

AGENDA ITEM REPORT



Date: September 13, 2023
To: Board of County Commissioners
From: Jill deVries Jolicoeur, Assistant County Administrator
Department: Administration
Subject: Douglas County Lived Experience Compensation Policy

BACKGROUND INFORMATION:

In the last year, the County Administrator's Office has researched and discussed different approaches to compensating individuals with lived experiences to participate in the work of county boards, committees and work groups that focus on issues of safety, criminal justice, food systems, mental health and homelessness. Most recently, a needs assessment performed by the University of Kansas Center for Public Partnerships and Research (KU CPPR) suggested that Douglas County, the City of Lawrence and community partners "explore opportunities for engaging individuals with lived experience of homelessness to provide decision-making input." This was further emphasized in each of the listening sessions that the County, City, and the housing and homelessness stakeholders hosted earlier this year, as well as the need to address some of the barriers that individuals experiencing homelessness may encounter in participating in future listening sessions and work group meetings to design and operationalize the housing and homelessness strategic plan.

The attached Lived Experience Compensation Policy provides additional background, definitions and procedures for ways in which the County Administrator's Office will manage, provide oversight and monitor the success of compensating individuals with lived experience in the work of county government. Included among the attachments for the County Commission's review are the Compensation Agreement and Community Compensation Voucher. Additionally, County Financial Policies require the Board of County Commissioners adopt a resolution to establish a Lived Experience Compensation Policy and Cash Box. This resolution is also attached for the County Commission's review and approval. Lastly, please find attached a copy of the proposed Cash Handling Procedure, which has been developed in accordance with the County's Financial Policies in close consultation with the County Clerk's Office.

The policy and the supporting attachments have been reviewed and approved by county legal staff. Sufficient funding is available for the remainder of 2023 and 2024 to support this policy through the County Administrator's Office.

RECOMMENDATION:

Approve the Douglas County Lived Experience Compensation Policy and authorize a resolution to establish a cash box for the County Administrators Office.

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

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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.

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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 |

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Douglas County, Kansas

[BOARD OR COMMITTEE NAME HERE]
COMPENSATION AGREEMENT

Compensation Agreement for Eligible Board and Committee Members

Contingent upon continuous fulfillment of the eligible activities (see Table 2 of Compensation of the [board or advisory committee] and confirmed attendance at meetings, eligible board and committee members are eligible for compensation on a per meeting basis under Douglas County’s Lived Experience Compensation Policy.

The compensation rate is [insert here – see Table 3 of Compensation Policy] per meeting. I understand that attendance taken at each meeting will be used to issue payment. Members will not be compensated for meetings they do not attend. It is their responsibility to confirm their attendance at each meeting or correct any errors in regards to documenting their attendance.

The Policy excludes Douglas County employees and any public agency, or elected or appointed office staff who serve on advisory boards or committees as part of their professional role. Members who 1) work for a contractor or organization holding an active contract with Douglas County and 2) participate or are listed in the contract activities while serving on an advisory body are eligible for advisory body compensation for the duration of the contract. This applies to all contractors, including non-profit organizations and community-based organizations. Once no longer under contract with Douglas County, an advisory board or committee member may receive compensation.

Eligible board members are independent, and no language in this Compensation Agreement shall be construed to create the relationship of agent or employee, as between an eligible board or committee member and Douglas County. Eligible members shall not be or be construed to be, the employees or agents of Douglas County.

I elect to do the following with the compensation I am eligible for as a member of the [insert eligible board or committee]:

___: Opt-in to receive compensation as part of my term on the eligible board or committee

___: Opt-out of receiving compensation as part of my term on the eligible board or committee

Member Name

Eligible board or committee

Member Signature

Eligible board or committee administrator
Signature

Date:

COMMUNITY COMPENSATION VOUCHER FORM

To be completed in accordance with Douglas County Lived Experience Compensation Policy

To be completed by community member following participation in eligible activities included on Table 2 in the Lived Experience Compensation Policy.

ACTIVITY: _____ DATE: _____

NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____ PHONE: _____

EMAIL ADDRESS: _____

This section should be completed by Douglas County Administration Staff prior to submission for payment.

Type of compensation:

Short term engagement (\$25 p/meeting) Serving on Board (\$50 p/meeting)

