

W69

TO: Board of County Commissioners
DEPARTMENT: Children and Families
PRESENTED BY: Alicia Hays, Department Director
AGENDA ITEM TITLE: IN THE MATTER OF APPROVING REVISED BYLAWS FOR THE LANE COUNTY COMMISSION ON CHILDREN AND FAMILIES

I. PROPOSED MOTION

IN THE MATTER OF APPROVING REVISED BYLAWS FOR THE LANE COUNTY COMMISSION ON CHILDREN AND FAMILIES

II. ISSUE OR PROBLEM

The Lane Manual requires all advisory committees and commissions to adopt bylaws, approve any subsequent revisions to the bylaws, and to submit revisions to the Board of Commissioners for approval.

III. DISCUSSION

A. Background/Analysis

The adoption of HB 2004 in the 1993 Legislative Session directed the creation of Local Commissions on Children and Families in all 36 counties throughout the state, charging the commissions with responsibility for system wide strategic planning and implementation of a wellness model for children and families.

On August 7, 2002 the Commission on Children and Families (CCF) Executive Committee met, reviewed and made changes to the current bylaws. *Attachment A: Lane County Commission on Children and Families Current Bylaws.* Recommended changes are in Articles II; III Sections 1-3; IV Sections 1,3, & 5; VI Sections 2-4; and VII Section 1. The commission at the September 18, 2002 meeting, according to policies and procedures, approved changes recommended by the CCF Executive Committee according to county established policies and procedures. *Attachment B: Proposed Bylaw Changes.*

The first change in Article II – Mission Statement replaces the mission statement with the revised CCF Mission Statement approved by the commission on May 15, 2002. The revised mission statement identifies the framework that guides our local commission in developing a culturally competent support system for all children and families in Lane County.

The second change in Article III Section 1 – inserts the Guiding Principles and goals of the commission. In January 2002 CCF Member James Mattiace presented to the Lane County Human Rights Commission a revised CCF Mission Statement that included a diversity statement for review and feedback. At that time the Lane County Human Rights Commission supported the diversity statement. CCF staff was directed to begin operationalize the revised mission statement.

The third change in Article III—Goals, Section 1 is to implement guiding principles and goals of the commission approved by the commission on May 15, 2002.

The fourth change in Article III, Section 2 is to correctly site the Oregon Revised Statute ORS 417.775 which specifies the roles of the local commission.
Attachment C: Excerpts from ORS 417.775.

The fifth change is the addition of Article III, Section 3 adopt the practice of having regular meetings with the Board of County Commissioners in order to fulfill the requirements of local commissions as outlined in Section 2.

The sixth change in Article IV—Membership, Section 1 corrects sentence structure in the second sentence to say, “**There shall be a countywide recruitment process, with members appointed....**”

The seventh change in Article IV—Membership, Section 3 changes the current bylaws to state, “**Youth representatives are appointed for a term of two (2) years with an option to serve four (4) years.**”

The eighth change in Article IV, Section 3 limits re-appointments to two (2) four year terms.

The ninth change in Article IV, Section 5, paragraph 2 clarifies that commission members who miss three unexcused meetings in a calendar year will be asked to resign from the Commission.

The tenth change in Article VI—Committees and Task Forces, Section 2, paragraph 2 establishes the membership of the Executive Committee to be the chair and at least one other voting commission member.

The eleventh change is the elimination of Article VI, Section 2, paragraph 3 regarding the membership of the Executive Committee. Committee membership is outlined in Section 3, Committee and Task Force Membership.

The twelfth change in Article VI, Section 3 establishes that committee and taskforce members may consist of former commission members or other members of the general public.

The thirteenth change in Article VI, Section 4 is the elimination of the section on professional task force.

The fourteenth change in Article VII—Meetings, Section 1 is of a grammatical nature. The proposed change is, “The Commission shall hold 1-2 meetings throughout the county, **with specific...**”

B. Alternatives/Options

1. Adopt the order and approve the revisions to the Lane County Commission on Children and Families Bylaws.
2. Reject the Order and return the bylaws to the Commission for additional revisions.

C. Recommendation

Option 1: Adopt the Order and approve the revisions to the Lane County Commission on Children and Families Bylaws.

