

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 22-12-13-04

IN THE MATTER OF AMENDING LANE MANUAL
CHAPTER 3 TO ADD DEFINITIONS FOR "LIAISON"
AND "REPRESENTATIVE" AND TO UPDATE THOSE
POSITIONS IN CERTAIN COMMITTEES (LM 3)

WHEREAS, certain changes to Lane Code Chapter 3 are needed to add definitions for "Liaison" and "Representative" for County committees; and

WHEREAS, certain committees require correction regarding liaison or representative;

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

Lane Manual Chapter 3 is amended by removing, substituting and adding the following sections:

REMOVE THESE SECTIONS

3.070.005
3.075.015
3.075.020
3.075.025
3.080.010
3.090.010
3.090.015
3.090.020
3.090.025
3.090.030
3.095.005
3.095.010
3.095.015
3.100.010

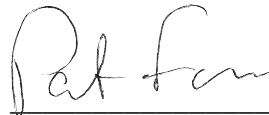
INSERT THESE SECTIONS

3.070.005
3.075.015
3.075.020
3.075.025
3.080.010
3.090.010
3.090.015
3.090.020
3.090.025
3.090.030
3.095.005
3.095.010
3.095.015
3.100.010

If any section, subsection, sentence, clause, phrase, or portion of this Order or the referenced Lane Manual provisions are for any reason held invalid or unconstitutional by any court or administrative agency of competent jurisdiction, such portion is deemed a separate, distinct, and independent provision, and such holding does not affect the validity of the remaining portions.

Said sections are attached hereto and incorporated herein by reference. The purpose of this addition is to update contract policies and make certain housekeeping revisions.

ADOPTED this 13th day of December 2022.



Pat Farr, Chair
Lane County Board of Commissioners

3.070 - COMMITTEES AND OTHER ADVISORY BODIES

3.070.005 - General.

- A. In addition to the Department structure presented in this chapter, a number of committees, boards, task forces and other advisory bodies may be required and established pursuant to certain statutory provisions, Charter, and Lane Code.
- B. Pursuant to Lane Code, the Board may further create boards, commissions, committees, task forces and other advisory bodies as deemed necessary by order of the Board. The Board may also describe and establish the responsibilities of its created advisory bodies by separate Board order, which will be posted on the committee website.
- C. All advisory bodies created by the Board will report their concerns and recommendations to the Board rather than taking action or policy positions on behalf of the County upon their own initiative.
- D. The Board delegates authority to the County Administrator to implement the advisory committee policy. This advisory committee policy applies to all advisory committees, unless otherwise mandated by rule or statute or the enabling legislation creating the committee.

E. Definitions:

“Community Organization” means a recognized group of residents in a defined area charged with advising County government on matters affecting the community.

“Liaison” means a person who conveys information between two parties or entities.

“Mandated Advisory Committee” means an advisory body to the Board of Commissioners appointed by the Board. The existence, charge and sometimes the composition of the committee is controlled by the enabling legislation.

“Mandated Special Committee/Board” means a group of citizens appointed pursuant to statute and charged with certain independent decision-making and other responsibilities over a certain area of County Government.

“Multi-Jurisdictional Committee (General)” means a group of citizens, or the Board of Commissioners, appointed by a variety of governments and charged through an intergovernmental agreement with certain duties (some advisory, some independent decision making) with respect to defined matters of mutual concern to the appointing governments. The County has responsibility in these types of committees for compliance with noticing of the meeting, minutes or other aspects of the Oregon Public Meetings Law.

“Multi-Jurisdictional Committee (Participating Only)” means a group of citizens, or the Board of Commissioners, appointed by a variety of governments and charged through an intergovernmental agreement with certain duties (some advisory, some independent decision-making) with respect to defined matters of mutual concern to the appointing governments. The County has no responsibility in these types of committees for compliance with noticing of the meeting, minutes or other aspects of the Oregon Public Meetings Law.

“Nonmandated Committee” means an advisory body to the Board of Commissioners appointed and charged by the Board with advising on certain areas of County government. The existence of the committee is controlled by the Board, and the members serve at the pleasure of the Board.

“Representative” means a person chosen by the Board to act and speak on its behalf to support and advance the interests and positions of the Board.

“Standing Committee” means a group of two Board members and other County officials charged with studying issues and making recommendations in certain defined areas to the full Board.

“Task Force” means a group created by the Board or County Administrator for a limited term to advise on a specific issue.

“Watershed Council” means a voluntary local organization designated by a local government group convened by Lane County or a governing body of an adjoining county to address the goal of sustaining natural resource and watershed protection and enhancement within a watershed, per Oregon State Law.

F. A committee may be more than one (1) type listed above.

(Order 97-4-2-1, 4.2.97; Order 08-7-30-9, 7.30.08; Order 17-06-06-06, 6.6.17)

3.075.015 - Performance Audit Committee.

Description: To ensure independence of the performance audit function, an audit committee is created to advise the Board of County Commissioners on significant audit matters including:

- A. The selection, compensation, or dismissal of the County Performance Auditor;
- B. Increases and decreases to the requested budget for the County Performance Auditor's Office; and,
- C. Auditing principles and guidelines of established generally accepted government auditing standards and ensuring the performance audit program performs its function.

Responsibilities. The audit committee will advise the Board of County Commissioners on the selection or dismissal of the County Performance Auditor.

The audit committee is responsible for ensuring the performance audit program performs its function. The committee will:

- D. Review the County Performance Auditor's audit plan annually and provide suggestions and comments for the annual audit plan;
- E. Perform regular annual evaluations of the County Performance Auditor and reporting results to the Board of County Commissioners;
- F. Ensure that audit reports are transmitted to the Board of County Commissioners and to the public;
- G. Monitor follow-up on reported findings;
- H. Maintain the confidentiality of personnel matters while taking responsibility for appropriate disclosure to the Board of County Commissioners or to the public;
- I. Ensure that a system of quality control is established, maintained, and designed to provide the performance audit function with reasonable assurance that the function and its personnel comply with professional standards and applicable legal and regulatory requirements;
- J. Review the fieldwork plans for each audit, and provide suggestions and comments on each fieldwork plan;
- K. Evaluate the findings and recommendations of the quality assurance review as required by recognized government auditing standards;
- L. Review and provide suggestions and comments on the County Performance Auditor's program goals;
- M. Review the County Performance Auditor's Office annual statement of independence;
- N. Ensure maximum coordination between work of the County Performance Auditor's Office and contracted audit efforts.
- O. Review the County Performance Auditor's compensation and staffing annually; and,
- P. Review the County Performance Auditor's Office budget annually.

The audit committee will make appropriate recommendations concerning the performance audit function to the Board pursuant to the above responsibilities and will report to the Board on problems or problem areas at such times as deemed appropriate.

DEPARTMENT:	County Administration Office.
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MEETING SCHEDULE:	The audit committee will meet at least quarterly and additionally as the committee deems necessary to perform its duties. A majority of the voting members constitutes a quorum. Vacant positions are not considered in determining whether a quorum exists. The audit committee will maintain minutes in accordance with the Oregon Public Meeting Law. The committee may request certain county management staff to attend meetings to address reports being discussed. Auditee departments will be invited to meetings where their performance audit report is discussed. The County Performance Auditor will facilitate and coordinate such meetings, as well as provide ancillary support to the committee, as time permits.
TYPE OF COMMITTEE:	Mandated.
MEMBERSHIP:	<p>The audit committee consists of five (5) voting members, one County Commissioner and four (4) at-large members, appointed by the Board of County Commissioners, and five (5) ex-officio non-voting members.</p> <p>The four (4) at-large members must be residents of the county, not employed by or under contract with the county, and collectively possess sufficient knowledge in performance auditing and public management practices. Desired qualifications to be considered may include experience as a performance auditor, a Certified Public Accountant, Certified Internal Auditor, public manager, or other relevant professional experience. The method of selecting candidates to fill the at-large positions is determined by the Board of Commissioners.</p> <p>Of the four (4) at-large members, one (1) member will be appointed for a term expiring on January 31, 2017; one (1) member will be appointed for a term expiring on January 31 of the following year; and two (2) members will be appointed for a term expiring on January 31 of the subsequent year. Thereafter, members will be appointed to three (3) year terms. The four (4) at-large members are limited to two (2) full consecutive terms, with one (1) year intervening before they become eligible for reappointment. If a vacancy occurs on the committee, the Board may, as soon as practicable, appoint a person to serve the unexpired portion of the former member's term.</p> <p>The five (5) ex-officio non-voting members of the committee consist of one county-wide elected official (Sheriff or Assessor) or designee, and the County Administrator or designee. The County Administrator may appoint three (3) additional members from within the county.</p> <p>The committee will select a chair of the committee by a majority vote to serve a one (1) year term and may be selected for additional terms. The chair will preside over meetings, as well as provide input on topics for the agenda.</p>
MEMBERSHIP TERM:	Three (3) year terms.
REPRESENTATIVE:	One (1) member of the Lane County Board of Commissioners will be appointed as a representative to this committee.
EXPIRATION DATE:	None.
VACANCIES:	Per Lane County Advisory Committee Policy.
REPORTS:	None.
MINUTES/AGENDAS:	Posted to Committee webpage.
BYLAWS:	Posted to Committee webpage.

