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AGENDA COVER MEMO

AGENDA DATE: March 18, 2009
TO: Board of County Commissioners
DEPARTMENT: Health & Human Services
PRESENTED BY: Rob Rockstroh



AGENDA TITLE: ORDER _____ / IN THE MATTER OF AMENDING CHAPTER 3 OF THE LANE MANUAL TO ADD CITATIONS REGARDING THE COMMUNITY MENTAL HEALTH ADVISORY COMMITTEE, RENAMING THE COMMITTEE, AND REVISING THE DESCRIPTION OF THE COMMITTEE (LM 3.524)

I. MOTION

In the Matter of Amending Chapter 3 of the Lane Manual to Add Citations Regarding the Community Mental Health Advisory Committee, Renaming the Committee, and Revising the Description of the Committee (LM 3.524)

II. AGENDA ITEM SUMMARY

Health & Human Services seeks to update the Oregon Administrative Rule (OAR) citations for the Community Mental Health Advisory Committee; to re-name the Community Mental Health Advisory Committee to the Mental Health Advisory/Local Alcohol and Drug Planning Committee; and, to revise the description of the membership of the committee re-establishing its membership.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

(1) The Board last made changes to the Community Mental Health Advisory Committee (LM 3.524) via BO 07-12-5-2. The current citations are: ORS 430.342, ORS 430.630(7) and OAR 309-014-0020(3). These are correct. However, two additional rules, one related to a Medicaid requirement for mental health services – OAR 309-016-0020(2) and one related to alcohol/drug addiction prevention services – OAR 415-056-0005(10), need to be added.

(2) The Board is also being asked to rename the committee to the Mental Health Advisory/Local Alcohol and Drug Planning Committee. When this standing committee was originally named, alcohol and drug addiction was thought to be a mental disorder and

the Community Mental Health Advisory Committee seemed to capture the extent of the committee's responsibility. Since that time, alcohol and drug addiction has been recognized nationally as a disorder separate from mental illness with separate protocols for treatment and prevention. Statutorily, the responsibility for citizen oversight of addiction disorder treatment and prevention has been assigned to a Local Alcohol and Drug Planning Committee. The name revision is sought to more fully capture this responsibility and reflect the statute.

(3) The last two revisions via BO 00-8-16-1 and BO 07-12-5-2 did not address nor change the description of this committee. The current description sets 12 as the total number of members and requires a majority of that number be present (7) for the conduct of business. This proposed change would increase the number of members to 13 by adding a representative from the mental health "Consumer Council."

The Consumer Council was created at the suggestion of the Mental Health Subcommittee in response to a request from consumers. Consumers of services from the Lane County Behavioral Health Program and members of Lane Care (the Oregon Health Plan Provider for mental health services in Lane County) asked for an opportunity to come together and provide input in regard to their needs and services.

The Consumer Council has been invited and has attended the Mental Health Advisory/Local Alcohol and Drug Planning Committee meetings on a sporadic basis. Adding a Consumer Council representative to the Committee will ensure that the Council has a voice in the planning and other business of the Committee.

The current LM 3.524 membership description excludes subcontractors of mental health services. However, substance abuse prevention and treatment and developmental disabilities services subcontractors all benefit from the work of the Committee. Thus, those entities need to be added to the exclusion.

Finally, the third change requested in regard to the description of the committee is a revision of the term. Currently, the term is "4 years, ending August 31." This revision seeks to have the terms end on October 31. This change will align membership terms with terms of office (in the committee bylaws).

B. Policy Issues

Item III A.(1) (above) updates references to the OAR and, consequently, increases the committee's responsibility to include substance abuse prevention programs.

Item III A.(2) (above) revises the committee name to more accurately reflect the statutory charge and responsibility but presents no policy issues. The Committee requests approval of a name change to: **Mental Health Advisory/Local Alcohol and Drug Planning Committee.**

Item III A.(3), Issue – Committee Description: Health & Human Services herewith submits a revised description to be incorporated under LM 3.524. (See attached)

Item III A.(3), Issue - Membership/Appointments: Per LM 3.524, this committee was originally established with twelve members. However, the addition of a representative of the Consumer Council requires that the membership now be expanded to 13 members. Including a representative from the Consumer Council on the Mental Health Advisory/Local Alcohol and Drug Planning Committee will fall in the realm of Performance Management (2) refining planning at the departmental level in the Lane County Strategic Plan. In addition to the county's annual plan, the Committee is required by statute to submit a biennial plan to the state that addresses the needs of mental health service consumers.

