

CSAC BOARD OF DIRECTORS

BRIEFING MATERIALS

Thursday, April 25, 2019

12:30 p.m. - 4:00 p.m.



Meeting Location:

Hyatt Regency Sacramento | 1209 L Street

Room: Ballroom BC

(800) 867-2581 | Code: 7500508#



California State
Association of Counties



CALIFORNIA STATE ASSOCIATION OF COUNTIES
BOARD OF DIRECTORS MEETING
Thursday, April 25, 2019 | 12:30 – 4:00 PM
Hyatt Regency Sacramento | Room BC

AGENDA

Presiding: Virginia Bass, President

12:30 PM **BUFFET LUNCHEON**

1:00 PM **PROCEDURAL ITEMS**

1. Roll Call *Page 1*
2. Approval of Minutes from February 14, 2019 *Page 3*

SPECIAL PRESENTATIONS

3. CSAC Institute Credentials & Fellows Program *Page 10*
 - *Supervisor Lisa Bartlett | CSAC 1st Vice President & California Counties Foundation Board President*
4. Institute for Local Government *Page 11*
 - *Erica Manuel | ILG Executive Director*
5. Nationwide Retirement Solutions
 - *Eric Stevenson | Senior Vice President, Retirement Plans Distribution*

2:00 PM **ACTION ITEMS**

6. CSAC Policy Committee Reports *Page 14*
 - Administration of Justice
 - *Supervisor Alfredo Pedroza | Chair, Napa County*
 - *Jessica Devencenzi | CSAC, Legislative Representative*
 - Agriculture, Environment & Natural Resources *Page 15*
 - *Supervisor Sherri Brennan | Chair, Tuolumne County*
 - *Cara Martinson | CSAC, Legislative Representative*
 - Government Finance & Administration *Page 16*
 - *Supervisor Judy Morris | Chair, Trinity County*
 - *Geoff Neill | CSAC, Legislative Representative*
 - Health & Human Services *Page 17*
 - *Supervisor Das Williams | Chair, Santa Barbara County*
 - *Farah McDaid Ting | CSAC, Legislative Representative*
 - *Justin Garrett | CSAC, Legislative Representative*
 - Housing, Land Use & Transportation *Page 18*
 - *Supervisor Oscar Villegas | Chair, Yolo County*
 - *Chris Lee | CSAC, Legislative Representative*
7. Consideration of Proposed CSAC Budget for FY 2019-20 *Page 19*
 - *Supervisor Ed Scofield | CSAC, Treasurer, Nevada County*
 - *Manuel Rivas, Jr. | CSAC, Deputy Executive Director, Operations & Member Services*

3:00 PM

INFORMATION ITEMS

8. Caucus Report Outs

- Rural
 - *Supervisor Virginia Bass | Humboldt County*
- Suburban
 - *Supervisor James Gore | Sonoma County*
- Urban
 - *Supervisor Lisa Bartlett | Orange County*

9. CSAC Finance Corporation Report

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- *Supervisor Leonard Moty | CSAC Finance Corporation President*
- *Alan Fernandes | CSAC Finance Corporation, CEO*
- *Steven Bennett | Dominion, Regional Sales Manager*

10. Federal Legislative Update

- *Tom Joseph | Paragon Government Relations, Vice President*
- *Hasan Sarsour | Paragon Government Relations, Senior Associate*

11. Operations & Member Services Update

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- *Manuel Rivas, Jr. | CSAC, Deputy Executive Director, Operations & Member Services*
- *David Liebler | CSAC, Director, Public Affairs & Member Services*

12. California Counties Foundation Update

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- *Chastity Benson | California Counties Foundation Manager*

13. Information Items, No Presentation

- *CSAC Litigation Coordination Program Report*
- *CSAC Institute Class Schedule*
- *Board of Directors 2019 Calendar of Events*

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14. Public Comment

4:00 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
 2019

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

SECTION	COUNTY	DIRECTOR
U	Alameda County	Keith Carson
R	Alpine County	Terry Woodrow
R	Amador County	Richard Forster
S	Butte County	Debra Lucero
R	Calaveras County	Merita Callaway
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	Moke Simon
R	Lassen County	Chris Gallagher
U	Los Angeles County	Mark Ridley-Thomas
R	Madera County	Brett Frazier
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	Belia Ramos
R	Nevada County	Ed Scofield
U	Orange County	Lisa Bartlett
S	Placer County	Bonnie Gore
R	Plumas County	Lori Simpson
U	Riverside County	Chuck Washington

U	Sacramento County	Susan Peters
R	San Benito County	Jamie De La Cruz
U	San Bernardino County	Janice Rutherford
U	San Diego County	Greg Cox
U	San Francisco City & County	TBA
U	San Joaquin County	Bob Elliott
S	San Luis Obispo County	Bruce Gibson
U	San Mateo County	Carole Groom
S	Santa Barbara County	Das Williams
U	Santa Clara County	Susan Ellenberg
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	Susan Gorin
S	Stanislaus County	Vito Chiesa
R	Sutter County	Dan Flores
R	Tehama County	Robert Williams
R	Trinity County	Judy Morris
S	Tulare County	Amy Shuklian
R	Tuolumne County	Karl Rodefer
U	Ventura County	Kelly Long
S	Yolo County	Jim Provenza
R	Yuba County	Doug Lofton

ADVISORS

Bruce Goldstein, County Counsels Association, Past President, Sonoma County
 Birgitta Corsello, California Association of County Executives, President, Solano County

CALIFORNIA STATE ASSOCIATION OF COUNTIES
BOARD OF DIRECTORS
February 14, 2019
Capitol Event Center | Sacramento
Conference line: (800) 867-2581 | Code: 7500508#

MINUTES

1. Roll Call of the Executive Committee

OFFICERS

Virginia Bass | President
Lisa Bartlett | 1st Vice President
James Gore | 2nd Vice President
Leticia Perez | Past President (remote)

CSAC STAFF

Graham Knaus | Executive Director
Manuel Rivas, Jr. | Deputy Executive Director,
Operations & Member Services
Darby Kernan | Deputy Executive Director,
Legislative Services

ADVISORS

Bruce Goldstein, County Counsels Association

SUPERVISORS

Luis Alejo | Monterey County
Keith Carson | Alameda County
Bob Elliott | San Joaquin County
Carole Groom | San Mateo County
Erin Hannigan | Solano County
Kelly Long | Ventura County
Bruce McPherson | Santa Cruz County
Buddy Mendes | Fresno County (remote)
Leonard Moty | Shasta County
Craig Pedersen | Kings County
Ed Valenzuela | Siskiyou County
Chuck Washington | Riverside County
Terry Woodrow | Alpine County
Ed Scofield | Nevada County (Treasurer)

2. Installation of the 2019 CSAC Board of Directors

The CSAC Constitution indicates that each county board shall nominate one or more directors to serve on the CSAC Board of Directors to serve a one-year term, commencing with the Annual Conference, Staff presented a list of nominees received from counties for the representatives and alternates.

A motion to approve the nominated members to the CSAC Board of Directors made by Supervisor Moty, Second by Supervisor Hannigan; motion carried unanimously.

3. Roll Call of the Board of Directors

Alameda	–	Keith Carson	Del Norte	–	Chris Howard
Alpine	–	Terry Woodrow	El Dorado	–	Sue Novasel
Amador	–	Richard Forster	Fresno	–	Buddy Mendes (remote)
Butte	–	Debra Lucero	Glenn	–	John Viegas (remote)
Calaveras	–	Merita Callaway	Humboldt	–	Absent
Colusa	–	Denis Carter	Imperial	–	Raymond Castillo
Contra Costa	–	John Gioia	Inyo	–	Jeff Griffiths (remote)

Kern	– Zack Scrivner (remote)	San Diego	– Greg Cox (remote)
Kings	– Craig Pedersen	San Francisco	– N/A
Lake	– Absent	San Joaquin	– Bob Elliott
Lassen	– Absent	San Luis Obispo	– Bruce Gibson
Los Angeles	– Absent	San Mateo	– Carole Groom
Madera	– Absent	Santa Barbara	– Das Williams
Marin	– Damon Connolly (remote)	Santa Clara	– Susan Ellenberg
Mariposa	– Marshall Long (remote)	Santa Cruz	– Bruce McPherson
Mendocino	– Carre Brown (remote)	Shasta	– Leonard Moty
Merced	– Lee Lor (remote)	Sierra	– Lee Adams
Modoc	– Patricia Cullins (remote)	Siskiyou	– Ed Valenzuela
Mono	– John Peters	Solano	– Erin Hannigan
Monterey	– Luis Alejo	Sonoma	– Absent
Napa	– Belia Ramos	Stanislaus	– Vito Chiesa (remote)
Nevada	– Ed Scofield	Sutter	– Dan Flores
Orange	– Lisa Bartlett	Tehama	– Robert Williams
Placer	– Bonnie Gore	Trinity	– Judy Morris
Plumas	– Lori Simpson (remote)	Tulare	– Amy Shuklian
Riverside	– Chuck Washington	Tuolumne	– Karl Rodefer
Sacramento	– Susan Peters	Ventura	– Kelly Long
San Benito	– Absent	Yolo	– Jim Provenza
San Bernardino	– Janice Rutherford	Yuba	– Doug Lofton

The presence of a quorum was noted.

4. Approval of Minutes from November 29, 2018

A motion to approve the minutes from November 29, 2018 made by Supervisor Forster; second by Supervisor Moty; Calaveras County abstained; motion carried with a majority vote.

5. Presentation of Distinguished Service Awards

CSAC honored Senator Bill Dodd with the 2018 Distinguished Service Award for his bipartisan effort to prevent changes to Wildfire Liability that would have devastated local government and for coordinating with staff and leadership to bring a comprehensive deal which brought reforms and funding for forestry and fire prevention projects. CSAC also honored Assemblymember Jim Wood with the Distinguished Service Award for his partnership in developing wildfire prevention legislation, which was a major step forward that will protect counties, fire victims, and rate payers while keeping utilities fiscally sound and protecting against future fire events.

6. Report on the Governor’s Budget

Staff presented on the Governor’s budget, which was delivered on January 10, 2019. CSAC staff is working with the administration and Legislature on getting issues addressed before the May Revise.

7. State Budget Impact on Counties

The CSAC Legislative Representatives presented on the budget impacts for their different policy areas.

a. Administration Of Justice

Staff presented that realignment numbers are up and that the numbers will be presented to counties within the next few weeks. No action pertaining to bail reform can be taken at this time. The budget contains \$75 million for Judicial Council to give pretrial services. CSAC is doing outreach to criminal justice analysts to gauge county interest and push for more money in the budget. Juvenile Justice has been moved from the Department of Corrections to the Department of Healthcare Services. CSAC has created a Juvenile Justice working group. The AOJ team is also focused on making Trial Court Security more functional. After the 2011 realignment, Trial Court Security was realigned to counties, but the amount of funding provided has not kept up with personnel and security costs.

b. Agriculture, Environment, and Natural Resources

CSAC continues to work with the administration on climate and resiliency funding after the passage of SB 901. Staff is working on influencing the allocation of the funds, including additional equipment to CalFire, public radio operability and tree mortality assistance, to name a few. CSAC continues to fight against PG&E alongside counties. On the environmental side, CSAC is working with the Legislature to introduce new clean drinking water proposals to fund the clean-up of contaminated drinking water systems in disadvantaged communities. The Governor has proposed \$1 billion in cap and trade spending, \$25 million of which will go to waste aversion funds. The focus will be on the development of infrastructure to manage organic waste material. CSAC has requested the establishment of a commission to focus on the National Sword “blue sky” policy initiated by the Chinese government. We currently export 80% of our plastic and paper overseas and this new policy will drastically decrease that number. CSAC is working closely with the administration on additional resources for local jurisdictions to expand domestic markets in California.

c. Government Finance Administration

The Governor’s budget proposal included money for property tax backfills as a result of the wildfires and disasters. It seems apparent that the Governor’s office is committed to ensuring that all affected counties are fully reimbursed for property tax backfills for the year of the disaster as well as the following fiscal year. CSAC is working with the administration on situations affecting counties that go beyond property tax backfills, such as water systems. The GFA policy committee is committed to ensuring a complete count for the 2020 Census.

d. Health and Human Services

CSAC dedicated significant time negotiating a provision that required the Department of Finance to Realign In Home Supportive Services (IHSS). The Realignment is positive for counties as it provides a reduced county commitment through revising the IHSS MOR and reduces the inflation factor from 7% to 4%. CSAC will remain focused on leading the effort to develop long-term sustainability for counties to administer IHSS and other programs on behalf of the state. The governor's budget had a major focus on childhood poverty and early education. The CMSP proposal, the long term JPA that counties use to contribute to their health realignment funding as a group to have medical services provided in their communities, was folded into the IHSS proposal. It included locking in the amount of funding that each pot gets, such as social services and mental health services. CSAC is unhappy with the proposal, which only offers a three month reserve, and is working with the CMSP Board and CHEAC to finalize. The CMSP Proposal also included expanding medical care to undocumented young adults ages 19-25 and increasing the sharing ratio for counties/state. The current sharing ration under AB 85 is 60% of health realignment finding that goes back to the state and 40% gets kept for the public health department – the proposal changes the sharing ration to 75%/25% respectively. The governor wants regions to work on homelessness. CSAC will remain at the table to ensure that the budget is useful to counties. There is also a prescription drug effort where state and county entities that purchase prescription drugs may be able to join a collaborative and purchase the drugs in bulk, bringing prices down. Counties will be able to opt in or out. The Center for Medicare and Medicaid Services (CMS) has recouped \$180.7 million from California as a result of erroneous claims for service originating from county mental health plans in 2014, based on a recommendation by the U.S. Department of Health and Human Services Office of the Inspector General (OIG). CSAC staff has sent out documentation detailing the final results of the audit.

e. Housing Land Use and Transportation

The housing affordability and homelessness crisis is a high-priority issue for 2019. There have been proposals to allocate additional resources to the housing supply, such as offering funds and incentives. Proposals include \$750 million in one-time funding, \$250 million of which would be used for planning activities and coming up with new short-term housing production goals. The rest would be allocated as incentives for local jurisdictions that see an increase in housing production plans. The governor wants to create a separate housing production goal at the local level. CSAC is keeping an eye on trailer bill language on the proposal and will continue to hold conversations with counties and the legislature to educate the legislature about the value of SB 1 funding. The

Housing, Land Use & Transportation team continues to educate delegations about what county responsibilities are.

