.

The following is a summary of the proposed bond. The primary investment categories include: \$2.355 billion for watershed protection and restorations; \$750 million for improvements in safe drinking water; \$750 million for repairs to the Friant Kern Canal; and, \$675 million for improving groundwater sustainability and storage. In addition, the bond also includes \$400 million exclusively for counties and cities for projects to use stormwater and urban dry weather run-off in disadvantaged communities. There is an explicit prohibition on the use of any funds from the bond measure for any purposes of the Delta conveyance tunnels.

In addition, the bond includes language that would create several continuous appropriations from the state’s Greenhouse Gas Reduction Fund (GGRF) to the Department of Water Resources (DWR) and several specified water agencies, including Metropolitan Water District of Southern California, the Contra Costa Water District, and Sun Luis and Delta Mendota Water Authority. Funding dedicated to DWR would be directed to programs in the State Water Resources Development System and consumer water conservation programs. Allocations to the three water agencies are commensurate with their current fees to GGRF, and would be dedicated to specific purposes, including water storage, treatment, conveyance, and water conservation programs. Funds allocated to the Contra Costa Water District must be spent on consumer water conservation programs while funds allocated to the San Luis Authority must be spent on water conservation, water quality improvement, water treatment, water supply.

Fund Description	Details	Allocation (Millions)
Safe Drinking Water and Wastewater Treatment for Disadvantaged Communities	Safe drinking water and wastewater treatment for disadvantaged communities, especially in the Central Valley.	\$750
Wastewater Recycling	Recycling wastewater mainly for landscaping and industrial uses.	\$400
Groundwater Desalination	Converts salty groundwater to usable water supply.	\$400
Urban Water Conservation	Funds for leak detection, toilet replacement, landscape conversion.	\$300
Agricultural Water Conservation	Improves inefficient irrigation systems, increasing river flows.	\$50
Central Valley Flood Management and Flood Plain Restoration	Improves flood safety in the Central Valley and makes flood plains more habitat friendly.	\$200
SF Bay Wetlands and Flood Improvements	Improves wetlands in San Francisco Bay to provide flood protection and mitigate sea level rise.	\$200
Water Data Management	Funds improvements in water data collection and management including stream flows	\$60
Stormwater Management	Funds projects that capture and use urban dry weather runoff and stormwater runoff in disadvantaged or severely disadvantaged communities. Includes requirement that funds go to counties with flood control responsibilities.	\$400
Watershed Improvements	Provides \$2.355 billion to protect, restore and improve the health of watershed lands, in order to improve water supply and water quality. This section includes: <ul style="list-style-type: none"> • \$150 million for the LA River • \$100 million for the Delta Conservancy, helping to fund the Governor’s Eco-Restore program. • \$80 million for the removal of Matilija Dam, a silted-in dam in Ventura County 	\$2,355

	<ul style="list-style-type: none"> • \$200 million for ecological restoration and dust control at the Salton Sea. • \$20 million to Cal Fire for grants for urban forestry projects that manage, capture or conserve stormwater, recharge local groundwater supplies or improve water supplies or water quality • \$250 million to the Sierra Nevada Conservancy for the purpose of awarding grants within the conservancy to various eligible public agencies, including counties, for reducing the threat of wildfires that could negatively affect watershed health and other related projects • \$50 million to CAL Fire for grants outside the jurisdiction of the Sierra Nevada Conservancy to prevent wildfires in watershed areas 	
Land Management for Improved Water Yield	Funds for removal of invasive weeds that use excessive amounts of surface and groundwater such as tamarisk, yellow starthistle, and Aroundo.	\$100
Fisheries Restoration	For the restoration of Central Valley populations of native fish and fisheries habitat which will be allocated by a newly bond-created Central Valley Fisheries Advisory Committee.	\$400
Groundwater	Provides funds for the Sustainable Groundwater Management Act, stabilizing groundwater levels in over drafted groundwater basins, the development of groundwater sustainability plans, recharge projects, etc.	\$675
Water for Fisheries and Waterfowl Habitat Improvement	Funds for a variety of state agencies for the purchase of water rights and other restoration projects that improve fish and waterfowl habitat. \$50 million for projects on private lands.	\$350
Central Valley salmon and steelhead restoration	Funds to help restore spring run Chinook Salmon. This includes: <ul style="list-style-type: none"> • \$100 million for fish screens to prevent juvenile fish from being diverted into irrigation systems • \$100 million for matching grants to improve fish passage 	\$300
Waterfowl Habitat	Helps meet waterfowl obligations under Central	\$280

	Valley Project Improvement Act, and other waterfowl habitat improvement programs.	
Bay Area Regional Reliability	Improve interconnections between Bay Area water agencies to improve drought resiliency.	\$250
Improvement to Friant Kern Canal and other Friant Water Interconnections	Restores lost capacity to Friant Kern Canal, pays for groundwater recharge programs, water conservation and possibly new water conveyance in the Friant Area.	\$750
Oroville Dam Spillway Repair	Makes Oroville Dam more flood safe.	\$200

Policy Considerations.

CSAC relies on our county policy platform to formulate positions on water- related initiatives and on various bonds. Our policy gives direction to support efforts that include statutory protection of counties of origin and watershed areas, support for existing water rights, the need for new and expanded water resources, and the need for local water conservation efforts. CSAC’s water policy extends to improved flood protection, effective surface and local groundwater management as well as improved stormwater management.

Since 2000, CSAC has supported four of the five water bonds that were placed before the voters – Propositions 13, 1E, 84 and 1. The exception was Proposition 50 (2002). CSAC opposed this measure based on concerns expressed by the Board of Directors over insufficient funding for the development of new water supplies, excessive funding for land acquisitions and the consequential impact on local property tax revenues.

In addition, it is worth noting that on July 24th the California Water Commission voted unanimously to award \$2.5 billion of funding from Proposition 1 (2014) in support of 8 projects; four of the projects are new reservoirs and the remaining four are for groundwater storage projects. The Water Commission allocated the largest amount of funding, \$816 million, to the Sites Reservoir Project in Colusa County. All of the allocated funding is conditioned on the awarded projects finding commitments of 75% of the total project costs from non-Proposition 1 funding.

In considering this measure, CSAC members must also take into consideration Proposition 68, which voters passed on the June 2018 ballot. Proposition 68 is a \$4 billion general obligation bond that provides funding for parks, wildlife restoration and some water projects. According to proponents of Proposition 3, a separate water-specific bond was pursued as a result of additional need. Furthermore, Proposition 68 is focused on funding for parks and includes \$1.2 billion amount for park funding and a \$1.55 billion amount for water projects. There have been 6 election years since 1984 with multiple water bonds appearing before voters, and all 13 bond measures passed.

While there is no direct appropriation to counties in Proposition 3, counties are eligible for funding under a number of different programs, including: grants for flood protection, stormwater runoff, river parkway and urban stream restoration grants, watershed protection and wildfire prevention, and grants for projects and programs that support sustainable groundwater management.

Support/ Opposition.

Proposition 3 is backed by a coalition of interests such as water agencies (including the Northern California Water Association and Association of California Water Agencies), agricultural groups such as California Farm Bureau Federation, and business organizations such as the California Chamber of Commerce, environmental justice groups, and conservation nongovernmental organizations. The bond was also endorsed by the Rural County Representatives of California in January 2018.

The Sierra Club of California opposes the measure, and argues that the bond would establish bad water policy citing concerns with perceived violations to the beneficiary pays principal. In addition, the group sees the bond as having potential to open up new funding pathways for dams citing concerns about the lack of language preventing funds from being spent on storage projects. Finally, the group opposes language in the bond that would create several continuous allocations from the state's Greenhouse Gas Reduction Fund.

Staff Contact: Please contact Cara Martinson, CSAC Senior Legislative Representative at 916-327-7500, ext 504, or Cmartinson@counties.org, or Nick Cronenwett, CSAC Legislative Analyst, at 916-327-7500, ext. 531 or ncronenwett@counties.org for questions or additional information.



September 6, 2018

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Telephone
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To: CSAC Board of Directors

From: Graham Knaus, CSAC Executive Director
Dorothy Johnson, CSAC Legislative Representative

Re: **CSAC Financial Participation in Opposition to Proposition 5: Property Tax Transfers
– ACTION ITEM**

Recommendation.

The Board of Directors approves the Executive Committee recommendation to financially participate in efforts to defeat Proposition 5 on the November 2018 ballot.

Summary.

Proposition 5, sponsored by the California Association of Realtors (CAR), seeks to change the current rules for property tax portability between residential properties by expanding the program in several ways and creates an unprecedented extension for homeowners who are age 55 and over or who have a disability. The CSAC Board of Directors adopted an “oppose” position at the May 17, 2018, meeting based on the significant fiscal impact to county revenues and loss of Board of Supervisors’ authority to set limitations on tax bill portability between counties.

A coalition of opponents including labor unions, schools, housing advocates, local government, and senior groups have launched a formal campaign, “No on Prop 5, Sponsored by Educators, Public Safety and Health Care Organizations.” (A current list of formal coalition partners is available at www.noprop5.com). CAR also has formally launched their campaign and corresponding political action committee.

Background.

Proposition 5 would place before voters at the November 2018 General Election a proposal to expand the existing property tax portability program for homeowners aged 55 and older or with a disability. The proponents argue that homeowners are being trapped in their existing homes because seniors and those with a disability, presumably those on a fixed income, cannot afford a higher property tax bill associated with a new home purchase. At the same time, a large stock of homes suitable for first-time homeowners is unavailable because elderly homeowners are not selling their homes. They argue that allowing homes of greater value to be part of the program and transferring property tax bills across county lines ensure individuals can find a home that better meets their needs.

Current Law

Under current law, property tax bills can be transferred from an existing home to a new, primary residence for people who are 55 and older or have a disability. It can be done once per person (with very limited exceptions¹) and only to homes of equal or lesser value than the original residence. This

¹ The only exception is when a person becomes disabled after receiving the tax relief for age; they may transfer the base year value a second time.

is based on the assessment at time of sale and not the original purchase price. Certain restrictions apply related to the date of purchase, place of primary residence, and other conditions specific to the jurisdiction or homeowner.

Both properties must be located within the same county unless the receiving county (where the homeowner seeks to purchase their new residence) has adopted an ordinance allowing intercounty transfers. This is known as the Proposition 90 rule. Currently, 11 counties (Alameda, El Dorado², Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Mateo, Santa Clara, Tuolumne, and Ventura) allow outside property tax bills to be brought into their county pursuant to resolutions adopted by the Board of Supervisors in those receiving counties.

Counties may also permit intercounty transfers for homeowners who are victims of disaster and seek to relocate within their jurisdiction under Proposition 171 (1993). Those counties are Contra Costa, Los Angeles, Modoc, Orange, San Diego, San Francisco, Santa Clara, Solano, Sonoma, Sutter, and Ventura. All counties are required to allow property transfers for disaster victims within the same county if a state of disaster is declared by the Governor for any type of property, not just residential (Proposition 50, 1986).

The following chart provides a comparison between current law and the changes proposed in Proposition 5:

	Homeowner Eligibility	Residential Property Eligibility	Frequency	Intercounty Transfers
Current Law	Restricted to homeowners 55+ or severely disabled	Restricted to replacement properties of equal or lesser value	A once in a lifetime	Only if approved by Board of Supervisors
Proposition 5	Same	No value limit on replacement properties	Unlimited Transfer Opportunities	Permitted anywhere in the state, between any counties

Prior Ballot Measure Success Rate

There have been numerous, small expansions to permitted property tax portability since the passage of the original Proposition 60. All but one of the expansion propositions passed with well over two-thirds majority approval. The expansions were largely based on the reason for the transfer, such as a disaster or personal disability. Unlike Proposition 5 they did not permit multiple transfer opportunities or transfers to properties of greater value. Prior propositions also maintained the discretion of the Board of Supervisors for property tax bills to be permitted to cross county lines.

Proposition	Year	Summary	Approval Rate
Proposition 13	1978	Established uniform 1% assessed value cap on property taxes.	Yes: 62.6% No: 34.0%

² The El Dorado County Board of Supervisors voted to end their Proposition 90 allowance in 2018 due to revenue losses totaling more than \$500,000 annually.

Proposition	Year	Summary	Approval Rate
Proposition 60	1986	Established residential property tax portability for age-related transfers for homeowners 55 and older.	Yes: 77.0% No: 23.0%
Proposition 50	1986	Provided for disaster-related transfers for residential and commercial property owners within the same county.	Yes: 70.5% No: 29.5%
Proposition 90	1988	Provided intercounty transfers for residential property owners age 55 and older with approval of Board of Supervisors of the receiving county.	Yes: 69.12% No: 30.88%
Proposition 110	1990	Provided disability-related transfers for residential properties within the same county.	Yes: 80.17% No: 19.38%
Proposition 171	1993	Provided intercounty transfers for disaster victims if approved by the Board of Supervisors of the receiving county.	Yes: 51.7% No: 48.2%
Proposition 1	1998	Provided contamination-related transfers for residential properties within the same county.	Yes: 71.06% No: 28.94%

Fiscal Impact

The non-partisan Legislative Analyst’s Office (LAO) estimated that the resulting property tax losses would total hundreds of millions of dollars per year, with schools and other local governments (cities, counties, and special districts) each losing \$150 million annually statewide. Over time, the losses would grow as artificially low property tax bases move to additional properties, creating abnormally low tax bills based on prior assessment transfers. The LAO estimates property tax losses would total between \$1 billion to a few billion dollars per year (in today’s dollars) in the future, with schools and other local governments each losing \$1 billion or more annually statewide.

CAR provided their own fiscal analysis that offers statewide revenues would nearly be equal under Proposition 5 due to the reassessment of the old home when purchased by a new owner. However, this cost estimate relies on a statewide average and one-time transaction fees, sales tax revenues for moving related expenses, and capital gains revenue that is a state-only revenue source. It does not account for regional differences when property tax bills transfer across county lines or scenarios of both the buyer and seller being “Prop 5” eligible where a lowered property tax bill is replacing another lowered property tax bill.

Policy Considerations.

The California County Platform, CSAC’s adopted statement of the basic policies of concern and interest to California’s counties, speaks directly against the changes presented by this proposition. It offers:

“Property Tax Revenue: Counties oppose erosion of the property tax base through unreimbursed exemptions to property taxes. The state should recognize that property tax revenues are a significant source of county discretionary funds. Any subventions to counties that are based upon property tax

losses through state action should be adjusted for inflation annually.” – Chapter 9, Financing County Services

CSAC also has a well-established history of opposing legislation seeking to expand property tax portability due to the fiscal impact on property taxes, an important discretionary revenue base that makes up approximately 20% of county revenue.

Staff Contact. Please contact Dorothy Johnson at (916) 327-7500 Ext. 515 or djohnson@counties.org or Tracy Sullivan at (916) 327-7500 Ext. 525 or tsullivan@counties.org.

Resources.

- 1) [CSAC Board of Directors Memo for CAR Ballot Measure – May 17, 2018](#)
- 2) [Full Text of Ballot Initiative](#)
- 3) [Legislative Analyst’s Office Fiscal Analysis and Proposition Summary](#)



September 6, 2018

1100 K Street
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To: CSAC Board of Directors

From: Graham Knaus, Executive Director
Manuel Rivas Jr., Deputy Executive Director, Operations and Member Services

Re: **Updated Staff Information / Adoption of Documents to Comply with Reciprocal Retirement Requirements – ACTION ITEM**

Recommendation.

Receive updated staff information, including CSAC organization chart, updated contact list, staff job descriptions, and adopt pay schedules for CSAC staff for 2017-18 and 2018-19.

Summary.

In recent months, CSAC has brought several new team members onto the staff, and reconfigured several positions to more effectively manage CSAC resources and provide improved member services. In addition, a recent CalPERS circular requires the Board of Directors to adopt a specified pay schedule in order for CalPERS to honor reciprocity from other retirement systems. While staff salaries have always been included in the annual budget presented to and adopted by this Board, the new CalPERS guidance requires this Board to adopt the pay schedules in a specified format.

Background.

CSAC has recently restructured several positions to streamline operations and increase our responsiveness to counties. Changes include adjusting our fiscal operations to enhance our accounting expertise through a part-time contracted CPA, and increasing internal staff capacity through the addition of a second accountant. This new fiscal model balances the need for permanent on-site staff with the leveraging of the CPA firm accounting expertise while remaining within our budget for fiscal operations. CSAC has also reconfigured our communications team to enhance staff capacity in communications and member services. This includes adding a video production specialist to facilitate the sharing of regional meetings, innovated county practices, and webinars; and evolving the external affairs position to have greater focus on building local media networks and support for county public information officers.

In addition, earlier this year CalPERS issued Circular Letter 200-009-18, which specifies the documents required for CalPERS to provide retirement benefits to members of reciprocal retirement systems. CSAC staff are members of the San Bernardino County Employee Retirement System (SBCERA), which has a reciprocal agreement with CalPERS. Under reciprocity, CSAC employees who were members of CalPERS prior to their CSAC employment are entitled to calculate their CalPERS service years in their final retirement.

The recently-issued CalPERS circular specifies particular documents that are required for CalPERS to properly calculate final compensation under a reciprocity agreement, including a separate pay schedule. While CSAC staff salaries have always been included in the Board-adopted annual CSAC budget, the attached pay schedules conform to the new CalPERS requirements and will ensure that our employees who retire this year and going forward receive their full retirement benefit.

Attachments.

CSAC Organization Chart

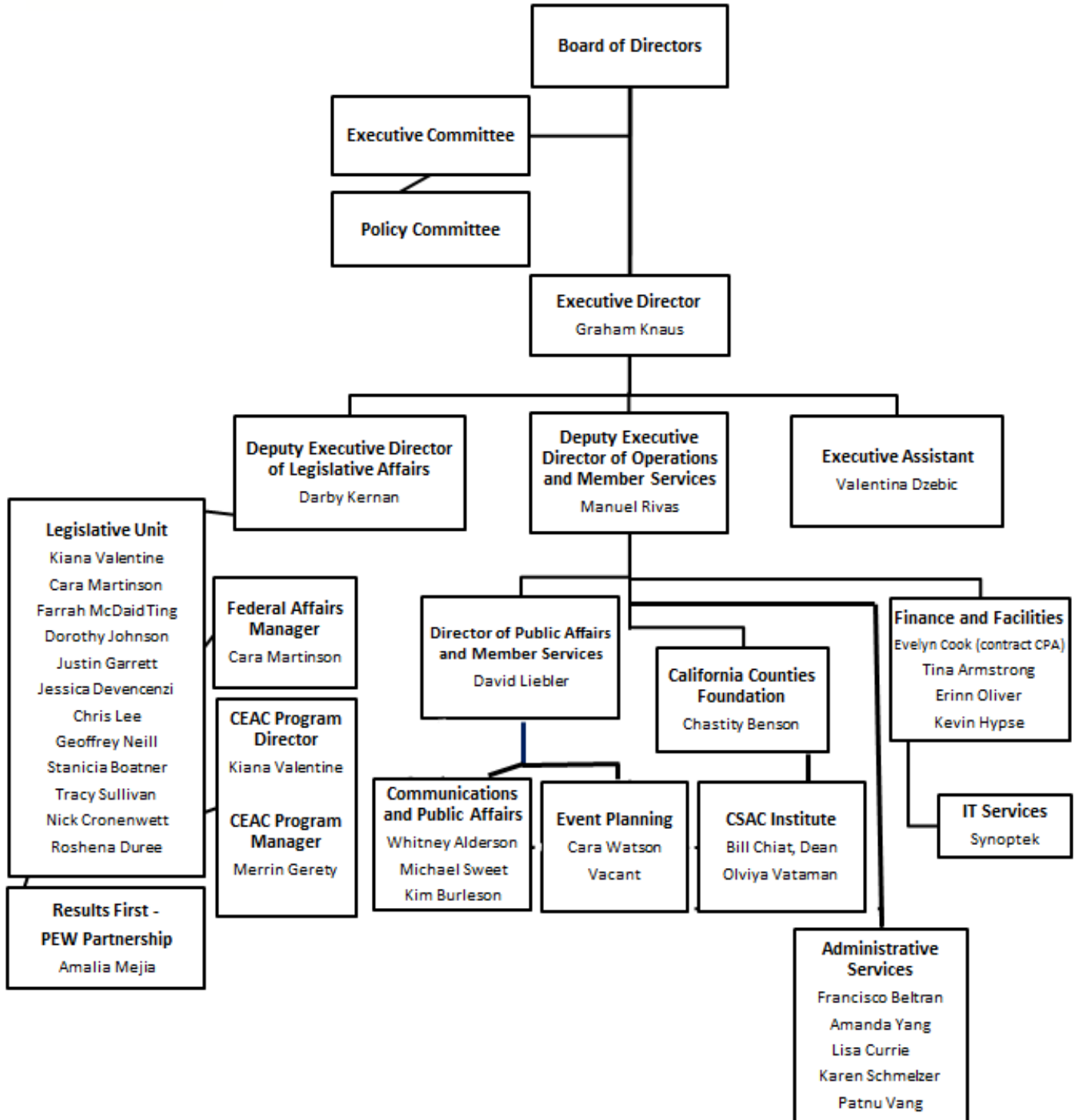
CSAC Staff Contact List

Salary Schedules for 2017-18 and 2018-19

Job Descriptions for CSAC Staff Positions



California State Association of Counties (CSAC) Organizational Structure – August 2018





CSAC STAFF DIRECTORY ■ AUGUST 2018

CSAC Executive Services

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CSAC-Results First
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HOUSING, LAND USE & TRANSPORTATION

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CSAC Administrative Services

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Contracted CPA

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CSAC FINANCE CORPORATION

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Director of Corporate Relations

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County Counsels' Association

JENNIFER HENNING

Executive Director/CSAC Litigation Counsel

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General Contact Information

CALIFORNIA STATE ASSOCIATION OF COUNTIES

1100 K Street, Suite 101 ✦ Sacramento, CA 95814

(916) 327-7500 ✦ www.counties.org



CALIFORNIA STATE ASSOCIATION OF COUNTIES 2017-18 PAY SCHEDULE

1100 K Street
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916.327.7500
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916.441.5507

POSITION TITLE	ANNUAL SALARY	
Executive Director	\$ 290,000	350,000
Deputy Executive Director	\$ 175,000	300,000
Director of Public Affairs and Member Services	\$ 150,000	185,000
Senior Legislative Representative	\$ 150,000	175,000
Legislative Representative	\$ 110,000	150,000
Member Affairs Manager	\$ 100,000	140,000
Principal Policy & Fiscal Analyst	\$ 95,000	125,000
Senior Legislative Analyst	\$ 85,000	100,000
Project Manager	\$ 70,000	100,000
Program Manager	\$ 70,000	100,000
Print Services Manager	\$ 70,000	90,000
Communications Coordinator	\$ 65,000	85,000
Legislative Analyst	\$ 65,000	85,000
Video Production Supervisor	\$ 65,000	85,000
Training Program Coordinator	\$ 60,000	80,000
Meeting Planner and Event Coordinator	\$ 55,000	70,000
Accountant	\$ 50,000	70,000
Video Production Specialist	\$ 45,000	70,000
Administrative Assistant	\$ 45,000	70,000
Legislative Assistant	\$ 45,000	70,000
Executive Assistant	\$ 45,000	70,000
Office Assistant/Database Specialist	\$ 45,000	65,000
Facilities Specialist/Maintenance Manager (P/T)	\$ 25,000	40,000
Print Services Assistant	\$ 25,000	40,000



CALIFORNIA STATE ASSOCIATION OF COUNTIES 2018-19 PAY SCHEDULE

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POSITION TITLE	ANNUAL SALARY	
Executive Director	\$ 290,000	350,000
Deputy Executive Director	\$ 175,000	260,000
Director of Public Affairs and Member Services	\$ 150,000	185,000
Senior Legislative Representative	\$ 150,000	175,000
Legislative Representative	\$ 110,000	150,000
Member Affairs Manager	\$ 100,000	140,000
Principal Policy & Fiscal Analyst	\$ 95,000	125,000
Senior Legislative Analyst	\$ 85,000	100,000
Foundation Operations Manager	\$ 80,000	100,000
Project Manager	\$ 70,000	100,000
Program Manager	\$ 70,000	100,000
Print Services Manager	\$ 70,000	90,000
Communications Coordinator	\$ 65,000	85,000
Legislative Analyst	\$ 65,000	85,000
Video Production Supervisor	\$ 65,000	85,000
Training Program Coordinator	\$ 60,000	80,000
Meeting Planner and Event Coordinator	\$ 55,000	70,000
Accountant	\$ 50,000	70,000
Video Production Specialist	\$ 45,000	70,000
Administrative Assistant	\$ 45,000	70,000
Legislative Assistant	\$ 45,000	70,000
Executive Assistant	\$ 45,000	70,000
Administrative and Meetings Assistant	\$ 45,000	65,000
Office Assistant/Database Specialist	\$ 45,000	65,000
Facilities Specialist/Maintenance Manager (P/T)	\$ 25,000	40,000
Print Services Assistant	\$ 25,000	40,000



California State Association of Counties

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Position Description EXECUTIVE DIRECTOR

Job Description

The Executive Director reports to the President of the Board of Directors and responsibilities include setting the strategic direction and goals for CSAC; establishing broad organizational policies; approving political strategies; representing CSAC to the governor's office, State Legislature, Congress and other organizations; and, supervision of all CSAC staff, directly or through subordinate supervisors.