Item III A.(3), Issue - Membership/Appointments: The Mental Health Advisory/Local Alcohol and Drug Planning Committee is responsible for making service provider recommendations to the board of county commissioners for mental health services, alcohol/drug prevention and addiction treatment services and services for individuals with developmental disabilities. The suggested change in wording that includes services in addition to mental health presents no policy issues.

Item III A.(3), Issue – Term (above) revises the term of membership to end terms on October 31 rather than August 31. This is a simple revision to bring the terms in alignment with committee by-laws and presents no policy issues.

C. Board Goals

Meets Board objective of encouraging citizen participation.

D. Financial and/or Resource Considerations

None. These corrective actions would involve insignificant amounts of staff support time. The Mental Health Advisory/Local Alcohol and Drug Planning Committee has already completed a review of its by-laws, pursuant to proposing adoption of new by-laws by the Board in the near future.

E. Analysis

The changes proposed to correct annotations are routine in nature and the name change to the committee already commonly referred to as the Mental Health Advisory/Local Alcohol and Drug Planning Committee is also routine in nature.

The proposed changes to the description respond to the need to reflect the full responsibility and charge of the committee; to include a voice for consumers of mental health services; and, to align the Committee by-laws with the Lane Manual description.

F. Alternatives / Options

1. To correct the Oregon Administrative Rule citations for the Community Mental Health Advisory Committee (LM 3.524), to change the name of the committee to the Mental Health Advisory/Local Alcohol and Drug Planning Committee and incorporate the proper Committee description changes including a representative from the mental health Consumer Council.
2. To accept some but not all of the proposed actions stated above.
3. To take no action at this time.

IV. TIMING/IMPLEMENTATION

These changes would be integrated into the Lane Manual immediately upon adoption.

V. RECOMMENDATION

Staff recommends adoption of 1, above.

VI. FOLLOW-UP

These changes would also be incorporated into the on-line version of the Lane Manual and the Mental Health Advisory/Local Alcohol and Drug Planning Committee of Lane County would be instructed to prepare and submit revised by-laws for Board consideration no later than April 1, 2009.

VII. ATTACHMENTS

Board Order
LM Chapter 3 revisions (final and legislative formats)

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF AMENDING CHAPTER 3 OF THE
LANE MANUAL TO ADD CITATIONS REGARDING THE
COMMUNITY MENTAL HEALTH ADVISORY
COMMITTEE, RENAMING THE COMMITTEE, AND
REVISING THE DESCRIPTION OF THE COMMITTEE
(LM 3.506, 3.524)

WHEREAS, the citations related to the mandates associated with the Community Mental Health Advisory Committee do not include all of the appropriate Oregon Administrative Rule citations; and

WHEREAS, the Community Mental Health Advisory Committee will be more appropriately named the Mental Health Advisory/Local Alcohol and Drug Planning Committee; and

WHEREAS, Health & Human Services wishes to rename the Community Mental Health Advisory Committee as the Mental Health Advisory/Local Alcohol and Drug Planning Committee and, to revise the LM 3.524 description of this committee;

NOW THEREFORE IT IS HEREBY ORDERED that Lane Manual Chapter 3 is amended by deletion and substitution, as follows:

DELETE THIS SECTION

3.506

as located on pages 3-42 through 3-44
(a total of 3 pages)

Lane County Committees
Mandated Advisory Committees
and 3.524

as located on pages 3-63 through 3-67
(a total of 5 pages)

INSERT THIS SECTION

3.506

as located on pages 3-42 through 3-44
(a total of 3 pages)

Lane County Committees
Mandated Advisory Committees
and 3.524

as located on pages 3-63 through 3-67
(a total of 5 pages)

Said sections are attached hereto and incorporated herein by reference. The purpose of these substitutions and additions is to revise citations, committee name and committee description (LM 3.506, 3.524).

