



Senior and Disability Services

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Joint SSAC-DSAC-ADRC Operations Council Meeting Agenda

Tuesday, April 11, 2023
10:00 am – 11:30 pm

Microsoft Teams meeting

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Meeting ID: 295 648 312 481

Passcode: SnxF6S

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Phone Conference ID: 849 610 740#

1. **Welcome and Introductions** (DSAC Chair Jan Molnar-Fitzgerald)
(10:00 – 10:05 am)

2. **Approval of Minutes** (DSAC Chair Jan Molnar-Fitzgerald)
(10:05 – 10:10 am)

ACTION: Motion to approve the February 7, 2023 Meeting Minutes

3. **Nominations for SSAC (SSAC Members Only)** (SSAC Membership and Nominating Committee (MNC) Chair Richard Montgomery)
(10:10 – 10:15 am)

- Membership Renewal
- Chair
- Vice Chair

4. **Nominations for DSAC (DSAC Members Only)** (DSAC MNC Chair Michelle Giammona)
(10:15 – 10:20 am)

- Membership Renewal
- Chair
- Vice Chair

5. **Approval of 2023 - Revised DSAC Bylaws (DSAC Members Only)** (DSAC Chair Jan Molnar-Fitzgerald)
(10:20 – 10:25 am)

ACTION: Motion to approve the 2023 - Revised DSAC Bylaws and send to the Oregon Cascades West Council of Governments (OCWCOG) for approval

6. **Approval of Revised 2023 - SSAC Bylaws (SSAC Members Only)** (*SSAC Chair Mitzi Naucler*)
(10:25 – 10:30 am)

ACTION: Motion to approve the 2023 - Revised SSAC Bylaws and send to the OCWCOG for approval

7. **Monitor and Review Committee (MRC) Report** (*MRC Chair Mitzi Naucler*)
(10:30 – 10:40 am)

ACTION: Motion to approve the Monitor and Review Committee's recommendations on the awarded RFQ's for OAA funding for fiscal year 2023-2024

8. **Care Planning Committee (CPC) Report** (*CPC Chair Robynn Pease*)
(10:40 – 10:50 am)
9. **Meals on Wheels Advisory Committee (MOWAC) Report** (*SDS Director Randi Moore*)
(10:50 – 11:00 am)

10. **Issues and Advocacy Committee (IAC) Report** (*IAC Chair Suzanne Lazaro*)
(11:00 – 11:10 am)

11. **Program Updates** (*SDS Director Randi Moore*)
(11:10 – 11:20 am)

- **Older Americans Act 2023 Planning**

12. **Other Business**
(11:20 - 11:30 am)

13. **Adjournment**
(11:30 pm)

Next Meeting: June 6, 2023 10:00 am

**Joint
Senior Services Advisory Council (SSAC)
and
Disability Services Advisory Council (DSAC)
Meeting
MEETING MINUTES
Tuesday, February 7, 2023**

SSAC Members Present: Mitzi Naucler, Chair; Robynn Pease, Vice Chair and Care Planning Committee (CPC) Chair; Suzanne Lazaro, Issues and Advocacy (IAC) Chair; Richard Montgomery, SSAC Membership and Nominating Committee (MNC) Chair; Bill Turner; Terri Fackrell; and Lee Strandberg.

DSAC Members Present: Jan Molnar-Fitzgerald, Chair; Allison Hobgood, Vice Chair; Joanne Cvar; and Michelle Giammona.

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

Guests: Dennis Epstein; Peggy McGuire, Community Services Consortium (CSC); Holly Bollman, Lumina Hospice and Palliative Care; Nery Mortimer; Shelia Stiley, NW Coastal Housing; Dina Eldridge, CSC; and Anna Dvorak, Linn-Benton Housing Authority (LBHA).

Members Absent: Kay McDonald

Staff: Randi Moore, Senior and Disability Services (SDS) Director; Alicia Lucke, Community Services Program (CSP) Manager; Kim Cooper, SDS Executive Assistant; and Terri Sharpe, SDS Administrative Assistant.

