



Senior and Disability Services

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Joint SSAC-DSAC-ADRC Operations Council Meeting Agenda August 3, 2021 10:00 am – 11:30 am

Zoom Video Conference

<https://ocwcog.zoom.us/j/82089136650?pwd=OHISMGNCRHBCTVREbkZuQ2ZOK2ZyQT09>

Meeting ID: 820 8913 6650

Passcode: 615063

Phone number: 253 215 8782

1. **Welcome, Changes to the Agenda, Roll Call** (DSAC Chair Lee Lazaro)
(10:00 - 10:05 am)

2. **Approval of Minutes** (DSAC Chair Lee Lazaro)
(10:05 - 10:10 am)

ACTION: Motion to approve the June 8, 2021 Joint SSAC-DSAC meeting minutes

3. **Oregon Cascades West Council of Governments (OCWCOG) Update** (OCWCOG Executive Director Ryan Vogt)
(10:10 – 10:25 am)

4. **DSAC Discussion and Approval of the Revised DSAC By-laws** (DSAC Chair Lee Lazaro)
(10:25 – 10:35 am)

ACTION: Motion to approve the revised DSAC by-laws and send to the OCWCOG Board of Directors for their approval.

5. **SSAC Discussion and Approval of the Revised SSAC By-laws** (SSAC Chair Mitzi Naucner)
(10:35 – 10:45 am)

ACTION: Motion to approve the revised SSAC by-laws and send to the OCWCOG Board of Directors for their approval.

6. **SSAC/DSAC 2021-22 Committees** (SSAC Chair Mitzi Naucner)
(10:45 – 10:50 am)

7. **Care Planning Committee (CPC) Report** (CPC Chair Robynn Pease)
(10:50 – 10:55 am)

8. **Meals on Wheels Advisory Committee (MOWAC) Report** (MOWAC Acting Chair Lee Lazaro)
(10:55 – 11:00 am)

9. Issues and Advocacy Committee (IAC) Report (*IAC Co-Chairs Suzanne Lazaro and Mike Volpe, and Oregon Association of Area Agencies on Aging and Disabilities Executive Director Phil Warnock*)
(11:00 – 11:10am)

10. SDS Update and Discussion (*SDS Director Randi Moore*)
(11:10 – 11:25)

- Recruitment
- Application
- Orientation Handbook

11. Other Business and Announcements
(11:25 - 11:30 am)

Next Meeting: October 5, 2021 10:00 a.m.

12. Adjournment
(11:30 am)

**Joint
Senior Services Advisory Council (SSAC)
and
Disability Services Advisory Council (DSAC)
Meeting
MEETING MINUTES
Tuesday, June 8, 2021**

SSAC Members Present: Saleem Noorani, Chair; Robynn Pease, Care Planning Committee (CPC) Chair; Suzanne Lazaro, Issues and Advocacy Committee (IAC) Co-Chair; Bill Turner; Mitzi Naucler, Monitor and Review Committee (MRC) Chair; Doris Lamb, Membership and Nominating Committee (MNC) Chair; Marie Laper; Richard Montgomery; and Lee Strandberg.

DSAC Members Present: Lee Lazaro, Vice Chair; Mike Volpe, IAC Co-Chair and MNC Chair; and Allison Hobgood.

Aging and Disability Resource Connection (ADRC) Members Present: Dawn Rustrum and Sandy Potter.

Guests: Cathy Savage, Tomas Hernandez, Anthony Long, Kay McDonald, and Joann Cvar.

Members Absent: Commissioner Claire Hall, Lincoln County; Jan Molnar-Fitzgerald, DSAC Chair; Mark McNabb, and Carolyn Mendez-Luck.

Staff: Randi Moore, Senior and Disability Services (SDS) Director; Ann Johnson, SDS Program Supervisor; Scott Harper, Community Service Programs Supervisor; Kim Cooper, SDS Executive Assistant; and Terri Sharpe, SDS Administrative Assistant.

1. Welcome, Introductions, and Additions to the Agenda:

SSAC Chair Saleem Noorani called the meeting to order at 10:04 am. Introductions were made, including guests.

2. Approval of Minutes:

ACTION: Motion to approve the April 6, 2021 Joint SSAC/DSAC meeting minutes made by Allison Hobgood, seconded by Bill Turner. Motion passed unanimously.

3. Elections of SSAC Chair and Vice Chair (SSAC MNC Chair Doris Lamb):

ACTION: Motion to elect MRC Chair Mitzi Naucler as the 2021-22 SSAC Chair and send to Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors for approval made by SSAC MNC Chair Doris Lamb, seconded by Lee Strandberg. Motion passed unanimously.

ACTION: Motion to elect Marie Laper as the 2021-22 SSAC Vice Chair and send to OCWCOG Board of Directors made by SSAC MNC Chair Doris Lamb, seconded by Lee Strandberg. Motion passed unanimously.

4. SSAC Membership Renewal Approval (SSAC MNC Chair Doris Lamb):

ACTION: Motion to approve the renewal of SSAC membership for MRC Chair Mitzi Naucler and William Turner and send to OCWCOG Board of Directors for approval made by SSAC MNC Chair Doris Lamb, seconded by Suzanne Lazaro. Motion passed unanimously.

5. Elections of DSAC Chair and Vice Chair (DSAC MNC Chair Mike Volpe):

ACTION: Motion to elect DSAC Vice Chair Lee Lazaro as the 2021-22 DSAC Chair and send to OCWCOG Board of Directors for approval made by DSAC MNC Chair Mike Volpe, seconded by Allison Hobgood. Motion passed unanimously.

ACTION: Motion to elect Allison Hobgood as the 2021-22 DSAC Vice Chair and send to OCWCOG Board of Directors for approval made by DSAC MNC Chair Mike Volpe, seconded by Allison Hobgood. Motion passed unanimously.

6. DSAC Membership Renewal Approval (SSAC Member Allison Hobgood):

ACTION: Motion to approve the renewal of DSAC membership for DSAC MNC Mike Volpe, DSAC Chair Jan Molnar-Fitzgerald and DSAC Vice Chair Lee Lazaro, and send to OCWCOG Board of Directors for approval made by Allison Hobgood, seconded by Mike Volpe. Motion passed unanimously.

7. Approval of Joann Cvar's DSAC Membership Application (DSAC MNC Chair Mike Volpe):

ACTION: Motion to approve Joann Cvar's DSAC membership application and move it to OCWCOG Board of Directors for their approval made by DSAC MNC Mike Volpe, seconded by DSAC Vice Chair Lee Lazaro. Motion passed unanimously.

8. Addition to the Agenda: Joint SSAC-DSAC Resolution

ACTION: – Motion for a Joint SSAC-DSAC Resolution of thanking Saleem Noorani for his invaluable service as Chair of SSAC and as a member of the Councils for a number of years made by DSAC Vice Chair Lee Lazaro seconded by Allison Hobgood. Motion passed unanimously.

9. Introduction of the new Meals on Wheels (MOW) Supervisor, Scott Harper (SDS Director Randi Moore):

SDS Director Randi Moore introduced Scott Harper the new MOW Supervisor.

MOW Supervisor Scott Harper gave a short history on his background. He spent the last 25 years working in corrections, mostly with youth. He had always admired OCWCOG's reputation for the work they did, and is now happy to be part of the organization. He is looking forward to meeting everyone in person soon.

Lee Strandberg shared that the Rotary Club of Corvallis fundraises for the MOW program and they are working on raising more money for this year. He suggested MOW Supervisor Scott Harper come to a meeting and talk to Rob Thurston as well as the Rotary Club members.

ACTION: Lee Strandberg will email SDS Director Randi Moore a schedule of the Rotary of Corvallis to pass on to MOW Supervisor Scott Harper.

10. Executive Committee Report (Executive Committee members):

The Executive Committee met a couple of weeks ago to discuss re-energizing the Councils, recruitment of new members, revisions of the by-laws, and what Council meetings will look like in the future. SDS Director Randi Moore would like to engage the Council members in discussion regarding these topics at the August Joint SSAC-DSAC meeting with the big focus being on recruitment and ideas on how to bring information about SDS's programs out to the community. She would also like to hear from Council members of any speakers they wish to hear from. OCWCOG Executive Director Ryan Vogt will be invited to the August meeting to share the agency's mission, values, and vision. SDS Director Randi Moore would like, sometime in the Fall, for the Councils to discuss where the Councils want to go, what they want their vision for the programs to look like, and how they want the community to identify with them.

SDS Director Randi Moore clarified that if someone knows of anyone that would be a great member they should invite them to a meeting. She would like to wait to do a big push for recruitment until after the orientation and applications have been polished.

Robynn Pease questioned what the Council meetings in the Fall will look like and what kind of hybrid models will they need to get everyone back together face-to-face, remotely, or both.

Allison Hobgood stated the importance of keeping remote access available for those that live in places other than where a meeting is held to maintain equal representation across counties.

Prior to COVID, Council meetings were teleconferenced between the Albany and Toledo offices. DSAC Vice Chair Lee Lazaro questioned the Council members from Lincoln County if it was valuable or more of a hardship to go to the Toledo office for meetings. Responses included:

- Getting to the Toledo office was easy;
- It is important to have the Toledo meeting site, for it is more easily accessible than traveling to Albany;
- Getting to Toledo would require finding transportation due to a disability.

SSAC Chair Saleem Noorani said meeting face-to-face is important but there needs to be an option of accessing the meeting if one can't physically make it. The Councils need a hybrid model with everyone's needs being taken into account.

11. Area Plan and SDS Updates (SDS Director Randi Moore):

Area Plan:

- SDS received feedback on the submitted Area Plan from the Community Services and Supports Unit. There was a request for clarification and additional information (conflict of interest policy and dates for goals and objectives) which has been provided and resubmitted.
- **ACTION:** SDS Director Randi Moore will provide the Councils with the feedback that the State had provided to SDS on the changes that were made to the Area Plan.
- The State Area Plan is out in draft for comment and everyone is encouraged to view it. An email was sent out to the Council members regarding this and if anyone needs to have it resent they should let SDS Administrative Assistant Terri Sharpe know and she will resend it.
- Dawn Rustrum stated that OCWCOG SDS's Area Plan was well done. The Community Services and Supports Unit was given a checklist of items that needed to be included in the plan and SDS's had nothing substantial. They are internally in the process of reviewing the

revised plans this week and will be giving feedback to all the Area Agencies on Aging. OCWCOG SDS's Area Plan is on track to have their overall approval this week.

- Robynn Pease gave a shout out of thanks to staff for their work on the Area Plan.
- SDS Director Randi Moore gave kudos to SDS Executive Assistant Kim Cooper who was the driving force behind the Area Plan and in getting the quick turnaround of the changes that needed to be made.

SDS Updates:

- The agency is working on the “new normal”, and how they move forward after the State opens back up. They want to be sure everyone is safe and feels safe and comfortable. When COVID happened, 80% of the workforce was moved offsite. They are working on how to bring staff back and who should come back. Three work groups are working on this; COVID Safety Workgroup, Telecommuting Policy Workgroup, and the New Normal Workgroup. As of now, some staff will be returning back to the office full time July 1st. There are some being phased back from mid-July through August. SDS Director Randi Moore will keep the Councils updated.
- OCWCOG SDS has a draft allocation from the State (which is received every biennium). The State has increased OCWCOG SDS's allocation back to the five million dollars that was allocated two years ago but retracted last year. SDS will be using the money toward hiring more staff, specifically for more Case Managers in Lincoln County.

DSAC Vice Chair Lee Lazaro suggested earmarking some of the money for another Request For Proposal (RFP) for community based services as they did a couple of years ago.

SDS Director Randi Moore clarified that there are two distinct funding streams, the Title 19 Medicaid money, and the Older Americans Act (OAA) money. The five million increase is in the Medicaid system to serve Medicaid consumers, and the money they provided to community partners was from the OAA money. However, they should have carryover of OAA funds and she is planning on doing another RFP process in the Fall. She would like to bring back the Senior Center Directors and discuss things they feel are lacking in our community programs and see if any of them would be interested in developing new programs that SDS could support. The RFP would then go out after that discussion.

Robynn Pease would also like to reconnect with the Senior Centers. She recalled that there was a lot of talk around the homeless attending those centers and suggested using some of the funds in having more case workers targeting the homeless population in providing more outreach and work.

- Marie Laper asked for an update on the partnership between Community Service Consortium and OCWCOG.

SDS Director Randi Moore explained that pre-COVID there was talk of joining the two organizations together. There is still conversations going on but more on partnering and collaborating instead of a full merger.

ACTION: SDS Director Randi Moore will have OCWCOG Executive Director Ryan Vogt update the Councils on the future partnership with Community Service Consortium at the Joint SSAC-DSAC August meeting.

12. Other Business:

Thanks was given to SSAC Chair Saleem Noorani for his time, work, and dedication with the Councils. He will be missed!

13. Adjournment:

The meeting was adjourned at 11:08 am.

The next meeting will be on Tuesday, August 3, 2021.

Meeting Minutes were recorded by Terri Sharpe.

BY-LAWS

DISABILITY SERVICES ADVISORY COUNCIL of OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

ARTICLE I The name of the organization is Disability Services Advisory Council (DSAC) of Oregon Cascades West Council of Governments (OCWCOG) as per ORS 410.210. All DSAC meetings are open public meetings.

ARTICLE II **PURPOSE**

DSAC is established by OCWCOG to advise OCWCOG staff and the OCWCOG Board of Directors on matters relating to the development and operation of a comprehensive service delivery system for the care of people with disabilities in the OCWCOG's area of jurisdiction and to assist in monitoring the implementation of the Area Plan as defined in the Older Americans Act (OAA).

- A. DSAC will, when needed or required, conduct appropriate public hearings and will review and recommend appropriate final action to OCWCOG Board of Directors regarding the following:
1. Selection of priority services to be included in the four year Area Plan and reviewed annually;
 2. Adoption of standards or specifications for services in the Area Plan;
 3. Adoption or modification of the Area Plan;
 4. Commencement, termination, or modification of all service activities designed to implement the Area Plan;
 5. Adoption, or modification, of project workplans for DSAC committees;
 6. Applications for State and Federal funds for services and facilities affecting people with disabilities in Linn, Benton, and Lincoln Counties;
 7. Improvement of the monitoring and assessment system;
 8. Appointment of members to DSAC;
 9. Advocacy activities to support appropriate policies, services, and facilities for people with disabilities at local, State, and national levels.
- B. DSAC will also monitor the progress of direct and contractual services by:
1. Reviewing program reports and comparing actual accomplishments to annual objectives;
 2. Reviewing financial reports in comparison to approved budgets;
 3. Participating in on-site assessments of direct and contractual services and assisting in the development of appropriate recommendations to improve services for people with disabilities.

ARTICLE III

MEMBERSHIP

Definitions:

- **Ex officio member** - is a member of a body (notably a board, committee, council) who is part of it by virtue of holding another office. They have all the rights and obligations of the Council/committee that they serve on. This includes the right to discuss, debate, make decisions, and vote. Ex officio members should not be included in the count when determining the number needed for a quorum and they should not be counted when determining if a quorum is present.
- **Associate member** - is a person united with another or others in an act, enterprise, or business; a partner or colleague. They do not have voting rights but they may discuss, and debate.

Ideally DSAC shall consist of at least 6, and no more than 12, voting members but may operate with less, with representation as follows:

- A. One member of the OCWCOG Board of Directors who will act as an ex officio member;
- B. The majority of the remaining members shall be people with disabilities and shall include consumers of Disability Services. Consideration shall be given to equal geographic and cross disability representation;
- C. The term of membership shall be for two years. Current members may submit a letter of interest for an additional term 90 days prior to the end of their current term. There is no limit to the number of terms for which a member may be eligible to apply;
- D. Vacancies may be declared by DSAC when a member has three absences in a 12 month period. Each situation will be reviewed by the Joint Membership and Nominating Committee and referred back to DSAC for a decision.
- E. A member may be removed from DSAC by a two-thirds vote of the membership. Harassment or misrepresentation to the general public may be reasons for removal.

The Joint Membership and Nominating Committee shall recruit and nominate persons to fill vacancies. Associate members will be considered first for the filling of vacancies. DSAC will act on nominations and submit recommendations to fill vacancies to the OCWCOG Board of Directors. Applicants may be considered for membership after attending no fewer than three of the most recent five DSAC meetings.

ARTICLE IV

OFFICERS AND STAFFING

Officers shall consist of a Chairperson and Vice-Chairperson selected from and by the Council's membership for two-year terms. Nominations shall be proposed by the Joint Membership and Nominating Committee at the Council's April meeting. In addition, nominations may be made from the floor for either office. Officers shall be voted on at the June meeting and shall assume office July 1st.

In case of vacancy in the office of Chair, the Vice Chair will be recommended to the OCWCOG Board of Directors for appointment as Chair. In case of a vacancy in the office of Vice Chair, the Joint Membership and Nominating Committee shall recommend

a replacement DSAC member to the DSAC at the next regular meeting.

An individual may serve in the Chair position for up to two consecutive two-year terms. After the second term, she/he will fill the role of immediate past Chair on the Joint Executive Committee.

An individual may serve in the Vice Chair position for up to two consecutive two-year terms. After the second term, she/he will be eligible to serve as Chair if nominated by the DSAC and appointed by OCWCOG Board of Directors.

An individual will be required to have a one-year break from either the Chair or Vice Chair position before they can serve in the same position after serving two consecutive terms.

- A. **Chairperson** - Shall preside at all DSAC meetings and shall be an ex officio member of all sub-committees, except the Joint Membership and Nominating Committee. The Chairperson may vote on any item before the Council; however, she/he may not vote if her/his vote would create a tie. The Chairperson is the sole official spokesperson for DSAC unless this responsibility is specifically delegated by the Chairperson to another DSAC member.
- B. **Vice-Chairperson** - In the absence of the Chairperson, the Vice-Chairperson shall execute all the functions of the Chairperson.
- C. Immediate past Chairperson, in the absence of the Chair and Vice Chair, shall execute all the functions of the Chairperson.
- D. **The Vice-Chairperson will have accessibility to the same meetings and trainings as the Chair.**
- E. OCWCOG will provide staff support for DSAC and provide staff to serve as recording secretary for the Council.

ARTICLE V

COMMITTEES

- A. The following standing committees are established with memberships and chairmanship, to be appointed by the SSAC and DSAC Chairpersons, and ratified by the Council, for one year terms, starting September 1st. Chairpersons shall be members of SSAC or DSAC.
 - 1. **Joint Monitoring and Review**
Responsible for reviewing contracts for Federal and State funds, making recommendations to SSAC and DSAC on contracts, and assisting staff in monitoring and assessment activities. Advises staff on appropriate procedures to carry out its functions.
 - 2. **Joint Issues and Advocacy**
Responsible for reviewing major issues and legislation affecting elderly persons and people with disabilities, making recommendations to SSAC and DSAC on appropriate actions, developing strategies to effectively advocate in the best interests of the elderly and people with disabilities. Represents area of jurisdiction on significant positions adopted by OCWCOG Board of Directors, coordinates advocacy activities with other appropriate local and statewide groups, evaluates strategies, and reports regularly to SSAC and DSAC.

3. **Joint Care Planning**
Responsible for keeping informed about needs and services, advising and assisting staff and the Advisory Councils to develop plans and policies for a comprehensive system of long term care services for elderly persons and people with disabilities, including identification of needs, recommendations regarding service priorities, service standards/specifications, and funding allocation plans.

Chairs of the Joint *Meals on Wheels* Advisory Committee, Joint Monitoring and Review Committee, and the Chairs and Vice-Chairs of SSAC and DSAC shall participate in meetings to develop recommendations for service priorities.

4. **Joint Meals on Wheels**
Responsible for keeping informed on the *Meals on Wheels* program, considering needs and recommendations submitted by the *Meals on Wheels* Supervisor, making recommendations on nutrition policies, procedures and specifications, assisting in securing funds for the nutrition program, and assisting staff in reviewing, monitoring and assessing *Meals on Wheels* program contract(s). Any contractual changes or recommendation for continuation, probation or termination, shall be in consultation with the Joint Monitoring and Review Committee. Serves as a resource to the Advisory Councils on matters pertaining to the *Meals on Wheels* Program.

A minimum number of nine persons shall serve on the Joint Meals on Wheels Advisory Committee. The committee Chair may appoint up to five at-large members. When fewer than six SSAC/DSAC members are available to serve on the committee, the committee Chair may appoint at-large members until Advisory Council members can be found to fill vacancies.

5. **Joint Executive**
Shall include officers and Chairs of the previously listed standing committees. Responsible for providing leadership for SSAC and DSAC and shall act for the Advisory Councils in urgent situations when it is impossible to call a meeting of the entire SSAC/DSAC membership. The Joint Executive Committee shall meet at least once a year for general assessment and planning of SSAC/DSAC activities and, as necessary, at the request of the Chairpersons. **An Executive Committee member, shall represent the Councils at the OCWCOG Board of Directors meetings to update the Board on what the Councils are doing.**

Outgoing SSAC and DSAC Chairpersons shall serve in ex officio capacity on the Executive Committee for the remainder of his/her 2-year term on the Advisory Councils.

6. **Joint Membership and Nominating**
Shall consist of six SSAC/DSAC members, at least one from each County, to be appointed by the Chairpersons in September, and to be appointed by the committee Chair. The committee shall conduct on-going recruitment and orientation activities for SSAC and DSAC and monitor monthly attendance. Also responsible for reporting a slate of nominees for members and officers at the April Advisory Council meeting. Shall also recommend nominees to fill vacancies in membership and officer positions.

- B. In order to carry out work of the Council, ad hoc committees may be created by a

majority vote of the membership. The purpose and scope of activity of each committee shall be outlined in writing. Subject to ratification by Council membership, the Chairperson shall appoint ad hoc committee Chairpersons and members from the Council's membership.

- C. Committee Chairpersons will provide periodic written and/or oral reports of their activities to the Advisory Councils and to Council Chairpersons. Committee membership is not limited to members of SSAC/DSAC; Chairpersons may appoint additional members. **Non-Advisory Council members shall be limited to no more than one member from each county, per committee**, with the exception of the Joint Meals on Wheels Advisory Committee. SSAC/DSAC members shall constitute a majority of each committee. Committee Chairpersons may also obtain assistance from resource persons as needed.

ARTICLE VI

ORGANIZATIONAL PROCEDURES

- A. DSAC shall hold meetings as necessary, at least every two months, at a time and place designated by the Chairperson.
- B. Fifty-one percent of the voting membership of DSAC, **excluding inactive members**, shall constitute a quorum for the transaction of business **and if there is not a quorum than an email vote can take place**.
- C. Recommendations to OCWCOG Board of Directors to repeal, amend, add to or replace these by-laws may be made by a two-thirds majority vote of the membership. Such changes shall be presented at one meeting of the Advisory Council and acted upon at a subsequent meeting. A positive vote to change shall be forwarded to the OCWCOG Board of Directors for action at their next meeting.

The OCWCOG Board of Directors may initiate a change in the by-laws. Such change shall be presented at one meeting of OCWCOG Board of Directors. If it receives a positive, majority vote, it shall be referred to the Advisory Council for comment. Subsequently, it shall be presented for adoption by OCWCOG Board of Directors with the comment of the Advisory Council.

A simple, positive majority vote of OCWCOG Board of Directors is required to adopt the proposed change.

- D. **Roberts' Rules of Order Revised** will serve as the parliamentary authority for the operation of DSAC in all cases not covered by these by-laws. DSAC may formulate additional specific standing rules and rules of order to govern the conduct of its meetings provided they do not conflict with these by-laws.
- E. **Each Councilperson shall be permitted one proxy vote per fiscal year.**
- F. All meetings of DSAC are subject to the Oregon Public Meeting Act.
- G. Special meetings, for any purpose or purposes, may be called by the Chairperson, or, in the absence of the Chairperson, by the Vice-Chairperson. Notice of time and place of any special meeting shall be given to each member, either personally, by e-mail, or by mail, at least three days prior to such meetings. Notice shall state the purpose of the meeting.
- H. Each DSAC member shall be given a copy of these by-laws and amendments.

Revised and Approved by the OCWCOG Board of Directors
March 21, 2002

Revised and Approved by the OCWCOG Board of Directors
December 4, 2014

Revised and Approved by OCWCOG Board of Directors (date of approval).

BY-LAWS

SENIOR SERVICES ADVISORY COUNCIL of OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

ARTICLE I The name of the organization is Senior Services Advisory Council (SSAC) of Oregon Cascades West Council of Governments (OCWCOG). All SSAC meetings are open public meetings.

ARTICLE II **PURPOSE**

SSAC is established by OCWCOG to advise OCWCOG staff and the OCWCOG Board of Directors on matters relating to the development and operation of a comprehensive service delivery system for elderly persons in the OCWCOG's area of jurisdiction and to assist in monitoring the implementation of the Area Plan as defined in the Older Americans Act (OAA) and ORS 410.010-410.990.

- A. SSAC will, when needed or required, conduct appropriate public hearings and will review and recommend appropriate final action to OCWCOG Board of Directors regarding the following:
1. Selection of priority services to be included in the four year Area Plan and reviewed annually;
 2. Adoption of standards or specifications for services in the Area Plan;
 3. Adoption or modification of the Area Plan;
 4. Commencement, termination, or modification of all service activities designed to implement the Area Plan;
 5. Annual review of Senior and Disabilities Services (SDS) budget and workplan;
 6. Contracts for State and Federal funds for services and facilities affecting the elderly in Linn, Benton, and Lincoln Counties;
 7. Improvement of the monitoring and assessment system;
 8. Appointment of members to SSAC;
 9. Advocacy activities to support appropriate policies, services, and facilities for elderly persons at local, State, and national levels.
- B. SSAC will also monitor the progress of direct and contractual services by:
1. Reviewing program reports and comparing actual accomplishments to annual objectives;
 2. Participating in on-site assessments of direct and contractual services and assisting in the development of appropriate recommendations to improve services for elderly persons.

ARTICLE III

MEMBERSHIP

Definitions:

- **Ex officio member** - is a member of a body (notably a board, committee, council) who is part of it by virtue of holding another office. They have all the rights and obligations of the Council/committee that they serve on. This includes the right to discuss, debate, make decisions, and vote. Ex officio members should not be included in the count when determining the number needed for a quorum and they should not be counted when determining if a quorum is present.
- **Associate member** – is a person united with another or others in an act, enterprise, or business; a partner or colleague. The Associate members shall have all of the rights and privileges of regular members except for the right to vote.

Ideally SSAC shall consist of at least 9, and no more than 15, voting members but may operate with less, with representation as follows:

- A. One member of the OCWCOG Board of Directors who will act as an ex officio member;
- B. At least 50% of the membership shall be aged 60 or older.
- D. Membership shall include: older persons with greatest economic or social need; participants in services administered through OCWCOG; representatives of older persons, health care providers and supportive service organizations; local elected officials; and the general public.
- E. A maximum of five members may be employees of current contractors of OCWCOG/SDS. Such members shall be clearly identified as contractors and shall have full voting privileges, except in the instance where a possible conflict of interest is identified, in which case they shall not vote.
- G. Vacancies may be declared by SSAC when a member has three absences in a 12 month period. Extended illness or other major problems may be considered as reasonable excuses for not attending meetings if regular attendance can be expected in the future.

The Joint Membership and Nominating Committee shall recruit and nominate persons to fill vacancies for the remainder of the terms. SSAC will act on nominations and submit recommendations to fill vacancies to OCWCOG Board of Directors.

ARTICLE IV

OFFICERS AND STAFFING

Officers shall consist of a Chairperson and Vice-Chairperson selected from and by the Council's membership for two-year terms. Nominations shall be proposed by the Joint Membership and Nominating Committee at the Council's April meeting. In addition, nominations may be made from the floor for either office. Officers shall be voted on at the June meeting and shall assume office July 1st.

In case of vacancy in the office of Chair, the Vice Chair will be recommended to the OCWCOG Board of Directors for appointment as Chair. In case of a vacancy in the office of Vice Chair, the Joint Membership and Nominating Committee shall recommend a replacement SSAC member to the SSAC at the next regular meeting.

An individual may serve in the Chair position for up to two consecutive two-year terms. After the second term, she/he will fill the role of immediate past Chair on the Joint Executive Committee.

An individual may serve in the Vice Chair position for up to two consecutive two-year terms. After the second term, she/he will be eligible to serve as Chair if nominated by the SSAC and appointed by OCWCOG Board of Directors.

An individual will be required to have a one-year break from either the Chair or Vice Chair position before they can serve in the same position after serving two consecutive terms.

- A. **Chairperson** - Shall preside at all SSAC meetings and shall be an ex officio member of all sub-committees, except the Joint Membership and Nominating Committee. The Chairperson may vote on any item before the Council; however, she/he may not vote if her/his vote would create a tie. The Chairperson is the sole official spokesperson for SSAC unless this responsibility is specifically delegated.
- B. **Vice-Chairperson** - In the absence of the Chairperson, the Vice-Chairperson shall execute all the functions of the Chairperson.
- C. Immediate past Chairperson, in the absence of the Chair and Vice Chair, shall execute all the functions of the Chairperson.
- D. **The Vice-Chairperson will have accessibility to the same meetings and trainings as the Chair.**
- E. OCWCOG will provide staff support for SSAC and provide staff to serve as recording secretary for the Council.

ARTICLE V

COMMITTEES

- A. The following standing committees are established with memberships and chairmanship, to be appointed by the SSAC and DSAC Chairpersons, and ratified by the Council, for one year terms, starting September 1st. Chairpersons shall be members of SSAC or DSAC.
 - 1. **Joint Monitoring and Review**
Responsible for reviewing contracts for Federal and State funds, making recommendations to SSAC and DSAC on contracts, and assisting staff in monitoring and assessment activities. Advises staff on appropriate procedures to carry out its functions.
 - 2. **Joint Issues and Advocacy**
Responsible for reviewing major issues and legislation affecting elderly persons and people with disabilities, making recommendations to SSAC and DSAC on appropriate actions, developing strategies to effectively advocate in the best interests of the elderly and people with disabilities. Represents area of jurisdiction on significant positions adopted by OCWCOG Board of Directors, coordinates advocacy activities with other appropriate local and statewide groups, evaluates strategies, and reports regularly to SSAC and DSAC.

3. **Joint Care Planning**
Responsible for keeping informed about needs and services, advising and assisting staff and the Advisory Councils to develop plans and policies for a comprehensive system of long term care services for elderly persons and people with disabilities, including identification of needs, recommendations regarding service priorities, service standards/specifications, and funding allocation plans.

Chairs of the Joint Meals on Wheels Advisory Committee, Joint Monitoring and Review Committee, and the Chairs and Vice-Chairs of SSAC and DSAC shall participate in meetings to develop recommendations for service priorities.

4. **Joint Meals on Wheels**
Responsible for keeping informed on the Meals on Wheels program, considering needs and recommendations submitted by the Meals on Wheels Supervisor, making recommendations on nutrition policies, procedures and specifications, assisting in securing funds for the nutrition program, and assisting staff in reviewing, monitoring and assessing Meals on Wheels program contract(s). Any contractual changes or recommendation for continuation, probation or termination, shall be in consultation with the Joint Monitoring and Review Committee. Serves as a resource to the Advisory Councils on matters pertaining to the Meals on Wheels Program.

A minimum number of nine persons shall serve on the Joint Meals on Wheels Advisory Committee. The committee Chair may appoint up to five at-large members. When fewer than six SSAC/DSAC members are available to serve on the committee, the committee Chair may appoint at-large members until Advisory Council members can be found to fill vacancies.

5. **Joint Executive**
Shall include officers and Chairs of the previously listed standing committees. Responsible for providing leadership for SSAC and DSAC and shall act for the Advisory Councils in urgent situations when it is impossible to call a meeting of the entire SSAC-DSAC membership. The Joint Executive Committee shall meet at least once a year for general assessment and planning of SSAC-DSAC activities and, as necessary, at the request of the Chairpersons. **An Executive Committee member, shall represent the Councils at the OCWCOG Board of Directors meetings to update the Board on what the Councils are doing.**

Outgoing SSAC and DSAC Chairpersons shall serve in ex officio capacity on the Joint Executive Committee for the remainder of his/her 2-year term on the Advisory Councils.

6. **Joint Membership and Nominating**
Shall consist of six SSAC-DSAC members, at least one from each County, to be appointed by the Chairpersons in September, and to be appointed by the committee Chair. The committee shall conduct on-going recruitment and orientation activities for SSAC and DSAC and monitor monthly attendance. Also responsible for reporting a slate of nominees for members and officers at the April Advisory Council meeting. Shall also

recommend nominees to fill vacancies in membership and officer positions.

- B. In order to carry out work of the Council, ad hoc committees may be created by a majority vote of the membership. The purpose and scope of activity of each committee shall be outlined in writing. Subject to ratification by Council membership, the Chairperson shall appoint ad hoc committee Chairpersons and members from the Council's membership.
- C. Committee Chairpersons will provide periodic written and/or oral reports of their activities to the Advisory Council and to Council Chairpersons. Committee membership is not limited to members of SSAC-DSAC; Chairpersons may appoint additional members. **Non-Advisory Council members shall be limited to no more than one member from each county, per committee,** with the exception of Joint Meals on Wheels Advisory Committee. SSAC-DSAC members shall constitute a majority of each committee. Committee Chairpersons may also obtain assistance from resource persons as needed.

ARTICLE VI

ORGANIZATIONAL PROCEDURES

- A. SSAC shall hold meetings as necessary, at least every two months, at a time and place designated by the Chairperson.
- B. Fifty-one (51) percent of the voting membership of SSAC, **excluding inactive members,** shall constitute a quorum for the transaction of business **and if there is not a quorum than an email vote can take place.**
- C. Recommendations to OCWCOG Board of Directors to repeal, amend, add to or replace these by-laws may be made by a two-thirds majority vote of the membership. Such changes shall be presented at one meeting of the Advisory Council and acted upon at a subsequent meeting. A positive vote to change shall be forwarded to the OCWCOG Board of Directors for action at their next meeting.

The OCWCOG Board of Directors may initiate a change in the by-laws. Such change shall be presented at one meeting of OCWCOG Board of Directors. If it receives a positive, majority vote, it shall be referred to the Advisory Council for comment. Subsequently, it shall be presented for adoption by OCWCOG Board of Directors with the comment of the Advisory Council.

A simple, positive majority vote of OCWCOG Board of Directors is required to adopt the proposed change.

- D. **Roberts' Rules of Order Revised** will serve as the parliamentary authority for the operation of SSAC in all cases not covered by these by-laws. SSAC may formulate additional specific standing rules and rules of order to govern the conduct of its meetings provided they do not conflict with these by-laws.
- E. **Each Councilperson shall be permitted one proxy vote per fiscal year.**
- F. **All meetings of SSAC are subject to the Oregon Public Meeting Act.**
- G. Special meetings, for any purpose or purposes, may be called by the Chairperson, or, in the absence of the Chairperson, by the Vice-Chairperson.

Notice of time and place of any special meeting shall be given to each member, either personally, by e-mail, or by mail, at least three days prior to such meetings. Notice shall state the purpose of the meeting.

- H. Each SSAC member shall be given a copy of these by-laws and amendments.

Adopted November, 1983

Revised and Approved by the OCWCOG Board of Directors
September, 1985

Revised and Approved by the OCWCOG Board of Directors
September, 1986

Revised and Approved by the OCWCOG Board of Directors
June, 1988

Revised and Approved by the OCWCOG Board of Directors
January, 1989

Revised and Approved by the OCWCOG Board of Directors
March, 1989

Revised and Approved by the OCWCOG Board of Directors
December, 1989

Revised and Approved by the OCWCOG Board of Directors
July, 1990

Revised and Approved by the OCWCOG Board of Directors
March, 1991

Revised and Approved by the OCWCOG Board of Directors
September 1992

Revised and Approved by the OCWCOG Board of Directors
January 1994

Revised and Approved by the OCWCOG Board of Directors
June 1994

Revised and Approved by the OCWCOG Board of Directors
May 1996

Revised and Approved by the OCWCOG Board of Directors
February 2002

Revised and Approved by the OCWCOG Board of Directors
October 2009

Revised and Approved by the OCWCOG Board of Directors
December 2014

Revised and Approved by OCWCOG Board of Directors (date of approval).