Adopted this _____ day of March, 2009

APPROVED AS TO FORM

Date 3/9/09 lane county


OFFICE OF LEGAL COUNSEL

Peter Sorenson, Chair
Lane County Board of Commissioners

3.506 Lane County Advisory Committee Policy.**(1) Formation & Dissolution of Committees**

(a) The Board of County Commissioners may create new committees based on its own initiative or on recommendations from staff, citizens or other sources.

(b) The Board, based on staff recommendations, may limit the amount of staff time and County fiscal resources committed to serving each committee.

(c) The Board shall assign the committee a specific charge by Board Order, which shall be included in Lane Manual Chapter 3. The Board will also establish the qualifications for membership, terms of office and determine time limits to be included in the committee's bylaws and summarized in Lane Manual, Chapter 3 (making reference also to any applicable state or federal laws). All actions of the Committee shall require the affirmative vote of the majority of the designated number of members, regardless of any vacancies. The County Administrator will provide sample bylaws in the Administrative Procedures Manual. The committee is responsible for preparing bylaws with an attached Board Order to be submitted to Legal Counsel and the Board for review and approval, unless provided otherwise.

(d) Each advisory committee shall provide the Board and County Administration an annual report detailing the committee's accomplishments over the past year and proposed work plan for the coming year. The annual report and work plan are due in the County Administration Office by February 1, each year unless statutorily required plans are due at different times. It is the responsibility of the department staff liaison to coordinate the development of the annual summary and work plan with the committee, and forward the report to County Administration for scheduling on the Board's Agenda.

(e) The County Administration Office on behalf of the Board shall conduct a review and evaluation of each committee annually. After the review, the County Administration Office may recommend to the Board whether the committee should continue, or be eliminated, consolidated or combined.

(2) Appointment Process

(a) Applications. Applications for advisory committee membership shall be accepted at any time and shall be kept for 12 months from the date of the application. Incumbents shall submit a complete new application to be considered for reappointment to an advisory committee. Refer to the specific Lane Manual section on the committee for other appointment information. Refer to the Administrative Procedures Manual for submission information and other details.

(b) Advertisement. Vacancies for specific committees shall be advertised for 30 days, unless the County Administrator determines that there is an adequate pool of candidates from a previous advertisement for the same advisory committee within the past six months. A shorter advertisement period may be utilized upon written request from the staff assigned to the committee to the County Administration Office.

(c) Time Frame for Application. Only those citizens who have formally applied for membership within the proper timeframe and have the proper qualifications as specified by the Board in Lane Manual, Chapter 3 may be considered for appointment to an advisory committee.

(d) Conflicts of Interest. In furtherance of the laws relating to conflicts of interest, no vendor shall serve on any advisory committee or board that deals with or makes recommendations on or awards of contracts with the vendor. In this context, "vendor" means any individual, partnership, joint venture, corporation, private non-profit organization or private for-profit organization who seeks to obtain a contract with the County to provide a service or product on some type of regular basis, i.e., more often than "infrequently" or "rarely." "Vendor" includes employees, board members and any

members of the organization who actively participate in the management of the organization.

(e) **Term.** Unless otherwise stated in enabling legislation or a specific Lane Manual section, appointments shall be for a term of four years, ending on the last day of the month specified for that committee, but staggered over the four-year period among the members. This provision shall apply to all appointments made after the date of adoption of this section.

(f) **Two-Term Limit.** In order to give more people an opportunity to participate on advisory committees, appointment of an individual to any one advisory committee shall be generally limited to two consecutive terms. This two-term limit shall apply to all positions appointed by Lane County which are not designated by the County or statute as being filled by a specific individual. However, in circumstances when the Board deems it in the County's best interest, the Board may reappoint an incumbent to more than two consecutive terms. An individual who has served for two terms may in all events be eligible for reappointment after not serving for one year.

(g) **Vacancy During a Term.** Whenever a vacancy occurs during a term, the replacement shall be appointed only to fill the unexpired portion of the term. If the vacancy is for a term which ends on a date other than that specified in the Lane Manual for that committee, the appointment will adjust the ending date of the term to comply with the appropriate Lane Manual section. Such service shall not be deemed a full term for the purposes of the two-term limit of LM 3. 506(2)(f). If the unexpired portion of the term is for six months or less, the appointment shall be for both the unexpired portion plus a full term. In that case, the appointment is considered as meeting one term of the two-term limit.

