

Centerville Township Policy for Continuing Education of
Appointed Board and Commission Members

1. All newly appointed members will complete a course in the duties and expectations of their respective appointed role.
 1. The course may be an online or an on-site course.
 2. The course needs to be completed within 3 months of the member's appointment.
 3. The course needs prior approval by either the commission chair or the township supervisor.
2. Members who have served in a continuing capacity shall complete a refresher course, or redo a basic course in the duties and expectations of their respective appointed roles every four years.
 1. The course may be an online or an on-site course.
 2. The course needs to be completed during the 4th year of the member's appointment.
 3. The course needs prior approval by either the commission chair or the township supervisor.
3. Planning Commission members will complete at least 6 hours of continuing education each calendar year and provide documentation of this activity to the commission chair.
 1. Continuing education can be in the form of attending workshops, completing online education modules, and reading books or articles. Other forms will be considered on an individual basis by the planning commission chair.
 2. Topics and formats do not require prior approval if the material would be generally recognized as relevant to planning commission activities. If a member is not sure about relevancy, check with the planning commission chair.
 3. Time spent during online modules and or in-session at workshops will constitute the hours credited. 20 pages of reading material will constitute 1 hour of education time.
 4. Educational activity provided during the course of a planning commission meeting can count toward the 6 hours, but no more than 2 hours a year.
 5. Prior approval of workshop or online fees of \$100.00 or less is not required. Fees of more than \$100.00 require approval of the planning commission chair.
 6. Each member will annually provide to the planning commission chair documentation of their continuing education no later than the second week of January each year.
 - A) Documentation should include:
 - a) title of activity
 - b) date(s) of participation
 - c) hours to be credited (if this is written material, number of pages accounting for hours credited)
 - d) corroborating material such as registration acknowledgment, completion certificate, or a copy of title page of an article.
 - B) The planning commission chair will provide this documentation to the supervisor in late January.
 7. Any concerns the planning commission chair or the supervisor has about a member's continuing education record will be discussed with the member individually and privately.
 8. Continuing education will be one of the topics addressed during the supervisor's annual meeting with the planning commission at the commission's regular February meeting.
4. Board of Review members will annually complete a course on their duties and the current changes in the law and the State Tax Commission advisories prior to the March Board of Review.

5. Stipends for continuing education will be provided to all board and commission members.
 1. For the planning commission this stipend will be incorporated into calculating the per diem they receive for each meeting.
 - A) If the educational activity requires travel to and attending a workshop, the planning commissioner will be paid the meeting per diem and travel expenses as described in #3 and #4 below.
 2. For other board members the stipend will be as follows:
 - A) On-line or reading activities the stipend will be based on hours used for the activity reimbursed at an hourly rate set by the board of trustees.
 - B) Workshops will be reimbursed at the half-day per diem rate for up to 4 hours in session and a full day for more than 4 hours in session.
 3. Mileage for all travel will be paid at the rate set for by the board of trustees.
 4. Overnight hotel and meal reimbursement will be at the rate set for the board of trustees.

Schwantes moves to adopt the Centerville Township Policy for Continuing Education of Appointed Board and Commission Members.

Seconded by: Wurm

Vote: Schwantes Y Wurm Y Pleva Y Hubbell _____ Schaub _____

Date: 7-10-2019