

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Training, Education & Conferences

POLICY NUMBER: 4090

ADOPTED: December 09, 2002

REVIEWED: 08/21/19, 09/08/21, 5/2/23

AMENDED: 3/24/14, 9/23/19, 5/22/23

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 governance. 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. Newly elected Board members will be required to take Ethics and Unlawful Harassment including Sexual Harassment training within six months of taking office and every two years as long as they are on the Board. In addition, the following training courses are required by McCloud Community Services District (MCSD) to be completed within (6) months upon taking oath of office:

1. ICS (Incident Command Structure)
2. Board Member/Trustee (On-Demand Webinars Bundle)
3. Navigating Prop 218 Rates and Fees (On-Demand Webinars Bundle)
4. Brown Act Refresher and Updates (On-Demand Webinars Bundle)
5. What Every Board Member Should Know (On-Demand Webinars Bundle)
6. Emergency Preparedness Summit (On-Demand Webinars Bundle)
7. What Special Districts Need To Know About The CPRA (California Public Records Act) (On-Demand Webinars Bundle)

Upon completion, certificates must be submitted to MCSD for inclusion in the board member's records.

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

4090.12 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.

4090.13 The District Secretary is responsible for making arrangements for Directors for conference and registration expenses. Reimbursement shall include expenses for meals, lodging and travel. Pursuant to Policy 1060.

4090.14 Attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the President of the Board of Directors prior to incurring any reimbursable costs.

4090.20 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum and shall be in accordance with Board Policy 2105, and Policy 1060.

4090.30 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.

4090.40 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.