(Order 16-1-12-9, 1.12.16; Order 16-02-02-01, 2.2.16; Order 16-11-08-03, 11.8.16; Order 17-06-06-06, 6.6.17)

3.075.020 - Poverty and Homelessness Board.

Description: The Board provides advice to the Board of County Commissioners and the intergovernmental Human Services Commission with the goal of reducing and preventing poverty and homelessness in Lane County. It assists the development of the delivery of housing and services to meet the specific needs of people who are impoverished or homeless improving their stability. It assists to maximize the allocation of local, state and federal funds made available for this purpose. It serves as the administrative board for the Lane County Community Action Agency and as the oversight board for the Lane County Continuum of Care.

Responsibilities: The Board participates in the development of the county's planning, implementation and monitoring of performance and evaluate outcomes of programs serving low-income and homeless persons; develop and review program policies and priorities; assure the coordination and implementation of a housing and human service system; review coordinated assessment system for service access; review and approve privacy, security, and data quality plans, policies and procedures, and performance measures for the Human Services Management Information System; review the process for performance improvement; participate in a point-in-time count of homeless persons that is conducted at least biannually; review an annual gaps analysis that is conducted of homelessness needs and services; develop program and financial priorities for the distribution of public funds; assure a collaborative, fair, and transparent process for developing priorities for projects to be submitted in grant applications to funders; and, review the efficiency and effectiveness of funding expenditures for funded activities.

DEPARTMENT:	Department of Health and Human Services.
MEETING SCHEDULE:	Monthly, or as needed.
TYPE OF COMMITTEE:	Mandated, pursuant to Oregon State Law and Federal law.
MEMBERSHIP:	Representation will be as follows: A third of the members will be public officials currently serving or their designees; a third of the members will be representatives of low income persons in Lane County selected democratically; a third of the members will represent business, law enforcement, the private philanthropic sector, faith-based organizations, education, healthcare or other major groups of interest in the community. The number of members will be determined by the Board and reflected in the bylaws. Public officials will consist of one (1) Lane County Commissioner, one (1) City of Eugene, one (1) City of Springfield and one (1) rural Lane County elected official. The Board will also consist of non-voting ex-officio participants representing governmental agencies and departments that are responsible for housing, employment, health and human services and public welfare and continuum of care grant co-applicants.
MEMBERSHIP TERM:	One (1) year, public officials three (3) years, others, ending June 30.
REPRESENTATIVE:	One (1) member of the Lane County Board of Commissioners will be appointed as a representative to this committee.
EXPIRATION DATE:	None.
VACANCIES:	Per Lane County Advisory Committee Policy.
REPORTS:	Per Lane County Advisory Committee Policy (Annual).
MINUTES/AGENDAS:	Posted to Committee webpage.
BYLAWS:	Posted to Committee webpage.

(Order 00-8-16-1, 8.17.00; Order 08-8-6-1, 8.6.08; Order 11-9-14-1, 9.14.11; Order 13-10-29-06, 7.1.14; Order 17-06-06-06, 6.6.17)

3.075.025 - Public Safety Coordinating Council.

Description: Pursuant to Oregon State Law, the Public Safety Coordinating Council develops and recommends to the Board a plan for use of 1) state resources to serve the local offender population, and 2) state and local resources to serve the needs of that part of the local offender population who are at least fifteen (15) years of age and less than eighteen (18) years of age, which plan must provide for coordination of community-wide services involving prevention, treatment, education, employment resources and intervention strategies; and coordinates local criminal justice policy among affected criminal justice entities.

Responsibilities: In addition to the duties assigned to it under Oregon State Law, Early Disposition Programs, requires each local public safety coordinating council to establish early disposition programs for first-time offenders who have committed a nonperson offense and for persons charged with probation violations, and directs they may establish early disposition programs for other offenders.

Oregon State Law also assigns additional duties to local public safety coordinating councils: develop and recommend to the Board the plan for use of state resources to serve the local youth offender population; coordinate local juvenile justice policy among affected juvenile justice entities; develop and recommend to the Board a plan designed to prevent criminal involvement by youth, which provides for coordination of community-wide services involving treatment, education, employment and intervention strategies aimed at crime prevention; create a facility advisory subcommittee when provided with information described in Oregon State Law; if a written plan of action has been provided to the council under Oregon State Law, County Metal Theft Plan of Action, annually review the plan and, if appropriate, make written recommendations to the affected district attorney for plan improvements.

Additional duties assigned pursuant to Oregon State Law require the board of county commissioners to publish an annual summary of program, service or budget changes made in response to the recommendations of the local public safety coordinating council and provide it to the local public safety coordinating council and the Oregon Criminal Justice Commission.

Pursuant to Oregon State Law an application for justice reinvestment grant funds must be submitted by the local public safety coordinating council.

DEPARTMENT:	County Administration Office.	
MEETING SCHEDULE:	Quarterly.	
TYPE OF COMMITTEE:	Mandated; pursuant to Oregon State Law.	
MEMBERSHIP:	The PSCC will consist of the following twenty-two members:	
	Required by Oregon State Law	
	Member:	Appointed By:
	Police Chief	Police Chiefs in county
	Sheriff of the County	Sheriffs in the county
	District Attorney	District Attorneys of the county
	State Court Judge	Presiding Judge of county judicial district
	Public Defender or Defense Attorney	Presiding Judge of county judicial district
	Director of Community Corrections	Board of County Commissioners
	County Commissioner	Board of County Commissioners

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	Juvenile Department Director Health Director Mental Health Director One(1) lay citizen City Councilor or Mayor City Manager or other city representative Representative of Oregon State Police (non-voting) Representative of Oregon Youth Authority (non-voting) Community-based Victims Services Agency Director Added by Lane County Board of Commissioners Member: City Councilor or Mayor from Eugene or Springfield Two (2) Lay Citizen Lane County Administrator (non-voting) Reentry Services Representative Police Chief of Eugene or Springfield	Board of County Commissioners Board of County Commissioners Board of County Commissioners Board of County Commissioners Cities in the county Cities in the county Superintendent of State Police Director of OYA Board of County Commissioners Appointed By: City of Eugene or Springfield Board of County Commissioners Board of County Commissioners Board of County Commissioners Board of County Commissioners
MEMBERSHIP TERM:	Four (4) years, ending December 31.	
REPRESENTATIVE:	One (1) member of the Lane County Board of Commissioners will be appointed as a representative to this committee.	
EXPIRATION DATE:	None.	
VACANCIES:	Per Lane County Advisory Committee Policy.	
REPORTS:	Per Lane County Advisory Committee Policy (Annual).	
MINUTES/AGENDAS:	Public access to current and archived minutes are provided by LCOG on the PSCC web pages at: http://www.lcog.org/353/Public-Safety-Coordinating-Council	
BYLAWS:	Posted to Committee webpage.	

(Order 01-5-9-1, 5.9.01; Order 03-8-27-3, 8.27.03; Order 09-4-29-1, 4.29.09; Order 11-9-14-1, 9.14.11; Order 16-01-26-06, 1.26.16; Order 17-06-06-06, 6.6.17; Order 18-11-27-02, 11.27.18)

3.080.010 - Budget Committee.

Description: Reviews and approves the County budget, limits the amount of tax which may be levied by the County and establishes a tentative maximum for total permissible expenditures for each fund in the County budget.

