

Community Compensation Program – Attendance Report Job Aid

Overview

The Department of Corrections has created the Community Compensation Programs to implement 2SSB 5793 – Lived Experience Compensation. This job aid is intended for the chairs of DOC groups to support them in maintaining required attendance documents to support payments to community members

Background

[2SSB 5793](#) – Lived Experience Compensation was enacted during the 2022 Legislative Session. The intent of this legislation is to encourage state agencies to have equitable public policy discussions that include community members directly impacted by that policy and to take steps to remove barriers to their participation. Any part-time board, commission, council, committee, or other similar group established by DOC which functions primarily in an advisory, coordinating, or planning capacity is now considered a class one group. Individuals participating on class one workgroups that meet the eligibility criteria or lived experience or low income are eligible for compensation. Compensation amounts and other guidelines are provided in the Office of Equity’s [Compensation Guidelines](#).

The chairperson or designee plays a significant role as the primary point-of-contact for community members participating on DOC groups and providing assistance to qualified community members seeking compensation:

- Sending and receiving Community Compensation Program Application forms and inviting community members to participate on DOC groups.
- Meeting facilitation, including providing community member meeting materials, and scheduling meetings.
- Assigning work and pre-approving all work activities of community members on DOC groups.
- For community members seeking compensation, providing them a copy of the Community Member Acknowledgment form, and the Community Member Compensation Request form.
- Reviewing and providing pre-approval of compensation requests that are then sent to DOC Business Services for review, final approval, and payment.
- Including a Meeting Attendance Roster listing event details and information on member attendance with any Community Member Compensation Request form.
- Refer to the Community Compensation Program – Chairperson Guidelines for more information.



Community Compensation Program
Interim process – Attendance Report Job Aid-
CC02

It is the duty of the chairperson to ensure attendance documentation is kept and provided to Business Services along with all requests for compensation. This attendance documentation will be retained in the payment files to be used as documentation for the payment and retained for the yearly State Auditor Office Accountability Audit.

Procedure

An interim process is being implemented to quickly establish temporary, basic streamlined procedures to implement minimal components of a Community Compensation Program at DOC. The interim process will precede an agency administrative policy and implementation of more robust processes by mid-June 2023.

DOCUMENTATION FOR PAYMENT:

In order to ensure adequate documentation to support the payment of a stipend, the following attendance documentation is required for payment. A chairperson will use one or both in keeping attendance records depending on whether the meeting is in-person, on TEAMS or a hybrid combination of both.

Meeting Stipend:

- In-person meetings: Community Compensation Attendance Roster is used for meetings that are solely attended in person. This can be filled out by the chairperson or used as a sign in/out form. The “For Official Use Only” column is to calculate the total attendance time. That number is rounded up to the next nearest hour.

Working Together for Safer Communities

In-Person Meeting Attendance Roster*

WORKGROUP	SIGN IN / OUT				
	Member Name (Please Print)	Time In	Time Out	For Internal DOC Use Only	Member Initials/Signature
MEETING/ACTIVITY DATE					
MEETING TIME					
IN PERSON or HYBRID /TEAMS					
WORKGROUP CHAIRNAME					
*Chairperson Approval Signature:					
*Microsoft TEAMS Attendance Roster will be used for virtual attendees.					



Community Compensation Program
Interim process – Attendance Report Job Aid-
CC02

- Virtual Meetings: The TEAMS Attendance Report is used as the attendance record for virtual TEAMS meetings.
 - This is a report is visible to the meeting scheduler only.
 - The report can be download by clicking on the People Tab inside the meeting and there should be a download arrow at the upper right dialog box (puts the download on your C drive under the folder “Downloads” or
 - It can be seen in the chat of the meeting where it can be downloaded.
 - Must be downloaded in Microsoft Excel, saved as a pdf and electronically certified/signed by the DOC Workgroup Chair.
 - This report automatically calculates the total attendance time.
 - If the member calls into a TEAMS meeting, they will be identified by their phone number. The Workgroup Chair is responsible to note the workgroup member name for cross referencing to the Compensation Request before saving as a pdf.