IV. IMPLEMENTATION/TIMING

Upon approval of the Order, the Bylaws will go into effect immediately. Copies of the revised bylaws will be distributed to commission members, and staff will work with County Counsel to make the necessary changes in the Lane Manual.

IV. ATTACHMENTS

- A: Current CCF Bylaws
- B: Proposed CCF Bylaw Changes
- C: Excerpts from ORS 417.775

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER) **IN THE MATTER OF Approving Revised Bylaws for the**
) **Lane County Commission on Children and Families.**

WHEREAS, each advisory committee and commission is required to adopt Bylaws and submit them to the Board of Commissioners for approval, and

WHEREAS, the Commission on Children and Families adopted Bylaws in November of 2001, and

WHEREAS, the commission recommends to approve Bylaw revisions, and

NOW THEREFORE IT IS HEREBY ORDERED that the Revised Bylaws for the Commission on Children and Families be approved.

APPROVED this _____ day of _____, 2003.

Peter Sorenson, Chair
BOARD OF LANE COUNTY COMMISSIONERS

Attachment A: Current CCF Bylaws

LANE COUNTY COMMISSION ON CHILDREN AND FAMILIES

BY LAWS

ARTICLE I - NAME

SECTION 1. The name of this organization shall be: Lane County Commission on Children and Families, hereafter referred to as Commission.

ARTICLE II - MISSION STATEMENT

SECTION 1. Promote a community environment that protects nurtures and supports healthy children and families in healthy and safe communities within Lane County.

ARTICLE III - GOALS

SECTION 1. Develop policy and oversee the implementation of a comprehensive plan for service delivery in accordance with 1993 Oregon Laws Chapter 676 (the "Act") which shall include:

- Community needs assessments and mapping of services.
- Development of a comprehensive plan for all services to be provided for children and families in the county. The local plan shall be designed to achieve state and county outcomes, including the Oregon benchmarks, based on state guidelines.
- Allocation of funds in accordance with the comprehensive plan and evaluation of the implementation of programs funded by the commission.
- Development of appropriate recommendations for improvement or modification of such service to the Board of Commissioners.

ARTICLE IV - MEMBERSHIP

SECTION 1. NUMBER AND SELECTION: The Commission shall be made up of eighteen members. Countywide recruitment process, member appointment by the Board of Commissioners.

SECTION 2. LAY CITIZENS/PERSONS: A majority of the Commission plus the chairperson shall be laypersons. A layperson means a person whose primary income is not derived from either offering direct service to children and youth or being an administrator for a program for children and youth. Appointment to the commission shall reflect the county's ethnic and socioeconomic diversity and shall reflect expertise along the full spectrum of developmental stages of a child, from the prenatal stage through 18 years of age. Members shall include persons who have knowledge of the issues relating to children and families in the affected communities, including education and the court system.

SECTION 3. TERMS OF OFFICE: Members are appointed for a term of four (4) years. The appointed terms shall be staggered so that approximately one quarter of the terms expire each year. The appointing board or board of county commissioners may appoint a member for additional terms or may limit the number of terms that a member may serve. Terms expire on June 30.

SECTION 4. MEMBERSHIP: The membership of the Commission shall consist of two (2) County Commissioners, one from a rural and one from a metropolitan district; three (3) youth representatives (between the ages of 15 and 20 at the time of appointment) with a preference that one youth position represent a rural area and one youth position represent a metropolitan area; two (2) rural representatives; and eleven (11) at large members.

SECTION 5. DUTIES: All members shall be expected to attend and participate in all business of the Commission, and shall serve on at least one (1) committee. All members shall attend the board orientation training.

Members who miss three (3) or more Commission meetings in a calendar year may be asked to resign from the Commission. Member may be excused for non-attendance with a prior request to the staff for cause.

ARTICLE V - OFFICERS

SECTION 1. COMPOSITION: The Commission shall have a chairperson and such other officers, as the Commission deems appropriate.

