

W. S. C.

Agenda Date: August 3, 2011
TO: Board of County Commissioners
DEPARTMENT: Department of County Administration
PRESENTED BY: Liane Richardson, County Administrator

AGENDA ITEM TITLE: REPORT BACK: POLICIES AND PROCEDURES COMMITTEE

I. Motion

MOVE TO AMEND LANE MANUAL CHANGES ON STANDING COMMITTEES; ADVISORY / MANDATED AND NONMANDATED COMMITTEES FOUND IN CHAPTER 3.515 - 3.552 IN ORDER TO INCORPORATE HOUSEKEEPING CHANGES AND BOARD INVOLVEMENT ON EACH OF THOSE COMMITTEES.

II. Issue / Question

Should the Board of Commissioners amend Lane Manual to incorporate changes to the internal and external committees that reflect the work of the Policies and Procedures Committee which evaluated the need, focus, and role of the Board for each committee?

III. Discussion

a. Background

On January 5, 2011 the Board of Commissioners discussed appointing representatives to various committees and agencies. The Board approved representatives on the countywide non-mandated internal committees. A revised board order was to come back to the board. On January 12, 2011 the Board approved Order No. 11-1-12-4 in the matter of appointing representatives to various committees and agencies. The Board also discussed appointing liaisons to various committees and agencies and had a discussion about the roles of commissioners on these committees. It was later moved to refer the appointments of commissioners liaisons to certain committees and agencies to the Policy and Procedures Committee with a report back to the Board on any recommended changes.

From March through June of 2011 the Policies and Procedures Committee met several times to work through both the internal and external committees to discuss the makeup of those committees. They discussed each committee, updated housekeeping items, and asked for feedback from both staff and existing committee members.

b. Analysis

The Policies and Procedures Committee looked at existing committees and examined the need, focus, and the role for the Board of Commissioners in each of the committees. The following is a list of those with the most significant changes. The attachment identifies the recommended changes to Lane Manual that incorporate the work of the Policies and Procedures Committee.

For the Advisory/Mandated and Non-Mandated committees, we added language to most of the committees to address membership, stating that, “one member of the Lane County Board of Commissioners shall be appointed as a liaison.”

The Community Action Advisory Committee (CAAC) needs a Board Order to make a change that addresses the statute requiring that there be a mix of public officials and others. One of the public officials must consist of a Lane County member. A commissioner should be a member of this committee instead of acting as a liaison.

The Commission for the Advancement of Human Rights (LCCAHR) was modified to shift the focus of the group. It will focus on external human rights issues rather than internal issues. This addresses a long-time conflict between the written focus of the committee and the rules, regulations and policies surrounding how the County must deal with internal issues.

The Rural Community Improvement Council was removed from the list of committees. It had not met for years and had a similar focus as the Economic Development Standing Committee (EDSC). Policies and Procedures is recommending that two at-large members who work or live in a rural community be added to the EDSC.

Discussions about the Vegetation Management Advisory Committee (VMAC) ranged from disbanding it, to combining it with the Roads Advisory Committee or the Public Health Advisory Committee, to leaving it as it is. Prior to a moratorium on spraying this committee had more of a focus. The committee now struggles with a focus; no clear consensus came out of the Policies and Procedures Committee as to whether or not there should be a change in this committee. Board Direction is requested.

Annual reports - Some committees are currently required to complete an annual report. The Policies and Procedures committee felt there was value in having a written annual report from each of the committees. If a Board member wished to see a presentation or have a discussion with a particular committee, they could let the Agenda Team know and that could be set up.

IV. Alternatives / Options

1. Approve the recommended changes to Lane as proposed by the Policies and Procedures Committee and incorporate the Board's direction on VMAC.
2. Approve the recommended changes to Lane Manual that incorporate changes recommended by the Policies and Procedures Committee and not make recommendations regarding the VMAC.
3. Approve some of the recommended changes and suggest/approve other changes to Lane Manual regarding committees.
4. Not approve any of the recommended changes but suggest/approve other changes to Lane Manual regarding committees.
5. Do nothing and leave Lane Manual as it is.

V. Recommendation

Option 1 is recommended.

VI. Timing / Implementation

If this agenda item is approved, it would be effective immediately. The County Administrator will update procedures as necessary.

VII. Follow up

The Policies and Procedures committee will reconvene in November to discuss the Resource Recovery Advisory Committee and the process for appointees for next year.

