

Great Rivers Behavioral Health Administrative Services Organization

Policy Title:	Meals, Coffee and Light Refreshments	Policy No. 1007.00
Category:	Administrative	Date Adopted: 01/10/2020 Date Revised: Date Reviewed:
Reference:	Budgeting Accounting and Reporting System	

Policy:

- 1.1. Great Rivers Behavioral Health Administrative Services Organization ("Great Rivers BH-ASO") shall provide coffee, meals and light refreshments for the Great Rivers BH-ASO Governing Board, Great Rivers BH-ASO Advisory Board, staff members and guests at Great Rivers BH-ASO meetings where doing so is considered productive to the meeting and within available resources.

Procedure:

- 2.1. Coffee and light refreshments may be provided for Great Rivers BH-ASO Governing Board, Great Rivers BH-ASO Advisory Board, staff members and guests as such provision is considered useful for conducting productive business meetings. This is considered in view of the length of meetings, travel time / distance and within available resources.
- 2.2. A meal may be served on those occasions when the meeting is expected to extend through a mealtime and the meal is an integral part of the meeting. The decision to provide a meal in conjunction with the business meeting will be determined by the represented executive. Meals may be provided for appropriate guests who are participants in the meeting. The meeting minutes will indicate members and guests in attendance.
- 2.3. The Great Rivers BH-ASO CED or designee will arrange for the purchase of coffee, light refreshments, and meals in advance of meetings. The CED or a designee will review and approve invoices for said food and beverage service and will submit expense claims to the Great Rivers BH-ASO Fiscal Manager.

POLICY SIGNATURE

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Edna J. Fund, Chair
 Great Rivers BH-ASO Governing Board

4/14/2020

 Date