Job Duties

- Interprets CSAC policy to legislative staff; personally advocates CSAC interests to state and national legislative and administrative bodies.
- Develops and implements personnel and management policies; through subordinate staff, selects, supervises, trains, and evaluates staff.
- Directs and participates in the development and management of the budget. This includes preparing and submitting financial program reports to the Board of Directors and Executive Committee; and advising of financial status and program progress of the association.
- Represents CSAC to the media, citizen groups, other associations, and the county caucus and CSAC affiliates.
- Directs special projects and organizations associated with the association such as CSAC Finance Corporation, California Counties Foundation, and capital projects including the CSAC office building and parking lot.
- Writes articles for association publications and initiates special written communications to the Board of Directors, officers, or general membership on issues of vital concern to county government.
- Approves agendas, speakers, schedules, and other key aspects of CSAC meetings, conferences and workshops, attends and speaks

- at such meetings. Keeps members advised of association activities to enhance interest and support of membership.
- Researches, develops, prepares, and presents recommendations for improvement of various aspects of association functions, including changes to customer service policies and procedures, fees, rates and charges, and presents information to the Board of Directors requesting Board action.
 - Directs the activities of the association to include overseeing the development and administration of policies, procedures, programs, goals and objectives and presents them to the Board of Directors.

Distinguishing Characteristics

This class is the most senior staff position in CSAC and the position of Executive Director supervises all CSAC staff, either directly or through subordinate supervisors.

Knowledge Required

- Management principles and practices including fiscal planning and control;
- Federal, state, and local government organizations and policies;
- County structure and governance in California;
- Laws, policies, operations and functions of the major policy and program areas of concern to the association;
- Personnel management principles and practices; and,
- Effective lobbying principles and practices.

Skills Required

- Planning, assigning, and directing the work of the staff to operate effectively in meeting program goals;
- Writing and speaking clearly and concisely;
- Selecting, supervising, training and evaluating staff;
- Preparing and administering the budgeting and fiscal control process;
- Representing the association to legislative representatives, government agencies, the media and the public;
- Advising the Board of Directors and Executive Committee on a variety of policy and other issues;
- Customer relations and service techniques; and,
- Refined communication and interpersonal skills; must be able to interact with coworkers, supervisors, general public, etc. sufficiently to exchange or convey information and receive work direction.

Physical Requirements

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Minimum Qualifications

Bachelor's Degree in public policy, public administration, public finance or related field and twelve years experience in county administration; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Master's Degree preferred.



California State Association of Counties

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Position Description for DEPUTY EXECUTIVE DIRECTOR OF LEGISLATIVE AFFAIRS

Job Description

The Deputy Executive Director of Legislative Affairs reports to the Executive Director. Responsibilities include providing guidance, direction and managing all aspects of the legislative division; coordinating with the county caucus and CSAC affiliates; coordinating with the Deputy Executive Director of Operations and Member Services regarding collaboration with other units critical to the advocacy program; participation in the development and management of the annual budget; overseeing the CSAC/CEAC contract for services.

Job Duties

- Provides direction and guidance to the legislative division of the association.
- Advocates CSAC interests to federal and state legislative and administrative bodies.
- Hires, supervises, trains, evaluates, and disciplines members of the legislative division and the CEAC Program Manager.
- Participates in the development and management of the budget with the Executive Director, Deputy Executive Director of Operations and Member Services and Chief of Finance.
- Represents CSAC to the media, citizen groups, other associations, county legislative coordinators, county caucus and CSAC affiliates.
- Coordinates with Deputy Executive Director of Operations and Member Services to ensure collaboration between the advocacy program and other divisions.

Distinguishing Characteristics

The Deputy Executive Director of Legislative Affairs supervises all aspects of the legislative division and coordinates with the Deputy

Executive Director of Operations and Member Services to ensure collaboration with other units critical to the success of the advocacy program.

Knowledge Required

- Sound association management principles and practices;
- Federal, state, and local government organization;
- Laws and policies in program areas of concern to the association; and,
- Principles of personnel management and supervision including planning, coordinating, directing and evaluating the work and activities of staff.

Skills Required

- Planning, assigning, directing, and evaluating the work of staff;
- Refined communication and interpersonal skills; must be able to interact with elected officials, high level administrative staff, coworkers, general public, etc. sufficiently to exchange or convey information;
- Writing and speaking clearly and concisely;
- Analyzing complex issues;
- Developing and evaluating policy;
- Representing the association before other governmental agencies, the media and the public; and,
- Word processing and data entry using a computer terminal.

Physical Requirements

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Minimum Qualifications

Bachelor's Degree and ten years of experience in advocacy or public association work; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Master's Degree preferred.



California State Association of Counties

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Position Description for DEPUTY EXECUTIVE DIRECTOR of OPERATIONS and MEMBER SERVICES

Job Description

The Deputy Executive Director of Operations and Member Services reports directly to the Executive Director. Responsibilities include providing leadership and direction to the communication and administrative functions of CSAC; development and management of the annual budget; development and implementation of internal policies and procedures; oversight of member communication services; membership services, human resources, finance and information technology; corporate partners program; and coordinating activities with the Deputy Executive Director of Legislative Affairs.

Job Duties

- The Deputy Executive Director supervises all communications, member services, finance, information technology, and corporate partners staff.
- Develops and implements personnel and management policies; selects, supervises, trains, evaluates, and disciplines subordinate staff.
- Oversees the financial operations in the development and management of the budget.
- Oversees the financial operations related to all facilities including use of the CSAC Conference Center.
- Manages Information Technology staff and implementation of the IT strategic plan.
- Oversees planning of CSAC meetings, conferences and workshops; attends and speaks at such meetings.
- Oversees the corporate partners programs and staff.
- Represents CSAC in outreach efforts and presentations to CSAC membership, Chief Administrative Officers, other associations, county caucuses, CSAC affiliates, and corporate partners.
- Visits counties to identify membership needs and concerns and provide communications link to CSAC. Keep membership advised

of CSAC activities and to enhance interest in support and membership.

- Coordinates with the Director of Legislative affairs to ensure full integration with the legislative unit.

Knowledge and Skills

- Sound association management principles and practices;
- Federal, state, and local government organization;
- Laws, policies, operations, and functions of the major administrative policies and program areas of concern to the association;
- Public finance and budgeting practices;
- Fiscal policy and financial management principles; and,
- Principles of personnel management and supervision including planning, coordinating, directing and evaluating the work and activities of staff.
- Planning, assigning, directing, and evaluating the work of staff;
- Refined communication and interpersonal skills; must be able to interact with coworkers, supervisors, general public, etc. sufficiently to exchange or convey information and receive work direction;
- Customer relations and service techniques;
- Developing and evaluating policy;
- Representing the association before other governmental agencies, the media and the public;
- Word processing and data entry using a computer terminal; and,
- Writing and speaking clearly and concisely;
- Analyzing complex issues.



California State Association of Counties

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Position Description SENIOR LEGISLATIVE REPRESENTATIVE

Job Description

The Senior Legislative Representative is responsible for advocating on behalf of members' interests before the State Legislature, Congress and administrative agencies. Responsibilities include: leading task forces in the development of policy; making policy recommendations; determining the appropriate resources to apply to a particular piece of legislation; and managing contacts and relationships in assigned policy areas; managing the lobbying efforts of affiliate organizations; and/or, coordinating the organization's federal lobbying efforts.

Job Duties

- Advocates on behalf of counties to Congress, the State Legislature, the Executive Branch, and administrative agencies, boards, and commissions.
- Develops lobbying strategies through the development of positions; partners with other organizations as is necessary.
- Reviews and analyzes bills and proposed regulations determines what impact they may have on counties.
- Prepares and researches reports and articles concerning proposed legislation and regulations.
- Organizes workshops, meetings, etc.; prepares and presents briefing papers and verbal reports at committee/task force meetings or workshops;
- Administers or manages additional workload related to CSAC affiliates and/or contracts.
- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and, procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

Distinguishing Characteristics

This class is distinguished from the Legislative Representative class in that incumbents have increasing levels of responsibility, which may

include, but is not limited to, managing the lobbying efforts of affiliate organizations and coordinating federal lobbying efforts.

Knowledge Required

- Legislative and budget issues;
- Supervisory principles and practices;
- Legislative process and practices; and,
- State, federal, and local laws and regulations regarding lobbying efforts.

Skills Required

- Strong written and verbal communication, including ability to speak without notes and respond under questioning;
- Assessing complex policy issues and providing briefings and recommendations;
- Supervision;
- Assessing and evaluating political situations and how they impact the legislative and budget issues;
- Creative problem solving;
- Interpersonal skills, including relationship and coalition building;
- Translating complicated federal and state statute into everyday language;
- Multi-tasking; and,
- Refined communication and interpersonal skills; must be able to interact with coworkers, supervisors, general public, etc. sufficiently to exchange or convey information and receive work direction

Physical Requirements

Sedentary Work; exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Minimum Qualifications

Bachelor's Degree in political science, public administration or related field and seven years as a Legislative Representative; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



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Position Description for

PRINCIPAL POLICY AND FISCAL ANALYST

Job Description

The Principal Policy and Fiscal Analyst is responsible for researching and preparing issue briefs, research documents, and other publications that further the organization's policy goals and increase the knowledge of county officials, state policymakers, research organizations, staff, and the general public on matters of importance to counties. Provides deep analysis on priority issues in coordination with legislative representatives and analysts. Serves as the legislative unit's liaison with the public affairs department and uses knowledge of policy matters to frequently write and edit reports and articles concerning proposed, prospective, and past legislation and state budget issues. Coordinates member surveys on policy issues.

Job Duties

- Conducts research on county fiscal and government operations, policies, and programs and synthesizes and analyzes findings appropriate for a research and policymaker audience.
- Develops, writes, and edits reports and other research products that are highly relevant to policy deliberations that are easily understood by the public, media, and policymakers, in collaboration with the legislative and communications staff.
- Conceives and leads projects to further policy goals or address issues of top concern to county officials through research and dissemination of information and coordinates preparation and publication.
- Collaborates on projects with affiliates, policy experts, research organizations, universities, and other partners.
- Presents data, policy concepts, and complex ideas simply and succinctly.
- Prepares and makes presentations to policymakers, county officials, and other audiences.
- Develops and expands a knowledge base on state and county fiscal policy, government operations and programming, taxation, and other relevant policy topics and best practices.
- Performs duties associated with member surveys, including responding to member inquiries, reacting to legislative and budget proposals, and preparing reports for staff, members, policymakers, and the public.
- Acts as the legislative unit's liaison with communications staff to write articles, website content, and other materials and to coordinate communications to further policy goals.
- Participates actively in staff discussions and strategic planning meetings.

Distinguishing Characteristics

The position of chief policy and fiscal analyst is distinguishable from legislative analysts and legislative representatives by the breadth of policy issues addressed and the focus on research and publication instead of on directly persuading policymakers.

Knowledge Required

- Publication development process.
- Desktop publishing.
- Legislative, budget, and other research methods.
- Functions and operations of county government, the legislative process and its relationship to county government.
- Budgeting principles.
- Applicable federal, state and local laws, rules, regulations, codes and statutes.
- Investigative and research procedures.
- Business writing.

Skills Required

- Analyzing and understanding budgets.
- Performing legal research.
- Data analysis and visualization.
- Report writing techniques.
- Impeccable writing and editing.
- Public speaking and presentation skills.
- Analyzing situations and recommending solutions.
- Prioritizing work.
- Using computer and applicable software.
- Refined communication and interpersonal skills; must be able to interact with coworkers, supervisors, general public, etc. sufficiently to exchange or convey information and receive work direction.

Physical Requirements

Sedentary Work: exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Minimum Qualifications

A combination of education and experience sufficient to successfully perform the essential duties of the job. These can include a Bachelor's Degree in political science, public administration, economics, statistics, or a related field, eight years of experience in a policy role at an association, non-profit, the Legislature, or a state department or agency, or an equivalent time in communications or publications.



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Position Description SENIOR LEGISLATIVE ANALYST

Job Description

The Senior Legislative Analyst is responsible for tracking and analyzing legislative and budget proposals; drafting language for proposed bill amendments; preparing research documents; participating as a resource in policy committee meetings; and, writing letters, reports and articles concerning proposed legislation and the state budget.

Job Duties

- Codes, tracks and analyzes draft amendments.
- Tracks state budget, attends budget hearings, analyzes state budget and writes overviews for the Budget Action Bulletin. Includes researching, reading and analyzing reports, current events and trends to stay abreast of important issues.
- Prepares and plans weekly Legislative Bulletins and other publications; decides which hearings/events to report on.
- Communicates with clients via surveys and conference calls. Answers inquiries via email and phone and sends legislative budget updates via email.
- Tracks regulatory issues at both the state and federal levels; identifies regulations of importance to counties; determines who to contact for more information.
- Attends meetings including internal meetings as well as representing CSAC at external conferences, hearings, events and meetings.
- Drafts policy on various state and federal proposals as well as internal policy to use for ongoing future advocacy efforts.
- Performs other duties of a similar nature or level as required.

Distinguishing Characteristics

The position of Senior Legislative Analyst is distinguishable from that of the Legislative Analyst by the level of responsibility for and broader knowledge of association-wide issues, the legislative process

and political awareness. The Senior Legislative Analyst is distinguished from the Legislative Analyst by the following characteristics:

- Understands the nuances of the legislative process and the political undercurrents that affect outcomes.
- Seeks out and provides lead responsibility for coordinating projects competed by Legislative Analysts or other organization-wide activities.
- Understands budget issues beyond one's subject area and how to balance the breadth of issues when navigating a fluid budget strategy.
- Establishes a broad network by communicating with staff in the Executive and Legislative Branches, LAO, and other stakeholders.
- Maintains a broader knowledge of association-wide issues including member services, CSAC affiliates, NACo, and Finance Corporation activities.
- Demonstrates ability to actively engage with county supervisors at various meetings and CSAC-sponsored events.

Knowledge Required

- Legislative and other research methods and procedures.
- Functions and operations of county government, the legislative process and its relationship to county government.
- Budgeting principles.
- Applicable federal, state and local laws, rules, regulations, codes and/or statutes.
- Investigative and research procedures.
- Business writing.

Skills Required

- Prioritizing work.
- Using computers and related software applications.
- Analyzing and understanding budgets.
- Analyzing situations and recommending solutions.
- Writing clearly and effectively.
- Performing legal research.
- Speaking in public.
- Refined communication and interpersonal skills; must be able to interact with coworkers, supervisors, general public, etc. sufficiently to exchange or convey information and receive work direction.

Physical Requirements

Sedentary Work: exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Minimum Qualifications

Bachelor's Degree in political science, public administration or related field and a minimum of two years as a Legislative Analyst; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



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Position Description LEGISLATIVE ASSISTANT

Job Description

The Legislative Assistant is responsible for providing routine and non-routine administrative and clerical support to Legislative Representatives and Analysts. Responsibilities may include tracking legislative activities; preparing and distributing reports; preparing and proofing original documents and correspondence; making travel arrangements; and, coordinating event logistics.

Job Duties

- Performs various routine clerical duties, utilizing standard office equipment, to include: screening incoming calls and/or emails; taking and transmitting messages; maintaining calendars, scheduling meetings; keyboarding information into databases; making photocopies; scanning documents; performing data entry; faxing documents; typing; and, word processing.
- Processes, receives, sorts, and distributes a variety of correspondence, deliveries, and mail; assists with printing, mailing, and emailing of information sent to membership.
- Files documents alphabetically, numerically, or by other prescribed methods.
- Makes travel arrangements such as meetings, flights, cars, hotels, and restaurants.
- Prepares, reviews, and/or processes a variety of routine correspondence, agendas, position letters, reports, logs, information, paperwork, invoices, forms, flyers, brochures, invitations, expense forms, timesheets and/or other related information in assigned area of responsibility; keys information into applicable spreadsheets and/or databases.
- Tracks legislative bills and posts position into tracking service; summarizing contents of some bills.
- Makes phone calls or communicates electronically to gather requested information or to respond to requests from members, legislators or other organizations.
- Maintains files of correspondence, legislation information and other material required by senior staff.
- Performs a wide variety of staff assistance to legislative staff and other staff as needed and as experience and knowledge permit.

- Posts a variety of documents on the CSAC website.

Distinguishing Characteristics

The Legislative Assistant is the main administrative and legislative support for Legislative Representatives and Legislative Analysts.

Knowledge Required

- Customer service principles;
- Modern office procedures, methods, and equipment;
- Basic filing and recordkeeping principles;
- Basic mathematical principles; and,
- Automated filing and recordkeeping systems;

Skills Required

- Using computers and related software applications;
- Providing customer service;
- Filing;
- Keyboarding;
- Using modern office equipment; and,
- Refined communication and interpersonal skills; must be able to interact with coworkers, supervisors, general public, members, etc. sufficiently to exchange or convey information and receive work direction.

Physical Requirements

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Minimum Qualifications

High School Diploma or G.E.D., and three years progressively responsible office, customer service or secretarial experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



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Position Description CEAC PROGRAM MANAGER

Job Description

The County Engineers Association of California (CEAC) Program Manager is responsible for coordinating and implementing the CEAC program. Responsibilities include: maintaining ongoing communication with members; identifying opportunities for member involvement in the CEAC programs and policy development; managing the CEAC Program at CSAC events; and, providing information to counties regarding the program's services and products.

Job Duties

- Seeks opportunities for member involvement in the CEAC program; assures member involvement in public policy development as appropriate.
- Coordinates meetings and presentations about the CEAC program and benefits.
- Manages the creation and production of program materials, including the web site, annual report, annual roster, monthly legislative reports, newsletter and electronic media.
- Participates in planning all conferences and meetings; manages all aspects of the CEAC program for key CSAC events; represents CSAC at various local, regional and state functions, as needed.
- Communicates with clients via surveys, email and conference calls; answers inquiries; and, posts on web site.
- Drafts agendas and other meeting materials; researches, plans, organizes speakers/presenters; attends and presents at meetings.
- Attends meetings as well as representing CSAC at other conferences, hearings, events and meetings.
- Coordinates with CEAC Treasurer and CSAC Controller on all financial accounting of the various CEAC conferences and CEAC budget.

Distinguishing Characteristics

The CEAC Program Manager is responsible for the general oversight and administrative management of the CEAC Program.

Knowledge Required

- Advanced public relations principles and practices;
- Advertising and marketing principles and practices;
- Budgeting principles;
- Communication mediums; and,
- Applicable desktop publishing and related computer applications.

Skills Required

- Prioritizing work;
- Using computers and related software applications;
- Adapting to rapidly changing environments;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of goals;
- Developing and implementing strategic plans;
- Analyzing processes and making recommendations for improvement;
- Analyzing complex information;
- Preparing applicable materials and information;
- Speaking in public;
- Preparing presentations; and,
- Refined communication and interpersonal skills; must be able to interact with coworkers, supervisors, general public, etc. sufficiently to exchange or convey information and receive work direction.

Physical Requirements

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Minimum Qualifications

Bachelor's Degree in marketing, business administration, political science, public administration or a related field and four years of public relations, marketing, or advertising experience in a public or non-profit organization; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



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Position Description PROJECT MANAGER / ECONOMIST

Job Description

The Project Manager, CSAC-Results First, will provide intensive technical assistance to partner county governments in a variety of policy areas, including adult criminal justice, juvenile justice, behavioral health, and substance abuse. The Project Manager/Economist also will train staff on the benefit-cost model, contribute to the design and execution of related evidence-based criminal justice resources, perform complex data analytics, have a deep understanding of econometrics, support the ongoing development of the CSAC benefit-cost model, and collaborate closely with internal colleagues and external partners (Board of Supervisors, CAO/CEO, Probation, Sheriff and Behavioral Health) to advance project goals.

Project Description

Policymakers are seeking those combinations of programs and policies that will yield the greatest benefits in the most cost-effective way. The Pew-MacArthur Results First Initiative (Results First), a project of The Pew Charitable Trusts and the John D. and Catherine T. MacArthur Foundation, works with selected governments to implement an innovative approach to evidence-based policymaking that helps them identify and invest in policies and programs that are proven to work.

CSAC partnered with The Pew Charitable Trust to bring this work to California counties. To inventory their program expenditures and customize a benefit-cost model developed by MW Consultant; and link this analysis to policy and budget processes so that leaders can use the results to inform their decisions.

