



LAWRENCE COUNTY

SOUTH DAKOTA

"Where Beauty and Adventure Meet"

January 15, 2020

MEMORANDUM

To: Board of Commissioners
From: Director, Information Systems & Technology

Subj: Government Certified Chief Information Officer (GCCIO) Program

Greetings, Gentlemen.

Please find enclosed a training and travel request for the subject program. It is a program designed to provide senior information technology professionals with enhanced skills to face the challenges we deal with regularly, both tactically, and strategically. The course is being provided through a joint collaboration between the Public Technology Institute (PTI), CompTIA and Rutgers University. It is a very selective program, with two annual classes, one on the west coast, and the other on the east coast. Combined, there are about 50 total participants. I applied for, and am happy to report that I was selected to attend the west coast program.

The program is a one-year program of study, with three days of on-site training (one on June 18, 2020, another midway through the program, and a final on-site day at the end of the program), and other coursework and participation required throughout the year. A capstone presentation by each participant is a graduation requirement.

I believe this program will prove extremely beneficial for our organization for a long time to come. In the enclosure, you'll find the curriculum for the course. It will give you an idea of the subjects covered throughout the program.

This training and associated travel was budgeted for in the 2020 budget proposal. The cost of the full course is due up front, and is included in this request, along with travel, per diem and misc. items. The travel for the 2nd on-site class has also been budgeted for in 2020. The final on-site class will be included in the 2021 budget. The costs for hotel and airfare are best estimates using the information currently available. Once this request is approved, flight reservations will be made. Once the

Information Systems & Technology • 90 Sherman Street • Deadwood, South Dakota 57732 • 605-578-1191



Subj: Government Certified Chief Information Officer (GCCIO) Program

specific location (hotel/conference center) has been finalized, I'll make the necessary room reservations.

If the Board has any questions or concerns, please let me know and I'll be happy to speak with you. I can be reached at 605-722-4115 (Office), 605-645-3114 (Cell), or via email at gdias@lawrence.sd.us.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gregory K. Dias".

Gregory K. Dias
Director



LAWRENCE COUNTY
SOUTH DAKOTA

"Where Beauty and Adventure Meet"

January 15, 2020

MEMORANDUM

To: Board of Commissioners
From: Gregory Dias

Re: **Travel and Training Agreement Over \$1,000**

I, Gregory Dias, as an employee of the Information Systems & Technology Department, do hereby agree, as a condition of approving travel/training expenses of \$1,000.00 or more and/or two weeks of paid leave from my work, to reimburse Lawrence County for said expenditures in the event I discontinue my employment with Lawrence County less than one (1) year from the completion of said training. By attending said training, I agree that said reimbursement may be deducted from any amounts owed to me by Lawrence County.

Date: **January 15, 2020**

Employee Signature: *Gregory Dias*

Department Head Signature: *Gregory Dias*



TRAVEL REQUEST

To: **County Commission**
From: **Information Systems & Technology**

Name: **Gregory Dias**

Hereby requests permission to travel inside/outside the boundaries of the state of South Dakota, for the purpose herein stated: (give specific nature if business and interest of the department to justify the cost involved):

Applied for and was accepted into the Government Certified Chief Information Officer (GCCIO) Program, a selective one-year program provided as part of a collaboration by the Public Technology Institute (PTI), Rutgers University, and CompTIA. As well as on-line course study and monthly video workshop participation and attendance, it requires 3 one-day, on-site classes, one held on June 18, 2020, one at a date TBD towards the middle of the program, and one final class, capstone presentation and graduation on a date TBD in spring of 2021. This request is for the full cost of the program, plus round trip travel and per diem on June 17-18, 2020 for the initial class.

LIST ALL PERSONNEL FROM YOUR OFFICE MAKING THE TRIP: **Gregory Dias**

PLACE OF MEETING OR PROPOSED DESTINATION: **LAX, Los Angeles, CA**

DATE OF SCHEDULED MEETING PER PREPARED PROGRAM: **June 18, 2020**

(Attach copy, if available, to this request)

DATE OF TRIP TO BEGIN: **June 17, 2020** DATE TO BE COMPLETED: **June 18, 2020**

PROPOSED METHOD OF TRANSPORTATION: **Commercial Air, Rapid City SD to LAX**

Estimated cost of Transportation (TBD at booking)	Est. \$700-\$800
Meals (1.5 days) and Lodging (1 day)	Est. \$102.00 + \$250.00
Registration (Total program cost, due immediately).	\$3,900.00
Estimated misc. (Parking, shuttle, etc.)	Est. \$50.00
TOTAL ESTIMATED COST OF TRIP	\$4,302.00

Will this expense, in whole or part, be paid by any state agency or sponsoring group? If answer is yes, show estimated **\$0.00**.

