

STATE BOARD OF PSYCHOLOGY of OHIO

POLICY AND PROCEDURE MANUAL

SECTION 8: FISCAL RESPONSIBILITY

**POLICY 8.1: Membership, Attendance, and Reimbursement Policies:
Meetings of the Association of State and Provincial Psychology
Boards (ASPPB)**

PRIOR DATES EFFECTIVE: JUNE 9, 2003; NOVEMBER 30, 2007; APRIL 29, 2013

AMENDED AND EFFECTIVE: APRIL 23, 2015

REVIEWED AND APPROVED

[SIGNED COPY ON FILE IN BOARD OFFICE]

President

Date

Executive Director

Date

POLICY STATEMENTS AND STANDARD OPERATING PROCEDURES

- 1) The Board is a full member of the Association of State and Provincial Psychology Boards (ASPPB) and shall expend necessary funds to maintain active membership. Membership is required to allow the Board to utilize the Examination for Professional Practice in Psychology and the Psychology Licensing Universal System (PLUS) as part of the licensing process.
- 2) Board member and the Executive Director's participation in meetings of ASPPB is a critical part of the Board's mission, vision, and values.
- 3) Board member attendance at the two yearly ASPPB meetings shall be based on the relevance of the meeting agenda, including new member orientation and current ASPPB initiatives as related to Board member expertise, involvement, and what is best for the Board. The selection of Board member(s) to attend ASPPB meetings shall be made by the Board president, at least one business meeting prior to the ASPPB meeting in question, based on a consideration of several factors, including, but not necessarily limited to: affording new members the opportunity to attend for the purpose of becoming familiar with the association and attending "New Board Member Orientation"; the agenda topics, insofar as they are known when the member(s) are selected for attendance, based on the members' interest and/or expertise; and, promoting a desire to support getting members of the Board into leadership roles within ASPPB
- 4) Members shall be selected to attend meetings of ASPPB and receive travel reimbursement from Board funds according to a determination made by the Board based on the Executive Director's budget projections at the quarterly meeting of the Board prior to the ASPPB meeting in question.
- 5) Under normal circumstances the Board shall reimburse a maximum of two people, inclusive of the Executive Director, for ASPPB meeting travel expenses.
- 6) The Board shall expend sufficient funds to ensure that it has a member present as a voting jurisdiction Delegate at each annual meeting of ASPPB (October) and at each mid-year meeting (April). Members shall be reimbursed by the Board for travel, lodging, meals, and registration expenses that are not waived by ASPPB.
- 7) In the event that there is not a member of the Board able to attend the annual meeting of the association, the Executive Director shall attend as the Board Delegate.

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- 8) The Executive Director shall attend a minimum of one meeting annually and shall be reimbursed by the Board for attendance of both meetings at his or her discretion, with travel, lodging, meals, and registration expenses paid by the Board. When the Executive Director or a member of the Board holds a position with ASPPB leading to the reimbursement of travel expenses by ASPPB, the Board shall reimburse up to a total of 2 members for travel to the Annual and Midyear meetings.
- 9) Budget projections will be presented and Board approval for specific reimbursements during a business meeting of the Board at least two months in advance of the ASPPB meeting in question. Budget conditions affecting decisions relative to travel to ASPPB may be influenced by reimbursements received from ASPPB (Ohio routinely qualifies for a \$500 voucher for the Annual meeting) and by ASPPB-paid expenses for the Executive Director or a Member being reimbursed by ASPPB for participating in the meeting as a presenter.
- 10) One new member shall attend the annual meeting for the purpose of receiving new member orientation if personal circumstances allow the member to travel.
- 11) The Board shall fund up to two total attendees at least once annually, at a minimum, inclusive of a member with the best "fit" as related to ASPPB initiatives and agenda topics.
- 12) No reimbursement will be made for any expense that includes a late fee or lodging rates in excess of meeting rates. The Board will not designate any portion of any ASPPB travel allotments granted to the Board to cover a late fee or higher rate/fee.
- 13) Board members should not submit for payment, and will not be reimbursed for hours spent participating in or traveling to or from any ASPPB meeting. Any staff member attending any ASPPB meeting (or other type of training meeting) will be paid his/her usual hourly rate for eight hours on normal workdays or paid holidays. No pay or compensatory time accrues for travel time and/or weekend meeting sessions.
- 14) All reimbursements are subject to the policies and procedures of the Ohio Office of Shared Services.