Job Duties

- Train employees of partner county governments to implement the CSAC-Results First technical approach and related tools, including the Results First Clearinghouse Database and the CSAC benefit-cost model. This work will

be done through a combination of in-person presentations, webinars, phone calls and emails. Specific tasks include:

- Build and maintain relationships with government staff assigned to this project; facilitate collaboration between staff as necessary.
- Work with government staff to develop timelines and tasks; motivate them to meet their specific goals.
- Instruct staff on how to use the Results First Clearinghouse Database, including matching their programs to the evidence base and interpreting clearinghouse ratings.
- Help staff understand the fundamentals of the Results First benefit-cost model, such as rigorous evaluations, effect sizes, net present value, benefit-cost ratio, and Monte Carlo simulation.
- Teach staff how to customize the benefit-cost model with jurisdiction-specific data, including marginal costs and resource use quantities.
- Review and vet accuracy of government staff's work.
- Review and provide guidance to government staff on their presentation of results to policymakers.
- Respond to questions on an as-needed basis; hold weekly or biweekly calls to monitor progress.
- Assist with developing resources for government staff related to the implementation of the Results First approach and tools, such as user guides, data collection templates, and webinar recordings.
- Collaborate closely with other Results First staff.
- Participate in conferences, seminars and other professional development activities as needed.
- Present results to the Board of Supervisors and the Community Corrections Partnership (CCP)

Knowledge Required

- Demonstrated experience training or teaching.
- Experience working with state or local government, either directly or indirectly.
- Strong analytical skills with great attention to details; knowledge of benefit-cost analysis preferred.
- Substantial knowledge of at least one social policy preferred (e.g., behavioral health, criminal justice, mental health or substance abuse).

Skills Required

- Ability to think critically and creatively.

- Strong interpersonal skills; able to develop and manage productive and collaborative relationships both internally and externally.
- Demonstrated project management and organizational skills; able to multi-task and prioritize work.
- Excellent written and oral communications skills, including an ability to communicate complex technical information to a diverse audience.
- Willingness to take initiative; able to successfully anticipate and do what is needed without being asked.

Physical Requirements

It is anticipated that this position will undertake frequent travel, including providing on-site technical assistance (three trips per month, on average), participating in multi-state convening, and attending professional conferences.

Minimum Qualifications

- Bachelor's degree required, advanced degree in economics, public administration, public health, or a related discipline strongly preferred.
- At least four years of relevant professional experience.



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Position Description for DIRECTOR OF PUBLIC AFFAIRS AND MEMBER SERVICES

Job Description

The Director of Public Affairs and Member Services is responsible for all internal and external communication efforts; publications; conference and meeting planning; and member education. Duties include supervision of professional, technical, and support staff; media relations; development of a strategic plan for communications; oversight of all large conferences and meetings; and management of member education efforts. Incumbent manages a budget and supervises staff.

Job Duties

- Supervises staff to include: prioritize and assign work; conduct performance evaluations; ensure staff is trained; ensure that employees follow policies and procedures; maintain a healthy and safe working environment; and, make hiring, termination, and disciplinary recommendations.
- Oversees the development and implementation of programs, policies and procedures for the department, including strategic planning.
- Administers and monitors the departmental budget including allocating resources and approving expenditures.
- Participates in collaborative projects with partnership programs (ex., Corporate Associates, Finance Corp., ILG, CCS); identifies program and/or member needs and provides resources and solutions.
- Performs duties associated with press relations, both proactively and reactively. This includes responding to inquiries, finding spokespeople, and preparing media releases.
- Prepares scripts for officers, sets meeting agendas, and monitors project flows.
- Coordinates and oversees the development of all publications and the association's website.
- Identifies opportunities to provide member education and coordinates efforts to deliver training.

Distinguishing Characteristics

The Director of Public Affairs and Member services manages a budget and supervises subordinate staff.

Knowledge Required

- Publication development process;
- Journalism/media markets;
- Media training;
- Internet/web development, video production and social media;
- Principles of personnel management and supervision including planning, coordinating, directing and evaluating the work and activities of staff.
- Budgetary principles; and,
- Marketing tools.

Skills Required

- Report writing techniques;
- Public speaking/presentation skills;
- Supervising and evaluating employees;
- Directing and managing department operations;
- Operating a computer and applicable software applications;
- Developing and implementing new strategies;
- Preparing and monitoring budgets;
- Refined communication and interpersonal skills; must be able to interact with coworkers, supervisors, general public, etc. sufficiently to exchange or convey information and receive work direction.

Physical Requirements

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Minimum Qualifications

Bachelor's Degree in communications, public relations, journalism, public administration or a related field and seven years' experience in communications and/or public relations, including three years in a supervisory role; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



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Position Description for COMMUNICATIONS & MEMBER AFFAIRS MANAGER

Job Description

The Communications & Member Affairs Manager is responsible for leading local and regional external communications efforts that support the strategic direction of CSAC. Responsibilities include: developing strategies for effectively working with members; serving as the “eyes, ears and voice” for CSAC in the field; planning and developing content of CSAC local and/or regional outreach and public awareness materials; developing relationships with county supervisors and key staff; assisting with communications strategies to support legislative priorities; working closely with county public information officers on statewide issues; working with video production specific to county programs/events; assisting with CSAC’s social media efforts through strategy development; creating written materials; and providing emergency on-site communications support to counties facing a disaster or communications crisis. .

Job Duties

- Play key role in developing and implementing strategies to enhance CSAC’s member services;
- Work directly with county supervisors, administrators, public information officers and other staff out in 58 counties;
- Spend significant time traveling to member counties, listening to and discussing key issues with members.
- Work closely with the CSAC Legislative Unit to enhance legislative strategies through communications and member services;
- Assist in the ongoing development of CSAC social media and other communications tools;
- Oversee increased relationship between CSAC Communications Unit and county communicators;
- Write in a variety of styles to further CSAC’s vision;

- Work closely and collaboratively with other members of Communications Team to help tell “the county story;”
- Respond to requests from members and general public; gathers information; coordinates response with appropriate staff members or outside contacts.

Knowledge Required

- Strategic communications strategies;
- Public relations principles and practices;
- Background/understanding of government/legislative bodies
- Strong grasp of social media tools and website editing
- Media relations principles and practices

Skills Required

- Strategic communications skills
- Strong writing and editing for a variety of collateral documents; Ability to provide public relations on behalf of CSAC and member counties;
- Refined communication and interpersonal skills;
- Grasp of public policy;
- Ability to effectively interact with county officials. to exchange or convey information;
- Strong presentation skills;
- Show strong initiative;
- Have the ability to effectively prioritize work and work independently, as needed
- Ability to travel independently to member counties

Minimum Qualifications

Bachelor’s Degree in journalism, communications, political science, or a related field; and 7-10 years of experience working in communications and/or public policy in a public or non-profit organization; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.



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Position Description for COMMUNICATIONS COORDINATOR

Job Description

The Communications Coordinator is responsible for the coordination of external and internal communication efforts that support the strategic direction of CSAC. Responsibilities include; working closely with the CSAC advocacy team; developing media outreach strategies; playing integral role in Association's social media work; planning and content development of outreach and public awareness campaign materials; creating written materials; responding to external requests for information; assisting with CSAC's social media efforts and website; and working with county public information officers.

Job Duties

- Works in tandem with CSAC Legislative Unit to create and implement public affairs strategies and collateral material for members, media, and legislature/administration;
- Serves as CSAC's point-person with media;
- Helps maintain CSAC's public persona via social media channels; follows social media trends and helps adjust CSAC's strategy/practices to keep pace with technology;
- Utilizes a variety of writing styles for scripts, news releases, feature articles, blog posts and social media.
- Develops, formats, and distributes newsletter and other electronic publications and promotional materials;
- Assists in production of videos that enhance communications strategies.
- Helps update CSAC website; provides new content and edits when needed.
- Assists in taking photos for social media and other purposes.
- Responds to requests from members and general public; gathers information; coordinates response with appropriate staff members or outside contacts.

Distinguishing Characteristics

The Communications Coordinator serves as a liaison to the CSAC Legislative Unit and participates in their meetings, working closely with legislative representatives on communication efforts that enhance the Association's advocacy.

Knowledge Required

- Extensive media experience;
- Public relations/marketing principles and practices;
- Background/understanding of government/legislative bodies
- Social Media tools;

Skills Required

- Excellent writing and editing for a variety of collateral documents
- Providing strategic media relations;
- Strong grasp of current social media platforms and trends;
- Understanding marketing and public relations strategies;
- Prioritizing work;
- Ability to multi-task and take initiative;
- Project management; and,
- Refined communication and interpersonal skills; must be able to interact with coworkers, supervisors, general public, etc. sufficiently to exchange or convey information and receive work direction.

Physical Requirements

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Minimum Qualifications

Bachelor's Degree in journalism, communications, public relations, marketing or a related field, and 4-6 years' experience in communications in a public or non-profit organization; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



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Position Description for VIDEO PRODUCTION SUPERVISOR

Job Description

The Video Production Supervisor is responsible for assisting CSAC's communications, educational and advocacy units through the use of video and other communications mediums. Responsibilities include: recording and editing videos for CSAC and partners; supervising the Video Production Specialist, scheduling internal and external video production, leading and assisting other Communications Unit members with social media coverage and production; assisting in maintenance and updating of association website; technical advising and broadcasting webinars.

Job Duties

- Conducts on-site and remote video shooting and production for CSAC units, including Communications, Legislative, Institute, and Finance Corporation.
- Provide direct supervision for the Video Production Specialist.
- Coordinate and record/broadcast videos and webinars on behalf of various CSAC units.
- Create, enhance and update Association's social media.
- Track and record video and social media data.
- Provide assistance in creating, updating and altering the backend of the CSAC Website.
- Assist outside organizations with media as needed.
- Provide other support as needed.

Distinguishing Characteristics

The Video Production Supervisor works closely with other the Communications Unit members to ensure that video production, webinar instruction and other technical venues follows CSAC's educational and advocacy priorities. The Video Production Supervisor

supervises the Video Production Specialist to ensure they are doing the same.

Knowledge Required

- Video production;
- Video shooting and editing practices;
- Social Media tools;
- Webinar production;
- Audio-visual equipment and functionality;
- Macintosh & PC equipment & software.

Skills Required

- Videography and video production;
- Webinar production;
- Basic understanding of A/V equipment;
- Supervisory skills;
- Knowledge of current social media tools and trends;
- Prioritizing work;
- Communication and interpersonal skills; must be able to interact, work with and take direction from with coworkers, supervisors, and members.

Physical Requirements

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Minimum Qualifications

Bachelor's Degree in journalism, communications, video production or a related field, and four years' experience in video production in a public or non-profit organization; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



California State Association of Counties

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Position Description for VIDEO PRODUCTION SPECIALIST

Job Description

The Video Production Specialist is responsible for assisting CSAC's communications, educational and advocacy units through the use of video and other communications mediums. Responsibilities include: recording and editing videos for CSAC; maintaining video production schedule; leading and assisting other Communications Unit members with social media coverage; assisting in maintenance and updating of Association website; technical advising and broadcasting webinars.

Job Duties

- Conduct on-site and remote video shooting and production for CSAC units, including Communications, Legislative, Institute, and Finance Corporation.
- Provide direct support to the Video Production Supervisor.
- Work closely with CSAC staff on producing of videos and webinars.
- Create, enhance and update Association's social media.
- Track and record video and social media data.
- Coordinate and conduct webinars on behalf of various CSAC units.
- Provide assistance in creating, updating and altering the backend of the CSAC Website.
- Provide other support as needed.

Distinguishing Characteristics

The Video Production Specialist works closely with the Video Production Supervisor, as well as the other members of the Communications Unit, to ensure that video production, webinar instruction, social media posting and other technical venues follow CSAC's educational and advocacy priorities.

Knowledge Required

- Video production
- Video recording and editing practices;
- Audio-visual equipment and functionality;
- Macintosh and PC equipment & software;

- Webinar production;
- Social Media tools;

Skills Required

- Videography and video production;
- Webinar production;
- Basic understanding of A/V equipment
- Knowledge of current social media tools and trends;
- Prioritizing work;
- Communication and interpersonal skills; must be able to interact, work with and take direction from with coworkers, supervisors, and members.

Physical Requirements

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Minimum Qualifications

Bachelor's Degree in journalism, communications, video production or related field, and four years' experience in technical services production in a public or non-profit organization; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



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Position Description

MEETING PLANNER and EVENT COORDINATOR

Job Description

The Meeting Planner and Event Coordinator is responsible for coordinating the logistics for CSAC meetings. Responsibilities include: identifying site requirements; preparing and distributing requests for proposals to possible venues; negotiating venue and speaker contracts; scheduling events, seminars, and off-site social activities; ensuring appropriate insurance coverage; determining food and beverage requirements; coordinating registration and tracking room assignments; ensuring events proceed as scheduled; and, resolving any issues that arise during the course of an event.

Job Duties

- Primary responsibility for event and meeting planning needs for CSAC major conferences, CSAC Executive Committee meetings, CSAC Board meetings, and CSAC Regional and other meetings.
- Oversees registration for CSAC major conferences; collects registrations and funds and distributes to accounting department. Coordinates with CSAC affiliate organizations that meet in conjunction with the CSAC major conferences.
- Consults with internal departments regarding event themes, seating, venues, food, and other related event aspects.
- Coordinates activities with applicable parties to ensure the logistical needs of events are satisfied. This includes, but is not limited to, food and beverage orders, technology orders, room rentals, hotel/travel accommodations, and orders/preparation of meeting/event materials.
- Coordinates meeting planning for CSAC Officers, CSAC Executive Committee, and CSAC Board of Directors.
- Assigns tasks to, and monitors work of, staff assigned to meetings and events; responsible for hiring and supervising temporary staff as needed.
- Arranges for any travel, car rental, and hotel accommodations for guests of CSAC, CSAC staff, and CSAC officers.
- Coordinates meeting planning for CSAC Regional Meetings and CSAC Corporate Partners Program.
- Coordinates agency/affiliate meetings and special events by selecting a time, place, and location for the events; facilitates and leads planning meetings connected with conferences, events, informal gatherings, and association-sponsored meetings and events.

Distinguishing Characteristics

The Meeting Planner and Event Coordinator has primary responsibility for the planning of all CSAC events, both in-house and out-of-house.

Knowledge Required

- Event planning principles and practices;
- Budgeting principles and practices; and,
- Records maintenance principles; and,
- Operational practices of hotels, airlines and other transportation organizations; and,
- Operational practices of food and beverage providers and others providing meeting services.

Skills Required

- Using a computer and related software applications;
- Making event decisions based on financial considerations;
- Adapting to rapidly changing environments;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of goals;
- Mediating conflict;
- Conducting negotiations;
- Developing and implementing event plans;
- Analyzing processes and making recommendations for improvement;
- Coordinating and executing multiple tasks;
- Coordinating activities between multiple parties;
- Attending to details;
- Monitoring budgets; and,
- Refined communication and interpersonal skills; must be able to interact with coworkers, supervisors, general public, etc. sufficiently to exchange or convey information and receive work direction.

Physical Requirements

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Minimum Qualifications

College Degree and five years of experience in meeting planning, or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Accreditation as a Certified Meeting Planner (CMP), Certified Meeting Manager (CMM), or Conference and Meeting Management Certificate (CMMC) is desired.



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Position Description

ADMINISTRATIVE & MEETINGS ASSISTANT Public Affairs and Member Services Department

Job Description

The Administrative & Meeting Assistant provides a wide variety of administratively technical and clerical assistance to one or more professional staff members and to do related work as required.

Job Duties

- Assists with CSAC meetings and events, which may include, ordering of supplies and catering, onsite assistance, and registration processing.
- Provides support for the CSAC Challenge Awards program.
- Prepares and maintains various files and documents for the Public Affairs and Member Services Department as needed.
- Attends and provides assistance at CSAC conferences.
- Performs a wide variety of staff assistance to senior staff as needed and as experience and knowledge permit.
- Assists with arrangements for special events and other activities designed to generate and foster participation in CSAC programs.
- Types, proofreads, edits, copies, and prepares for mailing a wide variety of letters, publications and other documents to CSAC members and other organizations.
- Interacts with CSAC members or other organizations, gathering information or responding to requests.
- Schedules travel and meetings for senior staff.
- Provides data entry and report generation support for Association Management Software (AMS) system.

Distinguishing Characteristics

The Administrative & Meetings Assistant is distinguished from the Legislative Assistant by support provided to the non-legislative units.

Knowledge Required

- Business correspondence and report writing;

- Principles and practices of basic customer service;
- Basic budget, accounting and math principles;
- Comprehensive English usage, spelling, grammar and punctuation;
- Modern office procedures, rules and practices, including excellent usage of computer skills and ability. Knowledge and use of word processing and related software is essential; and,
- Filing methods and systems.

Skills Required

- Organize and accomplish work with a high degree of accuracy, independence and initiative;
- Complete work assignments under pressure to meet deadlines;
- Establish and maintain effective working relationships with internal staff, county staff, corporate representatives and other clients of CSAC;
- Communicate effectively, verbally and in writing;
- Schedule, plan and coordinate meetings and other events to enhance CSAC programs; and,
- Problems solve and prepare potential solutions to assist with the delivery of CSAC programs.

Physical Requirements

Sedentary Work: exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Minimum Qualifications

Any combination of experience and education that would provide the required knowledge and ability would be qualifying. Typically such a background would include completion of education through the twelfth grade or higher and three or more years of increasingly responsible clerical and office experience. Experience in the office of a similar association, legislative office or legal office would be helpful.



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Position Description

CALIFORNIA COUNTIES FOUNDATION OPERATIONS MANAGER

Job Description

The California Counties Foundation (Foundation) Operations Manager is responsible for coordinating the operations of the Foundation, including overseeing and implementing CSAC Institute programs. Responsibilities include: managing the day-to-day operations of the Institute; supervise Institute staff; serve as the liaison between the Institute and CSAC staff; support and staff the Foundation Board of Directors and working closely with the Foundation CEO; represent the Foundation with host counties, affiliates, and other external partners; and Identify and support new Foundation initiatives and activities as directed by the CEO and Board of Directors.

Job Duties

- Prepare and manage Foundation budget, with primary emphasis on Institute budget and finances, including regular coordination with CSAC finance staff and Deputy Director of Operations and Member Services;
- Support and staff Foundation Board in collaboration with the CEO through the development of agendas, minutes, and meeting packets, and interacting with board members as needed;
- Pursue grant opportunities for Foundation, Institute or other programs, as needed;
- Handle day-to-day supervision of Institute staff;
- Serve as leading staff member for Institute activities;
- Prepare and manage contracts on behalf of the Foundation for Institute instructional faculty and all other operational needs;
- Manage billing and invoices for Institute campuses, instructors, programs and classes;
- Manage all requests for Institute information or assistance
- Determine eligibility for Credentials and develop Credential award list;

- Represent Institute in discussions regarding specialty credentials and other special Institute courses for CSAC affiliates or committees;
- Manage class coordination (site selection, logistics management, contracting, attendance) for all Institute courses, campuses, and special programs
- Maintain and analyze all data and records on Institute performance;
- Maintain Institute policies and prepare recommended updates as needed;
- Manage and update Foundation and Institute Website pages
- Arrange and participate in meetings and exhibits to promote Institute;
- Coordinate introductions for every class
- Develop recommended courses for interest tracks; Identify course needs and opportunities;
- Assist in the selection and scheduling of courses for each semester;
- Provides support for the New Supervisors Institute and other special Institute workshops and classes;
- Arranges and coordinates monthly communications, special events and other activities designed to generate and foster participation in CSAC Institute programs;
- Prepares periodic blogs, bulletin articles, and other communications to broaden awareness of the CSAC Institute.

Knowledge Required

- Logistics management of multiple site program and meeting locations;
- Association Management Software system event management;
- Publishing and dissemination of materials including class schedule, monthly emails;
- Business correspondence and report writing;
- Principles and practices of customer service;
- Budget development and management and related accounting and math principles;
- Comprehensive English usage, spelling, grammar and punctuation;
- Modern office procedures, rules and practices, including excellent usage of computer skills and ability. Knowledge and use of word processing and related software is essential;
- Basic online communication networking tools such as Survey Monkey, MailChimp, and Constant Contact; and,
- Website management.

Skills Required

- Understanding basic budget and accounting procedures;

- Organize and accomplish work with a high degree of independence and initiative;
- Complete work assignments under pressure to meet deadlines;
- Establish and maintain effective working relationships with internal staff, county staff, corporate representatives and other clients of CSAC;
- Communicate effectively, verbally and in writing;
- Schedule, plan and coordinate training program schedule, meetings and other events to enhance CSAC Institute training programs in Sacramento and all satellite locations; and,
- Problem solve and prepare potential solutions to assist with the delivery of CSAC Institute training programs.

Physical Requirements

Sedentary Work: exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Minimum Qualifications

Bachelor's Degree and three years of experience managing or coordinating an education or training program; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.



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Position Description TRAINING PROGRAM COORDINATOR

Job Description

The Training Program Coordinator is responsible for coordinating and implementing the CSAC Institute program. Training Program Coordinator provides a wide variety of administrative coordination and support to one or more professional staff members and to do related work in support of the CSAC Institute as required.

Job Duties

- Under the direction of the Director of Public Affairs and Member Services, the Institute Training Program Coordinator supports the daily operations of the Institute in partnership with the CSAC Institute Dean.
- Prepares and maintains various files and documents for the CSAC Institute including class registration, credential management, and class evaluation.
- Organizes and maintains all CSAC Institute records.
- Assists in development and management of the CSAC Institute budget and appropriate distribution of the revenues and costs for the Sacramento and satellite campuses and other agreements.
- Manages administration of all CSAC Institute contracts for classes, facilities and meeting logistics.
- Attends CSAC conferences and supports classes and other events to generate member interest in the CSAC Institute.
- Gathers requested information or responds to requests from members or other organizations.
- Provides support for the New Supervisors Institute and other special Institute workshops and classes.
- Maintains and updates the Institute website.
- Conducts and summarizes post-class evaluations and maintains a database of all course evaluation summaries.
- Arranges and coordinates monthly communications, special events and other activities designed to generate and foster participation in CSAC Institute programs.

- Types, proofreads, edits, copies, prepares for mailing a wide variety of letters, publications and other documents to CSAC members and other organizations.
- Prepares periodic blogs, bulletin articles, and other communications to broaden awareness of the CSAC Institute.
- Manages Institute contracts and invoices of Faculty.
- Prepares summary of class ratings and participant comments for distribution and posting.

Distinguishing Characteristics

The Institute Training Program Coordinator is a single classification distinguished from the Realignment Program Coordinator by its sole focus on providing CSAC Institute support rather than support to the public safety Realignment Program.

Knowledge Required

- Logistics management of multiple site program and meeting locations;
- Association Management Software system event management;
- Publishing and dissemination of materials including class schedule, monthly emails,
- Business correspondence and report writing;
- Principles and practices of customer service;
- Budget development and management and related accounting and math principles;
- Comprehensive English usage, spelling, grammar and punctuation;
- Modern office procedures, rules and practices, including excellent usage of computer skills and ability. Knowledge and use of word processing and related software is essential;
- Filing methods and systems;
- Basic online communication networking tools such as Survey Monkey, MailChimp, and Constant Contact; and,
- Website management.

Skills Required

- Organize and accomplish work with a high degree of independence and initiative;
- Complete work assignments under pressure to meet deadlines;
- Establish and maintain effective working relationships with internal staff, county staff, corporate representatives and other clients of CSAC;
- Communicate effectively, verbally and in writing;
- Schedule, plan and coordinate training program schedule, meetings and other events to enhance CSAC Institute training programs in Sacramento and all satellite locations; and,

- Problem solve and prepare potential solutions to assist with the delivery of CSAC Institute training programs.

Physical Requirements

Sedentary Work: exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Minimum Qualifications

Bachelor's Degree and three years of experience managing or coordinating an education or training program; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.



