

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA015

NAME: INDIVIDUALS PER DIEM POLICY

INITIAL APPROVAL DATE:	01/30/2008	BY: Administrative Committee
STAKEHOLDER REVIEW:	09/12/2023	BY: Recipient Rights Advisory Comm.
(LAST) REVISION DATE:	04/25/2023	BY: Sanilac CMH Board
(LAST) REVIEW DATE:	05/25/2023	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

I. **PURPOSE**

To establish a per diem payment for people we serve who participate on Agency committees.

II. **APPLICATION**

This policy applies to people served by Sanilac CMH as defined herein and appointed to the following Committees:

- Consumer Advisory Board
- Health and Safety Committee
- Parent Advisory Council
- Quality Improvement (QI) Committee
- Wraparound Community Team

III. **POLICY**

It is the policy of Sanilac County Community Mental Health Authority (Sanilac CMH) that all appointees to the identified Committees who are individuals we serve or family members of individuals we serve are eligible for payment for attendance at meetings and conferences relative to their responsibilities and duties as a committee member/representative.

These individuals cannot receive payment for other contract work funded by Sanilac CMH while at the same time receiving a per diem through this policy.

IV. **DEFINITIONS**

Eligible Individuals: For this policy shall mean a person receiving CMH services or family member of an individual who receives services from Sanilac CMH and who is officially appointed to the identified committee to provide input from the perspective of those receiving CMH services. This appointment does not designate this person as an employee of Sanilac CMH.

V. **STANDARDS**

Sanilac County Community Mental Health Authority Policy Manual

1. All appointees who meet the criteria in this policy are eligible for a payment of \$30.00 per meeting.
2. All appointees who meet the criteria in this policy are eligible for a payment of \$30.00 per meeting for all approved conferences they attend in their official capacity as a representative of Sanilac CMH based upon their role as a committee member.
3. Travel to meetings will be paid at the current Agency rate for all mileage to meetings when a member uses a personal car, or the actual cost of public transportation, such as local bus service, will be reimbursed when used.
4. All meetings must be documented thru the meeting's minutes or turned in on an Agency travel voucher to receive payment. Per diems are calculated by the Executive Administrative Assistant quarterly.
5. Per diems are NOT considered wages but will be processed through the Agency payroll system.

VI. ATTACHMENTS

VII. REFERENCES

Travel Voucher – Form #0122
CDM #1584
CDM #2471