

# TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

**PI NUMBER ~~132.3211~~**

(Replaced PI 113.1)

**Formerly 132.3**

**Effective: September 6, 1995**

**Revised: June 22, 2006**

**August 25, 2011**

**SUBJECT: Recurrent Ethics Training, Other Training, Education and Conference Attendance**

**POLICY:**

1. Members of the Board of Directors 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 Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District. "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

**Recurrent Ethics Training**

2. All District Directors shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the Board of Directors, and at least once every two years thereafter, pursuant to government Code Sections 53234 through 53235.2.
  - a. This policy shall also apply to all staff members that the Board of Directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act as detailed in attachment A to this Policy Instruction.
  - b. All ethics training shall be provided by entities who have consulted with the California Attorney General and the Fair Political Practices Commission.
  - c. Directors shall obtain proof of participation after completing the ethics training. District staff shall maintain records indicating both the dates that Directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after Directors receive the training, and are public records subject to disclosure under the California Public Records Act.
  - d. District staff shall provide the Board of Directors with information on available training that meets the ethics training requirements of this policy at least once every year.
  - e. Ethics training may consist of either a training course or an approved set of self-study materials with tests, and may be taken at home, in person or online.
  - f. Any District Director that serves on the board of another agency is only required to take the training once every two years.
3. It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, 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 isare not permitted. All reimbursement of actual and necessary expenses shall be pursuant to Policy Instruction 132.2.

4. Attendance by Directors at seminars, workshops, courses, professional organization meetings and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.
5. The District's Administrative Secretary may assist with arrangements for Directors for conference and registration expenses, travel and lodging whenever possible. All expenses, for which reimbursement is requested by Directors, shall be submitted to the ~~Controller~~Director of Finance and Administration, together with the validated receipts.
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 resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.
7. Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the event that will be of benefit to the District. Materials from the event may be delivered to the District office to be included in the District library for future use of the other Directors and staff.

**Steve Swigard, President**

POLICY INSTRUCTION 132.3  
Attachment A

**Subject: Recurrent Ethics Training, Other Training, Education and Conference Attendance**

As stated in Policy Instruction 132.3, the Board of Directors may designate that certain staff members are subject to the Recurrent Ethics Training mandated by Government Code Sections 53234 through 53235.2.

The Board has determined that staff members who are required to complete a Fair Political Practices Commission Form 700 – “Statement of Economic Interests,” in accordance with Policy Instruction 130.2 “Conflict of Interest Code,” will also be subject to the Recurrent Ethics Training mandated by Government Code Sections 53234 through 53235.2.