VIII. Attachments

Lane Manual Changes

STANDING COMMITTEES

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3.515 Standing Committees.

The County needs a need for standing committees to advise the Board of Commissioners or the County Administrator in areas of interest of the County. The following committees have been formed to meet those needs. Each standing committee shall provide an annual report to the Board by February of each year that highlights the progress, successes and challenges the committee experienced in the prior calendar year. of the committee. The following standing committees shall meet jointly with the full Board of County Commissioners on matters pertinent to their charge, and shall not meet as a separate unit unless the committee obtains prior Board approval for a separate meeting. Such requests should be submitted via a proposed Board Order for the consent calendar whenever possible. If not possible, requests should be submitted to the Chair of the Board of Commissioners.

- (a) Policies and Procedures
- (b) Legislative Affairs
- (c) Finance & Audit
- (d) Technology Management Team
- (e) Savings are Valuable to Employees (S.A.V.E.) Committee
- (f) Facilities
- (g) Economic Development Standing Committee

The County Administrator is responsible for arranging the joint meetings on an "as-needed basis" in a rotating fashion on Tuesdays and Wednesdays. The County Administrator is encouraged to vet each standing committee's presentation prior to coming before the full Board, and may ask any commissioner as needed for their participation in this process.

(1) Economic Development Committee.

(a) Scope and Function. This committee provides recommendations to the Board regarding Lane County's economic development policies and activities, including:

- (i) Development and periodic review of Lane County's Economic Development Plan.
- (ii) Analysis of proposed uses of County real estate for economic development purposes.
- (iii) Review and analysis of economic development proposals or grants requiring Lane County sponsorship or participation.
- (iv) Review and analysis of requests from outside economic development agencies or programs.

(b) Membership.

- (i) Five lay citizens appointed by individual Commissioners.
- (ii) Two at-large members selected by the Board as a whole.
- (iii) Two additional at-large members living or working in rural Lane County.
- (iii) Two Lane County Board of Commissioners (ex-officio status).

(c) Term

All members serve at the will of the Commissioner who appointed them, but for no longer than four years without reappointment.

(d) Meeting Frequency

The Committee shall meet as needed, but no less than quarterly.

(2) Facilities Committee.

(a) Scope and Function. The function of this committee is to provide recommendations to the Board regarding County owned facilities issues in the following areas:

- (i) The Capital Improvement Program (CIP) for County facilities.
- (ii) Real Property acquisitions and sales.
- (iii) Facilities Maintenance and Custodial Services.
- (iv) Construction and remodel activities.
- (v) Use of County facilities.

(b) Membership.

- (i) ~~Two Lane County Board of Commissioners~~
- (ii) The County Administrator.
- (iii) The Director of the Department of Management Services.
- (iv) ~~Three other Department Directors, at least one of which must be~~

~~elected. One at-large lay citizen, who is not a vendor, as described in LM 3.506(2)(d), who will serve at the will of the Board of Commissioners, but for no longer than four years without reappointment.~~

(c) Meeting Frequency: Monthly or as needed

(3) Finance and Audit Committee.

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

- (i) Review and monitor the current procedures to insure the existence of an effective financial system with appropriate internal controls.
- (ii) Maintain overview responsibilities for both external and internal audit functions.
- (iii) Review the development and implementation of a multi-year audit program for Lane County.

(iv) 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.

(v) Provide a communication link between the independent auditors and the Board.

(vi) Develop and implement internal management audits of specific units of County government. These audits are to be both fiscal and operational.

(vii) Analysis of new programs that offer opportunities to increase economy and efficiency in County operations.

(viii) Review and monitor the development of a multi-year financial plan that forecasts revenue and expenditures for major County programs.

(ix) Review any other proposals having financial impact on County operations.

(x) Oversee and evaluate County Performance Auditor.

(b) Membership.

(i) ~~Two Lane County Board of Commissioners~~ County Administrator.

(ii) ~~County Counsel, One elected department director or designee~~

(iii) ~~County Administrator – non voting~~

(iv) ~~County Counsel – non voting~~ One elected department director or

~~designee.~~

(iv) Nonvoting department managers and staff support, as required.

(c) Meeting Frequency: Monthly or as needed.

(4) Legislative Committee.

