



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: February 21, 2018

Department: Health Agenda Planning Date: 1/31/2018 Time required: 15-min

Audio/Visual aids

Contact: Corissa Neufeldt Phone: 503-763-5787

Department Head Signature: [Signature]

Form with fields: TITLE (Proposed IDDAC Amended Bylaws), Issue, Description & Background (1) The Intellectual and Developmental Disability Advisory Committee recently proposed amendments to it's By-laws to remove outdated language and incorporate the role of the HAB. The IDDAC seeks approval of its proposed Amendments., Financial Impacts: none, Impacts to Department & External Agencies: none, Options for Consideration, Recommendation: Approve proposed amendments for IDDAC By-laws, List of attachments: Proposed amended By-Laws;, Presenter: Corissa Neufeldt

Copies of completed paperwork sent to the following: (Include names and e-mail addresses.)

Copies to: Corissa Neufeldt, Cneufeldt@co.marion.or.us; Cyndey Nester, CNester@co.marion.or.us; Cary Moller, CDMoller@co.marion.or.us

MARION COUNTY
Intellectual and Developmental Disabilities Advisory Committee
BYLAWS

1. Name.

This advisory committee will be known as the Marion County Intellectual and Developmental Disabilities Advisory Committee hereinafter referred to as the "IDDAC".

2. Mission.

To serve the interests of the citizens of Marion County as a volunteer committee in an advisory capacity to the Health Advisory Board of Marion County, the Marion County Developmental Disabilities Program and the Health Department Administrator on all matters related to Intellectual and Developmental Disabilities (IDD). The IDDAC is created to involve individuals, families and community partners in program development and in the oversight of those local resources and services that address the needs of IDD individuals.

3. Purpose of IDDAC.

The IDDAC is established in accordance with OAR 411-320-0030 (10) for oversight of the Marion County Community Developmental Disabilities Programs, and ORS 430.631 as the disability issues advisory committee. The Marion County IDDAC will serve the public interest by participating with the Marion County Health Department in planning local programs, and oversight of local resources and services that address the needs of IDD individuals.

4. Goals.

The functions of the IDDAC include but are not limited to:

- a. Through the Health Advisory Board, advising the Board of Commissioners in its role as Local Mental Health Authority; IDD Program management on community needs and priorities for services; and assist in planning, reviewing, and evaluating services, functions, duties, and quality assurance

activities described in the Community Development Disabilities Program (CDDP's) management plan.

- b. Recommending program goals and objectives to the IDD Division Director, IDD Program Supervisor, Health Advisory Board, and Health Department Administrator.
- c. Participating in site reviews when feasible and makes recommendations for improvements
- d. Reviewing the CDDP Quality Assurance plan and makes recommendations for improvement where indicated at least annually.
- e. Performing other functions consistent with current Oregon Revised Statutes and Oregon Administrative Rules that define the required functions of the CDDP.

5. Membership.

a. Appointment

The IDDAC shall be appointed by the Marion County Board of Commissioners and serve at the Board of Commissioners' pleasure. Members shall be appointed for terms of four (4) years and may serve consecutive terms. Members may be appointed to any vacant position to serve a new term or the remainder of an existing term.

The DD Advisory Committee shall consist of a minimum of eight (8) and a maximum of twelve (12) members. Members must be residents of, do business in, or have one or more family members receiving services in Marion County.

b. Representation

Vacancies will be filled as they occur and as qualified candidates become available. As required in OAR 411-320-0030 (10), the IDD Advisory Committee membership should have a balanced representation based on geography, age, gender, ethnicity, socioeconomic status, professional and consumer interests and expertise.

Membership must include:

- i. No fewer than four (4), but no more than six (6) members who are either IDD individuals or family members of IDD individuals. IDDAC will at all times seek to have at least 50 percent of member positions filled by IDD individuals or family members of IDD individuals.
- ii. No fewer than two (2), but no more than four (4) service providers.
- iii. No fewer than one (1), but no more than two (2) advocates for the IDD community.

c. Duties/Expectations

Members will complete tasks assigned by the chair and will carry out assignments from committees to which they have been appointed. Members are expected to be knowledgeable about the essential matters confronting the IDDAC including policy guidelines. Members are expected to assist each other in orientation and education related to IDDAC responsibilities.

d. Attendance

All IDDAC members are expected to attend regularly scheduled meetings. If member fails to attend three (3) meetings in succession without cause, that position maybe declared vacant resulting in the member being deemed to have resigned and a recommendation may be made to the Board of Commissioners that the member be removed and a new member shall be selected.

6. Termination.

a. Resignation

Resignations by members shall be submitted in writing to the IDDAC chair and announced at the next regularly scheduled meeting. The chair shall forward a copy of the resignation to the Marion County Health Department Administrator and the Board of Commissioners.

b. Removal by Board of Commissioners

All IDDAC members serve at the pleasure of the Board of Commissioners.

The Board of Commissioners may remove a committee member on its own motion or upon the recommendation of the IDDAC.

c. Reasons for Removal

The Board of Commissioners may remove a member when it determines that it is in the interest of the IDDAC or the County to do so.

8. Meetings.

a. Public Meetings Law.

The IDDAC is a public body subject to the public meetings and records laws as stated in ORS chapter 192. All meetings will be open to the public.

b. Regular Meetings

The IDDAC shall meet at least quarterly. Regular meetings may be canceled or changed to another specific place, date, and time provided that actual notice is given. Meeting notice and agendas will be distributed in advance of the meeting.

c. Notice

The IDDAC will provide for and give public notice, reasonably calculated to give actual notice, to IDDAC members, interested persons, news media that have requested notice, and the general public. Notice shall include the date, time, and place for holding regular meetings. The notice will also include a list of the primary subjects anticipated to be considered at the meeting.

