

Alpena County
2021
Board of Commissioners Per Diem Policy

This Policy addresses the compensation of members of the Board of Commissioners for their attendance at Board and committee meetings as well as other scheduled meetings of committees, boards, authorities or other groups to which the member has been appointed as a representative of the Alpena County Board of Commissioners. It is recognized that this policy may not compensate Board Members for many activities that command their attention as an elected County Commissioner. It is intended, however, to clarify those activities that are compensable on a per diem basis.

Meeting

A meeting is defined as any meeting of a Board, Committee, Authority or other group to which a Commissioner is appointed as a representative of the Alpena County Board of Commissioners. In so much as County Commissioners receive a yearly salary, it is recognized that this policy may not compensate Board Members for many activities that command their attention as an elected County Commissioner. It is intended, however, to clarify those activities that are compensable on a per diem basis.

Budgeted Meeting

A “Budgeted Meeting” is defined as a meeting of a Board, Committee, Authority or other group to which a Commissioner is appointed as a representative of the Alpena County Board of Commissioners and is eligible for pre-approved per diem and mileage compensation as out-lined in “Budgeted Per Diem Meetings” within this policy.

Special Assignments

The County Board may elect or the Board Chair may designate other assignments in advance or during the course of the year for which the Board Member will be eligible for per diem under this policy. Relative to the Per Diem Policy, per diem eligibility shall be reflected in the motion for in a vote by the County Board or in the designation decree of the Chair.

Alternates

A duly appointed alternate will be eligible for per diem should the appointed member(s) not be present at the meeting. From time to time, neither Appointee nor Alternate may make a “Budgeted Meeting”; the Appointee, Alternate or County Chairman may request an at-large county commissioner to attend said meeting. Under these circumstances an at-large commissioner would be eligible for per diem and mileage.

Commissioners Liaison Report

In order to receive per diem under this policy a Commissioner must complete a Commissioner Liaison Report and submit to the Board Secretary or designated staff within **15 days** of the meeting. All per diems must be submitted by December 31 of the year they occurred in.

Realizing, from time to time, extenuating circumstances do arise, a commissioner may submit a late report within **30 days** to the Finance Committee for approval. Any report not submitted within the aforementioned time frame or circumstances shall **Not** eligible for per diem or mileage unless discussed and approved by a **2/3 majority** of Alpena County Board of Commissioners at a regularly scheduled public meeting.

Mileage within Alpena County - Budgeted Meeting

Mileage for travel to a “Budgeted Meeting” within Alpena County shall equal the County Employee’s Mileage level. Mileage shall be computed to and from a commissioner’s home/work (normal beginning and ending location). Mileage for “Special Meetings” shall be discussed under the heading of “Special Meetings”.

Mileage outside Alpena County - Budgeted Meeting

Mileage for travel to a “Budgeted Meeting” outside Alpena County shall equal the County Employee’s Mileage level. Mileage shall be computed to and from a commissioner’s home/work (normal beginning and ending location). Mileage for “Special Meetings” shall be discussed under the heading of “Special Meetings”.

Mileage within Alpena County- Special Meeting

Mileage approved for travel to a “Special Meeting” within Alpena County shall equal the County Employee’s Mileage level. Mileage shall be computed to and from a commissioner’s home/work (normal beginning and ending location). Eligibility for Special Meetings approval shall be discussed under the heading of “Special Meetings”.

Mileage outside Alpena County - Special Meeting

Mileage approved for travel to a “Special Meeting” outside Alpena County shall equal the County Employee’s Mileage level. Mileage shall be computed to and from a commissioner’s home/work (normal beginning and ending location). Eligibility for “Special Meetings” approval shall be discussed under the heading of “Special Meetings”.

Budgeted Per Diem Meetings

The following list reflects the budgeted meetings eligible for per diem without pre-authorization by the Chair, Finance Chair, Finance Committee or County Board of Commissioners under this policy:

<u>Meetings</u>	<u># Per Year</u> (Meetings based on 1 per month, unless otherwise noted)	<u>Per Diem</u>	<u>Commissioners</u>
Full Board Meetings	12 TOTAL + 5 Special	\$30	8
4 County Health	12	9 - \$60, 3 - \$30	2
26th Judicial Court Local Court Mgt	6	\$30	3
Alpena County Court Committee	6	\$30	3
Planning Commission	12	Charged to Planning Commission	1
Parks & Recreation Commission	12	Charged to Parks & Recreation Commission	3
Landfill	24 (2 per month)	Charged to Landfill	2
Landfill Committees - Claims & Accounts, Personnel	30	Charged to Landfill	1
HUNT	4	\$30	1
Target Alpena	12	\$30	1
United Way	2	\$30	1
Northern Michigan Regional Entity	6	\$60	1
NE MI Consortium	4	\$60	1
Michigan Northern Counties	10	\$60	1
DARE	10	\$30	1
Thunder Bay Transportation	12	\$30	1
Northeast Michigan Council of Governments (NEMCOG)	10	\$60	1
Northeast Michigan Community Service Agency (NEMCSA)	12	\$60 out of town \$30 in town	1
Local Emergency Planning Committee (LEPC)	8	\$30	1
Thunder Bay National Marine Sanctuary	6	\$30	1