(h) **Interview.** The Board may designate certain committees to undergo an interview process prior to appointment and the Board retains authority to interview applicants for any of Lane County's advisory committees. The Board may appoint a subcommittee to conduct the interviews. The Board has designated these bodies as committees whose applicants will be interviewed as a vacancy occurs:

- (i) Board of Property Tax Appeals.
- (ii) County Fair Board.
- (iii) Planning Commission (Lane County).
- (iv) Mental Health Advisory/Local Alcohol and Drug Planning Committee.

The County Administrator is delegated authority to implement the interview process.

(i) **Notice.** Notice of committee vacancies shall be sent to city offices, public libraries and other sources, in addition to the normal news media list.

(j) **County Employees.** County employees shall not ordinarily be deemed eligible as citizen representatives on advisory committees. However, there are instances where such membership may be appropriate. The Board shall consider applications from County employees when the employee presents sufficient written rationale for membership to County Administration Office. The County Administration Office shall review and make recommendations to the Board. The Board can remove appointments in any case in which a problem may arise.

(3) **Communication Between Committees and the Board of County Commissioners**

(a) A copy of all minutes of advisory committee meetings shall be sent to the County Administration Office.

(b) Committee recommendations for public action must be submitted to the Board for approval prior to taking action.

(4) **Staff Support for Committees**

- (a) The staff person assigned to an advisory committee shall provide the support determined by the County Administrator.
- (b) Staff may participate in committee deliberations, but shall not vote on deliberations.
- (c) Staff may serve as chair for a new committee until it is sufficiently organized to elect officers. *(Revised by Order No. 00-8-16-1; Effective 8.17.00)*

TASK FORCES

3.507 Task Forces.

- (l) Creation of task forces:
 - (a) Task Forces will be created by Board action, or by the County Administrator in cases where Board policy is being implemented. Task forces which are created by the County Administrator will follow the guidelines in 3.507(c).
 - (b) When the Board creates a task force, the following procedures will be followed:
 - (i) The Board will give the task force a specific charge, and that charge will be transmitted to the task force through a Notice of Board Action. The charge will include a date on which the task force will complete their deliberations and report to the Board or request an extension.
 - (ii) In creating a specific task force, the Board will designate membership.
 - (iii) Meetings and Reports.
 - (iv) If the County Administrator is a member of the task force, he or she will call the first meeting. If the County Administrator is not a member of the task force(s), he or she will designate one of the members to call the first meeting.
 - (v) At the first meeting of the task force, a chairperson will be elected, the charge of the task force will be reviewed and a time frame will be established for meeting that charge.
 - (vi) The chairperson will be responsible for developing a memorandum to be sent to the County Administrator, listing the chairperson and the schedule for meeting the charge of the task force.
 - (vii) No later than every two months, the chairperson will submit a memorandum to the County Administrator, detailing the progress of the task force and outlining the status of deliberation.
 - (viii) Disbandment. When the task force has accomplished its original charge and has prepared a report to the Board of County Commissioners, the chairperson will contact the County Administrator to put the report on the Board agenda. The chairperson will then present the report to the Board. If the Board does not set any additional specific tasks or charges to the task force, the task force will cease to exist. If additional charges are given to the task force, then they will operate according to the above-established guidelines.
- (c) In cases where the County Administrator creates the task force, he or she will designate membership as well as the chairperson. A charge and date of completion for task force activities will be determined by the County Administrator who will have discretion as to when the task force is disbanded or extended. Progress reports will be presented to the County Administrator as needed and prior to the scheduled date of completion. *(Revised by Order No. 93-3-31-7; Effective 3.31.93)*

(a) **Scope and Function.** The function of this committee is broad based, to provide recommendations to the Board regarding the following:

(i) Establish ongoing mission vision and direction for Lane County information services.

(ii) Review and monitor the current policies to insure the existence of an effective use of technology.

(iii) Review and monitor the development and implementation of a multi-year strategic plan for technology.

(iv) Review new technologies that offer opportunities to increase economy and efficiency in County operations, and champion those technologies with the Board of Commissioners.

