



**California Special
Districts Association**

Districts Stronger Together

2024

LET'S LEARN

PROFESSIONAL DEVELOPMENT CATALOG

**Professional development opportunities for
special district elected/appointed officials and staff!**

NEW WEBINARS AND WORKSHOPS FOR 2024!





Protected From the Unexpected

As California's trusted risk management advisor, SDRMA protects its members from the unexpected by providing a unique combination of coverage protection programs. Our team is like one of your own, delivering service and expertise you won't find anywhere else. For everything from **Workers' Compensation** and **Property/Liability** coverages to **Health Benefits** options, we are here to help. For more information, visit sdrma.org.



PRE-CONFERENCE WORKSHOPS

PRE-CONFERENCE WORKSHOP AND DESCRIPTION	DATES & TIME	COST	CIP
<p>Pre-GM Summit: So, You Want to be a General Manager? <i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p>  <p>A practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on the journey, roles and skill sets of a general manager, identifying GM opportunities including positioning yourself for executive recruitment, developing positive relations with the board, staff and peer agency executives, and leadership practices. Registration fee includes continental breakfast and lunch. Limited class size - register early!</p>	<p>Sunday, June 23, 2024 8:30 a.m. – 3:30 p.m.</p> <p>Anaheim, CA</p>	<ul style="list-style-type: none"> • \$115 CSDA Member and Non-member <p><i>Sponsored by the Special District Leadership Foundation (SDLF)</i></p> <p><i>Price includes continental breakfast and lunch</i></p>	
<p>Pre-Annual Conference: SDLA Module 1: Governance Foundations</p>  <p>This course teaches the foundational knowledge and skills that identify and define the essential building blocks of a successful board, focusing on the critical elements of governance: effective trustees, board mindset, structure, process and protocols, individual/team standards, board's role and responsibilities.</p>	<p>Monday, September 9, 2024 9:00 a.m. – 3:30 p.m.</p> <p>Indian Wells, CA</p>	<ul style="list-style-type: none"> • \$285 CSDA Member • \$430 Non-member <p><i>Price includes continental breakfast and lunch</i></p>	
<p>Pre-Annual Conference: So, You Want to be a General Manager? <i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p>  <p>A practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on the journey, roles and skill sets of a general manager, identifying GM opportunities including positioning yourself for executive recruitment, developing positive relations with the board, staff and peer agency executives, and leadership practices.</p>	<p>Monday, September 9, 2024 9:00 a.m. – 3:30 p.m.</p> <p>Indian Wells, CA</p>	<ul style="list-style-type: none"> • \$115 CSDA Member and Non-member <p><i>Sponsored by the Special District Leadership Foundation (SDLF)</i></p> <p><i>Price includes continental breakfast and lunch</i></p>	



CONFERENCES

Information regarding hotel reservations and the CSDA room block will be emailed to the attendee only (not the individual registering the attendee) within 24 hours of registration.

SDLA CSDA's 2024 Special District Leadership Academy Conference

Core governance training for elected/appointed officials

CIP Earn SDRMA Credit Incentive Points.



San Luis Obispo – February 4 - 7, 2024

Early-bird registration discount ends January 11, 2024

Embassy Suites by Hilton San Luis Obispo
333 Madonna Rd
San Luis Obispo, CA 93405

San Diego – April 14 – 17, 2024

Early-bird registration discount ends March 19, 2024

Embassy Suites by Hilton San Diego Bay Downtown
601 Pacific Hwy
San Diego, CA 92101

San Rafael – November 3 – 6, 2024

Early-bird registration discount ends October 13, 2024

Embassy Suites by Hilton San Rafael – Marin County
101 McInnis Parkway
San Rafael, CA 94903

Local boards are the reason, and really the only reason, why local control is local. Special district boards are the voices of the community. The truth is that every elected or appointed public official needs to worry about governance because governance is what boards do. It's what they bring to the table. Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district. Survival of special districts depends in large part on how well-run the boards are.

Attendees will learn:

- How to work as a team
- The roles of the board and staff
- Attributes and characteristics of highly effective boards
- How culture, norms, values, and operating style influence the district
- Specific jobs the board must perform
- How individual values, skills, and knowledge help to shape how effective boards operate
- The importance of moving from “I” to “we” as the governance team
- The board’s role in setting direction for the district; the board’s role in finance and fiscal accountability
- ...And more!

COST

EARLY REGISTRATION		REGULAR REGISTRATION	
CSDA Member	\$720	CSDA Member	\$775
Non-Member	\$1,080	Non-Member	\$1,160

EARLY BIRD PRICING

Register on or before January 11, 2024 (San Luis Obispo), March 19, 2024 (San Diego), and October 13, 2024 (San Rafael)

SEND MORE – SAVE MORE

SPECIAL DISCOUNTED PRICING! Additional attendees from the same district:

EARLY REGISTRATION*		REGULAR REGISTRATION	
CSDA Member	\$490	CSDA Member	\$545
Non-member	\$735	Non-member	\$820



SAN LUIS OBISPO

HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$149 plus tax and fees per day. The room reservation cut-off is January 11, 2024; however, space is limited and may sell out before this date.

SAN DIEGO

HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$194* or prevailing federal per diem at time of check in plus tax. The room reservation cut-off is March 19, 2024; however, space is limited and may sell out before this date.

*Current federal per diem as of 9/14/23 but subject to change

SAN RAFAEL

HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$166 plus tax and fees per day. The room reservation cut-off is October 13, 2024; however, space is limited and may sell out before this date.



SDRMA Spring Education Day

 Earn SDRMA Credit Incentive Points.

SACRAMENTO – March 26, 2024

Hilton Sacramento Arden West
2200 Harvard Street
Sacramento, CA 95815

The SDRMA Spring Education Day provides risk management training relating to Property/Liability and Workers’ Compensation at no cost. The day will begin with a panel discussion of the State of the Insurance market followed by several breakout sessions. In addition, the SDRMA Board of Directors will conduct their Annual Membership Meeting that will include current insurance market updates and important upcoming renewal information. SDRMA members that attend the Spring Education Day are eligible to earn Credit Incentive Points (CIPs) to reduce their annual contribution for both the Property/Liability and Workers’ Compensation Programs.

Monday, March 25, 2024, 5:00 – 6:00 p.m. – Welcome Reception
(optional, be sure to add the reception to your registration if you plan to attend)

COST
Free to SDRMA members and CSDA members*
**Additional fee to CSDA members for Governance Foundations workshop on this day*

 HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$149 plus tax and fees per day. The room reservation cut-off is March 11, 2024; however, space is limited and may sell out before this date.

