Chapter Title	Chapter #		Subject #
Fiscal	F		231
Subject Title **Board Member Per Diems**	Adopted 3/31/03	Last Revised 4/29/19	Reviewed 6/23/03; 4/28/08; 4/27/09; 4/26/10; 6/27/11;2/25/13; 2/24/14;3/23/15; 3/28/16; 3/27/17; 3/26/18; 4/29/19; 5/26/20

POLICY

Application

This policy shall apply to The Right Door for Hope, Recovery and Wellness Authority Board Members.

1.0 Intent

It is the intent of this policy to define guidelines for per-diem compensation to The Right Door for Hope, Recovery and Wellness Authority Board Members. The amount of per diem shall be set by The Right Door for Hope, Recovery and Wellness, but shall not exceed the per diem rate paid to the Ionia County Board of Commissioners.

2.0 Per Diem Rate(s)

Authority members are eligible to receive per diems for attendance at Authority Board meetings and all Committee meetings to which they are appointed or for meetings where their presence is requested by the Authority Board Chairperson.

2.1 Half-Day Per Diem
A half-day per diem of $40.00 shall be paid for attendance at qualified meeting or training of less than four hours.

2.2 Full Day Per Diem
A full day per diem of $50 shall be paid for attendance of qualified meeting or training of four hours or more in a single day or for two separate meetings or trainings in one day.

2.3 Retreats
A per-diem of $75 shall be paid each day for a scheduled Retreat.

2.4 Travel Time
Travel time shall be included in determining the per diem.

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2.5 Attendance at conferences or trainings related to the operation of The Right Door for Hope, Recovery and Wellness, such as the Michigan Association of Community Mental Health Board's conferences shall be paid a full day per diem.

2.6 Individual Authority Board members who meet with the CEO at the request of the CEO for The Right Door for Hope, Recovery and Wellness business are eligible for per diem compensation.

3.0 Mileage Reimbursement and Related Expenses

The Right Door for Hope, Recovery and Wellness shall compensate Authority Board members for business mileage at a rate as set forth in the Authority Board Bylaws, which shall be established at the currently published IRS standard mileage rate.

3.1 Meals, parking, and other necessary expenses shall be reimbursable, if they are prudent expenditures, and approved by the Authority Board Chairperson.

4.0 Authorization

Per-diem vouchers shall be made available so that Authority Board members may submit them for authorization at the regularly scheduled monthly Authority meetings.

4.1 The Authority Board Chairperson, or presiding officer in the absence of the Chairperson, shall review all vouchers submitted and authorize for payment.

4.2 The Authority Board Vice-Chairperson is responsible for authorizing the voucher of the presiding officer at the Authority Board meeting.

Melissa McKinstry, Board Chairperson	Date		