

**ADAMHS BOARD OF CUYAHOGA COUNTY
POLICY STATEMENT**

SUBJECT: Expenditure of Public Funds for a Proper Public Purpose

EFFECTIVE DATE: April 24, 2019

PURPOSE

To establish guidelines for the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County's (ADAMHS Board) purchases that advances a proper public purpose.

POLICY

1. Activities and items that may be purchased with public funds:

- a. The ADAMHS Board authorizes the expenditure of public funds, ***excluding state dollars where prohibited***, to facilitate the ADAMHS Board's mission and attainment of strategic results which may include:
 - i. Food, refreshments, transportation, or other amenities (e.g., token retirement and/or appreciation gifts, meritorious service awards, general awards, lapel pins, flowers, etc.)
 - ii. Recognition and appreciation of community citizens who help to increase the public awareness of services offered by the ADAMHS Board and its providers in breaking down the barriers of stigma that exist regarding behavioral health.
 - 1. The ADAMHS Board shall allow the purchase of items as a token of appreciation for ADAMHS Board of Directors (BOD), provider representatives, consumer and family advocates, or other community advocates and volunteers who give their time and expertise.
 - 2. The ADAMHS Board shall allow the purchase of items as a token of appreciation for or recognition of ADAMHS Board employees.
 - iii. Attendance at community events or meetings that meet the goals of the ADAMHS Board's Strategic Plan.
 - iv. Annual events recognizing the contributions of the ADAMHS Board contract service providers, clients and volunteers.

2. Events specifically authorized by the ADAMHS BOD are the following:

- a. ADAMHS Board Annual Meeting.
- b. Client holiday party, summer picnic and other events.
- c. ADAMHS Board of Directors and Staff trainings:
 - i. Staff planning and/or strategic planning retreats
 - ii. BOD strategic planning retreats
 - iii. BOD General and Committee Meetings
- d. Other events as approved by the ADAMHS Board through the monthly ADAMHS BOD action process.

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3. *Meals specifically authorized by ADAMHS Board are the following:*
 - a. Meals may be purchased for the meetings and/or training sessions of the ADAMHS BOD, ADAMHS Board staff, contract service provider representatives, clients, family advocates or other community volunteers when:
 - i. The meeting or training session is scheduled during traditional breakfast, lunch or dinner times; or,
 - ii. When attendance is deemed necessary.
4. *Budgets for the events and activities are included in the administrative budget and are approved by the ADAMHS BOD upon adoption of the annual ADAMHS Board budget.*
5. *Reimbursement of ADAMHS BOD actual and necessary expenses:*
 - a. Pursuant to ORC §340.02, ADAMHS Board members shall serve without compensation, but shall be reimbursed for actual and necessary expenses incurred in the performance of their official duties.
 - i. Specifically, ADAMHS Board members shall be reimbursed for the following actual and necessary expenses when attending meetings, events, conferences, workshops, seminars, trainings or other activities in their capacity as an ADAMHS Board member:
 1. Parking expenses
 2. Registration fees
 3. Travel expenses
 - a. Automobile travel: Mileage reimbursed at Internal Revenue Service rate.
 - b. Bus fare
 - c. Taxi fare
 4. Overnight accommodations, if necessary
 5. Meals, other food, and beverages
 - b. Other expenses: Other actual expenses not enumerated in Paragraph 5.a. shall be subject to prior approval by the ADAMHS Board Chair, in consultation with the ADAMHS Board Chief Executive Officer, to determine its necessity and appropriateness.
 - c. Process for reimbursement: ADAMHS Board members shall present their receipts for reimbursement to the ADAMHS Board Executive Specialist, or other appropriate ADAMHS Board staff and reimbursement shall occur within thirty (30) days of approval of the expense.

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Supersedes and retires: Expenditure of Public Funds for a Proper Public Purpose, May 27, 2015

Reference: Auditor of the State Bulletin 2004-002; Ohio Attorney General Opinion No. 82-006.

/s/ Benjamin F. Gohlstin, Sr.

/s/ Scott S. Osiecki

Rev. Benjamin F. Gohlstin, Sr.
ADAMHS Board Chair

Scott S. Osiecki
ADAMHS Board Chief Executive Officer

April 24, 2019

04/2022

Approval date

Review date