

X. COMMISSIONER FLEX ACCOUNTS

A. BUDGET Each Commissioner shall be entitled to encumber 1/11th of the Board's "Commissioner Flex Account" (CFA) for the purposes of compensatory service and traveling to conferences or conventions at any time during a calendar year.

- 1. Each Commissioner shall be surveyed by County Administration at the beginning of the fiscal year to determine whether or not they intend to use their allotted amount and generally for what purposes.**
- 2. Should a Commissioner choose not to expend his/her full share, the balance will revert to a sub account of the CFA known as the 'General Flex Account Fund' (GFAF), which may be used by other Commissioners once they have exceeded their allotted amount.**
- 3. The County Clerk shall review all applications for funds and approve them provided they comport with these rules.**
- 4. Commissioners shall receive quarterly reports from County Administration on the CFA, which will include the amount drawn by each Commissioner, individual expenditures and purposes, and the end of the quarter balance of the CFA.**
- 5. The County Administrator may not transfer money to cover overruns in the CFA without Board approval.**
- 6. Commissioners must obtain majority Board approval to draw from the GFAF, once their allotments have been depleted.**
- 7. Any money remaining in the CFA at the end of the, fiscal year will revert to the General Fund of the next fiscal year.**

 Washtenaw County				
Title:	Resolution Number:	Revision:	Effective Date:	Page Of

8. Commissioners who exceed their yearly allotment and are unable to obtain additional funds from the GFAF, will be personally responsible for their own expense overruns, and will be invoiced for the amount by County Administration.

B. COMPENSATORY SERVICE In addition to the salary received by the Board of Commissioners, each member of the Board may receive a per diem payment of \$25.00 and County mileage reimbursement from their residence or from their actual place of departure whichever is less from their CFA allotment for the following activities:

1. Attendance for a committee, subcommittee meeting or Working Session of the Board, when the member has been properly appointed to that committee or subcommittee, the meeting has been called in accordance with the Open Meeting Act, Public Act 267 of 1976, and the meeting has not been canceled twenty-four (24) hours prior to the scheduled time of the meeting and the Commissioner has not been notified of said cancellation within twenty-four (24) hours of the scheduled meeting.

1 Attendance at a meeting of a non-Board committee, subcommittee, commission, board, or attendance at a conference or convention as a representative of Washtenaw County when the member of the Board serves by appointment of the Board of Commissioners or the Chair of the Board.

2 For the purpose of receiving per diems, the Commissioner must be present for at least 1 hour or half of the meeting, whichever is less. Commissioners shall note their arrival and departure times on the meeting attendance per diem slip submitted to receive payments.

Any member of the Board of Commissioners may waive his/her per diem and/or mileage reimbursement by giving written notice to the County Clerk.

C. CONFERENCES & CONVENTION

Each member of the board may receive compensation from their CFA allotment for travel, attendance, meals or lodging for certain conferences and conventions. Eligible conferences and conventions shall include meetings of organizations and associations to which the County is a member or organizations and associations which are related to issues facing the County and to each Commissioner's appointments to committees, commissions, councils and boards. A list of Commissioners attending conferences will be made available by the Administrator's Office.

1. Compensation for travel, attendance, meals and lodging may be advanced to Commissioners prior to the meeting.

2. Settlement of the actual costs from a prior trip must be completed before funds can be advanced for another trip.



Washtenaw County

Title:

Resolution
Number:

Revision:

Effective
Date:

Page Of

3. Compensation for travel, attendance, meals and lodging shall follow the intent and policies in the Travel Policy, Volume I, Section T.2., pages 1-9.

4. In order to receive reimbursement over 50.00 for travel outside Washtenaw County, Commissioners will submit a written or oral statement regarding the conference.