

FAC has the tools to help you be a more effective leader in your county.



An Education Program of the Florida Association of Counties



**FLORIDA
ASSOCIATION OF
COUNTIES**





County Commissioners Certification Program

Providing high quality and comprehensive educational opportunities for county commissioners and staff is a high priority for the Florida Association of Counties (FAC). To that end, in 1990, FAC created the Florida Counties Foundation (FCF), which is the training and technical assistance arm of the Association.

The mission of FCF is to enhance the leadership skills of county officials, to facilitate innovative thinking and action by those leaders, and, ultimately to enable counties to prosper as communities in the 21st century.

In 1996, the Foundation launched the Certified County Commissioner Program. A voluntary program of study designed for county commissioners to learn information and enhance skills relevant to their duties and responsibilities. Completion of the course requirements results in the designation of Certified County Commissioner. To date, over 225 commissioners have graduated from the CCC program.

Frequently asked Questions about the CCC Program

Who can participate in the program?

This program was designed for county commissioners. Only commissioners will receive the Certified County Commissioner designation. County Staff are welcome to attend and "audit" the courses.

How do you enroll in the program?

When you attend your first CCC course, you will automatically be enrolled in the program. Your course credits will continue to be collected until you have completed the entire CCC program.

Who teaches the program?

A team of experts which includes university faculty, government officials, professional speakers, FAC members, and FAC staff.

How long does it take to receive the CCC designation?

CCC courses are offered year round at FAC conferences. The core courses, with exception of the New Commissioner Workshop, are offered once a year. This program can be completed with 12 to 18 months. To graduate, commissioners must take a total of 42 hours of courses. This includes 30 hours of core, 6 hours of elective and 6 hours of continuing education. The CCC graduation ceremony is held every year during FAC's Annual Conference.

How much does the program cost?

Ten courses will be offered this calendar year. The registration fee for five of the courses will be \$125 a day, while the other five course registrations are built into the conference registration price. In 2009, the FCF Board is offering registration scholarships. A scholarship of \$125 for the registration fee will be awarded to the first 10 small county commissioners (pop. of less than 75,000) who register for a course.

How does FAC keep track of the courses that I have taken?

All core and elective courses will have sign-in sheets passed around the room throughout the day. In order to receive credit for a course, you must attend the entire program from start to finish. For continuing education, you need to register and attend the conference in order to receive credit.

How can I keep track of the CCC courses that I have taken?

All of your records are maintained at the FAC office. Transcripts can be emailed to you upon request. The FAC office will also notify you once you are getting close to graduation to ensure that you take the final courses needed to complete the program.

County Commissioners Certification Program

CORE CCC COURSES

The program content for each core course is designed to cover fundamental information necessary to effectively serve as a county commissioner. To be certified, commissioners must earn a minimum of 30 credit hours of core curriculum. Each core course is equivalent to 6 hours of credit. The majority of these programs are offered once a calendar year.



The knowledge I gained while going through the Association's CCC program was like getting a PhD in county government.

**Commissioner Robert Abbott
Flagler County**

New Commissioner Workshop (Mandatory)

This in depth course is designed to help officials transition into their new governing roles. Participants will gain an understanding of the wide range of topics that are important for their job including legal requirements, nature of county organization, finance and budget, and strategies for success in this role.

Ethics, Public Records & Sunshine Laws (Mandatory)

This course is designed to give commissioners an understanding of Florida's stringent laws. Participants will broaden their knowledge of ethics requirements for elected officials, understand the Sunshine Law and Public Records Law, learn about reporting requirements, and become familiar with the process of an ethics complaint.

Financial Management

This course provides guidance for commissioners to better manage their county's fiscal affairs. Participants will gain a basic understanding of the state's fiscal trends, budgeting process, revenue sources available to their counties and the what, when and how to issue debt.

County Government Structure & Authority

This course looks at the authority that has been granted to counties by all sources, including the citizens. Participants will broaden their knowledge of county government form and function, of state government and how it relates to federal government, and of mandates and the impact they have on counties.

