

**LEELANAU COUNTY
BOARD POLICY**

GENERAL SUBJECT: Employee Benefits and Policies
Administrator

Policy No. **5.08**

SPECIFIC SUBJECT: Per Diem Policy

Adopted: 07/15/2014

Revised: 11/18/2014

APPLIES TO: Members of the Leelanau County Board of Commissioners, members of all boards, commissions, committees or authorities appointed by the Board of Commissioners, and County employees

The above persons may be compensated for their attendance at meetings in accordance with the following:

1. County Commissioners:

- a. County Commissioners are eligible for Per Diem for special county board meetings, committee meetings, and authority or commission meetings of which they are a member or to which they have been appointed to by the Board of Commissioners.

Per Diem is not allowed for attending monthly board meetings or for any event of a ceremonial nature; i.e., ribbon cuttings, grand openings, meetings with constituents, or similar events.

- b. County Commissioners are not eligible for Per Diem for meetings of local units of government (city, village, township, and charter townships) within their district.
- c. County Commissioners are eligible for Per Diem for meetings, seminars, conferences, and tours of an informational or educational nature which have a direct relationship to County Commission duties AND MUST BE APPROVED IN ADVANCE by the Board of Commissioners.

2. Board, Commission, Committee and Authority Members, other than County Commissioners:

- a. Members of all boards, commissions, committees and authorities established by the Board of Commissioners, other than County Commissioners, may be entitled to the approved Per Diem (if eligible to receive a Per Diem as determined by the statutes or by-laws of that board and approved by the Board of Commissioners) in accordance with the approved Per Diem schedule, and in all cases, may be entitled to mileage to and from any meeting in the amount listed in the County Travel Policy.

- b. A meeting is limited to any regular or special meeting as defined in the by-laws, or a meeting called by the chairman of the board, commission, authority, special or advisory committee at the regular location of the board, commission, authority, special or advisory committee or any meeting of a committee or subcommittee and any assignment given to a member by the chairman if at a location other than the place where a meeting is customarily held.
3. Exclusion from Compensation, Employees, Other County Officials:
County officials, other than members of the Board of Commissioners, and County employees who serve on a board, commission, committee, or authority established by the Board of Commissioners, may be entitled to mileage for attending meetings of the board, commission, committee, or authority. However, no Per Diem shall be allowed for such attendance unless required by law or approved by the Board of Commissioners.
4. Compensation Procedure:
Members eligible to receive compensation must complete and submit a Travel Expense Voucher to the County Clerk's office within ninety (90) days of the meeting for which they are requesting Per Diem.
5. List of Boards, Commissions, Authorities, Special or Advisory Committees Eligible for Per Diem:
A current list of boards, commissions, authorities, special or advisory committees and a current list of members eligible to receive Per Diem shall be made by the Board of Commissioners at the time when the Per Diem rates are set. The two lists shall be retained by the County Administrator and the County Clerk. The lists established by the Board of Commissioners may be revised at any time by action of the Board of Commissioners.
6. Application of Policy:
This policy is not intended to affect in any way the regular compensation (wages, health and retirement benefits) of members of the Board of Commissioners.

Commissioner Appointments to Boards, Commissions, Committees, and Authorities - APPROVED: 1/3/2023 ; rev. 1/17/2023; rev. 2/21/2023

