

**NEW** 2016



**California Special  
Districts Association**  
*Districts Stronger Together*

**OPTIONAL PRE-CONFERENCE  
WORKSHOP: POLICY AND  
PROCEDURE WRITING**

# BOARD SECRETARY/CLERK CONFERENCE

*Premiere Training for Board Secretaries/Clerks*

**November 14-16, 2016 • Monterey, California**

**ADVANCED COURSES FOR  
RETURNING ATTENDEES!**

**DONE**



Co-sponsored by the  
Special District Risk Management Authority

“ After attending this training, I feel so much more confident in my board secretary role! It was well worth it!

April Hughes, Secretary  
East Bay Municipal Utility District

CSDA's Special District

# Board Secretary/Clerk Conference & Certificate Program™



Specifically developed and designed for special districts. Whether you are a new or seasoned board secretary/clerk, continuing education is essential to keeping current on the many aspects of your job. In an effort to expand educational opportunities for this important position in special districts, and to provide an opportunity to recognize individuals who invest the time in becoming trained in the various components of the job, CSDA created this certificate program.

Now in its sixth year, the Board Secretary/Clerk Certificate has become the gold standard for special district board secretaries/clerks throughout California. We invite you to participate as a first-time attendee to earn your certificate or come back year after year to advance your knowledge of special districts through new and exciting breakout sessions tailored to your position.



**Location**  
**November 14 -16, 2016**  
**Monterey, CA**  
 Embassy Suites Monterey Bay - Seaside  
 1441 Canyon Del Rey  
 Seaside, CA 93955  
 1.800.EMBASSY  
 Room reservation cut-off: Oct. 23, 2016

### Reserve Early!

Room rates are only \$146 plus tax per night single/double occupancy by calling 1-800-EMBASSY and referencing the Board Secretary/Clerk Conference or using the code CS1. The room reservation cut-off is Sunday, October 23, 2016, however space is limited and attendees are encouraged to make their reservations early. The CSDA room rate also offers attendees complimentary self-parking.



### PRE-CONFERENCE WORKSHOP

#### Workshop Only

\$225 CSDA Member

\$340 Non-Member

#### Workshop with Conference

\$100 CSDA Member

\$150 Non-Member

*\*Optional/Additional Fee*

### Monday, 9:00 a.m. – 4:00 p.m.

## Policy and Procedure Writing\*

*CPS HR Consulting*

This course will prepare you to plan and organize highly effective work systems through policy, procedure, and task development. Participants will learn and practice policy and procedure writing skills, and how to apply them in their workplace. Course materials include templates for development of policy, procedure, and task descriptions in the future.

- Learn the organizational theory behind policy and procedure.
- Identify attributes of bad versus good policy and procedure.
- Learn and use best practices.
- Understand key components and attributes.
- And more.

**Note:** Attendees are asked to bring a policy/procedure they are working on, with, or that is currently under their review, for classroom discussion and analysis.



Special District Risk Management Authority is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit Incentive Points can be earned based on an Agency's attendance at the Board Secretary/Clerk Conference as well as the webinars and workshops associated with the Board Secretary/Clerk Certificate.

[\*SDRMA CIP]

