



Oregon Juvenile Department Directors' Association
Representing Oregon's County Juvenile Departments

TRAINING COMMITTEE POLICY

The Training Committee has been established to promote the development, delivery and revision of training and educational opportunities for association members and other organizations throughout Oregon that are deemed necessary and appropriate by the board to advance skill development in Juvenile Justice Services. As such, OJDDA Board of Directors should promote attendance and utilization of OJDDA Training.

Training Faculty receive no additional compensation for serving. The Counties that allow their employees to be OJDDA training faculty support the association by giving of their staff's time, leave from the office and the expense that is involved. The OJDDA membership agree that membership to the training faculty is a mark of distinction and leadership in the field and adds value to an individual's career. The training faculty are reimbursed by OJDDA for lodging and meal expenses connected with trainings.

Responsibility for the Annual OJDDA Conference is moved each year to one of the OJDDA designated regions. The Regional Representative of the assigned region is responsible to convene a conference committee with a designated chair. Members of the Training Committee may participate on the conference committee but planning the annual conference is not the responsibility of the Training Committee.

The committee is chaired by a member of OJDDA who serves as a member of the Board of Directors.

Committee Membership

• *Committee Chair*

- ❖ Provide leadership, facilitate communication and discussion during meetings, serve as spoke person to the board, facilitate meetings according to the agenda, ensures that the committee is achieving its goals and objectives, reviews new and/or updated curriculum and provides updates at monthly and/or quarterly board meetings.
- ❖ Acts as the liaison between the committee and the Board of Directors. Ensures the committee operates within the expectations and direction of the Board and facilitates communication on training accomplishments and needs to the Board
- ❖ Reviews the OJDDA Training Budget line item with the committee membership and faculty, as well as report back to the Board of Directors on training expenditures and revenue.

• *Training Faculty*

- ❖ Each committee member is expected to express ideas and provide input; actively participate in meetings, contribute to the discussions, brainstorm and share innovative ideas; review materials and provide input for improvement; work as a collaborative team in planning training sessions and designating trainers; establish an evaluation process for training curriculum and faculty to be completed at the conclusion of each skills training and reviewed at quarterly meetings.
- ❖ Each committee member is expected to be prepared for assigned trainings and presentations; to keep abreast of the material that they are responsible for, including knowledge of new research, industry trends and best/evidence-based practices.

- ❖ Committee members are expected to communicate with the training team in a timely manner; because training faculty are represented state-wide, this may include much correspondence via email. Thus timely, efficient and collaborative correspondence is essential.
- ❖ Each committee member will provide quality and professional training in accordance with training curriculum.
- ❖ Committee members represent not only their individual agencies but also the Juvenile Directors Association while providing trainings or attending events on behalf of OJDDA.
- ❖ Committee members are expected to represent OJDDA with integrity, credibility and professionalism at all times. Committee members are expected to report any inappropriate activity of attendees, training faculty or committee members that occurs while representing OJDDA at training locations and/or meetings.
- ❖ The committee will meet at a minimum on a quarterly basis.

Staff Support

The Association Management Staff will provide the committee with support in the manner and at the direction of the OJDDA Board and of the Committee Chair. Support consists of, but is not limited to, send out meeting reminders; develop agendas; create, disseminate and maintain meeting minutes; set up conference calls; locate training sites; make up training flyers; post trainings and other information on the association's website; coordinate printing of training materials. Committee members will not direct the work of the Management Staff without the task first being approved by the Committee Chair.

Committee Function

- Contribute knowledge and expertise in development and revision of a comprehensive curriculum and supporting resources consistent with best practices and evidence based principles. Receive approval on all training curriculum from the board.
- Recruit, interview and select training faculty by establishing eligibility and criteria for trainers and ensuring training faculty reflects diversity as to gender, race and ethnicity and adequately represents diverse regions of the state.
- Training faculty will not be added without the approval of the County Director within which the individual works who is being considered.
- Identify Oregon Juvenile Justice Training needs to increase Oregon expertise in service delivery, evidenced based programs and practices, and in keeping up with the best practices in our field.
- Provide proposals for training, training of trainers and implementation of best practices to keep Oregon evolving in the most current research and models to achieve our desired outcomes.
- Plan annual OJDDA training calendar. The committee will plan to offer each OJDDA training at a minimum of once a calendar year. Some training may be offered twice a year if attendance/need is determined to be sufficient and cost effective. Trainings that are cancelled due to low attendance will not be offered again until the annual corresponding timeframe (approx. 12 months later) as a way to be most efficient with trainer time constraints and maintaining a consistent training calendar.
- Additions to the planned annual training calendar must be approved by the board via the Committee Chair.
- Update training information and materials on association's website.

Budgeting

- Training has its own line item in the OJDDA budget. The expectation is that revenues from trainings will, at a minimum, cover all cost of providing trainings (location, snacks, per diem, motel, mileage, material, etc.).
- There will be a seven (7) day deadline for at least 10 attendees registered for a training or it will be cancelled, unless otherwise approved by the board.
- A cancellation fee of \$25 will be assessed for any cancellation made less than 10 days before the training start date.

- Snack and beverages for trainings is limited to no more than \$50 per day.
- Training faculty will attempt, whenever possible, to host training where the venue and/or coffee/water service is complimentary.
- Training faculty are to submit a per diem and mileage requests per the requirement of the OJDDA Expense Reimbursement Procedure Policy when conducting trainings.
- Current training faculty that attend the Annual OJDDA Conference will have the registration fee waived for the Conference. Individual counties will be responsible for all other costs associated with the conference that are not included in registration.
- Training faculty that are providing a training session at the Annual OJDDA Conference will have lodging costs covered for the appropriate night(s), based on the day and time of the session as recommended by the Conference Committee and approved by the Board.
- The OJDDA Board July 1 – June 30 fiscal year budget will include, as funds permit, \$500 for professional development. Funds may be used to enhance skills, presentations, etc. of current or new training areas that are provided by the faculty trainer's written request using the Request for Funding Form will be submitted for the consideration of the Board of Directors through the Committee Chair when funds are being requested.
- Training Committee members may request consideration by the Board of approval for events, trainings or developmental opportunities that would exceed the professional development budgeted amount. Any such requests must be made using the Request for Funding Form submitted to the Board through the Training Committee Chair.
- By May 1st of each year the previous year's training revenue and expenditures will be reviewed by the treasurer to determine if adjustments need to be made to the OJDDA Training budget. This includes cost of training faculty's per diem, motel and mileage reimbursement; snacks provided and registration fees.
- All revenue and expenses will be reviewed and approved by the board.