

Lake County Coalition for the Homeless

Compensation of Persons with Lived Expertise Pilot

Introduction

This pilot proposes minimum rates and guidelines for compensating persons with lived experience/expertise (PLE). The rates in this pilot are a baseline and LCCH may pay more, but not less, whenever possible. This pilot will run for three months and then be voted on to become permanent. If approved, LCCH will update this document at least every two years and make available to CoC members.

Potential Engagements

Persons with lived expertise may be asked to work with LCCH in a number of different ways. These may include:

- Focus Group or interviews: One-time session to offer opinions, feedback, and experiences on a product, policy, document, or approach.
- Committee Participation: Serving on a regularly scheduled committee or board.
- Speaking Engagement: One-time or series of virtual and/or in-person sessions such as a training, webinar, or conference including time to prepare and deliver the event.
- Internship or Fellowship: Paid work over a set time with LCCH. Typically has a defined set of projects, professional development opportunities, and supervision.
- Consulting Engagement: A subcontractor relationship for a project or team that includes a consulting contract, defined deliverables, and payment terms.

Key Financial and Programmatic Considerations

There are a couple key considerations that are important to remember when working with persons with lived experience/expertise. At all times, LCCH's work with persons with lived expertise should always be person-centered, strengths based and trauma-informed. Additionally, all projects involving persons with lived expertise should honor and value the input of lived experience, ensure people are paid and that the project has adequate funding for a person's time and involvement, as well as consideration of the power dynamics.

Programmatic:

- LCCH membership applications will include a clause that automatically enrolls people with lived experience into this compensation pilot.
- Include time in their planning to ensure people have appropriate context, clear instructions, access to participate (transportation, technology, etc.) and support throughout the engagement. This includes being flexible in meeting times/schedule and assuming that not everyone can meet from traditional 9am-5pm. Evening and weekend events should be provided as options.
- Ensure all persons asked to engage in work have access to the tools they need to do the work. This may include providing fare cards for public transportation or travel stipends, as well as asking about technology access.
- Talk with the participant and the meeting facilitator about how the PLE participant will want to be introduced in professional settings. Arrange in advance and ask the PLE for input into how their skills and talents are described, what is said about their history, and their skills, including what work they will or will not do (technical writing vs offering insights or presentations)
- Provide support. Examples of support may include:
 - Engage in conversations with persons with lived expertise about what they might expect in the training, meetings, or conference settings they will likely encounter. Discuss the agenda and schedule and answer any applicable questions.
 - Ensure information provided is free of jargon and clearly written. If needed, provide a glossary or background documents as orientation.

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- Talk about who may be in a meeting, how others may present themselves, how the virtual environment works, as a way to give information about the business meeting environment to help inform how they decide to prepare themselves.
- Be thoughtful of what the internal support structure will be and create orientation tools so people can understand and speak the same language of the broader work and field.
- Initiate conversations about their role in such convening, encourage them to feel comfortable asking questions and voicing opinions, and most importantly, make every effort to create a collaborative, open environment within the convening itself.
- Provide networking opportunities. If multiple persons with lived expertise attend a given event, it can be helpful to carve out specific time and space for them to meet with each other in formal/informal contexts to build relationships and community.
- Ensure there is a connection locally to services if the person expresses any immediate needs.
- Make snacks available before or after in person meetings.

Financial:

- Two key financial takeaways when engaging anyone in work, including persons with lived expertise
 1. If you are a consultant, you cannot be an intern, and vice versa. You can only be classified as ONE type of relationship with LCCH at a time. You cannot receive both a paycheck from LCCH (internship) and a check for consulting (consulting agreement).
 2. If you make over \$600 in the year, that is taxable income and LCCH will issue a 1099 tax form.
- The budget for the pilot will come from the Coalition. 80% of the budget is allocated for compensation and 20% is allocated for assistance with transportation, technology, and snack at in person meetings.
- Consultants: LCCH does not withdraw taxes for consultants but will issue a 1099 tax form to the consultant for them to file.
- Technology: LCCH can provide assistance in accessing needed technology for interns or fellows for their time at LCCH. LCCH will work with participants of the pilot program to ensure participants have the technology and support needed to access online meetings.
- For honorariums, committee participation, speaking engagements, or focus groups, a form from the chair or LCCH staffer at the event and total should be included in a payment request to the Treasurer of the LCCH. Payment requests will be approved by the Treasurer and President of the LCCH before processing. LCCH will process the payment through our regular payment process with tracking and oversight from the Treasurer.
- Payments will be made in the form of checks, gift cards, cash, venmo, and other electronic payment apps. The LCCH will work with each recipient to ensure an accessible method of receiving payment.
- When using gift cards, you should ask participants their preference for the type of gift card and make sure it can be used relatively easily by all participants.
- Checks: If a person is paid via check and does not have access to traditional banking for cashing or deposits, you may include the check cashing fee in the total amount that is paid to cover the cost. All funds are still subject to be taxable.
- Payment forms will be decided upon onboarding and can be changed upon request. Payment will be confirmed with a receipt signed by the recipient.
- Transportation: LCCH should cover all travel expenses in coordination with the person doing the travel. You have several options – LCCH can reimburse or provide in advance travel stipends, public transportation fare cards, or book travel as needed. LCCH should cover all expenses in coordination with the person doing the travel. Staff should budget accordingly for incidentals and provide advances if needed. When paying for travel, it's helpful to specifically talk with participants about per diem, ground transport (cabs, uber, bus) and ask if they would like these things paid in advance, with money in the hands of the person before their

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trip starts. This does take a little advance planning to coordinate a VISA card or check in advance but is possible and should be a conversation with anyone we are asking to travel.

- If booking travel in advance, staff needs at least three days’ notice to prepare your booking.
- Compensation affecting benefits: LCCH is not an expert in this area but will work one on one with participants if concerns come up.
- This pilot allows backdating participation up to 8/24/2023 to compensate those who have participated thus far.

Minimum Payment Standards for LCCH

The following chart sets the minimum rates and eligible payment types for activities. Whenever using LCCH dollars, or as possible under grants and contracts, staff should follow these guidelines.

LCCH has set the **minimum rates** to utilize when we are the payer. These will be reviewed every two years.

Geographic differentials may increase the minimum outlined below. Unless the funding has different restrictions, when LCCH is proposing new work or paying from our own funds, it is the expectation that staff use the amounts outlined below as a starting point.

Type of Engagement	Purpose	Amounts (minimum)
Focus Group or Interviews	Feedback on a specific item or project, policy, training. Informs and is integrated into the final design or product/initiative. Useful for surveying people with recent expertise or specific expertise in a system or community.	\$25 per hour Transportation reimbursement additional
Committee or Board Participation	Participate in a committee to inform, provide input, and make decisions	\$25 per hour Transportation reimbursement additional
Speaking Engagement	Share information with a wide audience through a conference, training, webinar, or meeting	\$100 per hour with prep Flat Fee
Internship/ Fellowship	Provide professional development and project tasks to grow/advance someone’s expertise and experience	\$25 per hour Or the minimum living wage for the geography, whichever is higher
Consulting on a Project	Provide expertise to a time limited engagement	Work with the person to establish a rate that reflects their expertise. Bands may include: \$25-\$50/hour \$50-\$75/hour \$75-125/hour