

UTAH DEPARTMENT OF HUMAN SERVICES POLICY AND PROCEDURES		
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CONFERENCES, RETREATS, SUMMITS & SIMILAR EVENTS		
<p>RATIONALE: This policy is established to guide DHS investment in holding and attending group gatherings, such as conferences, retreats, symposiums, summits and similar events that help advance the department’s mission.</p> <p>Replaces: 01-07 Retreat/Conference/Symposium Policy, Budget Restrictions Memo (partly), Training/Conferences and Speaker Fees Approval Requirements Memo <i>Related/Tags:</i> FIACCT 10-04.00, FIACCT 05-03.00</p>		
Original Effective: October 20, 1997	Revision: September 22, 2021	Next Review Due: September 22, 2024

I. DESCRIPTION

This policy guides DHS investment in group gatherings such as conferences, retreats, symposiums, summits, and similar events. It supersedes any previous policy governing conferences. This policy does not supplant any existing state or department policies to which the department must adhere. This policy is applicable to all department divisions, institutions, bureaus, and offices (DIBOs).

II. DEFINITIONS

The following terms are defined for this policy as:

- A. DHS or department: The Utah Department of Human Services (DHS) and any of its divisions, institutions, bureaus, or offices (DIBOs).
- B. Events: Conferences, retreats, symposiums, summits, and similar events held or attended by DHS staff or others for professional or organizational development, building relationships and partnerships, planning, or addressing a particular issue. Events cover any group gathering as defined in state finance policy.
- C. Travel: Event-related travel. This excludes case or client-related travel.

III. POLICY

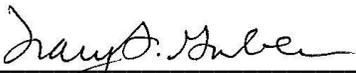
- A. DIBOs that would like to hold or attend events covered in this policy will:

1. Have specific objectives that support the governor's priorities and DHS:
 - a) Mission, values, and strategic plans and priorities;
 - b) Clientele needs;
 - c) Workforce recruitment, retention, and quality performance; or
 - d) Mission-critical relationships and partnerships.
 2. Use the most efficient, accessible, equitable, and effective means to maximize opportunity, impact, and value; and
 3. Be reasonably and appropriately evaluated by DHS or the DIBO to inform and improve future events.
- B. Holding or attending these events shall:
1. Comply with state and DHS policies;
 2. Be within DHS and DIBO budgets;
 3. Comply with funding source requirements; and
 4. Require pre-approval by the executive director, department deputy director, or department assistant deputy director for allowable exceptions to this policy.
- C. As funding allows, DIBOs may purchase food for employee events up to the equivalent of one lunch at the state per diem rate per employee per fiscal year. DIBOs must track and monitor compliance with this provision.
- D. Prior to making any commitments or payments to hold a DHS event or attend another organization's event, pre-approval must be obtained by the designated authority. The event (or attendance to an event) must also comply with applicable state, DHS, and DIBO policies and procedures.
1. DIBO directors may pre-approve up to a cumulative total of \$5,000 per fiscal year for events excluding the food purchases for employee events listed in Section C above.
 2. Any additional expense beyond the \$5,000 cumulative total shall require executive director, department deputy director or department assistant deputy director pre-approval.
- E. Any funds collected related to the event must be receipted, controlled, and deposited properly in accordance with state and DHS finance procedures.
1. DIBOs shall coordinate with the Office of Fiscal Operations prior to collecting funds.
 2. Registration fees should be included as all or part of the estimated revenue available for utilization on the budget portion of the request.
 3. Registration fees should not be used to pay expenses of state staff involved with a sponsored event where there is a state appropriation, federal grant, or other collection previously made or identified to cover such expenses, without prior approval from the executive director, department deputy director, or department assistant deputy director.

F. The executive director may grant exceptions to this policy.

IV. PROCEDURE

- A. For DIBO director pre-approvals, follow state policy and any applicable internal DIBO policy and procedure.
1. For DHS-held events, follow State Finance policy regarding group gatherings, including specific thresholds and parameters for procurement and travel.
 - a) Note whether food costs are the approved per employee annual allocation in section III.C. above.
- B. For executive director, department deputy director, or department assistant deputy director pre-approvals, submit DIBO-approved requests with any required group gathering and other finance forms to dhsfinance@utah.gov:
1. Submit as early as possible and no later than four weeks before approval is needed. A decision will be provided by EDO within five business days. If bids or procurement will be required, submissions will need to allow sufficient time.
 2. If no forms are required,
 - a) Describe the event.
 - b) Indicate if the event is required and why. If the event is not required, describe why it is in the best interest of the state and beneficial to the DIBO.
 - c) Proposed budget for DHS-held events and associated accommodations, or estimated costs to attend another organization's event.



Tracy S. Gruber

Utah Department of Human Services Executive Director

September 22, 2021