



TITLE: **Board Continuing Education Policy**

MANUAL: Petaluma Health Care District Board Governance Policies

Board Approval Date: 9/15/21

Written By: R. Faith/J. Thornton

Committee Approval Date: 4-16-13

Review Dates: August 2021

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I. POLICY

It is the policy of the PHCD Board of Directors to encourage members of the Board of Directors to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation.

A. GUIDELINES

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.
 - a. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District. "Junkets" (a tour or journey for pleasure at public expense), will not be permitted.
2. Directors are encouraged to complete at least eight (8) hours of continuing education annually. The education hours can include seminars and workshops, as well as local or county-wide meetings that provide information or updates on issues that impact District operations. An example could be a Sonoma County Economic Forecast Conference or the North Bay Healthcare Conference.
 - a. Four of the eight education hours may be used to attend ACHD conferences.
3. If attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences incur an expense the Director plans to submit for reimbursement, the Director shall seek approval by the President of the Board of Directors or the CEO prior to incurring such cost.

- a. Refer to the Board Compensation and Reimbursement Policy for mileage reimbursement for approved education sessions outside Sonoma, Marin and Napa counties.
4. Participation in webinars produced by the Association of California Healthcare Districts (ACHD) are encouraged and incur no cost.
5. Presentations at board meetings can be planned to inform Directors on issues that impact District operation. Such educational presentations shall need to be identified as such and would incur no additional cost.
6. 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.
7. The director is responsible for keeping track and reporting participation in any seminars, workshops, conferences, etc. to the Board Clerk annually during the second quarter of the fiscal year using the Board Continued Education Form. In addition, they are encouraged to share their learnings with the board at a scheduled board meeting.