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Position Description FACILITIES SPECIALIST

Job Description

The Facilities Specialist is responsible for the maintenance and repair of buildings and parking lots. Responsibilities include: identifying and addressing maintenance needs; moving workstations as directed; preparing office space for rental; identifying external contractors for large projects; and, maintaining heating and cooling systems.

Job Duties

- Performs maintenance projects that include but are not limited to re-keying and replacing locks; preventative maintenance of the buildings heat & air systems; responding to tenant calls regarding plumbing & electrical repairs; roofing and drainage maintenance; and graffiti removal.
- Monitors building temperatures by using a handheld thermostat device. Documents any temperatures or site conditions that may need to be addressed.
- Collaborates with contractors for complex projects as needed.
- Consults with Supervisor to assess which maintenance projects take precedence. Projects may include general building maintenance, troubleshooting, repair or replacement of all systems.
- Inspects buildings for general building maintenance including inspecting for necessary replacements of lights that may need replacing or diffusers/ballasts that may need changing.
- Performs special projects as needed. This may include sheetrock install, painting, glazing tile, plumbing & electrical work, and carpentry.
- Moves CSAC employees' office furniture and other materials when the employees are relocated. This may include office take-down and re-setup as well as removing old wires or systems.
- Prepares empty offices to be leased by relocating doors, installing new floor coverings, repainting walls, and replacing windows.
- Provides additional assistance for specialty events throughout the year including jobs outside the realm of "building" duties. This may include delivery or trucking of materials.

Distinguishing Characteristics

The Facilities Specialist is the main contact for all facilities-related inquiries and projects within CSAC.

Knowledge Required

- Applicable maintenance principles and practices;
- Electrical system test equipment;
- Building maintenance practices and procedures;
- Applicable federal, state, and local laws, rules, and regulations;
- Safety and security procedures;
- Applicable equipment; and,
- Basic mathematical concepts.

Skills Required

- Prioritizing work;
- Collaborating with contractors on complex projects;
- Preparing reports;
- Evaluating and recommending repair, replacement, and maintenance of applicable components and equipment;
- Effectively solving problems and making decisions;
- Reviewing work to ensure compliance with applicable standards;
- Understanding and carrying out written and oral instructions;
- Maintaining records;
- Performing manual labor;
- Reading and comprehending blueprints and schematics;
- Operating, maintaining, and repairing a variety of hand and power tools;
- Performing and administering formalized preventative maintenance programs; and,
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

The Facilities Specialist may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor

ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Minimum Qualifications

High School Diploma or G.E.D., and up to one year of specialized or technical training with three years general carpentry experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



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Position Description ACCOUNTANT

Job Description

Is responsible for performing complex accounting tasks along with customer service for both our employees and members via all types of communications; processes accounting related paperwork, records, reports, journals, payroll, benefits, billings, payments made and received, and delinquencies; also performs general clerical/administrative tasks.

Job Duties

- Processes various accounting and/or financial documents, which may include: accounts payable, accounts receivable, purchase requisitions, purchase orders, timesheets, travel documents, wage verifications.
- Processes bi-weekly payroll for all employees including maintaining accurate pay and deduction information as well the preparation and posting of journal entries.
- Coordinates benefits and corresponding paperwork for incoming/current/outgoing employees including ensuring they are correctly enrolled/terminated and that all documents are filed.
- Posts financial information into appropriate GL accounts, sets up charge accounts, investigates and resolves discrepancies in accounts, watches for appropriate spending to communications accounts, and reconciles assigned GL accounts monthly.
- Provides fiscal support to the budget process including development, analysis and reporting.
- Is the Accounting lead and budget support for the fiscal management of the CSAC Institute/California Counties Foundation.
- Support to the Chief Fiscal Officer on all aspects of the monthly accounting including Month End close, SBCERA reporting and State Board of Equalization reporting.
- Prepares and files quarterly and biennial FPPC filings for the legislative staff with the Secretary of State.
- Completes, tracks, and/or maintains a variety of records, logs, ledgers and files.
- Prepares a variety of fiscal reports relating to assigned area of responsibility as requested by staff and management.

- Assists in preparation of year-end audits by reconciling payroll and benefit GL accounts to payroll company reports, posting payroll accruals to GL accounts and continuously maintains copies of payables for the annual audit.
- Maintains petty cash and other duties/responsibilities as assigned.

Knowledge Required

- General accounting principles and practices
- Human resources procedures
- Payroll procedures
- Office procedures, methods and equipment
- Automated financial software packages
- Data entry techniques
- Basic mathematical concepts
- Cash handling procedures
- Recordkeeping principles

Skills Required

- Using computers and related software applications
- Performing mathematical calculations
- Maintaining records
- Performing data entry
- Operating standard office equipment
- Calculating, recording and balancing transactions
- Handling multiple tasks simultaneously
- Reviewing financial documents for completeness and accuracy
- Maintaining and organizing fiscal accounting records
- Refined communication and interpersonal skills. Must be able to interact with coworkers, supervisors, general public, etc. sufficiently to exchange or convey information and receive work direction

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit, stand, walk and use hands and fingers to operate a computer keyboard, mouse and telephone to talk and hear. The employee is frequently required to sit and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds.

Minimum Qualifications

Bachelor's degree in accounting or business or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



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Position Description for EXECUTIVE ASSISTANT

Job Description

The Executive Assistant is a confidential position that performs senior level professional and administrative work in support of the Executive Director and CSAC's governing bodies, as well as various association operations and services.. Responsibilities include: coordinating travel arrangements and maintaining calendars for the Executive Director and CSAC officers; preparing agendas and other materials for the Executive Committee, Board of Directors, and Officers' meetings in consultation with the Executive Director; representing the organization to elected officials and individuals;; conducting research; and, coordinating organization-wide projects.

Job Duties

- Assists in planning governance meetings and managing/providing on-site support.
- Administers projects and implements office policies as directed by the Executive Director.
- Drafts agendas and minutes; prepares briefing materials for Executive Committee, Board of Directors and Officers' meetings; in consultation with the Executive Director, determines what issues to include, how to frame topics, and; identifies requirements and limitations of bylaws and ensures actions are consistent with bylaws.
- Coordinates travel and maintains calendars for the Executive Director and CSAC Officers.
- Travels as required to support Executive Director, CSAC Officers, Executive Committee, and Board and represents CSAC to Senior Executives and elected officials.
- Works with the Executive Director to ensure tracking and follow-up of projects and activities as approved by the Board.
- Responds to CSAC member requests for information; determines where to find the most accurate information.
- Coordinates California's participation in the National Association of Counties; determines logistics and decides the best methods to disseminate information.

Distinguishing Characteristics

This incumbent performs confidential, high-level professional and administrative support to the Executive Director..

Knowledge Required

- Modern office procedures;
- Board of Director principles and practices;
- Organizational bylaws;
- Roberts Rules of Order;
- Customer service principles;
- Basic accounting principles;
- Basic budgeting principles;
- Spelling and grammar principles;
- Recordkeeping principles;
- Office management principles.

Skills Required

- Operating computers and applicable software applications;
- Preparing a variety of reports;
- Prioritizing work and performing multiple tasks;
- Maintaining various confidential records;
- Working independently;
- Possess excellent verbal and written communication skills;
- Operating modern office equipment;
- Preparing business correspondence;
- Conducting research;
- Representing the organization;
- Interpreting and applying bylaws;
- Refined communication and interpersonal skills; must be able to interact with coworkers, supervisors, general public, etc. sufficiently to exchange or convey information and receive work direction.
- Maintaining confidentiality and following established procedures.
- Demonstrating outstanding organization skills

Physical Requirements

Sedentary Work: exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Minimum Qualifications

Associate's Degree and eight years, progressively, responsible program or project management experience in county government or a member association; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



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Position Description OFFICE ASSISTANT/DATABASE SPECIALIST

Job Description

This class performs basic clerical functions requiring computer skills, including data and document processing, and providing customer service. Responsibilities may include: maintaining CSAC database and legislative bill files; completing event registrations; updating lists; filing; faxing; directing phone and walk-in customers; and, performing basic data entry.

Job Duties

- Receives incoming phone calls; welcomes visitors, guests, and vendors; directs callers and visitors to appropriate personnel.
- Assists in maintaining supplies and/or distributing a variety of routine forms, deliveries, and/or other related documents;
- Processes updates to database records.
- Records and tracks all active legislative bills.
- Compiles, copies, sorts and files all bills and letters.
- Retrieves bill files for legislative staff.
- Processes conference registrations, including collecting payment and maintaining accurate records.
- Updates the member roster by contacting member counties to obtain current information and revises database accordingly.
- Provides word processing support to various departments as needed; proofreads clerical work for accuracy.
- Operates office machines such as photocopier, scanner, facsimile, voicemail and personal computer.
- Performs a variety of general clerical services and data entry, some of which may be of a confidential nature; may assist other departments with projects by providing data entry and clerical support.
- Maintains phone system records, which includes tracking all telephone needs and reporting all requests for service.
- Schedules conference calls and the use of CSAC conference rooms.
- Performs other duties of a similar nature or level.

Distinguishing Characteristics

This position is solely responsible for creating and maintaining legislative bill files. The incumbent also carries the responsibility for content within the CSAC database.

Knowledge Required

- Multi-line telephone systems;
- Telephone etiquette and message taking;
- Modern office equipment, practices and procedures
- Customer service principles;
- Legislative bill process;
- Legal terminology
- Computer software related to position; and
- Automated filing and recordkeeping systems.

Skills Required

- Providing customer service;
- Data entry;
- Using a computer and related software applications such as Microsoft Excel, Microsoft Access, and Cvent;
- Tracking detailed information;
- Compiling, organizing, and maintaining confidential, complex and extensive records;
- Operating and maintaining applicable office equipment
- Communicating effectively in English, both verbally and in writing; and,
- Refined communication and interpersonal skills; must be able to interact with coworkers, supervisors, general public, etc. sufficiently to exchange or convey information and receive work direction.

Physical Requirements

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Minimum Qualifications

High School Diploma or G.E.D. and two years of general office or basic customer service experience utilizing computers; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



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Position Description ADMINISTRATIVE ASSISTANT CSAC Institute and Communications Unit

Job Description

The Administrative Assistant provides a wide variety of administratively technical and clerical assistance to one or more professional staff members and to do related work as required.

Job Duties

- Assists in preparation for all CSAC Institute courses, which may include composing materials, room set-up/clean-up, catering, registration and course credit reporting.
- Prepares and maintains various files and documents for the Communications unit and Institute as needed.
- Provides support for the CSAC Challenge Awards program.
- Provides support for the New Supervisors Institute.
- Attends CSAC conferences in support of CSAC Institute and conference registration desk.
- Performs a wide variety of staff assistance to senior staff as needed and as experience and knowledge permit.
- Assists with arrangements for special events and other activities designed to generate and foster participation in CSAC programs.
- Types, proofreads, edits, copies, and prepares for mailing a wide variety of letters, publications and other documents to CSAC members and other organizations.
- Interacts with CSAC members or other organizations, gathering information or responding to requests.
- Assists with the production of the annual CSAC Roster.
- Schedules travel and meetings for senior staff.
- Provides data entry support for Association Management Software (AMS) system.

Distinguishing Characteristics

The Administrative Assistant is distinguished from the Legislative Assistant by support provided to the non-legislative units.

Knowledge Required

- Business correspondence and report writing;
- Principles and practices of basic customer service;
- Basic budget, accounting and math principles;
- Comprehensive English usage, spelling, grammar and punctuation;
- Modern office procedures, rules and practices, including excellent usage of computer skills and ability. Knowledge and use of word processing and related software is essential; and,
- Filing methods and systems.

Skills Required

- Organize and accomplish work with a high degree of independence and initiative;
- Complete work assignments under pressure to meet deadlines;
- Establish and maintain effective working relationships with internal staff, county staff, corporate representatives and other clients of CSAC;
- Communicate effectively, verbally and in writing;
- Schedule, plan and coordinate meetings and other events to enhance CSAC programs; and,
- Problems solve and prepare potential solutions to assist with the delivery of CSAC programs.

Physical Requirements

Sedentary Work: exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Minimum Qualifications

Any combination of experience and education that would provide the required knowledge and ability would be qualifying. Typically such a background would include completion of education through the twelfth grade or higher and three or more years of increasingly responsible clerical and office experience. Experience in the office of a similar association, legislative office or legal office would be helpful.



California State Association of Counties

1100 K Street Suite 101
Sacramento, California 95814
916.327.7500
916.441.5507 – facsimile

Position Description

ADMINISTRATIVE ASSISTANT

Job Description

The Administrative Assistant provides a wide variety of administratively technical and clerical assistance to one or more professional staff members and to do related work as required.

Job Duties

- Prepares and maintains various files and documents for the Corporate Associates program, Finance Corporation and Public Affairs Unit.
- Processes appropriate printed and written materials in support of the Corporate Associates program.
- Organizes and maintains Corporate Associates membership packets, prospective membership lists and records.
- Prepares all CSAC Institute Courses, including room specifications, room set-up/clean-up, catering, registration, and follow-up Cvent course credit reporting.
- Arranges and coordinates special events and other activities designed to generate and foster participation in CSAC programs.
- Provides support for exhibitor program, including on-site assistance.
- Attends CSAC conferences and supports the Exhibitor Program; staffs the CSAC Institute exhibit booth; and prepares Institute courses during the conferences.
- Provides Notary services to the CSAC Finance Corporation and other areas/departments on request.
- Types, proofreads, edits, copies, prepares for mailing a wide variety of letters, publications and other documents to CSAC members and other organizations.
- Based on general instructions or precedent, composes correspondence and articles for bulletins and other publications.
- Gathers requested information or responds to requests from members or other organizations.
- Provides support for the New Supervisors Institute.

Distinguishing Characteristics

The Administrative Assistant is distinguished from the Legislative Assistant by support provide to the non-legislative units.

Knowledge Required

- Business correspondence and report writing;
- Principles and practices of basic customer service;
- Basic budget, accounting and math principles;
- Comprehensive English usage, spelling, grammar and punctuation;
- Modern office procedures, rules and practices, including excellent usage of computer skills and ability. Knowledge and use of word processing and related software is essential; and,
- Filing methods and systems.

Skills Required

- Organize and accomplish work with a high degree of independence and initiative;
- Complete work assignments under pressure to meet deadlines;
- Establish and maintain effective working relationships with internal staff, county staff, corporate representatives and other clients of CSAC;
- Communicate effectively, verbally and in writing;
- Schedule, plan and coordinate meetings and other events to enhance CSAC programs; and,
- Problems solve and prepare potential solutions to assist with the delivery of CSAC programs.

Physical Requirements

Sedentary Work: exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Minimum Qualifications

Any combination of experience and education that would provide the required knowledge and ability would be qualifying. Typically such a background would include completion of education through the twelfth grade or higher and three or more years of increasingly responsible clerical and office experience. Experience in the office of a similar association, legislative office or legal office would be helpful.



California State Association of Counties

1100 K Street Suite 101
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Position Description PRINT SERVICES MANAGER

Job Description

The Print Services Manager is responsible for providing economical high quality copying, duplicating, signage, bindery, scanning and mailing services to the Association, affiliates, and other customers. Responsibilities include: completing professional print jobs, through quality publication and signage; calculating printing costs; invoicing external customers; designing signs, covers, and other print materials; adjusting and repairing printing equipment and conducting quality reviews of materials; providing direction to the Print Services Assistant; prioritizing assignments; and, identifying equipment and supply needs.

Job Duties

- Plans and prioritizes CSAC/customer(s) printing and mailing requests by balancing requirements and resources to ensure customer satisfaction; recommends most effective and efficient methods to complete requests, either in-house or through a contract vendor.
- Manages comprehensive cost-tracking system including formulating budget requirements; oversees print shop and mail billing process.
- Oversees supply and equipment ordering process and supervises inventory management of production and mail supplies.
- Routinely reviews work products and processes to ensure quality control, customer satisfaction and efficient use of resources; monitors contract compliance for printing work performed by outside vendors.
- Provides direct supervision to Print Services Assistant; supervises and participates in the completion of special projects.
- Apprises senior management on technical and administrative printing and mail issues.
- Maintains liaison with CSAC employees/customers and vendors, receiving and resolving customer complaints, and providing guidance on optimal printing options.
- Prepares packages for mailing; delivers and retrieves letters and other materials from legislative offices and other offices within reasonable walking distance.

Distinguishing Characteristics

The position of Print Services Manager is the lead contact for the Print Services Department within CSAC.

Knowledge Required

- Bindery equipment;
- Applicable printing, copying, and mail equipment;
- Paper types and weights;
- Basic mathematical principles;
- Basic graphic design principles and practices;
- Customer service principles; and,
- Project management principles

Skills Required

- Providing customer service;
- Operating applicable equipment;
- Using a computer and related software applications;
- Performing basic mathematical calculations;
- Handling multiple tasks simultaneously;
- Monitoring and stocking inventory;
- Preparing reports;
- Managing projects from inception to completion;
- Monitoring and maintaining inventory and assets;
- Prioritizing and assigning work; and,
- Refined communication and interpersonal skills; must be able to interact with coworkers, supervisors, general public, etc. sufficiently to exchange or convey information and receive work direction.

Physical Requirements

Stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, poor ventilation, chemicals, oils, workspace restrictions, and intense noises.

Minimum Qualifications

High School Diploma or equivalent (G.E.D.) and four years experience in the printing industry; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



California State Association of Counties

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Sacramento, California 95814
916.327.7500
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Position Description PRINT SERVICES ASSISTANT

Job Description

The Print Services Assistant is responsible for processing mail, printing, collating, and binding materials and delivery and pick up of materials. Responsibilities include: printing/copying documents; collating and binding projects; assisting with graphic design projects; delivering materials to the Capitol and other locations; maintaining an inventory of general office supplies and ordering supplies as needed; and, relieving the receptionist for breaks and lunch.

Job Duties

- Prepares packages for mailing; delivers and retrieves letters and other materials from the legislative office and other offices within reasonable walking distance.
- Relieves receptionist on a daily basis for breaks and lunch.
- Operates a variety of printing, copying, and bindery equipment used in printing services; operates mailroom equipment used in mail services; makes machine adjustments and repairs when required.
- Keeps records of supplies and monitors what work has been performed.
- Assists Print Services Manager with layout and design of various print projects.
- May assist with graphic design projects.

Distinguishing Characteristics

The Print Services Assistant is responsible for all record-keeping and ordering of CSAC supplies.

Knowledge Required

- Bindery equipment;
- Applicable printing, copying, and mail equipment;
- Paper types and weights;
- Customer service principles;
- Basic mathematical principles;
- Graphic design software; and,
- Phone etiquette

Skills Required

- Providing customer service;
- Operating applicable equipment;
- Performing routine and minor maintenance and repair activities;
- Using a computer and related software applications; including graphic design software
- Performing basic mathematical calculations;
- Handling multiple tasks simultaneously;
- Monitoring and stocking inventory; and,
- Refined communication and interpersonal skills; must be able to interact with coworkers, supervisors, general public, etc. sufficiently to exchange or convey information and receive work direction.

Physical Requirements

Stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, poor ventilation, chemicals, oils, workspace restrictions, and intense noises.

Minimum Qualifications

High school Diploma or equivalent (G.E.D.) and one year experience providing general office services; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

RESOLUTION NO. _____

**A RESOLUTION OF THE
CALIFORNIA STATE ASSOCIATION OF COUNTIES (CSAC)
DIRECTING THE EXECUTIVE DIRECTOR TO PROVIDE BOARD-ADOPTED DOCUMENTATION TO
CalPERS AND OTHER RECIPROCAL RETIREMENT SYSTEMS**

WHEREAS CSAC staff are members of the San Bernardino County Employee Retirement Association (SBCERA), which has reciprocity agreements with other public employee retirement systems, including CalPERS; and

WHEREAS in order to ensure that CSAC employees are eligible for reciprocity to preserve retirement benefits, some public employee retirement systems, including CalPERS, require publicly available salary schedules adopted by the governing body at a regularly scheduled meeting; and

WHEREAS the Board of Directors formally adopted such pay schedules for 2017-18 and 2018-19 at its regularly scheduled meeting on September 6, 2018, and

WHEREAS by separate resolution, this Board has authorized CSAC's Executive Director to execute documents and conduct the business of the Association.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors hereby confirms that it adopted CSAC staff pay schedules and other related-documents for 2017-18 and 2018-19 at its regularly scheduled meeting on September 6, 2018; and
2. The Board of Directors hereby directs CSAC's Executive Director to provide such documentation to CalPERS and other public employee retirement systems upon request, and to make such pay schedules publicly available as required by statute; and
3. The Board of Directors hereby directs CSAC's Executive Director to take other actions consistent with the Board's action described above in order to ensure that CSAC employees are eligible to receive the benefit of reciprocity in retirement, as provided by statute.

AYES:

NOES:

ABSENT:

ABSTAIN:

Duly adopted this 6th day of September, 2018.

Leticia Perez, CSAC President



September 6, 2018

1100 K Street
Suite 101
Sacramento
California
95814

Telephone
916.327.7500

Facsimile
916.441.5507

To: CSAC Board of Directors

From: Kiana Valentine, CSAC Senior Legislative Representative
Chris Lee, CSAC Associate Legislative Representative

Re: **Proposition 6 (SB 1 Repeal Initiative) – Informational Update**

Recommendation.

No action is required at this time. Counties are encouraged to take an opposed position on Prop 6 and educate their constituents about the impacts it would have on their counties and communities.

Summary.

The effort to repeal SB 1 – the Road Repair and Accountability Act of 2017 – officially qualified for the November 2018 general Election as Proposition 6. CSAC continues to play a critical role in the campaign against Prop 6 given the significant negative impacts the initiative would have on the ability of counties to repair and maintain in a safe condition local streets, roads, bridges and other critical local transportation infrastructure. Counties and cities have already identified more than 6,500 local projects to be funded by SB 1 immediately and in the near-term. Should Prop 6 be successful, counties report that they will have to cancel contracts, delay projects (some indefinitely), lay off staff, etc.

Background.

While counties can take official positions on ballot initiatives, county supervisors and county employees cannot use public resources to engage in advocacy related to ballot campaigns. Counties can, however, educate their constituents about the impacts propositions would have on the county and their community, despite whether they have taken a position on the ballot initiative. In fact, counties are in a unique position, possessing critical information relevant to voters, to inform the electorate of the potential impacts of ballot measures on county functions, programs, and services. The line between education and advocacy can be difficult to differentiate at times so CSAC staff encourages counties to refer to helpful resources such as the [Institute for Local Government's papers and primers on ballot measure activities](#). Staff also highly recommends, especially when there is ever any doubt about a particular activity or communication, to consult with county counsel. Lastly, CSAC conducted a webinar about the do's and don'ts for public agencies and employees and a [recording of the webinar](#) is available for counties to watch and consult.

CSAC staff has developed a number of resources to assist counties with educational activities at the local level regarding the impacts Prop 6 would have on each jurisdiction. Specifically, the local toolkit on [CSAC's Prop 6 webpage](#) includes an analysis of Prop 6 impacts on transportation and counties, suggested talking points, and more. Of particular note is the CSAC Fact of the Week communications. There is a lot of confusion among the electorate and misinformation being pushed by the proponents of Prop 6, so staff compiled some facts and data to help you educate the public about SB 1, transportation funding generally, and Prop 6.