(v) Review any other proposals having a technological impact on county operations.

(b) **Membership.**

(i) Two members of the Board of Commissioners.

(ii) Three department directors (or designees), representative of the largest users of the services of the Department of Information Services.

(iii) One department director not included in (ii) above.

(iv) The Director of the Department of Information Services.

(v) The County Administrator.

(c) **Other Non-Voting Participants.**

(i) Interested department managers. Computer Services Managers with the consent of the committee. *(Revised by Order No. 01-10-31-4; Effective 10.31.01; 03-11-12-6, 11.12.03; 07-5-23-2, 5.23.07)*

LANE COUNTY COMMITTEES MANDATED ADVISORY COMMITTEES

<u>Committee</u>	<u>Responsible Department</u>	<u>Mandate</u>	<u>LM#</u>
1. Building Appeals and Advisory Board	PW/LMD	UBC 105	3.520
2. Commission on Children and Families	C&F	ORS 417.760	3.521
3. Public Safety Coordinating Council	CAO	ORS 423.560	3.522
4. Mental Health Advisory/Local Alcohol and Drug Planning Committee	H&HS	ORS 430.342; ORS 430.630(7); OAR 309-014-0020(3); OAR 309-016-0020(2); OAR 415-056-0005(10)	3.524
5. Farm Review Board	A&T	ORS 308A.095	3.526
6. Historic Resources Committee (Lane County)	PW/LMD	Goal 5	3.528
7. Community Action Advisory Committee	H&HS	ORS 458.505	3.530

8. Community Health Council	H&HS	Section 330, Public Health Service Act (42 U.S.C. 254b, et seq., as now or hereafter amended)	3.534
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NONMANDATED ADVISORY COMMITTEES

9. Public Health Advisory Committee	H&HS		3.538
10. Lane County Animal Services Advisory Committee.	H&HS		3.536
11. Lane County Commission for the Advancement of Human Rights	CAO		3.540
12. Law Library Advisory Committee	Legal Counsel		3.542
13. Parks Advisory Committee	PW/Parks		3.544
14. Resource Recovery Advisory Committee	PW/W. Mgmt.		3.546
15. Roads Advisory Committee	PW		3.548
16. Rural Community Improvement Council	CAO		3.549
17. Tourism Council (Lane County)	PW/Parks		3.550
18. Vegetation Management Committee	PW		3.552

MANDATED SPECIAL COMMITTEES/BOARDS

19. Board of Property Tax Appeals	MS	ORS 309.020	3.554
20. Budget Committee	MS	ORS 294.336	3.556
21. Fair Board (Lane County)	FAIR BOARD	ORS 565.210	3.558
22. Metropolitan Wastewater Service District Budget Committee	CAO	ORS 294.336	3.560
23. Planning Commission	PW/LMD	ORS 215.030	3.510

LANE COUNTY COMMITTEES/MULTI-JURISDICTIONAL COMMITTEES

24. Eugene-Springfield Metropolitan Partnership Board of Directors	City of Eugene		3.566
25. Human Services Committee	H&HS		3.568
26. Lane Workforce Partnership Advisory Committee	WFP	20 CFR 628.410; ORS 258A.458	3.570
27. Metropolitan Wastewater Management Commission	City of Eugene		3.572

OTHER APPOINTED COMMITTEES

28. Elected Officials Compensation Board MS 3.600

(Revised by Order No. 00-8-16-1; Effective 8.17.00; 07-10-24-8, 10.24.07; 07-12-5-2, 12.5.07; 07-12-12-5, 12.12.07)

ADVISORY COMMITTEES/MANDATED COMMITTEES

3.520 Building Appeals & Advisory Board.

Advises on building construction, suitability of alternate materials, methods of construction, and provides interpretations of building code. Serves as Board of Appeals in connection with administration of Structural and Mechanical Specialty Codes and Fire and Life Safety Regulations, Plumbing Specialty Code and Uniform Code for the Abatement of Dangerous Buildings.

STAFFING: Land Management Division

MEETS: As needed

MANDATED: UBC 105

MEMBERSHIP: (7) Consists of representatives of the building construction industry.