Special Districts Legislative Days

SACRAMENTO – May 21 – 22, 2024

Sheraton Grand Sacramento Hotel
1230 J Street
Sacramento, CA 95814

With special districts facing existential threats to the funding they rely on to deliver essential services as well as major new costly mandates, this year’s Special Districts Legislative Days is a must-attend event.

Lawmakers in Sacramento are making critical decisions that will impact the budget and operations of your district and your community. Special Districts Legislative Days is the only opportunity for all types of special districts, large and small, north and south, rural and urban to come together with one united voice. Issues like revenue, governance, labor, and public works matter to all districts whether they provide water, sewer, fire protection, parks, cemeteries, healthcare, mosquito abatement, ports, harbors, airports, libraries, or other essential services.

Don’t miss this opportunity to hear from California’s top decision-makers, build partnerships and strengthen the voice of local control. Past speakers have included California’s State Controller, State Treasurer, Secretary of State, Insurance Commissioner, Senate President pro Tempore, Assembly Speaker, Secretary of Natural Resources, Director of the Office of Emergency Services, State Auditor, Legislative Analyst, and Director of Finance.

COST

EARLY REGISTRATION*		REGULAR REGISTRATION	
CSDA Member	\$345	CSDA Member	\$430
Non-member	\$515	Non-member	\$645

Early bird pricing – Register on or before Wednesday, April 24, 2024

 HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$212 plus tax and fees per day. The room reservation cut-off is April 24, 2024; however, space is limited and may sell out before this date.



CONFERENCES



General Manager Leadership Summit

 Earn SDRMA Credit Incentive Points.

ANAHEIM – June 23 – 25, 2024

JW Marriott Anaheim Resort
1775 Clementine St.
Anaheim, CA 92802

Your job as a general manager or emerging leader of a special district demands you stay current on governance best practices, state laws, human resources, operations, pensions, budgeting, risk management, policies, procedures, and more!

The General Manager Leadership Summit is a way for you to come together with other special district leaders from throughout the state to network and learn more about your specific job responsibilities and emerging trends. Return to your district after two days of specialized training and education, ready to take your board relationship, staff, and district to the next level.

CSDA Annual Conference and Exhibitor Showcase

 Earn SDRMA Credit Incentive Points.

INDIAN WELLS – September 9 – 12, 2024

Renaissance Esmeralda Resort & Spa
44400 Indian Wells Ln
Indian Wells, CA 92210

The leadership conference for special districts.

The CSDA Annual Conference and Exhibitor Showcase is the one conference special district leaders can't afford to miss! It is the most densely packed educational and networking experience available to special districts.

Come together with other special district leaders from across the state to meet with industry suppliers, hear from the best in special district-specific topics with over 30 breakout session options, network with your peers, and more at the leadership conference for special districts.

COST

EARLY REGISTRATION*		REGULAR REGISTRATION	
CSDA Member	\$775	CSDA Member	\$860
Non-member	\$1,110	Non-member	\$1,240

Early bird registration – Register on or before Friday, May 31, 2024

COST

EARLY REGISTRATION*		REGULAR REGISTRATION	
CSDA Member	\$775	CSDA Member	\$860
Non-member	\$1,160	Non-member	\$1,290

Early bird registration – Register on or before Wednesday, August 21, 2024



HOTEL ROOM RESERVATIONS CSDA room reservations in the CSDA room block start at the rate of \$209 plus tax and fees per day. The room reservation cut-off is May 31, 2024; however, space is limited and may sell out before this date.



HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$199 plus tax and fees per day plus \$15 resort charge per room per day. The room reservation cut-off is August 21, 2024; however, space is limited and may sell out before this date.

One night's non-refundable room and tax will be charged on 8/21/24 for rooms reserved in the CSDA room block.



Earn Your Certificate as a First Timer OR go to tracks for Returning Attendees!

Board Secretary/Clerk Conference

 Earn SDRMA Credit Incentive Points.

SAN DIEGO – October 21 – 23, 2024

San Diego Marriott Mission Valley
8757 Rio San Diego Dr.
San Diego, CA 92108

Whether you are a new or an experienced 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.

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

COST			
EARLY REGISTRATION*		REGULAR REGISTRATION	
SDRMA Member	\$660	SDRMA Member	\$720
CSDA Member	\$720	CSDA Member	\$775
Non-member	\$1,080	Non-member	\$1,160

Early bird registration – Register on or before Friday, September 20, 2024

 HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$175 plus tax and fees per day. The room reservation cut-off is September 20, 2024; however, space is limited and may sell out before this date.



SDRMA Credit Incentive Points (CIPs)

Special District Risk Management Authority (SDRMA) 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 events with the CIP logo.

 Look for opportunities to earn SDRMA Credit Incentive Points.



Learning Starts Here.

Pick workshops that will help boost your skills, uplift your education environment, or encourage learning.



ON-DEMAND WEBINARS

Most Popular

Sexual Harassment Prevention Training for Supervisors

Free CSDA Member
\$100 Non-member

Ethics AB 1234 Compliance Training

Free CSDA Member
\$100 Non-member

The Brown Act: Come for the Basics, Stay for the Updates

Free CSDA Member
\$100 Non-member

A Practical Guide for Creating New Board Member Orientation

Free CSDA Member
\$100 Non-member

Board Member and District Liability Issues

Free CSDA Member
\$100 Non-member

The Critical Nature of Communications in the Public Agency

Free CSDA Member
\$100 Non-member

Records Retention and Management in the Electronic Age

Free CSDA Member
\$100 Non-member

Did You Know We Also Have On-Demand Webinars Available in Spanish?

Ethics AB 1234 Compliance Training SPANISH

Free CSDA Member
\$100 Non-member

Sexual Harassment Prevention Training for Supervisors SPANISH

Free CSDA Member
\$100 Non-member

The Inside Scoop

Find these and 70 other titles in our On-Demand Webinar Library. Log in to csda.net, click on the Learn tab, select "All Events-Register" from the drop-down menu, then click "Details" under On-Demand Webinars.

Note: On-Demand Webinars are subject to change, and new offerings are added throughout the year. Plan to view within 30 days of purchase.

Certificate FAQs

When will I receive my certificate?

- For webinars and virtual workshops, your certificate will be available within 48 hours.
- For conferences, your certificate will be available within 1 week of the close of the event.

What if I watched in a group?

We track each person who has logged in to a virtual event, noting the amount of time attended. If you are watching in a group, we can only see the person who has logged in, so please be sure to fill out the sign-in sheet located on our Support page > Webinars/On-Demand/Events > How do I watch a webinar or on-demand webinar as a group?

Where can I access my certificate?

Your certificate will be available digitally under your profile on the CSDA website.

1. Login to your account
2. Click on your name/photo in the top right corner of the home screen
3. Select "Profile" from the drop-down menu
4. Scroll down and click "My CSDA Account"

All of your certificates for both live and on-demand events will be located on the next page.

