



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

## General Manager Resources

### **MUST HAVE**

*Frequency: every two years*

#### **ETHICS AB1234 (LIVE OR WEBINAR)**

The basic thrust of AB 1234 is to require covered officials ...to take two hours of training in ethics principles and laws every two years.

“Basically the requirement applies to those elected or appointed officials who are compensated for their service or reimbursed for their expenses. The specific trigger for this requirement is whether the agency either compensates or reimburses expenses for members of any of its Brown Act covered bodies; if it does, then all elected and appointed “local agency officials” (as defined) must receive this training. “Local agency official” means any member of a legislative body or any elected local agency official who receives compensation or expense reimbursement.” Those Beginning Service After January 1, 2006. Those who enter office after January 1, 2006 must receive the training within a year of starting their service. They must then receive the training every two years after that.” - ILG

#### **HARASSMENT PREVENTION (LIVE OR WEBINAR) 2 HOURS**

*Additional Resource:*

Understanding the Basics of Public Service Ethics Laws (download)

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### **BEST PRACTICES**

Subject Areas for General Managers: Finance, Brown Act, Human Resources, CA Public Records Act, Liability

*Frequency: ongoing*

#### **BROWN ACT COMPLIANCE (MOST OFTEN AVAILABLE AS WEBINAR)**

This webinar will provide education for public officials and employees at all levels about the legal requirements and procedures to ensure public business is conducted in full compliance with California’s transparency laws. Attendees will learn the Brown Act’s requirements concerning agendas, meeting procedures, public participation and permissible closed session exceptions. Attendees will also learn about potential pitfalls that may lead to inadvertent violations as a result of the use of email, text messaging and social media as well as emerging issues and legislative updates.

***CA PUBLIC RECORDS ACT (MOST OFTEN AVAILABLE AS A WEBINAR)***

If you are involved with a special district, you need to understand the scope and application of the California Public Records Act (CPRA) to your agency's records, including best practices for records retention as well as responding to public records requests. We will cover the key aspects of the CPRA, including when an applicable exemption may give an agency the right to not disclose a particular record or portion of a record. There will also be updates on recent developments in the interpretation and application of the CPRA.

***UNDERSTANDING BOARD MEMBER & DISTRICT LIABILITY ISSUES (WEBINAR)***

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.

***FINANCIAL MANAGEMENT FOR SPECIAL DISTRICTS (WORKSHOP OR VIRTUAL WORKSHOP)***

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.

***HR BOOT CAMP FOR SPECIAL DISTRICTS (WORKSHOP OR VIRTUAL WORKSHOP)***

Are you prepared to face the important HR trends that are emerging now? CSDA is pleased to present a two-day HR Boot Camp that will cover cutting edge information that HR professionals at special districts 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.

***ON-DEMAND WEBINARS***

Select from these offerings based on the needs of your district as well as your own professional development. New On-Demand Webinars are added throughout the year so be sure to check back frequently.

- Accessing Legislative & Outreach Information
- Annual Employment Law Update: Recent Cases and Trends
- Completing Your Statement of Economic Interest - Form 700
- Do You Have the Evidence? Employment Documentation
- Election Law Compliance: The Rising Tide of CVRA Claims
- Performance Management: A Change Agent
- Public Engagement and Budgeting
- Resources for General Managers
- Strategic Planning for Special Districts
- Understanding Board & District Liability Issues 2020
- Who Does What? Best Practices in Board/Staff Relations

***Additional Resources:***

- Update your CSDA Community Profile and Notifications
- Parliamentary Procedure Quick Reference for Special Districts (download)
- California Public Records Act Compliance Manual for Special Districts (download)
- Brown Act Compliance Manual (purchase, CSDA Bookstore)
- Special District Laws Reference Guide

## **MISSION CRITICAL**

*Frequency: One per year*

### **GENERAL MANAGER LEADERSHIP SUMMIT**

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.

### **SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE**

A 2.5-day conference held twice a year that focuses exclusively on the role of the board and an effective governance team. Attendees will learn:

- Working as a team: The roles of the board and staff in your district.
- Attributes and characteristics of highly effective boards.
- How culture, norms, values, and operating styles influence the district.
- 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.
- And much more!

#### *Additional Resources:*

- ILG Good Governance Checklist (download)
- Take Action: Engaging with Your Community and Legislators (download)
- SDLF District Transparency Certificate of Excellence Checklist (download)
- SDLF High Performing District Checklist (download)
- Special District Reserve Guidelines, Second Edition (download)
- Special District Revenues Guide (download)
- CDIAC Local Agency Investment Guidelines (download)

#### *Optional Resources:*

- Boards that Make a Difference (3rd Ed.) John Carver © 2015
- Reinventing Your Board (Revised Ed.) John Carver and Miriam Carver © 2006
- The Policy Governance Model and the Role of the Board Member (Revised Ed.) John Carver and Miriam Carver © 2009
- Certification: The Certified Special District Manager (CSDM) is a voluntary designation sought by individuals who strive to be the best. Managers with various academic and professional backgrounds, as well as from all sizes of special districts, can be candidates for the program. Guided by the SDLF Board, Certification Advisory Committee, and under direction by a professional examination development firm, this certification will give successful candidates recognition unmatched by any other program.

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## **ONGOING**

### **CSDA ANNUAL CONFERENCE & EXHIBITOR SHOWCASE (ONCE PER YEAR, LATE SUMMER/EARLY FALL)**

Enables attendees to stay current on the latest in legal, HR, governance, leadership and other issues impacting all special districts.