Name of Board	# Comm. Req. to Serve	2022 Appointments	2023 Appointments	PD-mileage/ Agency	PD-mileage/ County	# of Years on Board	Notes
9-1-1 Advisory (Board Chairman or designee); Meets on the first Thursday of every month @ 8 a.m./EOC		W. Bunek /T. Wessell	T. Wessell		Yes	1	
Bay Area Transportation Authority (BATA) Last Wednesday of each month at 9 a.m.; sites vary		R. Robbins /G. Allgaier	J. Kramer	Yes	Yes	1	Comm. Appt. not required
BLDHD Board of Health Fourth Thursday every other month, alternating sites in Benzie/Leelanau Cos.	2	Patricia Soutas-Little	G. Allgaier	Yes	Yes	1	
BLDHD Board of Health Fourth Thursday every other month, alternating sites in Benzie/Leelanau Cos.	2	W. Bunek/T. Wessell	T. Wessell	Yes	Yes	1	
BLDHD Environmental Health BOA Meets as necessary	1	Gwenne Allgaier	D. Rexroat	Yes	Yes	1	
Board of Public Works			All Commissioners, Drain Comm, Treas.				Note: this is a new configuration
Brownfield Redevelopment Authority (BRA) Third Tuesday of the month, 9:30 a.m./Government Center		Lois Bahle	G. Allgaier		Yes	1	Comm. Appt. not required
Community Corrections Meets as necessary	1	Debra Rushton	J. O'Rourke		Yes	1	
Juvenile Justice Detention Center Committee		n/a	G. Allgaier		Yes		
Juvenile Justice Detention Center Committee		n/a	J. O'Rourke		Yes		
Land Bank Fast Track Authority (LBA) Third Tuesday of the month, 9:00 a.m./Government Center	1	Lois Bahle	G. Allgaier		Yes	1	
Leelanau County Family Coord. Council (LCFCC) First Tuesday, 1:45 p.m., sites vary		Rick Robbins	J. O'Rourke		Yes	1	Comm. Appt. not required
Networks Northwest Meets on the second Monday of e/o month beginning in February, 6 p.m., MI Public Works	1	Patricia Soutas-Little	D. Rexroat	No	Yes	1	
Northern Lakes Comm. Mental Health (CMH) Third Thursday of the month at 2:30, sites vary	1	Ty Wessell	T. Wessell		Yes	9	
Northwest MI Comm. Action Agcy. (NMCAA) Third Thursday of the month, 12:30 p.m., except July		Gwenne Allgaier	J. Kramer		Yes	1	Ansorge Citizen Appointee, 2013-16
Northwest Regional Airport Authority (NRAA)* Last Tuesday of the month at 3 p.m., Cherry Capital Airport	2	Debra Rushton**	J. O'Rourke	No	Yes	1	
Northwest Regional Airport Authority (NRAA)* Last Tuesday of the month at 3 p.m., Cherry Capital Airport	2	W. Bunek [§]				2	Bunek transitioned to Citizen Appointee
Parks and Recreation Commission (Parks & Rec) Third Wednesday of the month at 3 p.m./Gov't. Center	Up to 3	Melinda Lautner	M. Lautner		Yes	21	
Parks and Recreation Commission (Parks & Rec) Third Wednesday of the month at 3 p.m./Gov't. Center	Up to 3	Rick Robbins	K. Ross		Yes	1	
Planning Commission (PC) Fourth Tuesday of the month, 5:45 p.m./Government Center	1	Melinda Lautner	M. Lautner		Yes	5	
Solid Waste Council (SWC) Quarterly on the first Tuesday of the month at 1:00 p.m./Government Center		Melinda Lautner /Lois Bahle	K. Ross		Yes	1	Comm. Appt. not required
Substance Abuse Prevention Coalition Mo., every first Friday at 9:00 a.m., alternating between GTB/Govt Cent		Debra Rushton	J. O'Rourke		Yes	1	
Substance Abuse Prevention Coalition Mo., every first Friday at 9:00 a.m., alternating between GTB/Govt Cent		Gwenne Allgaier	J. Kramer		Yes	1	

Standing Committees

Boards and Commissions Review	Committee of the Whole						
Building & Grounds		P. Soutas-Little, D. Rushton	M. Lautner, D. Rexroat				
Building Safety		R. Robbins, P. Soutas-Little	D. Rexroat, T. Wessell				
Finance/Audit	Committee of the Whole						
Leland Dam Authority; 1 Comm., Drain Comm, 1 Rd. Comm., 2 citizens - 1 Riparian, 1 with Engineering background		n/a	K. Ross				Note: New Configuration
Senior Services Advisory		L. Bahle, G. Allgaier, R. Robbins	G. Allgaier, J. Kramer				
Union Negotiations		T. Wessell, M. Lautner	Wessell/Lautner [^]				

*Transitioned from Northwestern Regional Airport Commission

**2-year appointment approved 1/19/2021

[§]appointment

[^] Chairman/Vice-Chairman assignment; Commissioner Lautner to sit in for 2023

Citizen Reimbursements for Boards and Commissions: Per Diem/Mileage

Board/Commission	County Paid		Agency Paid		Citizens	Notes
	Per Diem	Mileage	Per Diem2	Mileage2		
Area Agency on Aging of NW Michigan				yes*	1	reimbursement begins June 2023
Bay Area Transportation Authority			40	see note	1	Free rides available from BATA bus
Benzie/Leelanau District Board of Health			40		1	
Benzie/Leelanau District Environmental Health BOA			40		2	
Brownfield Redevelopment Authority	0	0	n/a	n/a	5	Per bylaws, no per diem
Construction Board of Appeals	yes	yes			5	approved by BOC on 7/20/2021
Land Bank Fast Track Authority	0	0			3	
Leland Dam Authority					2	RC/DC members were paid previously
Michigan Department of Health/Human Services					2	no response from email
Northern Lakes Community Mental Health					1	no response from email
NMRE Substance Use Disorder Services POB			40/75	yes*	1	half and full day rates indicated
Northwest Regional Airport Authority			0	0	1*	Refer to Bylaws, pages 3-4
Parks and Recreation Commission	yes	yes			5	
Planning Commission	40	yes			9	trainings also paid for
Soil Erosion, Sedimentation & Stormwater RCOBOA	0	0			5	BOA has never met
Solid Waste Council	40	yes			9	trainings also paid for
Veterans Affairs Administrative Committee			yes*	yes*	1	GT Co only reimburses GT County-appointees
Workforce Development Board			0	0	2	