Sunrise Side Coastal Highway/Heritage Route	6	\$30	1
Central Dispatch Committee	6	\$30	2
911 Advisory Board	4	30	2
IT Committee	6	\$30	3
<u>Intergovernmental Committees</u>			
Intergovernmental Council	3	\$30	8
<u>Standing Committees</u>			
Finance	12	\$30	4
Budget	12	\$30	8
Personnel	24	\$30	4
Personnel Chair (Grievances/Negotiations)	12	\$30	3
Building Maintenance Recreation & Insurance	6	\$30	3
Airport	12	\$30	3
Ambulance	6	\$30	4
<u>ADHOC Committees</u>			
Meetings as set up			
	<u>Misc. Meetings</u>		
Misc/Training/Public Hearings	money as budgeted and approved by the Chair		

The per diem rates shall be as follows until amended by the Board of Commissioners:

Full Board Meetings: \$30.00
Other Meetings: Up to 3 hours = \$30
3 or More Hours = \$60 plus meal (Meal if out of the County)
Maximum allowance is three meetings per day for a total of \$90
Conferences or training are \$60.00 per day if 3 hours or more

Mileage Reimbursement: Travel = County Employee Mileage Compensation
Per Diems and Mileage must comply with restrictions of the Alpena County Board of Commissioners Per Diem Policy to qualify for reimbursement.

Special Meetings

A Special Meeting under this policy is defined as an **Un-Scheduled and (therefore) Non-Budgeted** Meeting of a Board, Committee, Authority or other group to which a the Board Member is **appointed** as a representative of the Alpena County Board of Commissioners above or a Board, Committee, Authority or other group to which a the Board Member is **not officially** appointed as a representative of the Alpena County Board of Commissioners

Attendance to Special Meetings shall be eligible for per diem and mileage **only under the following circumstances:**

- 1) Must submit a special per diem form in advance of the Special Meeting to the Finance Chairman for approval. In the event a special form cannot be submitted to the Finance Chairman, a verbal approval is acceptable before the actual occurrence of the Special Meeting.
- 2) Must submit a special per diem form in advance of the Special Meeting to the County Board Chairman (or Vice Chairman in the Chair=s absence) for approval. In the event a special form cannot be submitted to the Board Chairman, a verbal approval is acceptable before the actual occurrence of the Special Meeting.
- 3) Must submit a special per diem form in advance of the Special Meeting to the County Finance Committee for approval.
- 4) Must submit a special per diem form in advance of the Special Meeting to the County Board of Commissioners for approval.

Any report for a Special Committee@ without an above pre-authorization shall **Not** be eligible for per diem or mileage and the commissioner=s compensation shall be considered part of their Salaried Compensation Package.

Special Meetings - Board Chairman

A Special Meeting under this policy is defined as an **Un-Scheduled and (therefore) Non-Budgeted** Meeting of a Board, Committee, Authority or other group to which a the Board Chairman is **appointed** as a representative of the Alpena County Board of Commissioners above or a Board, Committee, Authority or other group to which a the Board Chairman is **not officially** appointed as a representative of the Alpena County Board of Commissioners

Attendance to Special Meetings shall be eligible for per diem and mileage **only under the following circumstances:**

- 1) Must submit a special per diem form in advance of the Special Meeting to the Finance Chairman for approval. In the event a special form cannot be submitted to the Finance Chairmen, a verbal approval is acceptable before the actual occurrence of the Special Meeting.
- 2) Must submit a special per diem form in advance of the Special Meeting to the County Board Vice Chairman for approval. In the event a special form cannot be submitted to the Board Vice Chairman, a verbal approval is acceptable before the actual occurrence of the Special Meeting.
- 3) Must submit a special per diem form in advance of the Special Meeting to the County Finance Committee for approval.
- 4) Must submit a special per diem form in advance of the Special Meeting to the County Board of Commissioners for approval.

Any report for a Special Committee@ without an above pre-authorization shall **Not** be eligible for per diem or mileage and shall be considered part of their Salaried Compensation Package.

Payment for per diems and travel are submitted and signed by the Chairman of the Board near the first of each month.

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