(a) Scope and Function. The function of this committee is to oversee all aspects of Lane County's legislative program and:

- (i) Ensure staff review of all County-oriented legislation.
- (ii) Submit legislation to the Board for consideration.
- (iii) Coordinate all staff lobbying activities.
- (iv) Monitor state legislative activities.
- (v) Determine the relative priority of County legislation per Board

direction.

(b) Membership.

- (i) County Administrator.
- (ii) All department directors or designees.
- (iii) Two Lane County Board of Commissioners
- (iv) Other staff support, as required.

(c) Meeting Frequency: As needed.

(5) Policy and Procedures Committee.

(a) Scope and Function. 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:

- (i) Personnel related policies, matters particularly those relating to Lane Charter, Code or Manual provisions.
- (ii) The operating procedures between the Board, the County Administrator, and elected and administrative Department Directors.
- (iii) 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.
- (iv) Other policy matters referred by the Board.

(b) Membership.

- (i) Two Lane County Board of Commissioners
- (ii) County Administrator.
- (iii) County Counsel.
- (iv) Three Department Directors, at least one of which must be elected. One

elected Department Director or designee.

(iii)

(vi) Nonvoting Department managers and staff support, as required.

(c) Meeting Frequency: As needed.

(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.

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- (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) Three department directors (or designees), representative of the largest users of the services of the Department of Information Services.
 - (ii) One department director not included in (i) above.
 - (iii) The Director of the Department of Information Services.
 - (iv) The County Administrator.
 - (v) Two Lane County Board of Commissioners
- (c) Other Non-Voting Participants.
 - (i) Interested department managers. Computer Services Managers with the consent of the committee

(d) Meeting Frequency: As needed. (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, 09-4-29-1, 4.29.09; 09-6-3-3, 6.3.09)

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	Formatted: Font: 12 pt
2. Commission on Children and Families	C&F	ORS 417.760	3.521	Formatted: Font: 12 pt
3. Public Safety Coordinating Council	CAO	ORS 423.560	3.522	Formatted: Font: 12 pt
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	Formatted: Font: 12 pt
5. Farm Review Board	A&T	ORS 308A.095	3.526	Formatted: Font: 12 pt
6. Historic Resources Committee (Lane County)	PW/LMD	Goal 5	3.528	Formatted: Font: 12 pt
7. Community Action Advisory Committee	H&HS	ORS 458.505	3.530	Formatted: Font: 12 pt

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

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9. Public Health Advisory Committee H&HS 3.538

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10. Lane County Animal Services Advisory Committee. H&HS 3.536

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11. Lane County Commission for the Advancement of Human Rights CAO 3.540

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12. Law Library Advisory Committee Legal Counsel 3.542

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13. Parks Advisory Committee PW/Parks 3.544

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14. Resource Recovery Advisory Committee PW/W. Mgmt. 3.546

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15. Roads Advisory Committee PW 3.548

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16. Rural Community Improvement Council CAO 3.549

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17. Tourism Council (Lane County) PW/Parks 3.550

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18. Vegetation Management Committee PW 3.552

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MANDATED SPECIAL COMMITTEES/BOARDS

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19. Board of Property Tax Appeals MS ORS 309.020 3.554

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20. Budget Committee MS ORS 294.336 3.556

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21. Fair Board (Lane County) FAIR BOARD ORS 565.210 3.558

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22. Planning Commission PW/LMD ORS 215.030 3.510

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LANE COUNTY COMMITTEES/MULTI-JURISDICTIONAL COMMITTEES

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23. Eugene-Springfield Metropolitan Partnership Board of Directors City of Eugene 3.566

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24. Human Services Committee H&HS 3.568

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25. Lane Workforce Partnership Advisory Committee WFP 20 CFR 628.410; ORS 258A.458 3.570

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26. Metropolitan Wastewater Management Commission	City of Eugene	3.572
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OTHER APPOINTED COMMITTEES

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27. Elected Officials Compensation Board	MS	3.600
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(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; 09-4-29-1, 4.29.09; 11-1-19-3, 01-19-11)

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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.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

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 one (1) Lane County Commissioner ~~the County Administrator~~; 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; five (5) members appointed by

individual County Commissioners, and nine (9) at-large members, appointed by the Board of County Commissioners. 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, 09-4-29-1, 4.29 09)

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;
- (1) County Commissioner;
- (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;
- (1) Representative of the Oregon State Police (non-voting), selected by the Superintendent of Oregon State Police;

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- (i) 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; 09-4-29-1, 4.29.09*)

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.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to 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; 09-3-18-1; 3.18.09*)

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.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

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: As needed 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.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

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 to the expenditure of federal and state anti-poverty funds; being involved in and consulted on the hiring and firing of the designated Community Action Program Coordinator/Administrator; monitoring and evaluating program effectiveness; insuring the effectiveness of community involvement in the planning process; assuming all duties delegated it by the Board of County Commissioners.

