


CHAPTER Administrative	CHAPTER 01	SECTION 001	SUBJECT 50
SECTION Governance/Leadership		DESCRIPTION Per Diem for Board Members	
WRITTEN BY Dr. Robert M. Sprague, CEO	REVISED BY Michelle Gould-Rice, LMSW QI Supervisor		AUTHORIZED BY  Lauren Emmons, ACSW CEO

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health Services Board (LCCMHSB) members are entitled to receive a per diem reimbursement for authorized participation in Board-related activities.

STANDARDS:

- A. The Board per diem rate will be established by the Lapeer County Board of Commissioners.

PROCEDURES:

- A. When Board members have earned per diem, they will receive two checks. One check will include Board per diem exclusively and the other check will include reimbursement for travel, food, motel, conference registration, etc.

1. This division will be reflected in the monthly financial report.

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2. The per diem will be paid for a meeting where a quorum is present and a written record of the meeting is kept on file or by motion of the Board of Commissioners if the interest of the county was still served.
 3. Mileage may be submitted if no quorum is present and the meeting is canceled.
- B. Pursuant to Motion #148-09 of the May 7, 2009, Regular Board Meeting of the Lapeer County Board of Commissioners, the per diem portion of the salary of the Board of Commissioners policies and procedures was amended.
1. LCCMHSB per diem rate is \$35.00 for up to 3 hours.
 2. For over 3 hours or if the meeting is held outside of the County, the per diem rate is \$70.00.
 3. The Board Member will receive only one per diem per day, which is set by the Community Mental Health Code (33.1224), plus mileage reimbursement.
- C. Pursuant to Motion #453-02 of the October 3, 2002, Regular Board Meeting of the Lapeer County Board of Commissioners, a Commissioner cannot receive per diem for any appointment that is made by the Board of Commissioners or Chairman.

REFERENCES/EXHIBITS:

Exhibit A: Lapeer County Per Diem Rates and Mileage Reimbursement for Elected/Appointed Boards and Committees Policy

Lapeer County Board of Commissioners' Meeting Minutes

Michigan Mental Health Code.

mgr

This Policy supersedes
#07/04032 dated 07/28/2004.

**COUNTY OF LAPEER
PERSONNEL AND OPERATIONS POLICY MANUAL**

 Policy Subject: **Per Diem Rates and Mileage Reimbursement for Elected/Appointed Boards and Committees**
 Authorized by Board of Commissioners: Motion #: 780-00 Date: 11-30-2000
 Amended: Motion #: 148-09 Date: 05-07-2009

STATEMENT OF POLICY:

This policy shall establish the per diem rates and authorize mileage reimbursement for Elected Officials and/or individuals appointed by the Board of Commissioners to serve on various Boards and Committees established by the County or relevant state law.

PROCEDURE:

1. Per diem rates are authorized for the following Board and Committees from the designated funding source:

a.	Board of Canvassers	(General Fund)
b.	Collaborative Planning Commission	(General Fund)
c.	Jury Board	(General Fund)
d.	Plat Board	(General Fund)
e.	Veterans Affairs Committee	(General Fund)
f.	Boundary Commission	(General Fund)
g.	Health Board	(Public Health)
h.	Road Commission	(Road Funds)
i.	Social Services Board (DHS)	(General Fund Appropriation)
j.	VAAA Executive Board and Advisory	(Senior Millage)
k.	Community Mental Health Board	(CMH Fund)
l.	911 Authority Board	(911 Funds)

2. Per diems, if authorized by the Board of Commissioners, shall be paid at the following rate(s):
 - a. If a member attends one meeting per day, the per diem rate shall be \$35.00/meeting;
 - b. If a meeting is over 3 hours or out-of-county, the per diem rate shall be \$70.00/meeting;
 - c. The maximum per diem per day shall not exceed \$140.00.

3. The per diem shall be paid for a meeting wherein a quorum is present and a written record of the meeting is kept on file or by motion of the Board of Commissioners if the interest of the County was still served. Mileage may be submitted if no quorum is present and the meeting is canceled.

Per Diem Rates & Mileage Reimbursement for Elected/Appointed Boards and Committees

4. Pursuant to Motions #31-06 and #33-06 of the January 19, 2006 Regular Board Meeting of the Lapeer County Board of Commissioners, all reimbursement of mileage and other expenses shall be submitted no later than thirty (30) days after the end of the month in which they were incurred, and any reimbursement of mileage and other expenses received by the Accounts Payable Department after the thirty (30) day deadline shall not be reimbursed. No exceptions without motion of the Board of Commissioners.

Exceptions to the above procedures shall include:

- A. Community Mental Health Board per diem rate shall be \$35.00 for up to 3 hours, \$70.00 over 3 hours or if the meeting is held outside of the County and the Board Member shall receive only one per diem per day which is set by the Community Mental Health Code (33.1224), plus mileage reimbursement.
- B. Department of Senior Activities Board Members shall receive mileage only at the County rate. VAAA Board and Advisory members shall receive a flat rate of \$35.00 per meeting which shall be paid from the Senior Millage Funds and the mileage shall be reimbursed by VAAA.
- C. When members of a citizen board or commission attend conferences, seminars, association meetings, or other activities and the expenses are paid by the County funded Department (i.e. registration, lodging, food, etc.), members shall not be entitled to receive a per diem.
- D. Lapeer County Road Commissioners cannot collect per diems for any Regular Meeting or for any other meeting held in addition to regularly-scheduled board meetings scheduled on the same date. (i.e. Finance Committee, Special Board Meetings). (Paid from the Road Commission Fund)
- E. Members of the Boundary Commission shall receive a per diem of \$50 per day, regardless of the length of the meeting, plus mileage reimbursement, based on past practice and noting that ALL Boundary Commission Meetings are held in Lansing. (Paid from the General Fund).
- F. Mileage reimbursement may be collected by the Lapeer County Board of Commissioners for attendance to various Boards, Committees, Authorities, Councils, pursuant to the annual appointments made by the Chairman of the Board.

Pursuant to Motion #196-02 of the May 2, 2002 Regular Board Meeting of the Lapeer County Board of Commissioners, the per diem portion of the salary of the Board of Commissioners policies and procedures was stricken, and a new base salary was to be established. Then pursuant to Motion #453-02 of the October 3, 2002 Regular Board Meeting of the Lapeer County Board of Commissioners, the base salary was established, with the annual cost of living increase to be the same as that given to the non-union employees. Therefore, members cannot receive per diem from County funds for any appointment that is made by the Board of Commissioners or Chairman.

Per Diem Rates & Mileage Reimbursement for Elected/Appointed Boards and Committees

5. Mileage reimbursement may be collected by members of Boards and Committees as specified in Section 1 above, but will not be paid if a per diem is collected for a meeting held **in-county** unless statutorily required. Unless the State requires otherwise, the rate paid will be set by the Board of Commissioners.
6. If a per diem and/or mileage reimbursement is submitted to the County of Lapeer that is not addressed in this policy, a written request **MUST** be submitted for consideration at a Committee of the Whole meeting.