

2010 WINTER/SPRING COURSE SCHEDULE

JANUARY

381 Creative Budget Solutions and Innovative Service Redesign

Given mandated services, citizen expectations and the scope of the current economic meltdown, counties across California cannot simply cut their way out of their deep budget challenge. This interactive course will explore the paradoxes and dilemmas of typical budget cutbacks, a menu of creative budget solutions, practical tools for departments, and leadership approaches. Two case studies from San Mateo County will be used to identify innovative approaches and lessons learned. Course participants will also contribute case examples of service redesign as well as effective tools.

Thursday, 14 January 2010 10:00–3:30
Sacramento • \$75/person for counties • 3 credits • Board/Execs

352 Making an Impression: Media Interviewing and Presentation Skills

Every opportunity to address a group or appear with the media is a chance to make an impression. But what kind of impression? This course, designed for seasoned professionals and elected officials, will help polish those presentations and strengthen delivery skills whether you are talking to the media, at a board meeting or any public setting. The course covers practical strategies for planning, preparing and delivering presentations that get your message across and retained by the audience. Hands-on work includes practice labs, videos and constructive critiques from presentation professionals.

Friday, 22 January 2010 10:00–3:30
Sacramento • \$75/person for counties • 3 credits • Board/Execs

FEBRUARY

311 Water in California – The Politics, Distribution ... and the Future

California has a long history of water politics. This course provides an overview of that history and puts it in the context of the current water debate. It provides the policy overview, history and proposals to this complex issue in an interactive and practical manner. Participants explore the current status of water including water storage and delivery systems in the state. The class examines pressures on the water system outside of drought and growth, including climate change and environmental regulation. Discussion identifies the proposals under discussion for dealing with the current water crisis and how they could affect water available for counties.

Thursday, 4 February 2010 10:00–3:30
Sacramento • \$75/person for counties • 3 credits • Board/Execs

112 Getting Things Done: The Art of Working with Others to Achieve Objectives

To get things done you work with a range of county staff, elected officials and community members. What techniques and tools exist to help you pursue your objectives? This course examines practices that improve the likelihood of achieving desired objectives. It examines the elements which contribute to success, from interpersonal relations to building a system of monitoring and a culture of accountability. Participants look at themselves and the values that underlie ethical behavior and trustworthiness. Other components

address transparency in decision-making, coalition building, collaboration, and setting expectations.

Friday, 19 February 2010 10:00–3:30
Sacramento • \$75/person for counties • 3 credits • Board/Execs

151 Financing California Counties

Have you found yourself overwhelmed trying to understand the financial reports from county programs? Or worse yet, trying to explain county finances and revenues to your constituents? This course provides an in-depth examination of the federal, state and local county funding sources and how those funds are typically spent. The class explores county discretionary levels with key funding sources and how the funds may be spent. Participants discuss various methods to communicate the challenges of county finances to the community.

Friday, 26 February 2010 10:00–3:30
Oakland • \$75/person for counties • 3 credits • Board/Execs

MARCH

308 Fiduciary Responsibility – Managing the County Treasury

While it is the county treasurer who has responsibility to manage the county's funds, the Board, CAO, Counsel and others also have a role as stewards of county finances. The current financial markets provide no better example for the need to better understand investment risk and county fiscal health. This session provides a comprehensive overview of fiduciary standards of excellence, due diligence, legal obligations, and performance management. It focuses on the county investment officer's strategy and how to tell whether the policy is being followed. It also examines the fiduciary responsibility of various county officials.

Thursday, 11 March 2010 10:00–3:30
Sacramento • \$75/person for counties • 3 credits • Board/Execs

153 Labor Relations in Local Government – Negotiating Contract Changes

How do you approach labor to change contracts? Why do employee costs continue to rise, even when COLA's are limited? This course examines the basics of labor negotiations and renegotiations, keys to concession bargaining, unfair practices, and employee benefits. Participants explore the Board role versus staff in negotiations, negotiating layoffs and furloughs, and strategies for negotiating contract changes and limiting contract costs. The class also examines the techniques for maintaining the ongoing relationships with employee organizations.

Friday, 12 March 2010 10:00–3:30
Oakland • \$75/person for counties • 3 credits • Board/Execs

362 Communicating Directly with Your Public: Using New Media Resources

The traditional news release, news conference or public service announcement is becoming less effective in communicating the county's perspective on issues or events. Fewer people read newspapers and most media outlets are cutting back on reporters. So how do counties get their messages out? This course examines the elements of a communication strategy and how new media tools fit in. Participants explore communication strategy and the use and how tools such as web sites, Facebook, Twitter and others fit

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into an overall strategy package. Participants examine the effectiveness of strategies in different situations.