Lastly, staff wanted to acknowledge that Prop 69 – the constitutional protection measure that accompanied the passage of SB 1 – was overwhelmingly approved by voters in June 2018 (81.3 percent). Prop 69 ensures that revenues from SB 1 that were not already protected by the constitution (primarily the transportation improvement fee) are guaranteed for transportation purposes. With the passage of Prop 69, transportation funds cannot be used for non-transportation purposes, nor can they be borrowed or taken permanently, even under a fiscal emergency.

Action Requested.

Action by the Board of Directors is not required at this time. However, CSAC staff does recommend that individual counties take an opposed position to Prop 6 and use the local toolkit to educate the public about the impacts Prop 6 would have on their community. Staff has developed the attached sample resolution for counties to use for this purpose.

Staff Contact.

Please contact Kiana Valentine (kvalentine@counties.org or 916-650-8185), CSAC Senior Legislative Representative, for additional information.

Sample Resolution to Oppose Proposition 6

WHEREAS, cities and counties own and operate more than 81 percent of streets and roads in California, and from the moment we open our front door to drive to work, bike to school, or walk to the bus station, people are dependent upon a safe, reliable local transportation network; and

WHEREAS, the 2016 California Statewide Local Streets and Roads Needs Assessment, which provides critical analysis and information on the local transportation network's condition and funding needs, indicates that the condition of the local transportation network is deteriorating at an increasing rate; and

WHEREAS, California has more than 1,600 bridges and overpasses that are structurally deficient and unsafe and 89% of counties have roads that are in 'poor' or 'at-risk' condition; and

WHEREAS, according to the National Highway Traffic Safety Association, there were more than 3,600 fatalities on California roads in 2016, with poor road conditions as a major factor in vehicle collisions and accidents; and

WHEREAS, Prop 6 would eliminate more than \$52 billion over the next 10 years in existing transportation funding, including the \$15 billion in direct apportionments, and \$11 billion in available competitive grant funding, to cities and counties statewide; and

WHEREAS, Prop 6 would stop funding for more than 6,500 transportation improvement projects currently underway or planned in every California community; and

WHEREAS, Prop 6 would jeopardize public safety by eliminating thousands of projects to fix unsafe bridges and overpasses, repair crumbling and unsafe roads, and enhance pedestrian safety; and

WHEREAS, Prop 6 would raid \$## annually dedicated to **City/County NAME**, and halt critical investments in future transportation improvement projects in our community that will be used for:

- (add in list of local projects); and

WHEREAS, voters overwhelmingly passed Prop 69 in June thereby ensuring transportation funds can only be used for transportation purposes and the State and local governments are accountable to taxpayers; and

WHEREAS, Prop 6 would eliminate transportation revenues that are accountable to taxpayers, can't be diverted or borrowed, and that voters overwhelmingly dedicated to fixing our roads.

THEREFORE BE IT RESOLVED, that the **City/County of [NAME]** hereby opposes Prop 6 on the November 2018 ballot; and

THEREFORE BE IT FURTHER RESOLVED, that the **City/County of [NAME]** can be listed as a member of the No on Prop 6 coalition, a diverse coalition of local governments, public safety organizations, business, labor, environmental leaders, transportation advocates and other organizations throughout the state.

We direct staff to email a copy of this adopted resolution to Kyle Griffith of the No on Prop 6 campaign at kgriffith@bcfpublicaffairs.com.

PASSED, APPROVED, AND ADOPTED this day _____ of _____, 2018.



September 6, 2018

To: CSAC Board of Directors

From: Leonard Moty, President
Alan Fernandes, Chief Executive Officer

Re: CSAC Finance Corporation Update

CSAC Finance Corporation FY 17-18 Contribution & Budget Update

At the April CSAC Finance Corporation Board of Directors meeting, the Board authorized up-to an additional \$500,000 allocation to CSAC for FY 17-18. The ability to provide the additional contribution is largely thanks to the success of our partners and the growth of our programs, most notably, a stellar year for CSCDA. In addition, the Board approved the CSAC Finance Corporation FY 18-19 budget, including an increase in the budgeted contribution to CSAC to \$4.1 million. The next meeting of the CSAC Finance Corporation Board of Directors will be September 20-21st in San Diego County.

Corporate Associates Program

The Corporate Associates Program is beginning the new fiscal year in position to match and/or surpass the net revenue from F17/18. While there is some turnover as the new fiscal year begins, the program begins with 64 partners across three levels (see attached). Several companies are set to be added in the upcoming months and will be reflected in future reports.

Engagement from our corporate associates remains strong as noted in their attendance at CSAC's June Regional meeting with over 16 corporations represented. CSAC just completed the NACo Annual Meeting in Nashville and witnessed key engagement and sponsorship from 15 corporations. The new year is poised to continue strong support from the corporate associate program.

U.S. Communities

Earlier this year, Omnia Partners, a firm that also manages another large cooperative purchasing entity, acquired the U.S. Communities cooperative purchasing program's management company. This acquisition resulted in a major change in removing CSAC and CSAC Finance Corporation as national partner and sponsors, however, CSAC remains a state association sponsor of the U.S. Communities program.

Property Tax Payment Program

Easy Smart Pay (ESP) is a program of the CSAC Finance Corporation relating to a payment platform primarily focused on improving and facilitating tax payments for local government taxpayers. The ESP payment portal will save taxpayers money on transaction fees they are currently charged to

make tax payments to local government agencies. The initial product of the platform is a planned pilot program partnership with the San Luis Obispo County Treasurer Tax Collectors Office, for the 2018-19-tax year, in an effort to offer additional options for taxpayers to pay their property taxes in more frequent installment payments not currently available under existing law. In doing so, this platform will promote prompt payments and avoid high payment penalties prescribed in California law, while also accomplishing the other objectives mentioned above for the primary benefit of the taxpayer.

California Cannabis Authority

The California Cannabis Authority (“CCA”) is a Joint Powers Authority created by counties interested in obtaining important information about the cannabis industry for the purpose of assisting in the regulatory process. Specifically, the purpose of CCA is to develop and manage one statewide data platform that will gather, collect, and analyze information from a myriad of data sources, to help local governments ensure cannabis regulatory compliance. The current membership of CCA is San Luis Obispo, Monterey, Humboldt, Mendocino and Yolo counties.

211 California

Effective May 1, 2018, the CSAC Finance Corporation has officially been selected to provide services to establish the organizational structure for 211 California. Specifically, the CSAC Finance Corporation will be providing operational and staffing assistance for 211 California. As previously reported, 211 systems serve county residents by providing trusted connectivity to community, health, and social services. In California, there are 23 counties that do not have an active 211 service. Through this partnership, the CSAC Finance Corporation will assist 211 California in becoming a formal incorporated organization and assist in expanding the 211 network to those counties currently without.

For more information on CSAC Finance Corporation on these new and existing programs please contact Alan Fernandes at (916) 650-8120 or alan@csacfc.org, Laura Labanieh at (916) 650-8186 or laura@csacfc.org, or Jim Manker at (916) 650-8107 or jim@csacfc.org.

PLATINUM Partners (as of 9.1.2018)

1. Aetna

Paul Brunetta, Sales Vice President, Nor. CA
2850 Shadelands Dr.
Walnut Creek, CA 94598
(707) 322-2165
BrunettaP@aetna.com
www.aetna.com

2. Alliant Insurance Services, Inc.

Nazi Arshi, Senior Vice President
1301 Dove St. Suite 200
Newport Beach, CA 92660
(949) 660-8110
narshi@alliant.com
www.alliant.com

3. Anthem Blue Cross

Michael Pro시오, Regional Vice President,
State Affairs
1121 L Street, Suite 500
Sacramento, CA 95814
(916) 403-0527
Michael.prosio@anthem.com
www.anthem.com

4. California Statewide Communities Development Authority

Catherine Bando, Executive Director
1700 North Broadway, Suite 405
Walnut Creek, CA 94596
(800) 531-7476
cbando@cscda.org
www.cscda.org

5. California Forensic Medical Group

Patrick Turner, Director of Business
Development
12220 El Camino Real
San Diego, CA 92130
(281) 468-9365
patrick.turner@cmgcos.com
www.cfmfg.com

6. CGI

Monica Cardiel Cortez, Partner, Consultant
621 Capitol Mall, Suite 1525
Sacramento, CA 95814
(916) 830-1100
monica.cardielcortez@cgi.com
www.CGI.com

7. Coast2Coast Rx

Marty Dettelbach, Chief Marketing Officer
5229 Newstead Manor Lane
Raleigh, NC 27606
(919) 465-0097
marty@c2crx.com
www.coast2coastrx.com

8. CSAC Excess Insurance Authority

Rick Brush, Chief Member Services Officer
75 Iron Point Circle, Suite 200
Folsom, California 95630
(916) 850-7378
rbrush@CSAC-EIA.org
www.csac-eia.org

9. Dell | EMC

TBD
Santa Clara, CA 95054
(408) 550 5208
TBD@dell.com
www.dell.com

10. DLR Group

Dan Sandall, Business Development
1050 20th Street, Suite 250
Sacramento, CA 95811
(310) 804-7997
dsandall@dlrgroup.com
www.dlrgroup.com

11. Dominion Voting Systems

Steve Bennett, Regional Sales Manager
26561 Amhurst Court
Loma Linda, CA 92354
(909) 362-1715
steven.bennett@dominionvoting.com
www.dominionvoting.com

12. Election Systems & Software

Larry Tonelli, Regional Sales Manager
1714 Bilbao Drive
Santa Maria, CA 93454
(315) 559-1653
larry.tonelli@essvote.com
www.essvote.com

13. Enterprise Fleet Management

Lisa Holmes, State of CA Contract Manager
199 N. Sunrise Ave.
Roseville, CA 95747
(916) 787-4733
Lisa.m.holmes@ehi.com
www.enterprise.com

14. Hanson Bridgett LLP

Paul Mello, Partner
Samantha Wolff, Partner
425 Market Street, 26th Floor
San Francisco, CA 94105
(415) 777-3200
swolff@hansonbridgett.com
pmello@hansonbridgett.com
www.hansonbridgett.com

15. Healthnet

Daniel C. Chick, Director Government Affairs
1201 K Street, Suite 1815
Sacramento, CA 95814
(916) 552-5285
daniel.c.chick@healthnet.com
www.healthnet.com

16. Kaiser Permanente

Kirk Kleinschmidt, Director, Government
Relations
1950 Franklin St, 3rd Floor
Oakland, CA 94612
(510) 987-1247
kirk.p.kleinschmidt@kp.org
www.kp.org

17. Nationwide

Rob Bilo, VP of Business Development
4962 Robert J Mathews Parkway, Suite 100
El Dorado Hills, CA 95762
(866) 677-5008
bilir@nationwide.com
www.nrsforu.com

18. Optum

Margaret Kelly, National VP, Government
Education and Labor
505 N Brand Blvd., Suite 1200
Glendale, CA 91203
(818) 484-9188
Margaret.kelly@optum.com
www.optum.com

19. Pacific Gas & Electric Company

John Costa, Local Public Affairs
1415 L Street, Suite 280
Sacramento, CA 95814
(916) 584-1885
JB1F@pge.com
www.pge.com

20. PayPal

Clam Lorenz, Head of Government Solutions
2211 North First Street
San Jose, CA 95131
(202) 551-9079
clorenz@paypal.com
www.paypal.com

21. Perspecta

Frank Ury, Business Development, US Public
Sector
22851 Driftstone
Mission Viejo, CA 92692
(949) 922-9979
frank.ury@perspecta.com
www.perspecta.com

22. Renew Financial

Cliff Staton, Executive Vice President
1221 Broadway, 4th Floor
Oakland, CA 94612
(510) 451-7917
cliff@renewfund.com
www.renewfund.com

23. Sutter Health | Aetna

Darren Schulman, Senior Vice President
21215 Burbank Blvd., Suite 620
Woodland Hills, CA 91367
(818) 932-6183
schulmanD@aetna.com
www.sutterhealthaetna.com

24. Synoptek

Eric Westrom, VP of Operational Planning
and Strategy
3200 Douglas Blvd. Suite 320
Roseville, CA 95661
(916) 316-1212
ewestrom@synoptek.com
www.synoptek.com

25. UnitedHealthcare

Meghan Newkirk, Senior Vice President,
Public Sector
5701 Katella Avenue
Cypress, CA 90630
(714) 252-0335
Meghan.Newkirk@uhc.com
www.uhc.com

26. Vanir Construction Management, Inc.

Bob Fletcher, Vice President of Business
Development
4540 Duckhorn Drive, Suite 300
Sacramento, CA 95834
(916) 997-3195
bob.fletcher@vanir.com
www.vanir.com

27. Western States Petroleum Association

Catherine Reheis-Boyd, President
1415 L St., Suite 600
Sacramento, CA 95816
(916) 498-7752
creheis@wspa.org
www.wspa.org

28. Ygrene Energy Fund

Mark Rodgers, Managing Director,
Government Affairs
815 5th Street
Santa Rosa, CA 95404
(916) 998-0062
Mark.rodgers@ygrene.us
www.ygreneworks.com

GOLD Partners

1. AT&T

Mike Silacci, Regional Vice President
External Affairs – Greater Los Angeles Region
2250 E. Imperial Hwy, Room 541
El Segundo, CA 90245
(213) 445-6817
Michael.Silacci@att.com
www.att.com

2. American Bail Coalition

Mark R. Smith, Public Relations
225 Union Blvd., Ste. 150
Lakewood, CO 80228
(202) 744-1345
msmithdavincigroup@icloud.com
www.americanbailcoalition.org

3. HdL Companies

Andrew Nickerson, President
1340 Valley Vista Drive, Suite 200
Diamond Bar, CA 91765
(909) 861-4335
anickerson@hdlcompanies.com
www.hdlcompanies.com

4. KPMG

Ian McPherson, Principal Advisory – Justice
and Security
1225 17th Street, Suite 800
Denver, CO 80202
(303) 382-7561
(720) 485-7276
ianmcperson@kpmg.com
www.kpmg.com

5. Paragon Government Relations

Joe Krahn, President
220 Eye Street, NE, Suite 240
Washington, DC 20002
(202) 898-1444
jk@paragonlobbying.com
www.paragonlobbying.com

6. Recology

Eric Potashner, Senior Director Strategic
Affairs
50 California Street, 24th Floor
San Francisco, CA 94111-9796
(415) 624-9885
epotashner@recology.com
www.recology.com



SILVER Partners

1. BIO

Barbara LeVake, Government Relations
P. O. Box 3014
Sacramento, CA 95812
(530) 673-5237
barbara@blevake.com
www.bio.org

2. CannaRegs

Amanda Ostrowitz, Founder
1776 Race Street #109
Denver CO, 80206
(860) 944-0014
amanda@cannaregs.com
www.CannaRegs.com

3. CCHI

Mark Diel, Executive Director
1107 9th Street, STE 601
Sacramento, CA 95814
(916) 404-9442
mdiel@cchi4families.org
www.cchi4families.org

4. CGL Companies

Robert Glass, Executive Vice President
2485 Natomas Park Drive, Suite 300
Sacramento, CA 95833
(509) 953-2587
bglass@cglcompanies.com
www.cglcompanies.com

5. Comcast

Judy James, Director, Government Affairs
3055 Comcast Circle
Livermore, CA 94551
(925) 424.0972 x0174
Judy_James@comcast.com
www.business.comcast.com

6. Dewberry

Jeff Purtell, Associate Principal
Justice Business Development Director
8401 Arlington Boulevard
Fairfax, VA 22031-4666
(703) 472-4042
purtell@Dewberry.com
www.dewberry.com

7. Energy Efficient Equity (E3)

Chris Peterson, VP Municipal Development
7676 Hazard Center Drive, 5th Floor Suite 33A
San Diego, CA 92108
(858) 616-7500
cpeterson@energyefficientequity.com
www.energyeffiientequity.com

8. ENGIE Services U.S.

Ashu Jain, Senior Manager
23 Nevada
Irvine, CA 92606
(714) 473-7837
ashu.jain@engie.com
www.engieservices.com

9. CEO Group

Rachel Kienzler, Regional Director, Business
Development - Western Region
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12. Kitchell

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13. Kofile

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15. Liebert Cassidy Whitmore

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16. Managed Care Systems, LLC

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17. MuniServices

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18. Northrop Grumman Aerospace Systems

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28. Sierra Pacific Industries

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29. Sierra West Group, INC.

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30. Telecare Corporation

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32. Xerox Corporation

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Corporate Partner Presentation

Sutter Health | Aetna

Paul Brunetta

Sales Vice President, Northern California

Sutter Health | Aetna is a new independent company founded jointly by Aetna and Sutter Health. The joint venture is the first of its kind in Northern California, working toward strengthening health care by eliminating redundancies, seamlessly combining payer and provider and utilizing cutting-edge data and analytics sharing to create a differentiated and personalized experience for members. Sutter Health | Aetna's goal is a higher level of member satisfaction and a lower cost of care, resulting in cost savings to employers. Patients benefit when providers and health plans share resources and work together.

Sutter Health | Aetna combines Sutter Health's network of nationally recognized, high-quality doctors and hospitals with Aetna's leading health plan expertise, cutting-edge data, analytics and health information technology and shared care management capabilities. As joint owners of the company, Sutter Health and Aetna are fully committed to Sutter Health | Aetna. By sharing ownership and accountability, Sutter Health and Aetna aim to integrate the continuum of care delivery, from wellness to disease management, care coordination and access. There is nothing else like it in Northern California, and plan sponsors including local governments can take advantage of this opportunity to help strengthen care and lower costs.



September 6, 2018

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To: CSAC Board of Directors

From: Chastity Benson, California Counties Foundation Operations Manager
Amalia Mejia, Project Manager, CSAC-Results First

Re: **California Counties Foundation Update**

The California Counties Foundation (Foundation) is the non-profit foundation of CSAC that houses the CSAC Institute, the partnership with the Pew-MacArthur 31 Results First Initiative, and manages charitable contributions and grants to improve educational opportunities for county supervisors, county administrative officers, and senior staff. This memorandum highlights key activities and programs occurring within the Foundation in FY 2018-19.

CSAC Institute.

The CSAC Institute for Excellence in County Government celebrates its 10th anniversary since its inception in November 2008. The Institute offers exemplary professional development opportunities for county managers, executives and elected officials. The program has grown from offering courses in one central location in Sacramento to five locations throughout the state as well as offering special programs targeting specific audiences — elected officials, county executives, and new/aspiring department directors. This fiscal year the Institute will continue its work to provide continuing education opportunities through policy-based and leadership-focused courses and activities as described below.

County Campuses – Last June the Institute held its final courses in Merced and San Bernardino Counties. Nearly 30 participants in each campus received Executive Credentials. The Merced campus will rotate to Tulare County and the San Bernardino campus will rotate to Orange County this month. The Contra Costa and Shasta/Tehama County campuses will adjourn their 2018 program in October. The next session of the Shasta/Tehama County campus will begin in January 2019 and the Contra Costa County campus will rotate to Santa Cruz.

2018-19 Course Schedule – The July-December session has begun. Classes will be offered in Sacramento, Contra Costa, Orange, Shasta and Tulare counties. We are in the process of building the Winter-Spring schedule which will be released in mid-November.

New Supervisors Institute – The first session of the New Supervisors Institute will occur November 25-27 in San Diego during the CSAC Annual Meeting. We are expecting a class of approximately 35 newly elected County Supervisors. Session II will be held February 21–22, 2019 and Session III will be held July 18-19, 2019 — both in Sacramento. Solano County Supervisor Erin Hannigan will co-facilitate the sessions with Dean Bill Chiat.

Fellows Program – There are 24 candidates for the Institute Fellows Certification, including two County Supervisors. This program began in July and offers participants an opportunity to explore

current thinking on the intersection of leadership management and politics to address enduring challenges in county governance and management. In addition to in-depth discussion, each participant engages in a practical problem-solving projects to apply the learned tools and concepts to their work.

Future Department Director Seminar – Both county board of supervisors and county executives had indicated the need to better prepare managers to take on their executive role. In response to this need, the Institute held its first “Moving to the Executive Chair” seminar for aspiring department directors last March 14-16. More than 50 aspiring or newly appointed department directors representing 23 counties attended the session. The next seminar will be held March 6-8, 2019 and registration will launch in November.

Leadership Symposium – The Leadership Symposium is scheduled for March 27-29, 2019. This powerful symposium is designed for County Supervisors and County Administrative/Executive Officers to enhance their leadership practices and gain greater insights into themselves and those they serve.

CSAC Results First Partnership.

The CSAC Technical Assistance Hub targets all 58 counties to provide a level of technical assistance to ensure our county leaders are equipped to address recent legislation. The CSAC-Results First partnership is a joint effort of the California State Association of Counties (CSAC) and the Pew-MacArthur Results First Initiative, with additional support from the California Health Care Foundation. CSAC-Results First provides tools and training to select California counties as they engage in evidence-based policymaking in adult criminal justice programs. This initiative focuses on increasing the understanding of evidence-based practices among county leaders who seek to invest in criminal justice programs that will produce the best outcomes for residents and the highest rate of return on county investments. We provide customized tools and technical assistance to help counties create a framework for using research evidence available about program effectiveness to help inform decisions about counties’ program investments. The participating counties are: Santa Barbara, Kern, Santa Cruz, Fresno, Ventura, Santa Clara, Nevada, Solano and Alameda.

Counties have used their Results First work in the following methods:

- Increased level of evidence-based information into the decision making process internally and with community based organizations.
- Increased standards on evidence-based through contracts by holding providers and agencies at a higher standard on evidence-based practices.
- Used the Results First Clearinghouse as a menu of treatment options to implement programs in the jail and the community.
- Incorporated concepts of Results First approach into other policy areas such as Health and Human Services and Mental Health.
- Expanded to Juvenile Justice Policy to catalog their programs in the community and custody.
- Counties have used the tools built from Results First to refine their grant applications. As an example, Santa Barbara was awarded the SAMHSA Drug and Specialty courts grant. They used their funding protocol a worksheet developed to facilitate their decision making process through data-driven decisions.
- Using the program inventory, in the matching process described earlier against the Clearinghouse Database Santa Cruz County realized that their correctional education programs lacked some of the key components necessary to achieve the model predicted outcomes. Now the county is working to better align those programs to evidence-based standards, so that fidelity and dosage are key components to properly identify ROI.

- In Santa Barbara, the model helped identify that the Matrix Model was close to breaking even. In light of this finding, Santa Barbara has reallocated \$360,486 of their funds from the Matrix Model to Moral Reconciliation Therapy (MRT), which is a cognitive behavioral program. The MRT program is projected to have a higher return of investment for Santa Barbara County.

Recent updates.

The Santa Cruz County Board of Supervisors approved Probation's Juvenile Justice request for proposal (RFP) allocations (\$350,000) moving into a performance based contracting. Santa Cruz successfully moved to a competitive contracting process in their adult criminal justice. After completing their cost benefit model for juvenile justice they worked with their providers to ensure they were equipped to apply for the RFP. This allows the county to have higher standards of evidence-based practices for their criminal justice programs.

Santa Barbara County is in the process of expanding into juvenile justice policy to increase their evidence based programs. Santa Barbara found success in building a cost benefit model for their adult criminal justice which they are now cataloging their juvenile justice programs to create a baseline and have a deeper understand of the types of programs they are providing. Santa Barbara is working with community based organizations to ensure they have an understanding of evidence based practices and using the Results First Clearinghouse Database as a menu of treatment options.

