

Petaluma
HEALTH CARE
DISTRICT

POLICY# 12
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TITLE: Board Compensation and Reimbursement Policy

MANUAL: Petaluma Health Care District Board Governance Policies

Board Approval Date: August 21, 2018 **Written By:** R. Faith
Meeting Review Dates:

I. PURPOSE / EXPECTED OUTCOME(S)

The purpose of this policy is to outline Director's compensation while serving a term(s) on the Petaluma Health Care District Board. This policy aligns with ACHD recommendations and the AB2329 – Special District Board of Directors Compensation.

II. POLICY

A. Petaluma Health Care District Board of Directors will provide compensation to its Directors for district work as follows:

- \$100 per meeting for no more than 3 meetings in a calendar month.
- Meetings eligible for director compensation are regular and special board meetings, finance committee meeting, and certain advisory board committee meetings approved by the board. Such meetings require agendas, meeting minutes, report out at a following board meeting, CEO attendance and board approval.
- Increase in the amount of compensation for meetings can be no more than 5% per year and requires board approval.
- Reimbursement will be made of actual necessary travel and incidental expenses incurred for attending conferences in performance of an official duty as assigned by Board President (ie. conference fees, meals, hotel, and travel) by filing a Board of Directors Reimbursement Form (appended). Costs are to be reasonable and mileage will be reimbursed at the current rate as defined by Internal Revenue Service Guidelines.

- Directors will be offered on a rotational basis tickets to attend community functions and fund raising events that require Director presence as a District ambassador. Board of Directors will determine which functions fall into this category. The value of these functions will not exceed \$440/year per Director.
- B. Refer to attached addendum for historical information and past practices.
- C. This Board Compensation Policy is in place until a future board approves a new policy.

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POLICY # 13
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TITLE: **Employee Expense Authorization Policy**

MANUAL: Petaluma Health Care District's Policies & Procedures

Effective Date: September 26, 2018

Approved by: Ramona Faith
CEO

I. PURPOSE

To provide guidelines for employees to purchase items for departmental use and to establish accountability for expenditures.

II. POLICY

A. Expense Authorization Guidelines consists of:

1. Employees will order supplies on an as needed basis using the list of approved items located in the supply area.
2. Office supplies over \$250.00 will be approved by Department managers.
3. All orders shall be in conformance with the approved District budget.
4. Any commitment of District funds for a purchase or expense not approved in the operational budget shall first be submitted to the CEO for approval.

B. Petty Cash:

1. A District "petty cash" fund shall be maintained in the District office having a balance-on-hand maximum of \$200.00.
2. Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the

purpose of procuring an item or service appropriately relating to District business.

3. The maximum petty cash advance shall be \$50.00.
4. No personal checks shall be cashed in the petty cash fund.
5. The petty cash fund shall be included in the District's annual independent accounting audit.

C. Employee Reimbursement:

1. Employees that incur "out-of-pocket" expenses for items or services appropriately relating to District business as verified by valid receipts, shall be reimbursed upon request from the District's petty cash fund or by warrant request if needed.
2. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the Controller.

D. Credit Cards:

1. Those employees approved for use of a District's credit card are allowed to use for budgeted items (gas, bridge tolls).
2. All items other than gas or operational expenses must be approved by departmental manager prior to purchase.

Reviewed/Approved by:	Date Reviewed/Approved:
HR Committee	9-26-18