

BUILDING OFFICIALS LEADERSHIP ACADEMY


California Building Officials

October 25 - 29, 2021
Ontario, California



**Leadership
Networking
Budgeting
Communications
Mentorship
Ethics**



 **REGISTRATION
PACKET**



Building Officials Leadership Academy

PROGRAM OVERVIEW

California Building Officials' leadership program, Building Officials Leadership Academy (BOLA), is designed to maximize the leadership capabilities of seasoned public safety professionals, in addition to those who seek a future within California's building departments.

The Executive level coursework of the BOLA program is both demanding and rewarding. Program participants are expected to spend a great deal of time studying and collaborating with each other on the course materials. To assist and encourage completion, each participant is assigned a mentor who will provide advice and guidance, serving as an overall resource. BOLA participants are also encouraged to utilize each other's talents and strengths building upon their peer networks.

The BOLA Core Curriculum Week consists of five days of training, including five courses from Monday, October 25 - Friday, October 29, 2021 at the Doubletree by Hilton Hotel Ontario Airport in Ontario, California. In addition, all BOLA participants are required to complete three elective courses offered at the CALBO Education Weeks. There is no time completion requirement for the electives, but all BOLA participants are required to attend the week-long core curriculum program. There are NO make-up opportunities for missed core curriculum courses.

After a participant successfully completes all BOLA requirements, they will be recognized and honored at the CALBO Annual Business Meeting.

PROGRAM DETAILS

Program Fee: The cost of the Building Officials Leadership Academy is \$2,500, which includes all courses and materials. Participants are responsible for their accommodations and travel. Payments can be in four installments: July 1, 2021, September 15, 2021, November 1, 2021, and January 15, 2021.

Admission: The BOLA program is limited to 21 participants - first-come, first-served.

BOLA Core Curriculum Week - October 25-29, 2021
Doubletree by Hilton Hotel Ontario Airport

Participants are required to attend the following Core Curriculum Courses:

- Monday, October 25 - Creating an Administrative Foundation for a Successful Building Department
- Tuesday, October 26 - Budgeting and Finance for Building Officials
- Wednesday, October 27 - Constituent Advocacy: Be an Effective Advocate for Your Jurisdiction
- Thursday, October 28 - Persuasive Communication
- Friday, October 29 - Critical Thinking for Today and Tomorrow

CALBO Education Weeks:

Participants are required to complete three BOLA Elective Courses at the Education Weeks in San Ramon and/or Ontario. Please note that elective courses are pre-selected by the CALBO Training Institute and emailed to participants. Please review page 4 for detailed information on the electives.

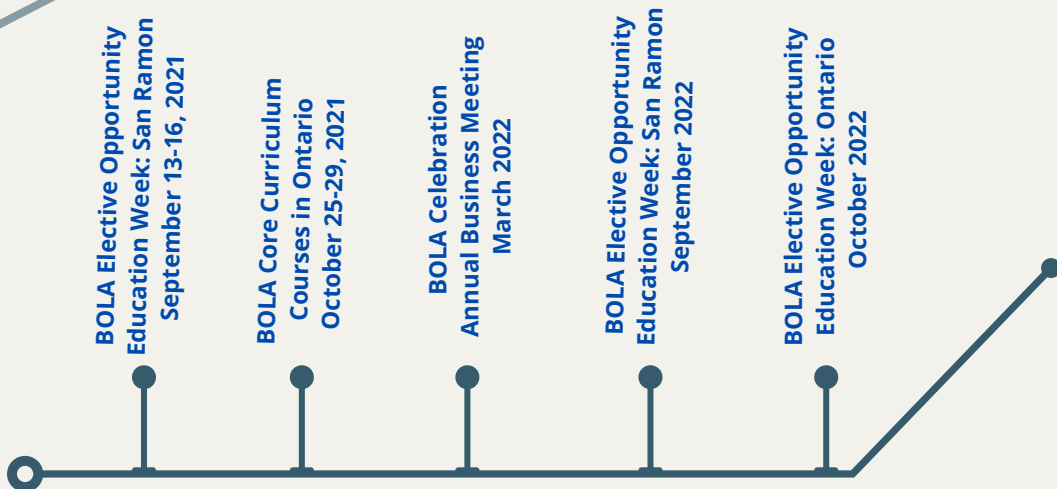
CALBO Annual Business Meeting:

Upon completion of all BOLA requirements, each participant will be honored during the BOLA Graduation Ceremony at the CALBO Annual Business Meeting and receive an academy plaque.

ACADEMY CORE COURSES INCLUDE:

- Creating an Administrative Foundation for a Successful Building Department
- Budgeting and Finance for Building Officials
- Constituent Advocacy: Be an Effective Advocate for Your Jurisdiction
- Persuasive Communication
- Critical Thinking for Today and Tomorrow

2021 BOLA Timeline



Program Summary

Please read the following information prior to registering.