TERM: 4 years, ending June 30 *(Revised by Order No. 00-8-16-1; Effective 8.17.00)*

3.521 Commission on Children and Families.

Plans, initiates and coordinates systems to serve children and families throughout Lane County. The four major goals of the Commission are to promote a wellness system, create and encourage collaborative partnerships, establish structured community planning and decision making processes, and to maintain a framework of accountability. The Commission also develops policy and oversees the implementation of the local coordinated comprehensive plan. The Commission advises the Board of County Commissioners on critical issues and services affecting Lane County's children and families and serves as a local planning body for the Oregon Commission on Children and Families.

STAFFING: Department of Children and Families

MEETS: Monthly

MANDATED: ORS 417.760

MEMBERSHIP: (21) Consists of 21 members, the majority of whom are laypersons. A layperson is one 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. 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 represent a rural area and one youth position represent a metropolitan area; two (2) rural representatives; and fourteen (14) at-large members. The Board shall appoint the chair.

TERM: 4 years, ending June 30. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 07-2-21-1, 2.21.07)*

3.522 Public Safety Coordinating Council.

Under ORS 423.560, 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 15 years of age and less than 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.

In addition to the duties assigned to it under ORS 423.560, the Council develops and recommends to the Board the plan for use of state resources to serve the local youth offender population; coordinates local juvenile justice policy among affected juvenile justice entities; and in consultation with the Commission on Children and Families, develops and recommends 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.

STAFFING: County Administration

MEETS: Quarterly

MANDATED: ORS 423.560

MEMBERSHIP: Up to 20, selected by the Board (unless noted otherwise) as follows:

- (1) Police chief, selected by the police chiefs in the county
- (1) Sheriff;
- (1) District Attorney;
- (1) State Court Judge, appointed by Presiding Judge;
- (1) Public Defender or Defense Attorney, appointed by Presiding Judge;
- (1) Community Corrections Manager;
- (2) County Commissioners (1 Rural, 1 Metro);
- (1) Youth Services Department Director;
- (1) Public Health Official recommended by the Health and Human Services Department Director;
- (1) Mental Health Official recommended by the Health and Human Services Department Director;
- (3) Up to three lay Citizens;
- (1) City Councilor or Mayor, selected by the City of Eugene;
- (1) City Councilor or Mayor, selected by the City of Springfield;
- (1) City Manager or other City Representative, selected by the cities other than Eugene or Springfield;
- (1) County Administrator (non-voting);
- (1) Representative of the Oregon State Police (non-voting), selected by the Superintendent of Oregon State Police;
- (1) Oregon Youth Authority Representative (non-voting), selected by the Director of Oregon Youth Authority

TERM: 4 years, ending December 31 (*Revised by Order No. 01-5-9-1; Effective 5.9.01; 03-8-27-3, 8.27.03*)

3.524 Mental Health Advisory/Local Alcohol and Drug Planning Committee.

Advises the Board of County Commissioners as the local mental health authority, and the Director of the Department of Health and Human Services on community needs and priorities for mental health services and alcohol and drug abuse prevention and treatment services and shall assist in planning and in review and evaluation of those services.

STAFFING: Department of Health and Human Services
 MEETS: Monthly
 MANDATED: ORS 430.342, ORS 430.630(7), OAR 309-014-0020(3),
 OAR 309-016-0020(2), OAR 415-056-0005(10)

MEMBERSHIP: (13) Consists of 13 persons who are broadly representative of the community, with a balance of age, sex, ethnic, socioeconomic, geographic, professional and consumer interests represented. Membership shall include advocates for persons with mental or emotional disturbances, drug abuse problems, mental retardation or other developmental disabilities and alcoholism and alcohol abuse problems. It shall also include a number of minority members which reasonably reflects the proportion of the needs for alcoholism treatment and rehabilitation services of minorities in the community as well as a representative for the mental health Consumer Council. Subcontractors of mental health services, alcohol and drug prevention and treatment services, developmental disabilities services, their employees and their board members are barred from membership on this committee.

TERM: 4 years, ending October 31 *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 07-12-5-2, 12.5.07)*

3.526 Farm Review Board.

Advises the County Assessor with respect to the use of comparable sales figures in assessing agricultural land; the Board also advises the County Assessor as to whether figures or factors are proper under ORS 308A.092.