DEPARTMENT:	County Administration Office.
MEETING SCHEDULE:	Following a legally required Notice of Budget Committee Meeting, the process begins when the County Administrator delivers his/her budget message. Typically late April/early May each calendar year.
TYPE OF COMMITTEE:	Mandated Special, pursuant to Oregon State Law.
MEMBERSHIP:	Ten (10). Consists of members of the Board of Commissioners and an equal number of lay citizens. Vacancies on this committee will not be advertised unless otherwise requested by the Board member whose district representation has been vacated.
MEMBERSHIP TERM:	Three (3) years, staggered terms with one-third (1/3) of terms ending each year. County ends terms on December 31.
REPRESENTATIVE:	N/A, the Budget Officer is the County Administrator.
EXPIRATION DATE:	None.
VACANCIES:	Vacancies are determined by the individual Commissioner whose district has a vacancy. Vacancies will not be advertised unless requested by the Board member whose district representation has been vacated.
REPORTS:	None, the Board of Commissioners are each members of the committee.
MINUTES/AGENDAS:	Oregon State Law legally requires notice of first meeting to be published no less than five (5) and no more than thirty (30) days prior to the meeting. Second published notice, or publication on website is also required. Public can access the notice, agendas and all materials provided to the committee at www.lanecounty.org/budget . Minutes are retained with the Board of Commissioners Meetings and available on the Budget Committee webpage.
BYLAWS:	None.

(Order 00-8-16-1, 8.17.00; Order 13-03-11-03, 3.11.14; Order 17-06-06-06, 6.6.17)

3.090.010 - Facilities Committee.

Description: The function of this committee is to provide recommendations to the Board regarding County owned facilities issues in the following areas:

- A. The Capital Improvement Program (CIP) for County facilities;
- B. Real Property acquisitions and sales;
- C. Facilities Maintenance and Custodial Services;
- D. Construction and remodel activities; and,
- E. Use of County facilities.

DEPARTMENT:	County Administration Office.
MEETING SCHEDULE:	Monthly, or as needed.
TYPE OF COMMITTEE:	Standing.
MEMBERSHIP:	Two (2) Lane County Board of Commissioners. The County Administrator. The County's Director of Operations. Three (3) other Department Directors, at least one of which must be elected.
MEMBERSHIP TERM:	Commissioners appointed through annual committee assignments process at the Board. Staff members serve indefinite terms.
REPRESENTATIVE:	Two (2) members of the Lane County Board of Commissioners will be appointed as representatives to this committee.
EXPIRATION DATE:	None.
VACANCIES:	Either through the annual committee assignments process at the Board (Commissioner Representative) or vote of committee (county staff committee members).
REPORTS:	Per Lane County Advisory Committee Policy (Annual).
MINUTES/AGENDAS:	Posted to Committee webpage.
BYLAWS:	Posted to Committee webpage.

(Order 17-06-06-06, 6.6.17)

3.090.015 - Finance and Audit Committee.

Description: The committee's function is broad based, to provide recommendations to the Board regarding the following:

- A. Review and monitor the current procedures to insure the existence of an effective financial system with appropriate internal controls;
- B. Maintain overview responsibilities for both external and internal audit functions;
- C. Review the development and implementation of a multi-year audit program for Lane County;
- D. Monitor the annual review of departmental fee-for-services preparatory to the ensuing fiscal year's budget process and evaluate the feasibility of potential significant alternative revenue sources, as may be identified;
- E. Provide a communication link between the independent auditors and the Board;

- F. Develop and implement internal management audits of specific units of County government. These audits are to be both fiscal and operational;
- G. Analysis of new programs that offer opportunities to increase economy and efficiency in County operations;
- H. Review and monitor the development of a multi-year financial plan that forecasts revenue and expenditures for major County programs;
- I. Review any other proposals having financial impact on County operations; and,
- J. Oversee and evaluate County Performance Auditor.

DEPARTMENT:	County Administration Office.
MEETING SCHEDULE:	Monthly, or as needed.
TYPE OF COMMITTEE:	Standing.
MEMBERSHIP:	Two (2) Lane County Board of Commissioners. One (1) elected department director or designee. County Administrator (non-voting). County Counsel (non-voting). Non-voting department managers and staff support, as required.
MEMBERSHIP TERM:	Commissioners appointed through annual committee assignments process at the Board. Staff members serve indefinite terms.
REPRESENTATIVE:	Two (2) members of the Lane County Board of Commissioners will be appointed as representatives to this committee.
EXPIRATION DATE:	None.
VACANCIES:	Either through the annual committee assignments process at the Board (Commissioner Representative) or vote of committee (county staff committee members).
REPORTS:	Per Lane County Advisory Committee Policy (Annual).
MINUTES/AGENDAS:	Posted to Committee webpage.
BYLAWS:	Posted to Committee webpage.

(Order 17-06-06-06, 6.6.17)

3.090.020 - Legislative Committee.

Description: The function of this committee is to oversee all aspects of legislative and administrative policy making by other deliberative bodies which may affect Lane County's legislative program and:

- A. Ensure staff reviews legislation and rulemaking for fiscal impacts;
- B. Submit proposed legislation and rulemaking to the Board for consideration;
- C. Coordinate all staff lobbying activities;
- D. Monitor state and federal legislative activities;
- E. Establish and periodically review policy principles which staff may utilize to respond to the dynamic environment of Congress and the Oregon Legislative Assembly; and,
- F. Monitor implementation of newly passed legislation and/or newly adopted rules.

DEPARTMENT:	County Administration Office.
MEETING SCHEDULE:	The Committee will meet as needed, but no less than quarterly.

TYPE OF COMMITTEE:	Standing.
MEMBERSHIP:	County Administrator. All department directors or designees. Two (2) Lane County Board of Commissioners. Other staff support, as required.
MEMBERSHIP TERM:	Commissioners appointed through annual committee assignments process at the Board. (Staff members serve indefinite terms).
REPRESENTATIVE:	Two (2) members of the Lane County Board of Commissioners will be appointed as representatives to this committee.
EXPIRATION DATE:	None.
VACANCIES:	Either through the annual committee assignments process at the Board (Commissioner Representative) or vote of committee (county staff committee members).
REPORTS:	Per Lane County Advisory Committee Policy (Annual).
MINUTES/AGENDAS:	Posted to Committee webpage.
BYLAWS:	Posted to Committee webpage.

(Order 17-06-06-06, 6.6.17)

3.090.025 - Policy and Procedures Committee.

Description: The function of this committee is to provide recommendations on all new issues that have the potential for requiring the Board to adopt a final policy or position, or change existing policy, and may include:

- A. Personnel related policies, particularly those relating to Lane Charter, Code or Manual provisions;
- B. The operating procedures between the Board, the County Administrator, and elected and administrative Department Directors;
- C. The development of rules and procedures on the Board's internal operations. This could include such issues as Board representation on committees or organizations, and the authority and role of those representatives or procedures for making Board appointments to the Budget or Advisory Committees; and
- D. Other policy matters referred by the Board.

DEPARTMENT:	County Administration Office.
MEETING SCHEDULE:	As needed.
TYPE OF COMMITTEE:	Standing.
MEMBERSHIP:	Two (2) Lane County Board of Commissioners. County Administrator. County Counsel. Three (3) Department Directors, at least one of which must be elected. Nonvoting Department managers and staff support, as required.
MEMBERSHIP TERM:	Commissioners appointed through annual committee assignments process at the Board. (Staff members serve indefinite terms).
REPRESENTATIVE:	Two (2) members of the Lane County Board of Commissioners will be appointed as representatives to this committee.
EXPIRATION DATE:	None.
VACANCIES:	Either through the annual committee assignments process at the Board (Commissioner Representative) or vote of committee (county staff committee members).
REPORTS:	Per Lane County Advisory Committee Policy (Annual).

MINUTES/AGENDAS:	Posted to Committee webpage.
BYLAWS:	Posted to Committee webpage.

(Order 17-06-06-06, 6.6.17)

3.090.030 - Technology Management Team (TMT).

Description: The function of this committee is broad based, to provide recommendations to the Board regarding the following:

- A. Establish ongoing mission vision and direction for Lane County Technology Services;
- B. Review and monitor the current policies to insure the existence of an effective use of technology;
- C. Review and monitor the development and implementation of a multi-year strategic plan for technology;
- D. Review new technologies that offer opportunities to increase economy and efficiency in County operations, and champion those technologies with the Board of Commissioners; and,
- E. Review any other proposals having a technological impact on county operations.

