



POLICIES AND PROCEDURES

POLICY TYPE:	Finance Policy #1, Meals and Meetings (conferences) Refreshments
EFFECTIVE:	July 1, 2024
REVISED:	July 1, 2025

PURPOSE

To communicate the federal grant requirements which pertain to the Lane Workforce Partnership (LWP) Board of Directors and its staff regarding meals and meeting (conference) refreshments charged to federal grants or contracts. This policy covers the Board, Executive Board, the LWP Council, and their committees and subcommittees. The policy also covers any Board sponsored activity related to administration of the federal or state granted or contracted funds.

REFERENCES

- Workforce Innovation and Opportunity Act (Public Law 113-128)
- Code of Federal Regulations Title 2 Grants and Agreements: General Provisions for Selected Items of Cost 200.432, 200.438, 200.456, 200.475
- Higher Education Coordination Commission Office of Workforce Investments Policy: Financial Management and Administrative Standards (09/13/2024) Revised Policy

POLICY

It is the policy of LWP to ensure that federal and state granted or contracted funds are used appropriately. Funds should be used to further the overall purpose of the authorizing legislation for expenditures that are allowable, allocable, and reasonable. Expenditures of federal or state granted or contracted funds shall be necessary for the successful completion of grant or contract objectives.

By definition, the following citation from the Uniform Grant Guidance 2 C.F.R. **200.432 Conferences** applies to all LWP meetings:

“A conference is defined as a meeting, retreat, seminar, symposium, workshop, or event whose primary purpose is the dissemination of technical information beyond the non-Federal entity and is necessary and reasonable for successful performance under the Federal award. Allowable conference costs paid by the non-Federal entity as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals and refreshments, local transportation, and other items incidental to such conferences unless further restricted by the terms and conditions of the Federal award. As needed, the costs of identifying, but not providing, locally available dependent-care resources are allowable. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary, and managed in a manner that minimizes costs to the Federal award. The Federal awarding agency may authorize exceptions where appropriate for programs including Indian tribes, children, and the elderly. See also §§ 200.438, 200.456, and 200.475.”

Under no circumstances shall entertainment or alcohol be paid for with federal or state granted funds. The following are the common types of conferences (meetings) hosted by LWP:

- A. Executive Board: Monthly, generally held during the lunch hour to accommodate the business member leaders on the Board.
- B. Full Board: Generally, four meetings each fiscal year.
- C. Standing Committees: Approved by the Full Board with a Board Member serving as Chair. Each committee will have a designated LWP Staff Person.
- D. General Staff: Required staff meetings called by Managers for the purpose of gathering or disseminating information regarding programs or activities administered by LWP when meetings are held during business hours and also includes attendance at the above listed board events.

ISSUED

Revised Date: July 1, 2025

Tiffany Cink

Tiffany Cink, Chief Operating Officer