



COUNTY OF HUMBOLDT

For the meeting of: 8/19/2025

File #: 25-837

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Time Certain Matter

Vote Requirement: Majority

SUBJECT:

9:15 A.M. - California State Association of Counties (CSAC) Update and CSAC Institute for Excellence in County Government Executive Institute Credential Presentation

RECOMMENDATION(S):

That the Board of Supervisors:

1. Receive CSAC and CSAC Foundation updates from CSAC Chief Executive Officer, Graham Knaus; and
2. Receive the CSAC Government Executive Institute report and credentials presentation for the third annual CSAC Institute in Northern California hosted by Humboldt County.

STRATEGIC PLAN:

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

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:

The CSAC William "Bill" Chiat Institute for Excellence in County Government is a professional, practical continuing education program for senior county staff and elected officials. Its goal is to expand capacity and capability of county elected officials and senior staff to provide extraordinary services to their communities. The institute was established in 2008 and is a component of the California Counties Foundation, Inc. and CSAC. More than 6,000 county staff and elected officials across the state have taken courses.

CSAC, in partnership with Humboldt County, hosted its third annual CSAC Institute in Northern California that began Jan. 9, 2025, for 10 sessions ending May 23, 2025. Attendees dedicated approximately 45 hours to this intensive leadership in local government training series. Classes included:

- Leadership Fundamentals and Public Service Values
- Empathic Stance in Leadership Roles
- Productivity and Motivation
- Mastering the Art of Effective Communication
- Communicating and Presenting Complex Issues and Data
- Navigating Difficult Conversations
- Resilient Leadership
- Talent Development and Succession Planning
- Inclusive Leadership

· Emotional and Social Intelligence with Priorities

Of the 36 registered attendees, 29 were Humboldt County participants and of those 27 were able to complete the series to receive their CSAC credential.

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

SOURCE OF FUNDING:

All departments.

FINANCIAL IMPACT:

<i>Expenditures (Fund, Budget Unit)</i>	FY24-25	FY25-26 Projected*
<i>Budgeted Expenses</i>	<u>\$71,240</u>	<u>\$86,000</u>
<i>Total Expenditures</i>	<u>\$71,240</u>	<u>\$86,000</u>

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

<i>Funding Sources (Fund, Budget Unit)</i>	FY24-25	FY25-26 Projected*
<i>General Fund</i>	<u>\$71,240</u>	<u>\$86,000</u>
<i>Total Funding Sources</i>	<u>\$71,240</u>	<u>\$86,000</u>

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

Narrative Explanation of Financial Impact:

In fiscal year (FY) 2024-25, the CSAC Institute Executive Institute cost \$69,440, or \$1,736 per participant, based on 40 participants. Facility rental for all 10 sessions at the Eureka Veterans Hall was \$1,800. These costs were fully covered by the departments and/or guest counties' enrolling staff. For FY 2025-26, the total program cost increased to \$86,000, or approximately \$2,150 per participant for the 10-session series based on 40 participants.

STAFFING IMPACT:**Narrative Explanation of Staffing Impact:**

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

OTHER AGENCY INVOLVEMENT:

California State Association of Counties

Del Norte County

Trinity County

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Meeting of: 11/7/2023, 7/9/2024

File No.: 23-1379, 24-1041