

COURSE SYLLABUS



Number	Title		
110	New Supervisors Institute		
Credential	County Supervisor Credential		
Length	3 Sessions	Credits	6
Audience	Newly Elected County Supervisors		

Description

So you've just been elected as County Supervisor. **Now what?** This series of three sessions is designed to help new supervisors 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 in conjunction with the CSAC Annual Meeting in November. It provides the unique opportunity to develop a network amongst new supervisors that will last through your career.

Those completing the three sessions receive a Certificate from CSAC, and six credits towards earning the California County Supervisors Credential from the CSAC Institute.

The course is open to all supervisor-elects in California. State law provides for authority for counties to pay the tuition for Supervisor-elect training courses prior to taking office.

Learning Objectives

Upon completion of the course, participants can expect to:

- ◆ Describe roles, responsibilities and legal obligations of a county supervisor
- ◆ Have 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.
- ◆ Describe the major sources of county revenues and the key elements of the county budget.
- ◆ Understand the broad range of basic county services.
- ◆ Use CSAC and other resources to effectively advocate county legislative issues.
- ◆ Apply strategies to effectively work with the media.
- ◆ Appreciate the laws and practices affecting labor relations with county employees.
- ◆ Describe strategies to create effective interactions with constituents and collaboration with other governments
- ◆ Build a lasting network of peers to consult with and share ideas.

Course Curriculum – Class of 2013 Session I

Day 1 – Monday, November 26th 2012

- 8:30 a.m. **Welcome**
- ◆ Mike McGowan, Institute Moderator
Yolo County Supervisor and CSAC President
 - ◆ Bill Chiat, CSAC Institute Dean
- Self Introductions of Institute Participants**
Meet your peers and share your goals (and fears) as Supervisor-elect.
- ◆ David Finigan, Del Norte County Supervisors and CSAC First Vice President
- 9:30 **The First 90 Days: What to Expect – How to Prepare**
Hear practical tips from experienced supervisors on preparing for your first 90 days in office. Hit the ground running with helpful insights and suggested practices. Acquire tools to deal with both the expected and the unexpected elements of your new role as a County Supervisor.
- ◆ Supervisor Janice Rutherford (San Bernardino)
 - ◆ Supervisor Steve Lavagnino (Santa Barbara)
 - ◆ Supervisor Randy Hanvelt (Tuolumne)
 - ◆ Supervisor Mike McGowan (Yolo) – Moderator
- 10:45 **Role, Responsibilities and Authority of County Government**
Examine the required and discretionary responsibilities of California counties. Explore the role and authority of counties within the context of state government and other local agencies such as cities and special districts.
- ◆ Supervisor Mike McGowan (Yolo)
 - ◆ Bill Chiat, CSAC Institute Dean, Former CEO (Napa)
 - ◆ Rick Haffey, County Executive Officer (Nevada)
- Luncheon Program**
“Working with Others to Get Stuff Done”
Getting things done requires collaboration with other officials and agencies. Learn practical tips for building effective working relationships with your fellow Board members and the governing boards of other local and regional agencies.
- ◆ Supervisor Efren Carrillo (Sonoma)
- 1:30 p.m. **Jump Start Your Term: Top 10 Questions You Should Ask Your CAO (and Department Directors too)**
Soon you will be meeting with your County Executive/Administrator and the department heads. What should you be sure to ask? What information do you need to know?
- ◆ CAO Walt Ekard (San Diego)
 - ◆ CAO Larry Spikes (Kings)
 - ◆ CAO Veronica Ferguson (Sonoma)
 - ◆ Rick Haffey, County Executive Officer (Nevada) – Moderator

- 3:15 **The Clerk of the Board: Their Role; Your Relationship**
The Clerk of the Board plays a critical role in your work as a supervisor. Learn how the Clerk can help you be more effective and the resources and services available from your Clerk of the Board.
- ◆ Clerk Lois M. Sahyoun (San Joaquin)
 - ◆ Clerk Gladys Coil (Napa)
 - ◆ Clerk Thomas J. Pastuszka (San Diego)
 - ◆ Clerk Christine Ferraro Tallman (Stanislaus)
 - ◆ Chief Deputy Clerk Roberta Rodriguez (Ventura)
- 5:00 **Recap and Adjourn for Day**
New Supervisors Networking Reception (Supervisors and Institute Faculty)
- ◆ Bill Chiat, CSAC Institute Dean

Day 2 – Tuesday, November 27th 2012

- 7:30 a.m. **Networking Breakfast**
- 8:15 a.m. **Welcome to the California State Association of Counties**
Serving California's 58 counties for 118 years.
- CSAC Resources to Assist You and Your County**
Understand the range of services CSAC provides to supervisors and counties. Learn about CSAC's state and federal legislative programs, the CSAC Finance Corporation, U.S. Communities, the CSAC Institute for Excellence in County Government, the Institute for Local Government and more ... all available to you.
- ◆ Supervisor David Finigan, CSAC First V.P.
 - ◆ Matthew Cate, CSAC Executive Director
 - ◆ Nancy Parish, Executive Director, CSAC Finance Corporation
 - ◆ JoAnne Speers, Executive Director, Institute for Local Government
 - ◆ Supervisor Valerie Brown (Sonoma), Past President, National Association of Counties
 - ◆ Bill Chiat, Dean, CSAC Institute
- 9:30 **Roles and Responsibilities of County Counsel**
County Counsel serves as both the attorney for the Board of Supervisors and the attorney for the county. Learn more about what you can expect from County Counsel and the key laws governing you as county supervisor.
- ◆ County Counsel James Fincher (Merced)
 - ◆ County Counsel Kathleen Bales-Lange (Tulare)
 - ◆ County Counsel Bruce Goldstein (Sonoma)
- 11:15 **Summary of Session I and Overview of Session II and III**
- ◆ Bill Chiat, CSAC Institute Dean
- 11:30 **Getting the Most out of the Annual Meeting: A Conference Introduction and Overview**
- ◆ David Liebler, CSAC Director of Public Affairs and Member Services

