



Senior and Disability Services

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Joint SSAC-DSAC-ADRC Operations Council Meeting Agenda

Tuesday, December 6, 2022

10:00 am – 11:30 am

Zoom Video Conference

<https://ocwcog.zoom.us/j/85640623092?pwd=amYwOVoxQzZiVWdITUJESUxpdDZldz09>

Meeting ID: 856 4062 3092

Passcode: 142377

Phone number: +1 253 215 8782

1. **Welcome, Changes to the Agenda, Roll Call** (DSAC Chair Jan Molnar-Fitzgerald)
(10:00 – 10:10 am)

2. **Approval of Minutes** (DSAC Chair Jan Molnar-Fitzgerald)
(10:10 – 10:15 am)

ACTION: Motion to approve minutes from the August 2, 2022 Joint SSAC-DSAC meeting

3. **LGBTQ+ Survey Presentation** (APD Naomi Sacks and Debbie McCuin)
(10:15 – 10:45 am)

4. **Care Planning Committee (CPC) Report** (CPC Chair Robynn Pease)
(10:45 – 10:55 am)

5. **Meals on Wheels Advisory Committee (MOWAC) Update** (SDS Director Randi Moore)
(10:55 – 11:05 am)

6. **Issues and Advocacy Committee (IAC) Report** (IAC Chair Suzanne Lazaro)
(11:05 – 11:15 am)

7. **Executive Committee Report** (SSAC Chair Mitzi Naucler)
(11:15 – 11:25 am)

ACTION: Motion to approve the 2023 Joint SSAC-DSAC Meeting Schedule

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

- Teams Meeting – For the video and step in how to join a Teams meeting please click on [Join a Teams meeting - Microsoft Support](#).
- Next Meeting: February 7, 2023

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

**Joint
Senior Services Advisory Council (SSAC)
and
Disability Services Advisory Council (DSAC)
Meeting
MEETING MINUTES
Tuesday, August 2, 2022**

SSAC Members Present: Mitzi Naucler, Chair; Robynn Pease, Vice Chair and Care Planning Committee (CPC) Chair; Suzanne Lazaro, Issues and Advocacy Chair; Richard Montgomery; and Kay McDonald.

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

Aging and Disability Resource Connection (ADRC) Members Present: Jasper Smith.

Guests: Dennis Epstein; Janelle Cervantes, Oregon Veterans' Home; Kacey Urrutia, Samaritan Health; Peggy McGuire, Community Services Consortium; and Emma Koester.

Members Absent: Bill Turner; Terri Fackrell; and Lee Strandberg.

Staff: Randi Moore, Senior and Disability Services (SDS) Director; Ryan Vogt, Cascades West Council of Governments (OCWCOG) Executive Director; Meg Walker, OCWCOG Communications Officer; Christy Fitch, Meals on Wheels (MOW) Supervisor; Vickie Staffelbach, SDS Program Supervisor; Beth Lee, SDS Program Supervisor; Heather Schermerhorn, SDS Program Supervisor; Danny Magana, Ride Line Supervisor; Kim Cooper, SDS Executive Assistant; and Terri Sharpe, SDS Administrative Assistant.

1. Welcome, Introductions, and Additions to the Agenda (DSAC Chair Jan Molnar-Fitzgerald):

DSAC Chair Jan Molnar-Fitzgerald called the meeting to order at 10:03 am. Introductions were made, including guests.

New guests include:

- Meg Walker – OCWCOG's new Communication Officer.
- Vickie Staffelbach – SDS's new Clerical Support Supervisor.
- Kacey Urrutia – Samaritan Health Services Health Education and Engagement Manager.
- Janelle Cervantes – Edward C Allworth Veteran's Home Director of Social Services.
- Heather Schermerhorn - SDS Program Supervisor for Eligibility.
- Beth Lee - SDS Program Supervisor for Eligibility.
- Christy Fitch – Meals on Wheels Supervisor.
- Emma Koester – guest.

Addition to the agenda will include an update on Oregon Cascades West Council of Governments and Community Services Consortium (CSC) by OCWCOG Executive Director Ryan Vogt and CSC Executive Director Peggy McGuire.