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

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

2. Approval of Minutes:

ACTION: Motion to approve the December 6, 2022 Joint SSAC/DSAC meeting minutes made by Bill Turner, seconded by Jan Molnar-Fitzgerald. Motion passed unanimously.

With a need for more DSAC members, SSAC members Susanne Lazaro and Richard Montgomery offered to change their membership from SSAC to DSAC since they work with both aging adults and people with disabilities.

ACTION: SDS Director Randi Moore and SDS Administrative Assistant Terri Sharpe will meet to discuss Suzanne Lazaro and Richard Montgomery switching from SSAC to DSAC.

3. Approval of Dennis Epstein's SSAC Membership Application (SSAC Membership and Nominating Committee (MNC) Chair Richard Montgomery)

ACTION: Motion to approve the SSAC membership application of Dennis Epstein and send it to Oregon Cascades West Council of Governments (OCWCOG) Board of Directors for their approval made by SSAC MNC Chair Richard Montgomery, seconded by Lee Strandberg. Motion passed unanimously.

4. How to Partner to Support Housing for Older Adults and People with Disabilities (Linn-Benton Housing Authority (LBHA) Section 8 Occupancy Supervisory Anna Dvorak and Community Services Consortium (CSC) Housing Manager Dina Eldridge):

LBHA Section 8 Occupancy Supervisor Anna Dvorak went over the different types of vouchers that are available through LBHA and some of the difficulties older adults and people with disabilities have using LBHA's programs.

- Section 8 voucher – There are about 2,500 of these vouchers between Linn and Benton Counties. To qualify for the program a person must be income eligible and if they are, they are then placed on the waiting list. If a household has an elderly, disabled, or minor in the house they will be given preference and placed above someone who doesn't. The waiting list for this preferred group is about two to three years out. LBHA has never reached those individuals that do not have a preference, such as young female without children who have low income.

When people are pulled off the waiting list they are pulled off in batches. LBHA pulls around 150 – 350 off at one time. If someone is terminally ill (life expectancy is two years or less) they will be given a higher preference.

- LBHA partners with Community Services Consortium (CSC) where CSC can give up to 60 referrals a year for households with disability or homelessness issues. CSC does the verification on these.
- Emergency Housing vouchers – HUD issued vouchers during COVID to get immediate assistance to someone who is homeless. LBHA received 178 of these vouchers which have all been filled. Once a person goes off the program LBHA can fill that slot again. These are available through a referral from CSC. Come September 30th, when people come off the program those vouchers will no longer be available for reuse.
- VASH vouchers – This is a VA supported Section 8 voucher that comes from the VA. They work just like a Section 8 voucher, but they have supported services attached through the VA. LBHA have received 20 more of these vouchers so they currently have 95 VASH vouchers available.

ACTION: Ms. Dvorak will forward the VA contact information for interested veterans to SDS Director Moore.

When a person is issued a Section 8 voucher, they are given a dollar amount from HUD (initially, they cannot pay more than 30 – 40 percent of their income for rent and utilities), along with LBHA's dollar amount (the amount LBHA pays for that household. The combined dollar amount from HUD and LBHA is the budget they have in finding their own unit. LBHA recertifies them annually so this number can change.

The number of units of housing available within the voucher fee schedule are few and hard to find. LBHA does partner with landlords to reduce rents but as of late it is difficult to find landlords willing to do this.

CSC Executive Director Peggy McGuire said the Emergency Housing vouchers come with extra funding to help with some of the unexpected costs that give landlords incentives to participate. This extra funding cannot be used toward rent. The ability to use these vouchers in Benton County and the work of the Housing Navigator have been successful partnerships.

LBHA Supervisor Dvorak clarified that this is only for the 178 Emergency Housing voucher and not for the Section 8 vouchers which are the most common vouchers and the ones that SDS would be referring consumers to.

Joanne Cvar inquired about Lincoln County.

