



# Senior and Disability Services

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## Joint SSAC-DSAC-ADRC Operations Council Meeting Agenda

Tuesday, February 1, 2022

10:00 am – 11:30 am

Zoom Video Conference

<https://ocwcoq.zoom.us/j/85640623092?pwd=amYwOVoxQzZiVWdlTUJESUxpdDZldz09>

Meeting ID: 856 4062 3092

Passcode: 142377

Phone number: +1 253 215 8782

1. **Welcome, Changes to the Agenda, Roll Call** (SSAC Chair Mitzi Naucler)  
(10:00 – 10:10 am)

2. **Approval of Minutes** (SSAC Chair Mitzi Naucler)  
(10:10 – 10:15 am)

**ACTION: Motion to approve minutes from the October 5, 2021 Joint SSAC-DSAC meeting**

3. **By-laws Update and Approval of DSAC Revised By-laws** (SDS Administrative Assistant Terri Sharpe)  
(10:15 – 10:25 am)

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

4. **Care Planning Committee (CPC) Report** (CPC Chair Robynn Pease)  
(10:25 – 10:35 am)

5. **Meals on Wheels Advisory Committee (MOW) Report** (MOW Supervisor Scott Harper)  
(10:35 – 10:45 am)

6. **Executive Committee Report** (SSAC Chair Mitzi Naucler and DSAC Chair Lee Lazaro)  
(10:45 – 10:50 am)

- 2022 Joint SSAC-DSAC Meeting Schedule

**ACTION: Motion to approve the 2022 Joint SSAC-DSAC Meeting Schedule**

- Goals for 2022
  - Recruitment
  - By-laws
  - Disaster Planning

7. **Issues and Advocacy Committee (IAC) Report** (*IAC Co-Chairs Suzanne Lazaro and Mike Volpe*)  
(10:50 – 11:00 am)

8. **SSAC Membership and Nominating Committee (MNC)** (*SSAC MNC Chair Richard Montgomery*)  
(11:00 – 11:05 am)

9. **SDS Program Updates** (*SDS Director Randi Moore*)  
(11:05 – 11:25 am)

- SDS Update
- Area Plan

10. **Other Business**  
(11:25 am – 11:30 am)

Next Meeting: April 5, 2022

11. **Adjournment**  
(11:30 am)

**Joint  
Senior Services Advisory Council (SSAC)  
and  
Disability Services Advisory Council (DSAC)  
Meeting  
MEETING MINUTES  
Tuesday, October 5, 2021**

**SSAC Members Present:** Mitzi Naucler, Chair; Marie Laper, Vice Chair; Robynn Pease, Care Planning Committee Chair; Richard Montgomery; and Lee Strandberg.

**DSAC Members Present:** Allison Hobgood, Vice Chair; and Joann Cvar.

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

**Guests:** Chris Eilers, Older Adult Behavioral Health Specialist (OABHS); Lucy Zammarelli, OABHS; Kay McDonald, (OABHS); Phil Warnock, Oregon Association of Area Agencies on Aging and Disabilities (O4AD) Executive Director; Tomas Hernandez, Legal Aid Supervisor; Bryn McCornack, Newport 60+ Activity Center Advisory Committee; and Terri Fackrell, Corvallis Community Center, Supervisor.

**Members Absent:** Lee Lazaro, DSAC Chair; Mike Volpe; Jan Molnar-Fitzgerald; Suzanne Lazaro; and Bill Turner.

**Staff:** Randi Moore, Senior and Disability Services (SDS) Director; Kim Cooper, SDS Executive Assistant; Leah Snobgrass, Oregon Cascades West Council of Governments (OCWCOG) Executive Assistant; and Terri Sharpe, SDS Administrative Assistant.

**1. Welcome, Introductions, and Additions to the Agenda (SSAC Chair Mitzi Naucler):**

SSAC Chair Mitzi Naucler called the meeting to order at 10:00 am. Introductions were made, including guests.

**2. Approval of Minutes:**

**ACTION:** Motion to approve the August 3, 2021, Joint SSAC/DSAC meeting minutes made by Lee Strandberg, seconded by DSAC Vice Chair Allison Hobgood. Motion passed unanimously.