8. State & Federal Legislative Priorities for 2019

Staff presented the CSAC 2019 legislative priorities, which serve as a guide-map of major issues that staff will focus on. The 2019 core priorities are on wildfire, housing, in-home supportive services, behavioral health and the 2020 census. The Board was given a detailed report on the legislative priorities that staff will focus on in 2019.

A motion to approve the CSAC 2019 Legislative Priorities as presented by staff made by Supervisor Long; second by Supervisor Rodefer; motion carried unanimously.

Legislative Platform Changes

The CSAC Policy Committees meet during the Annual Conference and review/make changes to the Legislative Platforms, which act as a guide to the issues that staff can then advocate for on behalf of counties. The committees presented the changes to their Legislative Platform Chapters for approval by the Board of Directors.

a. AOJ

The committee added data collection language, modified bail language to ensure local flexibility and changed alcohol and drug treatment services to alcohol and substance use disorder treatment in section two of their Legislative and Executive Matters: General Principles for Local Corrections. In the section four, the Judicial Branch Matters, they changed alcohol and drug treatment services to alcohol and substance use disorder treatment. In Section five, Family Violence, a statement was added that family violence disproportionately impacts disadvantaged communities.

b. AENR

The committee proposed a language changes in chapters three, section twelve, dealing with enforcement and prevention of environmental incidents. Formatting changes were also made in chapter three to promote consistency across the chapters, including incorporating previously adopted medical marijuana policy into the chapter. Formatting and organizational changes were also made to chapters four and seven.

c. GFA

The committee provided some reformatting and grammatical changes to chapters five, nine, twelve, and thirteen. In Chapter eight, the committee incorporated language to the Public Retirement Section, incorporating language regarding CSAC's opposition of divestment mandates.

d. HHS

The committee proposed the removal of out-of-date language from chapter six to help streamline the platform. Grammatical and formatting changes were also made. Chapter

eleven included reformatting and grammatical edits, as well as the removal of out-of-date language.

e. HLT

The committee proposed an addition to section six of chapter seven to facilitate the development or funding of affordable homes by counties and cities. The rest of the chapters did not include any substantive changes, other than minor formatting and grammatical edits.

A motion to approve the Legislative Platform Changes as proposed by the policy committees made by Supervisor Rodefer; Second by Supervisor Gibson. Motion carried unanimously.

9. Institute for Local Government (ILG)

CSAC serves as one of three parent companies for ILG along with League of Cities and Special Districts Association. ILG is going through a substantial transition to be more responsive. They have just welcomed a new Executive Director, Erica Manuel, who comes from SMUD and will address the Board of Directors at a later meeting. ILG does FPPC & Ethics work related to elected officials.

10. Federal Update

CSAC's Federal Lobbyist Joe Krahn from Paragon Government Relations gave the Board of Directors an update on the Federal Budget. The budget that was proposed following the longest government shutdown is expected to be signed by the President, keeping the government open or the rest of the session. The final budget deal (HJ RES 31) provides \$1.38 billion in spending for 55 miles of new fencing along the Rio Grande Valley for the US-Mexico border. The agreement also includes funding for other border security measures, including investments in technology, personnel and equipment. HJ RES 31 also provides funding for a number of key programs that are important to California's interest, including Wildland Firefighting, HUD's Homeless Assistance Grants, Highway and Bridge Discretionary, State Criminal Alien Assistance Program and Payments-in-lieu-of-Taxes. Paragon will prepare a comprehensive analysis of the final fiscal year 2019 spending package and will distribute it to the Board of Directors.

11. CSAC Finance Corporation Update

CSAC FC President Supervisor Leonard Moty and CSAC FC CEO Alan Fernandes updated the Board on the Finance Corporation. The corporation completed its elections and is excited to welcome their Board Members: Supervisor Richard Forster from Amador County, County Administrative Officer, David Twa from Contra Costa County, Vernon Billy, Executive Director of the California School Boards Association, and Elba Gonzalez, the Executive Director of Children's Health Initiative in Napa County. The Corporation is financially in good shape, and will give further details after their annual meeting. Six counties have joined the California Cannabis Authority, the Joint Powers Authority that allows local governments to develop and manage a statewide data platform to assist with regulating commercial cannabis activity. The participating counties include Humboldt, Mendocino, Monterey, Yolo, Inyo, and San Luis Obispo.

CSAC has 33 Platinum Partners that provide \$25,000 or more annually to the CSAC Finance Corporation. The Board was addressed by one of the Platinum Partners, Jim Freeze from Aon. Aon is a professional services firm that works with counties on risk management, health services, pension benefits, and other areas. Aon's partnership with CSAC is focused on retiree healthcare plans.

12. Communications Update: Supporting our 2019 Legislative Priorities

The communications team has been committed to working alongside the legislative staff to get CSAC's message out to counties and state-wide. Staff continues to do great work on informing the membership on a regular basis through the weekly Bulletin, Social Media, Email Correspondence, Regional Meetings, and major conference. Registration for the 2019 CSAC Legislative Conference will go live next week.

13. California Counties Foundation Update

Supervisor Amy Shuklian from Tulare County was announced as a new California Counties Foundation Board member. The Foundation continues to focus on Excellence in County Governance through the CSAC Institute as well as the Results-First partnership with the Pew Charitable Trust. The Board was provided a schedule of upcoming courses offered through the CSAC Institute.

14. NACo Western Interstate Region 2020 Conference

The CSAC Member Services team is working closely with Mariposa County in securing a host role for the 2020 NACo WIR Conference for May 13-15, 2020, which generally brings between 500-600 participants. Requirements are stringent and CSAC is working with Mariposa staff to secure the location. CSAC is interested in partnering with RCRC to co-host. The WIR Board will make a decision by next week. Hosting in 2020 would be important for California since Supervisor Kevin Cann from Mariposa County will be president of WIR, providing a good opportunity for California to lead in his area during his term.

The meeting was adjourned. The next Board meeting will be April 25th in Sacramento, CA.

Fellows and Credential Recipients

Spring 2019



FELLOWS OF THE INSTITUTE

Supervisor Brandon Criss, Siskiyou County
Ahmad Alkhayyat, Madera County
Marie Brown-Mercadel, Riverside County
Rhonda Cargill, Madera County
Mark Cowart, Merced County
Sonia De La Rosa, Fresno County
Patrick Deely, Santa Clara County
Michelle Durand, San Mateo County
Nate Greenberg, Mono County
Scott Frymire, San Bernardino County
Connie Hart, San Joaquin County
Rene' LaRoche, Mariposa County
Tibi McCann, Santa Cruz County
Nadia Moshirian Binderup, San Diego County
Joseph Oates, Yuba County
Roy Park, San Joaquin County
Tracy Reece, San Bernardino County
Robert Rogers, Contra Costa County
Melodye Serino, Santa Cruz County
Delray Shelton, Merced County
Steve Thronson, Orange County
Kevin Yeager, Marin County

Melissa Cregan, Fresno County
Melisa DaSilva, Madera County
Deirdre Day, Nevada County
Chris de Nijs, County of Nevada
Teri Dean, Tehama County
Brittany Dyer, Madera County
Tara George, Santa Cruz County
Chad Godoy, Contra Costa County
Stephen Hallett, Solano County
Jason Heath, Santa Cruz County
Leonard Hernandez, San Bernardino County
Thomas Herrin, San Bernardino County
Juan Hidalgo, Santa Cruz County
Krystal Hinojosa, Contra Costa County
Carol Johnson, Santa Cruz County
Lael Kayfetz, Siskiyou County
Noemi Leon, Stanislaus County
Paia Levine, Santa Cruz County
Robert M. Scott, Sonoma County
Robert Mansfield, Madera County
Barbara McAllaster, Nevada County
Tibi McCann, Santa Cruz County
Gail McPartland, Contra Costa County
Cindy Morgan, Nevada County
Jessica Paran, Marin County
Nisha Patel, Santa Cruz County
Natalie Porter, El Dorado County
Jessica Randolph, Santa Cruz County
Kathy Samms, Santa Cruz County
Andrea Sexton, Nevada County
Steven Sinclair, Nevada County
Trevor Staples, Butte County
Rob Stewart, Tulare County
Andrew Stewart, Santa Cruz County
Scott Tyrrell, San Joaquin County
Carol Ulloa, Shasta County
Lori Walker, El Dorado County
Nicole Windom-Hurd, Riverside County
David Worthington, Sonoma County
Mike Zorovich, Contra Costa County



CREDENTIAL RECIPIENTS

Supervisor Rodrigo Espinoza, Merced County
Supervisor Virginia Bass, Humboldt County
County Administrative Officer Jason T. Britt, Tulare County
Beatriz Barranco, Santa Cruz County
Carolyn Burke, Santa Cruz County
Mary Chavez, Santa Cruz County
Chris Clark, Santa Cruz County
Shannon Conley, Tehama County



INSTITUTE FOR LOCAL GOVERNMENTSM

Promoting Good Government at the Local Level

BOARD OF DIRECTORS

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Michele Beal Bagueris
City Attorney/City Prosecutor
Pasadena

Vice Chair

Rod Gould
Former City Manager
Santa Monica

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President
Acosta and Partners

Stanley Caldwell

Board Member
Mt. View Sanitary District

Brett Channing

Director of Management Services
Lake Forest

Carolyn Coleman

Executive Director
League of California Cities

Hal Conklin

Former Mayor
Santa Barbara

Mark S. Gaughan

Principal
Genesee Group

James Keene

Retired City Manager

Graham Knaus

Executive Director
California State Association of Counties

Neil McCormick

Chief Executive Officer
California Special Districts Association

Daniel T. Miller

Senior Vice President
Irvine Company

Richard Montgomery

Councilmember
Manhattan Beach

Sue Novasel

Supervisor
El Dorado County

Nat Rojanasathira

Administrative Services Director
Danville

Lydia Romero

City Manager
Lemon Grove

Hilary Straus

General Manager
Citrus Heights Water District

CALIFORNIA STATE ASSOCIATION OF COUNTIES LIAISON

Lee Lor

Supervisor
Merced County

CITY MANAGERS DEPARTMENT LIAISON

Pat Martel

Retired City Manager

LEAGUE OF CALIFORNIA CITIES BOARD LIAISON

Randi Johl

Legislative Director & City Clerk
Temecula

MUNICIPAL MANAGEMENT ASSOCIATION OF SOUTHERN CALIFORNIA LIAISON

Nicholas Gonzalez

President

COUNTY ADMINISTRATIVE OFFICERS ASSOCIATION OF CALIFORNIA LIAISON

Patrick S. Blacklock

County Administrator
Yolo County

MUNICIPAL MANAGEMENT ASSOCIATION OF NORTHERN CALIFORNIA LIAISON

Erin Steffen

Past President

Update on Activities

April 2019

The Institute for Local Government (ILG) promotes good government at the local level with practical, impartial and easy-to-use resources for California communities. ILG's strong affiliation with the California State Association of Counties, the California Special Districts Association and the League of California Cities helps enhance collaboration and promote best practices among local agencies. ILG provides education in the form of 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 current program areas include: leadership & governance, public engagement, youth and civics education and sustainable communities.

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

Get Recognition for Your County's Sustainability Efforts – Beacon Award Applications Now Open

For over a decade, ILG's Beacon Program has provided a framework to help local governments implement energy and climate action initiatives in their communities, as well as recognize local governments for these efforts. Last year, ILG honored over 40 cities and counties with awards.

ILG recently opened the application for 2019 award consideration. Participating counties can apply for awards in the following categories: Agency Energy Savings, Natural Gas Savings, Community Greenhouse Gas Reductions, Agency Greenhouse Gas Reductions and Sustainability Best Practices.

For more information about how to participate in the program, or to apply for awards, visit www.ca-ilg.org/BeaconProgram.

ILG is Available to Help Counties with Affordable Housing Needs

The California Department of Housing and Community Development (HCD) has released the SB 2 Planning Grants [Notice of Funding Availability](#) (NOFA)

1400 K Street, Sacramento CA 95814-3916

www.ca-ilg.org

for approximately \$123 million. The Planning Grants Program provides one-time, non-competitive grants to local governments to update a variety of planning documents and processes that streamline housing approvals and accelerate housing production.

ILG is working with [PlaceWorks](#) to help local governments secure this funding by identifying projects and tools that will help increase housing production. Funding is available for:

- Targeted General Plan Updates
- Community Plans and Specific Plans
- Zoning Updates and By-Right Zoning for Housing
- Objective Design Standards
- Accessory Dwelling Unit Regulations
- Streamlined Environmental Analyses
- Process Updates to Improve and Expedite Local Permitting

Contact Karalee Browne at kbrowne@ca-ilg.org for more information.

TIERS Program Helps Counties Master Public Engagement

Community engagement is a vital component of many county projects and initiatives. Whether your county is updating its general plan, planning for new parks or green spaces, completing a climate action plan or determining priorities for limited resources – community engagement is likely part of that process. ILG’s TIERS workshop can help you design and implement community engagement approaches that will help you meet those goals. ILG’s interactive training program can help county staff operationalize community outreach efforts, while providing private, customized consulting to address your agency’s unique priorities.

ILG is hosting a TIERS Public Engagement Workshop on April 25-26 in Danville. As of early April, Santa Clara County has been confirmed to participate.