CSC Housing Manager Dina Eldridge said Lincoln County has their own Housing Authority and they received 24 vouchers which are all currently filled.

One of the biggest concerns with the Section 8 voucher is the lack of resources to help seniors and people with disabilities look for a place to live.

ACTION: LBHA Supervisor Dvorak will look into how many seniors and people with disabilities are on the program.

Richard Montgomery reminded everyone that in Oregon, source of income is a protected class and landlords should not be discriminating against people with vouchers if they qualify. If they are discriminated against, then they should seek Legal Aid.

Nery Mortimore pointed out that in Lebanon, Farmworker Housing Development Corporation (FHDC) is building low-income apartments and would like to know if there is communication with them and other developers to build more apartments. Because of the college, rents are increasing far higher than the vouchers being given out. They are seeing a lot of seniors and people with disabilities becoming homeless.

CSC Executive Director McGuire said FHDC owns and is developing Colonia Paz in Lebanon. The first phase was opened to agriculture workers, and the second and third phase will be open to the general population. It is affordable housing in which the funding comes with certain requirements to keep the rates for rent low. There are other opportunities for developers to develop around the tri-county region, but they all have to compete in highly competitive processes to get the funding to be able to afford to do that.

SDS Director Moore asked how often LBHA pulls the batches of names off the waiting list and why there is a large section of Section 8 vouchers that go unused.

LBHA Supervisor Dvorak said they pull batches about four times per year. When they send a batch out (about 200) their response is a little less than 50 percent. They are sent a letter letting them know they were at the top of the list along with a packet to fill out. The packets are then processed with some not qualifying due to over income, sex offender status, currently engaged in drug activity, or they do not get the paperwork back in time. Out of the 200, 80 – 90 people will be given a voucher with 120 days to find a place. Only about half end up doing so, thus, only about 30% of the 200 end up using the voucher.

SDS Director Moore asked if LBHA would be losing their Housing Navigator when the Emergency Housing vouchers end. OCWCOG has a Housing Navigator position, and she would like to partner with LBHA in having the OCWCOG's Housing Navigator help SDS's Medicaid consumers in locating a housing unit.

Allison Hobgood suggested the Corvallis Daytime Drop-in Center's Needs Navigators could also assist with this.

CSC Housing Service Manager Dina Eldridge shared that CSC partners with both Housing Authorities. CSC offers programs to help people with security deposits who are either homeless, couch surfing, or need to move due to eviction.

Ms. Eldridge clarified that they use HUD's definition of homelessness which is to be either in a homeless shelter or living in a place where one is not meant to be living. If someone is couch surfing, they are not considered homeless by HUD's definition, but CSC does have programs for them.

For CSC to help someone with a deposit, they must be houseless or at the risk of being houseless.

CSC has a large program called Supported Services for Veteran's Families (SSVF) for veterans who are experiencing homelessness or are at risk of losing their housing.

CSC offers both long-term and short-term programs that can help anybody who is unhoused. Short-term programs can help people who need to catch up on their rent to prevent becoming unhoused along with utility assistance. There is a program for elders (58 or older) as well.

SDS Director Moore asked if in the application packet that LBHA sends out if there is a question that asks if they could use some assistance in navigating the system because they are an older adult or a person with disability. If not, then is this something they could include and then OCWCOG's Housing Navigator could help them.

LBHA Supervisor Dvorak said they have a general question asking if they need help processing the application. She said it is something they could add but she is worried whether OCWCOG will have the capacity to help with all the applicants that she foresees needing assistance.

SDS Director Moore asked if LBHA ever follows through to those who do not use their voucher to find out why and what the barriers were. She thinks it would be interesting to find out if there is a barrier with seniors and people with disabilities, and if there is, that would be how to utilize OCWCOG and LBHA's partnership.

Robynn Pease asked either LBHA Supervisor Dvorak or CSC Housing Manager Eldridge if they could give a national context to the housing shortage and homelessness we are seeing in our area compared to other areas across the country. Are there parts of the United States where the voucher program is accessible and usable?

