





# ECC Decision Making Matrix

	Purpose of Engagement	Tasks for Community Members	Suggested Compensation Amount per Hour and Method	Things to Consider
 <p><b>Inform</b></p>	<p>Deliver information to members of the community about an initiative, policy, program, etc.</p>	<p>Community information sessions, posters and flyers, website postings, emails to list serves</p>	<p>Generally not monetarily compensated.</p>	<p>Consider offering translation, refreshments, childcare or activity area.</p>
 <p><b>Consult</b></p>	<p>Gather reflections, information, and feedback from community members that helps shape or improve a project, program, or initiative.</p>	<p><b>Individualized and subject matter expert group-based feedback:</b> Focus groups, surveys or interviews</p> <p><b>Public Sessions:</b> Open public forum, providing testimony, town halls, public comment periods in municipal meetings</p>	<p><b>Focus groups and interviews:</b> Compensate per session at an hourly rate similar to staff-facilitator's salary (ex. If staff is paid \$35/hour to facilitate, consider compensation of \$70 for 2-hour session). Gift cards are well suited to this.*</p> <p><b>Surveys:</b> Compensation not required, consider gift card raffle as an opt-in.</p> <p><b>Public sessions:</b> Generally not compensated</p> <p>*Note: these are suggested amounts for the year of this toolkit publication.</p>	<p><b>Focus groups and interviews:</b></p> <ul style="list-style-type: none"> <li>• For in person or virtual sessions, offer needed translation services</li> <li>• For in person sessions, refreshments, and childcare or activity area if possible</li> <li>• For virtual information sessions, offer emailed gift card. For in person, offer physical gift card.</li> </ul> <p><b>Public sessions:</b></p> <ul style="list-style-type: none"> <li>• Offer translation services, childcare or activity area, and refreshments if possible.</li> </ul>

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 <p><b>Collaborate</b></p>	Partner with community to share lead role in one or more levels of development: planning, design, implementation, etc.	Community advisory boards/groups, work groups, interactive workshops, multi-session focus groups	Compensate per session at an hourly rate similar to staff facilitator’s salary. Gift cards or pre-paid debit card are good options. Alternatively, compensate by stipend, honorarium, or compensate participant as a vendor for longer-term or ongoing work. Pre-paid debit cards that are refillable or one-time or periodic check payment are good options.	Flexibility is recommended. Consider not only time, but complexity of activity when deciding compensation rate for activities.
 <p><b>Transfer Decision Making</b></p>	Community leads decision making around budgeting/use of funds, prioritization of community needs, planning, design, and implementation. The health department provides the means for this to take place and respects the final decisions.	Citizen juries, ballots, official board representation	Compensate per session at an hourly rate similar to staff-facilitator’s salary.  Community participation is likely to be long-term. Stipends, checks, or pre-paid and refillable debit card are good options.	Flexibility is recommended. Consider not only time, but complexity of activity when deciding compensation rate for activities.

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 <p><b>Community Driven and Led</b></p>	<p>Transferring power to community members to identify areas of need and take actions to implement change. The health department may support community driven initiatives.</p>	<p>An external citizen or organized group</p>		<p>While compensation from the health department would not be expected, departments could be able to provide (as capacity allows) various levels of support requested by the citizen or group: providing meeting space, funding for initiatives, support for aligned policy propositions, attending community meetings, helping to build relationships and create connections, providing technical assistance or requested data, etc.</p>