

*The Professional  
Development Source for  
California County  
Supervisors*



# 2018 New Supervisors Institute

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

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

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

The course is open to all supervisors-elect in California.

## Objectives

*Upon completion, new supervisors will be able to:*

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



## Designed Specifically for the Needs of County Supervisors-Elect

The three sessions of the Institute provide a unique venue for new County Supervisors to meet their colleagues and learn important information, protocols and practices to help them better understand the requirements and environment of their new office. The Institute is designed to complement orientations offered by the county.



*New Supervisors Class of 2016-17*

## Hands-On Learning

Interactive presentations and small group discussions highlight the Institute and provide participants opportunities for hands-on, policy-level discussions. Participants receive content-rich resources and the updated *California County Supervisors Resource Guide*.

## Expert Faculty

The faculty is led by Solano County Supervisor Erin Hannigan and CSAC Institute Dean Bill Chiat. Faculty include experienced County Supervisors, County Executives, Counsel, and experts in the issues of California Counties. They bring practical experience in governance, crafting policy and providing county services.



### Session I

Sunday (3:30 pm) – Tuesday (noon), November 25-27, 2018  
*In San Diego, just before the CSAC Annual Meeting*



California Counties  
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California State Association of Counties  
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## Highlights of Institute Sessions

### Session I

Sunday-Tuesday, November 25-27, 2018 in San Diego  
Just prior to the CSAC Annual Meeting

- ☞ What to expect in your first 90 days in office
- ☞ Responsibilities of county government and other local agencies
- ☞ 10 things to ask your CAO to get a jump-start
- ☞ How to work effectively with the other four
- ☞ Public information and the resources from your Clerk of the Board
- ☞ Laws you need to know which govern your work, and the role of County Counsel
- ☞ Role of the supervisor, Board and county in emergencies and unexpected situations
- ☞ Build networks with your new colleagues

### Session II

Thursday-Friday, February 21-22, 2019 in Sacramento

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

### Session III

Thursday- Friday, July 18-19, 2019 in Sacramento

- ☞ Working effectively with county employees and employee organizations
- ☞ Successful media relations and use of the media
- ☞ Working with and engaging your constituents
- ☞ Board roles in emergencies and disasters
- ☞ Strategies for intergovernmental relationships
- ☞ Reflections on your first five months in office

## Registration and Tuition

New Supervisor Institute tuition covers the costs for all three sessions, including lunches, breaks, receptions and the *California County Supervisors Resource Guide*. A special package price is available for those who register for both the New Supervisors Institute and the 2018 CSAC Annual Meeting.



Registration for the New Supervisors

Institute may be made either with the registration for the CSAC Annual Meeting or contact the Institute at [info@csacinstitute.org](mailto:info@csacinstitute.org). Supervisors-elect may also attend any CSAC Institute course. See the schedule at [www.csacinstitute.org](http://www.csacinstitute.org).

- ◆ **Package Special** **\$1,225**  
*Includes Annual Meeting and New Supervisors Institute (all three sessions) registrations.*
- ◆ **New Supervisor Institute ONLY** **\$699**  
*Includes all three sessions of the Institute.*

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

## Recognition

Upon completion of the New Supervisors Institute, participants receive a special Certificate and earn six credits towards their accreditation as a *California Credentialed County Supervisor* from the CSAC Institute for Excellence in County Government. A total of 30 credits is required to earn the credential from this continuing professional education institution designed for County Supervisors and executives. Members of the Bar earn **MCLE credits** for participation in the Institute.



## Details and Additional Information

Session I is held in San Diego in conjunction with the CSAC Annual Meeting. The Institute begins at 3:00 PM on Sunday, and concludes at Noon on Tuesday just before the CSAC Annual Meeting. Sessions II and III are held in Sacramento.

For additional information on the Institute, please contact CSAC Institute at [info@counties.org](mailto:info@counties.org) or 916/327-7500.

## ABOUT CSAC INSTITUTE



**CSAC Institute for Excellence in County Government** is a professional, practical continuing education institution for county officials. The Institute and its courses expand the capacity and capability of county elected officials and senior executives to provide extraordinary services to their communities. Established in 2008, the Institute is a service of the California State Association of Counties and operated by the California Counties Foundation, a 501(c)(3) charity. For a complete schedule of all upcoming classes and campus locations, please visit [www.csacinstitute.org](http://www.csacinstitute.org).

