

## New Supervisors Institute

A three-module, hands-on seminar designed to help newly elected Supervisors jump-start their term!



So, you've just been elected as County Supervisor. Now what? This three-modules executive seminar will help you hit the ground running. The three modules examine all the basics of county governance.

Hear tips and tricks from experienced supervisors on establishing your office and responsibilities including ten top questions to ask of staff, legal obligations and much more. The New Supervisors Institute will kick off during the 130<sup>th</sup> CSAC Annual Meeting in November and will provide the unique opportunity to develop your network with new Supervisors from across the state that will last throughout 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.



LEARN. GROW. ACHIEVE.

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

The three modules provide a unique venue for the 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.

### 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 California County Supervisors Resource Guide.

### Expert Faculty

The faculty are led by Solano County Supervisor Erin Hannigan and Paul Danczyk, Ph.D., CA Counties Foundation COO. The faculty includes experienced County Supervisors, County Executives, County Counsel, and experts in issues of California Counties. They bring practical experience in governance, crafting policy and providing county services.

California Counties  
FOUNDATION

FOR REGISTRATION, PLEASE VISIT OUR WEBSITE OR CONTACT THE INSTITUTE AT [csacinstitute@counties.org](mailto:csacinstitute@counties.org)

Supervisors-elect may also attend any CSAC Institute course.

See the current schedule at [www.csacinstitute.org](http://www.csacinstitute.org).



THE WILLIAM "BILL" CHIAT  
INSTITUTE

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COUNTY GOVERNMENT



## Highlights of Institute Modules

### Module I

**Day 1: November 18, 2024 | 130<sup>th</sup> CSAC Annual Meeting | Pasadena, Los Angeles**

**Day 2: December 9, 2024 | Virtual**

- What Does it Mean to be a County Supervisor?
- The First 90 Days: What to Expect - How to Prepare
- Board/Executive Roles and Relationships
- The Clerk of the Board: Their Role, Your Relationship
- Roles and Responsibilities of County Counsel - and the Laws You Need to Know

### Module II

**February 20-21, 2025 | 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 chair effective public meetings and hearings

### Module III

**July 17-18, 2025 | 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 crises and disasters.
- Strategies for intergovernmental relationships.
- Reflections on your first six months in office.

## Registration and Tuition

New Supervisor Institute tuition covers the costs for all modules and the *California County Supervisors Resource Guide*.

Registration for the New Supervisors Institute may be made by visiting our [website](#). Supervisors-elect may also attend any CSAC Institute course. See the schedule at our [events online calendar](#).

## New Supervisor Institute / \$800

Includes all three modules of the New Supervisors 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 the *California Credentialed County Supervisor* from the CSAC Institute for Excellence in County Government.

## Details and Additional Information

Module I will kick off November 18 at the CSAC Annual meeting beginning at 9:00 AM. Module I Part II will be held via Zoom, and Module II-III will be held in Sacramento, CA.

For additional information, please contact  
**CSAC Institute at:**  
**[csacinstitute@counties.org](mailto:csacinstitute@counties.org) or the  
Foundation's COO Paul Danczyk at  
[pdanczyk@counties.org](mailto:pdanczyk@counties.org) or (M) 916.599.7986**

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**ABOUT CSAC INSTITUTE:** CSAC William "Bill" Institute for Excellence in County Government is a professional, practical continuing education institution for county officials. 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.

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