SECTION 2. *CHAIRPERSON:* The Chairperson of the Commission is a lay citizen appointed by the appointing authority. The term of office shall be a two-year term with a two-term limit. The Chairperson shall: call meetings, set the agenda, preside at all meetings, make appointments to committees and make assignments as necessary to carry out the purposes of the organization. The Chairperson has authority to act on behalf of the Commission, when and where so authorized by a majority vote of the membership. The Chairperson shall be an ex-officio member of all committees.

SECTION 3. *VICE CHAIRPERSON :* The Commission shall elect one of its members to the position of Vice-Chairperson. The Vice-Chairperson will be responsible for presiding at any regular or special meeting of the Commission in the absence of the Chairperson and assisting the Chairperson in discharging the duties of that office. The term of office shall be a two-year term with a two-year limit.

SECTION 4. In the absence of the chairperson and vice-chair, a chairperson of one of the functioning committees shall assume the duties of the chair with the consent by acclamation of the membership. In the absence of the chairperson, vice chair, and chairperson of a functioning committee the duties of the chair shall be assumed by a voting member of the Commission with the consent by acclamation of the membership.

ARTICLE VI - COMMITTEES AND TASK FORCES

SECTION 1. *NUMBER AND DESIGNATION :* The Commission shall have the responsibility to create committees and task forces with such responsibilities as the Commission directs.

SECTION 2. *EXECUTIVE COMMITTEE :* From time to time it may be necessary for Commission action to be taken in a time frame that precludes waiting until the next scheduled meeting of the Commission occurs. In order to facilitate situations under such circumstances, an Executive Committee shall be established which shall have the authority to act on behalf of the Commission.

The Executive Committee shall be made up of the Chair, Vice-Chair and three voting commission members.

At the discretion of the Chair/Vice-Chair, a slate of three candidates will be proposed either by asking for volunteers or by appointment. Their names will be placed in nomination to the entire membership of the commission. The commission may elect the slate proposed by the Chair and Vice-Chair, or nominate an entirely different slate than that proposed by the Chair and Vice-Chair.

SECTION 3. COMMITTEE AND TASK FORCE MEMBERSHIP : The Commission Chairperson shall appoint committee and task force members and chairpersons. The Committee and Task Force Chairpersons shall be responsible for scheduling committee meetings, assigning specific tasks related to the mandate for the committee or task force and reporting to the Commission concerning the work of the committee or task force.

SECTION 4. PROFESSIONAL TASK FORCE : The Commission Chairperson shall appoint a Professional Task Force comprised of representatives from the community-wide service delivery system. The Task Force will be advisory to the Commission providing expertise on services, programs and issues that affect children, youth and families.

ARTICLE VII - MEETINGS

SECTION 1. REGULAR MEETINGS: The Commission shall establish a schedule of regular meetings. Time, date, location and purpose of such meetings shall be announced with sufficient notice so as to allow members and the public to prepare for attendance and participation. The Commission shall hold 1-2 meetings throughout the county. Specific locations to be determined each year. The purpose is to allow for community and local citizen involvement and input to the Commission on Children and Families.

The Commission is a public body for purpose of ORS Chapter 192, and thereby subject to the statutory procedures related to public meetings.

SECTION 2. SPECIAL MEETING: The Chairperson may call special meetings by giving written or verbal notice to all members and the press at least 24 hours before the meeting.

SECTION 3. QUORUM: A quorum shall consist of a majority of the membership.

SECTION 4. VOTING: There shall be no voting by proxy.

SECTION 5. MINUTES: Minutes shall be taken at all meetings by the designated Commission staff. All conflicts of interest shall be noted. Minutes shall be filed with the Board of Commissioners.

SECTION 6. PUBLIC INPUT: It is the policy of the Commission to maintain a maximum of public contact and receive a maximum of public input. In accord with this policy, all meeting notices shall be distributed to the media. Distribution of meeting notices shall be in a manner that maximizes the potential of the public to be aware of the proceedings of the Commission and to participate in its deliberation.

ARTICLE VIII - CONFLICT OF INTEREST

The Commission adopts the definition and resolution of Conflict of Interest as described in ORS 244.020 and ORS 244.120.

ARTICLE IX - AMENDMENT

SECTION 1. The Board of Commissioners may only amend these bylaws. The Commission may recommend amendments to the Board of Commissioners by two-thirds vote, providing that the proposed amendment has been submitted in writing at the previous regular meeting.