ILG will host the next TIERS training in San Diego this fall. For more information, visit www.ca-ilg.org/TIERS or contact Hanna Stelmakhovych, Program Coordinator, at 916-658-8221 or hstelmakhovych@ca-ilg.org.

ILG Partners with Schools to Engage the Next Generation of Leaders

ILG’s “Picture Yourself in Local Government” curriculum will be revised in 2019 to match the new California Department of Education’s History-Social Science Framework. This resource offers short and long-term strategies to help local governments engage young people in their communities. The curriculum supports students’ understanding about the functions of county government and acquaints them with the roles of staff and officials planting the seeds for future civic engagement including professional opportunities in the public sector. Contact Randi Kay Stephens at rstephens@ca-ilg.org for more information.

ILG Board Welcomes New Directors

ILG’s Board of Directors met in Sacramento on March 15 to discuss current projects and initiatives, emerging issues and strategic planning.

In 2019, ILG will have two new county representatives on the Board:

- Lee Lor, Supervisor from Merced County has joined the Board as the CSAC liaison
- Sue Novasel, Supervisor from El Dorado County

Additional ILG Board meeting dates are:

- Friday, May 31 (Sacramento)
- Thursday and Friday, August 15-16 (Newport Beach)
- Friday, November 15 (Sacramento)



© Administration of Justice Policy Committee
2019 CSAC Legislative Conference
Wednesday, April 24th ▪ 2:15 PM – 3:45 PM
Hyatt Regency, 1109 L Street ▪ Regency C
Sacramento, California 95814

Supervisor Alfred Pedroza, Napa County, Chair
Supervisor Kelly Long, Ventura County, Vice Chair

- 2:15 p.m. **I. Welcome and Introductions**
Supervisor Alfredo Pedroza, Napa County, Chair
Supervisor Kelly Long, Ventura County, Vice Chair
- 2:20 p.m. **II. California Department of Corrections and Rehabilitation:
 Opportunities to Collaborate**
*Ralph Diaz, Secretary, CA Department of Corrections &
 Rehabilitation*
- 2:50 p.m. **III. Developments in Juvenile Justice**
- a. Moving Division of Juvenile Justice to Health and Human Services**
*Dan Seeman, Deputy Cabinet Secretary, Office of Governor
 Newsom*
- b. Update CSAC Juvenile Hall Work Group**
Supervisor Alfredo Pedroza, Napa County, Chair
Jessica Devencenzi, Legislative Representative
- 3:35 p.m. **IV. Legislative Update**
Jessica Devencenzi, Legislative Representative
Stanica Boatner, Legislative Analyst
- 3:45 p.m. **V. Adjournment**



Agriculture, Environment and Natural Resources Policy Committee
2019 CSAC Legislative Conference
Room: Regency A
Thursday, April 25th ▪ 10:45 AM – 12:15 PM

AGENDA

Supervisor Sherri Brennan, Tuolumne County, Chair
Supervisor Carole Groom, San Mateo County, Vice Chair

- 10:45 – 10:55 a.m. **I. Welcome and Introductions**
Supervisor Sherri Brennan, Tuolumne County, Chair
Supervisor Carole Groom, San Mateo County, Vice Chair
- 10:55 – 11:20 a.m. **II. California’s Looming Recycling Crisis: Challenges and Solutions**
Katerina Robinson, Legislative Director, Office of Senator Nancy Skinner
- 11:20 – 11:50 a.m. **III. The State of Cannabis: Regulation, Taxation and the Illicit Market**
Nicole Elliott, Senior Advisor for Cannabis, Governor’s Office of Business and Economic Development
Hassan Sarsour, Paragon Government Relations
- 11:50 – 12:05 p.m. **IV. Wildfire Resiliency: Governor’s Five Point Plan**
Governor’s Office Representative
- 12:05 – 12:15 p.m. **V. AENR Legislative Priorities Status Update**
Cara Martinson, Senior Legislative Representative
- 12:15 p.m. **VI. Closing Comments and Adjournment**
Supervisor Sherri Brennan, Tuolumne County, Chair
Supervisor Carole Groom, San Mateo County, Vice Chair



Government Finance & Administration Policy Committee
CSAC Legislative Conference
Thursday, April 25 ▪ 9:00 AM – 10:30 AM
Hyatt Regency Sacramento ▪ Regency A Ballroom
Sacramento County, California

Supervisor Judy Morris, Trinity County, Chair
Supervisor Chuck Washington, Riverside County, Vice Chair

- 9:00 a.m. **I. Welcome and Introductions**
Supervisor Judy Morris, Trinity County, Chair
Supervisor Chuck Washington, Riverside County, Vice-Chair
- 9:05 a.m. **II. Redistricting:**
Who Should Draw the Lines? And Where?
Leticia Perez, Supervisor, Kern County
Das Williams, Supervisor, Santa Barbara County
Elaine Howle, California State Auditor
Nicolas Heidorn, Policy & Legal Director, California Common Cause
- 9:40 a.m. **III. The Once and Future Sales Tax:**
Its Importance to Counties and Possible Future Reforms
Fiona Ma, California State Treasurer
Deana Carrillo, Executive Director, CAEATFA
Rebecca Wachsberg, Chief of Staff, Senator Mike McGuire
Ronda Paschal, Deputy Legislative Secretary, Governor’s Office of Legislative Affairs
Andy Nickerson, President / CEO, HdL Companies
- 10:25 a.m. **IV. Legislative Update**
Geoff Neill, Legislative Representative, CSAC
Josh Gauger, Legislative Representative, CSAC
- 10:30 a.m. **V. Adjourn**

**All Speakers Invited.*



Health and Human Services Policy Committee
Thursday, April 25 ▪ 10:45 AM – 12:15 PM
Regency EF ▪ Hyatt Regency Sacramento
1209 L Street ▪ Sacramento, CA 95814

Supervisor Das Williams, Santa Barbara County, Chair
Supervisor Jeff Griffiths, Inyo County, Vice Chair

Note: This policy committee meeting is an in-person meeting only and is being held as part of the CSAC 2019 Legislative Conference.

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|---------------------------|--|
| 10:45 a.m. | I. Welcome and Introductions
<i>Supervisor Das Williams, Committee Chair, Santa Barbara County</i>
<i>Supervisor Jeff Griffiths, Committee Vice Chair, Inyo County</i> |
| 10:50 a.m. | II. In-Home Supportive Services (IHSS) Proposal Next Steps
<i>Supervisor Belia Ramos, IHSS Working Group Co-Chair, Napa County</i>
<i>Supervisor John Peters, IHSS Working Group Co-Chair, Mono County</i> |
| 11:10 a.m. | III. County Partner Budget Requests
<i>Michelle Gibbons, Executive Director, County Health Executives Association of California</i>
<i>Scarlet Hughes, Executive Director, California State Association of Public Administrators, Public Guardians, and Public Conservators</i>
<i>Eileen Cubanski, Director of Budget and Fiscal Policy, County Welfare Directors Association of California</i> |
| 11:35 a.m. | IV. Spotlight: Local Child Support Services
<i>Greg Wilson, Executive Director, Child Support Directors Association</i>
<i>Melinda Self, Director, Contra Costa County Department of Child Support Services</i> |
| 11:50 a.m. | V. Federal Landscape and Policy Changes
<i>Tom Joseph, Paragon Government Relations</i> |
| 12:00 p.m. | VI. 2019 California for All: Policy Maker for the New Administration
<i>Tam Ma, Deputy Legislative Secretary, Office of Governor Gavin Newsom</i> |
| <i>Informational Item</i> | VII. Health and Human Services Legislation So Far: Hundreds of Bills and Counting |



Housing, Land Use and Transportation Policy Committee
CSAC Legislative Conference
Thursday, April 25 ▪ 9:00 AM – 10:30 AM
Regency EF ▪ Hyatt Regency Sacramento
Sacramento County, California

Supervisor Oscar Villegas, Yolo County, Chair
Supervisor Denise Carter, Colusa County, Vice Chair

- 9:00 a.m. **I. Welcome and Introductions**
Supervisor Oscar Villegas, Chair
Supervisor Denise Carter, Vice-Chair
- 9:05 a.m. **II. Introduction to Governor’s Tribal Negotiations Advisor**
Anna Naimark, Tribal Negotiations Advisor, Governor’s Office
- 9:20 a.m. **III. Governor Newsom’s Housing Budget Proposals**
Mark Tollefson, Deputy Cabinet Secretary, Governor’s Office
Attachment One: CSAC Summary of Housing Planning Trailer Bill
- 9:40 a.m. **IV. Housing Affordability & Impact Fees – ACTION ITEM**
Presentation on Statewide Community Infrastructure Program
James Hamill, Managing Director, California Statewide Communities Development Authority

Consideration of Policy Principles on Housing Impact Fees
Chris Lee, CSAC Legislative Representative
Attachment Two: Housing Impact Fee Policy Principles Memo
- 10:10 a.m. **V. Consider Tenant Protection Legislation – ACTION ITEM**
Chris Lee, CSAC Legislative Representative
Attachment Three: Tenant Protection Legislation Memo
- 10:30 a.m. **VI. Information Only – Priority Legislation**
Attachment Four: Bills with Active and Pending Positions
- 10:30 a.m. **VII. Closing Comments and Adjournment**
Supervisor Oscar Villegas, Chair
Supervisor Denise Carter, Vice Chair



April 25, 2019

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916.327.7500

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916.441.5507

TO: CSAC Board of Directors

FROM: Ed Scofield | CSAC Treasurer
Graham Knaus | CSAC Executive Director
Manuel Rivas, Jr. | CSAC Deputy Executive Director, Operations & Member Services

SUBJECT: CSAC FY 2019-20 Proposed Budget

As the Board-appointed Treasurer, I present to you the CSAC Proposed Budget for Fiscal Year 2019-20. The budget plan reflects the expenditures needed to advance CSAC's mission to serve California's 58 counties by developing and equipping county leaders to better serve their communities; effectively advocating and partnering with State and Federal governments for appropriate policies, laws and funding; and communicating value of the critical work being accomplished by counties. The FY 2019-20 Proposed Budget was approved by the CSAC Executive Committee on April 4, 2019 and is hereby submitted for your consideration and adoption.

Recommendation: Adopt the CSAC FY 2019-20 Proposed Budget.

Overall, CSAC's fiscal condition remains solid. The budget plan continues to build on initiatives implemented over the past couple of years to ensure that the Association's fiscal condition is strengthened through the development and implementation of sound policies such as the Operational Reserve Policy, establishment of the Capital Improvement Fund, and other fiscal and accounting procedures to improve internal controls.

The FY 2019-20 Proposed Budget maintains membership dues at the same level for the sixth consecutive year. In addition, of significant note, the increase in projected year-end fund balance for FY 2018-19 and FY 2019-20 reflect the success of the aforementioned policies and operational efficiencies and the continued strong performance by the CSAC Finance Corporation. The budget proposes a \$250,000 contribution to the Capital Improvement Fund and projects the Operational Reserve to be \$5.7 million by the end of FY 2019-20.

Specifically, the FY 2019-20 Proposed Budget is designed to meet the following organizational priorities:

- Align Association expenditures with projected revenues while meeting critical objectives across all areas including advocacy, communications, member services, and the California Counties Foundation;
- Support all CSAC advocacy priorities, conferences, county visits and regional meetings, the Challenge Awards program, and a financial contribution to the California Counties Foundation which supports the CSAC Institute and its five campuses;
- Set aside 5% of revenues to allow appropriate operating margin and addition to reserves;
- Provide authority for potential merit increases; and
- Contribute to the Capital Improvement Program to better plan, manage and maintain the CSAC building.

Highlights of the CSAC FY 2019-20 Proposed Budget

Revenues

- No dues increase. Membership dues remain flat for the sixth consecutive year and represent approximately one-third of total revenues to support CSAC operations and advocacy priorities.
- Finance Corporation Participation Program contribution increases to \$4.3 million.
- Corporate Associates Program is projected to generate \$525,000 in net revenue.
- Projected increase of \$125,000 in administrative revenue fees for staff and resources for county welfare data systems management support.

Expenses

- Salaries and employee benefits reflect increased retirement contribution rates, a 10% increase in health care plans, nominal cost of doing business increases to other employee benefits, and Executive Director authority to approve salary increases as merited.
- Sets aside funding to establish an Employee Professional Development Initiative to continue investing in staff retention, professional growth and continuing education,
- Continues to fund the CSAC Internship Program to develop new talent and spark interest in local government public service.
- Includes a \$40,000 increase in the budgeted contribution to the California Counties Foundation to support the continued growth of the CSAC Institute. This will enable support for the main Sacramento campus, as well as a rotating satellite campus model to increase accessibility of leadership and professional development in counties throughout the State. For FY 2019-20, the Foundation will fund and operate satellite campus locations in Shasta-Tehama Counties, Tulare County, Santa Cruz County, and a new campus in San Diego County.

Reserves

- The Operating Reserve at the beginning of FY 2019-20 is projected at \$5.3 million which exceeds the 6-month reserve policy target.
- The Capital Improvement Program Fund is projected at \$1.0 million beginning in FY 2019-20.

