Live Well. Health Matters.

POLICY TITLE: REIMBURSEMENT OF ELECTED OFFICIALS FOR PARTICIPATION IN COMMUNITY EVENTS
POLICY NUMBER: 2130

COMMITTEE APPROVAL DATE:	12/1/2025	**WRITTEN/REVISED BY**:	T. BAKALY
BOARD APPROVAL DATE:	01/28/2026	**SUPERSEDES:**	11/20/2019

POLICY:

2130 It is the policy of the Beach Cities Health District ("District") to encourage participation of its elected officials in community events. Participation of its elected officials in community events will have the effect of expanding the District's visibility in the community and increasing the access of District residents to their elected officials. In turn, this will lead to a broader understanding of the District's mission and to improve community ties. This policy is also referenced in the District's Board Member Orientation Handbook.

SCOPE:

2130.1 Attendance at community events sometimes requires an expenditure of funds and the District regards it as reasonable and fair to reimburse its elected officials for this participation, subject to the guidelines set forth below.

GUIDELINES:

2130.2 Approved Organizations: Organizations whose events are approved for reimbursable participation of Directors include, and are limited to, the following:

2130.2.1 Organizations in which the District as such holds membership.
2130.2.2 Organizations currently or previously affiliated with the District.
2130.2.3 Organizations located in the District and/or that serve District residents.

2130.3 Expenditure Levels and Reimbursement Procedures

Within the limitations of the annual budget:

2130.3.1 Expenditures up to $100 per Board member per event do not require prior Chief Executive Officer review.

2130.3.2 Expenditures in excess of $100 per Board member per event require prior Chief Executive Officer review.

2130.3.3 The District will provide to Board members expense report forms to be completed by Board members who submit for reimbursement. The expense report form will document that the incurred expenses meet the terms of the District's written reimbursement policies.

2130.3.4 Board members shall submit expense reports within fifteen (15) days of the end of the fiscal year when incurring the expense, and the reports shall be accompanied by such receipts documenting such expense.

2130.3.5 The District will issue a reimbursement check within fourteen (14) days of the request.

2130.3.6 Expense report forms and supporting documentation are public records subject to disclosure under the California Public Records Act. They shall be maintained by the District as a public record for a period of five years after the expense is incurred or as required by law.

2130.3.7 Board members, at the next regular board meeting, shall provide brief written or oral reports on meetings or events they have attended at the District's expense. Such report(s) shall be specified as an agenda item for that board meeting.