

## **Valleywise Health Administrative Policy & Procedure**

**Effective Date:** 05/17

**Reviewed Dates:** 05/19

**Revision Dates:** 03/21, 02/23

**Policy #: 99107 G – Governance**

**Policy Title: Board Member Meeting Per Diem**

**Scope:**  **District Governance (G)**  
 **System-Wide (S)**  
 **Division (D)**  
 **Multi-Division (MD)**  
 **Department (T)**  
 **Multi-Department (MT)**  
 **FQHC (F)**

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### **Policy:**

Members of the Maricopa County Special Health Care District (District) Board of Directors (Board) shall serve without compensation; however, in accordance with A.R.S. § 48-5505, each Board member may receive a per diem for attending Board of Directors meetings. This per diem will not exceed \$200 per day, per meeting, as prescribed by A.R.S. § 32-1604.

### **Procedure:**

1. On an annual basis, Board members will need to complete a Payment Authorization Form, selecting the option to receive a meeting per diem. Per diems will be paid on the first pay period of the following month.
2. Per diems will be charged against the Healthcare District Board cost center.
3. Board members are eligible for a per diem for all meetings of the Board of Directors.

**References:** Payment Authorization Form

**Valleywise Health Policy & Procedure - Approval Sheet**  
(Before submitting, fill out COMPLETELY.)

**POLICY RESPONSIBLE PARTY:** Melanie Talbot, Chief Governance Officer and Clerk of the Board

**DEVELOPMENT TEAM(S):** Clerk's Office

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**e-Signers:** Melanie Talbot, Chief Governance Officer and Clerk of the Board

**Place an X on the right side of applicable description:**

**New -**

**Retire -**

**Reviewed -**

**Revised with Minor Changes - X**

**Revised with Major Changes -**

**Please list revisions made below:** (Other than grammatical changes or name and date changes)

**Reviewed and Approved by in Addition to Responsible Party and E-Signer(s):**

Committee:	N/A
Committee:	N/A
Committee:	N/A
Reviewed for HR:	N/A
Reviewed for EPIC:	N/A
Other:	N/A
Other: Maricopa County Special Health Care District Board of Directors	02/23