DEPARTMENT:	Department of Technology Services.
MEETING SCHEDULE:	As needed.
TYPE OF COMMITTEE:	Standing.
MEMBERSHIP:	Three (3) department directors (or designees), representative of the largest users of the services of the Department of Technology Services. One (1) department director not included in above. The Director of the Department of Technology Services. The County Administrator. Two (2) Lane County Board of Commissioners. Other non-voting Participants. Interested department managers. Computer Services Managers with the consent of the committee.
MEMBERSHIP TERM:	Commissioners appointed through annual committee assignments process at the Board. (Staff members serve indefinite terms).
REPRESENTATIVE:	Two (2) members of the Lane County Board of Commissioners will be appointed as representative to this committee.
EXPIRATION DATE:	None.
VACANCIES:	Either through the annual committee assignments process at the Board (Commissioner Representative) or vote of committee (county staff committee members).
REPORTS:	Per Lane County Advisory Committee Policy (Annual).
MINUTES/AGENDAS:	Posted to Committee webpage.
BYLAWS:	Posted to Committee webpage.

(Order 01-10-31-4, 10.31.01; Order 03-11-12-6, 11.12.03; Order 07-5-23-2, 5.23.07; Order 09-4-29-1, 4.29.09; Order 09-6-3-3, 6.3.09; Order 11-9-14-1, 9.14.11; Order 17-06-06-06, 6.6.17)

3.095 - MULTI-JURISDICTIONAL COMMITTEES

Committee	Department
Human Services Commission	H&HS
Lane Workforce Partnership Advisory Board	Multi-jurisdictional
Metropolitan Wastewater Management Commission	Multi-jurisdictional

3.095.005 - Human Services Commission.

Description: Provides advice to the Board of County Commissioners and the Eugene and Springfield City Councils on community needs and priorities for human services. Its tasks will include: assisting in the development of an intergovernmental human services plan and budget, assisting in planning, review and evaluation of services in the intergovernmental human services plan; assisting in evaluation of proposals to provide services, providing for citizen participation in the planning process for community human services, and making recommendations to units of local government regarding their specific human services proposals.

DEPARTMENT:	Department of Health and Human Services.
MEETING SCHEDULE:	Monthly.
TYPE OF COMMITTEE:	Multi-Jurisdictional.
MEMBERSHIP:	Seven (7). The Committee will consist of seven members. Representation will be as follows: Three (3) representatives from the City of Eugene Two (2) representatives from Lane County Two (2) representatives from Springfield Representative delegations will include at least one (1) or more elected officials and may include one appointed budget committee member.
MEMBERSHIP TERM:	One (1) year, ending January 14.
REPRESENTATIVE:	Two (2) members of the Lane County Board of Commissioners will be appointed as representatives to this committee.
EXPIRATION DATE:	None.
VACANCIES:	Filled by jurisdictions.
REPORTS:	N/A
MINUTES/AGENDAS:	N/A
BYLAWS:	N/A

(Order 00-8-16-1, 8.17.00; Order 17-06-06-06, 6.6.17)

3.095.010 - Lane Workforce Partnership Board.

Description: Carries out all responsibilities pursuant to the Job Training Partnership Act (Pursuant to Federal law), subsequent federal workforce legislation and the responsibilities of regional workforce committees pursuant to Oregon State Law. The Lane Workforce Partnership is the result of a consolidation between the Southern Willamette Private Industry Council and the Lane Regional Workforce Committee. The Lane Workforce Partnership will prepare and approve a budget for itself and may hire staff, incorporate and solicit and accept contributions and grant funds.

DEPARTMENT:	N/A.
MEETING SCHEDULE:	Monthly.
TYPE OF COMMITTEE:	Mandated Multi-Jurisdictional; Pursuant to Federal and Oregon State Law.

MEMBERSHIP:	<p>Thirty-three (33). There will be thirty-three (33) members. The majority of the membership must be representative of business and industry, who will be owners, chief executives, chief operating officers or other business and industry executives who have substantial management or policy responsibility.</p> <p>Seventeen (17) Business</p> <p>Four (4) Education</p> <p> Lane Community College;</p> <p> Lane Education Service District;</p> <p> Higher Education (U of O)</p> <p> K-12 selected by the Lane County Superintendents' Group</p> <p>Three (3) Labor</p> <p>Two (2) Community Based Organizations</p> <p>Three (3) Local Elected Officials</p> <p> Lane County Commissioner</p> <p> City of Eugene Councilor</p> <p> City of Springfield Councilor</p> <p>Three (3) Public Agencies</p> <p> Employment Department</p> <p> Adult and Family Services</p> <p> Vocational Rehabilitation</p> <p>One (1) Economic Development</p> <p>Business representatives will be selected from among individuals nominated by general purpose business organizations. The number of such nominations must be at least one hundred fifty percent (150%) of the number of business and industry slots to be filled. Labor representatives will be recommended by recognized state and local labor organizations or appropriate building trades councils. The remaining members will be individuals recommended by interested organizations. Each jurisdiction will appoint one-third (1/3) of the business and industry membership whenever possible. Public sector and labor appointments will be made by unanimous agreement of the chair of the Lane County Board of Commissioners and the mayors of Eugene and Springfield.</p>
MEMBERSHIP TERM:	Three (3) years, ending December 31
REPRESENTATIVE:	One (1) member of the Lane County Board of Commissioners will be appointed as a representative to this committee.
EXPIRATION DATE:	None.
VACANCIES:	N/A
REPORTS:	N/A
MINUTES/AGENDAS:	N/A
BYLAWS:	N/A

(Order 00-8-16-1, 8.17.00; Order 17-06-06-06, 6.6.17)

3.095.015 - Metropolitan Wastewater Management Commission.

Description: Operates and maintains the regional sewerage facilities, adopts financing plan and operation budget.

DEPARTMENT:	City of Eugene.
MEETING SCHEDULE:	Monthly.
TYPE OF COMMITTEE:	Non-Mandated.

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MEMBERSHIP:	Seven (7). Consists of: One (1) elected official from Lane County; One (1) elected official from City of Eugene; One (1) elected official from City of Springfield; Two (2) lay citizens appointed by the City of Eugene; One (1) lay citizen appointed by Lane County; and One (1) lay citizen appointed by the City of Springfield.
MEMBERSHIP TERM:	Three (3) years, ending January 31.
REPRESENTATIVE:	One (1) member of the Lane County Board of Commissioners will be appointed as a representative to this committee.
EXPIRATION DATE:	None.
VACANCIES:	Vacancies are filled by the Governing Body that has the vacancy. If the vacancy is an elected official, the Governing Body will appoint a member of their Council or Commission to fill the vacancy. If the vacancy is created by a citizen representative, the Governing Body will determine how to recruit and fill the vacancy.
REPORTS:	Annually for budget ratification. Staff reports to the Governing Bodies regarding the MWMC budget and Five (5) Year Capital Improvement Plan once per year.
MINUTES/AGENDAS:	Copies of the agenda and meeting materials are available at Springfield City Hall, and electronically on the MWMC's website at www.mwmcpartners.org .
BYLAWS:	Available for review on the MWMC's website at www.mwmcpartners.org .

(Order 00-8-16-1, 8.17.00; Order 17-06-06-06, 6.6.17)

3.100.010 - Elected Officials Compensation Board (Lane County).

Description: Recommends to the Budget Committee and to the Board of County Commissioners a compensation schedule for County elected officials. Compensation Board is established pursuant to the authority granted by the Lane County Home Rule Charter.

Duties of the Elected Compensation Board:

Recommends to the Budget Committee a compensation schedule for County Commissioners and recommends to the Board of County Commissioners a compensation schedule for non-board elected officials (Assessor, Sheriff, Justice of the Peace, and District Attorney). The Compensation Board will consider at least the following when determining the compensation schedule:

- A. The compensation paid to persons comparably employed by the State of Oregon; local public bodies, private businesses, non-profit agencies, and/or other counties within a labor market deemed appropriate by the Compensation Board for each elected officer;
- B. The number of employees supervised; the size of the budget administered by each elective officer; the duties and responsibilities of each elective officer; and the compensation paid to subordinates and other appointed employees who serve in positions of comparable management responsibility. In any event, the Sheriff's compensation will be fixed in an amount which is not less than that for any member of the Department of Public Safety; and
- C. "Compensation" is to be evaluated on the basis of the total compensation received, as relevant to the particular elected position. For example, the District Attorney position receives health insurance benefits from the State of Oregon as a State official. Total compensation includes consideration of insurance benefits, retirement benefits (including pension and deferred compensation programs), time management or vacation and sick leave, life insurance, medical leave, and other fringe components.

The Compensation Board will prepare and approve by majority vote a recommended compensation schedule for the elective officers and will submit the recommended schedule to the Board of County Commissioners and/or the Budget Committee, with a copy provided to the Board of County Commissioners.

