

SAN MATEO COUNTY
MENTAL HEALTH SERVICES DIVISION

DATE: February 11, 2000

MENTAL HEALTH POLICY NO.: MH 00-07

SUBJECT: Authorization to Host

AUTHORITY: County of San Mateo Administrative Memorandum – No. B-12; Departmental

AMENDED: April 11, 2007

ATTACHMENT: Administrative Memo, County of San Mateo, Number B-12

PURPOSE

To provide guidance for Mental Health Services staff about hosting, to define the types of events for which advance authorization is required, and to assure that County resources are used appropriately.

POLICY

- When Mental Health staff host a convention, conference, training, or special meeting, the expenses may be paid by the County. These events may include non-county participants.
- Events that are social in nature, such as parties, retirements, holiday events, and picnics, are expected to be paid by the participants and are not legitimate divisional expenses.
- Any exceptions to this policy may be allowed only with the specific approval of the Mental Health Services Director.

PROCEDURE

Location

Whenever possible, hosted events should be held in a county facility or other facility for which no charge is incurred. Mental Health Administration maintains a list of possible event locations, and is available to consult with staff to find a suitable location.

Food

Vocational Rehabilitation Services' Catering Connection is the preferred caterer for County functions. In addition, Authorization to Host requests may include bulk purchases of beverages and snacks to reduce event hosting costs. Mental Health will not routinely provide meals (breakfast/lunch) for training events unless the number of participants, location or other logistics make it not feasible for participants to go off site for meals.

Authorization

- Gross expenditures up to \$2,500 per hosted event, or a cumulative amount of up to \$2,500 for a series of events in a single fiscal year, may be authorized by the Department Head or his/her designee. A copy of the approved Authorization to Host form must be submitted to the Controller's Office along with claims for payment.
- Gross expenditures exceeding \$2,500 per hosted event, or a cumulative amount exceeding \$2,500 for a series of events in a single fiscal year, require approval of the County manager prior to the event date. The county manager may, at his/her discretion, require Board of Supervisors' approval. A copy of the approved Authorization to Host form must be submitted to the Controller's Office along with claims for payment.
- **All requests require advance approval using the appropriate attached form.**

Amount	Requested By	Approved By
\$250 and under, held in any Health Services facility, using VRS's Catering Connection	Manager	Director, Health Services, or designee
\$251 to \$2,500	Division Director	Director, Health Services, or designee
Over \$2,500	Director, Health Services	County Manager

Approved: _____
 Gale Bataille, Director
 Mental Health Services Division

Reviewed: _____

