



# COUNTY OF HUMBOLDT

For the meeting of: 11/7/2023

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File #: 23-1379

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**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Time Certain Matter

**Vote Requirement:** Majority

**SUBJECT:**

10:00 AM - California State Association of Counties (CSAC) Institute for Excellence in County Government Executive Institute Credential Presentation

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. That the Board of Supervisors receive the CSAC Government Executive Institute and report and recognize Credentials Presentation for the first CSAC Institute in Northern California hosted by Humboldt County.

**SOURCE OF FUNDING:**

All departments

**DISCUSSION:**

The CSAC William “Bill” Chiat 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 CSAC. Nearly 6,000 county staff and elected officials across the state have taken courses.

CSAC, in partnership with Humboldt County, hosted its first CSAC Institute in Northern California that began Jan. 12, 2023, for 10 sessions ending July 13, 2023. Attendees dedicated approximately 45 hours to this intensive leadership in local government training series. Classes included:

- County Financial Reporting and Budgeting for Nonfinancial Trainings
- County Budgeting and Financial Planning
- Financing California Counties: The History
- Building and Maintaining a Team Environment
- Resilient Leadership

- Talent Development and Succession Planning
- Communicating and Presenting Complex Issues and Data
- World Class Contracting, Contract Management and Procurement
- Inclusive Leadership
- Emotional and Social Intelligence

Of the 41 registered attendees 16 were able to complete the full series to receive their CSAC credential.

Hosting the CSAC Institute in Northern California optimized management of county resources by providing executive leadership training to county professionals in a cost effect way by reducing time away from the office and reducing costs associated with travel. Previously, county staff would have to travel to Sacramento for each half day training. Additionally, hosting the CSAC Institute in Northern California afforded the opportunity for neighboring counties to attend.

In Jan. 2024, the second CSAC Institute in Northern California hosted by Humboldt County will commence building on feedback from the first series’ attendees. Not only will the CSAC Credential program be available to a new group of emerging leaders, but those also who were unable to complete their credential in the first series will have the opportunity to attend sessions to complete their credential program.

**FINANCIAL IMPACT:**

<b>Expenditures (1100,103)</b>	<b>FY22-23 Adopted</b>	<b>FY23-24 Adopted</b>
Budgeted Expenses	66,740	66,740
<b>Total Expenditures</b>	<b>66,740</b>	<b>66,740</b>
<b>Funding Sources (1100,103)</b>	<b>FY22-23 Adopted</b>	<b>FY23-24 Adopted</b>
General Fund	66,740	66,740
<b>Total Funding Sources</b>	<b>66,740</b>	<b>66,740</b>

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

Costs in fiscal year 2022-23 for 41 registered attendees was approximately \$66,740 and paid for by county departments. It is anticipated that cost estimates will be relatively the same in fiscal year 2023-24 and budgeted as such.

**STAFFING IMPACT:**

**Narrative Explanation of Staffing Impact:**

There are no staffing impacts for the CSAC Institute other than staff time to coordinate the training series and participant’s attendance.

**STRATEGIC FRAMEWORK:**

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This action supports the following areas of your Board's Strategic Framework.

Core Roles: N/A

New Initiatives: Invest in county employees

Strategic Plan: 4.4 - Attract and retain the best county employees

OTHER AGENCY INVOLVEMENT:

California State Association of Counties

Del Norte County

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A