

Subject: Roles and Responsibilities of the Planning and Budget Committee

Relevant provisions of the Bylaws of the Senior Services Advisory Council are displayed below. The roles and responsibilities of the Planning and Budget Committee are set forth in Article VIII, Committees, Part 2.c. Provisions regarding the coordinated between the Senior Services and Disability Services Advisory Councils are described in Article X.

ARTICLE VIII - Committees

1. Types of Committees: Two types of committees shall assist the Council accomplish its purpose and functions, as follows: Council Standing Committees (a.k.a. "Standing Committees") and Ad Hoc Committees.
2. Standing Committees: The Council shall function with five Standing Committees, as defined in this paragraph.
 - a. General Provisions:
 - (1) Appointment of SSAC Members: Upon the recommendation of the Council Chair, the Council shall appoint SSAC members and, with the exception of the Advocacy Committee (see Article VIII.2.e(1)(b), Community Representative members to the Standing Committees.
 - (2) Election of Chair: Each Committee, at its first meeting after that year's July Council meeting, shall elect its chair, who will serve until his or her successor is selected.
 - (3) Scope of Responsibility:
 - (a) Standing Committees are charged with formulating and presenting recommendations specific to their respective areas of responsibility to the Councils for their consideration.
 - (b) Authorization to Standing Committees to act beyond the scope of their responsibilities, as defined in this Article, must be granted by the Councils and, in the case of the Advocacy Committee, by LCOG.
 - b. Nominating Committee (details omitted)

- c. Planning and Budget Committee:
- (1) Composition: The Planning and Budget Committee shall be composed of no more than eleven (11) members. Up to six (6) members shall be SSAC members, up to three (3) shall be DSAC members, and the balance shall be Community Representatives members. The majority of Committee members shall be members of the SSAC and DSAC.
 - (2) Responsibilities:
 - (a) Advise on needs assessment and planning activities, including:
 - 1) Recommending methods for gathering information on the problems and needs of seniors and persons with disabilities throughout Lane County.
 - 2) Reviewing and commenting on:
 - a) The analysis of information on the needs of seniors and persons with disabilities collected by LCOG;
 - b) LCOG's conclusions regarding the needs of seniors and persons with disabilities in Lane County.
 - (b) Suggest, and rank by degree of priority, responses to address identified needs and desires.
 - (c) Advise on the development of the Area Plan on Aging and Disability Services for Lane County, and annual updates thereof, by:
 - 1) Recommending the allocation of available funds to programs and services addressing pressing needs;
 - 2) Conducting public hearings on the Plan and updates;
 - 3) Recommending the Plan and updates to the Senior and Disability Services Advisory Councils for review and recommendation to the LCOG Board of Directors for adoption.
 - 4) Once adopted, periodically reviewing the continuing appropriateness of the Area Plan and its Annual Updates; and
 - 5) Undertaking other short and long range planning studies and projects.

ARTICLE X - Coordination with LCOG's Disability Services Advisory Council

To establish and maintain lines of communications with LCOG's Disability Services Advisory Council, the Senior Services Advisory Council shall:

1. Select and appoint at least one, but not more than two members to serve on the Disability Services Advisory Council. The normal term of appointment for liaison members shall be one year, from July 1 to the following June 30.
2. Include on agendas of all regular meetings a report on the affairs of the Disability Services Advisory Council by its liaison member(s) to the Disability Council.
3. Work cooperatively with the Disability Services Advisory Council on topics of mutual concern and/or interest, especially those relating to strengthening the service delivery system for seniors and persons with disabilities. To this end, the DSAC Council Chair shall appoint DSAC Council members to serve on selected SSAC Standing Committees, as defined in these Bylaws.