

July 29, 2010

TO: Interested Persons

FROM: Kay Metzger, Director

SUBJECT: Membership Recruitment for Disabilities Services Advisory Council

Senior & Disabled Services (S&DS), a division of Lane Council of Governments (LCOG), is seeking to fill vacancies on its Disability Services Advisory Council (DSAC).

S&DS is the designated Area Agency on Aging and Disability Service for Lane County. As such, it is the agency in Lane County responsible for planning and providing most publicly financed services for persons with disabilities and older persons.

The Disability Services Advisory Council meets in Eugene on the second Friday of every other month (odd numbered month) from 12:30 to 2:00 P.M. Additionally, Disability Services Advisory Council members are encouraged to participate on a standing committee, most of which meet monthly for approximately 1 ½ to 2 hours. The Council advises the LCOG Board of Directors and agency staff on service planning, coordination and provision; program development and operations; and advocacy. S&DS is committed to seeking advice from the Council to improve service delivery.

Enclosed please find an application and informational sheet to assist you in understanding the responsibilities and composition of membership. To apply for membership, please complete and return the enclosed application by August 27, 2010. Applications will be reviewed by the Council=s Nominating Committee; prospective candidates will be interviewed in early September.

The Committee will make membership recommendations to the Council at its September 2010 meeting. All membership appointments will then be forwarded to

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the LCOG Board of Directors, which will act on the recommendations of the Council at its October meeting. We anticipate that new members will receive orientation in October and will attend their first DSAC meeting in November.

Please feel free to contact me at 682-4432, if you have any questions about this process or content of this memo.

Thank you for your consideration.

Attachments

SENIOR & DISABLED SERVICES

a division of Lane Council of Governments

Application For Disability Services Advisory Council Membership

Name: _____ Phone/home: _____ Work: _____

Fax: _____ E-mail: _____

Home Address _____,
(Street or Box #) (City) (State) (Zip)

Business Address _____,
(Street or Box #) (City) (State) (Zip)

1. If employed, place of employment: -

2. How long have you lived in Lane County?

3. LCOG's Disability Services Advisory Council works to improve the quality and range of services and benefits for people with disabilities. Please describe any TRAINING or EXPERIENCES, including involvement with other community groups, which you will bring to the Council which will help it achieve its mission.

4. The Council normally meets every other month (odd numbered months), on the second Friday in the early afternoon. Will you be able to regularly attend meetings at this time?

Yes ___ No ___

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5. Please list issues of concern to you that relate to people with disabilities and/or the work of the Council.

6. In order to satisfy legal requirements and achieve balanced representation, the following information is requested:

Do you have a disability? Yes ___ No ___

Please identify: SEX Female ___ Male ___
AGE Under 60 years ___ 60 years or over ___

Place of Residence: (Check one)

Eugene/Springfield Metro Area _____
Small City or Town _____
Rural Area _____

7. Briefly explain why you want to be a member of the Council.

(Signature)

(Date)

Please return to: Patti Little
Senior & Disabled Services, LCOG
1015 Willamette Street
Eugene, OR 97401
Or Fax: 541-682-3959

LCOG: S:\MANAGEMENT\DSAC\WOMINATING\DSACAPP.DOC
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Compositions and Responsibilities of DSAC Standing Committees

Executive Committee: Composition of this committee includes the Chair, First Vice-Chair, Second Vice-Chair, and the Chairs of the Nomination, Procurement and Monitoring, and Long Term Care Committees.

The Executive Committee is responsible for assisting with the development of the agendas for regular meetings, acting on behalf of the Council between regular meeting, and assisting in the recruitment and screening of candidates for the position of Area Agency on Aging Director, when requested by LCOG.

Planning and Budget Committee: Composition of this committee includes no more than eleven (11) members (six Senior Services Advisory Council (SSAC) members, three Disability Services Advisory Council (DSAC) members and two SSAC Community Representatives). The First Vice-Chair of the SSAC is a member of the Planning and Budget Committee.

The Planning and Budget Committee is responsible for advising on needs assessment and planning activities, including recommending methods for gathering information on the problems and needs of seniors and people with disabilities in Lane County, recommending the allocation of available funds for services to address the needs, conducting public hearings on the Area Plan, and recommending the Area Plan and updates to the LCOG Board of Directors for approval.

Advocacy Committee: Composition on this committee includes two categories of members: core members and at-large members. Its core membership includes no more than eleven (11) members drawn from the Senior Services and Disability Services Advisory Councils (six SSAC and five DSAC members). At large members are a special category of Community Representative members. They are not appointed by LCOG; rather, they serve on the committee at their own pleasure. The Second-Vice Chair of the SSAC is a member of the Advocacy Committee.

The Advocacy Committee is responsible for monitoring, reviewing and recommending action to the Council on community, state, and national policies, programs, and actions, which affect seniors and persons with disabilities; maintaining a close liaison with local, state, and federal elected officials; and stimulating public interest in and support of, programs and policies which have been proposed or initiated to meet the problems and needs of Lane County=s

seniors and people with disabilities.

Nominating Committee: Composition on this committee includes no less than three and no more than five DSAC members.

The Nomination Committee is responsible for making nominations for the Council=s officers each September; recruiting, screening and recommending Council and Community Representative nominees to the Council (staff assistance is provided); and monitoring Council members meeting attendance.

Long Term Care Committee: Composition includes no more than eleven members, up to six of which are SSAC members and up to three of which are DSAC members. The balance is composed of Community Representative members.

The Long Term Care Committee is responsible for reviewing S&DS=s Long Term Care and Financial Services programs for older and disabled persons for the purpose of information gathering and dissemination; and advising on and, as appropriate, assisting with the monitoring and assessment of S&DS=s Long Term Care and Financial Services programs for both populations.

Ad Hoc Committees: The Council Chair may appoint any number of ad hoc committees to assist the Council Discharge it duties, Each committee shall have a clearly defined charge and specified period of duration.