**3. Older Adult Behavioral Health Initiative (OABHI) Presentation (Older Adult Behavior Health Specialists (OABHS) Chris Eilers and Lucy Zammarelli):**

OABHSs Lucy Zammarelli and Chris Eilers have been involved in the McKenzie Valley fire response for over a year. Ms. Zammarelli was assigned to the Emergency Management Center and Mr. Eilers has been working in the hotels helping people who were evacuated.

There were around 600 residents who evacuated to the Graduate Hotel, the largest in Eugene, where Mr. Eilers, a Crisis Councilor, was set up in the lobby to assist fire victims with any mental health needs. There were few who approached him with mental health concerns, but rather were focused on their basic needs at the time. Mr. Eilers pointed out that it usually takes anywhere from 6 – 12 months after a disaster before the real trauma sets in. FEMA warned them to be on alert for a high rise in suicides but fortunately they have not seen this.

When the evacuees started returning to their homes in the Spring, Ms. Zammarelli and Mr. Eilers started working with the Fire Relief Centers. They were able to apply for a State grant to

have White Bird, a local behavioral health agency, send mental health outreach workers up into the valley. White Bird was able to connect with people at the fire relief centers and eventually formed a center at the Orchard Health Clinic. Ms. Zammarelli and Mr. Eilers helped the fire victims get set up with Disaster Case Managers along with helping them get different levels of reimbursement from insurance companies and FEMA.

This summer Ms. Zammarelli and Mr. Eilers opened two Camp Noah's for the children affected by the fires. Camp Noah is a weeklong day program that helps children process their disaster or trauma experience. One camp was set up in Blue River and the other in Walterville, serving children from first through fifth grade. The camps had a lot of volunteers with most of them being older adults, bringing together multiple generations. The older adults learned a lot themselves working with the children.

Initially, anyone not affected by the fire wanted to assist, and with so many things being donated they had to find warehouses to store them. There was an emergency operation center where everyone pulled together but then things started fragmenting. It was Ms. Zammarelli who pulled people together to figure out what the victims' needs were and how they would go about meeting them as a team, rather than everyone going off in different directions thinking they were doing what's best for the community. The key was letting people who lived in the fire affected areas dictate how the resources were going to be spent. This was eventually handed over to the Long-Term Recovery Group (LTRG), a part of a FEMA model in bringing people together.

The recovery process is still going on. The LTRG has a spiritual and emotional care committee that are helping the fire victims. White Bird will continue until the grant money is gone. There is a statewide crisis line that is still available. There are a lot of resources but unfortunately there still is a disconnection in getting fire victims to be able to access them. There needs to be enough messaging and continuous effort out there, rather than the burst at the beginning with help starting to fade. To be ready for a disaster one needs to have resources, trained emergency responders, and donation centers prior to the disaster.

Mr. Eilers pointed out that the fire victims that had the hardest time with recovery were older adults and people with disabilities. He encouraged the Councils to look at what work still needs to be done with the fire victims of Linn and Lincoln Counties and how they can be of assistance with them in getting the resources they need.

SDS Director Randi Moore reminded the Councils of the difficulties OCWCOG had in pulling consumers information to reach out to them during the Linn and Lincoln County fires. This issue still has not been resolved and she may be asking them to sign a letter addressing this in the very near future.

Ms. Zammarelli commented that Lincoln County has reached out to them regarding setting up a Camp Noah in Lincoln County. The children that are having the hardest time are those that are living in situations that are not fully able to respond to them.

**ACTION:** SDS Director Randi Moore will let Lincoln County know that the Family Caregiver Support Program is a resource they can reach out to.

