

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Training, Education and Conferences

POLICY NUMBER: 4090

ADOPTED: February 21, 2006

AMENDED: March 10, 2011

AMENDED: September 10, 2015

4090.10 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operations. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

4090.11 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4090.20 It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. All reimbursement of actual and necessary expenses shall be pursuant to District Policy 4025.

4090.21 The District Finance Officer is responsible for making arrangements for Directors for conference and registration expenses, and for compensation and reimbursement pursuant to District Policy 4025. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the District Finance Officer, together with validated receipts.

4090.22 Attendance by Directors of seminars, workshops, courses, professional organization meetings, conferences and District events shall be approved by the President of the Board of Directors prior to incurring any reimbursable costs. All requests and approvals shall be documented with the attached Board Training Request Form.

4090.30 All District directors shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors, and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

4090.31 This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

4090.32 All ethics training shall be provided by entities who have consulted with the California Attorney General and the Fair Political Practices Commission.

4090.33 Directors shall obtain proof of participation after completing the ethics training and provide proof to District Board Secretary.

4090.33.1 District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

4090.34 District staff shall provide the board of directors with information on available training that meets the ethics training requirements of this policy at least once every year.

4090.35 Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

4090.36 Any District director that serves on the board of another agency is only required to take the training once every two years.

4090.40 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.50 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

BOARD TRAINING REQUEST FORM

Board Member Name: _____

Requested Activity: _____

Dates/Times of Activity: _____

Purpose/Benefit of Activity: _____

Estimated Activity Cost:

Event	\$ _____
Travel	\$ _____
Lodging	\$ _____
Food	\$ _____
Other: _____	\$ _____
=====	
TOTAL	\$ _____

Is the estimated cost budgeted? Yes No

APPROVAL:

Board President