

Compositions and Responsibilities of SSAC 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.

The Executive Committee meets on an as-needed basis.

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 meets approximately five (5) times between the months of October and February.

Procurement and Monitoring Committee: Composition of this committee includes no more than eleven (11) members, with the majority of the committee being SSAC members.

The Procurement and Monitoring Committee is responsible for providing advice on the solicitation and review of proposals for the provision of services to seniors; recommending agencies to provide services; reviewing and recommending action on amendments to service providers' contracts; and advising on and, as appropriate, assisting with the monitoring and assessment of services provided either directly by S&DS or by contracting agencies.

The Procurement and Monitoring Committee meets on the third Tuesday of the month from 1:30 p.m. to 3:00 p.m.

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.

The Advocacy Committee meets on the second Friday of the month from 2:15 p.m. to 3:45 p.m.

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

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

The Nominating Committee meets approximately four (4) times between the months of March through May.

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.

The Long Term Care Committee meets on the first Tuesday of the month from 1:30 p.m. to 3:00 p.m.

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.

Ad Hoc Committees meet on an as-needed basis