Ms. Zammarelli and Mr. Eilers have been involved in a lot of projects around the fire recovery and will continue to be involved. Ms. Zammarelli can be reached at:

[Lucy Zammarelli, cell-541-520-4702](tel:541-520-4702)

[Lucy.zammarelli@lanecountyor.gov](mailto:Lucy.zammarelli@lanecountyor.gov)

**4. SSAC Discussion and Approval of the Revised SSAC By-laws (SSAC Chair Mitzi Naucler):**

ACTION: Motion to approve the 2021 Revised SSAC By-laws and send to the Oregon Cascades Council of Governments Board of Directors for approval made by SSAC Chair Mitzi Naucler, seconded by Richard Montgomery. Motion passed unanimously.

**5. DSAC Discussion and Approval of the Revised DSAC By-laws (DSAC Vice Chair Allison Hobgood):**

Due to a lack of a quorum this agenda item has been tabled to the December 7, 2021, Joint SSAC-DSAC meeting.

**6. Care Planning Committee (CPC) Report: (Robynn Pease):**

The CPC met on September 14th with presentations from Employer Resource Connection (ERC) Specialist Jennifer Andrews on the work the ERC does. The ERC program is directed by the Oregon Home Care Commission (OHCC) and focuses on teaching, empowering, assisting, and mentoring in-home care consumer employers who are eligible for having Home Care Workers (HCW). As an ERC Specialist, she helps the consumer navigate the hiring process, the time in which someone is employed, as well as any termination. She meets with the consumer regularly but has not been able to do in-home visits due to COVID. She is available via phone or email.

The CPC also heard from OHCC Executive Director Cheryl Miller who reported on the various initiatives that OHCC is undertaking to recruit workers. Examples include messaging and communicating with the potential hires through texting rather than emailing. They are developing an online assessment tool available to those that are interested in in-home care work, thus allowing the person to see upfront if they would be a good fit for this type of work. They are customizing outreach materials for other agencies who wish to do their own recruiting. To get the HCWs vaccinated, the OHCC is holding vaccination clinics where incentives, such as gift cards and food, are being offered to those that participate.

The CPC also heard from CSP Manager Alicia Lucke who reported on the Governor's mandate requiring employees and volunteers who might be in a licensed care facility to be fully vaccinated by the October 18th deadline. The volunteers that fall under this mandate are: the Senior Companion volunteers, Money Management volunteers, SHIBA volunteers, and the Friendly Visitor Program volunteers.

The next CPC meeting will take place on November 2, 2021 at 11:00 am. All are welcome.

**7. SDS Update and Discussion (SDS Director Randi Moore):**

SDS Update:

- The SEIU and OCWCOG management just completed bargaining for their two-year contract cycle which runs from October 2021 – September 2023. It will be sent to the OCWCOG Board of Directors in December for ratification.
- Case Managers have been conducting telephonic in-home assessments for the last year and a half. In July and September, they went back to doing in-home assessments but that has been put back on hold until November, when the State will reassess the situation. Locally, Case Managers have been approved to do in-home assessments to high-risk consumers where isolation has been problematic.

- The State's Provider Time Capture (PTC) has gone into effect, and it has not been a smooth transition for HCWs. This is where HCWs went from a paper timesheet system to an electronic system. SDS has been getting more than 200 extra calls per day, along with people coming into the lobby needing assistance in setting up and completing their timesheets. Director Moore has reached out to Aging and People with Disabilities (APD) Director Mike McCormick letting him know that OCWCOG does not have the bandwidth to do this and the HCWs are struggling and need support. APD does not have the ability to help at this time, so SDS is hiring temps to help power through this difficult time. Director Moore ask that if anyone hears of a HCW who isn't getting paid to ask them to be patient and to contact the OHCC or OCWCOG and they'll do our best to help support them.
- OCWCOG is struggling with their work force. With every job classification they have, they are some level of staff down. Case Managers are working overtime just to get the work done. OCWCOG is not alone, Lane Council of Governments and NorthWest Senior and Disability Services are having staffing shortages as well.

#### Area Plan:

- OCWCOG is three months into their four-year strategic Area Plan and is starting to do assessments on the first quarter goals. Director Moore will be reporting out on this soon.

ACTION: SDS Director Randi Moore will report to the Councils on the assessments of the first quarter goals of the Area Plan.