LBHA Supervisor Dvorak said it is a national issue, however, Albany and Corvallis rank higher than other cities nationwide in terms of high rents.

CSC Housing Manager Eldridge said homelessness and the housing shortage is rising in most areas of the country, but the west coast is the extreme of that. California, Oregon, and Washington have the worst shortages and highest increases in rents on affordability.

ACTION: SDS Director Moore would like to help with a survey to help identify the barriers of older adults and people with disabilities who are not using their vouchers. SDS Director Moore, CSC Housing Manager Eldridge, and LBHA Section 8 Occupancy Supervisor Dvorak will discuss ways SDS can help CSC and LBHA. In six months Ms. Eldridge and Ms. Dvorak will return to update the Councils on their progress.

5. Care Planning Committee (CPC) Report (CPC Chair Robynn Pease):

The CPC met on January 10th where they reviewed the Area Plan's goals and purpose. The CPC brainstormed on how to monitor the progress that is being made in reaching these goals to ensure that they are staying on top of the strategic plan in reaching the goals for the duration of the Area Plan.

SDS Director Moore gave the CPC an update on Meals on Wheels where they are trying to revamp and upgrade the program.

SDS Director Moore also updated the CPC on the Housing Navigator position that SDS is looking to fill.

The next CPC meeting is scheduled for March 7, 2023.

6. Community Services Program (CSP) Report (CPS Manager Alicia Lucke):

There are many programs that fall under CSP but for time's sake, CPS Manager Lucke went over a select few programs. Anyone that is 55 years of age or older is eligible to be an AmeriCorps volunteer who help folks out in the community, but mainly they help seniors age in place.

- Senior Health Insurance Benefits Assistance (SHIBA) program – Volunteers help people navigate through the A, B, C, and Ds of Medicare. There are around 33 volunteers in the three counties.
- Senior Companion program – Offers service to older adults and people with disabilities who do not qualify for Ride Line services as well as giving assistance and friendship to older adults who have difficulty with daily living tasks. This is direct one-on-one service. Volunteers are 55 or older and are at 200% of the federal poverty level. They receive a stipend that will be going up to \$4.00 per hour on April 1st. They also receive mileage reimbursement at 40 cents per mile. There are openings for about 10 more volunteers with a need in south Lincoln County and Monroe.

Because this is a direct federal grant to OCWCOG, volunteers will go through an FBI check, sex offender check, and State crime check in addition to the Area Agency on Aging checks. There are 2 interviews and 20 hours of pre-service orientation along with two different job shadows in the drive along before they are placed with a client.

Joanne Cvar shared that she does a local newsletter that serves Lincoln County and volunteered to put in a notice for Senior Companion volunteers if CSP Manager Lucke will send her a notice.

ACTION: SDS Administrative Assistant Terri Sharpe will send CSP Manager Alicia Lucke Joanne Cvar's email address.

- Stand By Me Oregon program – This is a financial empowerment program that helps provide financial stability to individuals and families through free one-on-one coaching to help people navigate their own goals. There is no income requirement, and they are now in Linn, Benton, Lincoln, and Marion Counties. There are 18 coaches with four of them bilingual. The program is successful, but CSP Manager Lucke would like to serve more seniors and people with disabilities.

Contact information:

- Email: standbymeorgon@ocwcog.org
- CSP Manager Alicia Lucke phone number: 541-924-8440

Stand By Me Videos:

<https://vimeo.com/766699892> For Clients

<https://vimeo.com/767082993> For volunteers interested in serving.



AmeriCorp
Programs in Review

For more detailed information on these three programs double click here:

- Meals on Wheels (MOW) is also part of CSP with SDS Director Moore currently supervising the program as it goes under a revamp.

Nery Mortimore questioned who provides the meals and if there is a nutritionist involved. She has a neighbor who is receiving very small meals and some without protein.

SDS Director Moore said TRIO is the MOW food contractor and they have a registered dietician that puts together the menus and meals. She suggested Ms. Mortimore come to the Meals on Wheels Advisory Committee meeting next week to share her input.

