

Los Angeles County Management Council



“Introduction to Board Communications”

Thursday, November 19, 2015 (8:30 am – 3:30 pm)

Castaways Restaurant

1250 Harvard Rd, Burbank, CA 91501

818-848-6691

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This seminar is designed for newly appointed managers and executives as an introduction on how departments interact with the Board of Supervisors to develop and approve program and budget requests. Presenters from the Board of Supervisor’s Executive Office, County Counsel and Chief Executive Office will be speaking on the following:

- Public Records Act and Brown Act impact on Board communications and the decision making process.
- The purpose of Board Letters, Reports, Memo, etc.
- The role of Departments, CEO, County Counsel, and Executive Office.
- The development of a Board Letter.

Our keynote speaker will be Kathryn Barger, Chief of Staff for Fifth District Supervisor Michael Antonovich. She will provide us with a unique Board Office perspective on the review and approval process of Board Letters.

Reservations are due by Monday, November 9, 2015

Register online at: <https://managementcouncil.lacounty.gov>

- \$25.00 Dues Paying Members
- \$35.00 Non-Dues Paying Members
- FREE with New Member Seminar Voucher

Confirmations will be sent via e-mail. Lunch is included in the registration fee.

Cancellation Policy: *To accommodate those on the waitlist, please contact the Registrar at least 72 hours prior to the seminar date to cancel and arrange for a refund. No substitutes are permitted.*

For seminar content questions, please contact Zachery Román at (213) 280-2524 or zroman@css.lacounty.gov

For online registration questions, please contact Maria O. Rivas, Registrar at (323) 342-8147 or mariarivas@dpss.lacounty.gov

“Disclaimer : The Los Angeles County Management Council invites speakers to share their knowledge with the membership; however, LACMC is in no way endorsing the individuals or the companies presenting information at our seminars.”