In assessing the first quarter goals, the staff needs the Councils help with a secret shopper poll with the ADRC call center. This would entail them calling the ADRC to see what kind of customer service they receive. Staff will also need their help with a Health Promotion Program to support loneliness. Director Moore will bring back one of these ideas in December, to start working on as a Council.

ACTION: Either the Secret Shopper Poll or the Health Promotion Program will be on the December Joint SSAC-DSAC meeting agenda.

#### Recruitment:

- APD is recruiting for a Director's position. The position has been open for a few years with Deputy Director Mike McCormick stepping up in the interim. APD will be working on stakeholder investment and involvement with this recruitment and Director Moore will let the Councils know when this happens.

ACTION: SDS Director Randi Moore will notify the Councils when APD starts holding Stakeholder meetings for the recruitment of the APD Director position.

#### Vaccinations:

- OCWCOG is following the Oregon Health Authority's (OHA) guidance on who needs to be vaccinated, which mandates that any staff or volunteer that may go into a licensed care facility must be vaccinated. Staff that doesn't meet this criterion includes Meal site Managers and volunteers, Eligibility workers, Support Staff, and a lot of staff in the Community and Economic Development Department. Director Moore decided that all SDS Program Managers and Supervisors falls under this mandate since they supervise people who meet this criterion and this would be equable and fair to everyone. Director Moore asked the Councils, as advocates for the agency, if they have any questions or concerns about the decision of who is required to have vaccinations that they talk about it respectfully and kindly with each other. She would be happy to talk to anyone regarding this. She also pointed out that anyone can file for either a medical or religious exemption.

Lee Strandberg reported on a study showing that the Pfizer vaccine wore off after seven months and encouraged those that had the Pfizer vaccine to get the booster. He encouraged everyone to follow the literature on the vaccines.

SSAC Vice Chair Marie Laper asked if they lost HCWs because they did not want to get vaccinated.

Director Moore said HCWs are not mandated to be vaccinated at this time but are being encouraged to do so.

Richard Montgomery suggested Director Moore look into the Corvallis Fire Department for guidance as a resource for staff requirement for vaccinations.

## **8. Other Business and Announcements:**

Joanne Cvar asked if she was the only member of the Council who is a consumer and she finds there is no time for consumers at the meetings.

Director Moore said there are other consumers on the Councils and it is the priority of the Councils to increase their consumer base.

DSAC Vice Chair Hobgood said that there are some folks that are not consumers but do have disabilities that are receiving support in other ways that are sitting on the Councils. She feels it is very important to recruit people with disabilities so they can bring that to bear to the meetings.

## **9. Adjournment:**

The meeting was adjourned at 11:26 am.

The next meeting will be on Tuesday, December 7, 2021.

*Meeting Minutes were recorded by Terri Sharpe.*

**DISABILITY SERVICES ADVISORY COUNCIL  
of  
OREGON CASCADES WEST COUNCIL OF GOVERNMENTS**

**BY-LAWS**

Adopted March, 2002

Last Revised December, 2014

**ARTICLE I            Organization**

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 and Objectives**

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 (4) 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**

#### A. Definitions:

1. Council member – a person whose application for membership has been approved by the Council and the OCWCOG Board of Directors. Applicants may be considered for membership after attending no fewer than three (3) of the most recent five (5) DSAC meetings.
2. 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.
3. At large 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.
4. Inactive member – any member who has missed three (3) consecutive meetings in a row.

#### B. Voting Members:

1. Ideally DSAC shall consist of at least six (6), and no more than 12, voting members but may operate with less, with representation as follows:
  - a) One (1) member of the OCWCOG Board of Directors who will act as an ex officio member;
  - b) At least fifty percent (50%) of the membership shall be people with disabilities.
  - c) Membership shall include: consumers of Disability Services; participants in services administered through OCWCOG; representatives of people with disabilities, health care providers and supportive service organizations; local elected officials; and the general public;
  - d) The term of membership shall be for two (2) 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;

#### C. Vacancies:

1. Vacancies may be declared by DSAC when a member has three (3) absences in a 12 month period. Each situation will be reviewed by the Membership and Nominating Committee and referred back to DSAC for a decision.
2. 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.
3. The Membership and Nominating Committee shall recruit and nominate persons to fill vacancies. DSAC will act on nominations and submit recommendations to fill vacancies to the OCWCOG Board of Directors.

