
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Training, Education and Conferences
POLICY NUMBER: 1090

1090.1 Members of the Board of Trustees are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Trustees attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

1090.1.1 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

1090.2 It is the policy of the District to encourage Board of Trustees development and excellence of performance by reimbursing actual expenses incurred for registration costs, 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. Cash advances or use of District credit cards for these purposes is not permitted.

1090.2.1 The District Manager is responsible for making arrangements for Trustees for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Trustees, or which are billed to the District by Trustees, shall be submitted to the Office Manager or District Manager, together with validated receipts in accordance with State law.

1090.2.2 Attendance by Trustees of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Trustees prior to incurring any reimbursable costs.

1090.2.3 Expenses to the District for Board of Trustees' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the Office Manager or District Manager and by:

1090.2.3.1 Using hotels recommended by the event sponsor in order to obtain discounted rates.

1090.2.3.2 Trustees traveling together whenever feasible and economically beneficial.

1090.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

1090.3 A Trustee shall not attend a conference or training event for which there is an expense to the District if it occurs after the District has announced his/her pending resignation, or if it occurs after a consideration of reappointment in which it has been determined that the Trustee will not retain his/her seat on the Board of Trustees. A Trustee shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

1090.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by

the District, Trustees will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board of Trustees. 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 Trustees and staff.