Friday, 26 March 2010 10:00–3:30
Sacramento • \$75/person for counties • 3 credits • Board/Execs

APRIL

113 Coalition Building: Creating Consensus

It is no easy task to bring together diverse groups of people to build coalitions and create consensus. However when consensus is achieved the results tend to be more sustainable over time. This course examines the techniques and practices of creating consensus. It provides practice tips for elected officials and staff who have a leadership or facilitative role in building coalitions. Whether it is an interdepartmental project team, a community task force, or an intergovernmental collaboration, this course provides hands-on skills in creating, leading, facilitating and keeping coalitions on track.

Friday, 9 April 2010 10:00–3:30
Sacramento • \$75/person for counties • 3 credits • Board/Execs

310 County Health Care Systems – The Responsibilities and Resources

Health care and public health services are among the most critical county services and among the most complex to understand. What are the mandated responsibilities for counties? What are the sources of funding? How are services provided? What are the consequences of state and county program reductions? These are among the questions explored in this policy-makers course on county public health services. Aspects examined include indigent care, Medi-Cal services and public health. Participants use case studies to look at a range of strategies and consider opportunities for sorting out health care priorities when resources are so severely limited.

Thursday, 22 April 2010 10:00–3:30
Sacramento • \$75/person for counties • 3 credits • Board/Execs

150 Local Governance in California

California has a complex system of providing state, federal and local services through local governments. It is often difficult to understand or explain the broad responsibilities counties have to provide a vast range of often unrelated services. This course provides an overview of government structure and responsibilities in California with a focus on how it relates to counties.

Friday, 23 April 2010 10:00–3:30
Oakland • \$75/person for counties • 3 credits • Board/Execs

372 To Do or Not to Do: Leadership in Decision Making

Most of us have experienced decision-making as a one-step process—*just do it!* There is much more, however, to leadership in effective problem solving and decision-making. This best practice course examines how values and past experience guides one in perceiving facts when engaged in decision making and ways to apply problem solving and decision making techniques. The course introduces a step-by-step approach to problem solving and introduces participants to some handy problem solving and decision making tools.

Thursday, 29 April 2010 10:00–3:30
Sacramento • \$75/person for counties • 3 credits • Board/Execs

MAY

361 Effective Partnerships with County-Funded CBO's

Many counties fund and rely on community-based organizations (CBOs) to provide a range of county services. The success and effectiveness of the services delivered depends on the nature of the relationship between the county

and the CBO? Are both the County and the CBO maximizing the resources available? Find out in this course on how to select, establish and maintain effective relationships with CBOs, indicators of success or problems, and how to get a relationship with a CBO back on solid ground.

Thursday, 6 May 2010 10:00–3:30
Sacramento • \$75/person for counties • 3 credits • Board/Execs

360 Managing Conflict (even hostility) and Disagreement in Comfort

Conflicts and disagreements are a fact of life in counties. 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 Supervisors and executives identify constructive approaches to positively managing conflict whether from the dais, in a meeting, or one-on-one. Participants develop tools to quickly analyze and respond to difficult situations and create practical, positive outcomes.

Friday, 14 May 2010 10:00–3:30
Sacramento • \$75/person for counties • 3 credits • Board/Execs

303 County Mental Health Obligations, Services and Funding

Counties are the primary providers of community mental health services. This survey course introduces the statutorily mandated responsibilities and other services counties provide. It examines innovative approaches to mental health services and highlights funding opportunities for those services. Participants explore county approaches to services for those involuntarily committed and services for special-education students. This course provides decision-makers with the questions to ask and how to explain county mental health services.

Thursday, 20 May 2010 10:00–3:30
Sacramento • \$75/person for counties • 3 credits • Board/Execs

JUNE

307 Realignment 101: How Did We Get It? Where Did it Go?

You hear about realignment at every budget hearing. The formulas make your eyes glaze over yet you know it's critical in funding county safety net services. What is realignment, where did it come from and how does it work? This course examines the history and rationale for establishing it and why programs were included or added over the years. Participants examine the mechanics and what programs realignment funds today. Particularly challenging issues are addressed such as IHSS, mental health services, Prop. 53 care decisions, and California Children's Services. The course explores what the future holds and potential impacts of federal health reform.

Following the CSAC Legislative Conference!
Thurs-Friday, 3-4 June 2010 1:30-4:30 & 8:30-11:30
Sacramento • \$75/person for counties • 3 credits • Board/Execs

114 Public Engagement: Involving the Community in Decision Making

Community involvement is a key to idea generation, effective decision-making and public acceptance of decisions. But how can you engage the fullest participation and encourage a clear, civil and informed exchange of views? This course explores practical tips to maximize the effectiveness of public forums, hearings, town halls, and other forms of community engagement. Participants examine techniques that help the public take into account the hard choices and trade-offs in decisions, and how to demonstrate that public ideas and recommendations are taken seriously.

Thursday, 18 March 2010 10:00–3:30
Sacramento • \$75/person for counties • 3 credits • Board/Execs

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