Schedule

The Core Curriculum Week courses will run from 8:00am - 3:30pm each day on Monday, October 25 - Friday, October 29, 2021.

Venue

The Core Curriculum Week will take place at the DoubleTree by Hilton Hotel Ontario Airport. It will take place simultaneously during the 2021 Ontario Education Week courses but will be a separate event to ensure the BOLA cohort has the best learning experience and has time to network with one another and the instructors.

Course Materials

Course materials will be emailed 72-hours before the Core Curriculum Week. No printed materials will be provided. Participants are encouraged to bring a laptop each day or print the materials before arriving on-site. Internet will be provided.

Meals

BOLA participants will receive morning and afternoon refreshments along with lunch each day. Lunch will be served in a special room for BOLA students to encourage dialogue and networking within the cohort.

Attire

There is no required attire for the Core Curriculum Week. Please dress comfortably and be ready to learn and collaborate with your colleagues.

Hotel Room Block

There is a room block available at the DoubleTree by Hilton Hotel Ontario Airport at a special rate until at capacity or until the room block deadline. For more information, please contact Lauren Herman at lherman@calbo.org.

Parking

There is free day and overnight parking at the DoubleTree by Hilton Hotel Ontario Airport.

Mentors

To assist and encourage completion, each BOLA participant is assigned a mentor who will provide advice and guidance, serving as an overall resource. BOLA mentors are current Building Officials and/or BOLA Graduates.

Certificate of Attendance

BOLA participants will receive their attendance certificates electronically, which can also be printed, within 48 hours of each course. Each course is approved by the ICC Preferred Provider Program. Please check the course descriptions for further information.

Core Curriculum Courses

Please read the following information prior to registering.



The BOLA Core Curriculum Week consists of five days of training, including five courses from Monday, October 25 - Friday, October 29, 2021 at the Doubletree by Hilton Hotel Ontario Airport in Ontario, California. All BOLA participants are required to attend the week-long core curriculum program. There are NO make-up opportunities for missed core curriculum courses.

- **Creating an Administrative Foundation for a Successful Building Department**
Monday, October 25, 2021
- **Budgeting and Finance for Building Officials**
Tuesday, October 26, 2021
- **Constituent Advocacy: Be an Effective Advocate for Your Jurisdiction**
Wednesday, October 27, 2021
- **Persuasive Communication**
Thursday, October 28, 2021
- **Critical Thinking for Today and Tomorrow**
Friday, October 29, 2021

Creating an Administrative Foundation for a Successful Building Department 0.6 CEUs – ICC PP Course Number: 2651

This course explores the day-to-day challenges of operating a building department. Attention is given to personnel matters and developing quality employees. Instructors discuss how written policies and procedures help foster a consistent approach for your staff and good service to the public. The course reviews specific expectations of IAS and ISO in regards to how a building department should operate.

Budgeting and Finance for Building Officials 0.6 CEUs – ICC PP Course Number: 2844

This course takes an in-depth look at the budgeting process for building departments and gives a building official the tools to properly operate and function in today's economy. The course gives a hands-on approach to the line-item budget. Attendees will learn methods to justify expenditures and demonstrate how to offset expenditures with the revenues. Discussion is given to complex issues, such as revenue projections and fee studies, to help recover operating expenses of issuing permits, plan review, and building inspections.

Core Curriculum Courses (cont.)

Please read the following information prior to registering.



Constituent Advocacy: Be an Effective Advocate for Your Jurisdiction

0.6 CEUs – ICC PP Course Number: 14679

While CALBO advocates for members at the State Capitol, the best opportunity to pursue meaningful engagement happens locally, through constituent advocacy. This course dives into the legislative process and prepares participants to advocate to elected officials on behalf of the building official profession. While the focus of this course is on the California Legislature, the principles and practices discussed can be used to establish, grow, and retain relationships with any elected official. Throughout the course, participants learn recent legislative measures that have impacted the industry and that CALBO has engaged in.

Persuasive Communication

0.6 CEUs – ICC PP Course Number: 2845

This new course takes an in-depth look at staff report writing and presentations for building departments, preparation of ordinances and resolutions, and will give participants the tools to properly write and present to their respective administrative makeup. This course is a hands-on approach to the preparation of staff reports, insight into crafting each element to provide clear value and understanding, and how to present the item in order to ultimately win approval.

