

## FEATURED COURSE

# New County Supervisors Institute

## *A three-session series designed to help newly elected supervisors jump-start their term*

So you've just been elected as County Supervisor. **Now what?** This series of three sessions is designed to help you hit the ground running.

The series examines the basics of county governance. Hear tips and tricks from experienced supervisors on establishing your office, roles and responsibilities, ten top questions to ask of staff, legal obligations and much more. The first session of this in-depth seminar is held just before the CSAC Annual Meeting in November and provides the unique opportunity to develop a network amongst new supervisors that will last through your career. Course accredited by CSU-Sacramento.

The course is open to all supervisor-elects in California.

### Objectives

*Upon completion of this course, participants will be able to:*

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



### Designed Specifically for Newly Elected County Supervisors

The three sessions of the Institute provide a unique venue for new County Supervisors to meet their colleagues and learn important information and protocols to help them better understand the requirements and environment of their new office.



New Supervisors Class of 2009

### Hands-On Learning

Interactive presentations and small group discussions highlight the Institute and provide Supervisors with hands-on, policy-level discussions of their roles and responsibilities. Participants receive content-rich resources and reference materials.

### Expert Faculty

Faculty for the Institute are experts in helping County Supervisors be more effective their very first day in office. Faculty includes experienced County Supervisors, County Administrators/Executives, County Counsels, County Clerks, and experts in media relations, budgeting and finance, state legislation and current issues facing California Counties. They bring practical experience in both crafting policy and implementing services in counties.

### Session I

Monday-Tuesday, 15-16 November 2010

*Just before the CSAC Annual Meeting in Riverside!*

## Highlights of Institute Topics

### Session I

Monday-Tuesday, 15-16 November 2010, Riverside  
Just prior to the CSAC Annual Meeting, 16-18 November

- ☞ What to expect in your first 90 days in office
- ☞ Responsibilities of county government and other local agencies
- ☞ 10 things you should be asking your CAO to get a jump-start
- ☞ How to work effectively with the other four
- ☞ Working with your Clerk of the Board
- ☞ How to work within the law and the role of County Counsel
- ☞ An introduction to CSAC and how CSAC can assist you and your county
- ☞ Getting to know your new colleagues

### Session II

February 2011, Sacramento\*

- ☞ The county budgeting process and financial management
- ☞ Counties, the state budget and the fiscal relationship with the state
- ☞ Effective advocacy – working with your state legislators
- ☞ Overview of current county issues
- ☞ Introduction to county health, mental health and social services
- ☞ Land use planning and infrastructure
- ☞ How to run an effective meeting

### Session III

April 2011, Sacramento\*

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

\* Date to be determined

## Registration and Tuition

New Supervisor Institute tuition covers the costs for all three sessions, including lunches, breaks, receptions and all course materials. A special package price is available for those who register for both the New Supervisors Institute and the 2010 CSAC Annual Meeting.



Registration for the New Supervisors Institute may be made either with the registration for the CSAC Annual Meeting or separately at the CSAC Institute website at [www.csacinstitute.org](http://www.csacinstitute.org).

- ◆ **Package Special** **\$735**  
*Includes Annual Meeting and New Supervisors Institute registration.*
- ◆ **New Supervisor Institute ONLY** **\$325**

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

## Recognition

Upon completion of the New Supervisors Institute, participants receive a Certificate from California State University – Sacramento, Center for California Studies.

Participants also earn six credits towards the completion of the *California Credentialed County Supervisor* from the CSAC Institute for Excellence in County Government. A total of 30 credits are required to earn the credential from this continuing professional education program designed for County Supervisors and senior executives.

## Details and Additional Information

Session I will be held in Riverside at the Mission Inn in conjunction with the CSAC Annual Meeting. The Institute will conclude on Tuesday, so participants may attend the Orientation Session for new Annual Meeting attendees. Sessions II and III will be held at the CSAC Conference Center in Sacramento.

For additional information, please contact CSAC Institute Manager Bill Chiat at [bchiat@counties.org](mailto:bchiat@counties.org) or 916/327-7500 ext. 510.



For information on the CSAC Institute and Registration visit: [www.csacinstitute.org](http://www.csacinstitute.org)

Look for details on the website about other Institute courses and about becoming a *California Credentialed County Supervisor*