

Livermore Area Recreation and Park District

Staff Report

TO: Chair Palajac and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: Linda VanBuskirk, Assistant to the General Manager

DATE: January 8, 2020

SUBJECT: Director Attendance at 2020 Conferences

2020 Trainings/Conferences

CPRS Annual Conference	March 10-13, 2020	Long Beach, CA http://www.cprs.org/
CSDA Special District Leadership Academy	April 19-22, 2020	San Deigo, CA https://sdla.csdanet/home
CA Trails & Greenways	April 21-23, 2020	Modesto, CA https://www.parks.ca.gov/?page_id=24151
CSDA Legislative Days	May 19-20, 2020	Sacramento, CA https://legislatedays.csdanet/home
CARPD Annual Conference	May 27-30, 2020	So. Lake Tahoe, CA https://www.caparkdistricts.org/conference-information
CSDA Annual Conference	August 24-27, 2020	Palm Desert, CA https://www.csdanet/annualconference/home
CSDA Special District Leadership Academy	September 27-30, 2020	So. Lake Tahoe, CA https://sdla.csdanet/home
NRPA Annual Congress	October 27-29, 2020	Orlando, FL https://www.nrpa.org/conference/

ATTACHMENTS:

Board Policy No. 4090 – Training, Education, Conferences, Association Memberships

LIVERMORE AREA RECREATION AND PARK DISTRICT

BOARD POLICY MANUAL

POLICY TITLE: Training, Education, Conferences, Association Memberships
POLICY NUMBER: 4090

1. Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. 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.
2. Members of the Board of Directors may hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training and as an opportunity to promote the goals and objectives of the District.
3. It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for registration, 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. (Public Resources Code 5786.29)
 - a. An amount to cover Board training, education and conference expenses, shall be designated for the Board each Fiscal Year in the District's annual budget.
 - b. Members of the Board shall not make any expenditures for training, education and/or conference expenses in excess of the amount designated in the Fiscal Year Budget.
 - c. Expenditure for training, education and/or conference expenses in excess of the budgeted amount may occur only if approved by majority action of the Board of Directors.
 - d. When away from the District while attending conferences, conventions, and meetings on official business, members of the Board shall receive per diem or reimbursement for actual expenses, as established by the Board of Directors in the District's Personnel Rules and Regulations. When reimbursement for expenses is made to a Director by another organization because of the Director's participation with that organization, the District will compensate the Director at the same rate as for a special meeting, for each day spent at the meeting or

activity, provided that the organization/activity is associated with the interests of the District.

- e. The General Manager is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the General Manager, together with validated receipts.
 - f. Directors are encouraged and expected to practice economy for expenditures related to training, education and conferences.
- 4. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.
 - 5. Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors are required to provide a brief report to other Board members and/or staff at a Regular Meeting of the Board of Directors.
 - 6. All Directors and any Board-designated employees are required to comply with the provisions of Assembly Bill 1234 and complete the required ethics training and receive a certificate of completion. New Directors must complete the training within the time frame required by AB 1234. The District must keep records for five years indicating when Directors completed the training and who provided the training. (Policy 4010)
 - 7. All Directors and any Board-designated employees are required to comply with the provisions of Assembly Bill 1661 and complete the required sexual harassment prevention training and education and receive a certificate of completion. New Directors must complete the training within the time frame required by AB 1661. The District must keep records for five years indicating when Directors completed the training and who provided the training. (Policy 4010)