

POLICY AND PROCEDURE	
TITLE: Committee Stipend Reimbursement Policy	
DEPARTMENT: Strategy and External Affairs	POLICY #: GCR-010
EFFECTIVE DATE: 06/30/2025	REVIEW/REVISION DATE: Not Set
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PRODUCT TYPE: Medi-Cal	REPLACES: Not Set

I. Purpose

- A. To establish the terms and conditions for members of Gold Coast Health Plan (GCHP) legislative bodies composed of community members and/or providers to receive stipends and expense reimbursement when performing their official duties on behalf of GCHP.

II. Policy

- A. This policy (Policy) is adopted pursuant to Government Code Section 53232 et seq. and must be adopted or amended by resolution.

III. Definitions

- A. N/A

IV. Procedure

- A. Meeting Stipends
 - i. Stipends and Eligible Meetings.
 - 1. Members of all GCHP legislative bodies (as defined in Government Code Section 54952) that are composed of community members and/or providers (Committees) shall be entitled to receive meeting stipends under this Policy.
 - 2. Committee members shall be entitled to receive stipends of \$200 per day for attending meetings of the Committee.
 - ii. Limitations
 - 1. Committee members shall not receive more than one (1) stipend payment in any calendar month.
 - 2. Committee members may decline to receive a stipend under this Policy. The Committee member must notify relevant GCHP

staff if they decline to receive a stipend on a one-time or ongoing basis.

B. Reimbursement of Reasonable and Necessary Expenses

i. Travel to/from Committee Meetings of GCHP

1. Committee members may receive reimbursement for mileage or public transportation expenses to and from meetings of a Committee within Ventura County. Such expenses shall be subject to GCHP's travel and expense reimbursement policy criteria.

ii. Rates of Reimbursement

1. Mileage and public transportation expenses as authorized under this Policy shall be reimbursed at the rates established under GCHP travel and expense reimbursement policy. If such rates are not provided, the reimbursement shall be at rates established under Internal Revenue Service Publication 463 or any successor publication.

iii. Claim Forms

1. All expense reimbursement claims must be submitted in accordance with GCHP travel and expense reimbursement policy.

C. Training Requirements

- i. Committee members eligible to receive stipends or reimbursement of expenses under this Policy shall receive ethics training and sexual harassment prevention training in accordance with Government Code sections 53234 et seq. and 53237 et seq.

V. Attachments

- A. GCR-010 Committee Stipend and Reimbursement Policy (Spanish Version)

VI. References

- A. Government Code section 53232 et seq.
- B. Government Code section 53234 et seq.
- C. Government Code section 53237 et seq.
- D. Government Code section 54952
- E. Internal Revenue Service Publication 463 (or its successor)

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