DEPARTMENT:	Department of Human Resources.
MEETING SCHEDULE:	As needed, but at least once each year in which there is a general election, prior to July 31 of that same year.
TYPE OF COMMITTEE:	Non-Mandated.
MEMBERSHIP:	Five (5). Consists of five members appointed by the County Administrator.
MEMBERSHIP TERM:	Four (4) years, ending December 31. No limit on number of terms.
EXPIRATION DATE:	None.
VACANCIES:	Appointed by the County Administrator.
REPORTS:	As needed to the Board and/or Budget Committee when there are recommendations that could result in salary increases for elected officials.
MINUTES/AGENDAS:	Posted to Committee webpage.
BYLAWS:	Posted to Committee webpage.

(Order 00-8-16-1, 8.17.00; Order 06-1-25-5, 1.26.06; Order 17-06-06-06, 6.6.17)

3.070 - COMMITTEES AND OTHER ADVISORY BODIES

3.070.005 - General.

- A. In addition to the Department structure presented in this chapter, a number of committees, boards, task forces and other advisory bodies may be required and established pursuant to certain statutory provisions, Charter, and Lane Code.
- B. Pursuant to Lane Code, the Board may further create boards, commissions, committees, task forces and other advisory bodies as deemed necessary by order of the Board. The Board may also describe and establish the responsibilities of its created advisory bodies by separate Board order, which will be posted on the committee website.
- C. All advisory bodies created by the Board will report their concerns and recommendations to the Board rather than taking action or policy positions on behalf of the County upon their own initiative.
- D. The Board delegates authority to the County Administrator to implement the advisory committee policy. This advisory committee policy applies to all advisory committees, unless otherwise mandated by rule or statute or the enabling legislation creating the committee.
- E. Definitions:

“Community Organization” means a recognized group of residents in a defined area charged with advising County government on matters affecting the community.

“Liaison” means a person who conveys information between two parties or entities.

“Mandated Advisory Committee” means an advisory body to the Board of Commissioners appointed by the Board. The existence, charge and sometimes the composition of the committee is controlled by the enabling legislation.

“Mandated Special Committee/Board” means a group of citizens appointed pursuant to statute and charged with certain independent decision-making and other responsibilities over a certain area of County Government.

“Multi-Jurisdictional Committee (General)” means a group of citizens, or the Board of Commissioners, appointed by a variety of governments and charged through an intergovernmental agreement with certain duties (some advisory, some independent decision making) with respect to defined matters of mutual concern to the appointing governments. The County has responsibility in these types of committees for compliance with noticing of the meeting, minutes or other aspects of the Oregon Public Meetings Law.

“Multi-Jurisdictional Committee (Participating Only)” means a group of citizens, or the Board of Commissioners, appointed by a variety of governments and charged through an intergovernmental agreement with certain duties (some advisory, some independent decision-making) with respect to defined matters of mutual concern to the appointing governments. The County has no responsibility in these types of committees for compliance with noticing of the meeting, minutes or other aspects of the Oregon Public Meetings Law.

“Nonmandated Committee” means an advisory body to the Board of Commissioners appointed and charged by the Board with advising on certain areas of County government. The existence of the committee is controlled by the Board, and the members serve at the pleasure of the Board.

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“Representative” means a person chosen by the Board to act and speak on its behalf to support and advance the interests and positions of the Board.

“Standing Committee” means a group of two Board members and other County officials charged with studying issues and making recommendations in certain defined areas to the full Board.

“Task Force” means a group created by the Board or County Administrator for a limited term to advise on a specific issue.

“Watershed Council” means a voluntary local organization designated by a local government group convened by Lane County or a governing body of an adjoining county to address the goal of sustaining natural resource and watershed protection and enhancement within a watershed, per Oregon State Law.

F. A committee may be more than one (1) type listed above.

(Order 97-4-2-1, 4.2.97; Order 08-7-30-9, 7.30.08; Order 17-06-06-06, 6.6.17)

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3.075.015 - Performance Audit Committee.

Description: To ensure independence of the performance audit function, an audit committee is created to advise the Board of County Commissioners on significant audit matters including:

- A. The selection, compensation, or dismissal of the County Performance Auditor;
- B. Increases and decreases to the requested budget for the County Performance Auditor's Office; and,
- C. Auditing principles and guidelines of established generally accepted government auditing standards and ensuring the performance audit program performs its function.

Responsibilities. The audit committee will advise the Board of County Commissioners on the selection or dismissal of the County Performance Auditor.

The audit committee is responsible for ensuring the performance audit program performs its function. The committee will:

- D. Review the County Performance Auditor's audit plan annually and provide suggestions and comments for the annual audit plan;
- E. Perform regular annual evaluations of the County Performance Auditor and reporting results to the Board of County Commissioners;
- F. Ensure that audit reports are transmitted to the Board of County Commissioners and to the public;
- G. Monitor follow-up on reported findings;
- H. Maintain the confidentiality of personnel matters while taking responsibility for appropriate disclosure to the Board of County Commissioners or to the public;
- I. Ensure that a system of quality control is established, maintained, and designed to provide the performance audit function with reasonable assurance that the function and its personnel comply with professional standards and applicable legal and regulatory requirements;
- J. Review the fieldwork plans for each audit, and provide suggestions and comments on each fieldwork plan;
- K. Evaluate the findings and recommendations of the quality assurance review as required by recognized government auditing standards;
- L. Review and provide suggestions and comments on the County Performance Auditor's program goals;
- M. Review the County Performance Auditor's Office annual statement of independence;
- N. Ensure maximum coordination between work of the County Performance Auditor's Office and contracted audit efforts.
- O. Review the County Performance Auditor's compensation and staffing annually; and,
- P. Review the County Performance Auditor's Office budget annually.

The audit committee will make appropriate recommendations concerning the performance audit function to the Board pursuant to the above responsibilities and will report to the Board on problems or problem areas at such times as deemed appropriate.

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DEPARTMENT:	County Administration Office.
MEETING SCHEDULE:	The audit committee will meet at least quarterly and additionally as the committee deems necessary to perform its duties. A majority of the voting members constitutes a quorum. Vacant positions are not considered in determining whether a quorum exists. The audit committee will maintain minutes in accordance with the Oregon Public Meeting Law. The committee may request certain county management staff to attend meetings to address reports being discussed. Auditee departments will be invited to meetings where their performance audit report is discussed. The County Performance Auditor will facilitate and coordinate such meetings, as well as provide ancillary support to the committee, as time permits.
TYPE OF COMMITTEE:	Mandated.
MEMBERSHIP:	<p>The audit committee consists of five (5) voting members, one County Commissioner and four (4) at-large members, appointed by the Board of County Commissioners, and five (5) ex-officio non-voting members.</p> <p>The four (4) at-large members must be residents of the county, not employed by or under contract with the county, and collectively possess sufficient knowledge in performance auditing and public management practices. Desired qualifications to be considered may include experience as a performance auditor, a Certified Public Accountant, Certified Internal Auditor, public manager, or other relevant professional experience. The method of selecting candidates to fill the at-large positions is determined by the Board of Commissioners.</p> <p>Of the four (4) at-large members, one (1) member will be appointed for a term expiring on January 31, 2017; one (1) member will be appointed for a term expiring on January 31 of the following year; and two (2) members will be appointed for a term expiring on January 31 of the subsequent year. Thereafter, members will be appointed to three (3) year terms. The four (4) at-large members are limited to two (2) full consecutive terms, with one (1) year intervening before they become eligible for reappointment. If a vacancy occurs on the committee, the Board may, as soon as practicable, appoint a person to serve the unexpired portion of the former member's term.</p> <p>The five (5) ex-officio non-voting members of the committee consist of one county-wide elected official (Sheriff or Assessor) or designee, and the County Administrator or designee. The County Administrator may appoint three (3) additional members from within the county.</p> <p>The committee will select a chair of the committee by a majority vote to serve a one (1) year term and may be selected for additional terms. The chair will preside over meetings, as well as provide input on topics for the agenda.</p>
MEMBERSHIP TERM:	Three (3) year terms.
LIAISON REPRESENTATIVE :	One (1) member of the Lane County Board of Commissioners will be appointed as a liaison representative to this committee.
EXPIRATION DATE:	None.
VACANCIES:	Per Lane County Advisory Committee Policy.
REPORTS:	None.
MINUTES/AGENDAS:	Posted to Committee webpage.

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BYLAWS:	Posted to Committee webpage.
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(Order 16-1-12-9, 1.12.16; Order 16-02-02-01, 2.2.16; Order 16-11-08-03, 11.8.16; Order 17-06-06-06, 6.6.17)

3.075.020 - Poverty and Homelessness Board.