STAFFING: Department of Assessment and Taxation
 MEETS: Once or twice each year
 MANDATED: ORS 308A.095
 MEMBERSHIP: (5) Two appointed by the Board of Commissioners, two appointed by the Assessor and fifth member chosen by other four members.
 TERM: 2 years for Commissioner and Assessor appointees, 1 year for joint appointee, all ending January 31 *(Revised by Order No. 00-8-16-1; Effective 8.17.00)*

3.528 Historic Resources Committee (Lane County).

Represents a variety of historical interests and the interests of the property owners. Its tasks shall include: general concern with historical matters in the County; to monitor conditions affecting such resources; to devise criteria and methods for the selection of newly-designated historical resources; to advise the staff and officials of the County on proposed new historical sites and structures; to oversee the administration of the Historic Structures or Sites ordinance; and to perform other related tasks and duties. The Committee reports to the Planning Commissions and subsequently to the Board of County Commissioners.

STAFFING: Department of Public Works, Land Management Division
 MEETS: Monthly
 MANDATED: Lane County Goal 5, Policy 1 and Statewide Planning Goal 5
 MEMBERSHIP: (7) Reflects the geographic diversity of the County and other requirements of the Goals.
 TERM: 4 years, ending November 30 *(Revised by Order No. 00-8-16-1; Effective 8.17.00)*

3.530 Community Action Advisory Committee.

Provides advice to the Board of County Commissioners on the emergency basic needs and community action service systems, to address the needs of low income citizens of Lane County. Its tasks shall include: Reviewing and approving program policy related

3.506 Lane County Advisory Committee Policy.

(1) Formation & Dissolution of Committees

(a) The Board of County Commissioners may create new committees based on its own initiative or on recommendations from staff, citizens or other sources.

(b) The Board, based on staff recommendations, may limit the amount of staff time and County fiscal resources committed to serving each committee.

(c) The Board shall assign the committee a specific charge by Board Order, which shall be included in Lane Manual Chapter 3. The Board will also establish the qualifications for membership, terms of office and determine time limits to be included in the committee's bylaws and summarized in Lane Manual, Chapter 3 (making reference also to any applicable state or federal laws). All actions of the Committee shall require the affirmative vote of the majority of the designated number of members, regardless of any vacancies. The County Administrator will provide sample bylaws in the Administrative Procedures Manual. The committee is responsible for preparing by-laws with an attached Board Order to be submitted to Legal Counsel and the Board for review and approval, unless provided otherwise.

(d) Each advisory committee shall provide the Board and County Administration an annual report detailing the committee's accomplishments over the past year and proposed work plan for the coming year. The annual report and work plan are due in the County Administration Office by February 1, each year unless statutorily required plans are due at different times. It is the responsibility of the department staff liaison to coordinate the development of the annual summary and work plan with the committee, and forward the report to County Administration for scheduling on the Board's Agenda.

(e) The County Administration Office on behalf of the Board shall conduct a review and evaluation of each committee annually. After the review, the County Administration Office may recommend to the Board whether the committee should continue, or be eliminated, consolidated or combined.

(2) Appointment Process

(a) Applications. Applications for advisory committee membership shall be accepted at any time and shall be kept for 12 months from the date of the application. Incumbents shall submit a complete new application to be considered for reappointment to an advisory committee. Refer to the specific Lane Manual section on the committee for other appointment information. Refer to the Administrative Procedures Manual for submission information and other details.

(b) Advertisement. Vacancies for specific committees shall be advertised for 30 days, unless the County Administrator determines that there is an adequate pool of candidates from a previous advertisement for the same advisory committee within the past six months. A shorter advertisement period may be utilized upon written request from the staff assigned to the committee to the County Administration Office.

(c) Time Frame for Application. Only those citizens who have formally applied for membership within the proper timeframe and have the proper qualifications as specified by the Board in Lane Manual, Chapter 3 may be considered for appointment to an advisory committee.

(d) Conflicts of Interest. In furtherance of the laws relating to conflicts of interest, no vendor shall serve on any advisory committee or board that deals with or makes recommendations on or awards of contracts with the vendor. In this context, "vendor" means any individual, partnership, joint venture, corporation, private non-profit

(3) Communication Between Committees and the Board of County Commissioners

(a) A copy of all minutes of advisory committee meetings shall be sent to the County Administration Office.

