



POLICY TITLE: Memberships in Organizations, Training, Education, Conferences, and Reimbursement Procedure

POLICY NUMBER: BOD-13

DRAFT DATE: 07/23/2019

BOARD APPROVAL DATE: 07/23/2019 Revised

Ref: *Resolution No. 11-01 03/22/2011

POLICY: Memberships in Organizations, Training, Community Events, Conferences; Reimbursement Procedure

Policy #BOD-13: It is the policy of the Desert Healthcare District (“District”) Board of Directors to encourage members of the Board of Directors to attend educational conferences, professional meetings, trainings and community events when the purpose of such activities is to improve District operation. Directors and Staff shall be mindful that public funds are being spent and that only a reasonable and necessary level of expense is warranted.

Participation of its elected officials in community events will expand the District's visibility in the community and increasing the access of District residents to their elected officials. In turn, this will lead to a broader understanding of the District's mission and to improve community ties.

GUIDELINES:

1. On March 22, 2011 (Resolution No. 11-01) the Desert Healthcare District Board of Directors has determined that it will serve the best interests of the District to maintain membership in the following affiliated national, state and local organizations. Further, expenses incurred in attending meetings and conferences of the following organizations and functions are hereby designated as reimbursable:
 - 1.1 Meetings of organizations in which the District is a member (e.g. Association of California Health Care Districts, California Special Districts Association).
 - 1.2 Meetings directly related to the conduct of District business. Included in this category are groundbreaking and special events sponsored by healthcare organizations, both governmental and non-profit, receiving financial support from the District.



- 1.3 Meetings of non-political community groups that extend a specific invitation to attend and at which the Board member actively participates in the program.
- 1.4 Attendance at symposia and conventions, the primary purpose of which is to discuss or demonstrate health care issues or matters relating to special districts.
- 1.5 Attendance at educational conference workshops which include curricula concerning district hospitals, special districts, or board administration.
- 1.6 Attendance at other meetings which the Board of Directors specifically approves at a regular meeting of the Board, and which the Board determines as an occasion that constitutes the performance of official duties.
- 1.7 Personally owned vehicles used in the conduct of District business must be insured for property and liability damage in an amount not less than the minimum limits required by the California Financial Responsibility Act.

2. Each Director and Staff shall be entitled to payment and/or reimbursement for all actual and necessary expenses incurred in the performance of official duties including expenses incurred relating to travel, meals, lodging, and other actual and necessary expenses incurred for attendance at meetings and conferences of organizations listed. Lodging expenses may not exceed the maximum group rate published by the conference or activity sponsor. Requests for Reimbursement must be submitted on a District approved Expense Form and shall include receipts documenting each expense. Director's and Staff's expenses shall be reported on a quarterly basis.

2.1 All receipts shall include the detail of the expense (i.e. itemized restaurant slips shall accompany credit card receipts).

2.2 The purpose of the meeting and individuals entertained shall be included on the receipts.

2.3 The District does not reimburse for alcohol.

2.4 Mileage reimbursement with use of personal vehicle. Staff – the District office is considered the starting point for reimbursement. In some cases, the employee's home may be considered. Directors – will typically use their District home or other reasonable starting point.

Example: Director resides in Indio but employed in Palm Desert. A meeting is in Palm Springs at the District office. The Director's office in Palm Desert would be the starting point for mileage.

2.5 Rideshare is an acceptable transportation expense.

2.6 BOD #18 – Ticket Distribution Policy should be referred to for reimbursable events.

3. Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors and Staff will either prepare a written report for distribution to the Board or make a verbal report during the next regular meeting of the Board. Such report(s) shall be specified as an agenda item for that board meeting. The



report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office for the future use of other Directors and staff.