## Board Secretary/Clerk Conference Schedule

<b>Monday, November 14, 2016</b>			
8:00 a.m.	Pre-Conference Workshop Registration		
9:00 a.m. - 4:00 p.m.	Pre-Conference Workshop: Policy and Procedure Writing <i>*optional/additional fee</i>		
5:30 - 7:00 p.m.	Registration and Opening Reception		
<b>Tuesday, November 15, 2016</b>			
	<i>First-Time Attendees</i>	<i>Advanced: Current Certificate Holders</i>	
7:30 - 8:30 a.m.	Registration Open		
8:30 - 9:45 a.m.	Opening Keynote: A Day in the Life of a Nerdy Board Secretary/Clerk, All Attendees		
10:00 - 11:45 a.m.	Board Secretary/Clerk Foundations	Policy and Procedure Writing	Proposition 218: Procedural Requirements and Limitations
12:00 - 1:00 p.m.	Lunch, All Attendees		
1:15 - 3:00 p.m.	Board Secretary/Clerk Foundations (cont'd)	District Documentation – What to Look For	Success in Controlling Your Time
3:00 - 3:30 p.m.	Break, Networking with the Exhibitors		
3:30 - 5:00 p.m.	Understanding Board Member and District Liability Issues	Protecting Your Board Members – Ethics in Elected Office	Board Secretaries: Masters of Prioritization
5:30 - 7:00 p.m.	Reception		
<b>Wednesday, November 16, 2016</b>			
	<i>First-Time Attendees</i>	<i>Advanced: Current Certificate Holders</i>	
8:30 - 10:00 a.m.	Staying in Compliance: Understanding Fundamental Special District Laws	Now What? Real World Implications for Board Secretaries/Clerks	Look Before You Leap! Taking the Next Steps for Web and Digital
10:00 - 10:30 a.m.	Break, Networking with the Exhibitors		
10:30 a.m. - 12:00 p.m.	Staying in Compliance: Understanding Fundamental Special District Laws (cont'd)	Does Your Employee Handbook Violate the Law?	A Deep Dive into the Public Records Act
12:00 - 1:00 p.m.	Lunch, All Attendees		
1:15 - 2:45 p.m.	Records Retention and Management	Website Tips Every Board Secretary Should Know	Human Resources for Board Secretaries and Clerks
2:45 - 3:00 p.m.	Break		
3:00 - 4:30 p.m.	Holding Effective Public Meetings	Let's Get Digital – Electronic Document Management	Keeping Up with the Brown Act
4:30 p.m.	Event Adjourns, Graduation Certificate Distribution		

**Tuesday, 8:30 – 9:45 a.m.**  
**Opening Keynote: A Day in the Life of a Nerdy Board Secretary/Clerk**

*Beth Ziesenis*  
*Your Nerdy Best Friend*



What would your day look like if you took the advice of all your nerdy friends and implemented the tech tools and apps they recommend to make your life easier? This fast-moving, laugh-filled session takes you hour by hour through a day in the life of a tech-savvy district clerk or secretary. You'll learn how a professional nerd solves a security crisis before 10:00 a.m., learns to make more of a lunch hour with a set of virtual hands, saves money on software before the staff meeting, and more.

## Breakouts for Returning Attendees

### **A Deep Dive into the Public Records Act**

*Burke Williams Sorensen*

This breakout session will include an in-depth discussion of the California Public Records Act (CPRA). We will walk through the process of handling records requests from beginning to end, discussing both the legal requirements and practical considerations. We will also discuss some of the most common exemptions from disclosure and CPRA litigation.

### **Board Secretaries: Masters of Prioritization**

*CPS HR Consulting*

Learn how to manage multiple priorities and look good doing it. Today's workplace is full of competing deadlines, conflicting objectives, limited resources, and a superior who wants everything done perfectly, yesterday. In this session we'll explore some strategies for managing multiple priorities to ensure you remain productive and positive in attaining your personal and professional goals.

### **District Documentation – What to Look For**

*Liebert Cassidy Whitmore*

"If it's not written down, it didn't happen." This common mantra describes the difficulty of proving an event occurred if there is no contemporaneous documentation. This session will explain how to effectively create a host of documents ranging from discipline documents to performance evaluations to disability interactive process letters and other writings. Effective documentation goes beyond simply recording the required information. We will show you how to create effective exhibits in the event your agency is sued or a discipline is appealed. Using fun examples, the presenters will explain what should—and should not be—in various types of documents in order to effectively demonstrate that your district acted appropriately.

### **Does Your Employee Handbook Violate the Law?**

*Atkinson, Andelson, Loya, Ruud & Romo*

A staple in the workplace, the "employee handbook," sets the parameters of acceptable employee behavior, and is often used in determining the application of disciplinary actions and the resolution of employee disputes. We will review the provisions that should be added to your handbook and those sections that require updating, along with the pitfalls to avoid when drafting a handbook.

### **Human Resources for Board Secretaries and Clerks**

*Liebert Cassidy Whitmore*

This is a human resources 101 workshop that will provide a general overview of relevant HR issues that face special districts. We will cover an array of important topics including: hiring and recruitment, negotiations with employee bargaining units, personnel files, overtime, leaves and absenteeism, and retirement issues.

### **Keeping Up with the Brown Act**

*Liebert Cassidy Whitmore*

Board secretaries/clerks must know how to comply with the complex set of laws found in the Brown Act, which governs how boards must meet in public. In this session, we will go over common mistakes made with the Brown Act, including the intricacies involved with closed sessions, administrative decisions, and litigation and settlements, while providing tips along the way. This workshop will also explain the new amendments to the Brown Act addressing transparency, which can pose a challenge for California special districts.