Attachments: The Proposed Budget package includes the following documents:

- CSAC FY 2019-20 Proposed Budget
 - Definitions and explanation of budget accounts.
- Projected Year-end Reserves and Capital Improvement Fund Chart
- FY 2018-19 Financial Statement
- FY 2018-19 and FY 2019-20 Budget Comparison
- FY 2019-20 Salary Schedule

California State Association of Counties®
FY 2019-20 Proposed Budget

	FY 2017-18 Adopted Budget	FY 2018-19 Adopted Budget	FY 2018-19 Projected Year End	FY 2019-20 Proposed Budget
Revenues:				
Membership Dues	\$ 3,430,506	\$ 3,430,506	\$ 3,430,000	\$ 3,430,000
Finance Corp Participation	3,750,000	4,075,000	4,575,000	4,300,000
Finance Corp Corporate Associates	382,812	525,000	525,000	525,000
Rental Income	178,229	195,008	195,000	200,000
Administrative Miscellaneous	606,400	713,000	710,000	838,000
CSAC Conferences	418,000	460,000	456,000	460,000
CEAC	163,586	193,060	193,000	205,000
Litigation Program	432,276	432,276	432,000	450,000
Total Revenues	\$ 9,361,809	\$ 10,023,850	\$ 10,516,000	\$ 10,408,000
Expenditures:				
Salaries/Benefits	\$ 5,552,888	\$ 5,970,190	\$ 5,598,000	\$ 5,990,000
County Visits & Outreach	174,700	172,200	172,000	182,000
Leadership Outreach	80,000	110,000	116,000	110,000
NACo Meetings & Travel	140,000	140,000	120,000	155,000
Public Affairs/Communications	77,040	51,638	51,000	52,000
CSAC Conferences & Regional Meetings	599,546	726,534	726,000	748,000
Facilities	302,118	372,109	370,000	383,000
Office Operations	252,525	285,832	317,000	290,000
Organizational Partnerships	128,000	93,000	93,000	93,000
Outside Contracts	656,100	769,000	925,000	795,000
CEAC	163,586	193,060	193,000	205,000
Litigation Program	432,276	432,276	432,000	450,000
California Counties Foundation/Institute	194,978	223,588	224,000	264,000
Initiative Contributions	0	0	750,000	0
Total Expenditures	\$ 8,753,757	\$ 9,539,427	\$ 10,087,000	\$ 9,717,000
YEAR END FUND BALANCE	\$ 608,052	\$ 484,422	\$ 429,000	\$ 691,000
Initiative	\$ 250,000	\$ -	\$ -	\$ -
Capital Improvement Fund	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Contribution to the Operating Reserve	\$ 108,052	\$ 234,422	\$ 179,000	\$ 441,000

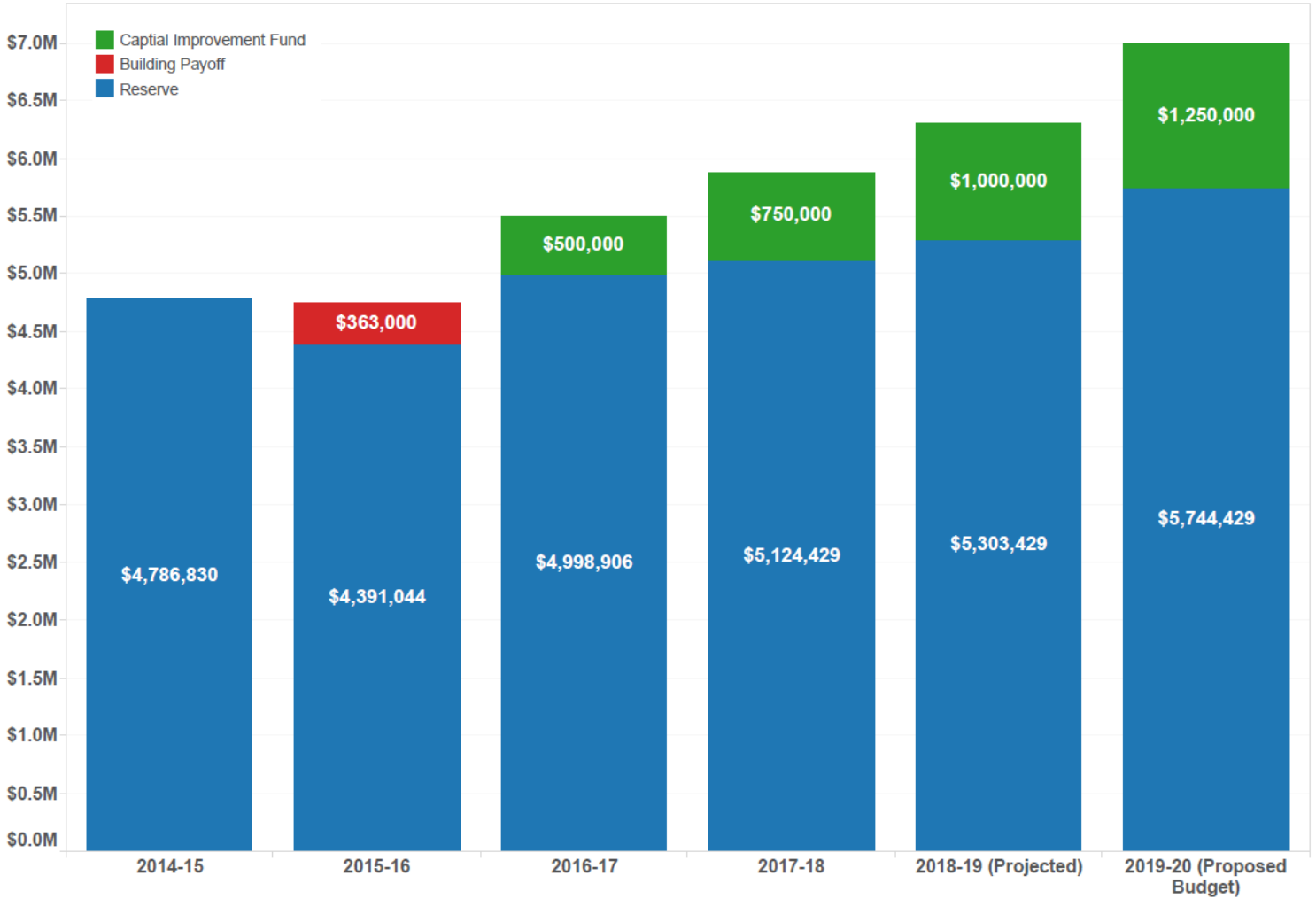
**California State Association of Counties[®]
FY 2019-20 Proposed Budget**

ACCOUNT	EXPLANATIONS
<u>REVENUE:</u>	
MEMBERSHIP DUES	ANNUAL DUES FROM COUNTIES. NO INCREASE SCHEDULED FOR FY 2019-20.
FINANCE CORPORATION PARTICIPATION	CSAC FINANCE CORPORATION CONTRIBUTIONS TO CSAC.
CORPORATE ASSOCIATES PROGRAM	CORPORATE ASSOCIATES PARTNERSHIP NET REVENUE.
RENTAL INCOME	RENTAL INCOME FOR 1100 K STREET.
ADMINISTRATIVE MISCELLANEOUS	1) ADMINISTRATION FEES COLLECTED FROM CSAC AFFILIATES FOR PAYROLL AND BENEFIT SERVICES; 2) SALES FOR CSAC ROSTERS, MAILING LIST AND LABELS; 3) PRINTING AND COPYING REVENUE GENERATED FROM THE CSAC PRINT SHOP; 4) INTEREST INCOME FROM BANK AND CALTRUST ACCOUNTS; 5) CONTRACT FOR COMPUTER SERVICES WITH LA COUNTY; 6) FEES FROM JOB ADVERTISING ON CSAC WEBSITE; 7) ADVOCACY SERVICES; 8) CHALLENGE AWARDS.
CSAC CONFERENCES	REGISTRATION FEES FOR CSAC ANNUAL CONFERENCE AND LEGISLATIVE CONFERENCE.
COUNTY ENGINEERS ASSOC. OF CALIFORNIA	COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA (CEAC) CONTRACT.
LITIGATION PROGRAM	FUNDED BY A SEPARATE FEE TO SUPPORT CSAC'S ADVOCACY IN STATE AND FEDERAL COURTS, AND TO COORDINATE LITIGATION INVOLVING MULTIPLE COUNTIES. INCLUDES A \$60,000 TRANSFER FROM CSAC GENERAL FUND FOR IN-HOUSE GENERAL COUNSEL LEGAL SERVICES.
<u>EXPENDITURES:</u>	
SALARIES/BENEFITS	1) SALARIES REFLECT AUTHORITY FOR POTENTIAL MERIT INCREASE; 2) EMPLOYEES THAT ARE TIER 1 PAY ABOUT 20% OF THE EMPLOYEE PORTION OF SBCERA; TIER 2 EMPLOYEES PAY 100% OF THE EMPLOYEE PORTION; 3) BENEFITS TO INCLUDE HEALTH, DENTAL, VISION, LIFE INSURANCE AND WORKERS COMP; 4) PAYROLL TAX; 5) AUTO ALLOWANCE; 6) ANNUAL EMPLOYEE WORKSHOP; 7) PARKING; 8) 50% OF WELLNESS PROGRAM; 9) PROFESSIONAL DEVELOPMENT INITIATIVE.
COUNTY VISITS & OUTREACH	INCLUDES ALL IN AND OUT-OF-TOWN BUSINESS EXPENSES FOR LEGISLATIVE AND ADMINISTRATIVE STAFF.
LEADERSHIP OUTREACH	ALL BUSINESS EXPENSES FOR CSAC BOARD OF DIRECTORS, OFFICERS AND EXECUTIVE COMMITTEE.
NACO MEETINGS & TRAVEL	COSTS ASSOCIATED FOR ALL LEGISLATIVE, ADMINISTRATIVE STAFF AND BOARD MEMBERS TO ATTEND NACO SUPPORTED EVENTS.
PUBLIC AFFAIRS/COMMUNICATIONS	1) ALL COSTS ASSOCIATED WITH PRODUCING & DISTRIBUTING THE ROSTER; 2) CHALLENGE AWARDS; 3) LEGISLATIVE BULLETIN; 4) WEBSITE; 5) WRITTEN, AUDIO AND VIDEO COMMUNICATIONS.

California State Association of Counties^{*}
FY 2019-20 Proposed Budget

ACCOUNT	EXPLANATIONS
CSAC CONFERENCES & REGIONAL MEETINGS	ALL COSTS ASSOCIATED WITH ANNUAL AND LEGISLATIVE CONFERENCES AND REGIONAL MEETINGS.
FACILITIES	ALL COSTS ASSOCIATED WITH THE MAINTENANCE OF 1100 K STREET. COSTS INCLUDE REPAIRS, UTILITIES, PHONES, INSURANCE, JANITORIAL, AND PROPERTY TAXES. ALSO INCLUDES STAFF SUPPORT.
OFFICE OPERATIONS	ALL COSTS ASSOCIATED WITH OPERATIONS SUCH AS 1) CELL PHONES; 2) MEMBERSHIP FEES; 3) OFFICE SUPPLIES; 4) POSTAGE/DELIVERY; 5) R&M AND PURCHASES OF COMPUTERS AND EQUIPMENT; 6) COPIERS AND BUSINESS EQUIPMENT.
ORGANIZATIONAL PARTNERSHIPS	CONTRIBUTIONS TO INSTITUTE FOR LOCAL GOVERNMENT(ILG), CSAC RESEARCH AFFILIATE. ALSO INCLUDES CONTRIBUTIONS IN SUPPORT OF COUNTY GOVERNMENT.
COUNTY ENGINEERS ASSOC. OF CALIFORNIA	COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA EXPENDITURES.
OUTSIDE CONTRACTS	LEGAL CONSULTING , ACCOUNTING SERVICES AND PROFESSIONAL SERVICES SUCH AS FEDERAL ADVOCACY AND IT SERVICES.
LITIGATION PROGRAM	ALL COSTS ASSOCIATED WITH CSAC'S LITIGATION COORDINATION PROGRAM, AND IN-HOUSE GENERAL COUNSEL LEGAL SERVICES.
CALIFORNIA COUNTIES FOUNDATION - INSTITUTE	CONTRIBUTION TO CALIFORNIA COUNTIES FOUNDATION INSTITUTE TO ASSIST IN THE FACILITATION OF THE PROGRAM.
INITIATIVE CONTRIBUTIONS	REFLECTS USE OF NON-PUBLIC FUNDS CONTRIBUTIONS FOR BALLOT INITIATIVES.