What if I don't see my certificate?

If your certificate does not show under your profile within the above timeframe, contact updates@csda.net with your name, district, and event you attended.



WEBINARS

2024

MEMBER BENEFIT
FREE
WEBINARS

CSDA webinars are offered at no charge to all Members in part through the generous support of the Special District Risk Management Authority (SDRMA).

WEBINAR AND DESCRIPTION	DATES & TIME	COST	CIP
<p>NEW Prevailing Wage Update 2024</p> <p>Each year the California Legislature and Department of Industrial Relations change something in prevailing wage law. This year is no exception. Join us to learn about the new changes and also how the DIR is enforcing fines against public agencies for failure to file timely PWC-100, having unregistered contractors on a project, and more. Review the expansion of skilled and trained workforce requirements. Learn about the most common errors your contractors make and how you can best help them comply.</p>	<p>Tuesday, January 16, 2024 10:00 - 11:00 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	
<p>NEW Keeping up with the Brown Act: An Overview of the Public Meeting Law</p> <p>Public agency board members, and the employees who support them, must understand the complex public meeting and transparency laws established by the Brown Act. In this webinar, we will walk through practical scenarios to identify the common pitfalls, and best practices, in Brown Act compliance. Topics include agendas, closed sessions, administrative decisions, litigation, and settlements. Bring your questions, experiences, and challenges to this interactive, skills-based session!</p>	<p>Tuesday, January 23, 2024 10:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	
<p>NEW 2024 Annual Employment Law Update</p> <p>Join us for an engaging and informative webinar on the latest updates in employment law, designed to help special districts stay up-to-date with the ever-evolving legal landscape. In an era of constant change and heightened employee expectations, it is crucial to understand the implications of new regulations and legislation to maintain a fair and compliant workplace environment.</p>	<p>Tuesday, January 30, 2024 10:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	
<p>Ethics AB 1234 Compliance Training</p> <p>State law requires local agency officials to complete two hours of ethics training within the first year of service. Then, every local agency official must receive at least two hours of training in general ethics principles and ethics laws relevant to their public service every two years thereafter. This training satisfies these requirements by covering various ethics topics, including a discussion of the Ralph M. Brown Act.</p>	<p>Thursday, February 8, 2024 10:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	
<p>NEW How to Successfully Navigate the Meet and Confer Process</p> <p>The formal meet and confer process is the most important interaction that public employers have with their bargaining units. Depending on how a public employer engages in this critical process, it can either lead to an agreement or derail negotiations while creating liability with the Public Employment Relations Board. Join us for a wide-ranging discussion on everything a labor relations professional needs to know to satisfy a public employer's obligations throughout the bargaining process, while avoiding a variety of unfair labor practice charges along the way.</p>	<p>Tuesday, February 13, 2024 10:00 – 11:00 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	



WEBINARS

WEBINAR AND DESCRIPTION	DATES & TIME	COST	CIP
<p>NEW Form 700 Filers – A Guide to SEI Disclosure</p> <p>This training will cover the basics of Form 700, understanding the conflict of interest code, disclosure obligations, a guide to reporting each schedule, purpose of disclosure, and more! This training comes at a good time to refresh everyone on their upcoming annual filing obligation on April 1, 2024.</p>	<p>Thursday, February 15, 2024 10:00 – 11:30 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	
<p>Sexual Harassment Prevention for Supervisors</p> <p>This two-hour presentation will comply with the requirement of AB 1825 and AB 1661 and will cover: what constitutes sexual harassment and discrimination in the workplace; how to recognize and avoid harassment; what procedures to follow if you witness harassment (or are harassed yourself); the potential consequences, including personal liability of harassment; what constitutes abusive conduct in the workplace in compliance to AB 2053; and orientation, gender identity, and gender expression in compliance with SB 396.</p>	<p>Tuesday, February 20, 2024 10:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	
<p>Sexual Harassment Prevention for Non-Supervisors</p> <p>Under Senate Bill 1343, passed in 2018, California employers with five or more employees must provide at least 1 hour of training and education regarding sexual harassment, abusive conduct and harassment based on gender to all employees within 6 months of their assuming their role, and every 2 years thereafter.</p> <p>SB 1343 also includes temporary and seasonal employees, who must be trained within 30 days of their hiring or 100 hours worked, whichever is first. This training must be consistent with what is provided to other employees. The requirement for seasonal and temporary workers began on January 1, 2020.</p> <p>This training, via webinar, will satisfy SB 1343 requirements. The webinar is interactive, allowing attendees to ask questions.</p>	<p>Tuesday, February 27, 2024 10:00 – 11:00 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	
<p>NEW California Public Records Act 2024</p> <p>In each recent year, either the courts or the Legislature has found a way to expand the scope and responsibilities of public agencies under the California Public Records Act. Requests are more frequent and have become increasingly complicated. Everyone is rightfully looking for innovative ways to handle the barrage of requests received, but there are also tried and tested tools that can help a special district manage in this new frontier. In this webinar, participants will discover one new tool that can better manage and facilitate requests, and will reexamine the benefits of a tried and tested tool that can reduce production costs. Additionally, the discussion will feature best practices that each special district can begin to implement right away.</p>	<p>Tuesday, March 5, 2024 10:00 a.m. - 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	



WEBINAR AND DESCRIPTION	DATES & TIME	COST	CIP
<p>NEW Creating & Implementing a Successful Communications Strategy for Your District</p> <p>Running a special district is a big job, and letting your community know about what you are doing, inspiring them to become and stay engaged, and garnering support can sometimes be difficult to manage with the flow of everyday work. This training will provide theoretical and practical knowledge districts need to easily create successful communications.</p>	<p>Tuesday, March 12, 2024 10:00 – 11:00 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	
<p>NEW Understanding the Roles and Responsibilities of Public Employees</p> <p>This presentation is designed to provide an overview of what it means to be a public employee, the important role of a public servant and how to succeed in public service. The session will also discuss common labor laws for public employees, ethical obligations of public servants, efficient use of public resources, public sector customer service, and how to create and maintain a work environment of respect, dignity, and integrity for the community you serve.</p>	<p>Tuesday, March 19, 2024 10:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	
<p>NEW Big Changes in CVRA & Redistricting Rules</p> <p>After 7 years of litigation, the State Supreme Court is finally ruling on Santa Monica’s epic California Voting Rights Act lawsuit. Simultaneously, the Legislature is poised for a massive expansion in the restrictions and reach of the FAIR MAPS Act, which the Legislature now wants to apply to special districts. The session will include an update for special districts on what the new rules mean for their governance, their elected leaders, and their finances.</p>	<p>Tuesday, April 2, 2024 10:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	
<p>NEW A Legislative, Legal, and Local Response to PFAS: 2024 Update</p> <p>This session is provided as an update to the current on-demand webinar on this topic and will supply the most current information on state and federal responses to PFAS (Per- and polyfluoroalkyl substances), cases in the courts concerning PFAS, as well as some local special district responses to PFAS.</p>	<p>Tuesday, April 23, 2024 10:00 – 11:00 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	
<p>NEW Payroll, Taxes, and CalPERS – The Basic Do’s and Don’ts of Each</p> <p>This session will cover best practices for payroll setup, payroll processing, compliance reporting, and CalPERS reporting. There are numerous employment taxation rules that should be followed to be in compliance with federal and state laws. CalPERS also has its own set of rules that should be followed to ensure your employees receive the proper earnings and service credit upon retirement. Special districts have a multitude of federal and state reporting and compliance requirements they must adhere to. This session will teach proper compliance and common pitfalls with reporting to the Internal Revenue Service (IRS), State Economic Development Department (EDD), the State Controller’s Office (SCO), and 457 reporting. This session will also demonstrate best practices in filing W-2s and 1099s, the annual state compensation report, quarterly tax returns, and other compliance-related items.</p>	<p>Tuesday, April 30, 2024 10:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	