### **Let's Get Digital - Electronic Document Management**

*Laserfiche*

How much are your documents costing you? It might be more than you think—special districts are document-driven organizations, and inefficient document management takes a toll on your time and resources. However, by establishing a solid foundation for document management, you're better able to provide excellent customer service and smooth operations.

Many special districts are finding efficiency by going digital with their documents and processes. In this session, we'll look at how special districts are:

- Easily filing and retrieving documents from a central document repository.
- Eliminating lost, misfiled, and redundant hard copies in their offices.
- Increasing cross-departmental communication and visibility while becoming more transparent.
- Automating document-intensive processes such as the public records request process.

### **Look Before You Leap! Taking the Next Steps for Web and Digital**

*Atkinson, Andelson, Loya, Ruud & Romo*

This informative session will cover all things digital from videotaping of board meetings, electronic agenda packets, best practices - including using Dropbox and including a "digital library" for the board member's important documents - to new board member orientation, benefits of social media, and cost savings vs. benefits of going digital.

### **Now What? Real World Implications for Board Secretaries/Clerks**

*David Aranda*

Many attendees reflect on the amount of information that was presented during their attendance at the initial Board Secretary/Clerk Foundations class and wish they could hear it again after gaining some work experience. This workshop will cover subjects such as the Brown Act, public records, effective meetings, and the district's guiding principles, i.e. minutes, ordinances, resolutions, and policies all in relation to your job responsibilities.

### **Policy and Procedure Writing**

*CPS HR Consulting*

This session will prepare you to plan and organize highly effective work systems through policy, procedure, and task development. Participants will learn policy and procedure writing skills, and how to apply them in their workplace. Course materials include templates for development of policy, procedure, and task descriptions that can be utilized back at your agency.

### **Proposition 218: Procedural Requirements and Limitations Board Secretaries and Clerks Need to Know**

*Meyers Nave*

Proposition 218 controls the primary funding lifeline of every special district. The "Right to Vote on Taxes Act" sets forth specific procedural requirements that must be followed and establishes limits on both the use and amount of revenues than can be levied and collected from taxes, special assessments, and fees and charges. This session will include practical tips and best practices, as well the explanation of three key provisions: (1) the adoption of taxes, (2) the ability of special districts to impose, extend, or increase assessments, fees, or charges, and (3) the voters' power to reduce or repeal local revenue-generating measures.



Look for the 

## Breakouts For First-time Attendees\*

### Board Secretary/Clerk Foundations

*David Aranda*

The board secretary in a special district plays a multi-faceted role that is also one of the most highly visible in the district. Board members, the public, and staff turn to the board secretary as a resource for information and assistance. The board secretary must ensure the district's compliance with extensive legal requirements, handle contentious situations, respond to the needs of board members and the public, document board activities and decisions, and meet multiple deadlines. This course provides a comprehensive review and insight into all components of the board secretary/ clerk position.

### Holding Effective Public Meetings

*Atkinson, Andelson, Loya, Ruud & Romo*

Public meetings need to be run lawfully, efficiently, and openly. They must address the business of the district, while also creating an appropriate forum for the public. This session will cover the various aspects of public meeting procedures and assist districts with running lawful public meetings that are efficient, effective, and transparent.

### Records Retention and Management

*Burke Williams Sorensen and Laserfiche*

This session provides attendees with information on the details of creating a records retention schedule for a special district. Information provided will include appropriate retention policies, what's required by law, where to go to research the laws, and how to determine the right retention requirements. This course will also offer suggestions on use of electronic documents in records retention and management.

### Staying In Compliance: Understanding Fundamental Special District Laws

*Meyers Nave*

As times change, so does the need to re-interpret and review the laws governing special districts. This workshop covers crucial areas of the law as they relate to all types of special districts. Those areas include general compliance, answering specific questions about items such as communications through email, special meetings, economic conflicts of interest, what documents are considered public, and much more.

### Understanding Board Member and District Liability Issues

*Special District Risk Management Authority (SDRMA)*

Having a complete understanding of the potential liability issues in your district can prevent problems in the future and even assist with efficiency and communication protocols. This webinar is a discussion of the legal role of the board in the management and operation of a public agency, and the role of individual board members acting within the course and scope of their official duties.