## ARTICLE IV

### Officers

#### A. Election and terms:

1. Officers shall consist of a Chairperson and Vice-Chairperson selected from and by the Council's membership for two (2) year terms. Nominations shall be proposed by the 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.
2. 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 Membership and Nominating Committee shall recommend a replacement DSAC member to the DSAC at the next regular meeting.
3. An individual may serve in the Chair position for up to two (2) consecutive two (2) year terms. After the second term, she/he will fill the role of immediate past Chair on the Executive Committee.
4. An individual may serve in the Vice Chair position for up to two (2) consecutive two (2) 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.
5. An individual will be required to have a one (1) year break from either the Chair or Vice Chair position before they can serve in the same position after serving two consecutive terms.

#### B. Chairperson:

1. The Chairperson shall preside at all DSAC meetings and shall be an ex officio member of all sub-committees, except the Membership and Nominating Committee.
2. The Chairperson may vote on any item before the Council; however, in the event the Chairperson's vote results in a tie vote, the Chairperson shall call for a re-vote on the item, and shall refrain from voting in the re-vote.
3. The Chairperson is the sole official spokesperson for DSAC unless this responsibility is specifically delegated by the Chairperson to another DSAC member.

#### C. Vice-Chairperson

1. In the absence of the Chairperson, the Vice-Chairperson shall execute all the functions of the Chairperson.
2. The Vice-Chairperson will have accessibility to the same meetings and trainings as the Chair.

D. Immediate past Chairperson:

1. In the absence of the Chair and Vice Chair, the immediate past Chairperson shall execute all the functions of the Chairperson.

E. Staff:

1. OCWCOG will provide staff support for DSAC and provide staff to serve as recording secretary for the Council.

## ARTICLE V

### Committees

- A. The following Joint SSAC and DSAC committees are established with memberships and chairmanship, to be appointed by the SSAC and DSAC Chairpersons, and ratified by the Council, for one (1) year terms, starting September 1st. Chairpersons shall be members of SSAC or DSAC.

1. Monitoring and Review Committee (MRC)

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. Issues and Advocacy Committee (IAC)

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. Care Planning Committee (CPC)

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 Meals on Wheels Advisory Committee, 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. Meals on Wheels Advisory Committee (MOWAC)

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 Monitoring and Review Committee. Serves as a resource to the Advisory Councils on matters pertaining to the Meals on Wheels Program.

Ideally, the Meals on Wheels Advisory Committee shall consist of a minimum of six (6) and a maximum of nine (9) members. The committee Chair may appoint up to four (4) at-large members to help reach the ideal membership, if there is insufficient SSAC/DSAC member representation on the committee.

5. Executive Committee (EC)

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 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. This may be assigned on a rotational basis.

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

6. Membership and Nominating Committee (MNC)

Shall ideally consist of six (6) SSAC-DSAC members, at least one (1) 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, or workgroups, 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 at large. 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. Meetings:

1. DSAC shall hold meetings as necessary, at least every two (2) months, at a time and place designated by the Chairperson.
  2. 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.
  3. All meetings of DSAC are subject to the Oregon Public Meeting Act.
- B. Quorum:
1. Fifty-one percent (51%) of the voting membership of DSAC, excluding inactive members, shall constitute a quorum for the transaction of business.
  2. If there is not a quorum than an email vote can take place following the conclusion of the DSAC meeting. Staff shall conduct the email vote process, and shall certify the results to committee members by email.
- C. Roberts' Rules of Order Revised:
1. 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.
  2. 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.
- D. Vote by Proxy:
1. Each Councilperson shall be permitted one (1) proxy vote per fiscal year.
- E. Each DSAC member shall be given a copy of these by-laws and amendments.

