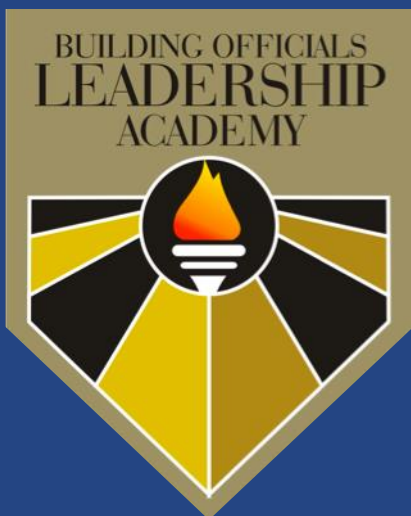


2019-2020

California Building Officials

# Building Officials Leadership Academy



Leadership  
Networking  
Budgeting  
Communications  
Mentorship  
Ethics



#### ACADEMY CORE COURSES INCLUDE:

- Creating an Administrative Foundation for a Successful Building Department
- Persuasive Communication
- Leadership and Advocacy Day at State Capitol
- Budgeting and Finance for Building Officials
- Critical Thinking for Today and Tomorrow

#### ACADEMY ELECTIVE COURSES INCLUDE:

- 2016 California Building Code: Significant Changes
- 2016 California Residential Code: Significant Changes
- State Laws Enforced by Building Officials
- Safety Assessment Program Coordinator Training
- More courses to come!

## Building Officials Leadership Academy

### PROGRAM OVERVIEW

The 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 the 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. In addition, BOLA participants are encouraged to utilize each other's talents and strengths building upon their peer networks.

The BOLA core curriculum consists of five days of training from Monday, April 15 - Friday, April 19, 2019 at the CALBO Office in Sacramento, California. In addition, all BOLA participants are required to complete three elective courses offered at the CALBO Education Weeks each year. 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, he or she 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 submitted in four installments – November 30, 2018, February 28, 2019, May 30, 2019, and September 27, 2019.

**ADMISSION:** The BOLA program is limited to 14 participants - first-come, first-served.

#### **CALBO BOLA Week – April 15-19, 2019 at CALBO Office in Sacramento, CA**

Participants are required to attend the following Core Curriculum:

**Monday, April 15** – Creating an Administrative Foundation for a Successful Building Department

**Tuesday, April 16** – Persuasive Communication

**Wednesday, April 17** – Leadership and Advocacy Day at State Capitol

**Thursday, April 18** – Budgeting and Finance for Building Officials

**Friday, April 19** – Critical Thinking for Today and Tomorrow

#### **CALBO Education Week: San Ramon, Burlingame, Ontario or Anaheim:\***

Participants are required to complete **three** of the following BOLA Elective Courses at Education Weeks in San Ramon, Burlingame, Ontario, and Anaheim: **2016 California Building Code: Significant Changes, 2016 California Residential Code: Significant Changes, State Laws Enforced by Building Officials, Safety Assessment Program Coordinator Training, and more courses to come.** \*Please note that additional elective courses will be available when the Education Week schedule is published.

#### **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 each spring and receive an academy plaque.

## BOLA Core Curriculum Course Descriptions:

### **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 will be given to personnel matters and developing quality employees. Instructors will discuss how written policies and procedures help foster a consistent approach for your staff and good service to the public. The course will review 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.

**Certificates of Completion & Graduation:** Course attendance certificates will be provided for each course. Upon completion of all BOLA program requirements, each student will be given an academy plaque and may participate in the graduation ceremony at the CALBO Annual Business Meeting.

**Special Needs:** If reasonable special accommodations or dietary needs exist for a BOLA registrant, please notify CALBO staff at least 14 days prior to beginning of the academy.

## BOLA Core Curriculum Course Descriptions (cont.):

### **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 provides participants the tools to properly write and present to their respective administrative makeup. The course will be 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 policy making. 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.

### **Core Curriculum Venue Information:**

**The BOLA Core Curriculum Week will be held at the CALBO Office in Sacramento, California – 1022 G Street, Sacramento, California 95814.**

- **Parking:** Hourly Street Parking & Parking Garage.
- **Attire:** Casual attire is suggested for course days.
- **Meals:** Light Breakfast, lunch, and afternoon refreshments will be served each day.
- **Agenda:** A final, detailed agenda will be issued upon registration.

# Registration 2019-2020 Building Officials Leadership Academy

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Jurisdiction/Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Payment Information

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

Invoice – P.O. # \_\_\_\_\_  Check (payable to CALBO)  Credit Card (please complete the fields below)

Credit Card: \_\_\_\_\_ (Only Visa and MasterCard Accepted)

Expiration Date: \_\_\_\_\_ CVC Code: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Billing Address (if different from above): \_\_\_\_\_

## Quarterly Payments

I would like to make payments on a quarterly basis (\$625 each): November 30, 2018, February 28, 2019, May 30, 2019, and September 27, 2019.

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 quarterly for the following three payments.

**PLEASE NOTE: Cancellations must be received in writing by March 1, 2019. A 25% processing fee will be assessed to all cancellations. No refunds will be given after this date. No shows are still responsible for their FULL registration fee.** Special Needs: If reasonable special accommodations or dietary needs exist for a BOLA registrant, please notify CALBO staff at least 14 days prior to beginning of the academy.

Questions? Call CALBO at 916.457.1103

## California Building Officials

1022 G Street  
Sacramento, California 95814

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info@calbo.org

www.calbo.org