Attachment B: Proposed CCF Bylaws Changes

LANE COUNTY COMMISSION ON CHILDREN AND FAMILIES

BYLAWS

ARTICLE I - NAME

SECTION 1. The name of this organization shall be: Lane County Commission on Children and Families hereafter referred to as Commission.

ARTICLE II - MISSION STATEMENT

SECTION 1. ~~Promote a community environment that protects nurtures and supports healthy children and families in healthy and safe communities within Lane County. {The mission of the Commission on Children and Families is to promote and enhance a responsive, accessible system of supports that promotes wellness for all of Lane County's children, youth, and families.}~~

ARTICLE III - GOALS

SECTION 1. Guiding Principles and Goals of the Commission.

- **Family Centered Practices:** Families are the center of the system of supports for children and youth, and services are designed to meet the needs of all family members.
- **Comprehensive and Responsive Services:** Services and supports affirm and build on the strengths of children, youth, and families; are developmentally appropriate; and focus on prevention and wellness.
- **Respect for Diversity:** Policies and practices promote the consistent acknowledgement and appreciation of the culture and value systems of all children, youth, and families including the differences in cognitive and literacy levels, gender, culture,

religion, race, ethnicity, economics, language and communication skills, and physical ability.

- **Effective Partnerships:** Community, private and public sector partners join together to ensure access to comprehensive services for children, youth, and families.
- **Results-Based Accountability:** Accountability is ensured through the use of proven practices, and the ongoing monitoring and evaluation of results.
- **Commission Goals:** The following goals are critical to the wellness of Lane County's children, youth, and families. These goals help ensure a clearly focused vision and clearly directed community efforts:
 - Strong Nurturing Families
 - Healthy, Thriving Children
 - Healthy, Thriving Youth
 - Caring Communities

SECTION 2. Develop policy and oversee the implementation of a comprehensive plan for service delivery in accordance with ~~1993 Oregon Laws Chapter 676 (the "Act")~~ which shall include ~~{ORS 417.775, which specifies that a local commission shall:}~~

- ~~Community needs assessments and mapping of services.~~
 - ~~Development of a comprehensive plan for all services to be provided for children and families in the county. The local plan shall be designed to achieve state and county outcomes, including the Oregon benchmarks, based on state guidelines.~~
 - ~~Allocation of funds in accordance with the comprehensive plan and evaluation of the implementation of programs funded by the commission.~~
 - ~~Development of appropriate recommendations for improvement or modification of such service to the Board of Commissioners.~~
- (a) **Inform and involve citizens;**
 - (b) **Identify and map the range of resources in the community;**
 - (c) **Plan, advocate and fund research-based initiatives for children who are 0 to 18 years of age and their families;**
 - (d) **Develop local policies, priorities and measurable outcomes;**

- (e) **Prioritize activities identified in the local plan and mobilize the community to take action;**
- (f) **Prioritize the use of non-dedicated resources;**
- (g) **Monitor implementation of the local plan; and**
- (h) **Monitor progress of and evaluate the outcomes identified in the local plan that are reviewed under ORS 417.797, and report on the progress in addressing priorities and achieving outcomes.**

SECTION 3. The CCF shall have regular meetings with the Board of County Commissioners as necessary to fulfill the responsibilities outlined above.

ARTICLE IV - MEMBERSHIP

SECTION 1. NUMBER AND SELECTION: The Commission shall be made up of eighteen members. **{There shall be a countywide recruitment process, with members appointed by the Board of Commissioners.}**

SECTION 2. LAY CITIZENS/PERSONS: A majority of the Commission plus the chairperson shall be laypersons. A layperson means a person whose primary income is not derived from either offering direct service to children and youth or being an administrator for a program for children and youth. Appointment to the commission shall reflect the county's ethnic and socioeconomic diversity and shall reflect expertise along the full spectrum of developmental stages of a child, from the prenatal stage through 18 years of age. Members shall include persons who have knowledge of the issues relating to children and families in the affected communities, including education and the court system.