Critical Thinking for Today and Tomorrow

0.6 CEUs – ICC PP Course Number: 2653

Critical Thinking is a structured process for evaluating all types of information. In the profession of code regulation, an individual is approached daily by economic, political or emotional pressures in order to influence our decisions, policies, and practices. Our ability to maintain an intellectual, ethical and emotional balance of these various influences is tied to how we learned to process and evaluate information. The ancient Greeks successfully developed the structure of Critical Thinking as a tool for handling information associated with decision-making. Today, Critical Thinking is considered one of the foundations of western civilization policymaking. This newly updated course is designed to refresh, or introduce, Critical Thinking skills for the Building Official, Department Director, or City Manager of today and tomorrow.

Did you know...



Over the past decade since the launch of the BOLA:


- There have been over 130 graduates.
- 58 graduates have served or currently serve as Building Officials or Directors.
- BOLA has nearly a 100% graduation rate!

Education Week Electives

Please read the following information prior to registering.



In addition to the BOLA Core Curriculum Week, all BOLA participants are required to complete **three elective courses** offered at the CALBO Education Weeks. These courses are pre-selected and emailed to the BOLA students for their review and selection. There is no time completion requirement for the electives, but all BOLA participants are required to attend all Core Curriculum Week courses.

 **Due to COVID-19, the BOLA Class of 2021-22 is allowed to attend their three electives at any of the following Education Weeks.**

Elective Opportunity #1: 2021 Education Week Virtual or In-Person - San Ramon Monday, September 13 - Thursday, September 16, 2021

- Monday, September 13, 2021 from 8:00am-3:30pm
 - In-Person or Virtual: 2019 CBC Chapter 11A: Privately-Funded Multi-Family Dwelling Accessibility
 - In-Person or Virtual: 2019 California Building Code: Means of Egress Overview
 - In-Person or Virtual: Marijuana Regulation and Enforcement in California
- Tuesday, September 14, 2021 from 8:00am-3:30pm
 - In-Person or Virtual: Hot Topics in the 2019 CBC Chapter 11A Accessibility
 - In-Person or Virtual: 2019 California Residential Code: Significant Changes
 - In-Person or Virtual: Safety Assessment Program: Evaluator and Coordinator Training
- Wednesday, September 15, 2021 from 8:00am-3:30pm
 - In-Person or Virtual: Hot Topics in the 2019 California Building Code
 - In-Person or Virtual: 2019 CBC Chapter 11B Accessibility in Public Buildings, Public Accommodations and Commercial Buildings: History, Use and Update
 - In-Person or Virtual: Understanding Apartment Buildings and Mixed Use Development from Plan Review to Inspection
- Thursday, September 16, 2021 from 8:00am-3:30pm
 - In-Person or Virtual: 2019 California Building Code: Special Building Types and Features
 - In-Person or Virtual: Hot Topics in the 2019 CBC Chapter 11B Accessibility
 - In-Person or Virtual: Analyzing Access Law, Standards and Application for California Building Departments
 - In-Person or Virtual: California Accessory Dwelling Units of Today and Tomorrow: What We've Seen and What's to Come

Elective Opportunity #2: 2022 Education Week: San Ramon - September 2022 Electives will be released in Spring 2022.

Elective Opportunity #3: 2022 Education Week: Ontario - October 2022 Electives will be released in Spring 2022.

2021-2022 BOLA Registration Form



1 Registrant Information

Full Name	Title	
Jurisdiction/Company		
Address	State	Zip
Email	Phone	

2 Payment Information

Building Officials Leadership Academy **registration fee is \$2,500**, which includes all courses and materials. Please return the completed form to lherman@calbo.org. If paying by check, please mail to CALBO, 1022 G St Sacramento, CA 95814. Registrations are accepted first-come, first-served.

Invoice _____ Check (Payable to CALBO) _____ Credit Card _____

3 Credit Card Information (if paying by credit card)

Credit Card Number (VISA, MC, AMEX only)	Expires	CVC Code
Billing Address	State	Zip
Name on Card	Email for Receipt	
Signature		

4 Making Quarterly Payments?

_____ I would like to make payments based on the following schedule (\$625 each): July 1, 2021, September 1, 2021, November 1, 2021, and January 14, 2022.

Important: Your quarterly payments will be made based on the information provided above. If your first payment is made with a check, CALBO will invoice you for the payments.

5 I plan to attend three electives at the following Education Week(s). See page 6 for summary.

2021 Ed Week San Ramon - September _____ 2022 Ed Week San Ramon - September _____ 2022 Ed Week Ontario - October _____

PLEASE NOTE: Cancellations must be emailed to info@calbo.org by Friday, September 10, 2021 at 5pm. No refunds will be given after this date. A 25% processing fee based on the full program amount will be assessed for all cancellations. There are no make-up opportunities for the BOLA Core Curriculum Week. No shows and late cancellations are still responsible for their FULL registration fee. Special Needs: For special accommodations or dietary needs, please notify CALBO staff at least 14 days prior to the start of the program.

For registration questions, please contact the CALBO Office at info@calbo.org or 916.457.1103.