ACTION: – SDS Administrative Assistant Terri Sharpe will send Nery Mortimore the invite to the MOWAC meeting.

7. Issues and Advocacy Committee (IAC) Report (IAC Chair Suzanne Lazaro):

The Mental Health Improvement Act was approved on the federal level which will go into effect January 1, 2024. This will improve mental health access throughout the country by providing Medicare reimbursement to Marriage and Family Counselors.

Governor Kotek's priority is housing, so the IAC is hoping to integrate more mental health initiatives to advocate for more housing.

Oregon Association of Area Agencies on Aging and Disabilities (O4AD), SDS's advocacy group, has been providing legislative updates.

- There is a legislative concept being developed by the Department of Health Services (DHS) to improve the LGBTQ rights of individuals in long-term care facilities. The DHS has done a lot of outreach to support this initiative.
- There is also a look at mental health services gaps for entitled Medicaid long-term care services.
- O4AD is monitoring the Medicaid matching grants for Oregon Project Independence (OPI) which allows people whose income is too high to qualify for Medicaid to receive similar support services.
- There is a strong push for SB576 that allows Oregonians with disabilities to work while maintaining their long-term support services.

They are looking for written testimony by February 9th for this.

The IAC met on December 6, 2022, where it was decided the IAC would address the needs of rural and relatively poor seniors and people with disabilities who are less likely to apply for SDS benefits. IAC's strategy for advocating for this will be to gather information and create a white paper with facts and personalize it with case studies of either fictional or real people.

Nery Mortimore asked how SDS is helping our Latin community in the disability and mental health situations find the resources they need.

IAC Chair Lazaro said there are a lot of people out in the community who have needs but not the resources. There are not enough mental health specialists to help all, especially those on Medicare which is why the passing of the Mental Health Improvement Act is so important.

SDS Director Moore said that in the Area Plan there are sections addressing underserved individuals, including Latino communities, and would like Ms. Mortimore's input.

8. Other Business and Announcements:

N/A

9. Adjournment:

The meeting was adjourned at 11:36 am.

The next meeting will be on Tuesday, April 4, 2023.

Meeting Minutes were recorded by Terri Sharpe.



Disability Services Advisory Council Bylaws

Adopted, July, 1996
Amended 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 Objective

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.

- 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 affection 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:

- a) Council member - a person whose application for membership has been approved by the Council and the OCWCOG Board of Directors.
- b) 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.
- c) At large 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 the rights and privileges of regular members except for the right to vote.
- d) Inactive member – any member who has missed three (3) consecutive meetings in a row.

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-one percent (51%) 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) 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 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 for the remainder of the terms. DSAC will act on nominations and submit recommendations to fill vacancies to 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.

ARTICLE IV – Officers

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 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 (2) consecutive two (2)-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 (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.

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 (2) 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, 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. The Chairperson is the sole official spokesperson for DSAC unless this responsibility is specifically delegated 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, the Immediate Past Chair shall execute all the functions of the Chairperson.

- d) Vice-Chairperson – The Vice Chairperson will have accessibility to the same meetings and trainings as the Chair.

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

ARTICLE V - Committees

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 (1)-year terms, starting September 1st. Chairpersons shall be members of SSAC or DSAC.

- a) 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.
- b) 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.
- c) 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, services 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.

- d) 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.

Ideally, the Joint Meals on Wheels Advisory Committee shall consist of a minimum of six (6) and a maximum of nine 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.

- e) 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. This may be assigned on a rotational basis.

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

- f) Joint Membership and Nominating - Shall ideally consist of six (6) 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.

To carry out the 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.

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 members. 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

DSAC shall hold meetings as necessary, at least every two (2) months, at a time and place designated by the Chairperson.

Fifty-one percent (51%) 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 following the conclusion of the DSAC meeting. Staff shall conduct the email vote process and shall certify the results to Counsel members by email.

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.

Each Councilperson shall be permitted one proxy vote per fiscal year.