- STAFFING: Department of Health and Human Services
- MEETS: Monthly or as needed
- MANDATED: ORS 458.505
- MEMBERSHIP: (12) The Committee shall consist of twelve members appointed by

the Lane County Board of Commissioners. Representation shall be as follows: A third of the members shall be public officials currently serving or their designees; at least a third of the members shall be representatives of low income persons in Lane County; the balance of the members shall represent business, industry, labor, religious, welfare, education or other major groups of interest in the community.

Public officials shall consist of at least one Lane County member, one City of Eugene member and one City of Springfield member. _____The remaining members are appointed by Board of Commissioners. Subcontractors of emergency basic needs or community action services, their employees and their board members are barred from membership on this committee.

TERM: 1 year, public officials
4 years, others, ending June 30 *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 08-8-6-1, 8.6.08)*

3.534 Community Health Council

Provides assistance and advice to the Board of Commissioners and the Health & Human Services Department's Community Health Centers of Lane County (CHCLC) in promoting its mission to provide comprehensive health care that is quality-driven, affordable and culturally competent to the people of Lane County. The Community Health Council will provide input and feedback to

Comment [JMW1]: LR notes. Most of Lane Manual and the statute requires that there be a mix of public officials and others and one of the public officials must consist of a Lane County member. A Commissioner should be a member instead of a liaison. Need a Board Order for this.

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generally advise the development, implementation and evaluation of CHCLC programs, including but not limited to all programs funded through the Federal Bureau of Primary Health Care Grant(s). This may include providing feedback and advice regarding the health care needs of Lane County residents. One goal of the Community Health Council is to review marketplace trends and to provide assistance and advice which reflect the economic realities of the marketplace. The Council shall participate in the selection and evaluation of the CHCLC Project Director/Program Manager, in accordance with County personnel policies and procedures. This Council shall assist with monitoring CHCLC operation in accordance with applicable federal, state and local laws and regulations; participate in planning and reviewing the CHCLC budget; review the budget and financial plan for each fiscal year, as well as the project budget and primary care grant renewals, and give recommendations prior to their submission to the Board of County Commissioners for adoption, in accordance with local budget law. The Council shall participate in planning, measuring and evaluating the CHCLC's progress in meeting its annual and long-term programmatic and financial goals, including client satisfaction with the services offered; participate in selecting the services provided by the CHCLC and in determining its operating hours and which services will be offered at which sites; participate in adopting health care policies regarding scope and availability of services; participate in approving or disapproving subsequent grant applications for the CHCLC's programs. The Council shall work with the H&HS/CHCLC's management team and with community leaders to actively engage in long-term strategic planning to build sustainability for the centers.

STAFFING: Department of Health & Human Services

MEETS: Monthly

MANDATED: Section 330 of the Public Health Service Act (42 U.S.C. 254b, et seq., as now or hereafter amended) and CFR 42 Part 51c subpart C.

MEMBERSHIP: (17) The Council shall have 17 members. Representation shall be from consumers, health care providers and community representatives as follows: 51% of the members of the Council must be individuals who are served by the CHCLC and must also be representative with respect to demographic factors. 49% of the members shall be representative of the CHCLC catchment area and will be selected for their expertise in community affairs, local government, finance, legal affairs, trade unions, commercial or industrial concerns or social service agencies. No more than half of the non-consumer representatives may derive more than 10% of their annual income from the health care industry. No member may be an employee of the CHCLC, spouse, or child, parent, brother or sister by blood or marriage.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: 4 years, ending June 30 (*Revised by Order No. 03-11-25-8, Effective 11.25.03; 07-12-5-2, 12.5.07*)

NONMANDATED COMMITTEES

3.536 Lane County Animal Services Advisory Committee.

Advises the Health and Human Services Director and the Board of County Commissioners on matters of animal service operations, program improvements, model and state of the art animal welfare, care control programs, and facilities.

