

CCBSA ANNUAL CONFERENCE SCHEDULE

11/13/23 - 11/17/23

DATE	SESSION NAME	SESSION TIME	DESCRIPTION	PRESENTER/MODERATOR	ROOM
MONDAY					
11/13/23	CCBSA New Clerks Welcome/Overview of Mandated Responsibilities	3:30 - 5:00	An informal opportunity for new Clerks of the Board to learn more about Clerk mandates/ responsibilities, and the resources available to them through the Association.	Kecia Harper, Retired Clerk, Riverside	OCC 208
TUESDAY					
11/14/23	CCBSA Conference Welcome	8:45 – 9:00	A formal welcome to all CCBSA members – Conference overview	Donna Johnston, 2023 CCBSA President, Sutter County	Junior Ballroom 1 & 2
11/14/23		9:00 – 9:30	Presentation on the history of the County of Alameda.	Cindy Chadwick, County Librarian, County of Alameda	Junior Ballroom 1 & 2
11/14/23	Leading Teams in a Hybrid Environment	9:30 – 10:30	Learn to leverage the advantages of building a team culture and purpose while managing Difficult Conversations & Conflict Management Coaching Fundamentals Leadership through a Diversity, Equity, & Inclusion, Staying Buoyant & Proactive During Times of Change.	XXX, Motivaim Contact: Elie Habib Tel: (408) 229-3326 elie@motivaim.com	Junior Ballroom 1 & 2
11/14/23		10:30 – 10:45	BREAK		
11/14/23	Effective Conflict Management in a Diverse Environment	10:45 – 12:00	Whether it's in visible hostility or silent resentment, conflict in a diverse workplace can take a devastating toll on productivity and morale. Managing interpersonal and cultural differences is essential to business and protects the emotional health of employees. This session will teach participants to help others settle their differences and work constructively as individuals and groups with a common purpose.	XXX, Motivaim	Junior Ballroom 1 & 2
11/14/23		12:00 – 1:30	LUNCH BREAK – ON YOUR OWN		
11/14/23	Stress Management	1:30 – 3:30	Participants will be given a three-option method for addressing any stressful situation, as well as a toolbox of personal skills, including using routines, relaxation techniques, and a stress log	Global Teck & CCS Learning Academy	Junior Ballroom 1 & 2

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			system. We'll be talking about identifying the stress & how to relieve it before it gets to the burn-out phase but also what to do when you've identified you're in burn-out.		
11/14/23		3:30 – 3:45	BREAK		
11/14/23	Certified Clerk of the Board Program	3:45 – 4:45	Participants will learn how to attain the Certified Clerk of the Board of Supervisors designation which was created by the association to recognize those Clerks of the Board who have achieved a level of professionalism and leadership in their position.	Lynna Monell, CCBSA Treasurer, Education/ Certification Committee Chair, San Bernardino County	Junior Ballroom 1 & 2
WEDNESDAY					
11/15/23	Leading Change: Managing People through a time of Change	8:30 – 10:30	Managing and Leading People through organizational change highlights a critical analysis of organizational change and transformation from theoretical and practical perspectives. It addresses the individual, team, and organizational issues of leading and managing people before, during, and after a change, using case studies and interviews with people from organizations in different industries across the globe.	XXX, Motivaim	Junior Ballroom 1 & 2
11/15/23		10:30 – 10:45	BREAK		
11/15/23	Managing Difficult People	10:45 – 12:00	Participants learn about the characteristics and sources of problematic behavior, effective techniques to prevent challenging behavior, and effective communication methods; the importance of managing knowledge, conducting assessment interviews, asking for employee input, and providing continuing education opportunities for employees. Course activities also cover the effects technology has on the exchange of knowledge and how to use different types of communication technology. Finally, participants will examine workplace culture and how to lead employees through culture changes and tips for fostering a positive work environment, addressing negativity, and inspiring employee innovation.	XXX, Motivaim	Junior Ballroom 1 & 2
11/15/23		12:00 – 1:30	LUNCH BREAK – EXHIBIT HALL		

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11/15/23	Information Systems Overview	1:30 – 3:30	Information Technology Systems: Overview of Alameda County Assessment Appeals, Boards and Commission Web-based Applications	Menaka Indrani, Information Technology Department, County of Alameda	Junior Ballroom 1 & 2
11/15/23		2:45 – 3:00	BREAK		
11/15/23	CCBSA Annual Business Meeting	3:00 – 5:00		Donna Johnston, 2023 CCBSA President, Sutter County	Junior Ballroom 1 & 2
11/16/23	CCBSA Welcome Dinner	6:00 – 9:00	CCBSA members, Emeriti and invited guests are welcome. Location (TBD)	OPTIONS: Plank (Bowling Venue) Jack London Square, Oakland	
THURSDAY					
11/16/23	Levine Act Overview	8:45 – 9:45	Overview of the Government Code Section 84308. The Levine Act is one statute within the Political Reform Act. SB 1439, effective 1/1/23, amended the Levine Act to extend its application to members of Local government agencies who are directly elected by the voters	Andrea Weddle, Assistant County Counsel, County of Alameda	Junior Ballroom 1 & 2
11/16/23		9:45 – 10:00	BREAK		
11/16/23	Change Management Tool Kit	10:00 – 12:00	This session will focus on providing participants with tools to better manage change. Understanding the different ways people respond to change based upon how they process information is an important tool when dealing with change. Another powerful tool is the Switch model with its three-pronged approach of providing clear directions, creating the motivations for change and clearing the path to move forward. This will be an interactive session with application exercises to practice using the tools	Kay Iwata, Founder/President, Kay Iwata Associates, Inc.	Junior Ballroom 1 & 2
11/16/23		10:30 – 10:45	BREAK		
11/16/23		12:00 – 2:00	CSAC Luncheon & Election of Officers/ Lunch Presentation of Clerk's Quiz Award Winners		
11/16/23	Coaching Fundamentals	2:00 – 3:30	Coaching supports individuals to reflect on what might be in the way of achieving desired outcomes and on strategies, actions, and progress beyond what they may be able to identify on their own. It	Milan Lee, County Training and Development Specialist, County of Alameda	Junior Ballroom 1 & 2

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			enhances personal and professional capacity and performance to be more aligned with the needs, goals and ever-shifting priorities of organizations. This session provides fundamental coaching principles, skills, and opportunities to practice. The goal is to build a foundation for coaching others, applying a coaching approach, and ongoing development and growth as a coach.		
11/16/23		3:30 – 3:45	BREAK		
11/16/23	CCBSA Roundtable	3:45 – 5:00	What's going on in your County? Counties are diverse but face many of the same complex issues, this session County Clerks of the Board will learn what problems are puzzling their colleagues and what solutions they've found. The session will allow attendees to discuss pain points and successes Clerks are managing throughout the state in our very diverse Counties. Attendees will have time to talk about the connections they have made and the ideas that have sparked.	Donna Johnston, 2023 CCBSA President, Sutter County	Junior Ballroom 1 & 2
11/16/23		6:00 – 7:15	California Clerk of the Board of Supervisors Association (CCBSA) Installation of Officers and Annual Reception		Skyline, 21 st Floor
		7:15 – 9:30	California State Association of Counties Annual Banquet		Skyline, 21 st Floor
FRIDAY					
11/17/23		9:00 – 10:00	Executive Committee Meeting		California Room