WEBINARS

WEBINAR AND DESCRIPTION	DATES & TIME	COST	CIP
<p>NEW Fundamentals of Tax-Exempt Financing</p> <p>Special districts can access lower interest rates by taking advantage of tax-exempt financing. In this webinar, CSDA Finance Corporation consultants discuss what qualifies for tax-exempt financing, what financing structures are available, and what factors to consider when deciding which option is best for your district. An update on the current market will also be provided.</p>	<p>Tuesday, May 14, 2024 10:00 – 11:00 a.m.</p>	<ul style="list-style-type: none"> • Free to all 	
<p>NEW “But...It’s Our Standard Contract” – Sign This, Not That</p> <p>Has a vendor ever said, “Sign this, it’s our standard boilerplate contract?” Districts are constantly negotiating vendor contracts, but how can they know if the contracts actually protect the district? This presentation will help districts build a better contract by discussing typical terms and identifying potentially problematic provisions. We will provide tips on how to avoid getting stuck with a bad vendor, spot hidden provisions that create liability, and address deal-breaker provisions.</p>	<p>Thursday, May 16, 2024 10:00 – 11:00 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	
<p>NEW Running for Office: How to Get Started</p> <p>Join experts from the Fair Political Practices Commission as we discuss everything a potential candidate should know, including: introductory campaign forms (Form 501, 410, 470, 460, 497), campaign bank account rules and contribution restrictions, fundraising rules, filing obligations, advertisements, and more! Essentially this is a great beginners guide to FPPC campaign rules as candidates begin to think about running for office. This training comes at a good time as well to inform folks wishing to put themselves on the upcoming November 5, 2024 ballot.</p>	<p>Tuesday, June 4, 2024 10:00 – 11:30 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	
<p>NEW Is Your District Using “The Cloud” to Increase Efficiency?</p> <p>In today’s digital era, cloud-based tools are no longer a luxury, but a necessity. Cloud-based software and storage tools enhance collaboration, communication, and security within your district. Join us as we explore the advantages of adopting cloud-based solutions, introduce some preferred tools, and offer valuable tips for your district to leverage the potential of cloud technology to maximize efficiency</p>	<p>Tuesday, June 11, 2024 10:00 -11:00 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	
<p>NEW Future Talent Pipeline: How to Develop and Maintain your Agency’s Succession Plan</p> <p>This session will explore the following:</p> <ol style="list-style-type: none"> 1. Why engage in succession planning? 2. What does succession planning involve? 3. How does succession planning work? 	<p>Tuesday, September 24, 2024 10:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	

WEBINAR AND DESCRIPTION	DATES & TIME	COST	CIP
<p>Sexual Harassment Prevention for Supervisors</p> <p>This two-hour presentation will comply with the requirement of AB 1825 and AB 1661 and will cover: what constitutes sexual harassment and discrimination in the workplace; how to recognize and avoid harassment; what procedures to follow if you witness harassment (or are harassed yourself); the potential consequences, including personal liability of harassment; what constitutes abusive conduct in the workplace in compliance to AB 2053; and orientation, gender identity, and gender expression in compliance with SB 396.</p>	<p>Tuesday, October 1, 2024 10:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	
<p>Sexual Harassment Prevention for Non-Supervisors</p> <p>Under Senate Bill 1343, passed in 2018, California employers with five or more employees must provide at least 1 hour of training and education regarding sexual harassment, abusive conduct and harassment based on gender to all employees within 6 months of their assuming their role, and every 2 years after. SB 1343 also includes temporary and seasonal employees, who must be trained within 30 days of their hiring or 100 hours worked, whichever is first. This training must be consistent with what is provided to other employees. The requirement for seasonal and temporary workers began on January 1, 2020. This training, via webinar, will satisfy SB 1343 requirements. The webinar is interactive, allowing attendees to ask questions.</p>	<p>Tuesday, October 8, 2024 10:00 - 11:00 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	
<p>Ethics AB 1234 Compliance Training</p> <p>State law requires local agency officials to complete two hours of ethics training within the first year of their service. Then, every local agency official must receive at least two hours of training in general ethics principles and ethics laws relevant to their public service every two years thereafter. This training satisfies these requirements by covering various ethics topics, including a discussion of the Ralph M. Brown Act.</p>	<p>Tuesday, October 22, 2024 10:00 a.m. - 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	
<p> A Legal Tune-Up to Get, and Stay, in Peak Legal Shape</p> <p>Whether you are new to public sector labor and employment relations, or an experienced practitioner, this legal tune-up ensures you are up-to-date on the most significant legal developments in this area and operating at peak efficiency to tackle the challenges ahead</p>	<p>Tuesday, October 29, 2024 10:00 - 11:00 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	
<p> Building a Solid Financial Foundation: Financial Policies and Internal Controls</p> <p>The session will discuss the financial policies most districts should have such as the reserve policy, investment policy, debt policy, budgeting policies, procurement and purchasing policies, and pension and OPEB funding policies. We will give the do's and don'ts of each policy and provide samples of each. This session will also discuss expense reimbursement policies and accounting policies and procedures. Lastly, the session will provide checks and balances to ensure proper internal controls are in place to administer the policies effectively.</p>	<p>Tuesday, November 12, 2024 10:00 - 11:00 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	



WEBINARS

WEBINAR AND DESCRIPTION	DATES & TIME	COST	CIP
<p>NEW The Role of Technology in Diversity, Equity, and Inclusion</p> <p>How can technology be a catalyst for DEI efforts and help an organization to be diverse, equitable and inclusive? Join us for best practices and practical steps you can use at your district now.</p>	<p>Tuesday, December 3, 2024 10:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$110 Non-member 	



ESSENTIAL LEADERSHIP SKILLS CERTIFICATE

Required Essential Leadership Skills Certificate Program webinars/workshops are noted. For more information, visit www.sdlf.org.



