



## Reimbursement policy development

Keith Thompson related that Planning Council Support needed guidance from the committee related to establishing guidelines to reimburse Council members and consumers for their participation on the Planning Council. He had asked Planning Council Support staff to draft guidelines to begin the committee's discussion.

John Sapero of Planning Council Support provided copies of the draft document and reviewed each section. Details included:

- An overview of the reimbursement process
- General guidelines
- Policies for reimbursement for child care, office supplies, meals, mileage, and transportation
- References to the Planning Council Bylaws and DSS Program Policy Guidance No. 9, Guidelines for Reimbursement of Individuals Serving on a Ryan White Title I (Part A) Planning Council and/or Title II (Part B) Consortium.

Mark Kezios discussed that some EMAs have had issues with reimbursements (both in cost and demand). Providing these reimbursements is not required; it is a privilege, not an entitlement.

John Sapero related that the Council could also reimburse for lost wages to attend Council meetings, but this had never been an issue for the EMA. As such, it was not included in the draft document. Mark Kezios related that the Council is a volunteer organization and his expectation is that this should never be expected to be offered.

Bradley Allen discussed that many of the reimbursement requests require 24-hour notice, but for transportation, a Council member must submit their request the beginning of each month. This was challenging for him to do. John Sapero related that this policy was set because PCS can't guarantee ride services. Booking in advance better ensures that the member will be picked up; this is especially important to ensure quorum. Additionally, it takes time for the transportation company to confirm the booking - a 24-48 hour window does not allow enough time cushion to ensure the ride will occur.

Bradley Allen provided a HRSA document that detailed additional items that Council members may be reimbursed for. He suggested that these be considered for the future. He also provided a Maricopa County document that discussed non-employee travel policies. John Sapero related that these policies were not for general reimbursements; they provided guidance for when non-employees (and employees) travel out of state on County business (such as conferences). These documents did not apply to Council member travel.

Mark Kezios and Larry Stähli provided additional information on how they were reimbursed to attend HRSA and CDC conferences, and why these policies did not apply to Council members.

Mark Kezios asked if Planning Council members have access to a computer at the Planning Council Support offices. John Sapero related that council members were able to use computers, but were not able to access the internet. Council members and CPG members have done this in the past.

Bradley also distributed Maricopa County guidelines for taxi travel for employees, witnesses and clients. John Sapero related that these policies did not apply to Council members, as they did not meet these qualifications.

During the review, the committee made general text and formatting revisions to the document.

MEETING MINUTES *continued*

**MOTION:** Larry Stähli moved to forward the Reimbursement Policies document with the suggested revisions to the full Planning Council for final review. Randall Furrow seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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**Discussion of agenda items for the next meeting**

After discussion, the committee determined to not schedule a future meeting until a later date.

**Agenda Items**

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TBD when a meeting is scheduled.

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**Action Items to be completed by the next meeting:**

Task	Assigned To
Forward Reimbursement Policies to full Council	John Sapero

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**Current events summaries**

Mark Kezios announced he would like to be recognized as a Rules Committee member. He was welcomed by the committee.

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**Call to the public**

No calls were voiced.

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**Adjourn**

The meeting adjourned at approximately 5:43 pm.