(b) Committee recommendations for public action must be submitted to the Board for approval prior to taking action.

(4) Staff Support for Committees

(a) The staff person assigned to an advisory committee shall provide the support determined by the County Administrator.

(b) Staff may participate in committee deliberations, but shall not vote on deliberations.

(c) Staff may serve as chair for a new committee until it is sufficiently organized to elect officers. *(Revised by Order No. 00-8-16-1; Effective 8.17.00)*

TASK FORCES

3.507 Task Forces.

(I) Creation of task forces:

(a) Task Forces will be created by Board action, or by the County Administrator in cases where Board policy is being implemented. Task forces which are created by the County Administrator will follow the guidelines in 3.507(c).

(b) When the Board creates a task force, the following procedures will be followed:

(i) The Board will give the task force a specific charge, and that charge will be transmitted to the task force through a Notice of Board Action. The charge will include a date on which the task force will complete their deliberations and report to the Board or request an extension.

(ii) In creating a specific task force, the Board will designate membership.

(iii) Meetings and Reports.

(iv) If the County Administrator is a member of the task force, he or she will call the first meeting. If the County Administrator is not a member of the task force(s), he or she will designate one of the members to call the first meeting.

(v) At the first meeting of the task force, a chairperson will be elected, the charge of the task force will be reviewed and a time frame will be established for meeting that charge.

(vi) The chairperson will be responsible for developing a memorandum to be sent to the County Administrator, listing the chairperson and the schedule for meeting the charge of the task force.

(vii) No later than every two months, the chairperson will submit a memorandum to the County Administrator, detailing the progress of the task force and outlining the status of deliberation.

(viii) Disbandment. When the task force has accomplished its original charge and has prepared a report to the Board of County Commissioners, the chairperson will contact the County Administrator to put the report on the Board agenda. The chairperson will then present the report to the Board. If the Board does not set any additional specific tasks or charges to the task force, the task force will cease to exist. If additional charges are given to the task force, then they will operate according to the above-established guidelines.

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Bold indicates material being added
Strikethrough indicates material being deleted

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(ii) One elected Department Director or designee.
(iii) Nonvoting Department managers and staff support, as required.

(6) Technology Management Team (TMT).

(a) Scope and Function. The function of this committee is broad based, to provide recommendations to the Board regarding the following:

(i) Establish ongoing mission vision and direction for Lane County information services.

(ii) Review and monitor the current policies to insure the existence of an effective use of technology.

(iii) Review and monitor the development and implementation of a multi-year strategic plan for technology.

(iv) Review new technologies that offer opportunities to increase economy and efficiency in County operations, and champion those technologies with the Board of Commissioners.

(v) Review any other proposals having a technological impact on county operations.

(b) Membership.

(i) Two members of the Board of Commissioners.

(ii) Three department directors (or designees), representative of the largest users of the services of the Department of Information Services.

(iii) One department director not included in (ii) above.

(iv) The Director of the Department of Information Services.

(v) The County Administrator.

(c) Other Non-Voting Participants.

(i) Interested department managers. Computer Services Managers with the consent of the committee. *(Revised by Order No. 01-10-31-4; Effective 10.31.01; 03-11-12-6, 11.12.03; 07-5-23-2, 5.23.07)*

LANE COUNTY COMMITTEES
MANDATED ADVISORY COMMITTEES

<u>Committee</u>	<u>Responsible Department</u>	<u>Mandate</u>	<u>LM#</u>
1. Building Appeals and Advisory Board	PW/LMD	UBC 105	3.520
2. Commission on Children and Families	C&F	ORS 417.760	3.521
3. Public Safety Coordinating Council	CAO	ORS 423.560	3.522
4. Mental Health Advisory/Local Alcohol and Drug Planning Committee Community Mental Health Advisory Committee	H&HS	ORS 430.342; ORS 430.630(7); OAR 309-014- 0020(3); OAR 309- 016-0020(2); OAR 415-056-0005(10)	3.524
5. Farm Review Board	A&T	ORS 308A.095	3.526
6. Historic Resources Committee (Lane County)	PW/LMD	Goal 5	3.528