Fund or Budget from which expense is to be paid: **IS&T Training and IS&T Travel (Budgeted Expenses)**

DATE: _____ SIGNED: _____

PERMISSION HEREBY GRANTED - REJECTED BY LAWRENCE COUNTY BOARD OF COMMISSIONERS>

DATE: _____

SIGNED: _____
CHAIRMAN OF THE BOARD



INVOICE

CGCIO Program

Gregory Dias Lawrence County Information Systems & Technology 90 Sherman St. Deadwood, SD 57732 gdias@lawrence.sd.us	INVOICE DATE: 7-Jan-20 INVOICE NUMBER: C20- PTI-1013046-0107 MEMBER ID: 1013046 REF. PO NUMBER: PAYMENT DUE DATE: Upon Receipt
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Comments: Pricing in USD

Qty	Description	Each	Total
1	Certified Government Chief Information Officer (CGCIO) 20-21	\$3,900.00	\$3,900.00

Total USD Upon Receipt

\$3,900.00

Remittance By Check Payable to: CompTIA Member Services, LLC Mail to: CompTIA (Accounts Receivable) 3500 Lacey Road, Suite 100 Downers Grove, IL 60515-5439 Fed. Tax ID: 27-4001437	Pay by Wire Transfer J.P. Morgan 10 South Dearborn, Chicago IL 60603 Account Name: CompTIA Member Services, LLC Account Number: 2000000009569 SWIFT Code for Int'l Wire: CHASUS33 Bank Routing/Transit Number: 021000021 ACH Routing Number: 028000024
Payment Contact, Credit Card Payment Ms. K. Camisa, 630-678-8490	

Questions? Invoice Contact:	Emily Gaines, EGaines@comptia.org
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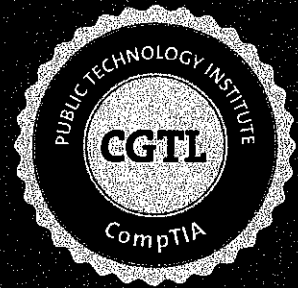
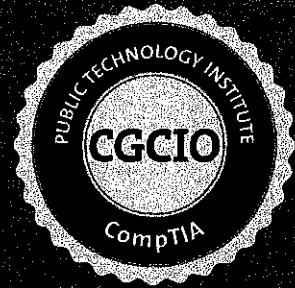
Payments are not deductible as a charitable contribution but may be deductible as an ordinary and necessary business expense. Please consult your tax professional.

THANK YOU FOR YOUR SUPPORT

Become Certified in Government Technology Leadership – CGCIO, CGTL

ENROLL NOW for 2020-21 classes!

LIMITED SEATING AVAILABLE



This nationally-recognized program equips government technology professionals with the requisite tools to improve and demonstrate your leadership skills to best manage your organization.

Because career paths can rapidly change, PTI has expanded the program to allow graduates to be designated as either a:



Certified Government CIO; or



Certified in Government Technology Leadership

During the course of this twelve-month program (total of 240 contact hours to include three on-site classes, nine virtual class discussions, online coursework) we will address:

- Leadership styles
- Communicating for results
- Managing change
- Assessing organizational effectiveness

Do I Have to be a CIO to Enroll?

No. Approximately one-third of the students who participate in each class are current CIOs, two-thirds of the students are not—they are typically Deputy CIOs or mid-to-high level IT professionals.

2020 program includes:

- **The East Coast Program**
begins Tues., June 16, 2020, New Brunswick, NJ
- **The West Coast Program**
begins Thurs., June 18, 2020, Los Angeles, CA
- **A “Dual-track” program where students in the two courses will come together for nine virtual class discussions**
- **Each course will accept up to three representatives from the technology vendor community (non-sales related positions)**



REGISTER TODAY

at www.pti.org or email
Dale Bowen at dbowen@pti.org

Presented by:



RUTGERS

Center for Government Services

Your Experience Makes this Program Stronger!

What sets this program apart from the typical continuing education program? One of the unique aspects of this PTI program is that the instructors treat the class as a *cohort group* of individuals who are willing and eager to share their experiences and insight with each other. The program instructors *encourage* and the students *value* the conversation and dialog that takes place during the Live and monthly Virtual classes.