Essential Leadership Skills Certificate Program

Earn the Essential Leadership Skills Certificate from the Special District Leadership Foundation to be recognized for learning essential skills needed for success in local government leadership. Earning the certificate will demonstrate to the supervisor, manager, and/or board of directors that the person is trained in critical leadership skills and has the competencies to successfully lead special

districts. The modules are taught by experienced Certified Special District Managers and local government experts.

Modules

1. Effective Communication
2. Organizational Development
3. Financial Management
4. Human Resources Management
5. Leadership
6. Special District Laws

Essential Leadership Skills Certificate Required Courses

Effective Communication (both required)

- On-Demand Webinar: Grassroots Advocacy and Public Outreach
- On-Demand Webinar: Who Does What? Best Practices for Board and Staff Roles and Communications

Organizational Development (one required)

- Virtual Workshop: Organizational Development
May 8th & 9th, 2024, 9:00 a.m. – 12:00 p.m. each day
- Virtual Workshop: Organizational Development
October 2nd & 3rd, 2024, 9:00 a.m. – 12:00 p.m. each day

Financial Management (one required)

- In-Person Workshop: Financial Management for Special Districts
April 24, 2024, 9:00 a.m. – 4:00 p.m.
CSDA Training Center, 1112 I St., Suite 250, Sacramento, CA 95814
- Virtual Workshop: Financial Management for Special Districts
October 30th & 31st, 2024, 9:00 a.m. – 12:00 p.m. each day

Human Resources Management (one required)

- In-Person Workshop: Human Resources Boot Camp for Special Districts
April 25, 2024, 9:00 a.m. – 4:00 p.m.
CSDA Training Center, 1112 I St., Suite 250, Sacramento, CA 95814
- Virtual Workshop: Human Resources Boot Camp for Special Districts
October 9th & 10th, 2024, 9:00 a.m. – 12:00 p.m. each day

Leadership (one required)

- In-Person Workshop: Supervisory Skills for the Public Sector
May 1, 9:00 a.m. – 4:00 p.m.
CSDA Training Center, 1112 I St., Suite 250, Sacramento, CA 95814
- In-Person Workshop: So, You Want to Be a General Manager?
June 23, 2024, 8:30 a.m. – 4:00 p.m.
Pre-GM Summit, JW Marriott Anaheim Resort, 1775 Clementine St., Anaheim, CA 92802
- In-Person Workshop: So, You Want to Be a General Manager?
September 9, 2024, 9:00 a.m. – 3:30 p.m.
Pre-Annual Conference, Renaissance Esmeralda Resort & Spa, Indian Wells, 44400 Indian Wells Ln, Indian Wells, CA 92210
- Virtual Workshop: Supervisory Skills for the Public Sector
September 18th & 19th, 2024, 9:00 a.m. – 12:00 p.m. each day

Special District Laws (one required)

- Virtual Workshop: Overview of Special District Laws
June 5th & 6th, 2024, 9:00 a.m. – 12:00 p.m. each day
- In-Person Workshop: Overview of Special District Laws
October 8, 9:00 a.m. – 4:00 p.m.
CSDA Training Center, 1112 I St., Suite 250, Sacramento, CA 95814

For more information visit www.sdlf.org.



WORKSHOPS

Virtual workshops are normally held over the course of two half-days, whereas in-person workshops are held over one full day.

WORKSHOP AND DESCRIPTION	DATES & TIME	COST	CIP
<p>Virtual Workshop: Records Management</p> <p>This interactive workshop will provide information about legal requirements and best practices for e-mail, records retention, and technology options for managing electronic records. This session will also cover media and devices, terminology, electronic records and e-mail retention, document imaging systems, software solutions, and taxonomies.</p>	<p>Wednesday and Thursday, January 17 and 18, 2024 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$230 CSDA Member • \$345 Non-member 	
<p>Virtual Workshop: Board Member Best Practices</p> <p>This fast-paced and informative session covers all of the essential best practices of serving as a board member or trustee of a special district: the roles of board members and staff, policies and procedures your district should consider to ensure effective governance and general ethics principles related to special districts, including an overview of the laws affecting special districts.</p>	<p>Wednesday and Thursday, January 24 and 25, 2024 9:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • \$230 CSDA Member • \$345 Non-member 	
<p>NEW Virtual Workshop: ChatGPT: Mastering the Basics and Beyond</p> <p>Unleash the power of ChatGPT to save time and get more done. This instructor-led ChatGPT training will get you started if you've never used ChatGPT before. Explore its powerful use cases and learn how it can help you become more productive. Learn advanced techniques and powerful integrations to dramatically improve productivity and get the most out of ChatGPT.</p>	<p>Wednesdays, January 31 & February 7, 2024 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$230 CSDA Member • \$345 Non-member 	
<p>Virtual Workshop: SDLA Module 1: Governance Foundations</p> <p>This course teaches the foundational knowledge and skills that identify and define the essential building blocks of a successful board, focusing on the critical elements of governance: effective trustees, board mindset, structure, process and protocols, individual/team standards, board's role and responsibilities.</p>	<p>Wednesday and Thursday, February 21 and 22, 2024 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$230 CSDA Member • \$345 Non-member 	
<p>Virtual Workshop: Budget Preparations for Special Districts</p> <p>Developing a budget is one of the most important functions for a local government. It is also one of the most difficult. Identifying priorities, forecasting revenue, addressing competing interests, determining the correct strategies, estimating cost of service, and ultimately allocating a limited pool of resources involves careful planning and effective decision-making across an entire organization.</p>	<p>Wednesday and Thursday, February 28 and 29, 2024 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$230 CSDA Member • \$345 Non-member 	