2. Approval of Minutes:

ACTION: Motion to approve the June 7, 2022, Joint SSAC/DSAC meeting minutes made by Suzanne Lazaro, seconded by Allison Hobgood. Motion passed unanimously.

3. Eligibility Team Update (SDS Program Supervisors Heather Schermerhorn and Beth Lee):

SDS Program Supervisors Heather Schermerhorn and Beth Lee supervise the Eligibility Specialists who perform financial eligibility and determine eligibility for programs like Medicaid, SNAP food benefits, and other State supported medical and food benefits.

Two and a half years ago the State rolled out ONE, a statewide model of performing eligibility work that spreads the workload across the State uniformly. ONE lets any Oregonian go into any office that administers these benefits where previously one would have to go to an office in their region.

Switching to the ONE model resulted in:

- A smaller average wait time from when individuals apply for benefits to when they receive those benefits (going from up to 30 days before seeing benefits down to a week or less).
- Less complaints from Oregonians in their service with less barriers and no gaps in benefits.

Another change with Eligibility is their recent partnership with Department of Human Services (DHS) offices. The ONE model has led to everyone needing to know a little bit about everything. About a year ago, the Director of the Eligibility Program encouraged the districts to break down the walls and barriers between DHS, SDS, and other Adult and People with Disabilities (APD) Area Agency on Aging offices by working together to close the gap of knowledge and emphasize the no wrong door mentality for accessing benefits.

The Embedded Workers program was developed where SDS is sending staff into DHS offices as subject matter experts for a week and vice versa, which is resulting in the continually breaking down of barriers. There has been lots of success with being hands on in each other's offices and spreading the network of information, as well as developing relationships with other community partners. They have just started doing remote training for those staff members who have barriers and cannot travel to other offices.

SDS just recently started their partnership with Community Services Consortium (CSC) in a referral network, which entails those eligible for SNAP benefits to be immediately referred to CSC so CSC can reach out to them and offer them their low-income housing and utility assistance programs. SDS has also gathered a list of all their past SNAP recipients and data shared with CSC, who were then able to do a mass mailing, identifying SDS as a partner agency, and offering them benefits they may be eligible for due to their eligibility for SNAP benefits.

SDS Director Moore pointed out that this relationship SDS is developing with self-sufficiency and the sharing of staff is not a common practice around the State. This is a unique relationship that District 4 staff and the leadership in the self-sufficiency offices have developed and embraced in partnering to serve Oregonians. This has been a great transition for everyone in the communities.

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

The CPC did not meet in July but will be resuming their meetings on September 13th, the second Tuesday of the month due to the Labor Day holiday.

CPC Chair Pease updated the group on the Housing Symposium that will be taking place mid-October. The symposium will focus on the needs of homeless adults and people with disabilities who are medically fragile and have hands on care needs, with the intent of identifying and breaking down the barriers that prevents them from getting the care they need.

The agenda will include:

- Morning breakout session:

- Representatives of different providers from our area will talk about the barriers the different agencies who work with the homeless are experiencing;
- Mental health and the different kinds of mental health services that are needed and being provided; and
- How SDS provides information to their consumers.
- Keynote speakers:
 - Shireen McSpadden, Director of the Department of Homelessness and Supportive Housing for the City and County of San Francisco and who was also a former Area Agency on Aging Director.
 - Local speaker who can provide information from a local perspective on the issue.
- Afternoon breakout session:
 - Conclude with strategic planning to address needs.
 - Develop Memorandums of Understanding to secure the processes.

One of the positive take-aways from the Symposium planning sessions has been the developing relationships between the groups. SDS Director Moore would like to see regular ongoing meetings to talk about the integration and coordination of care for this population as well as other unsheltered individuals in the communities.

5. Meals on Wheels Advisory Committee (MOWAC) Update (MOW Supervisor Christy Fitch):

MOW Supervisor Christy Fitch gave an overview of the number of consumers and meals they have served over the last two fiscal years. There has been a slight decline in meals served this year with only 93% of the meals and 94% of consumers being served from the prior fiscal year of 2020-21.

Congregate dining has reopened as of late-April mid-May for most of the sites. It was slow going getting people back, but they have started to see pre-covid numbers in the dining rooms this past month.

There have been a few staff changes. There is a new meal site Manager in Corvallis, and they have two meal site managers who are retiring, one in August and the other in September.