CSAC Year-End Reserves FY 2014-15 through FY 2019-20



California State Association of Counties
Financial Statement

July 2018 thru February 2019

	FY 2018 - 19 Adopted Budget	FY 2018 - 19 Feb 2019 YTD Actuals	YTD % of Budget (Feb = 67%)
Revenues:			
Membership Dues	\$ 3,430,506	\$ 3,430,506	100%
Finance Corp Participation	4,075,000	2,521,868	62%
Finance Corp - Corporate Associates	525,000	-	0%
Rental Income	195,008	127,823	66%
Administrative Miscellaneous	713,000	490,068	69%
CSAC Conferences	460,000	266,349	58%
County Engineers Assoc. of California (CEAC)	193,060	95,104	49%
Litigation Program	432,276	381,039	88%
Total Revenue	\$ 10,023,850	\$ 7,312,757	73%
Expenditures:			
Salaries/Benefits	\$ 5,970,190	\$ 3,443,605	58%
County Visits & Staff Outreach	172,200	162,459	94%
Leadership Outreach	110,000	98,938	90%
NACo Meetings & Travel	140,000	65,614	47%
Public Affairs/Communications	51,638	21,815	42%
CSAC Conferences & Regional Mtgs.	726,534	510,191	70%
Facilities	372,109	221,227	59%
Office Operations	285,832	265,826	93%
Organizational Partnerships	93,000	88,635	95%
Outside Contracts	769,000	596,739	78%
CEAC	193,060	125,002	65%
Litigation Program	432,276	288,499	67%
Initiative Contributions	-	850,000	-
California Counties Foundation	223,588	-	0%
Total Expenditures	9,539,427	6,738,550	71%
YTD Net Income	\$ 484,423	\$ 574,207	119%

California State Association of Counties[®]
FY 2019-20 PROPOSED BUDGET

BUDGET COMPARISON

	FY 2018-19 Adopted Budget	FY 2019-20 Proposed Budget	\$ Variance	% Variance
Revenues:				
Membership Dues	3,430,506	3,430,000	(506)	0%
Finance Corporation Participation	4,075,000	4,300,000	225,000	6%
Finance Corp - Corporate Associates	525,000	525,000	-	0%
Rental Income	195,008	200,000	4,992	3%
Administrative Miscellaneous	713,000	838,000	125,000	18%
CSAC Conferences & Regional Meetings	460,000	460,000	-	0%
County Engineers Assoc. of California	193,060	205,000	11,940	6%
Litigation Program	432,276	450,000	17,724	4%
Total Revenues	\$ 10,023,850	\$ 10,408,000	\$ 384,150	4%
Expenditures:				
Salaries and Employee Benefits	5,970,190	5,990,000	19,810	0%
County Visits & Staff Outreach	172,200	182,000	9,800	6%
Leadership Outreach	110,000	110,000	-	0%
NACo Meetings & Travel	140,000	155,000	15,000	11%
Public Affairs/Communications	51,638	52,000	362	1%
CSAC Conferences & Regional Meetings	726,534	748,000	21,466	3%
Facilities	372,109	383,000	10,891	3%
Office Operations	285,832	290,000	4,168	1%
Organizational Partnerships	93,000	93,000	-	0%
Outside Contracts	769,000	795,000	26,000	3%
CEAC	193,060	205,000	11,940	6%
Litigation Program	432,276	450,000	17,724	4%
California Counties Foundation	223,588	264,000	40,412	18%
Total Expenditures	\$ 9,539,427	\$ 9,717,000	\$ 177,573	2%
Year-End Fund Balance	\$ 484,423	\$ 691,000	206,577	
<i>Initiative</i>	\$ -	\$ -		
<i>Capital Improvement Fund</i>	\$ 250,000	\$ 250,000		
<i>Contribution to Reserves</i>	\$ 234,423	\$ 441,000		



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CALIFORNIA STATE ASSOCIATION OF COUNTIES
SALARY SCHEDULE
FY 2019-20

POSITION TITLE	SALARY RANGE	
Executive Director	\$ 290,000	350,000
Deputy Executive Director	\$ 175,000	275,000
Director of Public Affairs and Member Services	\$ 150,000	185,000
Senior Legislative Representative	\$ 150,000	175,000
Legislative Representative	\$ 110,000	150,000
Principal Policy & Fiscal Analyst	\$ 95,000	125,000
Member Affairs Manager	\$ 90,000	125,000
Financial Controller	\$ 85,000	100,000
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 Manager	\$ 70,000	90,000
Legislative Analyst	\$ 65,000	85,000
Video Production Supervisor	\$ 65,000	85,000
Training Program Coordinator	\$ 60,000	80,000
Meeting Planner	\$ 55,000	70,000
Accountant	\$ 50,000	70,000
Executive Assistant	\$ 45,000	70,000
Video Production Specialist	\$ 45,000	70,000
Administrative Assistant	\$ 45,000	70,000
Legislative 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



April 25, 2019

TO: CSAC Board of Directors

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

SUBJECT: CSAC Finance Corporation Update

Mission Statement

To provide a broad array of finance, investment, insurance, and purchasing services to benefit California counties and related public agencies.

Overview

The California State Association of Counties (CSAC) formed the CSAC Finance Corporation in 1986 to provide municipal finance service to counties. Since its inception, the CSAC Finance Corporation has grown to be the premier provider of a variety of cost-saving programs and services to counties and other local governments throughout California.

CSAC Finance Corporation Commitment & Priorities

Dedicated to the business of improving public services for counties and their constituents.

- To Provide Financial Support to CSAC
- Create and Maintain Innovative Public Services and Products
- Collaborate with Complementary national and State Organizations
- Maintain Strong Relationships with our Service Providers

CSAC Finance Corporation Programs (See Attached)

The annual CSAC Finance Corporation Board Meeting occurred last week in Monterey County from April 17–19th. At this meeting, the CSAC Finance Corporation Board approved the FY 2019-20 budget, which included the annual grant to support the operations of CSAC. Additionally, we elected officers and planned the year ahead.

Corporate Associates Program Presentation – Dominion Voting Systems

The CSAC Finance Corporation offers value-added products and services to California's counties, their employees and retirees as well as other forms of local government. Our programs are designed to assist county governments in reducing costs, improving services, and increasing efficiency. Our offerings provide the best overall local government pricing and the revenue generated by the CSAC Finance Corporation supports CSAC's advocacy efforts on behalf of California's counties.

Program Summary

Financing



CSCDA

Laura Labanieh

www.cscda.org

The California Statewide Communities Development Authority (CSCDA) was created in 1988, under California's Joint Exercise of Powers Act, to provide California's local governments with an effective tool for the timely financing of community-based public benefit projects. Currently, more than 500 cities, counties and special districts have become Program Participants to CSCDA – which serves as their conduit issuer and provides access to an efficient mechanism to finance locally-approved projects. CSCDA helps local governments build community infrastructure, provide affordable housing, create jobs, make access available to quality healthcare and education, and more.

Deferred Compensation



Nationwide

Laura Labanieh

www.nrsforu.com

The Nationwide Retirement Solutions program is the largest deferred compensation program in the country for county employees. In California, over 65,000 county employees save for their retirement using this flexible, cost-effective employee benefit program. This program is the only one with a national oversight committee consisting of elected and appointed county officials who are plan participants. Additionally, an advisory committee comprised of California county officials provides additional feedback and oversight for this supplemental retirement program. Currently 30 counties in California have chosen Nationwide to help their employees save for retirement.

Investing



CalTRUST

Laura Labanieh

www.caltrust.org

The Investment Trust of California (CalTRUST) is a JPA established by public agencies in California for the purpose of pooling and investing local agency funds - operating reserves as well as bond proceeds. CalTRUST offers the option of five accounts to provide participating agencies with a convenient method of pooling funds – a liquidity fund, a government fund, a money market fund, a short-term, and a medium-term. Each account seeks to attain as high a level of current income as is consistent with the preservation of principle. This program is a great option to diversify investments!

Discounted Prescription Drugs



Coast2CoastRx

Jim Manker

www.coast2coastrx.com

The Coast2Coast Discount Prescription Card is available at no-cost to the county or taxpayers and will save county residents up to 75% on brand name and generic prescription drugs. The Coast2Coast program is already being used by over 35 counties in California. Not only does it offer savings to users, your county will receive \$1.25 from Coast2Coast for every prescription filled by a cardholder.

Cyber Security and Technology



Synoptek

Laura Labanieh

www.synoptek.org

The CSAC FC and Synoptek have partnered to offer a human firewall training program and fraud assessment. The human firewall program is a training program whereby a comprehensive approach is initiated that integrates baseline testing, using mock attacks, engaging interactive web-based training, and continuous assessment through simulated phishing attacks to build a more resilient and secure organization. Synoptek offers a wide range of security technology offerings to aid your county in remaining vigilant and secure.



Property Tax Payment Portal

Easy Smart Pay

Alan Fernandes

www.easysmartpay.net

East Smart Pay is a product of Smart Easy Pay, a corporation formed by the CSAC Finance Corporation to help residents throughout California streamline their property tax payments. Through the Easy Smart Pay platform residents can pay their property taxes in installments via ACH or credit card with preferred processing fees. This program is currently being piloted in San Luis Obispo County.



Revenue Collection

CalTRECS

Jim Manker

www.csacfc.org

The CSAC FC has joined with NACo FSC to develop the California Tax Recovery and Compliance System (CalTRECS) program to help counties collect outstanding debts in a timely, cost-effective manner. The debt offset service allows counties and other local government to compile and submit their delinquencies for offset against pending state personal income tax refunds and lottery winnings.



Cannabis Compliance

CCA

Alan Fernandes

www.cca.ca.gov

The California Cannabis Authority is a Joint Powers Authority established by county governments to develop and manage a statewide data platform. The platform will assist local governments that are regulating commercial cannabis activity by consolidating data from different channels into one resource to help local governments ensure maximum regulatory and tax compliance. In addition, the platform can help to facilitate financial services to the cannabis industry by linking willing financial institutions with interested businesses, and by providing critical data to ensure that all transactions and deposits are from legal transactions.



Information & Referral Services

211 California

Laura Labanieh

www.211california.org

The CSAC FC manages 211 California which is a network of the 211 systems throughout California. These critical agencies serve county residents by providing trusted connectivity to community, health, and social services. During times of disaster and recovery, 211 organizations are vital to assist residents find critical services and information.

**CSAC Finance Corporation
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April 25, 2019

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TO: CSAC Board of Directors

FROM: Manuel Rivas, Jr. | Deputy Executive Director of Operations and Member Services
David Liebler, Director of Public Affairs & Member Services

SUBJECT: **Communications Update**

Conferences & Meetings

CSAC Regional Meeting – CSAC held its first Regional Meeting of 2019 on March 21st in Monterey County. The meeting’s focus was on the housing affordability and homelessness crises with an estimated 80 county representatives, corporate partners and CSAC policy experts attending the day-long event. The event included panel discussions and interactive sessions among participants. CSAC staff is planning the next Regional Meeting, slated for the summer.

2020 WIR Conference in Mariposa County – CSAC is working closely with the National Association of Counties (NACo), Mariposa County and RCRC to host the 2020 NACo WIR Conference, scheduled for May 2020 at the Tenaya Lodge in Mariposa County. Initial meetings have been held to discuss roles and responsibilities, as well as potential ideas to make this a successful conference.

Communications

2020 Challenge Awards – The call for entries for the 2019 CSAC Challenge Awards is going out this month. These annual awards spotlight the most innovative programs developed and implemented by California Counties. Awards are presented by population categories as well as issue areas. We encourage all counties to enter their programs. It’s a great way to promote your innovative work as well as spotlight the dedicated staff behind these best practices. To learn more visit the CSAC website. At the same time, we continue to feature the 2018 award recipients through videos and blogs. Counties’ programs profiled thus far include Alameda, Inyo, Nevada, Placer, Sacramento, San Diego, Shasta and Yuba. Future videos and blogs will feature Kern, Madera, Mendocino, Orange, Santa Barbara County programs.

National County Government Month – April is National County Government Month, an annual event spearheaded by the National Association of Counties (NACo). This year’s theme is “Connecting the Unconnected,” the initiative of NACo President and San Diego County Supervisor Greg Cox. CSAC helped promote the event to our 58 counties and has been using social media platforms to promote the initiative as well as county best practices that fulfill the initiative’s goals. As part of our ongoing spotlight on county best practices, 10 videos produced by CSAC has been released through social media and other communications platforms.

Traditional Media – CSAC continues to receive inquiries from reporters regarding a wide variety of issues. Recent inquiries have focused on key CSAC legislative priorities, including housing and transportation, homelessness, inverse condemnation, behavioral health, and various legislative issues.

Social Media – CSAC’s social media numbers have been strong thus far in 2019. Tweets alone received nearly 700,000 impressions in the first three months of the year. Numerous posts spotlighting county members attending the recent NACo Legislative Conference and the New Supervisors Institute have been a highlight during the first quarter. We continue to utilize Facebook, YouTube and Instagram on a daily basis to keep our members informed of issues of County interest.

Video – CSAC has already produced 25 videos since the start of 2019. These include Challenge Award videos, Power Minutes, Legislative Conference promotions, Regional Meeting events, legislative testimony and featured videos, including a piece on CSAC-Results First Initiative. We have also begun developing short 15-20 second “teaser videos” that promote upcoming videos to be released; these teasers run on our social media channels and have been popular.



April 25, 2019

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TO: CSAC Board of Directors

FROM: Manuel Rivas, Jr. | California Counties Foundation CEO
Chastity Benson, California Counties Foundation Operations Manager
Amalia Mejia, Project Manager, CSAC-Results First
Diana Medina, Project Manager, CSAC-Results First

SUBJECT: California Counties Foundation Update

The California Counties Foundation is the non-profit foundation of CSAC that houses the CSAC Institute, the partnership with the Pew-MacArthur Results First Initiative, and manages charitable contributions and grants to improve educational opportunities for county supervisors, county administrative officers, and senior staff. Over the past year, staff has been focused on streamlining the governance structure and financial operations of the Foundation. As a result, Board of Directors meetings are organized to engage members in active strategic discussions that give them a greater understanding of Foundation programs to make informed decisions on key matters. This work will continue in 2019 as staff identifies potential Foundation initiatives and activities.

CSAC Institute for Excellence in County Governance

Future Department Heads Seminar – County boards and county executives had indicated the need to better prepare managers to take on their executive role. In response to this need, the Institute developed the “Moving to the Executive Chair” seminar for aspiring department directors. For the second year running, the seminar exceeded participation expectations with 50 registrants, from 25 different counties. On a six-point scale, participants rated the overall value of the seminar at 5.5 and relevancy of content at 5.4. The next seminar will be scheduled for 2021.

CSAC Institute County-Hosted Campuses: Currently, the Institute has campuses in Sacramento, Shasta/Tehama, Santa Cruz, Tulare and Orange counties. A number of MOUs are coming to an end within the next two years. CSAC remains committed to serve and have an Institute presence in central, southern, coastal and northern California counties. Ten counties have expressed interest to host satellite campuses – Alameda, Solano, Contra Costa, Mariposa, Tulare, Lake/Mendocino partnership, Mono, Placer, Butte and San Luis Obispo. Staff is assessing the potential locations and will make recommendations to the Foundation Board at the April 25, 2019 meeting.

Master of Public Administration Degree Program – The Institute is working on a partnership with the Department of Public Administration of California State University San Bernardino to offer a MPA degree exclusively for county managers, executives and elected officials beginning Fall 2019.

