

CALHOUN COUNTY DEPARTMENT OF HEALTH

AGENCY COMMITTEES

Administrative Policy:

The Board of Health members are appointed by the Calhoun County Board of Supervisors for staggered terms of 3 years at the end of which reappointment may occur. The Board is voluntary and not directly employed by the Board of Supervisors. This Board serves in a public purpose capacity as described in their respective by-laws, code, or ordinance. No monetary compensation shall be paid to Board members for their services excepting the provision of reimbursement for actual, necessary expenses incurred in the performance of their duties i.e., mileage, meals. Authorized expenditures will be closely scrutinized before each claim is approved to insure a proper use of funds. Board membership including names and addresses will be maintained in the agency policy manual.

LOCAL OFFICE ADMINISTRATIVE EXPENSE

The Department of Human Services shall reimburse the counties for the allowable costs of operating the local offices. The costs shall be reported on form AA-4103-0, Report of Local Administrative Expense. Allowability of all costs claimed will be reviewed by the Bureau of Finance. Allowable costs shall be allocated to programs by Central Office, Bureau of Finance, based on the approved current Federal cost allocation plan. When the reimbursement amount has been determined the Bureau of Finance will order a State warrant to be forwarded to the local office. The reimbursement rate shall be based on current Federal program matching rates to the extent that Federal Program Funds are available or State funds were provided by specific legislation to supplement Federal Funds.

LEGAL BASE

The pertinent legal references are Iowa Code section 217.32; Title 45 CFR, Part 74, Appendix C, Cost Principles for State and Local Governments; and OASCIO, A Guide for State and Local Agencies.

ALLOWABLE EXPENSESDirect Expense

## Policy

1. Salaries are gross compensation paid including employee and employer share of benefits.
  - a. Salaries paid from county funds for individuals covered by 28E agreements in order to conform to merit standards, and assigned to Department of Human Services programs.
  - b. Salaries paid to individuals on county payrolls who are assigned to the Department of Human Services and who are merit exempt. An example would be County Board of Social Welfare.
2. Travel Expense
  - a. In state and out of state travel for the County Board of Social Welfare.
  - b. Out of state travel for local office state employees, with prior approval of the District Administration provided the travel is also approved by the County Board of Supervisors, and approval is recorded in the official minutes of the supervisor's meeting prior to the date of travel and the purpose of travel is in support of DHS administered programs.