

Antrim County

Per Diem Policy

Adopted: September 14, 2006

Amended: April 11, 2013

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 a quorum of the Board of Commissioners. This policy also provides guidelines for the payment of per diem to all who qualify to receive a per diem from Antrim County.

SECTION I – DEFINITIONS

Per Diem – A daily or half day allowance for meetings attended by members of the Board of Commissioners or individuals appointed to a committee, commission or board.

Half Day Meeting – One or more meetings with a duration of four (4) hours or less.

Full Day Meeting - One or more meetings with a duration of more than four (4) hours.

SECTION II – BOARD OF COMMISSIONERS

1. The per diem for members of the Board of Commissioners shall be \$55 for a half day meeting and \$75 for a full day meeting.
2. Per diem can only be claimed for a meeting of a committee, commission or board to which a Commissioner has been appointed.
 - A. If two meetings are attended within a half day, only one half day per diem may be claimed.
 - B. If two meetings are attended within one day, only a full day per diem may be claimed (not two half days). The exception to this sub-section is if there exists a minimum of a two (2) hour gap between the first and the second meeting.
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 will are not eligible for mileage reimbursement).
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

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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.

5. A Commissioner shall be eligible for per diem for any meeting the Chair of the Board of Commissioners has requested he/she attend.
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 of September 10, 1992, as amended.

SECTION III – INDIVIDUALS APPOINTED TO A COMMITTEE, COMMISSION OR BOARD WHO ARE NOT COUNTY COMMISSIONERS

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.
 - A. 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.
 - B. 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 be subject to Section II (3 and 4).
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 of September 10, 1992, as amended.
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.