WORKSHOPS

WORKSHOP AND DESCRIPTION	DATES & TIME	COST	CIP
 <p>Virtual Quarterly Leadership Book Club <i>Sponsored by Special District Leadership Foundation</i></p> <p>Join us each quarter for a facilitated discussion on some of the top leadership books available. Check out the schedule below to see what book will be highlighted for each session. We have chosen some of our favorite CSDA speakers to lead the discussion, so please arrive ready to ask your questions and share your thoughts with fellow participants!</p>  <p>Check out our Recommended Reading List to purchase copies of the upcoming Book Club selections, along with our favorites on governance training, leadership advice, and our own CSDA publications!</p> <p>First Quarter Book: <i>It's the Manager: Moving from Boss to Coach</i> by Jim Clifton and Jim Harter</p> <p>Second Quarter Book: <i>Conversations Worth Having: Using Appreciative Inquiry to Fuel Productive and Meaningful Engagement</i> by Jackie Stavros and Cheri Torres</p> <p>Third Quarter Book: <i>The Leader Who Had No Title: A Modern Fable on Real Success in Business</i> by Robin Sharma</p> <p>Fourth Quarter Book: <i>Sometimes You Win – Sometimes You Learn: Life's Greatest Lessons Are Gained from Our Losses</i> by John C. Maxwell</p>	<p>Friday, February 16, 2024 Time: 2:00 – 3:00 p.m.</p> <p>Friday, May 3, 2024 Time: 2:00 – 3:00 p.m.</p> <p>Friday, September 27, 2024 Time: 2:00 – 3:00 p.m.</p> <p>Friday, November 1, 2024 Time: 2:00 – 3:00 p.m.</p>	<ul style="list-style-type: none"> • Free to all • Free to all • Free to all • Free to all 	
<p>Virtual Workshop: Policy and Procedure Writing</p> <p>This workshop offers practical, relevant, and effective tools to help organizations improve their rules and instructions so employees can actually use them.</p> <p>During this course, participants learn to:</p> <ul style="list-style-type: none"> • Avoid the most common policy-writing mistakes. • Distinguish between policies, procedures, and task outlines. • Organize, write, and edit “reader-friendly” policies, procedures, and tasks. 	<p>Wednesday and Thursday, March 13 and 14, 2024 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$230 CSDA Member • \$345 Non-member 	



WORKSHOP AND DESCRIPTION	DATES & TIME	COST	CIP
<p>NEW In-Person Regional Workshops: Go Beyond Managing Safety... Manage Risk!</p> <p>SDRMA With inflation and other growing operational expenses, effective risk management is more important than ever to help reduce your district's overall operating costs. The term "risk management" is everywhere, but what does it actually mean? This special workshop will teach both foundational and advanced risk management techniques, giving attendees the tools to systematically reduce the risk of workplace injuries and property/liability incidents.</p> <p>El Dorado Hills Community Services District 1021 Harvard Way El Dorado Hills, CA 95762</p> <p>Clovis Veterans Memorial District 808 4th St. Clovis, CA 93612</p> <p>Tam Valley Community Center 203 Marin Avenue Mill Valley, CA 94941</p> <p>Costa Mesa Sanitary District 290 Paularino Avenue Costa Mesa, CA 92626</p> <p>North Coast Unified Air Quality Management District 707 L Street Eureka, CA 95501-3328</p> <p>Monterey Peninsula Airport District 200 Fred Kane Drive, Suite 200 Monterey, CA 93940-5353</p>	<p>Thursday, March 21, 2024 9:00 a.m. – 12:00 p.m.</p> <p>Thursday, April 11, 2024 9:00 a.m. – 12:00 p.m.</p> <p>Thursday, April 25, 2024 9:00 a.m. – 12:00 p.m.</p> <p>Wednesday, July 24, 2024 9:00 a.m. – 12:00 p.m.</p> <p>Thursday, August 15, 2024 9:00 a.m. – 12:00 p.m.</p> <p>Wednesday, September 25, 2024 9:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free SDRMA and CSDA Member • \$50 Non-member <ul style="list-style-type: none"> • Free SDRMA and CSDA Member • \$50 Non-member <ul style="list-style-type: none"> • Free SDRMA and CSDA Member • \$50 Non-member <ul style="list-style-type: none"> • Free SDRMA and CSDA Member • \$50 Non-member <ul style="list-style-type: none"> • Free SDRMA and CSDA Member • \$50 Non-member <ul style="list-style-type: none"> • Free SDRMA and CSDA Member • \$50 Non-member 	<p></p>

Gain knowledge.



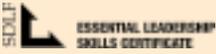
Be one of the thousands of people CSDA trains every year.



WORKSHOPS

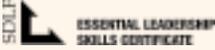
WORKSHOP AND DESCRIPTION	DATES & TIME	COST	CIP
<p>In-Person Workshop: SDLA Module 1: Governance Foundations</p> <p><i>Part of SDRMA Spring Education Day</i></p> <p>This course teaches the foundational knowledge and skills that identify and define the essential building blocks of a successful board, focusing on the critical elements of governance: effective trustees, board mindset, structure, process and protocols, individual/team standards, and board's role and responsibilities.</p> <p>Hilton Sacramento Arden West 2200 Harvard Street Sacramento, CA 95815</p>	<p>Tuesday, March 26, 2024 11:00 a.m. – 3:45 p.m.</p>	<ul style="list-style-type: none"> • Free SDRMA Member* • \$150 CSDA Member* (Price includes lunch) <p><i>*Special reduced pricing at this location on this date only</i></p>	
<p>Virtual Workshop: SDLA Module 2: Charting the Course/Setting Direction</p> <p>This session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values, and strategic goals, and how to communicate those objectives to your constituents. This session looks at common communication breakdowns and potential areas for improvement in public agency communications, including discussing the proper and effective communication methods to be aware of as a governing official including; identifying audiences, responding to public input, navigating media relations, and engaging in legislative outreach and advocacy.</p>	<p>Wednesday and Thursday, April 3 and 4, 2024 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$230 CSDA Member • \$345 Non-member 	
<p>Virtual Workshop: Prevailing Wage: Basics and Beyond</p> <p>This workshop will cover the following topics:</p> <ul style="list-style-type: none"> • Prevailing Wage Basics and Updates: review basic contract clauses that need to be in all prevailing wage contracts (including change orders), the requirement that ALL contractors and subcontractors need to be registered, and the penalties which are imposed on the contractor AND the agency for non-compliance. • You've Got Federal Funding, Now What? Federal funding for a project brings with it additional prevailing wage requirements. We'll discuss those additional requirements, everything from mandatory contract provisions, to bidding, to apprentices, through final enforcement. • Prevailing Wage Enforcement - the Deep Dive: This workshop section will include confirming the proper California wage rate and understanding when those rates are issued and go into effect; reviewing audit options and the top issues that contractors miss on their certified payrolls; reviewing apprenticeship requirements and documentation; confirming that training contributions are properly made; and confirming whether subsistence and travel or shift pay is required to close your project with confidence. 	<p>Tuesday and Wednesday, April 16 and 17, 2024 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$230 CSDA Member • \$345 Non-member 	