Live and Virtual Class Topics Covered Throughout this Year-long Program

The Future CIO Leader

(live/on-site)

- Review of CGCIO program and coursework
- Class scan of the current IT leadership environment
- Pitfalls and opportunities
- Required skills
- Personal assessment

Emerging Technologies and Leading Practices

(virtual)

- Cloud solutions
- Outsourcing
- Mobility
- Artificial Intelligence
- Autonomous Vehicles and Drones
- 311 and Citizen Engagement

Organizational Assessment and Effectiveness

(virtual)

- Organization self-assessment and online exercise results
- Factors that make for healthy organizations

Network Security, Managing Risk, Planning for Emergencies

(virtual)

- Leading practices (policies, procedures, awareness)
- Continuity of Operations Planning and response
- Risk mitigation
- Mobile Device Management/BYOD

Human Resources and IT

(virtual)

- The new demographics of today's IT workforce
- Recruiting and retaining talent
- Succession planning/identifying leaders within the IT organization
- Quality of life for employees
- Unions and HR policies and HR culture

Leadership Styles and Profiles; Communicating for Results; Digital Ethics

(live/on-site)

- Leadership styles and implications
- Effective communication—role-playing exercise
- Communicating with elected and appointed leaders
- Communicating with staff
- Communicating with the public

Strategic Planning/Smart Cities and Counties/ERP

(virtual)

- Capital/infrastructure planning
- IT and Enterprise planning
- Managing expectations
- Scorecard and IT metrics
- Smart Cities and Counties
- ERP

Managing Change

(virtual)

- Leading practices
- Applying past experiences
- The need for champions

Time Management

(virtual)

- Techniques and tools to help better manage our time
- When to have an open-door policy vs. a closed-door policy

Emotional Intelligence

(virtual)

- Learning your EQ
- How to recognize and work with others with various EQ styles
- How to develop and nurture staff using EQ techniques

Big and Open Data

(virtual)

- Big vs. Open Data
- Data-driven decision-making
- Data Visualization/GIS

Capstone Presentations and Graduation

- Students make their Capstone presentations



Gregory Dias <gdias@lawrence.sd.us>

2020 GCCIO Program

Gregory Dias <gdias@lawrence.sd.us>
Draft

Wed, Jan 8, 2020 at 4:51 PM

From: Dale Bowen <dbowen@comptia.org>
Date: Thu, Dec 12, 2019 at 1:18 PM
Subject: RE: 2020 GCCIO Program
To: Gregory Dias <gdias@lawrence.sd.us>, Emily Gaines <egaines@comptia.org>
Cc: Clifford Clarke <cclarke@pti.org>, Alan Shark <ashark@comptia.org>

Hi Mr. Dias – Apologies for the delay. Congratulations - You have been accepted to take part in what we hope you find to be an informative and engaging program while addressing some of the most critical issues facing IT leadership in the public sector. With your background you should bring a lot of special insight to the program!

This is a year-long program with a total of 240 contact hours to include:

- 3 on-site classes. The classes are the first/kick-off class, a class at approximately the midway point of the program, and the final class where Capstone presentations are given and students graduate. Each class is one-day in length;
- 9 virtual/web-based class discussions, once a month, usually 2 hours in length with homework assignment;
- Online, self-paced coursework (PTI will provide you with a sign-on to access a set of learning modules via Percipio.)

You applied for the CCGIO West program. The first live/on-site class will take place June 18, 2020 at a hotel adjacent LAX International Airport in Los Angeles, CA.

Tuition:

Your acceptance is conditional on acceptance of payment.

Your tuition amount is \$3,900. We will send you a separate email with an invoice for tuition.

Tuition is non-refundable.

You will need to purchase separately two books for the class:

- “CIO Leadership for Cities and Counties: Emerging Trends and Practices.” It is available for \$29.93 on Amazon. Please see this URL for ordering information: <http://www.pti.org/news/displaynews.asp?NewsID=274&TargetID=1>

- "Seven Trends that will Transform Government Through Technology." It is available for \$19.93. Please see this URL for ordering information:

<http://www.pti.org/library/7techtrends.asp>

As we get closer to the start date we will provide you with the meeting agenda and other information you might need. Please see the PTI website for updates: <http://www.pti.org/services/cgcioinfo.asp>.