

April 2009

TO: Interested Persons

FROM: Patti Little, Planner

SUBJECT: Membership Recruitment for Senior Services Advisory Council

Senior and Disabled Services (S&DS), a division of Lane Council of Governments (LCOG), is seeking to fill vacancies on its Senior Services Advisory Council (SSAC), and is particularly interested in recruiting senior citizens (age 60+).

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 Senior Services Advisory Council meets in Eugene on the second Tuesday of every even-numbered month from 1:30 to 3:00 p.m. 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 two information sheets to assist you in understanding the responsibilities and composition of membership.

To apply for membership, please complete and return the enclosed application by May 22, 2009. Applications will be reviewed by the Council's Nominating Committee; prospective candidates will be interviewed on Friday June 5, 2009 between the hours of 10:30 a.m. and 4:00 p.m. The Committee will make membership recommendations to the Council at its June meeting. All membership appointments will then be forwarded to the LCOG Board of Directors, which will act on the recommendations of the Council at its meeting on June 21. The first Senior Services Advisory Council meeting new members will attend is scheduled for August 11, 2009.

Please feel free to contact me at 682-4137, if you have any questions about this process. Thank you for your consideration.

Attachments

SENIOR & DISABLED SERVICES
a division of Lane Council of Governments

Advisory Council Membership Application

Name _____ Phone/(H) _____/(W) _____

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

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

FAX: _____ E-mail: _____

1. What is (or, if retired, was) your occupation? _____

2. How long have you lived in Lane County? _____

3. Please give a brief description of any experience or training that you feel qualifies you for membership on the Council.

4. Please give a brief description of your involvement in relevant community groups.

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

6. The Council normally meets every other a month (even numbered months), on the second Tuesday in the early afternoon. Many of its committees meet monthly, usually in the morning or early afternoon. Will you be able to regularly attend meetings at these times?

Yes ___ No ___

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

SEX: ___ Female
 ___ Male

_____ Year of birth

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

(Signature)

(Date)

Please return to:

Patti Little
Senior & Disabled Services
1015 Willamette Street
Eugene, OR 97401
Fax: (541) 682-3959

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.

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.

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.

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 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.

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.

Services Advisory Council

General Statement of Responsibilities:

The function of the Advisory Council is to advise the Board of Directors and agency staff on the services to be provided by Senior Services & Disabled Services, on the general welfare of older people in Lane County, and on all important matters affecting the administration of the agency except for matters of personnel administration, staff pay, and benefits.

Membership of the Advisory Council:

The Council is composed of twenty-three members representative of various parts of Lane County. Over half of the members must be sixty years of age or older. One-quarter of the members represent areas of Lane County which are outside of the Eugene-Springfield metropolitan area.

Terms of Appointment:

Members appointed to a regular term serve for three years. The By-laws allow members to serve up to two consecutive three year terms.

Activities of Members:

Depending upon specific goals of the Council and individual interests, members serve on committees which participate in the following types of activities:

1. Review and make recommendations regarding Agency goals and objectives.
2. Give advice about policies and priorities of the Agency as they relate to clients served and service providers.
3. Share in the development of new ideas/concepts within the Agency.
4. Monitor legislative issues affecting seniors and people with disabilities, taking actions to promote specific pieces of legislation, once authorized to do so by the LCOG Board of Directors.
5. Monitor agency programs.

6. Advocate for care or services needed to improve the quality of life for seniors and the people with disabilities.

Committee Responsibilities:

The Advisory Council's Committees are as follows: Executive Committee, Planning and Budget Committee, Procurement and Monitoring Committee, Advocacy Committee, Nomination Committee, and Long Term Care Committee. (See attached for information on the compositions and roles of these committees.) Ad hoc committees may be appointed, if needed. Members serve on one or more committees. Most committees meet monthly.

Any member who misses three consecutive meetings, without notifying the Chair or staff, may be terminated from membership, upon the recommendation of the Nominating Committee.

Travel Reimbursement:

If requested, S&DS will reimburse mileage for members residing outside the Eugene/Springfield metro area. Reimbursement forms are available from S&DS staff.

Membership Time Commitment:

An Advisory Council position requires a willingness to commit up to six hours a month to the work of the Council. The Senior Services Advisory Committee meets from 1:30 p.m. to 3:00 p.m. on the second Tuesday of every other month. Members are mailed meeting materials one week prior to meetings. Generally, it takes members under an hour to review these materials. Members also meet with the committee to which they are appointed. Committee meetings usually occur monthly, for one-and-a-half hours. Again, meeting materials are mailed to the member one week prior to a meeting, and review usually takes under an hour.

Qualifications for Council Members:

1. Interest and commitment to representing the interests of senior and people with disabilities.
2. Experience and background in working for the betterment of the lives of older and disabled persons.
3. Ability to work effectively with others.
4. Ability to think objectively and express ideas.
5. Willingness to devote time and energy to Council activities (five - six hours a month).
6. Demonstrated leadership qualities.
7. Interest in planning, policy development and advocacy activities.