

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONSENT AGENDA REQUEST

TO: Board of County Commissioners

FROM: Judy Shepherd, Finance Director

DATE: August 11, 2025

SUBJECT: Jefferson County Stipend Policy

STATEMENT OF ISSUE: Stipends are being offered for community members that are serving boards that provide active engagement and participation. These community members incur expenses in order to participate, i.e. babysitting, travel expense, etc.

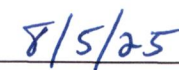
ANALYSIS: In accordance with [RCW 43.03.220](#), there is allowance for compensation of members of a part-time board, commission, committee, or similar group which is established by Jefferson County and which functions primarily in an advisory, coordinating, or planning capacity.

FISCAL IMPACT: The recommended stipend per regular meeting is up to \$50 not to exceed \$200 a day per [RCW 43.03.220](#). Budget shall be establish by appropriation or annual budget process.

REVIEWED BY:



Josh Peters, County Administrator



Date

STATE OF WASHINGTON
County of Jefferson

**In the Matter of Establishing a Jefferson
County Stipend Policy**

RESOLUTION NO. _____

WHEREAS, advisory boards, commissions, and committees encourage participation by community members within Jefferson County to provide diversity and inclusion as a valued viewpoints and recommendations; and

WHEREAS, community members incur expenses in order to participate on boards that required active engagement and participation; and

WHEREAS, [RCW 43.03.220](#) allows a stipend may be provided to a community member if not otherwise compensated for their attendance at meetings.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, STATE OF WASHINGTON:

Section 1. Whereas Clauses Adopted as Findings of Fact. The Jefferson County Board of Commissioners hereby adopts the above “Whereas” clauses as Findings of Fact.

Section 2. Purpose. Offer compensation to participants as a way to decrease barriers to active engagement and participation for expenses that are incurred in order to participate. Provided that funding is available, the recommended stipend is \$50 and shall not exceed \$200 for each day per member. Budget shall be established per the annual budget process or by appropriation.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or section of this resolution or its application to any person or circumstance is held invalid, the remainder of this resolution or its application to other persons or circumstances shall be fully valid and shall not be affected.

Section 4. Effective Date. This resolution is effective upon adoption.

Section 5. SEPA Categorical Exemption. This resolution is categorically exempt from the State Environmental Policy Act under WAC [197-11-800\(19\)](#).

(SIGNATURES FOLLOW ON THE NEXT PAGE)

APPROVED this 11th day of August, 2025.

SEAL:

JEFFERSON COUNTY BOARD OF
COUNTY COMMISSIONERS

Heidi Eisenhour, Chair

Greg Brotherton, Member

Heather Dudley-Nollette, Member

ATTEST:

APPROVED AS TO FORM:

Carolyn Gallaway, CMC Date
Clerk of the Board

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

Jefferson County Stipend Policy

Purpose: Offering compensation to participants of select processes is one way to decrease barriers to active engagement and participation for those that incur expenses in order to participate, while also acknowledging the time, energy, and effort in discussing personal experiences that may include painful stories.

Policy Statement: Jefferson County wishes to encourage the broadest possible participation by all community members within the County, knowing that diversity and inclusion are to be valued and give strength to the viewpoints and recommendations provided to the County by its advisory boards, commissions, and committees. To support this, the stipend policy will address compensation of community members from underrepresented groups who are most likely to not be engaged on a regular and consistent basis in civic life, for providing input from their lived experience. This will assist to remove economic barriers to community members who may wish to serve that may need assistance with costs relating to transportation, meals or for child-care expenses.

In accordance with [RCW 43.03.220](#), there is allowance for compensation of members of a part-time board, commission, committee, or similar group which is established by Jefferson County and which functions primarily in an advisory, coordinating, or planning capacity.

How much to pay for a stipend?

The recommended stipend per regular meeting is up to \$50. However, per [RCW 43.03.220](#), stipends shall not exceed \$200 for each day a member attends an official meeting or performs statutorily prescribed duties approved by the chairperson of the group.

What's required to earn and pay the stipend?

- Establish by Resolution and budget authority the stipend amount including additional criteria if required.
- Official meeting attendance confirmed by chairperson or meeting minutes.
- If stipend to be paid for other than meeting attendance, the chairperson would submit supporting documentation of tasks performed with the voucher for payment.
- Acceptable voucher submitted by department with appropriate supporting forms and approval.