1. Summary							
Meeting title	Lived Experience Compensation Workgrop						
Attended	5						
Start time	3/8/23, 7:56:39 AM						
End time	3/8/23, 9:59:39 AM						
Meeting duration	2h 3m						
Average attendance time	2h 1m 21s						
2. Participants							
Name	First join	Last leave	In-meeting duration	Email	Participant ID (UPN)	Role	
Murphus, Mandy	3/8/23, 7:56:45 AM	3/8/23, 9:56:41 AM	1h 59m 56s	mandy.murphus@gmail.com	mandy.murphus@gmail.com	Attendee	
Swen, Darwin M. (DOC)	3/8/23, 7:57:04 AM	3/8/23, 9:59:39 AM	2h 2m 34s	dmswen@DOC1.WA.GOV	dmswen@DOC1.WA.GOV	Attendee	
Grey, Jance A. (DOC)	3/8/23, 7:57:26 AM	3/8/23, 9:59:37 AM	2h 2m 10s	janice.grey@doc1.wa.gov	janice.grey@doc1.wa.gov	Presenter	
Kimball, Fred M. (DOC)	3/8/23, 7:57:42 AM	3/8/23, 9:59:38 AM	2h 1m 55s	fmkimball@comcast.com	fmkimball@comcast.com	Attendee	
Morrison, Sven V. (DOC)	3/8/23, 7:59:27 AM	3/8/23, 9:59:38 AM	2h 11s	svmorrison@DOC1.WA.GOV	svmorrison@doc1.wa.gov	Organizer	
3. In-Meeting Activities							
Name	Join time	Leave time	Duration	Email	Role		
Murphus, Mandy	3/8/23, 7:56:45 AM	3/8/23, 9:56:41 AM	1h 59m 56s	mandy.murphus@gmail.com	Attendee		
Swen, Darwin M. (DOC)	3/8/23, 7:57:04 AM	3/8/23, 9:59:39 AM	2h 2m 34s	dmswen@DOC1.WA.GOV	Attendee		
Grey, Jance A. (DOC)	3/8/23, 7:57:26 AM	3/8/23, 9:59:37 AM	2h 2m 10s	janice.grey@doc1.wa.gov	Presenter		
Kimball, Fred M. (DOC)	3/8/23, 7:57:42 AM	3/8/23, 9:59:38 AM	2h 1m 55s	fmkimball@comcast.com	Attendee		
Morrison, Sven V. (DOC)	3/8/23, 7:59:27 AM	3/8/23, 9:59:38 AM	2h 11s	svmorrison@DOC1.WA.GOV	Organizer		

To Find and Save a TEAM Attendance Report:

1. Click on the meeting chat at the top of the TEAMS screen.
2. The report will automatically download at the end of the meeting. If it doesn't you an download manually to going to the People tab in the meeting and the download arrow should be in the upper right hand corner.
3. Double-click on the attendance report.
4. The report will open in Microsoft Excel.



Community Compensation Program
Interim process – Attendance Report Job Aid-
CC02

5. Ensure for call in participants that their name is listed. If not add it manually.
6. Click file, print and change printer to Microsoft Print to PDF.
7. Click Print
8. Enter file name and leave the “save as type” as PDF Document.
9. The location where the file will save is at the top, in the middle of the dialog box. Change to match where you want to save the file.
10. Click Save

- Hybrid In-person/Virtual Meetings: Both the Sign In/Out Attendance Roster and the TEAMS Attendance Report are required for the record of attendance.

Other statutory authorized work

Because other statutory authorized work isn’t as straight-forward as meeting attendance, the Chairperson must document what work was authorized outside of meeting attendance and ensure clear communication is made the to community members.

Two important considerations to remember are:

- Consideration is limited to \$200/day which is reached for time over four hours.
- Keep track of dates and the associated hours authorized on those days.
- If the time requested of the community member is not specific to a date but may be accomplished over multiple days, in a similar format provide below.
- Do not accumulated multiple days into one number. It may exceed the five-hour compensation maximum day limitation.

Statutory Authorized Work Log (example)

Member Name:		Suzie Workgroup Member
Date	Hours Worked	Activity
3/26/2023	2.3	Reviewed DOC Policy ####.#### for Workgroup Chairperson
3/27/2023	1	Participated on a TEAM call to discuss feedback on policy.
3/29/2023	2	Internet research on practices of other states, counties, etc.
4/02/2023	.25	Talk to Chairperson on next steps.
Authorized by:		Print:



Community Compensation Program
Interim process – Attendance Report Job Aid-
CC02

Date:	4/5/2023	Signature:
-------	----------	------------

The attendance documentation should be sent to Community Compensation Mailbox doccommucomppayments@DOC1.WA.GOV along with all compensation forms received from community members.

Change History

Date	Change History
03/30/2023	New process drafted.
05/3/2024	Updated links.