## **Article VII**

### **Amendments**

- A. Amendments to these by-laws must first be approved by a two-thirds majority vote of the DSAC membership. Such changes shall be presented at one meeting of the Advisory Council and acted upon at a subsequent meeting. A positive vote to amend shall be forwarded to the OCWCOG Board of Directors for action at their next meeting.
- B. The OCWCOG Board of Directors may initiate a change in the by-laws. Such change shall be presented at a 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.
- C. A simple, positive majority vote of OCWCOG Board of Directors is required to adopt the proposed change.

**Senior Services Advisory Council (SSAC)  
and  
Disability Services Advisory Council (DSAC)  
Executive Committee  
MEETING MINUTES  
Tuesday, December 14, 2021**

**Present:** Mitzi Naucler, SSAC Chair and Monitor and Review Committee (MRC) Chair; Lee Lazaro, DSAC Chair and Meals on Wheels Advisory Committee (MOWAC) Chair; Jan Molnar-Fitzgerald, Past DSAC Chair; Robynn Pease, Care Planning Committee (CPC) Chair; Mike Volpe, Membership and Nominating (MNC) Co-Chair and Issues and Advocacy Committee (IAC) Co-Chair; Suzanne Lazaro, IAC Co-Chair; and Richard Montgomery, MNC Co-Chair.

**Absent:** Allison Hobgood, DSAC Vice 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, (SSAC Chair Mitzi Naucler):**

SSAC Chair Naucler called the meeting to order at 10:02 am.

**2. Oregon Cascades West Council of Governments (OCWCOG) Leadership Updates (SDS Director Randi Moore):**

Oregon Cascades West Council of Governments (OWCOG) leadership positions that are changing are:

- Sue Forty, long time OCWCOG Finance Director, will retire in January, 2022. Merritt Nelson has been hired to replace her. She comes with lots of experience in government financing, grant writing, and contracts. She is shadowing Finance Director Forty as of three weeks ago.
- Jason Sele has been hired as the new Tech-Services Director and will be starting January 3, 2022. He has a private, public, and non-profit history. Mr. Sele will be a tremendous help in ensuring the conversion to Microsoft 365 goes smoothly.
- Kayla Griffin has been hired as the new Communications Consultant and is in the process of moving to the area early next year. She not only has worked in communications in small and large organizations but has also been a college communications instructor.
- Amanda Williams, a long-term Case Manager with OCWCOG, has been promoted to Case Manager Supervisor.
- Ann Johnson, SDS Program Supervisor has submitted her letter of intent to retire at the end of January. She has been with the agency for 30 years.

Congratulations were given to her by all with sentiments of being dearly missed. SSAC Chair Naucler promised to save her a spot on the Councils when she's ready to come back.

**3. Recruitment and Retention of Council Members in a Virtual World (All):**

SDS Director Moore is trying to figure out how to keep the integrity and purpose of the Councils valid in a Zoom environment. Agenda planning has been challenging in finding topics useful to everyone. They have talked about recruitment and retention strategy and getting the by-laws revised which are all goals for 2022. She asked for everyone's input on how to keep any new community members who attend meetings engaged and returning.

DSAC Chair Lee Lazaro suggested going back to face-to-face meetings where they can invite people to share coffee, goodies, and the camaraderie of the group. They have a small enough group now that they could still meet while social distancing and wearing masks.

SDS Director Moore explained that there is a State mandate that states that SSAC and DSAC meetings could not be held in person. She also pointed out that there are some Council members that couldn't meet in person and she would like to have an option in place for them before returning to face-to-face meetings. She is open to the idea but will have to check with the State guidelines first as to whether they are still in effect.

ACTION: SDS Director Randi Moore will check if the State mandate of SSAC and DSAC meetings not taking place in person is still effective.

SSAC Chair Naucler suggested the new Tech Services Supervisor find a way to hold both a virtual and in-person meeting.

CPC Chair Robynn Pease shared that her group just finished an in-person meeting with a Zoom option to participants. The downside was the participants could not see the audience but could see the speakers. She said once you got used to the format and had access to a microphone it was doable, particularly if there is a good moderator who includes the Zoom participants into the mix on a consistent basis. She likes the idea of going back to meeting face-to-face and suggested starting in the Spring.