Description: The Board provides advice to the Board of County Commissioners and the intergovernmental Human Services Commission with the goal of reducing and preventing poverty and homelessness in Lane County. It assists the development of the delivery of housing and services to meet the specific needs of people who are impoverished or homeless improving their stability. It assists to maximize the allocation of local, state and federal funds made available for this purpose. It serves as the administrative board for the Lane County Community Action Agency and as the oversight board for the Lane County Continuum of Care.

Responsibilities: The Board participates in the development of the county's planning, implementation and monitoring of performance and evaluate outcomes of programs serving low-income and homeless persons; develop and review program polices and priorities; assure the coordination and implementation of a housing and human service system; review coordinated assessment system for service access; review and approve privacy, security, and data quality plans, policies and procedures, and performance measures for the Human Services Management Information System; review the process for performance improvement; participate in a point-in-time count of homeless persons that is conducted at least biannually; review an annual gaps analysis that is conducted of homelessness needs and services; develop program and financial priorities for the distribution of public funds; assure a collaborative, fair, and transparent process for developing priorities for projects to be submitted in grant applications to funders; and, review the efficiency and effectiveness of funding expenditures for funded activities.

DEPARTMENT:	Department of Health and Human Services.
MEETING SCHEDULE:	Monthly, or as needed.
TYPE OF COMMITTEE:	Mandated, pursuant to Oregon State Law and Federal law.
MEMBERSHIP:	Representation will be as follows: A third of the members will be public officials currently serving or their designees; a third of the members will be representatives of low income persons in Lane County selected democratically; a third of the members will represent business, law enforcement, the private philanthropic sector, faith-based organizations, education, healthcare or other major groups of interest in the community. The number of members will be determined by the Board and reflected in the bylaws. Public officials will consist of one (1) Lane County Commissioner, one (1) City of Eugene, one (1) City of Springfield and one (1) rural Lane County elected official. The Board will also consist of non-voting ex-officio participants representing governmental agencies and departments that are responsible for housing, employment, health and human services and public welfare and continuum of care grant co-applicants.
MEMBERSHIP TERM:	One (1) year, public officials three (3) years, others, ending June 30.
LIAISON REPRESENTATIVE :	One (1) member of the Lane County Board of Commissioners will be appointed as a liaison -representative to this committee.
EXPIRATION DATE:	None.
VACANCIES:	Per Lane County Advisory Committee Policy.

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REPORTS:	Per Lane County Advisory Committee Policy (Annual).
MINUTES/AGENDAS:	Posted to Committee webpage.
BYLAWS:	Posted to Committee webpage.

(Order 00-8-16-1, 8.17.00; Order 08-8-6-1, 8.6.08; Order 11-9-14-1, 9.14.11; Order 13-10-29-06, 7.1.14; Order 17-06-06-06, 6.6.17)

3.075.025 - Public Safety Coordinating Council.

Description: Pursuant to Oregon State Law, the Public Safety Coordinating Council develops and recommends to the Board a plan for use of 1) state resources to serve the local offender population, and 2) state and local resources to serve the needs of that part of the local offender population who are at least fifteen (15) years of age and less than eighteen (18) years of age, which plan must provide for coordination of community-wide services involving prevention, treatment, education, employment resources and intervention strategies; and coordinates local criminal justice policy among affected criminal justice entities.

Responsibilities: In addition to the duties assigned to it under Oregon State Law, Early Disposition Programs, requires each local public safety coordinating council to establish early disposition programs for first-time offenders who have committed a nonperson offense and for persons charged with probation violations, and directs they may establish early disposition programs for other offenders.

Oregon State Law also assigns additional duties to local public safety coordinating councils: develop and recommend to the Board the plan for use of state resources to serve the local youth offender population; coordinate local juvenile justice policy among affected juvenile justice entities; develop and recommend to the Board a plan designed to prevent criminal involvement by youth, which provides for coordination of community-wide services involving treatment, education, employment and intervention strategies aimed at crime prevention; create a facility advisory subcommittee when provided with information described in Oregon State Law; if a written plan of action has been provided to the council under Oregon State Law, County Metal Theft Plan of Action, annually review the plan and, if appropriate, make written recommendations to the affected district attorney for plan improvements.

Additional duties assigned pursuant to Oregon State Law require the board of county commissioners to publish an annual summary of program, service or budget changes made in response to the recommendations of the local public safety coordinating council and provide it to the local public safety coordinating council and the Oregon Criminal Justice Commission.

Pursuant to Oregon State Law an application for justice reinvestment grant funds must be submitted by the local public safety coordinating council.

DEPARTMENT:	County Administration Office.	
MEETING SCHEDULE:	Quarterly.	
TYPE OF COMMITTEE:	Mandated; pursuant to Oregon State Law.	
MEMBERSHIP:	The PSCC will consist of the following twenty-two members:	
	Required by Oregon State Law	
	Member:	Appointed By:
	Police Chief	Police Chiefs in county
	Sheriff of the County	Sheriffs in the county
	District Attorney	District Attorneys of the county
	State Court Judge	Presiding Judge of county

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	Public Defender or Defense Attorney Director of Community Corrections County Commissioner Juvenile Department Director Health Director Mental Health Director One(1) lay citizen City Councilor or Mayor City Manager or other city representative Representative of Oregon State Police (non-voting) Representative of Oregon Youth Authority (non-voting) Community-based Victims Services Agency Director	judicial district Presiding Judge of county judicial district Board of County Commissioners Board of County Commissioners Board of County Commissioners Board of County Commissioners Board of County Commissioners Board of County Commissioners Board of County Commissioners Cities in the county Cities in the county Superintendent of State Police Director of OYA Board of County Commissioners
	Added by Lane County Board of Commissioners	
	Member: City Councilor or Mayor from Eugene or Springfield Two (2) Lay Citizen Lane County Administrator (non-voting) Reentry Services Representative Police Chief of Eugene or Springfield	Appointed By: City of Eugene or Springfield Board of County Commissioners Board of County Commissioners Board of County Commissioners Board of County Commissioners Board of County Commissioners
MEMBERSHIP TERM:	Four (4) years, ending December 31.	
LIAISON REPRESENTATIVE :	One (1) member of the Lane County Board of Commissioners will be appointed as a liaison representative to this committee.	
EXPIRATION DATE:	None.	
VACANCIES:	Per Lane County Advisory Committee Policy.	
REPORTS:	Per Lane County Advisory Committee Policy (Annual).	
MINUTES/AGENDAS:	Public access to current and archived minutes are provided by LCOG on the PSCC web pages at: http://www.lcog.org/353/Public-Safety-Coordinating-Council	
BYLAWS:	Posted to Committee webpage.	

(Order 01-5-9-1, 5.9.01; Order 03-8-27-3, 8.27.03; Order 09-4-29-1, 4.29.09; Order 11-9-14-1, 9.14.11; Order 16-01-26-06, 1.26.16; Order 17-06-06-06, 6.6.17; Order 18-11-27-02, 11.27.18)

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3.080.010 - Budget Committee.

Description: Reviews and approves the County budget, limits the amount of tax which may be levied by the County and establishes a tentative maximum for total permissible expenditures for each fund in the County budget.

DEPARTMENT:	County Administration Office.
MEETING SCHEDULE:	Following a legally required Notice of Budget Committee Meeting, the process begins when the County Administrator delivers his/her budget message. Typically late April/early May each calendar year.
TYPE OF COMMITTEE:	Mandated Special, pursuant to Oregon State Law.
MEMBERSHIP:	Ten (10). Consists of members of the Board of Commissioners and an equal number of lay citizens. Vacancies on this committee will not be advertised unless otherwise requested by the Board member whose district representation has been vacated.
MEMBERSHIP TERM:	Three (3) years, staggered terms with one-third (1/3) of terms ending each year. County ends terms on December 31.
LIAISON REPRESENTATIVE :	N/A, the Budget Officer is the County Administrator.
EXPIRATION DATE:	None.
VACANCIES:	Vacancies are determined by the individual Commissioner whose district has a vacancy. Vacancies will not be advertised unless requested by the Board member whose district representation has been vacated.
REPORTS:	None, the Board of Commissioners are each members of the committee.
MINUTES/AGENDAS:	Oregon State Law legally requires notice of first meeting to be published no less than five (5) and no more than thirty (30) days prior to the meeting. Second published notice, or publication on website is also required. Public can access the notice, agendas and all materials provided to the committee at www.lanecounty.org/budget . Minutes are retained with the Board of Commissioners Meetings and available on the Budget Committee webpage.
BYLAWS:	None.