WORKSHOP AND DESCRIPTION	DATES & TIME	COST	CIP
<p>In-Person Workshop: Financial Management for Special Districts <i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p>  <p>Money, money, money... it's on everyone's mind and on your job description. Make sure you understand the full scope of financial information affecting special districts today. From budgeting and internal controls to long-term planning and capital improvement plans. Attendees will get the information they need to begin to assess the overall financial health of their district and the steps needed to make positive changes.</p> <p>California Special Districts Association Training Center 1112 I Street, Suite 250 Sacramento, CA 95814</p>	<p>Wednesday, April 24, 2024 9:00 a.m. – 4:00 p.m.</p>	<ul style="list-style-type: none"> • \$210 SDRMA Member • \$285 CSDA Member • \$430 Non-member <p><i>Lunch included</i></p>	
<p>In-Person Workshop: Human Resources Boot Camp for Special Districts <i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p>  <p>Are you prepared to face the important HR trends that are emerging now? CSDA is pleased to present a full day HR Boot Camp that will cover cutting-edge information that special district HR professionals need to know. Divided into four segments: hiring, performance evaluation, employee discipline, and legal trends, this day is designed to maximize your time and give you substantive information you can use at your district right away.</p> <p>California Special Districts Association Training Center 1112 I Street, Suite 250 Sacramento, CA 95814</p>	<p>Thursday, April 25, 2024 9:00 a.m. – 4:00 p.m.</p>	<ul style="list-style-type: none"> • \$210 SDRMA Member • \$285 CSDA Member • \$430 Non-Member <p><i>Lunch included</i></p>	
<p>In-Person Workshop: Supervisory Skills for the Public Sector <i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p>  <p>This course for supervisors explores the supervisory skills necessary to work with people in the public sector environment. The course will cover what is expected of a supervisor; how to monitor and evaluate employees; and how to coach, mentor, and motivate employees. Through interactive exercises and engaging dialogue, you will learn how to create effective, productive, and successful teams; describe the various roles of a supervisor; understand the Emotional Maturity Continuum and how to apply it in the workplace; list best practices for effective performance management; practice defining performance standards; explain the GROW model of coaching; identify what motivates people; and list strategies for boosting motivation.</p> <p>California Special Districts Association Training Center 1112 I Street, Suite 250 Sacramento, CA 95814</p>	<p>Wednesday, May 1, 2024 9:00 a.m. – 4:00 p.m.</p>	<ul style="list-style-type: none"> • \$235 SDRMA Member • \$285 CSDA Member • \$430 Non-member <p><i>Lunch included</i></p>	



WORKSHOPS

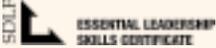
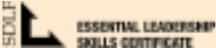
WORKSHOP AND DESCRIPTION	DATES & TIME	COST	CIP
<p>Virtual Workshop: Organizational Development <i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p>  <p>This workshop will help leaders conduct an overall organizational assessment of their district, provide a primer on strategic planning, and instruct on the best practices for leadership development and team building. We will also explore how to handle inevitable change in your organization, implement effective performance management strategies, promote employee engagement, and handle conflict resolution, including managing disputes and fostering an environment of effective collaboration.</p>	<p>Wednesday and Thursday, May 8 and 9, 2024 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$230 CSDA Member • \$345 Non-member 	
<p>Virtual Workshop: Overview of Special District Laws <i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p>  <p>Day One: Board Governance – Brown Act, Ethics, Elections and Vacancies</p> <p>Day One will include an overview of board governance issues including Brown Act requirements, agendas, closed sessions, committees, voting, teleconferencing, and recording of open meetings. Includes an overview of public service ethics laws, conflicts of interest, Government Code section 1090, etc. Overview of district elections and filling elected positions that become vacant.</p> <p>Day Two: Transparency – Public Records, ADA Website Requirements, and Audits</p> <p>Day Two will review compliance issues related to the California Public Records Act (“CPRA”), California website compliance, State Controller Reports, Healthcare District Websites, and Open Data. The presentation will also address special district audit requirements.</p>	<p>Wednesday and Thursday, June 5 and 6, 2024 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$230 CSDA Member • \$345 Non-member 	
<p>Virtual Workshop: Supervisory Skills for the Public Sector <i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p>  <p>This course for supervisors will discuss and explore the supervisory skills necessary to work with people in the public sector environment. The course will cover what is expected of a supervisor; how to monitor and evaluate employees; and how to coach, mentor, and motivate employees. Through interactive exercises and engaging dialogue, you will learn how to create effective, productive, and successful teams; describe the various roles of a supervisor; understand the Emotional Maturity Continuum and how to apply it in the workplace; list best practices for effective performance management; practice defining performance standards; explain the GROW model of coaching; identify what motivates people; and list strategies for boosting motivation.</p>	<p>Wednesday and Thursday, September 18 and 19, 2024 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$180 SDRMA Member • \$230 CSDA Member • \$345 Non-member 	



WORKSHOP AND DESCRIPTION	DATES & TIME	COST	CIP
<p>Virtual Workshop: SDLA Module 3: The Board’s Role in Finance and Fiscal Accountability</p>  <p>This session will discuss important financial concepts, reports, and policies specific to public agencies including special districts:</p> <ul style="list-style-type: none"> • How to ask the right questions. • How to link the finance process to the district mission and goals. • Budget process, budget assessment, and communicating budget information to the public. • How to develop and analyze capital improvement plans and reserve guidelines. 	<p>Wednesday and Thursday, September 25 and 26, 2024 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$230 CSDA Member • \$345 Non-member 	
<p>Virtual Workshop: Organizational Development</p> <p><i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p>  <p>This workshop will help leaders conduct an overall organizational assessment of their district, provide a primer on strategic planning, and instruct on the best practices for leadership development and team building. We will also explore how to handle inevitable change in your organization, implement effective performance management strategies, promote employee engagement, and handle conflict resolution, including managing disputes and fostering an environment of effective collaboration.</p>	<p>Wednesday and Thursday, October 2 and 3, 2024 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$230 CSDA Member • \$345 Non-member 	
<p>In-Person Workshop: Overview of Special District Laws</p> <p><i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p>  <p>Part One: Board Governance – Brown Act, Ethics, Elections and Vacancies</p> <p>Day One will include an overview of board governance issues including Brown Act requirements, agendas, closed sessions, committees, voting, teleconferencing, and recording of open meetings. Includes an overview of public service ethics laws, conflicts of interest, Government Code section 1090, etc. Overview of district elections and filling elected positions that become vacant.</p> <p>Part Two: Transparency – Public Records, ADA Website Requirements, and Audits</p> <p>Day Two will review compliance issues related to the California Public Records Act (“CPRA”), California website compliance, State Controller Reports, Healthcare District Websites, and Open Data. The presentation will also address special district audit requirements.</p> <p>California Special Districts Association Training Center 1112 I Street, Suite 250 Sacramento, CA 95814</p>	<p>Tuesday, October 8, 2024 9:00 a.m. – 4:00 p.m.</p>	<ul style="list-style-type: none"> • \$285 CSDA Member • \$430 Non-member <p>Lunch included</p>	