CSAC Support Hub for Criminal Justice Programming

Many exciting things are happening on the CSAC Support Hub for Criminal Justice Programming (formerly CSAC-Results First) work. Below are a few highlights:

- **6 Counties to engage in strategic planning:** Teams in Ventura, Santa Barbara, Kern, Fresno, Santa Clara, and Santa Cruz counties will engage in strategic planning in how to apply their Results First work into mindsets, decision making, and other county processes.
- **2 Counties completed population of tools, vetting findings, and preparing to release reports:** Solano County and Nevada County have completed the population of their Program Inventory and Cost Benefit Model. Over the coming weeks both are working to vet their findings with county stakeholders, presenting to various stakeholders groups, and releasing reports.
- **Transition Site Visits:** With the recent hire of Diana Medina as the new Project Manager for the CSAC Support Hub, the team has been planning site visits with partner counties to ensure a smooth transition over the next 6 weeks.
- **New grant awarded to continue and expand CSAC Support Hub work:** CSAC received a grant in the amount of \$896,473 from the Arnold Foundation to continue the work of the CSAC Support Hub over the next two years. With this grant the CSAC Support Hub will continue to build capacity for county staff by offering a package of comprehensive services that will empower them to transition to data-driven and evidence policy making in community supervision. The primary goal is to provide counties with a better understanding of the effectiveness of their criminal justice programs, their impact on recidivism, and provide building blocks to be able to conduct local evaluations of their efforts.



County Counselors' Association of California

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EXECUTIVE DIRECTOR

Jennifer B. Henning

MEMORANDUM

To: Supervisor Virginia Bass, President, and Members of the CSAC Board of Directors

From: Jennifer Bacon Henning, Litigation Coordinator

Date: April 25, 2019

Re: Litigation Coordination Program Update

This memorandum will provide you with information on the Litigation Coordination Program's new case activities since your last meeting in February 2019. Briefs filed on CSAC's behalf are available at: <http://www.counties.org/csac-litigation-coordination-program>.

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

COUNTIES	CITIES	OTHER AGENCIES
Alameda Butte San Francisco Tulare	Dunsmuir Oakland (2 Cases)	Marin County Open Space District

City of Oakland v. BP P.L.C.

Pending in the Ninth Circuit Court of Appeals (filed Sept. 6, 2018)(18-16663)

Status: Amicus Brief Filed Mar. 21, 2019; Case Pending

CSAC previously filed a brief in *County of San Mateo v. Chevron* on the narrow issue of whether state law public nuisance cases can be heard in state court. That case involves San Mateo County's state law public nuisance claims in state court against various oil companies alleging that their practices have caused environmental harms, including the climate change that will result in a sea level rise and cause significant damages to plaintiff jurisdictions. Though the oil companies removed the case to federal courts, the federal court remanded back to state court. Defendants appealed, and CSAC filed a brief arguing that the county should be able to bring state law causes of action in state court. (The brief did not address the underlying merits of sea level rise arguments.) This case, brought by the Cities of Oakland and San Francisco, involves the same issue. The only difference here is that the federal court did not remand back to state court, but then granted defendants' motion to dismiss on the grounds that there are no federal law claims in the case. CSAC has filed a brief and the case is pending.

City of Oakland v. Oakland Police & Fire Retirement System (Retired Oakland Police Officers Association)

29 Cal.App.5th 688 (1st Dist. Nov. 29, 2018)(A144653), *petition for review denied* (Mar. 13, 2019)(S253441)

Status: Petition for Review Denied; Case Closed

Following an appellate decision regarding retirement payments to members of the Oakland Police and Fire Retirement System (PFRS), an association representing retire officers (ROPOA) moved for attorney fees under California’s private attorney general statute and CCP section 1021.5. The trial court denied fees under both, declining to consider the Association’s financial state. On appeal, the First District reversed. The court ruled that the trial court should have considered evidence of ROPOA’s relative poverty when evaluating financial burden under section 1021.5. The court then reviewed that evidence itself and found that ROPOA had “conclusively” proven its entitlement to fees under this standard. In other words, the court held that an entitlement to fees rests not only on what the Supreme Court has previously described as the “objective financial incentives” of the case, but also on the claimant’s subjective inability to afford the costs of litigation. The city sought Supreme Court review, which CSAC supported, but review was denied.

Community Ventures v. Marin County Open Space District

Pending in the First Appellate District (filed July 18, 2018)(A154867)

Status: Amicus Brief Filed March 27, 2019; Case Pending

The Marin County Open Space District adopted a program EIR to provide a framework for the District to follow in proposing, evaluating, and implementing specific future trail projects. Subsequently, the District considered its first trail expansion under the program EIR, which would make changes to an existing hiking trail, including allowing bicycles on the trail. The District determined that there would be no impacts from the project that were not already considered in the program EIR (i.e., a “consistency analysis” pursuant to CEQA Guidelines Section 15168(c)). The District, therefore, did not create any additional environmental document, but rather relied on the program EIR, and approved the project. Plaintiff filed a writ, which the trial court granted on two grounds relevant to the amicus request: (1) CEQA required the District to conduct an initial study for the proposed project, rather than simply making consistency determinations pursuant to Guidelines Section 15168; and (2) The District violated CEQA because it failed to properly consider the “social effects” of converting the trails. CSAC filed a brief in support of the District.

County of Butte v. Dept. of Water Resources

30 Cal.App.5th 630 (3d Dist. Dec. 20, 2018)(C071785), *petition for review granted* (Apr. 10, 2019)(S253810)

Status: Petition for Review Granted and Case Remanded Back to Court of Appeal

The California Department of Water Resources developed an EIR in connection with its application to extend its federal license under the Federal Power Act to operate the Oroville Dam. Butte and Plumas Counties brought this CEQA action. Though neither party raised it at the trial court or initial appellate briefing, when the CEQA challenge was pending in the Third Appellate District, the court requested supplemental briefing on whether the Federal Power Act preempted the counties’ state court CEQA challenge. The appellate court thereafter determined that it did not have jurisdiction to consider the CEQA claims because CEQA was preempted by the Federal Power Act, so only the Federal Energy Regulatory Commission (FERC) can provide relief. The counties have filed a Petition for Review, which CSAC supported, and on April 10, the Supreme Court granted the petition and sent the case back to the Court of Appeal to reconsider in light of applicable law.

In re N.S. (Alameda County Social Services Agency v. N.S.)

Pending in the First Appellate District (filed May 18, 2018)(A154443)

Status: Amicus Brief Filed April 15, 2019; Case Pending

In this case, Bay Area Legal Aid represented a juvenile minor in a dependency appeal related to whether certain evidence was properly allowed in her dependency proceedings. After a successful interim ruling, Legal Aid then filed a request for attorneys' fees under the Private Attorney General Statute (Code of Civil Procedure section 1021.5). The juvenile court denied the fee request because: (1) the minor was not a "prevailing party" as required by the statute because the appeal was only on an interim issue; and (2) the Private Attorney General Statute does not apply to dependency proceedings because in such proceedings, minors have a statutory entitlement to competent counsel, eliminating the need to provide other incentives for counsel. The court went on to state that application of CCP 1021.5 in dependency proceedings would "subvert the legislative plan for the provision and compensation of counsel . . ." Bay Area Legal Aid has appealed. CSAC has filed an amicus brief in support of Alameda County.

People v. Lexington National Insurance Co.

Pending in the Fifth Appellate District (filed Oct. 23, 2018)(F078285)

Status: Amicus Brief Due July 15, 2019

In this bail bond forfeiture case, the surety sought exoneration of the bond on the ground that bail was unconstitutionally set in the underlying criminal case. Specifically, surety raised the same arguments pending at the California Supreme Court in *In re Humphrey* (S247278), contending that the court's failure to hold a hearing on the amount of bail, to consider the criminal defendant's ability to pay, or consider the possibility of less restrictive options, violated constitutional due process rights. And because the bail was unconstitutionally set, surety argued that the bail contract was void, such that judgment on the bond should be set aside, the forfeiture vacated, and the bond exonerated. The court here rejected surety's argument, noting that the argument would invalidate any bail forfeiture decision that was made pre or post *Humphrey* when bail was set using a bail schedule. The court determined that the Court of Appeal's decision in *Humphrey* did not support that result, even if it is still persuasive authority: "The *Humphrey* Court intended to aid defendants who could not afford bail and were being held despite low flight risk and lack of danger to the community, not bail sureties who provide bail for absconding defendants." The surety has appealed, and Tulare is seeking amicus support. The surety has appealed, and CSAC will file an amicus brief in support.

Wilde v. City of Dunsmuir

29 Cal.App.5th 158 (3d. Dist. Nov. 15, 2018)(C082664), *petition for review granted* (Jan. 30, 2019)(S252915)

Status: Amicus Brief Due May 22, 2019

The City of Dunsmuir adopted a water rate increase to upgrade the city's 105-year old water system. The rate increase was adopted with the required Prop. 218 studies, and was not challenged by a majority protest. Plaintiff subsequently collected sufficient signatures to qualify a referendum on the rate increases. The city refused to place the referendum on the ballot on the grounds that rate increases are not subject to referendum. The appellate court ruled against the city. The court found that because the new rates were the result of new policies adopted by the city, they were legislative in nature and thus subject to referendum. The court also concluded that the referendum impacted new and additional spending rather than the expenditure of previously budgeted funds, and as such the referendum did not undermine the city's ability to provide essential government services. Supreme Court review, which CSAC supported, was granted. CSAC will now file a brief on the merits in support of the city.

Winter-Spring 2019 Course Guide



Learning without thought is labor lost; thought without learning is perilous. – Confucius

Exceptional professional development for county elected officials, executives and managers

Schedule at a Glance

DATE		LOCATION	PAGE
JANUARY			
10 (TH)	Leadership by Values: Success in Public Service	Shasta/Tehama	4
11 (F)	Crafting and Implementing Effective Strategic Plans	Orange	2
17 (TH)	Storytelling and Other Practices in the Art of Persuasion	Santa Cruz	7
18 (F)	Financing California Counties	Tulare	3
24 (TH)	Leadership and Change: Practices to Move People	Sacramento	4
25 (F)	Reengineering County Business Processes	Sacramento	1
31 (F)	When Bad Things Happen: Managing the Media in Crises	Sacramento	7
FEBRUARY			
7 (TH)	IT Business Analysis	Sacramento	3
8 (F)	Polish Your Writing: Make the Case!	Sacramento	6
8 (F)	Service Excellence through Process Improvement	Orange	6
14 (TH)	Practitioners Guide to Hiring, Retaining Great Employees	Sacramento	6
14 (TH)	Local Governance in California	Shasta/Tehama	5
15 (F)	Negotiations and Collaboration in Complex Environments	Tulare	5
15 (F)	Subrecipient Monitoring – Building Relations with CBOs	Sacramento	7
21 (TH)	Leadership by Values: Strategies for Success	Santa Cruz	4
MARCH			
1 (F)	Make Your County Seen: Marketing and Branding	Sacramento	5
8 (F)	State Budget 101	Orange	7
14 (TH)	Making an Impression: Working with the Media	Sacramento	5
14 (TH)	Art & Practice of Organizational Leadership	Shasta/Tehama	2
14-15	2-Day Class Realignment 101: Basics of 1991 and 2011	Orange	6
15 (F)	County Budgeting and Financial Planning	Tulare	2
21 (TH)	Art & Practice of Organizational Leadership	Santa Cruz	2
28 (TH)	Financing California Counties	Sacramento	3
APRIL			
4 (TH)	IT Define an IT Strategy and Roadmap	Sacramento	3
5 (F)	Negotiations and Collaboration in Complex Environments	Sacramento	5
11 (TH)	Intergenerational Leadership	Shasta/Tehama	3
12 (F)	Local Governance in California	Orange	5
18 (TH)	State Budget 101	Santa Cruz	7
18-19	2-Day Class Leading with Emotional Intelligence Master	Sacramento	4
19 (F)	Talent Development and Succession Planning	Tulare	7
26 (F)	Thinking Strategically in Trying Times	Sacramento	7
MAY			
9 (TH)	Leading with Emotional Intelligence	Shasta/Tehama	4
10 (F)	Art & Practice of Organizational Leadership	Sacramento	2
10 (F)	Intergenerational Leadership	Orange	3
16 (TH)	How to Be Human at Work	Santa Cruz	3
17 (F)	Local Governance in California	Tulare	5
17 (F)	Manage Conflict (Even Hostility) with Comfort	Sacramento	5
23 (TH)	Emerging Issues Making it Count in the 2020 Census	Sacramento	3
24 (F)	Technology for Nontechnology Officials – Bridge the Gap	Sacramento	1
JUNE			
7 (F)	Drama in the County: Acting Techniques for Leadership	Sacramento	2
13 (TH)	IT Manage IT Stakeholder Relations	Sacramento	4
13 (TH)	Financial Reporting for Nonfinancial Professionals	Shasta/Tehama	2
14 (F)	Storytelling and Other Practices in the Art of Persuasion	Sacramento	7
14 (F)	Negotiations and Collaboration in Complex Environments	Orange	5
20 (TH)	Service Excellence through Process Improvement	Santa Cruz	6
21 (F)	Advanced Practices in Negotiations	Sacramento	5
21 (F)	Thinking Strategically in Trying Times	Tulare	7

NEW FOR THIS SEMESTER

Identify opportunities to reimagine processes and reduce resource use

Reengineering County Business Practices 355

Business Process Reengineering (BPR), as defined by Michael Hammer, is the fundamental re-thinking and redesign of business processes to bring about dramatic improvements in critical measures of performance, such as cost, quality, service and speed. With the continued integration of technology into county operations, BPR provides an opportunity for counties to rethink their existing business processes. This course explores the need for a business process focus, the essential steps for evaluating and reengineering business processes, and critical success factors for making the effort successful. It provides a practical framework for business process improvement and examines practical process improvement concepts and techniques to introduce process changes effectively, to get the most from your process improvement effort.

Instructor: Bill Chiat is the Dean of CSAC Institute and brings extensive experience working with local governments to improve processes.