Course Curriculum – Class of 2013 Session II
Day 3 – Thursday, February 21st 2013; Sacramento

- 9:00 a.m. **Opening Remarks and Review**
 ◆ Mike McGowan, Institute Moderator
 Yolo County Supervisor and CSAC President
- 9:15 **The Art & Practice of Leadership**
Discussion examines the practice of leadership within a community and an organization. Participants consider balancing authority with capacity and public value, and separating technical problems from adaptive challenges.
 ◆ Bill Chiat, Dean, CSAC Institute
- 10:30 Break
- 10:45 **The County-State Fiscal Relationship – The Revenue Side**
An overview of county revenue sources and the state-county fiscal relationship, including a brief review of significant laws which affect current county revenues
 ◆ Diane Cummins, Senior Advisor to the Governor on Realignment
 ◆ Patrick Blacklock, County Administrator, Yolo County
 ◆ Robert Bendorf, County Administrative Officer, Yuba County
- Noon **Luncheon – Effective Advocacy: Working with the State Legislature – Perspectives from the Legislature**
 ◆ Assembly Member Rich Gordon and Senator Bob Huff
- 1:30 **The First Two Months in Office: Reflections and Observations**
Small group discussions with shared lessons learned.
- 2:15 **Wading Through the County Budgeting Process**
Counties are complex organizations with a complex budget. As you engage in your first budget cycle understand what to expect and what to look for in the budget.
 ◆ Patrick Blacklock, County Administrator, Yolo County
 ◆ Robert Bendorf, County Administrative Officer, Yuba County
 ◆ John Gioia, Contra Cost County Supervisor and CSAC First Vice President
- 3:30 Break
- 3:45 **A Supervisor's Guide to Land Use Decision-Making**
Explore the county's role in shaping the environment in which county residents live, work and recreate.
 ◆ Steve Sanders, Director Land Use & Environment, Institute for Local Government
 ◆ Michael Martello, Land Use Attorney, Institute for Local Government
- 5:00 **Reception with CSAC Staff**

Day 4 – Friday, February 22nd 2013; Sacramento

- 7:30 **Networking Breakfast**
- 8:00 **'Take Aways' from Thursday**
Participants' highlights from the Thursday discussion
◆ Mike McGowan, Institute Moderator
- 8:15 **Effective Advocacy: Working with the State Legislature and Regulatory Agencies**
Examine how CSAC advocates on behalf of counties and the role of Policy Committees. Learn about and have input on current hot policy issues.
◆ Jim Wiltshire, CSAC Deputy Director and Legislative Director
- 8:30 **2013 Legislative Issues Affecting Counties**
Round Robin small group discussions with CSAC policy experts on current key legislative issues affecting counties in each of the major policy areas.
◆ CSAC Legislative Representatives
- 10:15 **Break**
- 10:30 **A Supervisor's Guide to County Health and Human Services**
Understand major areas of county responsibility for social services, public health, health care, behavioral health, and alcohol and other drug abuse.
◆ Graham Knaus, Nevada County
- 11:45 **Recap of Session II**
◆ Bill Chiat, CSAC Institute Dean
- Noon **Adjourn**

Course Curriculum – Class of 2013 Session III
Day 5 – Thursday, April 11th 2013; Sacramento

- 9:00 a.m. **Opening Remarks and Review**
- 9:15 **Supervisor’s Guide to Labor Relations**
Learn about labor relations practices and laws affecting county operations. Understand strategies for negotiations and relations with represented groups, and supervisor interactions with labor groups and county employees.
- 10:45 **Supervisor’s Guide to Effective Media Relations**
Receive practical tips for working with the media, media interviews, and handling difficult media situations.
- Luncheon – Federal Issues Affecting California Counties**
- 1:15 **Public Meetings and Public Engagement**
Analyze both legal requirements and practical strategies for seeking public input and participating in public decision-making processes, including dealing with contentious issues.
- 2:45 **Intergovernmental Collaboration**
Counties must often work with cities, special districts and regional governments on a variety of issues and requirements. Explore techniques for building collaborative relationships with other governments.
- 3:45 **Recap of Institute and Conclusion**
 ♦ Bill Chiat, CSAC Institute Dean
- 4:00 **Graduation!**

Course Materials

Each participant receives a copy of the *California County Supervisor’s Resource Guide*. This handy desk manual has reference materials on county structure and powers, key laws, State government directory, rosters, key Federal agencies, State and Federal programs for counties, and resource materials prepared for County Supervisors by the Institute for Local Government.