Growth Management & Land Use Decisions

This course is designed to give commissioners an understanding of the history of land use planning in Florida and how we got where we are today. Participants will learn the realities of implementing comprehensive plans including how amendments, development approvals, and exceptions should be handled.

County Government Roles & Responsibilities

This course looks at the functions of county government. Participants will better understand state mandated county government services including public safety, transportation and health and human services.

Mandatory Core Course Information

The New Commissioners Workshop is mandatory for commissioners elected after 1996. However, if the New Commissioners Workshop is not completed, participation in all five of the other core classes may be substituted.

The Sunshine, Public Records & Ethics Laws Course is mandatory. Commissioners may substitute the 12-hour on-line course, Florida Code of Ethics, Sunshine Law & Public Records Act, offered by the Florida Institute of Government. The on-line course will count as 6 hours of CCC credit. FAC staff can provide information on this program.

ELECTIVE CCC COURSES

The following courses develop skills that are important to county commissioners. A maximum of 6 credit hours from these or similar classes may be applied toward the 42 hours required for certification. Each elective course is equivalent to 3 hours of credit. Four elective courses are provided throughout the year. The program topics offered vary year to year.

Florida's Legislative Process

This course provides guidance for commissioners on the legislative process and how to become an effective advocate for their county. Participants will gain an understanding of the inner workings of the legislature, the key players, and tips on effectively working with state leaders.

Negotiation Skills

This course focuses on the rules and strategies needed for successful negotiations in the public sector. Participants will learn their negotiation style and the strategies needed to improve the negotiation process.

Understanding Charter Government

This course will explain the differences between charter and non-charter counties. Participants will better understand the elements of a charter, the charter process, and the challenges of implementing a charter.

Diversity Training

This course will focus on strengthening county governance and leadership given the ever changing make-up of Florida's citizens. Participants will understand how their community is changing, how to resolve conflict in a diverse environment and how to lead through the change.

Intergovernmental Relations, Annexation, & CRAs

This course focuses on the challenges facing local government to improve coordination and cooperation between state agencies, local governments, and the federal government. Participants will gain an understanding of how these entities work together, in addition to receiving information on annexations and the Community Redevelopment Act.

Economic Development

This course explains how counties can identify, implement and support successful economic development activities to increase well-paying employment opportunities and create a broader tax-base. Participants will understand the basics about their local economy how to cultivate new companies and retain existing ones.

Labor Relations

This course provides an understanding of the collective bargaining process. Participants will become better acquainted with the roles of elected officials and key staff during labor relations, in addition to learning about "hot topics" regarding labor relations.

Human Resources

This course discusses county human resource management issues and focuses on the importance of cultivating a healthy and productive workplace. Participants will learn about the legal aspects of human resource issues with special emphasis on avoiding litigation in a very complex area of law.

Environmental Planning

This course looks at environmental planning issues affecting Florida's counties. Participants will be updated on current laws and legislation and the impacts on our state, including "hot environmental topics."

Effective Communications

This course provides practical hands on training of proven communication strategies that will help commissioners better communicate with constituents. Participants will learn to communicate comfortably and effectively in any situation.



FAC's education programs were extremely beneficial to me as a new commissioner. The complexity of the position and the diverse subjects involving the county commission were clearly communicated in both the CCC and the ACC Programs. Both courses provided insight as to what was necessary to be not only an effective commissioner, but more importantly, an effective leader.

**Commissioner Lee Pinkoson
Alachua County**

CONTINUING EDUCATION CCC COURSES

Participation in statewide education and policymaking events is an important part of the curriculum. As such, the following events are CCC accredited. The credit hours for each of these programs vary due to program length. To get certified, commissioners must earn 6 hours of continuing education credits.

New Commissioner Orientation (1.5 CE)

This program is designed to provide an overview of the responsibilities a new commissioner will face on the first day of the job. Participants will be exposed to the powers and duties of a commissioner, ethics and sunshine laws and the valuable resources and services available through FAC.

