

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 11/20/2019	PREPARED BY: Shirley Jones
Meeting Date Requested: 11/26/2019	PRESENTED BY: Keith Johnson
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board Time needed:	
SUBJECT: Adoption of a Meals with Meetings (non-travel) Policy.	
FISCAL IMPACT: Payment for expenditures comes from approved budgeted funds in the department's approved budget.	
BACKGROUND: Franklin County's current Travel Policy for county employees includes the reimbursement of meals with meetings during travel only. The Meals with Meetings (non-travel) Policy was forwarded to all elected officials, department heads and some office personnel for review. The Policy has been reviewed and updated to accommodate current/best practices and to establish consistency and better internal control.	
RECOMMENDATION: Adoption of the Franklin County Meals with Meetings (non-travel) Policy.	
COORDINATION: Keith Johnson, Administrator Elected officials, department heads and some office personnel	
ATTACHMENTS: (Documents you are submitting to the Board) ASR/Resolution Franklin County Meals with Meetings (non-travel) Policy	
HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf) Shirley Jones, Administration Distribution to all Franklin County Departments	

I certify the above information is accurate and complete.

Keith Johnson, Administrator

FRANKLIN COUNTY RESOLUTION _____

**BEFORE THE BOARD OF COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

ADOPTION OF A MEALS WITH MEETINGS (NON-TRAVEL) POLICY

WHEREAS, Franklin County's current Travel Policy for county employees includes the reimbursement of meals with meetings during travel only; and

WHEREAS, the attached policy is intended to provide for the necessary departmental controls and documentation as it relates to meals for meetings in accordance with county policy and practices when employees are not in a travel status; and

WHEREAS, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and deems this to be in the best interest of the County.

NOW, THEREFORE, BE IT RESOLVED that the Franklin County Commissioners do hereby adopt the attached Franklin County Meals with Meetings (non-travel) Policy.

APPROVED this 26th day of November 2019.

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chair

Chair Pro Tem

Member

ATTEST:

Clerk to the Board



FRANKLIN COUNTY

Meals with Meetings (non-travel) Policy

Effective December 1, 2019

I. Purpose

This policy is based on the May 14, 1987 Memorandum from the Washington State Attorney General's office, which states, in part: "The consumption of nourishment is perhaps the classic example of what is ordinarily to be regarded as a private, personal and not public activity." And, "Thus, to pay for food and drink with public money is very much the exception rather than the rule."

In accordance with the Franklin County Travel Policy and Procedures, Franklin County reimburses for meals and incidentals, lodging, and privately owned vehicle mileage according to the U.S. General Services Administration (GSA) schedule at www.gsa.gov.

It is the practice of Franklin County to reimburse employees for the actual cost of meals, regardless of travel status, for business meetings or training sessions where attendance is essential, is advantageous to the county and furthers the public interest.

This policy is intended to provide for the necessary departmental controls and documentation as it relates to meals for meetings in accordance with county policy and practices when employees are not in a travel status. The term "meals" includes, refreshments, snacks, beverages or other consumable products.

II. Scope

This policy shall be enforced in a manner to be consistent with the adopted Franklin County Travel Policy.

This policy does not supersede applicable state laws or collective bargaining agreements nor does it obligate the county to provide meals under any circumstances.

III. Policy

A. General

To foster the mission of Franklin County government and sustain the County's integrity as a custodian of public funds, every elected official, employee, contractor and volunteer is responsible for safeguarding the County's assets and reputation by following County policies, exercising sound business and financial practices, and ethically performing their responsibilities. Internal controls such as policies, practices, processes, systems, and delegated authorities are tools to accomplish these goals.

B. Accountability

1. Primary accountability lies with the elected official and/or department head tasked with safeguarding and managing the budgetary funds within their office and scope of duties.
2. Elected officials and department heads are responsible for developing an appropriate structure for handling the department's financial resources, including the delegation of tasks and approval authority to employees within the unit consistent with appropriate accounting and auditing requirements.

