

Douglas County Lived Experience Compensation Policy

Douglas County is committed to compensating community members for their time and participation in program, policy and service development and design. This includes but is not limited to service on select cross-service team and countywide governance and advisory committees and groups. Service may also include department specific, programmatic or initiative driven committees, boards and groups. Countywide opportunities for community participation may be considered for compensation on a case-by-case basis.

Compensation is meant to be an acknowledgment of the time and expertise given by residents while engaging with Douglas County. An additional goal of compensating community members is expanded diversity and representation among members of advisory board, steering committees, and special initiatives. Further, Douglas County has developed this policy in an effort to improve the County's policies, practices, programs, daily operations, and decision-making to achieve equitable outcomes for all.

Definitions

Community feels and looks differently depending on place, situation, cultural context and who is being asked to define it. However, providing a general description of what is meant when referring to community helps to guide the work. Douglas County's community is whom the County serves. This includes those who:

- Are directly impacted by its policy and budget decisions.
- Live and/or work within its geographic boundaries.
- Utilize Douglas County programs and services.
- Partner with the county (formally or informally) to provide services or improve its operations, policies and practices.

Lived experience is considered individuals who offer specific or unique perspectives, knowledge, and skills, from their life experience can make important contributions to local government policies and services. These individuals fill an important role in offering diverse perspectives and experiences, whose participation can be facilitated and improved with compensation. Community members bring the wisdom of lived experience to boards, committees, including but not limited to issues related to safety, food systems, criminal justice, mental health, entrepreneurship, or homelessness.

Compensation Procedures

As part of normal operations, all activities, processes, initiatives and projects that involve lived experience should be effectively planned and sufficiently resourced.

- 1. Compensation Agreement:** Eligible members who serve on a eligible board or committee (Table 1) must sign a Compensation Agreement the roles and responsibilities for their participation on the board or committee and the determined compensation rate. The Compensation Agreement (Attachment A) is meant to serve as a template for eligible boards and committees and should be

amended to fit application to eligible bodies as approved by County Administration. Receiving compensation from Douglas County is entirely voluntary and is not required. Eligible community members can choose to opt in or out of receiving compensation from Douglas County.

2. **Funding:** Compensation funds (provided in the annual budget) can be requested by service teams twice per year through the lived experience funding request process managed by the County Administrator's Office. The County Administrator's Office leads this process by 1) Maintaining Compensation Agreements with county staff and 2) providing allocation recommendations to the County Administrator for final approval. Other funding sources for lived experience consultation may include, but are not limited to, service team or departmental budgets, revenue grant opportunities, partnerships with other entities, and/or funding streams to support strategic priorities. Eligible board and committee support staff are encouraged to reach out to Department Heads for information and support with developing their funding requests.
3. **Providing Food and Beverages:** Gathering around a shared meal helps to create a welcoming environment, aids conversation and relationship building. When providing food and beverage as part of community engagement activities, allowable food and beverages must be properly budgeted and documented. Refer to the Food and Meals Expense Policy for more information.
4. **Compensating Lived Experience:** Monetary compensation will be available in the form of cash or check voucher payments approved by the Administrator's Office. Non-monetary compensation may include, but is not limited to food, transportation vouchers, and parking vouchers. Compensation should be offered to lessen the cost burden for those who experience barriers to participation and to value community for their wisdom, lived and professional experiences.
 - Compensation: All compensation must be properly budgeted, documented and tracked. Refer to the Compensation Guide (Table 2, page 3) or suggested compensation amounts for countywide consistency and parity. Any deviations or exceptions from the guidance should receive approval from the County Administrator.
 - Douglas County will not compensate individuals for activities with Douglas County if the individuals are receiving compensation from any other source for the same activity. Individuals may receive compensation from Douglas County only if they are representing themselves, acting independently during the activity and are not already being paid by another organization for their participation. Douglas County employees are not eligible to receive compensation in the form of gift cards for participation in community engagement activities.
 - One-time and limited service lived experience consultation (i.e. participating in interviews or evaluating proposals) does not need to follow small amount purchase authority process and can be simply invoiced through the voucher payment process using the Community Compensation Voucher Form.
5. **Maximum Compensation:** Please note that according to IRS rule 26 CFR 1.6041-1, any person receiving over \$599.00 in a calendar year from Douglas County will receive a 1099 form and be responsible for reporting it on their taxes. It is the County Administrator's Office responsibility to ensure that the necessary information is collected from community members for countywide accounting, monitoring and tracking in compliance with the IRS threshold.

6. **Payment Processing:** Eligible members will be paid within one (1) month of their last meeting, pending confirmed attendance of each meeting. It is the responsibility of boards and committees to clarify or correct inaccurate record of their meeting attendance with managing staff of the board of committee.

Upon completion of a Compensation Voucher (Attachment B), the County Clerk's Office shall provide payment in cash unless a member requires a compensation alternative. Compensations vouchers can be received during regular business hours at 1100 Massachusetts Street, Lawrence, Kansas 66044.

Eligible Boards and Committees

All boards or committees with designated lived experience position(s) in their outlined in bylaws are eligible to participate. Additional considerations for board or committees can be made at the discretion of the County Administration if adequate resources are available. A list of eligible boards and committees are included in Table 1.

Table 1: Eligible Boards and Committees

Boards and Committees	Current Compensation	Eligible for Compensation
Criminal Justice Coordinating Council	None	Yes
Douglas County Food Policy Council	None	Yes
Entrepreneurship Community – E3 Cities	None	Yes
Housing and Homeless Stakeholder Group	None	Yes

Table 2: Compensation Guide

Type of participation	Eligible activities
Short Term Engagement or Focus Group	<ul style="list-style-type: none">-Participate in Board or Committee meetings once a month or less-Provide feedback on topics discussed at the Board or Committee meeting-Includes light advance review of materials in preparation for meetings-May participate in subcommittees-Provide feedback on topics discussed at the board or committee meeting-Provide feedback on pieces of Douglas County’s work, such as community planning efforts (Open Space) or strategic planning (Housing and Homelessness).
Serving on a Board	<ul style="list-style-type: none">-Participate in Board or Committee meetings once a month or more-Participate in subcommittees.-May require 1-3 hours of advance review of materials or other preparation for meetings, including readings, workgroup meetings, and other tasks per meeting.-Provide input on how boards and committees will design, plan, and execute pieces of Douglas County’s core responsibilities.-Support Douglas County with external outreach or engagement with the public, a particular community or population, an affiliated group, and/or community-based organizations (CBO) on topics addressed in the board, committee, or advisory body.

Table 3: Compensation Structure

	Regular Compensation Rate	Maximum Compensation Per Fiscal Year
Short Term Engagement	\$ 25 per meeting	\$600
Serving on Board	\$ 50 per meeting	\$600