

Effective Date: 7/9/2015, Motion #15-54
Revised Date: 6/19/2018
Review Date: 6/19/2018

North Sound Behavioral Health Organization

Section 3000 – Fiscal: Meeting Light Refreshments and Meal

Authorizing Source: North Sound BHO

Cancels:

See Also:

Responsible Staff: Fiscal Officer

Executive Director Signature:

Approved by: Board of Directors
Motion #: 15-54

Date: 7/9/2015

Date: 6/21/2018

POLICY: 3048.00

SUBJECT: MEETING LIGHT REFRESHMENTS AND MEAL

At times it is necessary and desired to provide light refreshments at meetings and, in the case of training seminars and retreats, full meals may be provided (within limits of Policy 3031.00). Therefore, within reasonable limits established by the Executive Director, meals (within limits of Policy 3031.00), coffee and light refreshments may be provided for meetings, retreats, formal training sessions and community meetings involving North Sound Behavioral Health Organization (North Sound BHO) employees, County Authorities Executive Committee, Advisory Board members and others involved in North Sound BHO committees. Presentation of receipts for the above expenditures is required.

For the purpose of this section, coffee encompasses any non-alcoholic beverage such as tea, soft drinks, juice, or milk. Light refreshment is an edible item that may be served between meals. Examples of such items are: donuts, muffins, cookies, sweet rolls, fruit, vegetables, or cheese, etc.

Meals may be purchased for employees, County Authorities Executive Committee, Advisory Board members and others involved in North Sound BHO committees and/or attending mandatory training sessions or retreats held within the county in which the employee is assigned per the limitations contained in Policy 3031.00.

ATTACHMENTS

None