Fresno County has incorporated the Results First Clearinghouse Database and program cost effectiveness into their request for proposal scoring criterion for their adult criminal justice programs.

Santa Clara County is developing county definitions on the levels of evidence to create uniformity within the county. In addition, they are leveraging their public safety working groups to embed evidence into the decision making process.

Ventura County is working to develop a funding protocol that will help them create a higher standard for evidence based practices that are effective and cost beneficial. They are working to improve their contracts with community based organizations to make program and budget improvements.

CSAC will be presenting on Results First to Alameda County's Public Protection Committee on September 13, 2018.

CSAC is presenting a workshop on evidence based practices at the California Probation, Parole and Correctional Association on September 6, 2018.



September 6, 2018

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To: CSAC Board of Directors
From: Manuel Rivas Jr., Deputy Executive Director of Operations and Member Services
Re: CSAC Operations and Member Services Update

Communications

CSAC's work on the communications and member services front over the past three months has focused on providing support to our legislative unit on key CSAC priorities as well as working directly with our members through trainings and meetings.

Spotlighting Our Advocacy Work, Advocates & Leadership

CSAC communications has been highlighting our legislative unit's work on two of the Association's biggest priorities this year: opposing the repeal of the SB 1 transportation funding and the wildfire liability law. CSAC continues to work closely with the No on Prop 6 Coalition as well as with our members to promote how SB 1 funding is being put to use in our communities. We have also been assisting CSAC legislative staff on developing weekly tool kits and social media examples for counties to use regarding transportation funding, including a webinar for county public information officers and public works staff in July to discuss the dos and don'ts now that the repeal effort has qualified for the ballot. CSAC communications staff also worked with our advocacy team on developing tools on the wildfire liability issues, which included conducting a very successful press conference in Sonoma County, writing a guest op-ed and blog, developing a robust social media strategy, and capturing county supervisor testimony at legislative hearings on video.

Conducting Media Training for County Staff

CSAC's Director of Public Affairs has begun conducting media training for county staff in San Luis Obispo and Stanislaus Counties over the past few months. The three-hour training sessions included on-camera exercises. Altogether, more than 60 staff members attended the trainings that were done in collaboration with the county's communications personnel. The value of these trainings helps position counties to better tell their story, enhances the CSAC/member relationship, improves strategic communications, and provides CSAC staff with insight into local priority issues in various county departments. Other counties have reached out in recent weeks to see the availability of CSAC staff to come conduct media trainings.

Promoting County Best Practices

From January through June, CSAC promoted the 2017 Challenge Award recipients through videos and blogs. Altogether, 16 best practices have been promoted. CSAC has also received entries for the 2018 Challenge Awards competition. More than 260 entries were received and judges are now reviewing them. The 2018 Challenge Award recipients will be announced at the September Board of Directors Meeting.

CSAC was privileged to have Taylor Brown, an intern from UC Riverside, assist on the Challenge Awards this year. Taylor demonstrated a strong interest in local government and the challenges counties face. She previously interned with Riverside County Supervisor Chuck Washington and her ultimate goal is to return to her native county of Merced and get involved in politics at the local level. CSAC appreciates her contributions and wishes her continued success in her future endeavors.

Continuing Social Media Work

CSAC continues to use four different social media platforms to promote CSAC activities, showcase positive news articles on our member counties, and to inform about issues of importance to counties. The number of views and followers for Twitter, Facebook, Instagram and YouTube continue to grow. Interest in CSAC's Twitter feed was especially high in June/July when numerous wildfires had broken out and CSAC was quickly reporting the news. Between mid-June and mid-August, CSAC's Twitter feed had nearly 700,000 views.

Presenting Regional Meetings

CSAC's regional meeting in Santa Barbara County in June focused on resiliency and response to natural disasters. The meeting had the highest attendance of any CSAC regional meeting to date as nearly 75 county supervisors, staff and corporate partners were in attendance. The meeting kicked off Wednesday afternoon with a very extensive and eye-opening tour of the Montecito region devastated by January's debris flow. CSAC is planning its next regional meeting for Sept. 27 in Napa County, in which the focus will be behavioral health.



September 6, 2018

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To: CSAC Board of Directors

From: David Liebler, Director of Public Affairs & Member Services
Taylor Brown, CSAC Intern

Re: CSAC Challenge Awards Announcement

The recipients of the 2018 CSAC Challenge Awards will be announced at the September Board of Directors meeting.

This year we received 267 entries from 36 counties. Our panel of judges reviewed all entries and whittled it down to 53 finalists from 25 counties. The counties with the most entries in the finalist round are: Los Angeles, Orange, Placer, San Bernardino and San Diego.

The judges are set to convene on Sept. 5 to decide which of the finalists will receive either a Challenge or Merit Award.

CSAC staff will travel to the Challenge Award-winning counties to present at Board of Supervisors meetings, as well as produce videos and blogs to spotlight the top programs.

The CSAC Challenge Awards were created in the mid-1990s as a way to spotlight the most innovative and effective programs in county government. Since that time, hundreds of county best practices have been recognized through the awards program.

In 2017, the award entry guidelines were changed to better reflect the diversity of programs being entered. Entry categories now reflect CSAC's three caucuses (rural, suburban and urban), as well as our five policy areas (Administration of Justice & Public Safety; Agriculture, Environmental & Natural Resources; Government Finance, Administration & Technology; Health & Human Services; and Housing, Land Use & Transportation).



California Association of County Executives

Providing Executive Leadership in California's Counties

Distinguished Service Award

We would like to announce the third annual County Administrator/ County Executive (CAO/CEO) Distinguished Service Award. This award is to be given to an individual CAO/CEO who has shown exemplary work and has set an example for cities, counties and the state. This award shall be given to those CAO/CEOs who have made a difference for the professional administration of County Government.

CRITERIA: The following are the criteria that shall be used in selecting the CAO/CEO Distinguished Service Award. Demonstrated activities and abilities in one or more of the following criteria:

1. Being a role model for others in city/county government as well as in the profession of local government management.
2. Demonstrating respected leadership in the city, county, region, and/or statewide. He or she has used the highest ethical standards while conducting county affairs.
3. Serving as a mentor to the home county, other CAOs, and to young people entering the profession of local government management.
4. Implemented innovative programs that exemplify one or all of the traits of leadership, such as improved public programs, ethics, career service, intergovernmental relations, etc.
5. The activities, programs, undertakings have long term positive results for the community.

We would request that you review these criteria and see if there is a CAO/CEO that you have worked with that meets these standards. Should you know such a CAO/CEO you or your staff should submit a nomination paper.

NOMINATION PAPER:

1. Shall be no longer than three pages.
2. For each of the aforementioned criteria, please give an example(s) of each. If you do not have any examples for a specific criteria please say, NOT APPLICABLE.
3. Please cover each of the above criteria.
4. Please submit eight copies of the Nomination Paper to Terry Schutten (information below)
5. **SUBMIT THE NOMINATION PAPER BY FRIDAY, OCTOBER 5, 2018.**

The individual candidates will be reviewed by an independent panel consisting of persons knowledgeable in county government activities and programs. The panel will review the candidates and make a selection based on the material submitted and knowledge of the individual candidates.

It needs to be stated that it is not necessary for a Distinguished Service Award to be given on an annual basis but only on the outstanding work completed by a CAO/CEO.

Please submit nomination papers of the candidate's qualifications by Friday, October 5, 2018 to:

Terry Schutten, Executive Director

County Administrative Officers Association of California (CAOAC)

1100 K Street, Suite 101

Sacramento, CA 95814

Email: tschutten@counties.org



County Counselors' Association of California

BOARD OF DIRECTORS September 6, 2018

Officers

MEMORANDUM

President
Leroy Smith
Ventura County

To: Supervisor Leticia Perez, President and
Members of the Board of Directors

Vice-President
Alison A. Barratt-Green
Nevada County

From: Jennifer Henning, Litigation Coordinator

Secretary-Treasurer
John C. Beiers
San Mateo County

Re: Litigation Coordination Program Update

Immediate Past President
Bruce D. Goldstein
Sonoma County

This memorandum will provide you with information on the Litigation Coordination Program's new case activities since you last Board meeting in May 2018. Briefs filed on CSAC's behalf are available at: <http://www.counties.org/csac-litigation-coordination-program>.

Historian (Nonvoting)
Marshall Rudolph
Inyo County

The following jurisdictions are receiving amicus support in the new cases described in this report:

Directors

Rita L. Neal
San Luis Obispo County
2017-2018

Rubin E. Cruse, Jr.
Shasta County
2016-2018

Gregory P. Priamos
Riverside County
2016-2018

Sarah J. Carrillo
Tuolumne County
2017-2019

Robyn Truitt Drivon
Sacramento County
2018-2019

COUNTIES	CITIES	OTHER AGENCIES
Orange County	Burbank	Calif. Dept of Public Health
DA	Los Angeles	Calif. School Bds Assn
Orange	Newport	
Sacramento	Beach	
San Francisco	Oakland	
San Luis Obispo	San Diego	
San Mateo	Santa Monica	
Santa Clara		
Sonoma		

Abbott Laboratories v. Superior Court

24 Cal.App.5th 1 (4th Dist. Div. 1 May 31, 2018)(D072577), *petition for rehearing denied* (June 27, 2018), *petition for review pending* (filed July 10, 2018)(S249895)

Status: Petition for Review Pending

The Fourth Appellate District has held that when a District Attorney brings an action under the California Unfair Competition Law (UCL), the DA can only seek and recover restitution and civil penalty relief for violations occurring within the DA's own county. The DA does not have standing to seek and recover such remedies statewide. In the case, the Orange County District Attorney filed an action against several pharmaceutical companies under the UCL alleging that they engaged in schemes to keep generic drugs off the market. The trial court denied defendants' efforts to strike portions of the complaint seeking restitution and penalties for activities occurring outside of Orange County. But the Court of Appeal disagreed with the trial court, finding instead that allowing the DA to pursue

EXECUTIVE DIRECTOR
Jennifer B. Henning

statewide remedies would “permit the District Attorney to usurp the Attorney General’s statewide authority and impermissibly bind his sister district attorneys, precluding them from pursuing their own relief.” The court concluded that “in the absence of written consent by the Attorney General and the other county district attorneys, the District Attorney must confine such monetary recovery to violations occurring within the county he serves.” CSAC has filed a letter in support of the Orange County District Attorney’s Petition for Review.

California Water Impact Network v. County of San Luis Obispo

--- Cal.App.5th --- , 2018 Cal.App.LEXIS 662 (2d Dist. June 28, 2018)(B283846), *request for publication granted* (July 27, 2018)

Status: Case Closed

Plaintiff challenged the county’s issuance of four water well construction permits. Under the county’s well construction ordinance, the county treats the issuance of all well permits as ministerial approvals. Plaintiff alleged that these permit issuances were actually discretionary and therefore trigger CEQA review. The trial court ruled in favor of the county, concluding that neither the limited discretion afforded to the county in its ordinance nor the Department of Water Resources Bulletins used as guidance in implementing the ordinance conferred discretion to address environmental concerns, and therefore do not trigger CEQA. Plaintiff appealed and CSAC filed a brief in support of San Luis Obispo County. The Second District affirmed, agreeing with the trial court’s interpretation of the county ordinance (which closely follows the well permit ordinances in counties throughout the state), stating that where the statutory scheme imposes fixed technical requirements, the issuance is ministerial and CEQA does not apply. CSAC’s publication request was granted, and CSAC also filed an amicus brief in support of the county in the Court of Appeal.

California Department of Public Health v. Superior Court (Exide Technologies)

Writ Petition Denied by the First District Court of Appeal (May 30, 2018)(A154209)

Status: Writ Denied; Case Closed

Exide Technologies submitted a Public Records Act (PRA) request to the California Department of Public Health (CDPH) requesting de-identified records regarding blood lead levels of people living in Los Angeles County, including people living near an old battery factory that was owned by Exide. CDPH provided most of the requested records, which included information for 1.8 million blood tests and unique identifiers allowing Exide to know the age and location, among other things, of the individual tested. However, CDPH declined to provide records that could allow Exide to re-identify the individual in the record, as well as records that would have required extensive data-analysis and the creation of new records (i.e., the information sought is not contained in existing records, but would have to be created). Exide challenged the excluded records, and the trial court ruled in favor of Exide. The court first found that CDPH’s concerns that release of certain de-identified records would allow Exide to re-identify individuals were unfounded, and that disclosure would not violate California health privacy laws or HIPAA. The court also held that there is not a “new record” exemption in the PRA. To the contrary, the court held that the PRA may require a public agency to construct a record or perform data compilation or extraction to produce a public record. CDPH filed a writ petition in the Court of Appeal, which CSAC supported, but the writ was denied.

California School Boards Association v. State of California

19 Cal.App.5th 566 (1st Dist. Jan. 16, 2018)(A148606), *petition for rehearing denied* (Feb. 7, 2018), *petition for review granted* (Apr. 18, 2018)(S247266)

Status: Amicus Brief Due September 29, 2018

The California Supreme Court has granted review in this case, which raises the question of whether the State meets its constitutional obligation to provide subventions for mandated programs and services by designating offsetting revenue, but not actually providing the local agency with any additional funding. The case specifically looks at Government Code section 17557, which authorizes such offsetting revenue, to determine whether it violates article XIII B, section 6 of the California Constitution. The Court of Appeal determined that the offsetting revenue process set out of section 17557 is constitutional, rejecting CSBA's argument that section 17557 "allows the State to identify 'offsetting revenues' that will reduce or eliminate its mandate debt even if no new or additional funds are actually provided," or require schools to divert money from other programs to pay for state mandates. The Supreme Court granted CSBA's petition for review, which CSAC supported. CSAC will file an amicus brief later this month in the Supreme Court on the merits.

City of Oakland v. Superior Court (Gregory)

Pending in the First Appellate District (filed July 1, 2018)(A154686)

Status: Writ Petition Pending

This case relates to the "Ghost Ship" fire in the City of Oakland. In the case, plaintiffs alleged that the City had notice that the building was substandard and dangerous, and the City therefore had a mandatory duty to abate the code violations in the building. Plaintiffs also allege that because the City was put on notice of the conditions by citizen complaints, and through police and fire department interactions with the tenants, the statutory inspection immunity does not apply to bar liability for failure to abate the conditions or revoke the building's certificate of occupancy. The trial court ruled in favor of plaintiff, holding: (1) the City had a mandatory duty to abate substandard conditions; and (2) the City can only be excused from its mandatory duty where no City employee charged with enforcing building codes had notice of the substandard condition and the City can demonstrate that it exercised reasonable diligence. The City has filed a petition for writ of mandate in the Court of Appeal, and CSAC filed a letter brief in support.

County of Sonoma v. Jensen

Unpublished Opinion of the First Appellate District, 2018 Cal.App.Unpub. LEXIS 3232 (1st Dist. May 9, 2018)(A151828), *request for publication denied* (Aug. 8, 2018)(S249153)

Status: Publication Request Denied; Case Closed

Defendant Jensen's property violated the county's code due to its junkyard conditions. After an administrative hearing, Jensen was ordered to abate the property, and pay civil fines and administrative costs. She lost her appeal to the federal court, and then her appeal to the state court. After both appeals were final, the county filed the present action, obtaining from the trial court an order to enforce the original abatement order. Jensen appealed on the grounds that the county was barred by CCP section 426.30 [compulsory cross complaints] and statutes of limitations. The First Appellate District noted there was no state law on point, and looked instead to *Audubon Life Ins. 6 Co. v. F.T.C.* (M.D.La. 1982) 543 F.Supp. 1362, which held where Congress created a statutory framework delegating enforcement authority to an agency, that agency had discretion over the timing of such enforcement. The court noted that similarly here, the county's code states that "the enforcing officer or his or her designee shall be authorized to request that county counsel seek judicial enforcement of [an] administrative order." CSAC requested that the opinion be published, but the request was denied.

Daugherty v. City and County of San Francisco

24 Cal.App.5th 928 (1st Dist. May 30, 2018)(A145863), *ordered published* (June 22, 2018), *petition for review pending* (filed July 10, 2018)(S249886)

Status: Petition for Review Pending

This case involves an investigation conducted by the United States Attorney’s Office into alleged corruption within San Francisco’s police department. Investigators, along with San Francisco police officers assigned to assist the federal investigators, discovered racist text messages between the officers. But those messages were not released to the police department until after conclusion of the criminal corruption trial. The city then initiated disciplinary proceedings against the officers responsible for the text messages. The officers challenged the discipline arguing it was time barred. The trial court agreed with the officers, concluding that the one year limitations period under POBOR began to run when the texts were initially discovered in the federal investigation – despite the wall in place between the investigators and the rest of the department – and not when they were turned over to the department. The Court of Appeal reversed, concluding that the one year statute of limitations did not begin to run until the messages were released to the police department because prior to that time, nobody with authority to initiate misconduct proceedings had access to them. CSAC’s publication request was granted, but plaintiff’s request for California Supreme Court review is now pending.

Gordon v. County of Orange

888 F.3d 1118 (9th Cir. Apr. 30, 2018)(16-56005), *petition for rehearing en banc denied* (June 14, 2018)

Status: Rehearing Denied; Case Closed

In 2016, the Ninth Circuit found that the “objective indifference” standard applies to Fourteenth Amendment failure to protect claims brought by pretrial detainees. In the present case, the court has extended that standard to inadequate medical care claims. In the case, plaintiff died while detained at the Orange County Jail from complications associated with heroine withdrawal. This action followed alleging failure to provide adequate medical care under the due process clause of the Fourteenth Amendment. The trial court ruled in favor of the county, finding that plaintiff lacked evidence showing defendants acted with “deliberate indifference” to plaintiff’s health and safety. But the Ninth Circuit reversed, holding that a claimant “must only show that the force purposely or knowingly used [. . .] was objectively unreasonable” rather than a standard of subjective indifference. Orange County sought en banc review in the Ninth Circuit, which CSAC supported, but review was denied.

Hardesty v. Sacramento Air Quality Management District

Pending in the Ninth Circuit Court of Appeals (filed Apr. 27, 2018)(18-15772)

Status: Amicus Brief Due on October 12, 2018

This case involves a gravel mining operation that was out of compliance with county ordinances and State environmental laws. The county began a code enforcement action that went through the county’s administrative appeals process, and ultimately required the county to go to court and obtain a temporary restraining order to prevent operation from continuing until it achieved compliance with applicable laws. There were continued efforts by the County and state regulators to gain compliance for the next couple of years until plaintiff filed this lawsuit in federal court alleging that the County and other regulatory agencies unlawfully targeted plaintiff solely based on political pressure they faced from plaintiff’s gravel mining competitors. Plaintiff argued that the County acted arbitrarily and capriciously in violation of Equal Protection and substantive and procedural due process, and that the County’s actions amounted to an unlawful seizure in violation of the Fourth

Amendment. Ultimately, a federal jury found in favor of plaintiff, awarding over \$100 million dollars in compensatory damages. The County's motions for judgment notwithstanding verdict and a new trial were both denied. The County has appealed, and CSAC will file an amicus brief in support.

Homeaway v. City of Santa Monica

Pending in the Ninth Circuit Court of Appeals (filed Mar. 21, 2018)(18-55367)

Status: Case Fully Briefed and Pending

To assist in its efforts to protect affordable housing, the city had for decades prohibited short-term rentals. In 2015, the city eased that prohibition by allowing such rentals so long as at least one permanent resident remained onsite throughout the stay, and the host complied with applicable licensing and paid transient occupancy taxes. The 2015 ordinance prohibited online booking companies, like plaintiffs, from completing bookings with unlicensed properties. Online rental companies Homeaway and AirBnB challenged the ordinance in federal court. The district court ruled in favor of the city, finding there is no merit to plaintiffs' claims under the Communications Decency Act (CDA) or the First Amendment; and that the city's constitutional land use authority was not displaced by the Coastal Act. On appeal, plaintiffs argue: (1) the CDA preempts the ordinance because it protects websites facilitating third party transactions; (2) the First Amendment precludes the city from regulating plaintiffs' conduct; and (3) the Coastal Act requires the city to obtain approval from the Coastal Commission for every legislative act within the coastal zone. CSAC filed a brief in support of the city.

In re: FCC, In the Matter of Restoring Internet Freedom

Pending in the District of Columbia Circuit Court of Appeals (No. 18-1088)(Consolidated Mar. 8, 2018)

Status: Amicus Brief Due August 27, 2018

Santa Clara County is a petitioner in one of several cases that have been consolidated in the DC Circuit Court asking for review of the "net neutrality" regulations adopted by the Federal Communications Commission earlier this year. As you know, the FCC adopted net neutrality orders in 2015 that required internet providers to give all content the same service through their systems, and prohibiting them from blocking or slowing down specific content. Last year, the FCC reversed course, and published its final new rule on February 18, 2018. Under the new rule, internet providers can, for example, allow some companies to pay for priority treatment on broadband networks. Santa Clara County has petitioned for review of the new rule, and the petition was consolidated with others in the Court of Appeal. CSAC will file a brief to inform the court of the potential impacts on local government services that are provided via web-based systems.

In re TOT Cases (City and County of San Francisco v. Hotels.com)

Unpublished Opinion of the Second Appellate District, 2018 Cal.App.Unpub.LEXIS 3542 (2d Dist. May 23, 2018)(B253197), *petition for review pending* (filed July 3, 2018)(S249744)

Status: Petition for Review Pending

This is the third in a number of consolidated cases addressing application of local transient occupancy tax ordinances to online travel companies (OTCs) like Hotels.com. In this review of San Francisco's ordinance, the Court of Appeal concluded: (1) the OTCs are not hotel "operators" as that term is used in the ordinance, so they have no obligation to collect or remit TOT; and (2) the base rate of the TOT collected by hotels does not include the margin or any fees charged by the OTC. San Francisco is seeking California Supreme Court review, and CSAC has filed a letter in support.

LA Park La Brea A v. Airbnb

Pending in the Ninth Circuit Court of Appeals (filed Jan. 26, 2018)(18-55113)

Status: Case Fully Briefed and Pending

Plaintiff owns apartment buildings with rental agreements prohibiting short term rentals due to the noise and safety concerns for the other residents of the building. Plaintiff brought this action against Airbnb, alleging among other things intentional interference with the leases caused by Airbnb's listing of apartments in plaintiff's buildings for short term leasing. The district court granted Airbnb's motion to dismiss, concluding that section 230 of the Communications Decency Act (CDA) immunizes Airbnb from liability for its role in brokering those vacation rentals. Plaintiff has appealed. CSAC filed a brief urging the court to adopt an interpretation of the CDA that does not allow shared economy online platforms to facilitate and profit from unlawful conduct.

Nehad v. Zimmerman

Pending in the Ninth Circuit Court of Appeals (filed Jan. 23, 2018)(18-55035)

Status: Amicus Brief Due on September 11, 2018

A City of San Diego police officer responded to a midnight 911 call from a store clerk about a man threatening him with a knife. The officer found a man meeting the description, who was walking toward him with something shiny and silver. The suspect continued to walk forward, ignoring commands to drop his weapon, until the officer shot the suspect. It was later determined that the suspect was carrying a pen rather than a knife, though three witnesses confirmed that they heard the officer give the "drop it" command, and one confirmed the suspect had something shiny and silver that the witness thought could be a gun. Plaintiff brought this action alleging violations of the Fourth and Fourteenth Amendments. The district court found in favor of the officer, concluding that the officer did not violate the Fourth Amendment. The court rejected plaintiff's argument that the officer's belief that his life was in danger was not reasonable because the "weapon" was a pen, and not a knife. The court found instead that objective facts in the record supported the officer's belief that his life was in danger. Plaintiff has appealed, and CSAC will file an amicus brief in support.