The Meals on Wheels Advisory Committee (MOWAC) will start meeting again within the next month or two. They are looking for new members if anyone is interested.

There is a need for volunteers at their meal sites. There is one staff member at each meal site, so they rely on volunteers to help prepare the meals, get them out, as well as deliver them to their consumers.

SDS Director Moore informed everyone that in the Area Plan the sustainability of the MOW program is top priority and they need, not only financial sustainability, but also volunteerism. Without volunteers, it would be too costly and impossible to keep the program going. MOW will be starting a campaign to recruit volunteers and if anyone would like to be involved with this, they should reach out to one of the staff.

The Rotary Club of Corvallis, which in the past held their Tapas and Treasures fundraiser to support the MOW program, will be supporting families who are experiencing homelessness that work with the school district. SDS Director Moore encouraged everyone to support this fundraiser and will send out information regarding it.

ACTION: SDS Director Moore will send out information through SDS Administrative Assistant Terri Sharpe regarding the Rotary's Tapas and Treasures event, which is supporting families

who are experiencing homelessness that work with the school district.

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

IAC Chair Lazaro attended the Older Adult and People with Disabilities Collaborative Network meeting in June. The information was mostly Lane County oriented, but she would like to be more involved to bring in the mental health issues to advocate on. Mental health is ingrained in a lot of what the IAC does, and they do not have a strong voice in that area. At the meeting they discussed development of a Mental Health Toolkit and, as it is being developed, she will share more information.

There is a Facebook presence for the Older Adult Behavior Health Initiative (OABHI) with tools that are helpful, and Ms. Lazaro would like to see something similar developed for Linn, Benton, and Lincoln Counties.

SSAC member and OABH Specialist Kay McDonald clarified that her and her colleague Chris Eilers are assigned to Lane, Linn, and Benton Counties for the Initiative. Previously, Linn and Benton Counties had their own representative for the Initiative, but that individual is no longer there so the State asks the Lane County team to serve Linn and Benton County as well. Ms. McDonald said all their colleagues from Linn and Benton Counties are invited to attend the Stakeholder's workgroup and if anyone had anything they would like the Stakeholders to address to just let her know.

ACTION: SSAC member and OABH Specialist McDonald will email IAC Chair Lazaro the June meeting minutes from the June Older Adult and People with Disabilities Collaborative Network meeting and any other information she would like.

IAC Chair Lazaro said she would also like to see more digital presence for Linn and Benton County on the Facebook page.

ACTION: SDS Director Moore said she and the Leadership for the Linn County, and the Benton County Mental Health Departments meets with the OABHI staff once a month and she will address Linn and Benton Counties getting a larger presence on Facebook at their next meeting.

CSC Executive Director Peggy McGuire informed everyone that CSC maintains a resource guide for Linn, Benton, and Lincoln Counties. The link: <https://communityservices.us/community-resources/>. If there are any updates that need to be addressed, they can contact her assistant, Emely Day at eday@communityservices.us.

7. Addition to the Agenda: Updates on Oregon Cascades West Council of Governments (OCWCOG) and Community Services Consortium (CSC) (OCWCOG Executive Director Ryan Vogt, and CSC Executive Director Peggy McGuire):

OCWCOG is developing a Strategic Plan to set the course for their focus for the next three years. They are in the information gathering stage now with the completion of the Strategic Plan a number of months away.

OCWCOG Executive Director Ryan Vogt said he and CSC Executive Director McGuire are continuing to work on their partnership and how they are embracing partners throughout the communities who are serving similar populations to see how they could make it easier, smoother, and faster for the people they serve to not have to navigate multiple systems to get the support they need.

SDS Director Moore expressed her excitement with the continuing and stronger partnership between CSC and SDS and asked CSC Executive Director McGuire to give a description of CSC's Board and Councils, which are like OCWCOGs.

CSC Executive Director McGuire said that as a Community Action agency, and in order to have State and Federal designation, CSC is required by Federal Statute to have a tripart type Board. CSC's Board is made up of one-third elected officials or their designees, one-third low-income individuals who hopefully has participated in their programs or groups who represents low-income individuals, and one-third from the community at large.

