

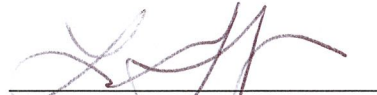
SAN MATEO COUNTY
COUNTY HEALTH

Revised Date: January 24, 2022

HEALTH POLICY NO.: HS A-5

SUBJECT: Hosting Authority Policy

APPROVED:



Louise Rogers, Chief
County Health

SUPERCEDES: October 25, 2017

Because of the need to avoid real or perceived misuse of taxpayer funds, County Health only hosts and funds events that further our mission. To that end, we will host special meetings such as conferences, trainings, and retreats that support the further education or team development of our staff and/or stakeholders. We will also host events that benefit patients and clients. We will not pay for staff events that are primarily social in nature, such as retirement events, holiday events, and picnics, nor will we provide food for regular staff meetings.

To ensure that we follow the spirit as well as the letter of County rules relating to hosting events, staff members must get approval in advance to host events. All events under \$2,500 must be pre-approved by the Division Director. For events that cost over \$2,500 the request must be made 90 days prior, be approved by the Division Director and the Chief of County Health. Health Administration will also submit to the County Manager's Office for his approval as well. Events over \$2,500 may also require Board of Supervisors approval at the County Manager's discretion. Events that cost more than \$40 a person require additional justification of the expense on the Authorization to Host form. Cost per person should also be reviewed with the current CONUS rate as a reasonableness test. Cost may exceed the rate due to delivery/set up costs, etc. and the CONUS rate should be used as a guide.

Attached are the following items:

1. Administrative Memorandum #B-12
2. County Health Authorization to Host form