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SECTION 4. MEMBERSHIP: The membership of the Commission shall consist of two (2) County Commissioners, one from a rural and one from a metropolitan district; three (3) youth representatives (between the ages of 15 and 20 at the time of appointment) with a preference that one youth position

represent a rural area and one youth position represent a metropolitan area; two (2) rural representatives; and eleven (11) at large members.

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until the next scheduled meeting of the Commission occurs. In order to facilitate situations under such circumstances, an Executive Committee shall be established which shall have the authority to act on behalf of the Commission.

The Executive Committee shall be made up of the **at least the Chair, Vice-Chair and at least one other voting commission member members.**

~~At the discretion of the Chair/Vice Chair, a slate of three candidates will be proposed either by asking for volunteers or by appointment. Their names will be placed in nomination to the entire membership of the commission. The commission may elect the slate proposed by the Chair and Vice Chair, or nominate an entirely different slate than that proposed by the Chair and Vice Chair.~~

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~~**SECTION 4. PROFESSIONAL TASK FORCE:** The Commission Chairperson shall appoint a professional Task Force comprised of representatives from the community wide service delivery system. The Task Force will be advisory to the Commission providing expertise on services, programs, and issues that affect children, youth, and families.~~

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ARTICLE IX - AMENDMENT

SECTION 1. The Board of Commissioners may only amend these bylaws. The Commission may recommend amendments to the Board of Commissioners by two-thirds vote, providing that the proposed amendment has been submitted in writing at the previous regular meeting.

Attachment C: Excerpts from O.R.S. 417.775

417.775 Purpose and duties of local commission; local coordinated comprehensive plan. (1) Under the direction of the board or boards of county commissioners, and in conjunction with the guidelines set by the State Commission on Children and Families, the main purposes of a local commission on children and families are to promote wellness for children of all ages and their families in the county or region, if the families have given their express written consent, to mobilize communities and to develop policy and oversee the implementation of a local coordinated comprehensive plan described in this section. A local commission shall:

- (a) Inform and involve citizens;
 - (b) Identify and map the range of resources in the community;
 - (c) Plan, advocate and fund research-based initiatives for children who are 0 to 18 years of age and their families;
 - (d) Develop local policies, priorities and measurable outcomes;
 - (e) Prioritize activities identified in the local plan and mobilize the community to take action;
 - (f) Prioritize the use of nondedicated resources;
 - (g) Monitor implementation of the local plan; and
 - (h) Monitor progress of and evaluate the outcomes identified in the local plan that are reviewed under ORS 417.797, and report on the progress in addressing priorities and achieving outcomes.
- (2)(a) A local commission may not provide direct services for children and their families.
- (b) Notwithstanding paragraph (a) of this subsection, a local commission may provide direct services for children and their families for a period not to exceed six months if:
- (A)(i) The local commission determines that there is an emergency;
 - (ii) A provider of services discontinues providing the services in the county or region; or
 - (iii) No provider is able to offer the services in the county or region; and
- (B) The family has given its express written consent.
- (3) The local commission shall lead and coordinate a process to assess needs and identify county or regional outcomes to be achieved. The process shall be in conjunction with other coordinating bodies for services for children and their families and shall include representatives of education, mental health services, developmental disability services, alcohol and drug treatment programs, public health programs, child care providers, law enforcement and corrections agencies, private nonprofit entities, local governments, faith-based organizations, businesses, families, youth and the local community. The process shall include populations representing the diversity of the county or region.
- (4) Through the process described in subsection (3) of this section, the local commission shall coordinate the development of a single local plan for coordinating programs, strategies and services for children who are 0 to 18 years of age and their families among community groups, government agencies, private providers and other parties. The local plan shall be a comprehensive area-wide service delivery plan for all services to be provided for children and their families in the county or region, if the families have given their express written consent. The local plan shall be designed to achieve state and county or regional outcomes based on state policies and guidelines and to maintain a level of services consistent with state and federal requirements.
- (5) The local commission shall prepare the local coordinated comprehensive plan and applications for funds to implement ORS 417.705 to 417.797 and 419A.170. The local plan, policies and proposed service delivery systems shall be submitted to the board or boards of county commissioners for approval prior to submission to the state commission. The local plan shall be based on identifying the most effective service delivery system allowing for the continuation of current public and private programs where appropriate. The local plan shall address needs, strengths and assets of all children, their families and communities, including those children and their families at highest risk.

