

EQUITY ADVISORY COUNCIL

PERSONAL SERVICES AGREEMENT

Thank you for your service on the Link21 Equity Advisory Council (EAC). Your input and contributions will support the advancement of equity throughout the Link21 Program's development and implementation.

HONORARIUM FOR SERVICE ON THE EAC

All individuals participating as a member of the Equity Advisory Council are eligible to receive an honorarium with the following documentation. The honorarium serves as recognition and appreciation of time, energy, and expertise. The honorarium is offered through an agreement made directly with the individual serving on the EAC. Members will receive \$2,100 per year, distributed quarterly, based on participation in bi-monthly (6 times/year) meetings and contribution during "off" months to work up to 3 hours per month. The honorarium agreement requires the following completed documentation:

1. W-9 form
2. Personal Services Agreement signed by the EAC member (this document)
3. Activity form that documents activity (form provided by the Link21 Team), signed by the Member. The form supports payments and includes the activity completed (meeting attendance, research, subcommittee participation), name, contacts, and mailing address.

Honoraria and stipends are typically considered taxable income. As these are not considered wages, taxes will not be deducted from the honoraria or stipend. EAC members who meet certain income thresholds will have to calculate and pay taxes as required by law. EAC members may also be able to deduct certain expenses incurred while participating in the EAC when filing their taxes. Additional resources are available on the IRS website; please consult a tax specialist if you have questions about how to correctly file your EAC honorarium and stipend if selected.

Being that honoraria and stipends can be considered income, this could impact an individual's participation in social program eligibility and participants should consult eligibility specialists to determine potential impacts to their financial circumstances. If EAC members are not eligible for a Social Security number, they may be able to file taxes annually by applying for an Individual Taxpayer Identification Number with the IRS.

BARRIER MITIGATION FUND – SUPPORT STIPEND

In addition to the honorarium which serves as recognition and appreciation of time, energy, and expertise, Link21 also recognizes that for some EAC members, there may be additional barriers to full participation. A Barrier Mitigation Fund, or Support Stipend, can support individual members who opt-in and is meant to serve as a mechanism for inclusion. It is not intended to serve as “extra honorarium” but to increase a participant’s ability to fully be present and engage in EAC meetings and activities.

Members who opt-in to this fund will receive \$50/month (\$600 per year) to support these needs. The Barrier Mitigation Fund offers support for resources that include, but are not limited to, the following: digital divide mitigation (high speed internet or data plan support); childcare, dependent or family care support; and transportation.

- I am opting for the Barrier Mitigation Fund and understand that this resource may be considered taxable income.

AGREEMENT TO EXPECTATIONS

As a member of the EAC, I agree to the following by acknowledging and accepting with my initials:

- INITIALS Participate in a minimum of 6 EAC meetings per year over the course of your term, including preparing for meetings by reviewing materials in advance.
- INITIALS Contribute a minimum of 3 hours/month in non-meeting months for background material review, subcommittee work, research and other duties assigned to members in support of program analysis, policy guidance, and programmatic approach.
- INITIALS Represent perspectives from your community, constituents, or personal experiences.
- INITIALS Be aware that emails or written communications about EAC work are considered public records, and subject to disclosure under the California Public Records Act. Commit to sharing discussions and information with colleagues and community members.
- INITIALS Identify any barriers to my participation as a Member, if applicable, in order to establish eligibility for the Barrier Mitigation Fund/Support Stipend.

First name:

Last Name:

Preferred Contact:

- Phone:
- Email:

Signature: