

**Senior Services Advisory Council (SSAC)
and
Disability Services Advisory Council (DSAC)
Executive Committee
MEETING MINUTES
Tuesday, May 25, 2021**

Present: Saleem Noorani, SSAC Chair; Jan Molnar-Fitzgerald, DSAC Chair; Lee Lazaro, DSAC Vice Chair; Mitzi Naucler, Monitor and Review Committee (MRC) Chair; Mike Volpe, DSAC Membership and Nominating Committee (MNC) Chair; and Issues and Advocacy Committee (IAC) Co-Chair; Suzanne Lazaro, IAC Co-Chair; Doris Lamb, SSAC MNC Chair; and Robynn Pease, Care Planning Committee (CPC) Chair.

Guests: Cathy Savage.

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

1. Welcome, (SDS Director Randi Moore):

SDS Director Randi Moore called the meeting to order 10:05 am.

The purpose of the meeting is to discuss re-energizing and growing the Councils as well as doing some housekeeping on the by-laws, committees, and applications.

2. Addition to the Agenda: The future model of the Joint SSAC-DSAC meetings: All virtual/ face-to-face/ hybrid that combines the two.

Discussion revolved around:

- Concern about disenfranchising people and not having equity in participation in a meeting if a portion of the members are meeting face-to-face and the others are attending virtually;
- OCWCOG's technology in need of being updated;
- A hybrid model where people are meeting around the table while others zoom in. OSU is currently discussing this model but needs to figure out how to provide an equitable distribution of service that works for both simultaneously. Ms. Pease will pass on any information when she learns more.
- Oregon Legislature is going to continue to enact virtue testimony and participation at their hearings and committee meetings when they go back to meeting face to face. Virtual is not going away we have to adapt to this new environment;
- Virtual meetings are more convenient to those that have to travel or may have physical limitations;
- There is a level of familiarity in meeting face-to-face which builds relationships and camaraderie;
- A hybrid model where some meetings are face-to-face and some are completely virtual. Virtual would always be offered when meeting face-to-face.

ACTION: SDS Director Randi Moore will work on the technology this summer then the Joint Councils can consider their options this Fall.

3. Recruitment and Engagement (SDS Director Randi Moore):

Council membership has decreased and SDS Director Randi Moore would like to start recruiting and doing outreach starting in the new fiscal year. She would like to have professional brochures and pamphlets to hand out to people as well as defining the Councils' mission, values, and vision.

ACTION: The Councils will build an outreach strategy by the August Joint SSAC-DSAC meeting, and have the tools ready to go.

4. By-laws and Committees (SDS Director Randi Moore):

The SSAC and DSAC by-laws have not been consistently written, especially in regards to the committees. SDS Director Randi Moore would like equal representation from SSAC and DSAC in all committees.

Discussion and recommended changes to the by-laws include:

- Number of Council members: The by-laws read - SSAC shall consist of 27 voting members and one ex officio member... DSAC shall consist of 21 voting members... (currently there are 11 SSAC members and 4 DSAC members).
 - Not realistic, the numbers are too high;
 - No one knows where the numbers came from;
 - It was questioned if they need a target number;
 - Ms. Nuclear suggested bringing the target number of members down to 12 SSAC and 12 DSAC;
 - Mr. Lazaro agreed with 12 SSAC and 12 DSAC;
 - Ms. Lazaro feels it would be beneficial to have a range of members - “at least ____ but no more than ____”.
 - SDS Director Randi Moore reminded everyone that SSAC membership always tend to be larger than DSAC and the number of members do not need to be the same between the two Councils.
 - Mr. Lazaro agreed and would like to see 12 SSAC and 8 DSAC. He asked if anyone has consolidated the two Councils into one.
 - SDS Director Randi Moore said there is a State mandate for separate Councils but she thinks many of them hold joint meetings like SDS does. She also does not want to join everyone to the extent that they no longer have their own voice.
 - Ms. Molnar-Fitzgerald suggested adding the language “not to exceed” x amount of people.
 - SDS Administrative Assistant Terri Sharpe said it’s important to set a ceiling on the number of Council members to ensure equal representation from each County.
 - Mr. Volpe said that realistically he didn’t think both Councils should have the same number of members. However, he is not opposed to the numbers being the same as long as it is not a barrier.
 - Ms. Molnar-Fitzgerald would like the number of suggested members to be the same between the Councils so DSAC does not look or feel inferior to SSAC.
 - Ms. Lamb would like to be a member of both Councils and does not understand why this is not allowed.

ACTION: SDS Director Randi Moore will look into Council roles and the possibility of being a member of both Councils.

- SDS Director Randi Moore asked the Executive Committee what they would like to see as a range for voting members using the language “at least ____ and a maximum of ____.”
 - Mr. Lazaro would like to see a range of 8-12 for DSAC and 8-16 for SSAC.
 - Ms. Lazaro would like the numbers to be the same for each Council.
 - SDS Administrative Assistant Terri Sharpe reiterated that the numbers have to be divisible by three in order for there to be equal representation between Counties.
 - SDS Director Randi Moore suggested having the range be 9-15.
 - Mr. Volpe thinks setting the DSAC lower range at 9 is unrealistic since there are only four members currently. He is worried about not having committed DSAC members.
 - Ms. Lamb reminded Mr. Volpe that as soon as she is given the go ahead she will be a DSAC member as well as SSAC and she is sure others in SSAC will follow suit.
 - Mr. Lazaro suggested setting the DSAC range at 6 – 12.
 - Ms. Naucner questioned if the Council membership was lower than the low number of the range does the Council exist?

- Mr. Lazaro suggested the language be worded in such a way that the Council could operate with less members but ideally within the given range.

Recommendation: Change the language for the by-laws to read – Ideally SSAC shall consists of at least 9, and no more than 15, voting members but may operate with less. Ideally DSAC shall consists of at least 6, and no more than 12, voting members but may operate with less.

- OCWCOG Board of Directors as voting members:

- Ms. Lazaro pointed out that the by-laws state that three members of the OCWCOG Board of Directors, one from each County, shall make up part of the voting membership. She questioned why there is not any Board members showing.
- SDS Director Randi Moore said they have one OCWCOG Board member assigned as a representative but that person has not been very active. She is talking to Leadership regarding this. In regards to getting three members of the OCWCOG Board of Directors, she would rather get one Board member active with the Councils and have that Board member be responsible for reporting out monthly at the OCWCOG Board of Directors meetings as to what the Councils are doing. She has told Executive Director Ryan Vogt that the Councils need a Board member who is passionate about the services SDS provides and will actually start coming to the Joint SSAC-DSAC meetings.
- SDS Director Randi Moore also pointed out that the Council members should be going to Board meetings as well. She is also going to talk to the Councils about their representation at the Board meetings.
- Ms. Naucler thinks it is great to have a representative to attend OCWCOG Board meetings but that representative needs to be put on the agenda.
- Ms. Lazaro asked if there is something in the by-laws that state they should be attending the OCWCOG Board of Directors meetings and if not then it should be added.

Recommendation: 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.

ACTION: SDS Director Randi Moore will get information on whether it's in the OCWCOG Budget Committee by-laws that state that SSAC and DSAC members will show up and talk about Senior and Disability Services.

- Ms. Naucler said if the Councils had a representative that was put on the OCWCOG Board of Directors meeting agendas than it would not be necessary for a member of the Board of Directors to come to Council meetings. They would then get a sense of what is important to the Councils rather than sit through a two hour meeting.
- Mr. Lazaro volunteered to be the Council representative for the OCWCOG Board of Directors meetings.
- Mr. Lazaro suggested that instead of having a Board member attending the Council meetings, have one or two Board members attend a meeting once a year to give an update on what the OCWCOG Board of Directors are doing. This would be sufficient combined with a Council representative periodically attending OCWCOG Board of Directors meetings.

Recommendation: Change the language in the by-laws to “One member of the OCWCOG Board of Directors” instead of three.

- Quorums:

- Ms. Naucler said the target number is to establish an official quorum;
- Mr. Lazaro pointed out that a quorum was the majority of seated members.
- Mr. Noorani pointed out that if a quorum was based on the target number of members than you would run into the problem of not having enough people to establish a quorum.

Recommendation: Ms. Nuclear would like included in the by-laws that if there is not a quorum than an email vote can take place.

Recommendation: SDS Administrative Assistant Terri Sharpe would like to add to the by-laws the statement “Fifty-one (51) percent of the voting membership, excluding inactive members, shall constitute a quorum for the transaction of business”.

- Mr. Lazaro questioned why the by-laws don't state that members could vote by proxy. He doesn't think it should be prohibited.
- Ms. Lazaro agrees with Mr. Lazaro but with a limited proxy opportunity.
- Mr. Volpe is not big fan of voting by proxy but if they choose to allow it, it should be limited to once a year.

Recommendation: Add to the by-law language – The right to vote by proxy is limited to once per year per Council member.

- Associate members:

- Ms. Naucier would like to see associate members on a list serve for notice of the meetings.
- Ms. Pease agreed with Ms. Naucier and having associates on the list serve could generate potential new members. The associates enrich their meetings and part of their outreach strategy is being more conscientious of the associates they bring in and continually invite to their meetings.
- SDS Administrative Assistant Terri Sharpe pointed out that all associates are invited back to the meetings and after they have attended three, they are invited to join the Councils as a voting member. If they choose not to be a member they are on the meetings list serve and continue to be invited.
- Ms. Pease said their strategy should then be taking a more active role in engaging the associates on the guest list.

- Officers and Staffing:

- The Chairs serve one year terms and SDS Director Randi Moore would like to increase that to two year term.
- Mr. Volpe would like to see three year terms.
- Ms. Pease suggested serving two year terms with the option of serving two more.
- Mr. Volpe is ok with two year terms and the option for serving another two year term.
- Ms. Molnar-Fitzgerald agreed but two consecutive two year terms would be the limit.

Recommendation: Change the by-law language to read “Officers shall consist of a Chairperson and Vice-Chairperson selected from and by the Council's membership for a two-year term. 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 Council and appointed by OCWCOG Board of Directors.

- Ms. Lazaro questioned if the by-laws should state that the Vice Chair will roll into the Chair position upon conclusion of the Chair's term. The Vice Chair is in training to be the Chair.
- SDS Director Randi Moore suggested keeping it opened with the understanding that they would be given the option to be potentially be nominated for Chair.
- Mr. Volpe feels it might be too much of a commitment to be Vice Chair.
- Mr. Noorani agrees with Mr. Volpe in that it would be too much of a time commitment.

Recommendation: SDS Director Randi Moore suggested putting language in the by-laws regarding that as Vice Chair one would have accessibility to the same meetings as the Chair to prepare them for the position of Chair if they so choose.

- By-law language:

Recommendation: Neaten up the beginning of the by-laws and make them more standardized.

Recommendation: Standardized the committee descriptions as presented.

Recommendation: Define ex officio members and associate/auxiliary members.

ACTION: SDS Director Randi Moore will take the recommendations made today along with the changes SDS Administrative Assistant Terri Sharpe had made and wrap it up into revised by-laws and send back out to the Executive Committee.

5. Application and Orientation Packets Update (SDS Director Randi Moore):

- The application for Council membership is in the process of being revised to a standardized, fillable PDF form.

ACTION: Once the revision of the application for Council membership is completed it will be sent to the Executive Committee.

- SDS Director Randi Moore would like to have a more polished presence that would include:
 - Council bios for all Council members;
 - More of a web presence:
 - Mr. Lazaro suggested putting part of the orientation on the website along with a link to an online application form and a description of what being a Council member is about;
 - Ms. Lazaro would like to see all the committee work on the web;
 - A strong, polished orientation packet;
 - New member orientation or yearly orientation about OCWCOG.

ACTION: The Executive Committee will work on the Councils' polished presence this Fall after the by-laws are revised.

6. Other Business (SDS Director Randi Moore):

- SDS Director Randi Moore would like to present a draft of the revisions discussed today at the June Joint SSAC-DSAC meeting.
- August Joint SSAC-DSAC meeting:
 - OCWCOG Executive Director Ryan Vogt will be speaking at the August Joint SSAC-DSAC meeting on mission, vision, and values;
 - Discuss a hybrid model of Council meetings;
 - Outreach strategy and tools;
 - Discuss agenda topics for 2022.

7. Adjournment:

With no further business, the meeting was adjourned at 11:30 am.

Meeting Minutes were recorded by Terri Sharpe.