

AHS Policy Title: 2.02 Member Compensation Policy

Policy Information

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05/18/2023

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2

Attachments/Related Documents:

none

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05/18/2006

 Trauma Informed Review [4/12] Racial Equity Review [4/12]**Authorizing Signature:**

Jenney Samuelson,
Agency of Human Services Secretary

Policy Statement

The purpose of this policy is to provide direction for the Agency of Human Services (AHS), including all its Departments and Divisions, on the provision of per diem compensation and expense reimbursement for individuals who are appointed by a state official to serve as a member on a formal AHS board, commission, council, committee, task force, or other workgroup.

Background

The inclusion of individuals with lived experience is critical to inform comprehensive policy, planning, and program evaluation and prevent unintended consequences. Government entities and communities can advance their shared goals more strategically through improved collaboration, which begins with economic justice. This policy serves to create an opportunity to augment the existing reimbursement model and thus increase trust, build power within communities, and cultivate an expanded network of government-community collaborations. AHS believes community member time is as valuable as the work time of state employees. Partnerships between government agencies and persons with lived experience can result in transformative improvements in living conditions of communities through policy and programmatic change. Lasting transformation begins with building a foundation of trust and as such, it is imperative to compensate individuals with lived experience for their time and expertise when serving on AHS-level committees and boards.

As such, AHS strives to ensure that individuals who are appointed by a state official to serve on

an AHS board, commission, council, committee, task force, or other workgroup (hereafter referred to collectively as “board”) receive compensation when they are not reimbursed from other sources and receive any needed accommodations to successfully participate in the meetings.

Scope

This policy applies to all of AHS, including its Departments and Divisions.

Definitions

Board: For the purposes of this policy, this shall refer to any formal AHS board, commission, council, committee, task force, or other workgroup.

Per diem: A per diem is the amount of compensation to which a member of a board is entitled for either attendance at a meeting or performance of other duties related to the efficient conduct of necessary business as assigned.

Stipend: A stipend is equivalent to the per diem rate.

Reimbursement: A reimbursement is for costs associated with attending the meeting.

Reimbursements include but are not limited to: round trip mileage (round trip mileage will be reimbursed at the current state rate; reimbursement for charges for gasoline, accessories, damages, repairs, depreciation, anti-freeze, towage, insurance, and other similar expenditures are not allowable.) Actual and necessary expenses, including the cost of meals, tolls and parking will be reimbursed when incurred while away from the home or office, when completing official duties when receipts are submitted. The cost of alcoholic beverages is never reimbursable.

Guidelines

Stipends for Attending Meetings:

Unless otherwise provided by statute, members not paid or otherwise compensated by another organization, agency, or other source to attend official AHS Board meetings will, upon request, be given a stipend of no less than \$50.00 per day for a full day meeting. If an individual attends two distinct board meetings in the same day, the individual would be compensated by the appointed board for each distinct meeting.

This stipend is intended to compensate individuals for bringing their perspective with lived experiences to effectively shape policies that meet the needs of the communities these boards were created to serve.

Performance of Other Duties Related to Board Business:

Members will be compensated for performance of other duties, outside of attending meetings, directly related to the efficient conduct of necessary Board business as assigned and approved by the chairperson or designee.

Compensation for other duties directly related to the efficient conduct of necessary Board business that is performed by the chairperson must be assigned and approved by an Agency or Department Appointing Authority or designee. Payment for such duties shall be at the hourly time spent performing duties. Proration shall be calculated based on an eight-hour day. Travel time to and from such approved duties is included in the reimbursement calculations. Under no circumstances shall the daily payment exceed the per diem amount. The default per diem rate shall be no less than \$50.00 unless otherwise defined through departmental policy.

Expense Reimbursement for Attending Meetings:

Members not paid or otherwise compensated by another organization, agency, or other source to attend AHS official meetings are entitled to compensation for your time and expense reimbursement for expenses incurred due to your attendance.

Procedures for Claiming Stipends and Reimbursements

To claim stipends and reimbursements, members must submit a State of Vermont Personal Expense Claim Form (AAF6A) to the AHS staff who is coordinating the meeting. Expense claim forms may be submitted monthly or whenever a member has incurred expenses. At a minimum, members shall report their expenses quarterly.

Reimbursement for expenses incurred more than six months prior to submitting an expense claim form will not be honored.

Accommodations

AHS will make every effort to make meetings and materials accessible to all members. This includes making reasonable provision for people who are deaf, hard of hearing, blind, visually impaired, or have limited English proficiency. This also may include items such as providing meeting materials in a specific format, assistance with specialized transportation needs, assistance in understanding meeting materials before the meeting, and assistance during the meeting.

Authorities

Vermont Statute, Title 32, Chapter 15 ([32 V.S.A. § 1010](#)), as amended by [Act 134 of 2022](#), Section 8.

References:

State of Vermont Personal Expense Claim Form (AAF6A)

MARS-E

IRS Pub 1075

SSA

HIPAA

CJIS

PE-1		5.13	§164.302	5.9
PE-2	PE-1		§164.310(a)(1)	5.9.1
PE-2 (1)	PE-2		§164.310(a)(2)(ii)	5.9.1.1
PE-3	PE-3		§164.310(a)(2)(iii)	5.9.1.2
PE-4	PE-4		§164.310(a)(2)(iv)	5.9.1.3
PE-5	PE-5		§164.310(c)	5.9.1.4
PE-6	PE-6			5.9.1.5
PE-6 (1)	PE-8			5.9.1.6
PE-8	PE-16			5.9.1.7
PE-9	PE-17			5.9.1.8
PE-10				5.9.2
PE-11				
PE-12				
PE-13				
PE-13 (3)				
PE-14				
PE-15				
PE-16				
PE-17				

Document Review and Revision Control

Version	Review Date	Author/Reviewer	Description
1.0	6/11/2020	Emily Wivell	Initial Version
1.1	7/6/2021	Emily Wivell	Annual Renewal and Conforming Changes
1.2	9/8/2022	Emily Wivell	Annual Renewal
1.3	02/21/2023	Emily Wivell	Annual Renewal

Appendix: None.