Responsible Development for Water Tank Hill v. County of San Mateo

Unpublished Opinion of the First Appellate Court, 2018 Cal. App. Unpub. LEXIS 3453 (Cal. App. 1st Dist. May 18, 2018)(A150883), *request for publication denied* (Aug. 8, 2018)(S249416)

Status: Publication Request Denied; Case Closed

In 2016, San Mateo County approved a proposed housing development. A group of county residents opposed the construction, claiming the County's approval of the project violated CEQA and the Subdivision Map Act. The trial court concluded the impact of the project was properly analyzed and the County's mitigation decisions were supported by the evidence. On appeal, the court gave a detailed description of the 14 year process the developers had engaged in with the County to meet the requirements of CEQA, focusing specifically on the method used to analyze the sound levels at the construction site. In its analysis, the court stated the pertinent issue was whether substantial evidence supported the County's finding that a mitigation measure would reduce noise at the site to a less than significant level, not whether it would completely eliminate noise. Regarding anthropogenic greenhouse gasses emissions ("GHGs"), the court upheld the mitigation measure requiring the developer to purchase CO2e emissions reduction credits in the Final EIR approved by the County. CSAC requested that the opinion be published, but the request was denied.

Spencer v. City of Burbank

Pending in the Second District Court of Appeal (filed Mar. 21, 2018)(B288874)

Status: Amicus Brief Due on October 8, 2018

This case raises the same issue as another CSAC amicus case pending at the California Supreme Court, *Citizens for Fair REU Rates v. City of Redding* (S224779): Is a payment in lieu of taxes (PILOT) transferred from the city utility to the city general fund a "tax" under Proposition 26? In this case, the city operates a utility and each year transferred a percentage of funds from the utility to its general street and lighting funds. The transfers were authorized by the city charter in the 1950's and reapproved in 2007. The cost of the street lighting transfer has been added to each bill as a separately listed surcharge. The city adopts an annual rate schedule by resolution, which specifically states that the city is not reenacting any unchanged fee or charge. Plaintiff filed a writ petition against the city challenging the transfers, arguing that they are proceeds of taxes that were not approved by the voters in violation of Propositions 26 and 218. The city contended in response that Prop. 26 does not apply retroactively to the city's pre-existing charges, but that even if Prop. 26 does apply, the charges were approved by the voters when they adopted the city charter. The district court disagreed and granted the writ. The city has appealed, and CSAC will file a brief in support.

Vos v. City of Newport Beach

892 F.3d 1094 (9th Cir. June 11, 2018)(16-56791), *petition for rehearing en banc pending* (filed June 22, 2018)

Status: Petition for Rehearing Pending

Newport Beach City Police responded to a call that Vos was behaving erratically with a pair of scissors at a 7-Eleven. While he was alone inside of the store, the eight officers at the scene discussed non- and low-lethal options for resolving the situation, but then Vos charged the doorway with the scissors over his head. One officer fired non-lethal rounds, and two officers fired lethal gun shots, causing his death. Vos's parents brought suit against the City and three officers alleging excessive force in violation of the Fourth Amendment and violation Title II of the Americans with Disabilities Act based on Vos's schizophrenia. The trial court granted summary judgment on all claims in favor of the City. In a 2-1 decision, the Ninth Circuit ruled against the City on the Fourth Amendment claim, concluding that the trial court neglected to consider additional factors (tactics prior to confrontation, diminished interest in using deadly force due to suspect's mental illness, whether proper warnings were given). Additionally, in an issue on which there are conflicting opinions in this State, the Ninth Circuit found that the ADA requires a consideration of whether the officers could have provided further accommodation of Vos's disability, including de-escalation, communication, or specialized help. The court acknowledged that the officers did nothing to provoke Vos's behavior, but found that an officer's duty to accommodate is not limited to situations in which the officer provokes the individual's behavior. The city is seeking rehearing en banc, and CSAC has filed a brief in support.

Youth for Environmental Justice v. City of Los Angeles

Pending in the Second Appellate District (filed May 31, 2017)(B282822)

Status: Amicus Brief Due on September 30, 2018

Two environmental groups sued the City of Los Angeles under CEQA, challenging the city's policies for processing oil drilling permits. After the city revised its policies for processing and reviewing discretionary oil permits, plaintiffs and the city reached a settlement under which the plaintiffs agreed to dismiss the lawsuit in exchange for costs. While settlement negotiations were underway, the California Independent Petroleum

Association (CIPA) was granted permission to intervene in the lawsuit. CIPA filed a countersuit, alleging that the new policies violated its constitutional due process. The nonprofit plaintiffs and the city filed an anti-SLAPP motion, which the trial court denied, finding: (1) government action to implement settlement agreements are not protected speech for anti-SLAPP purposes; and (2) because the policy changes precipitating the settlement agreement change the way the city addresses potential future modifications to existing oil drilling permits, CIPA made a prima facie showing of infringement of its due process rights. The nonprofits and the city have appealed, and CSAC will file an amicus brief in support.



INSTITUTE FOR LOCAL GOVERNMENTSM

Promoting Good Government at the Local Level

Update on Activities

September 2018

BOARD OF DIRECTORS

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Pasadena

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Erin Steffen

The Institute for Local Government (ILG) is the research and education affiliate of the California State Association of Counties, the California Special Districts Association and the League of California Cities. ILG promotes good government at the local level with practical, impartial and easy-to-use resources for California communities. ILG conducts research and provides education through technical assistance, trainings, webinars and online and print resources in an effort to assist local leaders to govern openly, effectively, and ethically; work collaboratively; and foster healthy and sustainable communities. ILG's program areas include: collaboration and partnerships, ethics and transparency, local government basics, public engagement and sustainable communities.

To learn more about our programs and resources visit www.ca-ilg.org, connect with us through our [newsletter](#) or social media through [Facebook](#), [Twitter](#) or [LinkedIn](#).

Highlights

- Connect with ILG at the CSAC Annual Meeting! ILG is hosting ethics training and will have a table at the conference - stop by and talk to staff about current and upcoming initiatives.
- Three counties – Alameda, San Luis Obispo and Santa Cruz – have earned awards through ILG's Beacon Program for their efforts to reduce greenhouse gas emissions, save energy and implement sustainability best practices.
- Thanks to a \$2 million legislative appropriation to the Strategic Growth Counsel to provide technical assistance to disadvantaged communities, ILG's Beacon Program is eligible for up to \$1 million to provide technical assistance to cities and counties to help them address climate change.
- ILG hosted two trainings for counties and local governments to address homelessness in their communities.
- ILG is updating its resources for local governments on ballot initiatives and campaigns.

Upcoming CSAC Conference Sessions

Annual Meeting

ILG will be facilitating an AB 1234 ethics training at this year's Annual Meeting. We will also have a booth in the Expo where counties can learn about ILG's programs and initiatives.

Additional Workshops and Trainings

CSAC Institute Course

In June, ILG facilitated a CSAC Institute Course entitled, “Supporting Homeless and At-Risk Youth: Collaborative Approaches.” Attendees engaged in conversations to identify intersections of issues affecting homeless youth and opportunities for interagency collaboration. Attendees also discussed how counties can prevent at-risk children and youth from entering into homelessness, and currently homeless children and youth from becoming homeless adults.

Homelessness webinar

In early June, ILG hosted a webinar on “Tools and Approaches to Address Homelessness.” The webinar highlighted examples of how cities, counties and special districts have implemented best practices and approaches to address homelessness and featured Yuba County. Nearly 150 local officials and staff registered for the webinar, and the recording [can be found here](#).

TIERS Public Engagement Learning Lab

On June 5-6, ILG’s Public Engagement team held a TIERS Public Engagement Learning Lab in San Diego for teams of city, county and special district staff. ILG is exploring options to hold another training this fall - if your district is interested in participating in a TIERS Learning Lab, visit www.ca-ilg.org/TIERS or contact publicengagement@ca-ilg.org.

Sustainable Communities

Beacon Program

This year, ILG will honor three counties for their efforts to save energy, reduce greenhouse gas emissions and implement policies and best practices to promote sustainability. The counties of Alameda and San Luis Obispo will receive Spotlight Awards and the County of Santa Cruz is receiving a full Beacon Award. For more information visit www.ca-ilg.org/BeaconProgram or contact Karalee Browne at kbrowne@ca-ilg.org.

State Budget Appropriation

In July, the legislature appropriated \$2 million in additional Cap and Trade funding to the Strategic Growth Council to provide technical assistance to disadvantaged communities. The legislature identified ILG’s Beacon Program as “eligible for up to \$1 million of these funds to provide technical assistance to cities and counties to help them take actions to address climate change.” ILG is currently in discussions with Strategic Growth Council officials to outline a partnership agreement for the use of these funds.

Wildfires

ILG is assisting with the planning and facilitation of the Climate Adaptation Forum in Sacramento on August 28-29th. ILG is co-hosting a workshop featuring the Investor Owned Utilities, community advocates and several local governments, including the County of Santa Barbara, to discuss Enhancing Energy System Climate Resilience and a session highlighting regional collaborations in Los Angeles and Sacramento County. ILG Board member and Sonoma County Supervisor, James Gore, will be a plenary speaker at the Forum exploring policy implications related to climate resilience.

New Articles and Resources

ILG is updating our resources related to ballot measures and campaigns in advance of the November election. These resources explain the restrictions on using public resources (including staff time, agency supplies and other resources paid for with taxpayer dollars) for ballot measure activities. [Access those resources here.](#)

ILG also recently authored an article on “Three Ways to Connect with your Community’s Youth.” The article outlines ways that local governments can connect with youth in their community. [Access that article here.](#)

Board of Directors

In August, ILG’s Board of Directors met for their annual retreat to discuss ILG’s vision, strategic planning. ILG will soon begin recruiting for a new Executive Director.

The final 2018 Board meeting will take place Friday, November 16, in Sacramento.

Summer-Fall 2018 Course Guide

Learn as if you were to live forever. – Mahatma Gandhi

Professional development classes for county officials, executives and managers

Schedule at a Glance

DATE		LOCATION	PAGE
JULY			
12 (TH)	Customer Service in the Public Sector	Shasta/Tehama	3
19 (TH)	Financial Management: Debt & Investment of Public Funds	Sacramento	3
19 (TH)	Building and Maintaining a Team Environment	Contra Costa	2
20 (F)	State Budget 101: What Counties Need to Know	Sacramento	7
26 (TH)	Facilitation – The Basics of Bringing People Together	Sacramento	3
AUGUST			
2 (TH)	IT Organizational Culture	Sacramento	5
3 (F)	Engaging Employees for Success	Sacramento	3
9 (TH)	Art & Practice of Organizational Leadership	Shasta/Tehama	2
16 (TH)	GASB Financial Reporting Requirements	Sacramento	4
16 (TH)	Mastering Social Media Basics	Contra Costa	6
23 (TH)	Intergenerational Leadership	Sacramento	4
SEPTEMBER			
13 (TH)	Leadership & Change: Practices to Move People	Shasta/Tehama	5
14 (F)	Communication with Influence	Sacramento	2
14 (F)	Storytelling and Other Practices in the Art of Persuasion	Orange	7
20 (TH)	Labor Relations and Negotiations	Contra Costa	5
21 (F)	How to be Human at Work	Sacramento	1
21 (F)	Leadership & Change: Practices to Move People	Tulare	5
27-28	Two-Day Class Realignment 101: Basics of 1991 and 2011	Sacramento	7
OCTOBER			
4 (TH)	IT Focused Contracting	Sacramento	4
5 (F)	Leadership by Values: Success in Public Service	Sacramento	5
11 (TH)	Managing Conflict in Comfort	Shasta/Tehama	5
12 (F)	Managing Conflict in Comfort	Orange	5
18 (TH)	Polish the Presentation: Advanced Practices	Contra Costa	6
18 (TH)	Capital Improvement Planning & Funding	Sacramento	2
19 (F)	County Budgeting & Financial Planning	Sacramento	2
19 (F)	Purpose, Outcomes and Intentionality: Make Things Happen	Tulare	6
25 (TH)	Unravelling Public Pensions and Retirement Benefits	Sacramento	7
NOVEMBER			
2 (F)	Local Governance in California: All those agencies!	Sacramento	5
9 (F)	Emerging Issues Connected and Autonomous Vehicles	Sacramento	3
9 (F)	Financing California Counties: A History of Sources	Orange	4
16 (F)	Art & Practice of Organizational Leadership	Tulare	2
30 (F)	World Class Contracting and Procurement	Sacramento	7
DECEMBER			
6 (TH)	IT Executive Cybersecurity	Sacramento	4
7 (F)	Resiliency: Recover, Adapt and Sustain	Sacramento	1
13-14	Two-Day Class Performance Measurement Workshop	Sacramento	6
14 (F)	Purpose, Outcomes and Intentionality: Make Things Happen	Orange	6
21 (F)	Financial Reporting for Nonfinancial Professionals	Tulare	2

NEW FOR THIS SEMESTER

Personal Literacy: The human side of our professional life

How to be Human at Work

324

New! Until robots take over the world of work, we will still be showing up with all of our “human-ness” every day. Contrary to popular thought, nobody really compartmentalizes or keeps the parts of our lives separate. We bring our best and our baggage. In this class we explore what makes us human, how our emotions impact our work lives, practical advice for managing difficult people and situations, empathy and its role in the workplace, and what it means to tend to our personal well-being at work. Workshop exercises, assessments, and tools provide new ways of thriving at work and helping others do the same.



Instructor: Laree Kiely, Ph.D. is president and CEO of We Will, Inc. and former professor at the USC Marshall School of Business.

Friday, September 21, 2018

10:00 a.m.–3:30 p.m.

Sacramento • \$149/person for counties • 3 credits • Managers/Executives

Rebound from the untoward effects of adversity and uncertainty

Resiliency: Build an Organization to Recover, Adapt and Sustain

323



New! Counties operate in a volatile and complex world, where anticipated and unanticipated challenges emerge regularly. The key is to not only survive such events, but to prosper as an organization. Resiliency is the ability to cope with the challenges, problems

and set-backs organizations and individuals face. This class defines 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 and communication of reality; ability to observe and interpret meaning in messy and terrible situations; and the skills to innovate with resources at hand. Course exercises and discussion provide practical tools to build an organizational culture of resiliency.

Instructor: Bill Chiat is Dean of CSAC Institute and has worked with local governments across the West in building organizational capacity.

Friday, December 7, 2018

10:00 a.m.–3:30 p.m.

Sacramento • \$149/person for counties • 3 credits • Managers/Executives

Nature and dimensions of leadership in effective organizations

Art & Practice of Organizational Leadership 120

This interactive course designed for both experienced and new senior county managers explores the practical applications of leadership in creating a high performing county organization – especially in the difficult environments counties operate. Participants engage in discussions of key practices in formal and informal leadership, particularly in achieving sustainable change; employee engagement and team-building strategies; leadership when you’re not in charge; and techniques for developing a vital workplace culture which supports organizational members.

Instructor: Dr. Frank Benest is former city manager of Palo Alto and a noted expert in organizational leadership and management.

Thursday, August 9, 2018 10:00 a.m.–3:30 p.m.
Shasta-Tehama * \$149/person for counties * 3 credits * Managers/Executives

Friday, November 16, 2018 10:00 a.m.–3:30 p.m.
Tulare * \$149/person for counties * 3 credits * Managers/Executives

Deployment and leadership of high performance teams

Building and Maintaining a Team Environment 371

Counties use teams as a method to get work done. It takes a certain organizational culture to support teams. This course examines the culture and attributes of high-performing teams in the public sector. Hands on simulations demonstrate team strategies. Strategies, tools and resources are shared along with team leadership practices, and how to transition to a team culture. Participants examine the group dynamics required for team success, define team responsibilities and accountability, how to evaluate team performance against mission, and the leadership practices to lead and sponsor teams.

Instructor: Dr. Jerry Estenson is Professor of Organizational Behavior at Sacramento State University.

Thursday, July 19, 2018 10:00 a.m.–3:30 p.m.
Contra Costa * \$149/person for counties * 3 credits * Managers/Executives

“Emotions drive people...people drive performance” – Josh Freedman

Communication with Influence 120

The ability to have quality conversations, including techniques to engage stakeholders at all levels and build relationships, depends upon one’s ability to communicate effectively. The class explores your preferred communication style and its impact on others to improve your ability to communicate with clarity, impact and confidence. The highly interactive day will enhance your ability to have quality conversations with individuals, teams and key stakeholders. You will learn how to identify people’s preferred communication style and how to relate to differing styles to build rapport, create and lead conversations with maximum impact and effectiveness.



Instructors: Angela Giacomis is CEO of Careerlink, and works at the nexus of business and neuroscience; John Dare transforms organizations to thrive in accelerating change as a Silicon Valley entrepreneur.

Friday, September 14, 2018 10:00 a.m.–3:30 p.m.
Sacramento * \$149/person for counties * 3 credits * Managers/Executives

Create a schedule and funding options for critical public infrastructure

Capital Improvement Planning and Funding 155



You’ve heard about a “CIP” in your county? This class will help you better understand what it is, how a Capitol Improvement Plan is developed, management of CIP projects and programs, funding sources, and what questions you should be asking. The class examines a range of CIP projects from county facilities and jails, to roads and county infrastructure. Discussion reviews types of information that should be available to decision-makers and the community.

Thursday, October 18, 2018 10:00 a.m.–3:30 p.m.
Sacramento * \$149/person for counties * 3 credits * Staff/Elected Officials
TAKE THIS WITH County Budgeting and Financial Planning ON OCTOBER 19

Overview of county budgeting and financial management

County Budgeting and Financial Planning 116

Counties have complex systems for budgeting and financial management. This course provides a comprehensive overview of 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. Participants also examine county revenue sources, sales and property tax allocation, General Fund and special funds, creating and integrating department-recommended budgets, and public involvement in the budget process. The class explores key elements in longer-term county financial planning and management. Class is a must for everyone involved in the budget process.

Instructors: Patrick Blacklock is County Administrator of Yolo County, and Robert Bendorf is County Administrator of Yuba County.

Friday, October 19, 2018 10:00 a.m.–3:30 p.m.
Sacramento * \$149/person for counties * 3 credits * Staff/Elected Officials
TAKE THIS WITH Capital Improvement Planning and Funding ON OCTOBER 18

Understand and interpret county financial reports

County Financial Reporting and Budgeting for Nonfinancial Professionals 369

This course provides the tools for decision-makers, elected officials, senior managers – other than accountants and auditors – who want to have an overview understanding of government financial reporting. Participants discuss budgets, financial statements and the audit, and at the 30,000 foot level what each of those is saying (or not saying!). Participants should bring questions about terms or concepts they have encountered as part of their interaction with county and government financial reporting. The discussion reviews terms and definitions used with government financial reporting and strategies on how to read financial statements and auditor reports to identify critical information and understand what it means ... in plain English!

Instructor: Laura Lindal, CPA, is an experienced auditor and an instructor for the California CPA Education Foundation.

Friday, December 21, 2018 10:00 a.m.–3:30 p.m.
Tulare * \$149/person for counties * 3 credits * Managers/Executives

Create customer satisfaction in a county setting

**Customer Service in the Public Sector:
Balancing Satisfaction with Priorities** 354

Strategies to create and enhance a customer service culture for their agency is the focus of this class for managers and executives. Participants explore how to balance great customer service with county and state regulations and requirements. It focuses on what defines good customer service and a service culture. Lively small and large group conversations provide tools to assess the current environment, gaps to be more service oriented, and how to get there. The structure and process to support and recognize effective customer service are examined -- even in difficult regulatory situations. Barriers to good customer service are discussed along with service and performance measurements.

Instructor: Angela Antenore, M.Ed. is an experienced agency manager, agency board member and university instructor.

Thursday, July 12, 2018 10:00 a.m.–3:30 p.m.
Shasta-Tehama • \$149/person for counties • 3 credits • Managers/Executives

steps for supervisors, managers and co-workers to promote engagement.

Instructors: Dr. Frank Benet is former city manager of Palo Alto and a noted expert in organizational leadership; Donna Vaillancourt is the San Mateo County Human Resources Director.

Friday, August 3, 2018 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Managers/Executives

Hands-on practices to facilitate internal & community meetings

**Facilitation Skills: The Basics of
Bringing People Together** 377



County staff can play an important facilitative role to encourage agencies, community groups, neighborhoods and others to have a conversation to problem solve and seek solutions together. Facilitation skills are a powerful leadership practice – particularly when you don't have formal authority to work through

adaptive challenges or difficult problems. Whether you facilitate teams, inter-departmental or public meetings, or any group ... the skills from this class will be of value. This workshop introduces the basics of facilitation and provides participants with a wide range of hands-on practices and techniques.

Instructor: Bill Chiat is Dean of the CSAC Institute and has facilitated hundreds of local government workshops and meetings.

Thursday, July 26, 2018 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Staff/Elected Officials

Make informed decisions about the use of public resources

**Financial Management: Debt and Investment
of Public Funds** 117

Elected and appointed officials make critical decisions on the issuance and administration of debt, and the investment of public funds, but may have little experience or depth of knowledge on this complicated subject. This class provides a



foundation on understanding debt, debt capacity, options, and county policy on debt. It examines the fiduciary responsibilities of elected and appointed officials and then explores investment of public funds. An overview of prudent investment policy, portfolio strategy and the role of the investment advisors are also explored. *Eligible for MCLE credits for members of the Bar.*

Instructors: Alan Fernandes, Chief Executive Officer - and experts from - the CSAC Finance Corporation.

Thursday, July 19, 2018 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Staff/Elected Officials

TAKE THIS WITH State Budget 101 ON JULY 20

EMERGING ISSUES



Exploring trends in policy issues

These seminars provide county decision-makers an opportunity to explore emerging trends with colleagues and experts. Brief presentations examine facets of the issue and allow opportunities for discussion on resources, capacity and authority available for counties to work toward solutions.

Self-driving cars are finally here; how they are deployed will change how we get around forever

**Emerging Issues: The Future is Already Here:
Connected and Autonomous Vehicles** 404

The technology necessary to deploy autonomous and connected vehicles is no longer a prediction of the future. There are currently 10 automated vehicle testing grounds in the U.S., two of which are in California. The implications of this technology are far reaching and can be both beneficial and potentially disruptive to mobility, the economy and overall quality of life. Other economic advancements such as transportation network companies may have compounding effects on the implications of this rapidly-changing technology. The discussion will provide insights on connected and autonomous vehicles and the range of potential local policy implications, and will facilitate a conversation about what this means for counties.

Facilitators: Kiana Valentine, CSAC Senior Legislative Representative, and policy experts from around the state.