CPC Chair Pease asked SDS Director Moore what her and her team's priorities are. The Councils are there to help her and it seems that SDS's workforce is a big concern. She suggested SDS Director Moore focus on building her workforce, and not on the Councils at this time.

SDS Director Moore said SDS's Case Management unit is struggling the most. However, over the last three weeks they had a lot of applicants come in and were hiring them within the same week. Also, OCWCOG is having their first hiring event at the end of January where the agency's top lobby will be open to the public where they can be interviewed and possibly hired that same day. She does not want the Councils to become too small and end up stagnant. The staff's job is to inform the Councils and perhaps they only discuss business at the meetings such as budget and legislation rather than bring in presenters.

CPC Chair Pease thinks this format would be fine especially the legislation feedback from Issues and Advocacy Co-Chairs Suzanne Lazaro and Mike Volpe. The CPC is the format for education where they meet regularly and invite many speakers to.

SDS Director Moore thinks the Joint Council meetings is about the bigger business of OCWCOG and items, such as homelessness and the Area Plan goals, would take place at the CPC meetings.

SDS Administrative Assistant Terri Sharpe reminded everyone that when the Councils went to bi-monthly meetings it was to provide the off months for the committees to meet. The committee's Chairs would then report back to the full Councils at the Joint SSAC-DSAC meetings.

SSAC Chair Naucler would like to use the Area Plan as an outline for the agenda and revisit it three to four times per year.

SDS Director Moore said she likes the idea of the Area Plan acting as a guiding document as well. If anyone has any other input they should let SDS Director Moore know.

MNC Co-Chair Montgomery would like to see more meetings in Lincoln County to encourage more representation and involvement from that County.

IAC and MNC Co-Chair Mike Volpe feels that having more meetings in Lincoln County may encourage more members to join the Councils as well.

SSAC Chair Naucler reminded everyone that recruitment is a challenge because it's not only the Councils not meeting in person but the different organizations and groups that they recruit from are also not meeting in person.

DSAC Chair Lazaro said he had three points:

- He likes the idea of using the table of contents of the Area Plan as a guideline to ensure that goals of the plan will not be missed;
- He feels that the full Councils should not meet more than bi-monthly and possibly even going to quarterly; and
- In regards to SSAC and DSAC meeting in person, he feels there is power in numbers and communication from the Directors of the Council of Governments Association would carry a lot of weight with the State in getting them to acknowledge meeting back face to face. Local government has a different environment where they need to keep in touch with the local community.

#### **4. Goals for 2022 (All):**

Recruitment:

- Work on getting back to in person meetings.

Get the revised by-laws passed:

- OCWCOG Executive Director Ryan Vogt would like to see standardization in the by-laws throughout the agency. Executive Assistant Leah Snodgrass will be reaching out to SDS Administrative Assistant Terri Sharpe.

Disaster planning:

- SSAC Chair Naucler would like to see disaster planning at the top of the list for goals especially with earthquakes happening off the coast and the fires in the past. SDS has many people in remote areas with limited ability to communicate.
- SDS Director Moore said disaster planning was not put in the Area Plan because of the depth of it. However, she does agree that it needs to be addressed.
- MNC Co-Chair Montgomery suggested having someone come speak to the Councils in March and address what went wrong during the fires.
- DSAC Chair Lazaro would like to see disaster planning as a goal as well. SDS needs to know how to contact their consumers. Fires are a concern in all three counties but the big concern now is the earthquakes off the coast. He feels that even though it is overwhelming, the Councils could at least participate in groups and provide information. IT needs to be able to pull up contact information.
- CPC Chair Pease noted that it would be helpful to know what kind of emergency planning is constantly going on at the COG and how that feeds into individual districts and cities. They need to find ways to educate communities on the after effect of a disaster as well. CPC Chair Pease suggested looking into additional funding in their region to support the aftermath efforts with the focus on seniors and people with disabilities.
- SSAC Chair Naucler suggested advocating for Home Care Workers (HCW) to be trained to help their clients be prepared in what to do in an emergency. Make sure every HCW has a list of emergency numbers.
- DSAC Chair Lazaro suggested having the staff not only trained in helping with the grief of loss but also in the absence of knowing how loved ones fared when they cannot be reached.
- CPC Chair Pease shared that in regards to the Kentucky tornado disasters a former colleague of hers, who is Kentucky's State Ombudsman for long-term care, posted on Facebook that if someone didn't know how their loved one in a long-term facility was they should call their office and they would get an Ombudsman on the ground looking for them. This is an example of one state agency working with another state agency to connect loved ones impacted by the storms. This is another thing to keep in mind in how to connect all the resources to get the communication out there that is needed during a disaster.

