

**SECTION - ADMINISTRATION
ADMINISTRATIVE DIRECTIVE NO. 238
(Replaces AD 238 dated 12/15/05)**

Effective Date: December 7, 2006

SUBJECT: PATIENT BENEFIT FUND COMMITTEE

I. PURPOSE

To make recommendations regarding expenditure priorities, allocations, and fiscal year budgeting of the Patient Benefit Fund (PBF). The PBF shall be expended only for education or entertainment of hospital patients to assure compliance with Section 4125 of the Welfare and Institutions Code. The Hospital Administrator shall take into consideration the recommendations of patient representatives before expending any moneys from the fund.

The annual PBF Budget will be initiated and developed in the month of June. Proposals for the following year may be submitted to the Trust Officer prior to June 1st.

II. AUTHORITY

Welfare and Institutions Code, Section 4125 and Special Order No. 810.01.

III. POLICY

The PBF Committee is responsible to the Executive Director and the Hospital Administrator as trustee of the PBF.

IV. METHOD

- A. The hospital shall comply with the provisions of Section 4125 of the Welfare and Institutions Code, and relevant portions of Sections 4314, 4465, and 4494 of that Code.
- B. Two-thirds of each fiscal year's revenue shall be expended for authorized purposes.
- C. Each hospital shall establish a PBF Committee representative of the various activities of the Hospital. One committee member shall be a current Individual.
 - 1. The Committee shall not meet less than annually, and shall maintain an official file of the minutes of all Committee meetings.

2. The Committee shall recommend policies approved by the Executive Director, for the management of the benefit fund. The Committee shall also prepare a budget or expenditure plan, which shall be approved by the Executive Director, or designee prior to implementation.

D. The Executive Director shall appoint a designated person to be responsible for the day-to-day control of the funds and the accounting procedures to ensure the integrity of the funds.

E. Pursuant to Section 4125 (d) of the Welfare and Institutions Code, each July 15, the Executive Director shall provide a detailed account (summary data sheet) of how the previous fiscal year's benefit funds were expended. The provision requires the Director to submit such data to the Legislature, annually, by August 15.

V. COMMITTEE SELECTION, COMPOSITION AND MEMBERSHIP

The Executive Director will appoint a chairperson from the group below and select one representative from each of the following hospital assignments/groups:

- A. Fiscal Officer
- B. Trust Officer
- C. Chief of Central Program Services
- D. Assistant Chief of Program Services
- E. Program Director
- F. Chief of Rehabilitation Therapy
- G. Chief of Social Work
- H. Hospital wide Events Coordinator
- I. Patient Advisory Council Activities Coordinator

VI. MEETINGS

The PBF Committee will meet at least yearly to propose the annual PBF budget expenditures; and as needed to discuss problems that may arise concerning the PBF.



W. T. VOSS
Executive Director