WORKSHOPS

WORKSHOP AND DESCRIPTION	DATES & TIME	COST	CIP
<p>Virtual Workshop: Human Resources Boot Camp for Special Districts <i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p>  <p>Are you prepared to face the important HR trends that are emerging now? CSDA is pleased to present an HR Boot Camp that will cover cutting-edge information that special district HR professionals need to know. Divided into four segments: hiring, performance evaluation, employee discipline, and legal trends; this day is designed to maximize your time and give you substantive information you can use at your district right away.</p>	<p>Wednesday and Thursday, October 9 and 10, 2024 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$155 SDRMA Member • \$230 CSDA Member • \$345 Non-Member 	
<p>Virtual Workshop: Financial Management for Special Districts <i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p>  <p>Money, money, money... it's on everyone's mind and on your job description. Make sure you understand the full scope of financial information affecting special districts today. From budgeting and internal controls to long term planning and capital improvement plans. Attendees will get the information they need to begin to assess the overall financial health of their district and steps needed to make positive changes.</p>	<p>Wednesday and Thursday, October 30 and 31, 2024 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$155 SDRMA Member • \$230 CSDA Member • \$345 Non-Member 	
<p>Virtual Workshop: SDLA Module 4: Board's Role in Human Resources</p>  <p>This session will teach participants how to determine the Human Resource (HR) health of their district and what areas to focus on as a board and individual governing official including:</p> <ul style="list-style-type: none"> • Identifying the board's role in human resources. • Recognizing HR red flags and positive indicators. • Developing and maintaining essential HR policies. • Covering confidentiality and legal liabilities. • Evaluating the general manager. 	<p>Wednesday and Thursday, December 4 and 5, 2024 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$230 CSDA Member • \$345 Non-Member 	

Does your district need help paying for CSDA professional development webinars, workshops, or conferences?

The Special District Leadership Foundation (SDLF) is committed to helping special districts obtain current and relevant continuing education. **To that end, they have funded four scholarship opportunities for special district elected officials and staff.**

SCHOLARSHIPS

Visit sdlf.org for more information.



SPECIAL DISTRICT LEADERSHIP FOUNDATION



California Special Districts Association

2024 REGISTRATION

Mail or Fax completed form to:
 CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814
 f: 916.520.2465

Questions?
 Please contact us
 toll-free: 877.924.2732

Workshop and paid webinar cancellations must be made in writing via fax or email. Cancellations received prior to 3 working days before the event will be refunded less a \$25 processing fee.

Conference cancellations must also be received in writing and will be refunded less a \$75 processing fee in keeping with the deadlines for each conference noted in the online registration page.

Online Registration Available at www.csdanet.net

Please indicate which workshop or webinar you would like to attend.				City	Date	Total
Workshop/Webinar:						
Workshop/Webinar:						
Workshop/Webinar:						
Workshop/Webinar:						
WORKSHOP/WEBINAR SUBTOTAL 1:						
CSDA Conferences and Events				City	Date	Total
<input type="checkbox"/> Special District Leadership Academy - Coastal	EARLY BIRD: JAN 11	<input type="checkbox"/> \$720 - CSDA Member <input type="checkbox"/> \$1,080 - Non-member	<input type="checkbox"/> \$775 - CSDA Member <input type="checkbox"/> \$1,160 - Non-member	San Luis Obispo	Feb 4-7	
<input type="checkbox"/> SDRMA Spring Education Day			<input type="checkbox"/> FREE - SDRMA Member <input type="checkbox"/> FREE - CSDA Member	Sacramento	March 26	
<input type="checkbox"/> Special District Leadership Academy - South	EARLY BIRD: MAR 19	<input type="checkbox"/> \$720 - CSDA Member <input type="checkbox"/> \$1,080 - Non-member	<input type="checkbox"/> \$775 - CSDA Member <input type="checkbox"/> \$1,160 - Non-member	San Diego	April 14-17	
<input type="checkbox"/> Special Districts Legislative Days	EARLY BIRD: APRIL 24	<input type="checkbox"/> \$345 - CSDA Member <input type="checkbox"/> \$515 - Non-member	<input type="checkbox"/> \$430 - CSDA Member <input type="checkbox"/> \$645 - Non-member	Sacramento	May 21-22	
<input type="checkbox"/> General Manager Leadership Summit	EARLY BIRD: MAY 31	<input type="checkbox"/> \$775 - CSDA Member <input type="checkbox"/> \$1,110 - Non-member	<input type="checkbox"/> \$860 - CSDA Member <input type="checkbox"/> \$1,240 - Non-member	Anaheim	June 23-25	
<input type="checkbox"/> Annual Conference & Exhibitor Showcase	EARLY BIRD: AUG 21	<input type="checkbox"/> \$775 - CSDA Member <input type="checkbox"/> \$1,160 - Non-member	<input type="checkbox"/> \$860 - CSDA Member <input type="checkbox"/> \$1,290 - Non-member	Indian Wells	Sept 9-12	
<input type="checkbox"/> Board Secretary/Clerk Conference	EARLY BIRD: SEPT 20	<input type="checkbox"/> \$660 - SDRMA Member <input type="checkbox"/> \$720 - CSDA Member <input type="checkbox"/> \$1,080 - Non-member	<input type="checkbox"/> \$720 - SDRMA Member <input type="checkbox"/> \$775 - CSDA Member <input type="checkbox"/> \$1,160 - Non-member	San Diego	Oct 21-23	
<input type="checkbox"/> Special District Leadership Academy - North	EARLY BIRD: OCT 13	<input type="checkbox"/> \$720 - CSDA Member <input type="checkbox"/> \$1,080 - Non-member	<input type="checkbox"/> \$775 - CSDA Member <input type="checkbox"/> \$1,160 - Non-member	San Rafael	Nov 3-6	
CONFERENCE SUBTOTAL 2:						
(COMBINE SUBTOTAL 1 AND 2) ---- TOTAL AMOUNT DUE:						
Payment information						
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover						
Acct. Name:				Acct. Number:		
Expiration Date:		CVC:		Authorized Signature:		

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csdanet.net/about-csda/who-we-are. CSDA professional development is offered for general information only and is not offered or intended as legal advice. Participants should seek the advice of an attorney when confronted with legal issues and attorneys should perform an independent evaluation of issues raised.



California Special Districts Association

1112 I Street, Suite 200
Sacramento, CA 95814

PRSRT STD
U.S. Postage
PAID
Permit No. 316
Sacramento, CA

2024 CSDA

LET'S LEARN

PROFESSIONAL DEVELOPMENT CATALOG

