

PASSED

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.
09-3-18-1

IN THE MATTER OF AMENDING CHAPTER 3 OF THE LANE MANUAL TO ADD CITATIONS REGARDING THE COMMUNITY MENTAL HEALTH ADVISORY COMMITTEE, RENAMING THE COMMITTEE TO THE MENTAL HEALTH ADVISORY/LOCAL ALCOHOL AND DRUG PLANNING COMMITTEE, AND REVISING THE DESCRIPTION OF THE COMMITTEE (LM 3.524)(ORS 430.342, ORS 430.630(7), OAR 309-014-0020(3), OAR 309-016-0020(2), and OAR 415-056-0005(10))

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

INSERT THIS SECTION

Table of Lane County Committees as located on pages 3-ii (a total of 1 page)

Table of Lane County Committees as located on pages 3-ii (a total of 1 page)

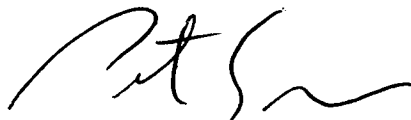
3.524 as located on pages 3-66 through 3-67 (a total of 2 pages)

3.524 as located on pages 3-66 through 3-67 (a total of 2 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 3.524).

Adopted this 18th day of March, 2009.

APPROVED BY: 3/13/09
20



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 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 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 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. Community Mental Health Advisory 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.

At right margin indicates changes
Bold indicates material being added
 Strikethrough indicates material being deleted

**LEGISLATIVE
 FORMAT**
 3.515-3.515

3.5153-515 Lane Manual

- (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

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|----|-------------------------------------|------|---|-------|
| 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 |

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 |

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- 26. Lane Workforce Partnership Advisory WFP 20 CFR 628.410; 3.570
Committee ORS 258A.458
- 27. Metropolitan Wastewater Management City of Eugene 3.572
Commission

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

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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;

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- (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 ~~Community~~
Mental Health Advisory 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. ~~It shall serve also as the Local Alcoholism Planning Committee.~~

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)(12)~~ Consists of 13 ~~12~~ 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~~ August 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