

Approved: December 7, 2007

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#00-9, Special Advisor Selection, Role and Reimbursement

PURPOSE:

To clarify the selection process, role and reimbursement of expenses for special advisors

POLICY:

A. Selection

Council bylaws allow committees to have special advisors for a period of one (1) year. The special advisor will be recommended by the committee requesting a special advisor for approval by full Council. Selection of individuals should be based upon the following criteria:

1. The individual brings special knowledge, skills, experience and/or abilities related to current committee activities that the committee does not already possess.
2. The individual can commit the necessary time to the task.
3. The individual's expertise should be needed for an extended period of time.

B. Role

Special advisors will be non-voting members of committees who will provide special expertise and insight to deliberations.

C. Reimbursement

Special advisors ~~will~~ may receive reimbursement for travel in Ohio to the appropriate committee meeting or to an approved work group or advisory panel if their participation in the approved work group or advisory panel will contribute to the committee's mission, and for meals in accordance with prevailing state government rates and travel policies.

| Reimbursement requests for overnight accommodation ~~will~~ may be approved by the committee chair for valid reasons.

Special advisors who are affiliated with an agency or organization that would benefit from the committee discussions shall not receive reimbursement. In all cases, Council will be payer of last resort.

The individual's status will be subject to annual review.

PROCEDURE:

Committees will bring forth their candidates for special advisor to full Council for approval. After appointment, the grants administrator will notify each special advisor of allowable rates for reimbursement. Special advisors must submit travel vouchers to receive reimbursement.