(Order 00-8-16-1, 8.17.00; Order 13-03-11-03, 3.11.14; Order 17-06-06-06, 6.6.17)

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3.090.010 - Facilities Committee.

Description: The function of this committee is to provide recommendations to the Board regarding County owned facilities issues in the following areas:

- A. The Capital Improvement Program (CIP) for County facilities;
- B. Real Property acquisitions and sales;
- C. Facilities Maintenance and Custodial Services;
- D. Construction and remodel activities; and,
- E. Use of County facilities.

DEPARTMENT:	County Administration Office.
MEETING SCHEDULE:	Monthly, or as needed.
TYPE OF COMMITTEE:	Standing.
MEMBERSHIP:	Two (2) Lane County Board of Commissioners. The County Administrator. The County's Director of Operations. Three (3) other Department Directors, at least one of which must be elected.
MEMBERSHIP TERM:	Commissioners appointed through annual committee assignments process at the Board. Staff members serve indefinite terms.
LIAISON REPRESENTATIVE :	Two (2) members of the Lane County Board of Commissioners will be appointed as liaisons representatives to this committee.
EXPIRATION DATE:	None.
VACANCIES:	Either through the annual committee assignments process at the Board (Commissioner Representative) or vote of committee (county staff committee members).
REPORTS:	Per Lane County Advisory Committee Policy (Annual).
MINUTES/AGENDAS:	Posted to Committee webpage.
BYLAWS:	Posted to Committee webpage.

(Order 17-06-06-06, 6.6.17)

3.090.015 - Finance and Audit Committee.

Description: The committee's function is broad based, to provide recommendations to the Board regarding the following:

- A. Review and monitor the current procedures to insure the existence of an effective financial system with appropriate internal controls;
- B. Maintain overview responsibilities for both external and internal audit functions;
- C. Review the development and implementation of a multi-year audit program for Lane County;
- D. Monitor the annual review of departmental fee-for-services preparatory to the ensuing fiscal year's budget process and evaluate the feasibility of potential significant alternative revenue sources, as may be identified;

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- E. Provide a communication link between the independent auditors and the Board;
- F. Develop and implement internal management audits of specific units of County government. These audits are to be both fiscal and operational;
- G. Analysis of new programs that offer opportunities to increase economy and efficiency in County operations;
- H. Review and monitor the development of a multi-year financial plan that forecasts revenue and expenditures for major County programs;
- I. Review any other proposals having financial impact on County operations; and,
- J. Oversee and evaluate County Performance Auditor.

DEPARTMENT:	County Administration Office.
MEETING SCHEDULE:	Monthly, or as needed.
TYPE OF COMMITTEE:	Standing.
MEMBERSHIP:	Two (2) Lane County Board of Commissioners. One (1) elected department director or designee. County Administrator (non-voting). County Counsel (non-voting). Non-voting department managers and staff support, as required.
MEMBERSHIP TERM:	Commissioners appointed through annual committee assignments process at the Board. Staff members serve indefinite terms.
LIAISON REPRESENTATIVE :	Two (2) members of the Lane County Board of Commissioners will be appointed as liaisons representatives to this committee.
EXPIRATION DATE:	None.
VACANCIES:	Either through the annual committee assignments process at the Board (Commissioner Representative) or vote of committee (county staff committee members).
REPORTS:	Per Lane County Advisory Committee Policy (Annual).
MINUTES/AGENDAS:	Posted to Committee webpage.
BYLAWS:	Posted to Committee webpage.

(Order 17-06-06-06, 6.6.17)

3.090.020 - Legislative Committee.

Description: The function of this committee is to oversee all aspects of legislative and administrative policy making by other deliberative bodies which may affect Lane County's legislative program and:

- A. Ensure staff reviews legislation and rulemaking for fiscal impacts;
- B. Submit proposed legislation and rulemaking to the Board for consideration;
- C. Coordinate all staff lobbying activities;
- D. Monitor state and federal legislative activities;
- E. Establish and periodically review policy principles which staff may utilize to respond to the dynamic environment of Congress and the Oregon Legislative Assembly; and,
- F. Monitor implementation of newly passed legislation and/or newly adopted rules.

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DEPARTMENT:	County Administration Office.
MEETING SCHEDULE:	The Committee will meet as needed, but no less than quarterly.
TYPE OF COMMITTEE:	Standing.
MEMBERSHIP:	County Administrator. All department directors or designees. Two (2) Lane County Board of Commissioners. Other staff support, as required.
MEMBERSHIP TERM:	Commissioners appointed through annual committee assignments process at the Board. (Staff members serve indefinite terms).
LIAISON REPRESENTATIVE :	Two (2) members of the Lane County Board of Commissioners will be appointed as liaisons representatives to this committee.
EXPIRATION DATE:	None.
VACANCIES:	Either through the annual committee assignments process at the Board (Commissioner Representative) or vote of committee (county staff committee members).
REPORTS:	Per Lane County Advisory Committee Policy (Annual).
MINUTES/AGENDAS:	Posted to Committee webpage.
BYLAWS:	Posted to Committee webpage.

(Order 17-06-06-06, 6.6.17)

3.090.025 - Policy and Procedures Committee.

Description: The function of this committee is to provide recommendations on all new issues that have the potential for requiring the Board to adopt a final policy or position, or change existing policy, and may include:

- A. Personnel related policies, particularly those relating to Lane Charter, Code or Manual provisions;
- B. The operating procedures between the Board, the County Administrator, and elected and administrative Department Directors;
- C. The development of rules and procedures on the Board's internal operations. This could include such issues as Board representation on committees or organizations, and the authority and role of those representatives or procedures for making Board appointments to the Budget or Advisory Committees; and
- D. Other policy matters referred by the Board.

DEPARTMENT:	County Administration Office.
MEETING SCHEDULE:	As needed.
TYPE OF COMMITTEE:	Standing.
MEMBERSHIP:	Two (2) Lane County Board of Commissioners. County Administrator. County Counsel. Three (3) Department Directors, at least one of which must be elected. Nonvoting Department managers and staff support, as required.
MEMBERSHIP TERM:	Commissioners appointed through annual committee assignments process at the Board. (Staff members serve indefinite terms).
LIAISON REPRESENTATIVE :	Two (2) members of the Lane County Board of Commissioners will be appointed as liaisons representatives to this committee.
EXPIRATION DATE:	None.

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VACANCIES:	Either through the annual committee assignments process at the Board (Commissioner Representative) or vote of committee (county staff committee members).
REPORTS:	Per Lane County Advisory Committee Policy (Annual).
MINUTES/AGENDAS:	Posted to Committee webpage.
BYLAWS:	Posted to Committee webpage.

(Order 17-06-06-06, 6.6.17)

3.090.030 - Technology Management Team (TMT).

Description: The function of this committee is broad based, to provide recommendations to the Board regarding the following:

- A. Establish ongoing mission vision and direction for Lane County Technology Services;
- B. Review and monitor the current policies to insure the existence of an effective use of technology;
- C. Review and monitor the development and implementation of a multi-year strategic plan for technology;
- D. Review new technologies that offer opportunities to increase economy and efficiency in County operations, and champion those technologies with the Board of Commissioners; and,
- E. Review any other proposals having a technological impact on county operations.

DEPARTMENT:	Department of Technology Services.
MEETING SCHEDULE:	As needed.
TYPE OF COMMITTEE:	Standing.
MEMBERSHIP:	Three (3) department directors (or designees), representative of the largest users of the services of the Department of Technology Services. One (1) department director not included in above. The Director of the Department of Technology Services. The County Administrator. Two (2) Lane County Board of Commissioners. Other non-voting Participants. Interested department managers. Computer Services Managers with the consent of the committee.
MEMBERSHIP TERM:	Commissioners appointed through annual committee assignments process at the Board. (Staff members serve indefinite terms).
LIAISON REPRESENTATIVE :	Two (2) members of the Lane County Board of Commissioners will be appointed as liaisons representative to this committee.
EXPIRATION DATE:	None.
VACANCIES:	Either through the annual committee assignments process at the Board (Commissioner Representative) or vote of committee (county staff committee members).
REPORTS:	Per Lane County Advisory Committee Policy (Annual).
MINUTES/AGENDAS:	Posted to Committee webpage.
BYLAWS:	Posted to Committee webpage.

