

Antrim County Per Diem Policy

Purpose

Through this policy the Antrim County Board of Commissioners has approved a per diem be paid to members of the Board of Commissioners and other individuals who have been appointed to a committee, commission or board by the Chair of the Board of Commissioners and confirmed by a majority of the Board of Commissioners elected and serving. This policy also provides guidelines for the payment of per diem to all who qualify to receive a per diem from Antrim County.

1. Board of Commissioners

- 1.1** The per diem for members of the Board of Commissioners shall be \$75 for each meeting. If there is no quorum present, the per diem will still be paid to those in attendance.
- 1.2** Per diem can only be claimed for a meeting of a committee, commission or board to which a Commissioner has been appointed.
- 1.3** Along with the Commissioner salary and benefits, the per diem will be the only additional compensation received for any meeting attended by a Commissioner of the full Board of Commissioners or a standing committee of the Board of Commissioners or any other meeting that takes place in a County facility in the County seat (they are not eligible for mileage reimbursement).
- 1.4** In addition to a per diem, the members of the Board of Commissioners are eligible for mileage reimbursement for meetings of a committee, commission or board they have been appointed to by the Chair of the Board of Commissioners and confirmed by a majority of a quorum of the Board of Commissioners, as long as the meeting is not held in a County facility in the County seat of Bellaire, Michigan.
- 1.5** A Commissioner shall be eligible for per diem for any meeting the Chair of the Board of Commissioners has requested or approved him/her attend.
- 1.6** A member of the Board of Commissioners is not eligible for per diem when attending a training workshop or a conference, but remains eligible for mileage reimbursement subject to the County travel policy adopted November 28, 2018, as amended.

2. Individuals Appointed to a Committee, Commission, or Board who are not County Commissioners

- 2.1** Unless the committee, commission or board has an underlying statute that entitles the members to receive the same per diem and/or mileage for attending meetings as members of the Board of Commissioners, the per diem shall be \$35 for a half day and \$55 for a full day meeting.
- 3.11** Individuals appointed to and serving on a committee, commission or board that does not have an underlying statute that entitles the member to receive the same per diem as a member of the Board of

Commissioners shall be eligible for mileage reimbursement.

3.12 Individuals appointed to and serving on a committee, commission or board that has an underlying statute that entitles the member to receive the same per diem as a member of the Board of Commissioners shall not receive mileage reimbursement for meetings that takes place in a County facility in the County seat.

2.2 Individuals appointed to and serving on a committee, commission or board shall not receive per diem for attending workshops, conferences and other training sessions but remain eligible for mileage reimbursement subject to the County Travel Policy adopted November 28, 2018, as amended.

2.3 Individuals appointed to a committee, commissioner or board shall receive per diem for official meetings of the committee, commission or board only and shall not be eligible for per diem for sub-committees or other special committees that are created by or are an extension of the committee, commission or board unless this payment of per diem is approved by the Board of Commissioners.

3. Salaried employees and elected officials/department heads

3.1 A \$35.00 per diem shall be approved for salaried employees and elected officials/department heads when attending meetings after hours if directed to attend. The per diem is to be paid from the department of the employee involved, and the budget of that department is to be increased at the time the expense is incurred.

3.2 In general, the following meetings and events qualify:

Board of Commissioner meetings.

Meetings of boards, commissions, authorities or councils created by the Board of Commissioners.

Meeting with other units of government to further a project of the Board of Commissioners (the Board of Commissioners must be aware of and have approved the project).

If it is not clear whether a meeting qualifies for per diem an interpretation by the Administrator must be obtained in advance of the meeting.

Adopted: September 14, 2006

Amended: April 11, 2013

Amended: May 11, 2017

Amended: October 11, 2018

Rescind Policy #2002-2 Antrim County Per Diem Policy

Amended: February 7, 2019

Amended: June 2, 2022