STAFFING: Department of Health and Human Services

MEETS: Monthly or as needed

NONMANDATED

MEMBERSHIP: (7) Consists of five members appointed by individual Commissioners and two at-large members appointed by the Board of Commissioners.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: Commissioner appointed members serve at the will of the Commissioner who appointed them, but for no longer than 4 years without reappointment. The two at-large members serve at the will of the Board of Commissioners, but for no longer than 4 years without reappointment. (Revised by Order No 07-12-12-5; Effective 12.12.07; 09-4-29-1, 4.29.09)

3.538 Public Health Advisory Committee.

Makes recommendations to the Health Administrator and advises the Board of Health and Board of Commissioners on matters of public health, planning, policy development, control measures, funding, public education and advocacy; and, acts in a community liaison capacity to provide a link between the community and the Health Division.

STAFFING: Department of Health and Human Services

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (12) Consists of five members appointed by individual Commissioners, two at-large representatives and five members from the health professions including physicians, dentists, nutritionists and health educators.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. (Revised by Order No. 00-8-16-1; Effective 8.17.00; 07-12-5-2, 12.5 0709-4-29-1, 4.29.09)

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3.540 Lane County Commission for the Advancement of Human Rights (LCCAHR).

The protection of human rights is a primary responsibility of the County, based on the inalienable rights and inherent worth of all people. In light of that recognition, the LCCAHR shall:

Advise the Board of County Commissioners on the status of civil and human rights in the Lane County community, and provide the Board of County Commissioners and County departments community input and feedback regarding human rights and affirmative action; provide community education and outreach concerning human rights programs within Lane County; recommend, support, and assist in development of programs and seminars on human rights, cultural diversity, equal opportunity, and affirmative action; develop and publicize a system to assist persons in seeking resolution of harassment and discrimination complaints and recommend appropriate action; recommend policies and actions to improve access to County services and employment opportunities, and for overcoming cultural, linguistic and physical barriers which limit accessibility; and provide an annual report to the Board of County Commissioners on the progress and condition of human rights in Lane County (including past activities, future goals and the number, type, and resolution of complaints); hold at least three (3) Commission meetings outside the Eugene/Springfield area utilizing city council meetings, community forums, and joint meetings with the Commissioner of the District in which the

~~meetings are held; develop a work plan annually for the upcoming year; affirm, encourage, and promote programs and services designed to effectuate the spirit and intent of laws prohibiting discrimination and that recognize and value the cultural diversity of Lane County.~~

The LCCAHR may take positions on human rights issues as a commission and speak to the public solely on behalf of the LCCAHR. The members shall not take positions on behalf of the County without prior written approval. Positions can be distinguished by a clarifying comment on all written statements and a signature by the chair. Unless approved by the Board, positions taken by LCCAHR do not necessarily reflect the views or positions of the County or the Board of Commissioners. All such written statements must be copied to County Counsel.

~~STAFFING: County Administration, with collaborations with the Human Resources Department, and Department of Children and Families. The Board recognizes that dedicated staff is necessary to support the LCCAHR, track and report on complaints, act as liaison within the County organization, oversee grant writing, monitoring, and interns, and otherwise assist and provide administrative support to the LCCAHR.~~

~~MEETS: Monthly or as needed, with Commissioners attending commission meetings held in their district. In any case, one (1) Commissioner liaison should attend all commission meetings. Video conferencing should be made available as possible to ensure county-wide involvement.~~

~~NONMANDATED~~

~~MEMBERSHIP: (7) Consists of 7 members comprised of five (5) individual commissioner appointees and two (2) at-large appointees nominated by the individual commissioner appointees, but appointed by the Board as a whole.~~

~~No less than one, but no more than two (2) County employees may serve on the Commission.~~

~~LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.~~

~~TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. (Revised by Order No. 00-8-16-1, Effective 8.17.00; 02-8-28-15, 8.28.02; 05-10-12-3, 10.12.05, 06-11-29-4, 11.29.06; 07-10-24-8, 10.24.07, 09-4-29-1, 4.29.09; 09-11-10-1, 11.11.09)~~

3.542 Law Library Advisory Committee.

Works with assigned county staff to develop advice as to the financial requirements necessary to maintain adequate law library facilities and services.

STAFFING: Office of Legal Counsel

MEETS: Quarterly In December or January of each year to discuss the upcoming budget process and to prepare recommendations for County Counsel to forward on to the Administrator for preparation of the proposed budget.

