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## **EL CAMINO HEALTHCARE DISTRICT BOARD POLICY FOR DIRECTOR COMPENSATION AND REIMBURSEMENT**

I. COVERAGE: All Members of the El Camino Healthcare District Board of Directors

II. POLICY STATEMENT:

The El Camino Healthcare District shall pay District Board members a stipend for attending meetings of the Board in the amount of One Hundred and Ten Dollars (\$110.00) per meeting (pre-tax), not to exceed six (6) meetings per month, in accordance with California Health and Safety Code Section 32103 and other applicable laws. Such stipend may be increased up to five percent (5%) per year in accordance with the procedures set forth in California Health and Safety Code Section 32103(b).

Board members who do not wish to receive such stipend may “Opt-Out” and may reverse this “Opt-Out” policy at any time in the future. The Director of Governance Services will be notified by the Board member.

The District shall also reimburse Board members from operational funds for business, educational and associated travel expenses, in accordance with this Policy.

III. ELIGIBILITY FOR PAYMENT OR REIMBURSEMENT

1. Meetings: Staff will track Board members with a “Meeting Attendance Report Confirmation” form, on a monthly basis, for their signature and payment. Compensable meetings may not exceed more than six (6) meetings per month, regardless of the type of meeting attended. Compensable meetings for which Board members will receive stipends include:

1.1. Meetings of the El Camino Healthcare District Board: Regular, Committee, Special, Emergency, and Ad Hoc meetings and others as approved by the District Board.

1.2. Attendance at meetings of organizations that constitute the performance of official duties and include the following:

1.2.1. Meetings of organizations in which the District is a member (e.g., Santa Clara County, Chamber of Commerce within the District, and the California Special Districts Association).

1.2.2. Meetings directly related to the conduct of District business.

- 1.2.3. Meetings of non-political community or civic groups, that extend a specific invitation to attend and at which the Board member's participation is necessary in the performance of official duties.
    - 1.2.4. Attendance at symposia and conventions, the primary purpose of which is to discuss or demonstrate health care issues or matters relating to special districts.
  - 1.3. Attendance at training including ethics and sexual harassment training (in-person or online).
  - 1.4. Attendance at educational conference workshops which include curricula concerning district hospitals, special districts, or board administration.
2. Transportation:
  - 2.1. Personal Vehicle: Use of Personal Vehicle for attendance at educational or other events on behalf of the District.
    - 2.1.1. The District will pay the current IRS mileage rate for miles actually traveled, but not more than, from the Board member's home or usual place of business within California when traveling on behalf of the District. However, the District shall not reimburse Board members for miles traveled to meetings or events at El Camino Hospital.
    - 2.1.2. To be reimbursed, the Board member must complete the Mileage Reimbursement form provided by the Manager, Administration. The form must be signed by the Board Chair (or the Vice Chair in the case of the Chair's reimbursement) and returned to the Director of Administration.
  - 2.2. Air travel will be reimbursed at "coach" airfare rates. No reimbursement should be claimed for personal convenience fees such as those associated with priority boarding or seating upgrades.
  - 2.3. Ground travel to a seminar or other event, with the exception of events at El Camino Hospital, using the Board member's personal vehicle will be reimbursed at the current IRS mileage rate per mile, as noted in Section 2.1. above. Taxi, ride share, or rental car service, if required at the destination, may be reimbursed (with receipts) by the District if necessary for business purposes.
  - 2.4. Reimbursement for car rental expenses will be for a standard "intermediate" car rate unless there is a business need for a larger vehicle (travelers with luggage, for example). If the requester requests a larger automobile than is necessary to meet the business need, the Board member is to request that the rental agency document the price difference between that and the standard "intermediate" vehicle. The owner rate will

be reimbursed. If a larger vehicle is required to meet a business need, this need must be documented on the "Business-Education-Travel Reimbursement Authorization".

2.5. Non-Reimbursable Items include:

2.5.1. Any expenses of a spouse or other individual who accompanies the Board member on travel.

2.5.2. Any additional expenses for travel by business or first class, or any charges for special boarding privileges or seats.

3. Lodging:

3.1. Lodging will be reimbursed at the standard room rate.

3.2. Non-reimbursable items include lodging amenities such as subscription television, valet service, cleaning/pressing of clothes (if the function is greater than one week, this service is allowed), concierge, etc. In-room meal service is subject to the One Hundred and Thirty Dollars (\$130.00) per diem.

3.3. If an offsite event is within a reasonable radius of the Board member's home or usual place of business and the function is starting after 7:30 a.m. and/or will be ending before 11:30 p.m., the District will not pay for overnight accommodations, as it is expected that the Board member will commute that distance to and from the function within that business day.

4. Meals

4.1. Meals will be reimbursed at actual cost plus tip (normally 15%). The maximum average reimbursement per day is One Hundred and Thirty Dollars (\$130.00). It is the responsibility of the Board member to decide how the per diem maximum allowable amount is allocated. Detailed receipts indicating the items purchased must be submitted.

4.2. Alcohol will not be reimbursed unless approved by the Board Chair. The maximum average reimbursement of One Hundred and Thirty Dollars (\$130.00) per diem includes any approved expenses for alcohol.

4.3. Internet service, during travel, required for necessary District business will be reimbursed at cost. These expenses should be itemized on the statement.

IV. REPORTING PROCEDURE

1. All expenses of Forty Dollars (\$40.00) or greater must be supported with receipts.

2. All Board members must complete the "Business-Education-Travel Reimbursement Authorization" form (Form 2085). Local business mileage reimbursement may be requested
3. Where receipts are given that include non-reimbursable expenses, these expenses must be marked as personal and deducted from the total for eligible expenses to be reimbursed.
4. When travel advances are provided, the Board member must submit a final accounting of their expenses on the Business, Education, and Travel Expense form no later than thirty (30) days from the date of the event. In addition, any undocumented advance will be considered additional income to the Board member and reported as a W-2 transaction.