IV. Procedures, Requirements, Responsibilities

Payment may be authorized for the actual cost of meals for employees, regardless of travel status, for business meetings or training sessions where attendance is advantageous to the county, and where ALL of the following requirements are met:

- The purpose of the meeting is to conduct official county/department business or to provide required training or essential information to county/department employees or county officials; AND
- The meals are an integral part of the business meeting or training session. Integral is defined as: "essential to completeness; part of the curriculum; formed as a unit with another part." AND
- The meeting or training is outside of the normal daily business of employees. County funds may not be used to provide meals for staff parties, regular or routine staff or departmental meetings, or any event deemed to be social in nature; AND
- For all employees who are not an Elected Official or Department Head, approval must be obtained prior to the meeting from their Elected Official or Department Head – See Sample A for recommended pre-approval form; AND
- If the meeting or event is organized, sponsored or hosted by a county department the amount paid to a vendor, caterer or provider for each individual meal, including tax and gratuity, cannot exceed the applicable meal allowance for the

location of the meeting as provided under “per diem” on the General Services Administration web site at <http://www.gsa.gov>; AND

- Any added tip may not exceed 15% of the cost of the food, excluding tax, nor result in the exceeding of GSA per diem rates; AND
- The department either obtains an itemized receipt for the actual cost of the meals or provides an official agenda of the meeting that reasonably defines the public purpose of the content of the meeting where the meal is provided as part of the registration for the meeting; AND
- Payment for expenditures comes from approved budgeted funds in the department’s approved budget.

Note 1: Exceptions to these guidelines must be pre-approved by the Board of County Commissioners, such as when food is provided at an event to encourage the public to attend.

Note 2 : Under no circumstances may alcohol be provided at county expense.

A. Examples of when meal/refreshments MAY be provided using county funds:

1. An employee attends a meeting of a local professional organization that meets regularly for a luncheon seminar or presentation relevant to county business wherein dues or a registration fee are paid to the professional organization, which includes the provided meal(s).
2. Departmental staff have been working on time sensitive matters all day, and due to difficulties, several hours of work remain before they will be finished. There is little time available in the coming days that allows for completion of the work and it is of such a nature as to be a life, health, safety or significant financial matter for the County or department. The Department Head offers to have dinner delivered if staff remains to work through the evening in order to complete the work. This circumstance would be considered extremely rare.
3. A natural disaster occurs, which results in activation of the Emergency Operations Center. Staff is required to be at the center or their duty station around-the-clock. Meals are brought in to the EOC for those on duty.

B. Examples of when meals MAY NOT be provided using county funds:

1. A department has a meeting from 11:30 – 1:00 on the first Tuesday of every month. Pizza is provided to encourage all staff to attend.
2. Retirement, birthday and holiday parties.

3. A manager/supervisor takes an employee to lunch at a local restaurant in order to discuss recent developments in the department and develop a plan on how to handle added responsibilities.

C. Documentation

Upon request of the Auditors office, the responsible employee shall provide the following:

1. Documentation of proper approval by the Department Head or Elected Official. Elected Officials and Department Heads do not need to complete pre-approval forms for their personal attendance, nor do staff members who are attending with or on behalf of their elected official or department head.
2. Documentation of the business purpose of the meal(s), and support why the meals and beverages are necessary and reasonable.
3. Following the event, the responsible employee shall provide either itemized receipts or a published agenda of the meeting that adequately and reasonably describes the public purpose of the meeting or event.

SAMPLE A (ATTACHED) is a suggested example from Franklin County Public Works that documents the public purpose and approval needed for meals or refreshments provided at public expense for meetings of county business. While it is not required, departments and agencies may use this form as a guide to comply with this policy. If multiple employees from a single department attend the same function, the signed approval may include all attending employees on a single form.

SAMPLE 'A'

REQUEST FOR APPROVAL – MEALS WITH MEETINGS

1. TYPE OF ACTIVITY TO BE HELD:	
<input type="checkbox"/> CONVENTION	<input type="checkbox"/> MEETING
<input type="checkbox"/> CONFERENCE	<input type="checkbox"/> FORMAL TRAINING SESSION
TITLE: _____ Convention/Conference/Meeting/Training	
2. DATE(S) AND TIMES OF THE ACTIVITY:	
Date: From _____ To _____	Time: From _____ To _____
3. PURPOSE, OBJECTIVES AND/OR ACCOMPLISHMENTS OF THE ACTIVITY IN SUPPORT OF COUNTY/DEPARTMENT BUSINESS: (Please give complete description)	
4. NAME & TITLE OF COUNTY/PUBLIC WORKS EMPLOYEE RESPONSIBLE FOR THE ACTIVITY:	
Name: _____	Title: _____
5. NAME OF ORGANIZATIONS OR PERSONS EXPECTED TO ATTEND THE ACTIVITY:	
Name: _____	Estimated Number Attending: _____
6. LOCATION OF ACTIVITY:	
Name of Facility: _____	
Address: _____	
City: _____	State: _____ Zip: _____ Phone: _____
7. ACCOUNTING	
Estimated Cost of Meal(s): _____	
Fund Name: _____	Account No.: _____ Account Name: _____
8. APPROVAL:	
Signature of Responsible Employee: _____	Date: _____
Department Head Approval: _____	Date: _____