NONMANDATED

MEMBERSHIP: (9) Consists of seven members appointed by the Lane County Bar Association, two at-large lay citizens appointed by the Board of Commissioners, and a member of the University of Oregon Law Library staff as an ex-officio member.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: At-large appointees serve at the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 05-5-11-4, 5 11.05; 09-4-29-1, 4.29.09)*

3.544 Parks Advisory Committee.

Advises the Board of County Commissioners on park needs of County residents and visitors regarding County park facilities. Recommends priorities for projects, including financial and operational development and acquisition. Also provides recommendations regarding long-range planning for future park programs and future park needs. Serves as a liaison group representing the concern of the community with regard to parks.

STAFFING: Department of Public Works

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (7) Consists of five members appointed by individual Commissioners and two at-large members.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 09-4-29-1, 4.29.09)*

3.546 Resource Recovery Advisory Committee.

Makes recommendations to the Board of Commissioners concerning administrative policy legislation, long-range planning and financing for the County's Solid Waste Program; also investigates possible alternative methods of garbage disposal and recycling programs.

STAFFING: Department of Public Works

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (16) Consists of five members appointed by individual Commissioners, seven at-large members appointed by the Board, one rural waste hauler, and three special regional members, one each from Springfield, Eugene and rural Lane County.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: All members serve at the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. *(Revised by Order No. 01-8-1-8; Effective 8.1.01; 09-4-29-1, 4.29.09)*

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3.548 Roads Advisory Committee.

Reviews road improvement needs; develops a Five-Year Capital Improvements Program; reviews and provides recommendations for long-range planning for future transportation needs, including alternative transportation modes and makes recommendations to the Board of Commissioners.

STAFFING: Department of Public Works

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (7) Consists of five members appointed by individual Commissioners and two at-large members.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. (Revised by Order No 01-8-1-8; Effective 8.1.01; 09-4-29-1, 4.29.09)

~~3.549 Rural Community Improvement Council~~

~~Analyzes the needs and issues of the non-metro communities and makes recommendations to the Board of Commissioners on any Lane County economic development activities including but not limited to recommendations on the rural component of video lottery funds and room tax funds. Advises the Board in accordance with the following purpose, goals and subjects:~~

~~Purpose: To provide a forum for discussion and an avenue for implementation of rural economic and community development projects and programs including: (1) Provides the mechanism for small communities to participate in policy development that affects them, focusing on diversification of rural opportunities (i.e. jobs); (2) Enhancement of the rural lifestyle and character that contributes to the economic and cultural stability of rural Lane County.~~

~~Goals: Develop rural community and economic development goals recognizing funding requirements, specific infrastructure needs and other factors important to rural incorporated and unincorporated communities in Lane County.~~

~~Primary Subject Areas: Rural/Urban Interaction, Economic Diversification/Enhancement of Rural Communities, Transportation, Housing, Job Creation, Long Term Resource Management and other issues established by the Rural Community Improvement Council.~~

~~STAFFING: Department of County Administration~~

~~MEETS: Monthly~~

~~NONMANDATED~~

~~MEMBERSHIP: (11) Consists of representatives of the following interests:
One from City in East Lane Commissioner District
One from City in West Lane Commissioner District
One from Unincorporated Community in East Lane Commissioner District
One from Unincorporated Community in West Lane Commissioner District
One At Large from East Lane Commissioner District
One At Large from West Lane Commissioner District
One from Business Community
One from Agricultural Community
One from Rural Fire Protection District
East Lane County Commissioner
West Lane County Commissioner
The Oregon Department of Transportation, Lane County Public Works Department and Land Management Division and other agencies as determined appropriate shall have ex-officio positions on the Rural Community Improvement Council.~~

~~TERM: 3 years, ending December 31 (Revised by Order No. 00-8-16-1; Effective 8.17.00)~~

3.550 Tourism Council (Lane County).

Advises the Board on policy issues and activities to enhance tourism throughout Lane County, including the implementation of a marketing plan toward which Lane County will allocate the dedicated funds from the Transient Room Tax.

