Executive Training Committee Policy

Effective Date: 7/1994
Revision Date: 4/16/08

Policy
It is the policy of the Department of Behavioral Health (DBH) to establish, implement, and maintain an Executive Training Committee that meets on a consistent basis, involving a variety of Department representatives.

Purpose
To ensure a process for the selection of training options and plans for DBH employees, contracted employees and volunteers; and to ensure content and material provided in trainings is consistent with DBH requirements and goals.

Requirements
The Executive Training Committee is required to perform the following:
- Meet monthly to discuss and review past and future trainings, and any other education and training matters
- Conduct a survey, at least once a year, to assess the training needs of Department personnel
- Analyze results of the survey and prioritize training plans accordingly
- Evaluate each training and make recommendations for modifications and future trainings
- Plan and monitor the implementation of the Mental Health Services Act (MHSA) Workforce Education and Training (WET) Plan

Committee Membership
The Committee will be chaired by the WET Administrative Manager and will consist of representatives from the following areas:
- Adult Services
- Alcohol and Drug Services
- Children's Services
- Clerical
- Medical Services
- Mental Health Internship Program (Supervisor for Psychology, Marriage and Family Therapists, and Social Work)
- Occupational Therapy
- Office of Consumer and Family Affairs
- Office of Compliance
- Office of Cultural Competency and Ethnic Services
- Office of Program Planning and Development
- Workforce Education and Training Unit

Continued on next page
Executive Training Committee Policy, Continued

Appointment to the Committee

All Committee membership appointments shall be assigned by the respective Program Manager, at which time participation in Committee meetings becomes mandatory.

Removal from Committee Appointment

If a candidate is unable to fulfill the obligation of the appointment, or removal from appointment is required for any other reason, the Program Manager must select a replacement and notify the new appointee and the Chairperson.