*\*Must attend all sessions to receive your certificate.*

### Protecting Your Board Members – Ethics in Elected Office

*Liebert Cassidy Whitmore*

This session will cover an overview of the ethics and related laws that affect elected leaders, so that senior support staff can educate the well-meaning elected official concerning easily violated ethical standards. Among the laws to be addressed will be elements of the Brown Act, privacy law, MMBA and related labor negotiation laws, conflict of interest law, and abusive conduct prohibitions.

### Success in Controlling Your Time

*CPS HR Consulting*

In this fun session you will take a short assessment that will reveal your own personal time savers and sinkers. Then we will explore 11 dimensions of time that can help you focus your efforts on what is most important. The session includes a time mastery evaluation tool.

### Website Tips Every Board Secretary Should Know - Even if You Don't Have a Website

*Streamline*

In this session the folks at Streamline will go over things that can make your life easier: everything from online compliance pitfalls you'll want to avoid, to easier ways to post your agendas online, to best practices for website content and email communications that will help lessen the number of calls or PRA requests your district gets. Attendees will leave with cheat sheets to help them remember helpful guidelines when they get back to the office.



**As a new employee, I had a lot to learn about cemeteries and special districts. One of the most informative classes I have taken was CSDA's Special District Board Secretary/Clerk Conference. The materials came in a binder making it easy to refer back to when needed.**

Sandi Miller, General Manager - Selma Cemetery District





## Ready for every wave.

SDRMA offers a seamless extension of balance and agility. For 30 years, we've been helping California public agencies ride the changing waves of risk. Whatever the emerging trend or ongoing exposure, our unique combination of world-class consulting and technical experts stands superior on our members' behalf.

We serve as a single resource for all your coverage protection and risk-management needs. Visit our website at [www.sdrma.org](http://www.sdrma.org) or call us at **800.537.7790** to learn more about our Workers' Compensation, Property/Liability and Health Benefits Programs.





## Board Secretary/Clerk Conference

Monterey, CA - November 14-16, 2016

ONE FORM PER REGISTRANT. PLEASE MAKE COPIES AS NEEDED.

Name/Title:

District:

Address:

City:

State:

Zip:

Phone:

Fax:

Email:

Special Needs:

Emergency Contact Name:

Phone:

### BOARD SECRETARY/CLERK CONFERENCE OPTIONS

Current Certificate Holder:  Yes  No

I will be participating as:  First-time Attendee  Advanced - Returning Attendee

EARLY BIRD REGISTRATION - ON OR BEFORE FRIDAY, OCTOBER 14, 2016 Member status:  SDRMA Member - \$525  CSDA Member - \$575  Non-member - \$865

REGULAR REGISTRATION - AFTER FRIDAY, OCTOBER 14, 2016 Member status:  SDRMA Member - \$575  CSDA Member - \$625  Non-member - \$940

**NEW!** PRE CONFERENCE WORKSHOP: POLICY AND PROCEDURE WRITING/WITH CONFERENCE  CSDA Member - \$100  Non-member - \$150

**NEW!** PRE CONFERENCE WORKSHOP: POLICY AND PROCEDURE WRITING/WORKSHOP ONLY  CSDA Member - \$225  Non-member - \$340

### PAYMENT INFORMATION

Check  Visa  MasterCard  American Express  Discover

Acct. name:

Acct. Number:

Expiration date:

Authorized Signature:

**Mail or Fax completed form to:**  
California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814  
f: 916.520.2465



### Conference Date and Location

November 14-16, 2016  
Embassy Suites Monterey Bay - Seaside  
1441 Canyon Del Rey, Seaside, CA 93955  
1.800.Embassy Room reservation cut-off: Oct. 23, 2016

### Questions?

Please contact us toll-free:  
877.924.2732

### Conference Cancellation Policy

Cancellations must be made in writing and received via fax or mail no later than three business days prior to the conference. All cancellations made within the specified time will be refunded less a \$75 processing fee.



California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814

PRESORTED  
FIRST CLASS  
U.S. Postage  
**PAID**  
Permit No. 316  
Sacramento, CA



I'm from a very small district. We have a very small budget and limited access to educational trainings and legal advice. CSDA trainings are invaluable to our district, allowing us to educate our staff and stay in compliance with laws and regulations. And doing things right creates trust between our community and the CSD.

Jodi Lauther, Office Manager - Grizzly Flats CSD

**Attend CSDA's Board Secretary/Clerk  
Conference & Certificate Program™**  
to receive continuing education in critical areas.

Monterey, CA • **November 14–16, 2016**