Friday, January 25, 2019 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Managers/Executives

TAKE THIS CLASS WITH LEADERSHIP AND CHANGE ON JANUARY 24

Integrate technology into the governance and operation of the county

Technology for Nontechnology Executives and Officials: Bridge the Gap 358



“Always connected” is the new normal for counties as advances in information technologies and public expectations for service quickly evolve. Yet often there is a gap in communication and understanding between IT, county and department management, and Board governance of technology.

Discussion explores steps to insure IT is not an isolated discipline, but rather an integral component of the overall organizational governance and operations. Designed for Board Members and senior executives, topics explored include: best practices in IT integration into county and department strategy, governance policies, management of IT projects, manage the risks of a digital world, leverage enabling capacity of technology while balancing costs of investments, and how to avoid the failures of technology. Strategies are shared to help build policies, cultures and systems to bridge gaps to make real connections happen.

Instructors: Stephen Monaghan is the Chief Information Officer of Nevada County; Monica Nino is the County Administrator of San Joaquin County.

Friday, May 24, 2019 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Managers/Executives

For registration please visit www.csacinstitute.org

LEARN . GROW . ACHIEVE

Updated 28 January 2019

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, March 14, 2019 10:00 a.m.–3:30 p.m.
Shasta-Tehama • \$149/person for counties • 3 credits • Managers/Executives

Thursday, March 21, 2019 10:00 a.m.–3:30 p.m.
Santa Cruz • \$149/person for counties • 3 credits • Managers/Executives

Friday, May 10, 2019 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Managers/Executives

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, March 15, 2019 10:00 a.m.–3:30 p.m.
Tulare • \$149/person for counties • 3 credits • Staff/Elected Officials

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.

Thursday, June 13, 2019 10:00 a.m.–3:30 p.m.
Shasta/Tehama • \$149/person for counties • 3 credits • Managers/Executives

Make strategic planning mean something

Crafting and Implementing Effective Strategic Plans 123

Most counties and departments create strategic plans. Sometimes they provide clear guidance to decision makers and staff; sometimes they don't. This course examines how to make the plan a living document ... and have it mean something to those affected. Participants examine: 1) how to craft a strategic plan with the Board of Supervisors or other governing board; 2) engagement of the community and staff in the process; 3) tips to prepare an actionable plan; 4) communication of the plan; and 5) putting a plan into action. Best practices and case examples are used to explore integration of the plan into agency operations and decision-making. Discussion highlights tips for structuring an effective strategic workshop.

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

Friday, January 11, 2019 10:00 a.m.–3:30 p.m.
Orange • \$149/person for counties • 3 credits • Staff/Elected Officials

"All the world's a stage" – including California counties

Drama in the County: Acting techniques to improve leadership performance 350

Leadership and acting have a lot in common. Both crafts require practitioners to be aware of and manage their emotions and those of people around them. They evoke different emotions — leaders generally don't try to get people to cry and actors generally don't get people to work through difficult workplace changes — but their crafts overlap nonetheless. In this lively, interactive class, participants learn and practice classic theatrical training techniques they can apply to their work as county leaders. Learn how to add passion and meaning to your communication.



Instructors: Stacy Corless is a Mono County supervisor and founding member of Sierra Classic Theatre in Mammoth Lakes; John Gioia is a Contra Costa supervisor and Vice Chair of the California Counties Foundation and founding board member of CSAC Institute.

Friday, June 7, 2019 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Staff/Elected Officials

Join over 510 others and earn your Institute Credential

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

EMERGING ISSUES*Exploring trends in policy issues*

These seminars offer county decision-makers an opportunity to explore emerging trends with colleagues and experts. Brief presentations examine facets of the issue and provide foundation for discussions on how counties can work towards solutions.



A complete county count really matters

Making it Count in the 2020 Census 406

Counties are at the forefront of a statewide effort to ensure an accurate and complete count of the total population – the results of which determine federal funding levels, political representation, and much more. The landscape for 2020 U.S. Census is markedly different than prior years with unique challenges that include a heavy reliance on on-line participation, language barriers, and underlying sentiments of mistrust in some areas. In addition to these obstacles, California is home to a large “hard to count” population which necessitates greater outreach and attention. The conversation will focus on the work being done on the local level to avoid an undercount, innovative solutions and partnerships, and maximizing returns on funding opportunities.

Facilitators: Dorothy Johnson and Tracy Sullivan, CSAC Legislative Representatives, and policy experts from around the state.

Thursday, May 23, 2019 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Elected Officials/Staff

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, January 18, 2019 10:00 a.m.–3:30 p.m.
Tulare • \$149/person for counties • 3 credits • Staff/Elected Officials

Thursday, March 28, 2019 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Staff/Elected Officials

Personal Literacy: The human side of our professional life

How to be Human at Work 324

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.

Thursday, May 16, 2019 10:00 a.m.–3:30 p.m.
Santa Cruz • \$149/person for counties • 3 credits • Managers/Executives

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, April 11, 2019 10:00 a.m.–3:30 p.m.
Shasta/Tehama • \$149/person for counties • 3 credits • Managers/Executives

Friday, May 10, 2019 10:00 a.m.–3:30 p.m.
Orange • \$149/person for counties • 3 credits • Managers/Executives

Gather the right information to design the best solution

IT Business Analysis 340

In today’s world, technology drives organizational innovation. For county leaders this new reality means constantly finding innovative ways technology can advance their interests. County IT leaders must proactively create IT services that enable this innovation. This capability starts with effective requirements gathering, and is further enabled by high-quality project management programs and processes that focus on tracing business needs from initial request to final output to ensure nothing is lost in translation. This facilitative course is designed to equip county IT leaders with the knowledge and skills necessary to optimize requirements gathering in a way that drives the most organizational value. Participants will also have access to provide practical tools and templates that help to automate IT’s requirements gathering and project management activities, ensuring projects that deliver on expectations and avoid unnecessary rework.

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

Thursday, February 7, 2019 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • IT Managers/Executives

How to figure out where you are going

IT Define an IT Strategy and Roadmap 339

Most IT departments struggle to develop a strategic IT plan that aligns with their organization, is understood outside of IT, and demonstrates ROI and the value that IT provides. This course will look at a visual approach to developing an IT strategy. One based on mandate and organizational context; that will ensure IT meets the

rapidly changing needs of the organization and articulated in terms the organization understands.

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

Thursday, April 4, 2019 10:00 a.m.–3:30 p.m.
 Sacramento • \$149/person for counties • 3 credits • IT Managers/Executives

Bridge the gap between IT services and IT customers

IT Manage IT Stakeholder Relations 337

NEW! Stakeholders are the critical arbiters of value for IT organizations, driving the requirements and success criteria for successful delivery of IT products and services. Unfortunately, not all IT organizations fully understand their stakeholders and their needs. This session will look at approaches for stakeholder management, focused on how to properly identify, prioritize, understand, engage and communicate with them in order to drive IT success and stakeholder understanding of IT's value.

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

Thursday, June 13, 2019 10:00 a.m.–3:30 p.m.
 Sacramento • \$149/person for counties • 3 credits • IT Managers/Executives

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, January 24, 2019 10:00 a.m.–3:30 p.m.
 Sacramento • \$149/person for counties • 3 credits • Staff/Elected Officials

Harnessing the power of purpose

Leadership by Values: Strategies for Success in Public Service 122



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.

Thursday, January 10, 2019 10:00 a.m.–3:30 p.m.
 Shasta/Tehama • \$149/person for counties • 3 credits • Staff/Elected Officials

Thursday, February 21, 2019 10:00 a.m.–3:30 p.m.
 Santa Cruz • \$149/person for counties • 3 credits • Staff/Elected Officials

Enhance interpersonal leadership skills

Leading with Emotional Intelligence 128



What characteristics and practices distinguish great from good performers? What evidence based practices should be part of your daily routine to be a high performer? We will answer these questions from a 30 year data base and research of top performance as we dive into the four areas of Emotional Intelligence (EI): 1) Under-standing Yourself, 2) Managing Yourself, 3) Understanding Others and 4) Managing Others. You will take an assessment to determine your EI strengths.

Hands on tools to enhance your EI will be explored. Emotional Intelligence is a prime factor to one's success when compared to Intelligence Quotient (IQ) and technical expertise. Business simulations, practices sessions, videos and group discussions will help participants enjoy, engage and learn more.

Instructor: Rely Nadler, Psy.D. is founder of True North Leadership, Inc., and author of *Leading with Emotional Intelligence*.

Thursday, May 9, 2019 10:00 a.m.–3:30 p.m.
 Shasta/Tehama • \$149/person for counties • 3 credits • Staff/Elected Officials

SPECIAL TWO-DAY INTENSIVE WORKSHOP

Do you have the emotional agility to thrive in today's world?

Emotional Intelligence – A Leadership Master Class 180

As the world changes, so do the requirements for leaders to leverage a new set of operating principles: self-awareness, self-management, motivation, collaboration, authenticity, empathy, adaptability, influence and resilience ... Emotional Intelligence. In this engaging 2-day workshop you will discover the power of emotional intelligence and how it impacts leadership effectiveness and performance. The workshop utilizes the latest research and techniques from neuroscience, emotional intelligence and mindfulness to assist participants in building their leadership impact, optimise positive relationships, decision-making, influence, and wellbeing; all primary success factors of a great leader. Participants examine the fundamentals of EQ, its importance in leadership, and how to apply competencies to specific workplace situations. Participants complete a EQ profile and learn how EQ can be developed through practical tools and techniques.

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

Thursday - Friday, April 18-19, 2019
 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

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

Local Governance in California 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.

Thursday, February 14, 2019 10:00 a.m.–3:30 p.m.
Shasta/Tehama • \$149/person for counties • 3 credits • Staff/Elected Officials

Friday, April 12, 2019 10:00 a.m.–3:30 p.m.
Orange • \$149/person for counties • 3 credits • Staff/Elected Officials

Friday, May 17, 2019 10:00 a.m.–3:30 p.m.
Tulare • \$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.

Friday, May 17, 2019 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Staff/Elected Officials

Create and communicate your county brand

Make Your County Seen: Marketing and Branding Advice You Can Use 399



How do you craft a "county brand" and market your county? Learn how to reach your customers through a well-defined brand platform, a creative marketing strategy and effective executional tactics. Explore best practice strategies from other counties and industries, identify your

specific needs and get a head start on your own marketing plan. Class is designed to help counties initiate and manage a marketing and branding effort. All in one productive day.

Instructor: Ram Kapoor is the Chief Marketing Officer for the University of California, Berkeley.

Friday, March 1, 2018 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Staff/Elected Officials

Hands-on workshop in media relations

Making an Impression: Effective Media Practices 352

Every call from the news media for an interview presents both risk, and an opportunity to make a positive impression. This course helps seasoned professionals and elected officials understand the news media, how it works and why it works the way it does. The course will also help polish interviewing skills, staying on message and bridging back to main messages. The course covers practical strategies for planning, preparing and delivering interviews that get your message across in a way that can be retained by the audience. Participants build their skills for live, taped and phone interviews. Hands-on work includes practice labs, videos and constructive critiques from media professionals.



Instructors: David Liebler is the CSAC Director of Public Affairs and Members Services and a former journalist; Betsy Burkhart is the Communications and Outreach Manager for the City of Walnut Creek.

Thursday, March 14, 2019 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Staff/Elected Officials

Achieve outcomes in everyone's best interest

Negotiations and Collaboration in Complex Environments 356

Negotiation is "a back and forth interaction among two or more people who wish to arrive at a mutually agreeable outcome where the parties have some interests in common and some that are opposed." This definition from Fisher and Ury's book *Getting to Yes* describes most "Public Good" negotiations. Solution-Based Negotiation teaches participants how to achieve the most beneficial outcomes for all negotiating parties while ensuring the outcomes are in the best interest of the public while the negotiating parties' relationships end positively. This course covers the most current tried and tested behaviors in the field of negotiation and gives you tools that will be immediately useful in your work. Best of all, it can help you serve your constituents in the best possible ways without needless compromise.

Instructor: Dr. Laree Kiely is president of the Kiely Group, and professor at the USC Marshall School of Business.

Friday, February 15, 2019 10:00 a.m.–3:30 p.m.
Tulare • \$149/person for counties • 3 credits • Staff/Elected Officials

Friday, April 5, 2019 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Staff/Elected Officials

Friday, June 14, 2019 10:00 a.m.–3:30 p.m.
Orange • \$149/person for counties • 3 credits • Staff/Elected Officials

TAKE NEGOTIATION SKILLS TO NEXT LEVEL WITH ADVANCED CLASS

Negotiation practices in difficult situations and with difficult people

Advanced Practices in Negotiations 384

This advanced course is designed to enhance and deepen the skills of those with negotiations experience. Whether applied in labor relations, conflict resolution, contracts, intergovernmental agreements and hundreds of other situations – this advanced course takes your negotiation practices to the next level. The class focuses on understanding and applying the 21st century framework for negotiation success even in very difficult situations and with very

difficult people. Participants will explore and apply tools in typical negotiation challenges including scarce resources, rigid timeframes, emotionally charged issues, power struggles and multiple negotiators. Practical strategies and tools for difficult people and complex situations will highlight the class discussions. Participants will have hands-on experience with advanced tools and how to develop their “going forward” plan in a variety of situations. *Prior completion of 356 Negotiations class required.*

Instructor: Laree Kiely, Ph.D. is president of the Kiely Group and professor at the USC Marshall School of Business.

Friday, June 21, 2019 10:00 a.m.–3:30 p.m.
 Sacramento • \$149/person for counties • 3 credits • Staff/Elected Officials

Make your case in writing

**Polish Your Writing:
 Professional Practices in Communication** 133

NEW An advanced class designed for anyone who wants to improve their ability to communicate important issues in writing ... to Boards, employees, media, the community. County officials often communicate through written documents. This course will discuss different types of written work (including policy memos, decision memos, and informational writing), tips for communicating clearly in writing, and approaches to making complex topics digestible for lay audiences. We will also discuss when and how to use visuals to enhance the understanding of your written work. Writing is a process of creating a record for someone else and this course will assist you in identifying your audience(s) and writing with them in mind. The course will include samples of writing, opportunities to assess your own writing, and experience editing the work of others.

