

**County of San Bernardino  
Department of Behavioral Health**

## **Executive Training Committee Policy**

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

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**Allan Rawland, Director**

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**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.

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**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.

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**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

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**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

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**Executive Training Committee Policy, Continued**

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<b>Appointment to the Committee</b>	All Committee membership appointments shall be assigned by the respective Program Manager, at which time participation in Committee meetings becomes mandatory.
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<b>Removal from Committee Appointment</b>	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.
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