

NORTHCARE NETWORK

POLICY TITLE: Board Members Per Diem & Travel	CATEGORY: Governance	
EFFECTIVE DATE: 1/1/14	BOARD APPROVAL DATE: 3/12/14	
REVIEWED DATE: 8/21/25	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: Executive Assistant to the CEO and Human Resources Manager	CEO APPROVAL DATE: 8/21/25 Megan Rooney, CEO	

APPLIES TO:

NorthCare Board Members

POLICY:

Members appointed to the NorthCare Network Governing Board and Substance Use Disorder Policy Board will be reimbursed per diems and other travel-related expenses through the NorthCare Network's payroll system. Participation at Board and Committee Meetings will be reimbursed following the NorthCare Network Board approved per diem, travel and meal rates.

PURPOSE:

To comply with Internal Revenue Code section 3401(c) and IRS section 1.1402(c)2(b) which requires that an "officer, employee or elected official" of government is an employee for income tax withholding purposes. Elected officials are employees for income tax purposes under the section 3401(c) provision that applies to public officials. Legal opinion states that appointed public officials are likewise considered employees for income tax withholding purposes.

DEFINITIONS:

1. ***Governing Board Member*** - A Community Mental Health Service Program (CMHSP) Board Member appointed by that Board to participate as a voting member on NorthCare Network's Governing Board.
2. ***Substance Use Disorder Policy Board Member*** – An individual appointed by the County Board of Commissioners to participate as a voting member of NorthCare Network's Substance Use Disorder Policy Board.

REFERENCES:

- NorthCare Network Travel Expense Policy
- NorthCare Network Pay Periods Policy
- NorthCare Network Personnel File/Access to Personnel File Policy
- NorthCare Network Disclosure of Ownership, Control & Criminal Conviction Policy
- NorthCare Network Background & Exclusion Check Policy

HISTORY:

NEW POLICY: 1/1/14

REVISION DATE: 3/5/14, 3/3/15, 4/7/15, 3/1/16, 2/6/17, 12/20/17, 6/22/18, 4/16/19, 8/17/23, 4/8/25, 8/21/25

REVIEW DATE: 3/5/14, 3/3/15, 4/7/15, 3/1/16, 2/6/17, 12/20/17, 6/22/18, 4/16/19, 2/20/20, 12/23/20, 10/28/21, 10/28/22, 8/17/23, 6/27/24, 4/8/25, 8/21/25

CEO APPROVAL DATE: 3/5/14, 3/3/15, 4/7/15, 3/7/16, 2/7/17, 1/8/18, 6/25/18, 5/6/19, 2/26/20, 1/5/21, 11/2/21, 11/1/22, 9/5/23, 7/2/24, 5/7/25, 8/21/25

BOARD APPROVAL DATE: 3/12/14

PROCEDURES

Board Members do not fall under the NorthCare Network Personnel Policies (unless the policy specifically states it covers NorthCare Network Board Members) and are not eligible for any NorthCare Network benefits.

- A. Board Members are required to complete the mandatory HR paperwork. The Board Member is then eligible to receive reimbursement for attendance and travel at assigned NorthCare Network Board and Committee meetings.
- B. To receive payment, Board Members are required to submit a record of their time and travel expenses utilizing NorthCare Network approved forms. All forms must be submitted timely to NorthCare Network. Any form(s) received by HR after the designated timeframe will be processed with the next payroll.
- C. Board Members will be paid via direct deposit on the same schedule as NorthCare employees as outlined in the NorthCare Network Pay Periods Policy. Pay periods are recorded in two-week periods of time, with the week starting Sunday and ending the following Saturday. Pay dates falling on a holiday will be moved to the prior business day.
- D. Board Members are required to successfully pass a background check as outlined in the NorthCare Network Background and Exclusion Check Policy as well as complete the MDHHS Provider Screening Tool disclosure form as outlined in the NorthCare Network Disclosure of Ownership, Control & Criminal Conviction Policy.
- E. All information will be kept in the Board Members personnel file in the HR office.