

Policy Number: 1105
Policy Title: Orientation and Training of
CSB Board Members
Date Adopted: March 26, 2025

Purpose

To ensure that all CSB Board members are provided with sufficient training to enable them to exercise their authority and carry out their responsibilities.

Policy

It is the policy of the CSB Board that all CSB Board members participate in an ongoing training program. This program will consist of the following components.

- A. **Orientation for New CSB Board Members** – This will be conducted by the CSB Board Chairman and Executive Director within 60 days of appointment. In addition, each CSB Board member is expected to be familiar with the CSB Board Member’s Handbook.
- B. **Mentorship** – The Chair will assign a CSB Board member to serve as a mentor for each new CSB Board member.
- C. **Training Sessions** – Training will consist of presentations and discussion of specific programs, of trends in service delivery or client needs, or of procedures related to management and planning. New CSB Board members are required to complete the mandatory training sessions within 90 days of appointment. Additionally, continuing CSB Board members are expected to complete the mandatory annual training requirements between July 1 and September 30. If the Board Member has completed the mandatory annual training during the same calendar year prior to the above dates the annual training requirement will be considered to have been met. The Clerk to the CSB Board will provide CSB Board members with instructions for accessing the online training. The Clerk will advise the CSB Board Chair if any Board member has not completed the training as expected.

Required Initial Training for New Members:

- 1. Freedom of Information Act (FOIA): This training may be completed either online, or via instructor-led training by the County Attorney’s office.
- 2. Health Insurance Portability and Accountability Act (HIPPA): Online training hosted on Fairfax County Government’s online learning site EmployeeU.
- 3. Human Rights: Online training hosted on Fairfax County Government’s online learning site EmployeeU.
- 4. Ethics and Corporate Compliance Training: A review of effective compliance requirements and ethics elements which will be reviewed online or through an instructor-led training.

Required Annual Training for All Members:

- A. Freedom of Information Act (FOIA): This training may be completed either online, or via instructor-led training by the County Attorney’s office.
- B. Ethics and Corporate Compliance Training: A review of effective compliance requirements and ethics elements which will be reviewed online or through an instructor-led training.
- D. **Program Visitations** – All CSB Board members are encouraged to participate in the CSB Board visits to as many of the directly operated and contractual programs as possible. CSB staff will organize at least two group visits to selected programs annually.
- E. **Conferences and Seminars** – All CSB Board members are encouraged to attend conferences and seminars directly related to the work of the CSB Board. Members are eligible to be reimbursed for their expenses within the limitations of available funding.
- F. **Professional Literature** – CSB Board members should review excerpts from professional literature provided to them by the Executive Director.
- G. **CSB Board Policies** - CSB Board members must be familiar with the CSB Board policies, which can be found on the CSB Board webpage at <https://www.fairfaxcounty.gov/community-services-board/board/policies>

It is the responsibility of the Executive Committee to periodically review the training requirements of the CSB Board. It is the responsibility of the Executive Director to assist with requests from the CSB Board for training. It is the responsibility of the Clerk to the CSB Board to maintain the CSB Board Member’s Handbook, to make arrangements for training sessions, to provide CSB Board members with instructions for accessing the training, and to track the training completed by each CSB Board member.

Signed by:

 Approved _____
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CSB Board Secretary

March 26, 2025

Date

Policy Adopted	June 1980
Policy Readopted	June 1987
Policy Readopted	May 1989
Revision Adopted	December 22, 1993
Policy Readopted	April 23, 1997
Revision Adopted	March 29, 2000
Revision Adopted	September 24, 2003
Revision Adopted	April 25, 2007
Revision Adopted	February 18, 2009
Policy Readopted	March 25, 2009

Policy Readopted
Revision Adopted
Revision Adopted

November 20, 2013
July 24, 2019
March 26, 2025