

# Livermore Area Recreation and Park District

## Staff Report

TO: Chair Boswell and Board of Directors

FROM: Mathew Fuzie, General Manager

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

DATE: January 11, 2023

SUBJECT: Director Attendance at 2023 Conferences

**RECOMMENDATION:** That the Board review and discuss their desire to attend the listed 2023 Trainings/Conferences:

<p>CPRS Annual Conference &amp; Expo April 3-6, 2023 San Diego Convention Center</p> <p>Host Hotel – Manchester Grand Hyatt \$269/Night + \$25 Resort Fee .5 Miles from Convention Center</p> <p>Additional Hotels Available (.2 miles from event)</p>	<p>Online <a href="#">Link to more info</a></p>	<p>After October 27, 2022: Member Rate: \$515 Non-Member Rate: \$695 Student Rate: \$110</p> <p>After January 26, 2023: Member Rate: \$575 Non-Member Rate: \$745 Student Rate: \$140</p>
<p>CSDA Special District Leadership Academy February 26-March 1, 2023 Embassy Suites La Quinta Hotel &amp; Spa La Quinta (All 4 Modules)</p> <p>Module “Governance Foundations” Module “Setting Direction/Community Leadership” Module “Board’s Role in Human Resources” Module “Board’s Role in Finance and Fiscal Accountability”</p>	<p>Online <a href="#">Link to more info</a></p>	<p>Early Bird Registration on or before January 25, 2023: \$625 CSDA Member \$950 Non-member Regular Registration after January 25, 2023: \$675 CSDA Member \$1,010 Non-member</p>
<p>CSDA Special District Leadership Academy October 22 – October 25, 2023 Hyatt Regency Sonoma Wine Country</p>	<p>Online <a href="#">Link to more info</a></p>	<p>Early Bird Registration on or before September 22, 2023: \$625 CSDA Member \$950 Non-member Regular Registration after</p>

Santa Rosa, CA (All 4 Modules)		September 22, 2023: \$675 CSDA Member \$1,010 Non-member
CA Trails & Greenways March 28 – March 30, 2023 Renaissance Palm Springs Hotel Palm Springs, CA	Online <a href="#">Link to more info</a>	No info released yet
CARPD Annual Conference May 17- May 20, 2023 Tenaya Lodge Yosemite, CA	Online <a href="#">Link to more info</a>	No info released yet
SDRMA Spring Education Day March 21, 2023 Welcome Reception *March 22, 2023 Keynote & *Breakout Sessions Hilton Sacramento Arden West Sacramento, CA		Free to CSDA and SDRMA Members* *Additional fee to CSDA members if attending the Governance Foundations workshop
CSDA Legislative Days May 16 - May 17, 2023 Sheraton Grand Sacramento Hotel Sacramento, CA	Online <a href="#">Link to more info</a>	No info released yet
CSDA Annual Conference August 28 - August 31, 2023 Monterey, CA	Online <a href="#">Link to more info</a>	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)