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(Order 01-10-31-4, 10.31.01; Order 03-11-12-6, 11.12.03; Order 07-5-23-2, 5.23.07; Order 09-4-29-1, 4.29.09; Order 09-6-3-3, 6.3.09; Order 11-9-14-1, 9.14.11; Order 17-06-06-06, 6.6.17)

3.095 - MULTI-JURISDICTIONAL COMMITTEES

Committee	Department
Human Services Commission	H&HS
Lane Workforce Partnership Advisory Board	Multi-jurisdictional
Metropolitan Wastewater Management Commission	Multi-jurisdictional

3.095.005 - Human Services Commission.

Description: Provides advice to the Board of County Commissioners and the Eugene and Springfield City Councils on community needs and priorities for human services. Its tasks will include: assisting in the development of an intergovernmental human services plan and budget, assisting in planning, review and evaluation of services in the intergovernmental human services plan; assisting in evaluation of proposals to provide services, providing for citizen participation in the planning process for community human services, and making recommendations to units of local government regarding their specific human services proposals.

DEPARTMENT:	Department of Health and Human Services.
MEETING SCHEDULE:	Monthly.
TYPE OF COMMITTEE:	Multi-Jurisdictional.
MEMBERSHIP:	Seven (7). The Committee will consist of seven members. Representation will be as follows: Three (3) representatives from the City of Eugene Two (2) representatives from Lane County Two (2) representatives from Springfield Representative delegations will include at least one (1) or more elected officials and may include one appointed budget committee member.
MEMBERSHIP TERM:	One (1) year, ending January 14.
LIAISON REPRESENTATIVE :	Two (2) members of the Lane County Board of Commissioners will be appointed as liaisons representatives to this committee.
EXPIRATION DATE:	None.
VACANCIES:	Filled by jurisdictions.
REPORTS:	N/A
MINUTES/AGENDAS:	N/A
BYLAWS:	N/A

(Order 00-8-16-1, 8.17.00; Order 17-06-06-06, 6.6.17)

3.095.010 - Lane Workforce Partnership Board.

Description: Carries out all responsibilities pursuant to the Job Training Partnership Act (Pursuant to Federal law), subsequent federal workforce legislation and the responsibilities of regional workforce

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committees pursuant to Oregon State Law. The Lane Workforce Partnership is the result of a consolidation between the Southern Willamette Private Industry Council and the Lane Regional Workforce Committee. The Lane Workforce Partnership will prepare and approve a budget for itself and may hire staff, incorporate and solicit and accept contributions and grant funds.

DEPARTMENT:	N/A.
MEETING SCHEDULE:	Monthly.
TYPE OF COMMITTEE:	Mandated Multi-Jurisdictional; Pursuant to Federal and Oregon State Law.
MEMBERSHIP:	<p>Thirty-three (33). There will be thirty-three (33) members. The majority of the membership must be representative of business and industry, who will be owners, chief executives, chief operating officers or other business and industry executives who have substantial management or policy responsibility.</p> <p>Seventeen (17) Business</p> <p>Four (4) Education</p> <p> Lane Community College;</p> <p> Lane Education Service District;</p> <p> Higher Education (U of O)</p> <p> K-12 selected by the Lane County Superintendents' Group</p> <p>Three (3) Labor</p> <p>Two (2) Community Based Organizations</p> <p>Three (3) Local Elected Officials</p> <p> Lane County Commissioner</p> <p> City of Eugene Councilor</p> <p> City of Springfield Councilor</p> <p>Three (3) Public Agencies</p> <p> Employment Department</p> <p> Adult and Family Services</p> <p> Vocational Rehabilitation</p> <p>One (1) Economic Development</p> <p>Business representatives will be selected from among individuals nominated by general purpose business organizations. The number of such nominations must be at least one hundred fifty percent (150%) of the number of business and industry slots to be filled. Labor representatives will be recommended by recognized state and local labor organizations or appropriate building trades councils. The remaining members will be individuals recommended by interested organizations. Each jurisdiction will appoint one-third (1/3) of the business and industry membership whenever possible. Public sector and labor appointments will be made by unanimous agreement of the chair of the Lane County Board of Commissioners and the mayors of Eugene and Springfield.</p>
MEMBERSHIP TERM:	Three (3) years, ending December 31
LIAISON REPRESENTATIVE :	One (1) member of the Lane County Board of Commissioners will be appointed as a liaison representative to this committee.
EXPIRATION DATE:	None.
VACANCIES:	N/A
REPORTS:	N/A
MINUTES/AGENDAS:	N/A
BYLAWS:	N/A

(Order 00-8-16-1, 8.17.00; Order 17-06-06-06, 6.6.17)

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3.095.015 - Metropolitan Wastewater Management Commission.

Description: Operates and maintains the regional sewerage facilities, adopts financing plan and operation budget.

DEPARTMENT:	City of Eugene.
MEETING SCHEDULE:	Monthly.
TYPE OF COMMITTEE:	Non-Mandated.
MEMBERSHIP:	Seven (7). Consists of: One (1) elected official from Lane County; One (1) elected official from City of Eugene; One (1) elected official from City of Springfield; Two (2) lay citizens appointed by the City of Eugene; One (1) lay citizen appointed by Lane County; and One (1) lay citizen appointed by the City of Springfield.
MEMBERSHIP TERM:	Three (3) years, ending January 31.
LIAISON REPRESENTATIVE :	One (1) member of the Lane County Board of Commissioners will be appointed as a liaison representative to this committee.
EXPIRATION DATE:	None.
VACANCIES:	Vacancies are filled by the Governing Body that has the vacancy. If the vacancy is an elected official, the Governing Body will appoint a member of their Council or Commission to fill the vacancy. If the vacancy is created by a citizen representative, the Governing Body will determine how to recruit and fill the vacancy.
REPORTS:	Annually for budget ratification. Staff reports to the Governing Bodies regarding the MWMC budget and Five (5) Year Capital Improvement Plan once per year.
MINUTES/AGENDAS:	Copies of the agenda and meeting materials are available at Springfield City Hall, and electronically on the MWMC's website at www.mwmcpartners.org .
BYLAWS:	Available for review on the MWMC's website at www.mwmcpartners.org .

(Order 00-8-16-1, 8.17.00; Order 17-06-06-06, 6.6.17)

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3.100.010 - Elected Officials Compensation Board (Lane County).

Description: Recommends to the Budget Committee and to the Board of County Commissioners a compensation schedule for County elected officials. Compensation Board is established pursuant to the authority granted by the Lane County Home Rule Charter.

Duties of the Elected Compensation Board:

Recommends to the Budget Committee a compensation schedule for County Commissioners and recommends to the Board of County Commissioners a compensation schedule for non-board elected officials (Assessor, Sheriff, Justice of the Peace, and District Attorney). The Compensation Board will consider at least the following when determining the compensation schedule:

- A. The compensation paid to persons comparably employed by the State of Oregon; local public bodies, private businesses, non-profit agencies, and/or other counties within a labor market deemed appropriate by the Compensation Board for each elected officer;
- B. The number of employees supervised; the size of the budget administered by each elective officer; the duties and responsibilities of each elective officer; and the compensation paid to subordinates and other appointed employees who serve in positions of comparable management responsibility. In any event, the Sheriff's compensation will be fixed in an amount which is not less than that for any member of the Department of Public Safety; and
- C. "Compensation" is to be evaluated on the basis of the total compensation received, as relevant to the particular elected position. For example, the District Attorney position receives health insurance benefits from the State of Oregon as a State official. Total compensation includes consideration of insurance benefits, retirement benefits (including pension and deferred compensation programs), time management or vacation and sick leave, life insurance, medical leave, and other fringe components.

The Compensation Board will prepare and approve by majority vote a recommended compensation schedule for the elective officers and will submit the recommended schedule to the Board of County Commissioners and/or the Budget Committee, with a copy provided to the Board of County Commissioners.

DEPARTMENT:	Department of Human Resources.
MEETING SCHEDULE:	As needed, but at least once each year in which there is a general election, prior to July 31 of that same year.
TYPE OF COMMITTEE:	Non-Mandated.
MEMBERSHIP:	Five (5). Consists of five members appointed by the County Administrator.
MEMBERSHIP TERM:	Four (4) years, ending December 31. No limit on number of terms.
LIAISON:	N/A
EXPIRATION DATE:	None.
VACANCIES:	Appointed by the County Administrator.
REPORTS:	As needed to the Board and/or Budget Committee when there are recommendations that could result in salary increases for elected officials.
MINUTES/AGENDAS:	Posted to Committee webpage.
BYLAWS:	Posted to Committee webpage.

(Order 00-8-16-1, 8.17.00; Order 06-1-25-5, 1.26.06; Order 17-06-06-06, 6.6.17)