

*Petaluma*  
**HEALTH CARE**  
**DISTRICT**

POLICY# 12  
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TITLE: **Board Compensation and Reimbursement Policy**

MANUAL: Petaluma Health Care District Board Governance Policies

Board Approval Date: August 21, 2018 Written By: R. Faith  
Meeting Review Dates:

**I. PURPOSE / EXPECTED OUTCOME(S)**

The purpose of this policy is to outline Director's compensation while serving a term(s) on the Petaluma Health Care District Board. This policy aligns with ACHD recommendations and the AB2329 – Special District Board of Directors Compensation.

**II. POLICY**

A. Petaluma Health Care District Board of Directors will provide compensation to its Directors for district work as follows:

- \$100 per meeting for no more than 3 meetings in a calendar month.
- Meetings eligible for director compensation are regular and special board meetings, finance committee meeting, and certain advisory board committee meetings approved by the board. Such meetings require agendas, meeting minutes, report out at a following board meeting, CEO attendance and board approval.
- Increase in the amount of compensation for meetings can be no more than 5% per year and requires board approval.
- Reimbursement will be made of actual necessary travel and incidental expenses incurred for attending conferences in performance of an official duty as assigned by Board President (ie. conference fees, meals, hotel, and travel) by filing a Board of Directors Reimbursement Form (appended). Costs are to be reasonable and mileage will be reimbursed at the current rate as defined by Internal Revenue Service Guidelines.

- Directors will be offered on a rotational basis tickets to attend community functions and fund raising events that require Director presence as a District ambassador. Board of Directors will determine which functions fall into this category. The value of these functions will not exceed \$440/year per Director.
- B. Refer to attached addendum for historical information and past practices.
- C. This Board Compensation Policy is in place until a future board approves a new policy.