

## **Participant Compensation Guide for California Jobs First Catalyst Funding**

### **1) Participant Compensation**

ZOOM Meetings: Participants for eligible ZOOM meetings will be compensated at \$100/meeting.

- A. Participant Registration: All participants must have a Partnership Agreement Letter (PAL) and a Data Collection and Payment form submitted to North Edge to be an official member of the collaborative and receive compensation.
- B. Data Collection and Payment Forms must be signed.
- C. For participants who expect to attend more than six meetings a year and receive compensation (more than \$599), a completed W-9 is required. This should be checked on the Data Collection and Payment Form. No payment will be made before receiving the W-9. For those who check to receive less than \$600, a W-9 is not required.
- D. All participants must be in attendance for more than of half of the meeting. (ZOOM attendance will track how long each participant is in the room.)

#### **To qualify, meetings must meet the following criteria:**

- A. Participants must be a seated member of the working group and the meeting that is working towards some kind of governance activity including the following criteria:
  - a. There is a vote that takes place
  - b. There is discussion connected to a strategic action.
  - c. There is an agenda and notes for the meeting.
  - d. Subcommittees must be approved by the Voting Block, include goals and a specific number of meetings.
  - e. A facilitator must be at every meeting where a per diem is provided.
  - f. If a participant is attending who is not a seated member of the group, or is not a liaison from another group, they should not receive compensation. (i.e. a collaborative member attends an equity council meeting to listen to their process, should not be paid. However, an equity council member who is a liaison with a sector table group can

attend their meeting and receive payment to make sure their discussions are staying aligned with the equity council values.)

- B. A meeting that is simply information sharing will not be eligible.
- C. The following meetings will always qualify:
  - a. Equity Council
  - b. Tribal Table
  - c. Sector Table Meetings
  - d. Voting Block.
- D. The following meetings will be acceptable only if there is a required action or deliverable from participants at the meeting:
  - a. General Collaborative meetings and
  - b. Economic Development Finance Working Group.

### **In-Person Meetings**

- A. Participants at In-Person Meetings will be paid \$100/day for compensation.
- B. If meetings are multiple days, participants must check in each day to receive the daily compensation.

### **Travel for Meetings**

Per EDD, due to the limitations of our Convener to pay any travel feels for participants outside of the university, those funds will fall in the line item Community Outreach under the Fiscal Administrator's Budget.

- A. Per travel policy, we will use the federal mileage for reimbursement for collaborative members to participate in-person, which is currently .70/ mile
- B. If the meeting provides lodging for some participants, the federal hotel rate will apply and can be found [here](#). Receipts will be required for reimbursement.
- C. Meals will be reimbursed at the Federal Level and can be found [here](#). Only meals that are not provided at the meeting will qualify. Receipts will be required.
- D. Convener and Sector Table staff will pay for their own funds through their budgets.