All meetings of DSAC are subject to the Oregon Public Meeting Act.

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 (3) days prior to such meetings. Notice shall state the purpose of the meeting.

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

ARTICLE VII - Amendments

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.



Senior Services Advisory Council Bylaws

Adopted November 22, 1983
Revised September, 1986
Revised June, 1988
Revised January, 1989
Revised March, 1989
Revised December 18, 1989
Revised July 19, 1990
Revised March 28, 1991
Revised September 1992
Revised January 1994
Revised June 1994
Revised May 1996
Revised February 2002
Revised October 2009
Amended December, 2014

ARTICLE I - Organization

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 and Objective

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 (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. 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:

- a) Council member - a person whose application for membership has been approved by the Council and the OCWCOG Board of Directors.
- b) Ex officio member - is a member of a body (notably a board, committee, or 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.
- c) At-large (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 the rights and privileges of regular members except for the right to vote.
- d) Inactive member – any member who has missed three (3) consecutive meetings in a row.

Ideally SSAC shall consist of at least nine (9), and no more than fifteen (15), 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 aged 60 or older.
- c) 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 public.
- d) A maximum of five (5) 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.
- e) The term of membership shall be for two (2) years with no term limits. One half of the terms will expire in alternating years, so that SSAC member terms don't all expire in the same year.
- f) Vacancies may be declared by SSAC when a member has three (3) absences in a twelve (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. Applicants may be considered for membership after attending no fewer than three (3) of the most recent five (5) SSAC meetings.

ARTICLE IV – Officers

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 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 (2) consecutive two (2) year terms. After the second term, that person 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 (2) consecutive two (2) year terms. After the second term, that person 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 (1) year break from either the Chair or Vice Chair position before they can serve in the same position after serving two (2) consecutive terms.

- a) Chairperson - Shall preside at all SSAC meetings and shall be an ex officio member of all subcommittees, except the Joint Membership and Nominating Committee. 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 revote on the item and shall refrain from voting in the revote. 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. The Vice Chairperson will have accessibility to the same meetings and trainings as the Chair.
- c) Immediate past Chairperson - In the absence of the Chair and Vice Chair, the Immediate Past Chair shall execute all the functions of the Chairperson.

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

ARTICLE V - Committees

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

- a) 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.
- b) 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.
- c) 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.

Ideally, the Joint 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.

- d) 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 and DSAC membership. The Joint Executive Committee shall meet at least once a year for general assessment and planning of SSAC and 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 Joint Executive Committee for the remainder of his/her two (2) year term on the Advisory Councils.

- e) Joint Membership and Nominating - Shall ideally consist of six (6) SSAC and 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.
- f) 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, services 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.

To carry out the 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.

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 and DSAC; Chairpersons may appoint additional at-large members. SSAC and DSAC members shall constitute a majority of each committee. Committee Chairpersons may also obtain assistance from resource persons as needed.

ARTICLE VI – Organizational Procedures

SSAC shall hold meetings as necessary, at least every two (2) months, at a time and place designated by the Chairperson.

Fifty-one percent (51%) 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 following the conclusion of the SSAC meeting. Staff shall conduct the email vote process and shall certify the results to Counsel members by email.

Roberts' Rules of Order Revised will serve as the parliamentary authority for the operation of SSAC in all cases not covered by these bylaws. 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.

Each Councilperson shall be permitted one (1) proxy vote per fiscal year.

All meetings of SSAC are subject to the Oregon Public Meeting Act.

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 email, or by mail, at least three (3) days prior to such meetings. Notice shall state the purpose of the meeting.

Each SSAC member shall be given a copy of these bylaws and amendments.

ARTICLE VII - Amendments

Recommendations to OCWCOG Board of Directors to repeal, amend, add to, or replace these bylaws 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 bylaws. Such change shall be presented at one meeting of OCWCOG Board of Directors. If it receives a positive, fifty-one percent (51%) 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 fifty-one percent (51%) vote of OCWCOG Board of Directors is required to adopt the proposed change.