(6) The local coordinated comprehensive plan shall include:

(a) Subject to the availability of funds:

(A) Identification of ways to connect all state and local planning processes related to services for children and their families into the local coordinated comprehensive plan to create positive outcomes for children and their families;

(B) Provisions for a continuum of social supports at the community level for children from the prenatal stage through 18 years of age, and their families, that takes into account areas of need, service overlap, asset building and community strengths as outlined in ORS 417.305 (2);

(C) A voluntary local early childhood system plan created pursuant to ORS 417.777;

(D) Local alcohol and other drug prevention and treatment plans developed pursuant to ORS 430.258; and

(E) The local high-risk juvenile crime prevention plan developed pursuant to ORS 417.855; and

(b) A list of staff positions budgeted to support the local commission on children and families. The list shall indicate the status of each position as a percentage of full-time equivalency dedicated to the implementation of the local coordinated comprehensive plan. The county board or boards of commissioners shall be responsible for providing the level of staff support detailed in the local plan and shall ensure that funds provided for these purposes are used to carry out the local plan.

(7) The local coordinated comprehensive plan shall:

(a) Improve results by addressing the needs, strengths and assets of all children, their families and communities in the county or region, including those children and their families at highest risk;

(b) Improve results by identifying the methods that work best at the state and local levels to coordinate resources, reduce paperwork and simplify processes, including data gathering and planning;

(c) Be based on local, state and federal resources;

(d) Be based on proven practices of effectiveness for the specific community;

(e) Contribute to a voluntary statewide system of formal and informal services and supports that is provided at the community level, that is integrated in local communities and that promotes improved outcomes for Oregon's children;

(f) Be presented to the citizens in each county for public review, comment and adjustment;

(g) Be designed to achieve outcomes based on research-identified proven practices of effectiveness; and

(h) Address other issues, local needs or children and family support areas as determined by the local commission pursuant to ORS 417.735.

(8) In developing the local coordinated comprehensive plan, the local commission shall:

(a) Secure active participation pursuant to subsection (3) of this section;

(b) Provide for community participation in the planning process, including media notification;

(c) Conduct an assessment of the community that identifies needs and strengths;

(d) Identify opportunities for service integration; and

(e) Develop a local coordinated comprehensive plan and budget to meet the priority needs of a county or region.

(9) The State Commission on Children and Families may disapprove a local coordinated comprehensive plan in whole or in part only upon making specific findings that the local plan substantially fails to conform to the principles, characteristics

and values identified in ORS 417.708 to 417.725 and 417.735 (4). If the state commission disapproves a local plan in whole, the state commission shall identify with particularity the manner in which the local plan is deficient. If the state commission disapproves only part of the local plan, the remainder of the local plan may be implemented. The staff of the state commission shall assist in remedying the deficiencies in the local plan. The state commission shall set a date by which the local plan or the deficient portion thereof shall be revised and resubmitted.

(10) If a local commission determines that the needs of the county or region it serves differ from those identified by the state commission, it may ask the state commission to waive specific requirements in its list of children's support areas. The process for granting waivers shall be developed by the state commission prior to the start of the review and approval process for the local coordinated comprehensive plan described in ORS 417.735 (4) and shall be based primarily on a determination of whether the absence of a waiver would prevent the local commission from best meeting the needs of the county or region.

(11) From time to time, the local commission may amend the local coordinated comprehensive plan and applications for funds to implement ORS 417.705 to 417.797 and 419A.170 upon approval of the board or boards of county commissioners and the State Commission on Children and Families.

(12) The local commission shall provide an opportunity for public and private contractors to review the components of the local coordinated comprehensive plan, to receive notice of any component that the county or counties intend to provide through a county agency and to comment publicly to the board or boards of county commissioners if they disagree with the proposed service delivery plan. [1993 c.676 §14; 1999 c.1053 §13; 2001 c.179 §1; 2001 c.276 §2; 2001 c.831 §11]