Approved by: _____

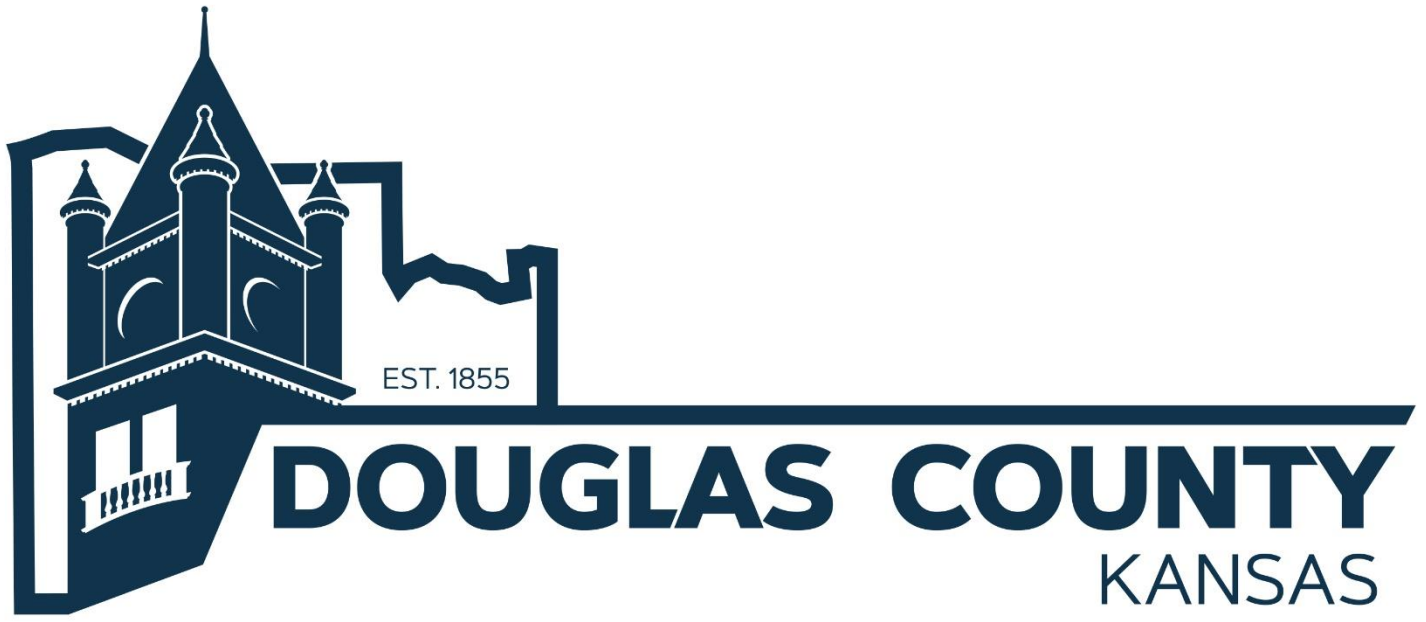
Department: _____

Payment issued by: _____

Amount paid: _____

Date paid: _____

VOID AFTER 30 BUSINESS DAYS



DOUGLAS COUNTY ADMINISTRATION

Cash Handling Procedure

Staff Authorized to Handle Cash

The Assistant County Administrator or departmental designee shall utilize funds for the sole purpose of 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.

Cash box shall be locked at all times or shall be placed in a locked drawer to prevent theft or fraud.

Cash Transactions

The Assistant County Administrator or designee is responsible for all cash and/or check transactions.

This includes but is not limited to;

- Keeping the cash box locked and secure at all times when not in use.
- Ensuring that access to the cash box is limited to authorized personnel only.
- Maintaining accurate and up-to-date records of all transactions involving the cash box.
- Replenishing the cash box as needed from authorized funds.
- Conducting periodic reconciliations and audits to ensure the cash balance matches the documented transactions.

Cash Reconciliation

The Finance Manger or designee shall reconcile all receipts and deposits or transfers on a weekly or monthly basis using a prescribed form. All "Compensation Vouchers" shall be balanced against cash paid out from the cash box. The Finance Manager or Designee shall enter an invoice in the county's finance software to replenish the cash box funds.

Change Request

In the event that the cash box require a different combination of denomination, staff completing the reconciliation shall complete the change request form included in the box. The deposit shall include the overage in funds used to make up the new combination of change funds requested.

The change request form shall denote the number of coins and cash being requested from the Treasurer's office. The Treasurer's office requires a minimum of two business days to fulfill the change order.

| Revision | Changes |
|----------|----------------------------|
| A | Initial Release 08/23/2023 |
| | |

RESOLUTION NO. 23-29

**A Resolution of the Board of County Commissioners of Douglas County, Kansas,
Establishing a Lived Experience Compensation Policy and Cash Box**

WHEREAS, 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;

WHEREAS, 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 to improve the County’s policies, practices, programs, daily operations, and decision-making to achieve equitable outcomes for all;

WHEREAS, The Board of County Commissioners previously adopted the “Lived Experience Compensation Policy” on September 13, 2023, which provides further definition to lived experience and its application to county business;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS the following:

1. County staff shall establish a cash box in the amount of \$300.00.
2. County staff shall be responsible for maintaining and administering a cash handling procedure.

SIGNED this 13th day of September, 2023

**BOARD OF COUNTY COMMISSIONERS
OF DOUGLAS COUNTY, KANSAS**

Patrick Kelly, Chair

ATTEST:

Karen Willey, Vice Chair

Jameson D. Shew, County Clerk

Shannon Reid, Member