Friday, November 9, 2018 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Elected Officials/Staff

Leadership can't be exercised alone

Engaging Employees for Success 126

In times of disruptive change and scarce resources, it is critical that employees from all levels of the organization are fully productive and engaged in adapting to change and addressing new challenges. This interactive workshop discusses the business case for employee engagement, the conditions fostering active engagement, and simple



To register for classes please visit www.csacinstitute.org • 3

The context of county-state revenue relationships

Financing California Counties: The History 151

Have you found yourself overwhelmed trying to understand the county revenue sources and funding streams? And how we ended up with this complex system? This course provides an in-depth examination of the history of county revenue sources and how they have evolved over decades. Exploring 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.

Instructor: Diane Cummins is Special Advisor to the Governor on State and Local Realignment.

Friday, November 9, 2018 10:00 a.m.–3:30 p.m.
Orange • \$149/person for counties • 3 credits • Staff/Elected Officials

Juggling a workforce with teens to seniors – leadership for everyone

Intergenerational Leadership 129

For the first time in history we find ourselves working with people from five generations. In today's workplace we have to understand, communicate and interact with people from different eras, different values and habits, and fundamentally different ideas about life! This class



focuses on understanding and practicing how to integrate deeper generational insights into practice. Participants do self-assessments of their eras and their own values. They profile their work environments to discern the complexity of the generational mix. Most importantly they learn a unique set of skills and processes to employ when encountering people whose values, habits and business practices may be at odds with their own. This workshop provides participants skills to blend generations to get the best from everyone.

Instructor: Larry Liberty, Ph.D. works with Fortune 500 companies and teaches in MBA programs across the globe, and is author of *The Maturity Factor – Solving the Mystery of Great Leadership*.

Thursday, August 23, 2018 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Managers/Executives

The impact of GASB 34 for local governments continues to reverberate

GASB Financial Reporting Requirements 364



GASB 34, Basic Financial Statements – and Management's Discussion and Analysis – continues to change the way counties prepare and review their financial reports. This course will build you understanding of GASB 34, and implementation of recent GASB pronouncements -- including GASB 75, exposure drafts and future agenda items. Participants review key

concepts such as basic financial statement formats, reconciliations of government-wide financial statements to the funds financial

statements, note disclosures and infrastructure capital assets. The class also highlights accounting, financial reporting and disclosure issues; new pension standards: GASB 67 and 68; and review of the county Comprehensive Annual Financial Report. *Eligible for CPE credits for CPAs and MCLE credits for members of the California Bar.*

Instructor: Kenneth H. Pun, CPA, CGMA is the Managing Partner of the Pun Group Accountants and Advisors.

Thursday, August 16, 2018 9:30 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Managers/Executives

Information security is about sustainability of the county

IT Executive Cybersecurity 346

The technology of today has completely unleashed information in terms of volume, variety, and velocity, and as a result, information has become more critical than ever to competitive, strategic, operational, and even personal decision-making. This also means an organization's



information is that much more attractive to someone on the outside, and many outsiders have malicious intent. Advanced persistent threats are already here, and the increasing numbers and use of mobile devices and cloud storage only heightens exposure by increasing the number of potential attack points. This course provides county IT leaders with knowledge and tools to achieve a comprehensive understanding of where counties are at risk for security threats and attacks, how to prioritize and build out security initiatives, the technology available to establish end-to-end protection, and how to ensure compliance from the weakest link in any security system – the human user.

Instructor: Valence Howden is a Research Director in the CIO Advisory Group at Info-Tech Research Group

Thursday, December 6, 2018 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • IT Managers/Executives

It takes a sophisticated contract administration to manage contracts

IT-Focused Contracting 348

External services are attractive. They enable organizations to tap into economies of scale – and with the advent of cloud/hosted deployments, IT services can be procured at exponentially cheaper rates. However, entering into complicated agreements with multiple vendors requires an equally sophisticated contract administration system to manage procurement, negotiate (and renegotiate) terms, take advantage of promotional pricing and licensing, and coordinate payment schedules. Without proper vendor management, organizations miss out on potential cost savings to be realized within their contracts, and in a county government a dollar saved on service agreements is an additional dollar to create municipal services. This course examines concepts and tools to establish a process to govern the selection of vendors and subsequent management of vendor relationships, risk and performance.

Instructor: Valence Howden is a Research Director in the CIO Advisory Group at Info-Tech Research Group

Thursday, October 4, 2018 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • IT Managers/Executives

Dealing with the ABC's of IT (Attitude, Behavior and Culture)

IT Organizational Culture 338

Despite all the expertise, training and consulting developed over the last 20 years, we continue to struggle to implement IT initiatives, adopt activities and processes to achieve business needs. We have challenges creating buy-in, overcoming resistance and embedding changes in

organizational behavior and culture. This is due to the ABC's (Attitude, Behavior and Culture) of IT. 'ABC is like an Iceberg, much of it hidden beneath the surface yet capable of causing enormous damage'. In this session we will discuss how to recognize and address ABC issues within your organization.

Instructor: Valence Howden is a Research Director in the CIO Advisory Group at Info-Tech Research Group.

Thursday, August 2, 2018 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • IT Managers/Executives

Employees are every county's largest budget item

Labor Relations and Negotiations in Local Government 153

The class examines the basics of labor relations in the county environment. Laws and regulations affecting public-sector employment and labor relations in California are examined along with techniques to build and maintain effective and productive relationships with employee groups. The class explores the various roles in labor relations and labor negotiations along with pitfalls to avoid in working with labor representatives. Techniques are examined for maintaining productive relationships with employee organizations during difficult times. *Eligible for MCLE credits for members of the Bar.*

Instructors: Richard Whitmore and Richard Bolanos are partners with Liebert Cassidy Whitmore and work extensively with local governments on labor relations.

Thursday, September 20, 2018 10:00 a.m.–3:30 p.m.
Contra Costa • \$149/person for counties • 3 credits • Staff/Elected Officials

Why change efforts fail - and how to remove those barriers

Leadership & Change: Practices to Move People and Organizations 124

County officials and managers discuss the need for change in their organizations, yet struggle when change is difficult to accomplish within the depths of the organization. This course helps participants move past technical solutions to the practices for approaching adoptive challenges. Discussion highlights why some changes happen relatively quickly while others are stymied. Participants explore 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.

Instructor: Bill Chiat, Dean of CSAC Institute. For the last 35 years he has worked with hundreds of local agencies in crafting change.

Thursday, September 13, 2018 10:00 a.m.–3:30 p.m.
Shasta-Tehama • \$149/person for counties • 3 credits • Staff/Elected Officials

Friday, September 21, 2018 10:00 a.m.–3:30 p.m.
Tulare • \$149/person for counties • 3 credits • Staff/Elected Officials

Harnessing the power of purpose

Leadership by Values: Strategies for Success in Public Service 122

UPDATED! Understanding the relationship of values to decisions can be a helpful decision-making tool. Focusing on commonly held (although sometimes competing) values underlying difficult policy dilemmas can help leaders bridge differing perspectives—either while policies are being debated or after difficult decisions have been made and need to be explained. In addition, clearly articulated organizational values provide staff with important information on an organization's priorities. This course explores the role values play in both personal and organizational leadership, strategies to consider in modeling organizational values, and approaches to making and explaining difficult decisions.



Instructor: Dr. Rich Callahan is professor of management at the University of San Francisco.

Friday, October 5, 2018 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Staff/Elected Officials

JPA-Special Districts-MPO-LAFCo-COG-Cities-CSA: What do they all do?

Local Governance in California: All Those Agencies! 150

California has a complex system of providing services through local governments. This course provides an overview of local government structure and responsibilities in California. You'll learn the basics of all the local agencies and how they interrelate with county responsibilities. A brief history of California governance is followed by a review of the roles and responsibilities of the state, cities, counties, special districts and an alphabet soup of other local agencies. Discussion highlights the authority and responsibilities of the county as it relates to other agencies through a county case study on the interrelationships of all these local agencies.



Instructor: Bill Chiat, CSAC Institute Dean, former executive director of the California Association of Local Agency Formation Commissions and experienced executive in county, district and city governments.

Friday, November 2, 2018 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Staff/Elected Officials

Facilitate conflict constructively

Manage Conflict (Even Hostility) in Comfort 360

Conflicts and disagreements are a fact of life. They can contribute to better outcomes or can lead to an escalating situation. Transform the most difficult circumstances into a satisfying experience for all involved. This course helps County elected officials and executives identify constructive approaches to positively managing conflict whether from the dais, in a meeting, or one-on-one. Participants analyze their own response to conflict and develop tools to quickly

assess and respond to difficult situations and create practical, positive outcomes.

Instructor: Laree Kiely, Ph.D. is president and CEO of We Will, Inc. and professor at the USC Marshall School of Business.

Thursday, October 11, 2018 10:00 a.m.–3:30 p.m.
Shasta-Tehama • \$149/person for counties • 3 credits • Staff/Elected Officials

Friday, October 12, 2018 10:00 a.m.–3:30 p.m.
Orange • \$149/person for counties • 3 credits • Staff/Elected Officials

The 211 on social media 101 to avoid a communication 911

Mastering Social Media Basics 353

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! You will explore popular social media sites along with concrete tips, tools, apps and hands-on interaction that will help you become a social media Ninja (or at least have more confidence!). Valuable whether you're a newbie or seasoned practitioner you will go away with knowledge and techniques to implement immediately.

Instructor: Kerry Shearer is former Sacramento County Public Information Officer and a consultant specializing in social media.

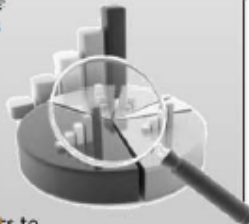
Thursday, August 16, 2018 10:00 a.m.–3:30 p.m.
Contra Costa • \$149/person for counties • 3 credits • Staff/Elected Officials

SPECIAL TWO-DAY INTENSIVE WORKSHOP

Measurement influences behavior and drives performance

Performance Measurement and Management: Accountability for Results 370

World-class public agencies recognize the critical role of performance management and measurement in helping define the strategy, public value and performance expectations of the organization as well as aligning individual and agency decision-making toward desired public value creation. They also help managers assign and use resources effectively. Because the public is demanding accountability and transparency from government, performance measurement is a leadership practice for county managers to better plan and manage outcomes and not just activities. The workshop focuses on designing effective and realistic performance measurement systems. Participants explore practical approaches, techniques and tools to create, implement and analyze measurements to improve county performance and better communicate outcomes to the community. Hands-on exercises examine criteria for measurement selection, with time for participants to develop balanced, outcome-based measures for their agencies.



Instructors: Laree Kiely, Ph.D. is president and CEO of We Will, Inc. and professor at the USC Marshall School of Business; Bill Chiat is Dean of CSAC Institute and former CEO of Napa County.

Thursday-Friday, December 13-14, 2018
 10:00 – 4:30 p.m. Thursday and 8:30 – 3:00 p.m. Friday
Sacramento • \$298/person for counties • 6 credits • Staff/Elected Officials

FINANCIAL MANAGEMENT SERIES

Take a series of classes to enhance competencies

- Financial Management: Debt & Investment of Public Funds – July 19
- State Budget 101: What Counties Need to Know – July 20
- GASB Financial Reporting Requirements – August 16
- Capital Improvement Planning and Funding – October 18
- County Budgeting & Financial Planning – October 19
- Unravelling Public Pensions and Retirement Benefits – October 25
- World Class Contract Management and Procurement – November 30



For experienced presenters wanting to 'up' their presentations

Polish Your Presentation: Advanced Practices in Communication 125

This intense class helps senior managers and elected officials better present their ideas with conviction, control and poise — and without fear. The course covers specific skills and advanced techniques for delivering professional presentations that get results. Participants examine their presentation style, learn to use tools to organize their presentation and communicate their thoughts, and handle difficult situations. A straightforward presentation model helps participants build their self-confidence and overcome the common mistakes which turn off audiences. Use of graphics and presentation tools are also examined. Through a lab, participants work on improving one of their own presentations.

Instructor: Bill Chiat is Dean of the CSAC Institute and an accomplished presenter with city, county and state governments.

Thursday, October 18, 2018 10:00 a.m.–3:30 p.m.
Contra Costa • \$149/person for counties • 3 credits • Staff/Elected Officials

Intentionality: Tying together activities to build performance

Purpose, Outcomes and Intentionality: Make Things Happen in Your Agency 113

We all have those nagging problems that lurk in the background, the ones you know you should tackle but never seem to have time. They are often the big hairy ugly ones we really don't want to tackle. Or worse, we've made them "unsolvable", working around rather than tackling them. This class provides a much needed break to really examine these issues. Participants take a step back to identify the roots of the issues, re-frame them as necessary, and then identify alternative strategies, reducing roadblocks, sequencing steps, identifying stakeholders and developing flexibility in getting to your goals. The class is about creating a mind-set for tackling problems and knowing whether you're making progress or not. Be prepared to be challenged, and encouraged to think in new ways.



Instructor: Mary Kirlin, DPA is a former professor and department chair in public policy at Sacramento State University.

Friday, October 19, 2018 10:00 a.m.–3:30 p.m.
Tulare • \$149/person for counties • 3 credits • Staff/Elected Officials

Friday, December 14, 2018 10:00 a.m.–3:30 p.m.
Orange • \$149/person for counties • 3 credits • Staff/Elected Officials

SPECIAL TWO-DAY INTENSIVE WORKSHOP

Context, structure and funding of realignment in California

Realignment 101: The Basics of 1991 and 2011 Realignments 307

This two-day course examines the history and rationale for establishing it in 1991, why programs were included, what was learned, and the expansion to realignment in 2011 – all updated with program and funding changes through 2016. Participants first examine the establishment and programs of the 1991 realignment. Discussion details health and human services and mental health programs. Participants explore individual programs, how they work, funding and current status. The course examines the 2011 realignment – including AB 109 – with an emphasis on public safety programs. Details on the realigned programs, changes to 1991 realignment services, implementation, funding and how counties are implementing the 2011 realignment are all discussed. The second day features a detailed examination of fiscal issues: structure and allocation of local funds; flow of funds in human services, public safety, health, behavioral health, and other programs; forecasting and tracking realignment, VLF and Prop 172 funds; fund growth; and other fiscal issues.

Instructors: Diane Cummins, Special Advisor to the Governor on State and Local Realignment; Andrew Pease, Finance Director, San Diego County Health and Human Services Agency; and Robert Manchia, San Mateo County Human Services Agency.

Thursday - Friday, September 27-28, 2018
 10:00 – 4:30 p.m. Thursday and 8:30 – 3:00 p.m. Friday
 Sacramento • \$298/person for counties • 6 credits • Staff/Analysts

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

State Budget 101: What Counties Need to Know 396

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. Learn about who influences – and how they do it – the state budget process, policy and politics. It’s an inside look at a complex process which influences virtually every aspect of county operations. Learn about how to find and interpret budget information and a few tips about influencing the budget decisions.

Instructors: Diane Cummins is Special Assistant to the Governor and has worked in both executive and legislative branches on the budget; Jean Hurst is Principal with HBE Advocacy and long-time legislative advocate on local government finance.

Friday, July 20, 2018 10:00 a.m.–3:30 p.m.
 Sacramento • \$149/person for counties • 3 credits • Managers/Executives

Storytelling is one of life’s most powerful skills

Storytelling and Other Leadership Practices in the Art of Persuasion 378

Persuasion is interpreted as an attempt to evoke a voluntary change in the attitude or behavior of another person. Effective leaders are able to tell stories that speak to others and markedly influence their behaviors. Through hands-on exercises the class explores elements of storytelling and how to construct and use stories in the practice of

leadership. Participants examine case studies and experiences to develop their own stories. Other practices examined include metaphors, humor, reciprocity, contrast and conformity. These tools are placed in the context of enhancing the transaction between leader and follower and authentically hearing the needs of listeners.

Instructor: Bill Chiat is Dean of the CSAC Institute and has been a practitioner of leadership (and storytelling) for 35 years.

Friday, September 14, 2018 10:00 a.m.–3:30 p.m.
 Orange • \$149/person for counties • 3 credits • Staff/Elected Officials

Better understand a major component of the county budget

Unraveling Public Employment Pensions and Retirement Benefits 365

Provides a policy overview of county retirement systems and examines other post employment benefits (OPEB) and their collective impact on county finances. It covers both PERS and 1937 Act programs, how they originated, the benefits, and how they are funded. Reporting requirements and county liabilities are part of the conversation. It unveils the mysteries of understanding costs and projections and explores options and case examples for funding, reforming and managing costs (including rate stabilization funds) of pension and OPEB systems. Other post-employment benefits and their impact on county finances. An emphasis is placed on recent reforms to state law and county retirement systems and how is affecting county policies and operations.



Instructor: John Bartel is president of Bartel Associates, LLC and brings over 35 years experience in pension and retiree healthcare consulting.

Thursday, October 25, 2018 10:00 a.m.–3:30 p.m.
 Sacramento • \$149/person for counties • 3 credits • Staff/Elected Officials

Manage county resources effectively and efficiently

World Class Contracting, Contract Management and Procurement 392



Every County or public entity requires the effective procurement of goods and services in order to successfully achieve its mission, business objectives and meet the needs of its constituents. 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. Prior and during this session, participants will be invited to submit specific contracting and procurement situations and questions, which they would like to be discussed during the session.

Instructor: 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.

Friday, November 30, 2018 10:00 a.m.–3:30 p.m.
 Sacramento • \$149/person for counties • 3 credits • Staff/Elected Officials



To register for classes please visit www.csacinstitute.org ♦ 7

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COST-EFFECTIVE SOLUTION FOR COUNTY SUCCESSION PLANNING AND EXECUTIVE DEVELOPMENT

*Registration fees includes professional instruction,
course materials, certificate and lunch*

www.csacinstitute.org Visit the Institute website for updated information, course schedules and resource materials, including materials from many of the Institute's most popular classes.



CSAC Institute for Excellence in County Government is a professional, practical continuing education program for senior county staff and elected officials. Its goal is to expand capacity and capability of county elected officials and senior staff to provide extraordinary services to their communities. The Institute was established in 2008 and is operated by the California Counties Foundation (a 501(c)(3) charity) on behalf of the California State Association of Counties (CSAC). Nearly 6,000 county staff and elected officials have taken courses. The Institute is supported by CSAC, the California Counties Foundation, grants from organizations and foundations, and course registration fees.

Course Locations

Sacramento – Courses are held in downtown Sacramento at the Capital Event Center at the M.A.Y. Building, 1020 11th Street.

Contra Costa – Courses are hosted by Contra Costa County and held in Martinez at the Department of Child Support Services, Diablo Room, 50 Douglas Drive.

Tulare – Courses are hosted by Tulare County and held in Visalia at the Human Resources & Development Department building, 2500 W. Burrel Avenue.

Orange – Courses are hosted by Orange County and held in Santa Ana at the Orange County Waste & Recycling Department Community Room, 300 North Flower Street, Suite 400.

Shasta – Courses are hosted by Shasta and Tehama counties and held in Redding at the Best Western Hilltop Inn, 2300 Hilltop Drive.

Course Registration and Fees

Registration – Course registration is done on-line. *Advance registration is required.* Because of limited class size we cannot accommodate registration at the door. To register for a class please visit www.csacinstitute.org.

Fees – Course tuition includes instruction, materials, certificate and lunch. All county staff and officials are eligible for the special county rate of \$149/class day. Staff from county-partnered CBOs, CSAC Partners and Premier Members, and CSAC Affiliate Members are also eligible for this special reduced rate. Regular registration fee is \$351/class day.

Discounts – Reduced tuition is available to county staff and officials when registering for three or more classes at the same time or with the purchase of the Credential Package. Save at least 10% with these options.

Cancellations and Substitutions – Substitutions may be made at no charge; substitutions are not allowed for individuals in a credential package. Registrations may be cancelled by logging into your account, e-mail or calling up to seven days in advance of the class. Refunds are subject to a \$20 handling fee. There are no refunds or credits for cancellations within seven days of a class or no-show the day of the class.

Contact Us

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cbenson@counties.org

Administrative Assistant – Olviya Vataman
ovataman@counties.org

916/327-7500

2018 CSAC Calendar of Events Board of Directors

JANUARY

- 3 Urban Counties of California (UCC) Board Conference Call
- 11 California Association of County Executives (CACE) Business Meeting, Sacramento
- 17 CSAC Executive Committee Orientation Dinner, Sacramento
- 17 Rural County Representatives of California (RCRC) Board Meeting & Installation of Officers Reception, Sacramento
- 18 CSAC Executive Committee Meeting, Sacramento
- 29 Urban Counties of California (UCC) Board Conference Call
- 31 – Feb 2 CSAC Premier Corporate Partner Forum, San Diego County

FEBRUARY

- 15 CSAC Board of Directors Meeting, Sacramento
10:00am – 1:30pm, Capitol Event Center, 1020 11th Street, 2nd Floor, Sacramento
- 26 Urban Counties of California (UCC) Board Conference Call

MARCH

- 3 – 7 NACo Legislative Conference, Washington, D.C.
- 14 Rural County Representatives of California (RCRC) Board Meeting, Sacramento
- 26 Urban Counties of California (UCC) Board Conference Call

APRIL

- 5 CSAC Executive Committee Meeting, Sacramento
- 18 – 20 CSAC Finance Corporation Board Meeting, Riverside County
- 23 Urban Counties of California (UCC) Board Conference Call
- 25 – 26 Rural County Representatives of California (RCRC) Board Meeting, Humboldt County

MAY

- 16 Urban Counties of California (UCC) Board Meeting, Sacramento
- 16 – 17 CSAC Legislative Conference, Sacramento
- 17 CSAC Board of Directors Meeting, Sacramento
12:30pm – 4:00pm, Sacramento Convention Center, 1400 J St, Sacramento
- 23 – 25 NACo Western Interstate Region Conference, Blaine County/Sun Valley, Idaho

JUNE

- 20 Rural County Representatives of California (RCRC) Board Meeting, Sacramento

JULY

- 13 – 16 NACo Annual Conference, Gaylord Opryland, Davidson County/Nashville, Tennessee
- 23 Urban Counties of California (UCC) Board Conference Call

AUGUST

- 2 CSAC Executive Committee Meeting, Sacramento
- 15 Rural County Representatives of California (RCRC) Board Meeting, Sacramento
- 27 Urban Counties of California (UCC) Board Conference Call

SEPTEMBER

- 6 CSAC Board of Directors Meeting, Sacramento
10:00am – 1:30pm, Capitol Event Center, 1020 11th Street, 2nd Floor, Sacramento
- 19 – 21 Rural County Representatives of California (RCRC) Annual Meeting, Napa County
- 19 – 21 CSAC Finance Corporation Board Meeting, Santa Diego County
- 25 Urban Counties of California (UCC) Board Conference Call

OCTOBER

- 3 – 5 CSAC Executive Committee Retreat, Monterey County
- 22 Urban Counties of California (UCC) Board Conference Call
- 24 – 26 California Association of County Executives (CACE) Annual Meeting, Monterey County

NOVEMBER

- 27 – 30 CSAC 124th Annual Meeting, San Diego County
- 28 Urban Counties of California (UCC) Board Meeting, San Diego County
- 29 CSAC Board of Directors Meeting, San Diego County
2:00pm – 4:00pm, Marriott Marquis San Diego, 333 West Harbor Drive, San Diego

DECEMBER

- 5 Rural County Representatives of California (RCRC) Board Meeting, Sacramento
- 12 – 14 CSAC Officers' Retreat, Napa County