

Department of Family and Children Services Administration Policies and Procedures Manual	Section: Administration Part: 102 Page: 1 of 2 Date: July 2005
Title: County Board Appointment Process County Board Member Reimbursement	

Note: Underlined parts will be linked to that part of the manual.

102.1 Overview of County Board Appointment Process

Reference: O.C.G.A. 49-3-2

- A.** Effective July 1, 1994, County Commissioners directly appoint DFCS County Board Members. Vacancies on the Board, which occur for any reasons, are filled in the same manner. If the County Commission fails to make an appointment with 90 days after the vacancy occurs, the DHR Commissioner is authorized to make the appoint.
- B.** County Board appointments must be reflective of gender, race, ethnic, and age characteristics of the county population.
- C.** Each county board shall consist of five members. In addition to the five members required, the County Commission is authorized, but not required, to appoint two additional members. One additional member should be a school counselor employed in the county and the second additional member should be a law enforcement officer of the county that is responsible for investigating reports of child abuse.
- D.** The term of office of members of the county board shall be for five years and until the appointment and qualification of their respective successors, except that in the initial appointment of the two additional members, one member is appointed for four-year term and one member for a five-year term. The initial members shall serve until the appointment and qualification of their successors.
- E.** All DFCS Board appointments and changes are sent to the Division Director's office with a copy to the DFCS Board Association Liaison. This can be mailed or e-mailed on GroupWise. (As of October 2004, Nina Davis, Regional Director, Region 9 is the DFCS Board Association Liaison.)
- F.** The Handbook for County Boards of Family and Children Services is available for new Board Members on the Field Fiscal Services Web Site. Orientation training is provided to the new Board Member.

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102.2 Overview of County Board Reimbursement Process

- G.** Members of the county board shall serve without compensation, but county departments are to pay County Board Members a per diem fee of \$15.00 per month. Members are to be reimbursed for traveling and other expenses actually incurred in the performance of their official duties. County Department may choose to pay a higher per diem, but any supplemental amount beyond the \$15.00 must be paid from County funds and must be budgeted for such purposes. Board Members are required to attend the Board Meeting in order to be eligible for the per diem.
- H.** To qualify as a Board Meeting, official business must be conducted and minutes must be prepared to substantiate the meeting. County Departments are not permitted to pay more than the \$15.00 from Grants to County Funds (GIA) for any single Board Meeting. (For example, if a County Board only meets once a quarter, the per diem is still \$15.00, not \$45.00.)
- I.** County board Members are to use Form 5357 (Bill for Services Rendered) to claim allowable travel expenses and the per diem. Examples of allowable expenses include:
1. Mileage and meals related to Board attendance;
 2. Mileage incidental to Board Member attendance;
 3. Mileage incidental to Board Member attendance at other functions if the Board Member is representing the County DFCS office;
 4. And other travel designated as an official action for a county Board Member within the limits of state travel regulations. All payments are to be paid at the prevailing state rate.

102.3 Attachment

Attachment #1 – Letter to County Commission Chairperson at Expiration of Board Member Term