STAFFING: Department of Public Works/Parks Division

MEETS: As needed

NONMANDATED

MEMBERSHIP: (5) Five members appointed by individual Commissioners.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. (Revised by Order No. 00-8-16-1; Effective 8.17.00; 08-11-25-5, 11.25.08; 09-4-29-1, 4.29.09)

3.552 Vegetation Management Advisory Committee

Acts as a forum for public input into the County's Integrated Vegetation Management (IVM) Program. Reviews vegetation management needs and related issues and makes recommendations to the Board of County Commissioners. Works with Public Works staff to establish vegetation management priorities in keeping with available funds and IVM methodologies. Reviews requests for vegetation management activities beyond the scope of routine maintenance. Reviews the program standards and policies, including long-range planning for future program needs and prepares recommendations for Board action as necessary. Serves as liaison group in representing the vegetation management concerns of the community to the Board and representing Board decisions to the community.

STAFFING: Department of Public Works

MEETS: As needed Monthly

NONMANDATED

MEMBERSHIP: (7) Five members appointed by individual Commissioners and two at-large appointments.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: Commissioner appointed members serve at the will of the Commissioner who appointed them, but for no longer than 4 years without reappointment. The two at-large members serve at the will of the Board of Commissioners, but for no longer than 4 years without reappointment. (Revised by Order No. 00-8-16-1; Effective 8.17.00; 09-4-29-1, 4.29.09; 09-7-8-2, 7.8.09)

Comment [LC2]: Policies and Procedures spent significant time discussing this committee. Recommendations ranged from disbanding this committee and assigning out the duties to the Roads Advisory Committee and the Public Health Advisory Committee, to broadening the charge of this committee to include community education and state public policy changes, to leaving it as it is. There was no formal recommendation that is being moved forward to the Board, so direction from the Board would be helpful

MANDATED SPECIAL COMMITTEES/BOARDS

3.554 Board of Property Tax Appeals.

Hears petitions for reduction of: a) The assessed value or specially assessed value of property as of January 1, but only if the value that is the subject of the petition was added to the roll prior to

December 1 of the tax year; b) The real market value of property, but only if the maximum assessed value of the property that is the subject of the petition is determined by ORS Chapter 308, and c) Corrections to value is made pursuant to ORS Chapter 311.

Board also considers applications to excuse liability for the penalty imposed under ORS 308.295.

STAFFING: Department of Management Services, Division of Chief Deputy County Clerk

MEETS: Variable between first Monday in February and April 15 of each year.

MANDATED: ORS 309.020

MEMBERSHIP: (3) ORS 309.067. The county governing body shall appoint a pool of members of the county-governing body or the governing body's designees, and a pool of nonoffice-holding residents of the county who are not employees of the county or of any taxing district within the county, who are eligible and willing to serve as members of the county board of property tax appeals.

The board shall consist of those persons selected by the County Clerk from the pool of board members appointed under ORS 309.067. The clerk shall complete the selection prior to the commencement of the board session. The board shall consist of one member of the pool described in ORS 309.067(1)(a) and two members of the pool described in ORS 309.067(1)(b).

Additional boards of property tax appeals may be selected by the County Clerk if necessary for the efficient conduct of business. Each additional board shall consist of one member of the pool described in ORS 309.067(1)(a) and two members of the pool described in ORS 309.067(1)(b). In order to avoid the appearance of a conflict of interest, any individuals who are actively involved in a real estate related business, including but not limited to, appraisers, real estate agents or consultants, property managers, or attorneys with a real estate or property tax practice, will not be appointed to the Board of Property Tax Appeals.

TERM: The term of each member of a county board of property tax appeals shall begin on the date of appointment and shall end on the June 30 next following appointment or when the member resigns or is replaced, whichever occurs first. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 03-11-12-11; 11.12.03)*

3.556 Budget Committee.

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.

STAFFING: County Administration

MEETS: As needed

MANDATED: ORS 294.336

MEMBERSHIP: (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.

TERM: 3 years, ending December 31 *(Revised by Order No. 00-8-16-1; Effective 8.17.00)*

3.558 Fair Board (Lane County).

Has the exclusive management of the ground and all other property owned, leased, used or controlled by the County and devoted to the use of the County Fair and is entrusted and charged with the entire business management and financial and other affairs of such fair.

STAFFING: Fair Manager

MEETS: Monthly

MANDATED: ORS 565.210

MEMBERSHIP: Consists of not less than three nor more than seven members.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

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TERM: 3 years ending December 31; two-term limit, absent extenuating circumstances. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 04-3-31-15, 3.31.04)*

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3.562 Planning Commission (Lane County).

See LM 3. 510. *(Revised by Order No. 00-8-16-1; Effective 8.17.00)*