

Advisory Council Member Overview

General Statement of Responsibilities

Each Advisory Council is to advise the LCOG Board, Executive Director and Director of Senior & Disabled Services (S&DS) on:

- All matters pertaining to the provision of services by S&DS to people with disabilities (DSAC) and seniors (SSAC) who reside within the agency's service area--Lane County;
- The general welfare of people with disabilities and seniors who reside in Lane County; and
- All important matters affecting the administration of S&DS, except for matters concerning personnel administration, including compensation and benefits.

Advisory Councils Membership and Terms of Service:

1. Disability Services Advisory Council (DSAC):
 - a. Membership: The DSAC is composed of nine to fifteen members. At least one-half of its members must be people with disabilities and, to the extent feasible, membership should be representative of all areas of Lane County, both urban and rural.
 - b. Term of Service: Council members are appointed to two-year terms. The Council's by-laws allow members to serve up to three consecutive terms.
2. Senior Services Advisory Council (SSAC):
 - a. Membership: The SSAC is composed of fifteen to twenty-three members. At least one-half of the members must be sixty years of age or older and one-quarter should represent communities outside of the Eugene-Springfield metropolitan area.
 - b. Term of Service: Members are appointed to three-year terms. The Council's by-laws allow members to serve up to two consecutive terms.

Activities of Members of Both Councils

Members participate at Council meetings and serve on standing committees. Depending upon the specific needs of each Council and individuals' interests, members serve on standing committees which perform the following types of activities:

1. Give advice about policies and priorities regarding individuals to be served and services to be provided by the agency.
2. Review and make recommendations regarding S&DS' goals, annual work program (i.e. objectives) and the annual program budget.
3. Monitor the provision, by S&DS and other agencies, of services to people with

- disabilities and seniors through contractor review.
4. Monitor legislative issues affecting older persons and people with disabilities, and make recommendations for action by the agency.
 5. Advocate for programs and services needed to maintain or improve the quality of life for people with disabilities and seniors.

The work described above is performed by the following standing committees:

- Joint SSAC/DSAC committees, include the Planning and Budget, Procurement & Monitoring, and Joint Council Meeting.
- Nominating Committees of both councils
- Ad hoc committees: In addition, each Council may appoint ad hoc committees to undertake specific projects.

Other Information:

Both DSAC and SSAC meet on the third Friday of odd numbered months (January, March, May, July, September, and November). DSAC convenes at 10:30 a.m. and concludes at 11:30 a.m. SSAC convenes at 1:00 p.m. and concludes at 2:00 p.m. Between these two meeting times, both Councils participate in a Joint Council meeting from 12 p.m. to 1:00 p.m. The Joint Council meeting's purpose is to discuss any shared Council business, general S&DS updates, and advocacy topics. In addition, guest presenters are brought in to speak on a variety of topics relevant to both Councils.

Mileage reimbursement is provided, upon request.

Responsibilities of the Standing Committees

Recommendations from committees are routed to the full advisory councils for review and vote. Recommendations are then reviewed by the S&DS Division Director or are routed to the LCOG Executive Director or LCOG Board for final review and approval, such as contracting approvals, advocacy priorities, and new member approval.

Advocacy Committee: This committee is responsible for monitoring and recommending action to the full Councils on community, state and national policies, programs and actions which affect older adults and persons with disabilities. In addition, this committee is charged with stimulating public interest in, and support of, programs and policies which have been proposed or initiated to meet the problems and needs of Lane County's older adults and persons with disabilities. This committee also assists the Councils to maintain contact with local, state and federal elected officials.

Nominating Committee: Composition of each Council's Nominating Committee includes no less than three and no more than five Council members. The Committee Chair is selected by the members of the Committee.

Each Council's Nomination Committee is responsible for making nominations for the Council's officers every spring; recruiting, screening and recommending to the Council nominees for appointment (staff assistance is provided); and monitoring Council members meeting attendance.

Planning and Budget Committee: Composition of this committee includes no more than eleven (11) members, including up to three DSAC and six SSAC members. The remaining seats are filled by Community Representative Members. The Chair of the Planning and Budget Committee is selected by its members.

The Planning and Budget Committee is responsible for advising on the development of the Area Plan on Aging and Disability Services for Lane County, as well as, its annual updates. It also advises on needs assessment and planning activities, and suggests and ranks by degree of priority actions to address the identified needs of people with disabilities and seniors.

Procurement and Monitoring Committee: Composition of this committee includes no more than eleven (11) members, including six regular members and up to five Community Representative Members. A minimum of 50% of members must be from SSAC.

The SSAC Procurement and Monitoring Committee is responsible for providing advice on the solicitation and review of proposals for the provision of services to seniors; recommending agencies to provide services; reviewing and recommending action on amendments to service providers/ contracts; and advising on and, as appropriate, assisting with the monitoring and assessment of services provided by contracting agencies.

Ad Hoc Committees: Each Council's Chair may appoint any number of ad hoc committees to assist the Council discharge its duties. Each committee shall have a clearly defined charge and specified period of duration.