

Livermore Area Recreation and Park District

Staff Report

TO: Chair Faltings and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: Linda VanBuskirk, Executive Assistant to the General Manager

DATE: January 12, 2022

SUBJECT: Director Attendance at 2022 Conferences

RECOMMENDATION: That the Board review and discuss their desire to attend the listed 2022 Trainings/Conferences:

CPRS Annual Conference & Expo March 8-11 Sacramento Convention Center	Online Link to more info	Prior to January 19, 2022: Member Rate: \$495 Non-Member Rate: \$675 Student Rate: \$100 After January 19, 2022: Member Rate: \$560 Non-Member Rate: \$730 Student Rate: \$130
CSDA Special District Leadership Academy April 3-6 Embassy Suites San Diego Bay San Diego (All 4 Modules) Module "Governance Foundations" Module "Setting Direction" Module "Board's Role in Finance" Module "Board's Role in HR"	Online Link to more info	Early Bird Registration on or before March 3, 2022: \$600 CSDA Member \$900 Non-member Regular Registration after March 3, 2022: \$675 CSDA Member \$1,010 Non-member
CSDA Special District Leadership Academy September 18-21 Embassy Suites Napa Valley Napa, CA (All 4 Modules)	Online Link to more info	Early Bird Registration on or before August 19, 2022: \$600 CSDA Member \$900 Non-member Regular Registration after August 19, 2022: \$675 CSDA Member

			\$1,010 Non-member
CA Trails & Greenways April 27-29 Modesto Doubletree Modesto, CA	Online Link to more info		No info released yet
CARPD Annual Conference May 18-May 21 Lake Tahoe Resort Hotel Lake Tahoe, CA	Online Link to more info		No info released yet
CSDA Legislative Days May 17-18	Online Link to more info		No info released yet
CSDA Annual Conference August 22-25 Palm Springs, CA	Online Link to more info		No Info Released yet

ATTACHMENT:

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)