Annual Conference (3 CE)

This conference gathers hundreds of county officials for a three day event to learn, network and share best practices to better serve Florida's counties. Participants will attend workshops with outstanding speakers and an exposition hall filled with knowledgeable service providers to gain new ideas and practices that they can apply on the job.

Legislative Day (1.5 CE)

This event is an organized day during the legislative session. Participants will receive a morning briefing on legislation important to counties, make appointments to meet with their respective state lawmakers and attend a reception honoring the Legislature.

Policy Committee Conference (1.5 CE)

This conference brings together FAC's Legislative Policy Committees to examine the Association's agenda for the next legislative session. Participation on these committees is open to any FAC member wanting to participate in the policy development process. Members can serve on any of FAC's four standing committees and the urban and rural caucuses. Only county commissioners may vote, while staff serves in an advisory role.

Legislative Conference (2 CE)

This conference is a critical element of FAC's policy making process. This event is used to determine a consensus on legislative positions for Florida's counties in the next legislative session. Recommendations from the policy committees are forwarded to the full membership at this event for its consideration and vote. Participation on these committees is open to all FAC members who want to participate, however, only county commissioners may vote, while staff serves in an advisory role.

I was an experienced State Legislator prior to being a County Commissioner. I went through the FAC education programs and was surprised by how much more there was to learn! I highly recommend these programs.

**Commissioner Stacy Ritter
Broward County**



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WHAT IS THE ACC PROGRAM?

Advanced County Commissioner Program (ACC) Requirements for ACC Designation

Launched by the Florida Counties Foundation in 2006, the Advanced County Commissioner (ACC) education program, "The Florida Forum for County Leaders", is an advanced leadership program designed for graduates of the Certified County Commissioners (CCC) program. The course is limited each year to 30 CCC graduates.

The ACC program is organized as a series of three seminars, with 27 hours of course work. The course content focuses on leadership with an overarching theme of growth and development in Florida. Participating commissioners must commit to fully participate in all three seminars in order to graduate.

County Commissioners Certification Program

2009-2010 Calendar of Events

2009

JANUARY

7-8 New Commissioner Workshop (6 Core)
Hilton University of Florida
Alachua County

8-9 ACC Program – Part 2 of 3
Hilton University of Florida
Alachua County (registration closed)

MARCH

25 FAC Legislative Day (1.5 CE)
Residence Inn – Leon County

26 CCC Workshop (6 Core)
27 CCC Workshop (6 Core)
Tourist Development Council
Welcome Center – Leon County

APRIL

23-24 ACC Program – Part 3 of 3
Hilton University of Florida
Alachua County (registration closed)

JUNE

23-26 FAC Annual Conference (3 CE)
24 CCC Workshop (6 core)
25 CCC Workshop (3 Elective)
26 CCC Workshop (3 Elective)
Marco Island Marriott – Collier County

SEPTEMBER

23-25 FAC Policy Conference. (1.5 CE)
24 CCC Workshop (3 Elective)
Orlando Marriott Lake Mary
Seminole County

OCTOBER

TBA 2009-10 ACC Program – Part 1 of 3

NOVEMBER

11-13 FAC Legislative Conference (2 CE)
11 CCC Workshop (6 Core)
12 CCC Workshop (6 Core)
13 CCC Workshop (3 Elective)
Hilton St. Petersburg Bayfront
Pinellas County

2010

JANUARY

TBA ACC Program – Part 2 of 3

MARCH

TBA FAC Legislative Day (1.5 CE)
Leon County

CCC Workshop (6 Core)
CCC Workshop (6 Core)
Leon County

APRIL

TBA ACC Program – Part 3 of 3

JUNE

TBA FAC Annual Conference (3 CE)
CCC Workshop (6 core)
CCC Workshop (3 Elective)
CCC Workshop (3 Elective)

SEPTEMBER

TBA FAC Policy Conference (1.5 CE)
CCC Workshop (6 Core)
CCC Workshop (6 Core)
CCC Workshop (3 Elective)

OCTOBER

TBA 2010-11 ACC Program –Part 1 of 3

NOVEMBER

TBA FAC Legislative Conference (2 CE)
New Commissioner Orientation (1.5 CE)