- IAC Co-Chair Lazaro said for the next Area Plan there are many substantial disaster planning specialty areas that could be measurable. Once they breakdown it down to specific actions it could be part of the Area Plan and not be too overwhelming.
- IAC and MNC Co-Chair Volpe said it is important for people with disabilities to figure out what they need in the event of a disaster situation.
- SDS Director Moore said she would like to use some funds to create YouTube training videos for HCW and consumers in case of a disaster.

#### **5. Calendaring for 2022 (All):**

ACTION: Motion to approve the 2022 Joint SSAC-DSAC calendar and take to the February 1, 2022 Joint SSAC-DSAC meeting for approval made by IAC Co-Chair Suzanne Lazaro, seconded by DSAC Chair Lee Lazaro. Motion passed unanimously.

The Executive Committee will continue to meet twice a year, Spring and Fall, and will call any additional meetings if need be.

#### **6. Other Business:**

SDS Director Moore shared that there is a job fair in Newport and SDS will be recruiting for HCWs as well as for the OCWCOG workforce.

SDS Director Moore said SDS is planning on doing another round of funding similar to what they did last year. They are planning on releasing the Request for Proposal (RFP) in January, 2022. She'll be reaching out to the MRC again to help with this. The RFP will look similar to the one that went out last year with \$60,000 in grants to be given out. RFP will be between \$3,000 - \$15,000 to support wellness, isolation reduction, and depression reduction. The goal is to have the money out by either the end of February or March, 2022.

ACTION: SDS Director Randi Moore will look back at last year's RFP to identify some of the issues and comments they had from MRC members.

#### **7. Adjournment:**

With no further business, the meeting was adjourned at 11:00 am.

*Meeting Minutes were recorded by Terri Sharpe.*

# Oregon Cascades West Council of Governments

## *Senior and Disability Services Advisory Council Meeting Schedule 2022*

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## *Care Planning Committee Meeting Schedule 2022*

Meeting locations:

*(Meetings will continue to be held virtual, via Zoom, until further notice due to COVID-19)*

### **Joint SSAC DSAC 10:00 am – 11:30 am**

<b>February 1, 2022</b>	<b>OCWCOG Albany/Toledo</b>
<b>April 5, 2022</b>	<b>OCWCOG Lincoln County</b>
<b>June 7, 2022</b>	<b>OCWCOG Albany/Toledo</b>
<b>August 2, 2022</b>	<b>OCWCOG Albany/Toledo</b>
<b>October 4, 2022</b>	<b>OCWCOG Linn or Benton County</b>
<b>December 6, 2022</b>	<b>OCWCOG Albany/Toledo</b>

### **Care Planning Committee 11:00 am – 12:30 pm**

<b>*January 11, 2022</b>	<b>OCWCOG Albany/Toledo</b> <i>(This is the 2<sup>nd</sup> Tuesday of the month due to the Holidays)</i>
<b>March 1, 2022</b>	<b>OCWCOG Albany/Toledo</b>
<b>May 3, 2022</b>	<b>OCWCOG Albany/Toledo</b>
<b>July, 2022</b>	<b>No Meeting</b>
<b>*September 13, 2022</b>	<b>OCWCOG Albany/Toledo</b> <i>(This is the 2<sup>nd</sup> Tuesday of the month due to the Labor Day Holiday)</i>
<b>November 1, 2022</b>	<b>OCWCOG Albany/Toledo</b>