Distribution of meeting notices will be in a manner that maximizes the potential of the public to be aware of the proceedings and to participate.

d. Place of Meetings

IDDAC meetings are generally held at the 2421 Lancaster Dr. NE, Salem, Oregon. Members may attend either in person or electronically by conference call so long as persons in attendance and on the telephone can both hear and communicate with each other.

e. Decision Making Procedure

Each IDDAC member will be entitled to one vote on all issues presented at meetings at which the member is present. A majority vote is the primary decision-making method. A majority is defined as a majority of the IDDAC members appointed. A quorum will consist of greater than fifty percent (50%) of the total appointed committee membership.

f. Minutes

The staff member assigned to the IDDAC will cause meeting minutes to be prepared. Minutes will include a description of the members present, motions, proposals, resolutions, and orders proposed and their disposition, the results of all votes and a vote by each member by name, the substance of any discussions on any matter, and reference to any document discussed at that meeting. Minutes will be distributed to the membership one (1) week prior to a regular meeting. Minutes will also be distributed to the Health Advisory Board, the Health Department Administrator, Board of Commissioners and posted on the Health Department's website.

g. Agendas

Items may be placed on a meeting agenda by any IDDAC member or by county staff. The agenda will be distributed to members at least one (1) week prior to a regular meeting.

9. Officers.

a. Chair and Vice-Chair Appointment

The members of IDDAC will elect the chair and vice-chair, who shall serve at the pleasure of the Board of Commissioners. Thereafter, the IDDAC will nominate and elect a chair and vice chair every two (2) years. The chair and vice-chair shall serve a term of two (2) years. The IDDAC

may elect the chair or vice-chair to subsequent terms.

b. Chair Responsibilities

The chair will act as leader of the convened meeting. The chair will enforce IDDAC directives, guidelines and membership rules, participate with staff in preparation of meeting agendas, and will guide the conduct of public meetings.

c. Vice-Chair Responsibilities

In the absence of the chair, the vice-chair will assume the chair's responsibilities. If neither the chair nor vice-chair is available for a convened meeting, then the assembled quorum of the meeting will select a temporary chairperson to conduct the meeting.

d. Vacancies or Removal of Officers

The Board of Commissioners may remove a chair or vice-chair on its own motion or upon the recommendation of the IDDAC or the Health Department Administrator when it determines that it is in the interest of the IDDAC or the county to do so. If the chair position is vacated, the vice-chair will assume the chair's position. If the vice-chair position is vacated the IDDAC will elect an IDDAC member to complete the term.

10. Standing Committees.

a. Appointment

- i. The IDDAC may authorize the chair to appoint members to standing committees, established by the IDDAC.
- ii. The chair will recommend for consideration to the Health Department Administrator an IDDAC member to sit on the Health Advisory Board.

b. Committee Responsibilities

All appointed standing committees which are subcommittees that are ongoing are required to report their information and/or recommendations to the IDDAC.

11. Special Committees.

The IDDAC may authorize the chair to appoint members to special committees as necessary to deal with specific problems or issues. All appointed special committees are required to report their information and/or recommendations to the IDDAC.

12. Conflicts of Interest.

a. Declaration

The members of IDDAC are subject to ORS 244.020, 244.040, and 244.120 to 244.130, defining conflict of interest and establishing protocols for members of public bodies in Oregon. IDDAC members must review potential or actual conflicts of interest at minimum annually from date of appointment. IDDAC members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.

b. Potential Conflict Defined

A potential conflict of interest exists when an IDDAC member takes an action that reasonably could be expected to have a financial impact on that member, a relative, or a business with which the member or member's relative is associated. The IDDAC member may participate in an action after declaring the potential conflict and announcing its nature.

c. Actual Conflict Defined

An actual conflict of interest exists when an action is reasonably certain to result in a special benefit or detriment to the IDDAC member, a relative, or a business with which the member or member's relative is associated. The member will declare the actual conflict and announce its nature. The member must then refrain from taking any official action, except when the member's vote is necessary to achieve a quorum. When a vote is necessary to achieve a quorum, the member may vote, but may not participate in any discussion or debate on the issue out of which the actual conflict arises.

13. Amendment to Bylaws.

a. Initiated by Committee/Commissions

The IDDAC may propose amendments to the bylaws. Any recommendations agreed upon by the majority of the IDDAC shall be forwarded to the Board of Commissioners. Bylaws will be submitted to the Health Department Administrator and the Health Advisory Board by the committee chair every three years for review and approval.

b. Initiated by Board of Commissioners

The Board of Commissioners may initiate changes to the bylaws. These changes will be submitted to the IDDAC for review and consultation prior to the adoption.

c. Distribution

The Health Department will make any required revisions to the bylaws and distribute them to all members of the IDDAC.

14. Community Relations/Public Input.

Any member of the public will be welcome to attend and provide input at IDDAC meetings. Public comments will be encouraged and will be accepted verbally or in writing. Persons who require interpreter assistance, an assistive listening device, large print material or other accommodations for free, may call 503-588-5288 at least 48 hours in advance of the meeting. Anyone who wishes to voice opinions or present information or concerns to the IDDAC may attend meetings or contact either the chair, the vice-chair, or staff of the Health Department. Arrangements will be made and time will be allotted at meetings as appropriate to assure broad public participation.

RECOMMENDED BY IDDAC,

Chair

Date: _____

APPROVED BY THE MARION COUNTY BOARD OF COMMISSIONERS

Chair

Commissioner

Commissioner

Date: _____