CSC has two Boards:

- The Governing Board - made up the three County Commissioners, who are CSC's fiduciary body.
- The Community Action Advisory Council (CAAC) - the heart and soul of CSC's agency, and who CSC Executive Director McGuire reports to with the community needs assessment, and any research or surveys they may do. The CAAC advises and provides guidance to CSC on what they are doing, the structure of the programs, and areas of advocacy. Ms. McGuire is then accountable to the CAAC to make sure that CSC is performing to the standards that they expect.

SDS Director Moore proposed bringing the CSC's CAAC and the SSAC/DSAC together for a joint discussion on advocacy, support, and collaboration.

SSAC Vice Chair Pease suggested after the Housing Symposium in the Fall, regrouping with the Housing Symposium workgroup to look at the outcomes. Then in the winter the CSC's CAAC and SSAC/DSAC will meet to discuss the processes, gaps, and barriers discussed at the symposium.

8. SDS Program Update (SDS Director Randi Moore):

SDS Director Moore reported that the Case Management staffing is stabilizing. There are a lot of new staff in training and there are still positions open, but they are out of crisis mode.

The Adult Protection Service Team is struggling now. SDS is recruiting for APS workers and investigators. If anyone knows of someone who would be interested in that type of work, they should send them to OCWCOG's web page.

There is a supervisor position open in the Toledo Office. They would like someone who knows the community and if anyone knows of a good candidate, they should be sent to OCWCOG's web page.

The Oregon Project Independence Medicaid project (OPIM) has a delay in the project and the implementation of it because the Senators for Medicaid and Medicare Services have not approved the 1115 waiver which is required to get the program up and running. Meanwhile SDS is trying to figure out how many of their OPI consumers would be eligible for OPIM, what the transition of those individuals would look like, and figuring out their staffing model. It looks like approval won't happen until at least September. SDS Director Moore will keep everyone informed.

SDS recently completed a Home and Community Based Services audit on Case Management assessments and eligibility requirements around that assessment piece. The results are back and SDS Director Moore is developing a plan of action to resolve the biggest issues that were identified and will share in report soon.

ACTION: SDS Director Moore will share the results of the Home and Community Based Services audit to the Councils.

SDS reached the first year of the Area Plan implementation.

ACTION: SDS Director Moore will be sharing an update of the Area Plan at the next Joint SSAC/DSAC October meeting.

SSAC Vice Chair Pease acknowledged how great it was to see the staff at today's meeting and would like to see them back at future meetings.

Richard Montgomery inquired about Carolynn Mendez-Luck coming back to the Councils after her sabbatical in DC.

ACTION: SDS Director Moore will talk to Carolynn Mendez-Luck about coming back to the Councils.

9. Other Business and Announcements:

OCWCOG is having a blood drive to honor and recognize past DSAC Chair Lee Lazaro on August 9th, from 11:00 am – 4:00 pm. There are only five slots left if someone would like to sign-up to donate.

Long time DSAC member Mike Volpe passed away and will be dearly missed. Mike's Celebration of Life is taking place Sunday, August 7th, from 2:00 – 4:00 pm, at Avery Park.

10. Adjournment:

The meeting was adjourned at 11:20 am.

The next meeting will be on Tuesday, October 4, 2022.

Meeting Minutes were recorded by Terri Sharpe.



Senior Services Advisory Council Bylaws

Adopted November, 1983
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) 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.

- 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 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 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 (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.

- 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 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.

- f) 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.

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.



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 affecting people with disabilities in Linn, Benton, and Lincoln Counties;
 7. Improvement of the monitoring and assessment system;

8. Appointment of members to DSAC;
 9. Advocacy activities to support appropriate policies, services, and facilities for people with disabilities at local, State, and national levels.
- b) DSAC will also monitor the progress of direct and contractual services by:
1. Reviewing program reports and comparing actual accomplishments to annual objectives;
 2. Reviewing financial reports in comparison to approved budgets;
 3. Participating in on-site assessments of direct and contractual services and assisting in the development of appropriate recommendations to improve services for people with disabilities.

ARTICLE III - Membership

Definitions:

- 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 DSAC shall consist of at least six (6), and no more than twelve (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 twelve (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, 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 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 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 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 (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.

- 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 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.

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

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 bylaws. 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 bylaws.

Each Councilperson shall be permitted one (1) 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 email, 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 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%) 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.