

WEST CONTRA COSTA HEALTHCARE DISTRICT

<b>BOARD POLICY</b> <b>Section II - #16</b>	Page 1 of 1
	Effective Date: <b>02/29/96</b>
Subject: <b>Training, Education and Conferences</b>	Revised Date: <b>05/23/12</b>
	Approved By:

Members of the Board of Directors and Committees of the West Contra Costa Healthcare District are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve the District operation. Hence, there is no limit as to the number of Directors or Committee Members attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

A tour or journey for pleasure at public expense, however will not be permitted.

It is the policy of the District to encourage Board and Committee Members 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.

The Board of Directors shall approve attendance by Directors and Committee Members at seminars, workshops, courses, professional organization meetings and conferences where the District reimburses expenses, prior to incurring any reimbursable costs.

Directors and Committee Members 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 or Committee Member shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors and or Committee Members will either prepare a written report for distribution to the Board or Committee, or make a verbal report during the next regular meeting of the Board or Committee. 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 Administration to be included in the District library for the future use of other Directors, Committee Members and staff.

*Adapted from California Special Districts Association Sample Policy Handbook*

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