Instructor: Dr. Mary Kirlin is a consultant with local governments and a former public policy professor at Sacramento State University.

Friday, February 8, 2019 10:00 a.m.–3:30 p.m.
 Sacramento • \$149/person for counties • 3 credits • Staff/Elected Officials

Use the C-S-A-C method to hire, train, evaluate, praise, and promote

**Practitioner’s Guide to Hiring, Developing
 and Retaining Great Employees** 127

This course is designed to help drastically reduce personnel problems with a systematic approach to hiring, retaining and rewarding the very best employees. Additionally, the course will review the best practices to identify and remove people that don’t meet the needs of the department or public. After attending this course; participants will have the tools to make personnel problems a thing of the past. Executives and managers will be able to “see the future,” recognize personnel problems at their earliest onset, and then take the appropriate action. This session will help every manager make better personnel decisions based on four key points: Character, Skills, Aptitude, and Commitment. Following these C-S-A-C principles will drastically improve every aspect of the human resource element in organizations regardless of the agency size or complexity of mission.



Instructor: John Mineau is Chief Deputy Sheriff of Monterey County and Corrections Operations Bureau Chief, and a community college instructor.

Thursday, February 14, 2019 10:00 a.m.–3:30 p.m.
 Sacramento • \$149/person for counties • 3 credits • Staff/Elected Officials

Improve customer and employee satisfaction ... and reduce costs

**Service Excellence through
 Process Improvement: Championship** 374



When counties look to create efficiencies, process improvement is a valuable tool. It can help maximize value, reduce wasteful activities, and improve service delivery. Hear case examples of how Ventura County has significantly improved service quality and performance while reducing costs. This hands-on course engages managers in techniques to identify current service delivery processes and

find opportunities to improve. Tools are shared for both identifying process problems and engaging the process participants in crafting solutions. Participants apply the tools in simulations and explore how to use them in a process improvement opportunity at home. Objectives include: 1) identify what a process is and define process improvement; 2) understand and apply the plan-do-check-act cycle; 3) know how and when to apply various improvement tools; and 4) create an improvement plan for a selected process.

Instructor: Paul Stamper is Deputy County Executive for Service Excellence, Ventura County.

Friday, February 8, 2019 10:00 a.m.–3:30 p.m.
 Orange • \$149/person for counties • 3 credits • Managers/Executives

Thursday, June 20, 2019 10:00 a.m.–3:30 p.m.
 Santa Cruz • \$149/person for counties • 3 credits • Managers/Executives

SPECIAL TWO-DAY INTENSIVE WORKSHOP

Context, structure and funding of realignment in California

**Realignment 101: The Basics of 1991
 and 2011 Realignments** 307

NOW IN ORANGE COUNTY 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 2019. 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, former Special Advisor to the Governor on Realignment; Andrew Pease, Finance Director, San Diego County Health and Human Services Agency; and Robert Manchia, San Mateo County Human Services Agency.

Thursday - Friday, March 14-15 2019
 10:00 – 4:30 p.m. Thursday and 8:30 – 3:00 p.m. Friday
 Orange • \$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. The class takes an inside look at the state budget process, policy and politics. Learn about how to find and interpret budget information and a few tips about influencing the budget decisions.

Instructors: Diane Cummins is former Special Assistant to the Governor; Jean Hurst is Principal with HBE Advocacy.

Friday, March 8, 2019 10:00 a.m.–3:30 p.m.
Orange • \$149/person for counties • 3 credits • Managers/Executives

Thursday, April 18, 2019 10:00 a.m.–3:30 p.m.
Santa Cruz • \$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.

Thursday, January 17, 2019 10:00 a.m.–3:30 p.m.
Santa Cruz • \$149/person for counties • 3 credits • Staff/Elected Officials

Friday, June 14, 2019 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Staff/Elected Officials

Build collaborative relationships with county contractors and CBOs

Subrecipient Monitoring 397

In California, state agencies receive federal grants for social services and make subawards to California counties. Counties, in turn, frequently make subawards to nonprofit organizations that provide the services. The Uniform Grant Guidance requires counties to actively monitor their subrecipient activities and report on them. If the auditee has not complied with the requirements, there could be significant impacts: financially; ability to provide services; grantee's reputation; or access to future grants. This course identifies the federal requirements for subrecipient monitoring; how to determine the Single Audit requirements for subrecipient monitoring; strategies to build collaborative relationships with subrecipients through monitoring; and the recommended steps to conduct the monitoring. *Eligible for CPE credits for CPAs and MCLE credits for members of the bar.*

Instructor: Sefton Boyars, CPA, CGFM, CFS, is a former federal auditor general and an instructor for the California CPA Education Foundation.

Friday, February 15, 2019 9:30 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Staff/Managers/Analysts

Build organizational capacity from within the county

Talent Development and Succession Planning 380

This interactive course will confront the "retirement wave" of baby-boomers leaving local government and explore strategies and best practices to create effective leadership development and succession planning programs in county government. The course includes case examples, small group discussions as well as presentations. Discussion highlights: workforce demographic challenges facing county government; why talent development and succession planning are key to building organizational capacity, especially in tough times; steps to get started; and best practices and lessons learned from leadership development and succession planning programs.

Instructors: Dr. Frank Benest, former city manager of Palo Alto and a noted expert in succession planning. Donna Vaillancourt is the former Human Resources Director for San Mateo County.

Friday, April 19, 2019 10:00 a.m.–3:30 p.m.
Tulare • \$149/person for counties • 3 credits • Managers/Executives

New ways to think and work through enduring problems

Thinking Strategically in Trying Times 363

This intense seminar discusses the challenges of strategic agility with the critical, enduring problems counties face. The focus is on the art of possibilities. Participants examine separating probabilities (what's likely to happen) from possibilities (what could happen) and applying concepts of creative and strategic thinking to find different paths to solutions. The conversation provides strategies to question assumptions; identify the environmental issues; distinguish strategies from tactics; use team resources, and structure learning from experience.

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

Friday, June 21, 2019 10:00 a.m.–3:30 p.m.
Tulare • \$149/person for counties • 3 credits • Staff/Elected Officials

Friday, April 26, 2019 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Staff/Elected Officials

Prepare for organizational scandals and crises

When Bad Things Happen: Managing the Media in Crises and Emergencies 357

Counties are prepared for natural disasters ... but what about federal and state investigations, embezzlement of funds, arrest or death of an official, program failure, scandals uncovered and other unexpected situations. This course focuses on the communications principles required to respond to organizational crises. Case studies are analyzed to identify successful and unsuccessful responses. A set of steps are presented to prepare a communications response, including role assignments, strategies and tactics which target affected audiences, key messages which tell the county's story, and delivering the response via the media and other communications vehicles. Techniques are shared for response options, sample messages, understanding media perspective and how to avoid common pitfalls and missteps.

Instructors: Sheri Benninghoven, APR is President of SAE Communications. Scott Summerfield is an expert in public agency strategic communications.

Thursday, January 31, 2019 10:00 a.m.–3:30 p.m.
Sacramento • \$149/person for counties • 3 credits • Staff/Elected Officials

COURSE SCHEDULE INDEX

Institute Courses by Topic

COURSE	LEADERSHIP COURSES	PAGE
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122	Leadership by Values: Strategies for Success in Public Service	4
123	Crafting and Implementing Effective Strategic Plans	2
124	Leadership & Change: Practices to Move Organizations	4
128	Leading with Emotional Intelligence	4
129	Intergenerational Leadership	3
180	2-Day Master Workshop Leadership with Emotional Intelligence	4
324	How to Be Human at Work	3
350	Drama in the County: Acting Technique for Leadership	2
355	New Reengineering County Business Practices	1
356	Negotiations and Collaboration in Complex Environments	5
360	Managing Conflict in Comfort	5
363	Thinking Strategically in Trying Times	7
374	Service Excellence through Process Improvement	6
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380	Talent Development and Succession Planning	7
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COURSE	POLICY & GOVERNANCE COURSES	PAGE
116	County Budgeting and Financial Planning	2
127	Practitioners Guide to Hiring and Retaining Great Employees	6
133	New Polish Your Writing: Make Your Case!	6
150	Local Governance in California	5
151	Financing California Counties: A History	3
307	2-Day Class Realignment 101: 1991 and 2011	6
340	IT Business Analysis	3
339	IT Define and IT Strategy and Roadmap	3
337	New IT Manage IT Stakeholder Relations	4
352	Making and Impression: Effective Media Practices	5
357	When Bad Things Happen: Managing Media in Crises	7
358	New Technology for Nontechnology Executives and Officials	1
369	County Financial Reporting for Nonfinancial Professionals	2
396	State Budget 101: What Counties Need to Know	7
397	Subrecipient Monitoring – Building Relations with CBOs	7
399	Make Your County Seen: Marketing and Branding	5
406	Emerging Issues Making it Count in the 2020 Census	3



Celebrating 10 Years as an Exceptional Resource for County Succession Planning and Executive Development

Registration fees include 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 a component of the California Counties Foundation, Inc. and the California State Association of Counties (CSAC). Nearly 6,000 county staff and elected officials have taken courses. The Institute is supported by the California Counties Foundation (a 501(c)(3) charity), CSAC, grants from organizations and foundations, and course registration fees.

Course Locations

Sacramento – Courses are held downtown at the Sacramento Area Council of Governments, 1415 L Street, 3rd floor, or the Sacramento Masonic Center, 1123 J Street.

Orange – Courses are hosted by Orange County and held at the Orange County Waste & Recycling Department Community Room, 300 North Flower Street, 4th floor, Santa Ana.

Santa Cruz – Courses are hosted by Santa Cruz County and held at the Santa Cruz County Sheriff's Community Room, 5200 Soquel Avenue, Santa Cruz.

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

Tulare – Courses are hosted by Tulare County and held at the Tulare County Health & Human Services Agency, 4031 West Noble Avenue, Visalia.

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 with the purchase of the Credential Package.

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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Institute Manager – Chastity Benson cbenson@counties.org

Admin. Assistant – Olviya Vataman ovataman@counties.org

916/327-7500 or info@csacinstitute.org

2019 CSAC Calendar of Events | Board of Directors

JANUARY

- 1 New Year's Day
- 16 Rural County Representatives of California (RCRC) Board Meeting & Installation of Officers
- 16 **CSAC Executive Committee Orientation Dinner | Sacramento**
6:30 PM Reception, 7:15 PM Dinner | Esquire Grill – 13th & K Streets
- 17 **CSAC Executive Committee Meeting | Sacramento**
10:00 AM – 1:30 PM | Capitol Event Center – 1020 11th Street, Sacramento
- 21 Martin Luther King, Jr. Day
- 30 – 31 **CSAC Executive Committee Leadership Forum | San Diego**

FEBRUARY

- 14 **CSAC Board of Directors Meeting | Sacramento**
10:00 AM – 2:00 PM | Capitol Event Center – 1020 11th Street, Sacramento
- 18 President's Day
- 20 Rural County Representatives of California (RCRC) Executive Committee Meeting | Sacramento

MARCH

- 2 – 6 **NACo Legislative Conference | Washington, D.C.**
- 13 Rural County Representatives of California (RCRC) Board of Directors Meeting | Sacramento
- 21 **Regional Meeting – Housing & Homelessness | Monterey**

APRIL

- 4 **CSAC Executive Committee Meeting | Sacramento**
10:00 AM – 1:30 PM | Capitol Event Center – 1020 11th Street, Sacramento
- 24 – 25 **CSAC Legislative Conference | Hyatt Regency Sacramento**
- 25 **CSAC Board of Directors Meeting | Sacramento**
12:30 – 4:00 PM | Hyatt Regency Sacramento, BC – 1209 L Street, Sacramento

MAY

- 1 Rural County Representatives of California (RCRC) Board of Directors Meeting | Sacramento
- 15 – 17 **NACo WIR Conference | Spokane County, Washington**
- 22 Rural County Representatives of California (RCRC) Executive Committee Meeting | Sacramento
- 27 Memorial Day

JUNE

- TBD **Regional Meeting | TBD**
- 19 Rural County Representatives of California (RCRC) Board of Directors Meeting | Sacramento

JULY

- 4 Independence Day
- 10 Rural County Representatives of California (RCRC) Executive Committee Meeting | Sacramento
- 11 – 15 **NACo Annual Conference | Clark County, Las Vegas, Nevada**

AUGUST

- 1 **CSAC Executive Committee Meeting | Sacramento**
10:00 AM – 1:00 PM | Capitol Event Center – 1020 11th Street, Sacramento
- 14 Rural County Representatives of California (RCRC) Board of Directors Meeting | Sacramento

SEPTEMBER

- 2 Labor Day
- 5 **CSAC Board of Directors Meeting | Sacramento**
10:00 AM – 2:00 PM | Capitol Event Center – 1020 11th Street, Sacramento
- 25 Rural County Representatives of California (RCRC) Board of Directors Meeting | Sacramento
- TBD Regional Meeting | TBD**

OCTOBER

- 2 – 4 CSAC Executive Committee Retreat | TBD**
- 14 Columbus Day
- 16 Rural County Representatives of California (RCRC) Executive Committee Meeting | Sacramento

NOVEMBER

- 11 Veterans' Day
- 13 Rural County Representatives of California (RCRC) Executive Committee Meeting | Sacramento
- 28 Thanksgiving Day

DECEMBER

- 3 – 6 CSAC 125th Annual Meeting | Hilton, San Francisco**
- 5 **CSAC Board of Directors Meeting | San Francisco**
- 11 Rural County Representatives of California (RCRC) Board of Directors Meeting | Sacramento
- 18 – 20 CSAC Officers' Retreat | Napa County**
- 25 Christmas Day

as of 01.30.19