

# BYLAWS

## LOCAL GOVERNMENT ADVISORY COMMITTEE

### ARTICLE I - Name

#### *Section 1—Organization Name*

The name of the organization is Local Government Advisory Committee for Health and Human Services (LGAC).

### ARTICLE II – Mission, Principles and Roles

#### *Section 1 - Mission Statement*

It is the mission of LGAC to:

- ◆ advise the Department of Human Services (DHS) and the Oregon Health Authority (OHA) on department-wide policies and processes
- ◆ work with DHS/OHA to build integrated community-based services

#### *Section 2 - Principles and Values*

LGAC shall:

- A. work collaboratively to expand, develop and strengthen partnerships in achieving mutually identified desired outcomes for Oregonians
- B. respect roles and responsibilities of government at all levels; treat local communities as partners
- C. value and include the leadership of people with lived experience of health and human services in Oregon
- D. be results oriented with shared responsibility and accountability for use and coordination of available resources at all levels, with recognition of limited resources, and the flexibility to redirect dollars to maximize efficient use of available resources
- E. value what has already been accomplished, build on existing successes;
- F. respect the geographic and demographic diversity of counties across Oregon with a commitment to equity and inclusion

- G. operate with continuous feedback at all levels, sharing information openly and honestly
- H. recognize and reward good performance, creating incentives and removing disincentives
- I. jointly define “what is to be accomplished” locally, with agreed upon measurement
- J. work to direct state and local resources to priorities determined by collaborative planning between state and local partners
- K. work to empower communities to determine the best way to achieve specific outcomes
- L. be customer focused: encourage involvement and commitment to positive change and be accountable to the public for desired outcomes

### ***Section 3 - Roles of DHS/OHA***

It is the role of DHS and OHA to:

- A. provide timely, accurate information to LGAC regarding policy and program, budget and legislative issues
- B. work with local government as partners in the development and delivery of human services
- C. consult with LGAC in making decisions that affect human services
- D. share policy issues as they are being considered by OHA and DHS

### ***Section 4 - Role of County Commissioners***

County commissioners who serve on LGAC shall:

- A. represent the interests of local elected officials and the Association of Oregon Counties
- B. provide to LGAC timely, accurate information regarding the impact of policy, program, budget and legislative changes on local government
- C. develop recommendations for consideration by DHS/OHA
- D. provide quarterly, written feedback to AOC legislative and steering committees
- E. provide staff support to LGAC and its subcommittees through the Association of Oregon Counties

### ***Section 5 - Role of Human Services & Related Organization Representatives***

Representatives of human services and related organizations on LGAC shall:

- A. represent the broad interest of human services stakeholders, including clients, staff and providers
- B. provide timely, accurate information to LGAC regarding the impact of policies, programs, budget and legislative changes on human services programs
- C. provide timely reports back to the organizations they represent on LGAC activities
- D. develop recommendations for consideration by DHS/OHA

**ARTICLE III – MEMBERSHIP, TERMS, VACANCIES AND VOTING**

**Section 1 - Membership**

Membership shall consist of the following voting members.

- A. Eight (8) members shall represent local elected officials, as follows:
  - ◆ Seven (7) county commissioners to be designated by the Association of Oregon Counties Board of Directors
  - ◆ Chair will be appointed by the President of AOC from these seven (7) commissioners
  - ◆ One (1) representative of city government to be designated by the League of Oregon Cities.
- B. Nine (9) members shall represent human services and related organizations. Groups/organizations will name their representatives; final appointment to be made by the LGAC Chair, as follows:
  - ◆ One (1) representing the Conference of Local Health Officials
  - ◆ One (1) representing the Association of Oregon Community Mental Health Programs.
  - ◆ One (1) representing the Oregon Juvenile Department Directors Association
  - ◆ One (1) representing Community Action Directors of Oregon
  - ◆ One (1) representing the Oregon Association of Community Corrections Directors.
  - ◆ One (1) representing the Oregon Consumer Advisory Council
  - ◆ One (1) representing a local mental health advisory/alcohol and drug planning committee and who is a person with lived experience

◆ Two (2) representing public Coordinated Care Organizations: one from an urban or metropolitan area and one from a rural or frontier area. Members of CCO Community Advisory Councils will qualify to serve as representatives in this category. One of the two shall be a person with lived experience

D. Four (4) at large representatives shall be appointed by the Chair, based on recommendations by the leadership of the Association of Oregon Counties. At least two (2) will represent county or regional administrators/directors responsible for two or more DHS/OHA related programs. One shall be a person with lived experience and serve as Vice-Chair.

E. The Director of DHS serves as an ex officio member.

F. The Director of OHA serves as an ex officio member.

### ***Section 2 – Terms of Office, Vacancies and Reappointments***

A. Members shall serve terms of two (2) years beginning in January of every odd year.

B. Members may serve consecutive terms, with approval of Chair and DHS/OHA Directors. Positions vacated at the end of a term will be filled as described in Section 1 of this Article.

C. Members wishing to withdraw from LGAC shall notify the Chair and either the OHA or DHS Director in writing.

D. Members are expected to attend all LGAC meetings. Absences must be noted to the Chair/staff in advance. Failure to attend two or more meetings without notifying the Chair/staff may result in removal from LGAC.

E. Appointments to fill unexpired terms will be made as outlined in Section 1 of this Article. An individual who is appointed in such a manner will serve the remainder of the original appointee's term.

### ***Section 3 – Voting***

Members will have voting privileges and shall be expected to act as a link to the broader community of interest outside of OHA/DHS. Proxy voting is prohibited.

### ***Section 4 - Interested Persons***

All persons with an interest in the activities of LGAC are encouraged to attend meetings, receive information, or serve on subcommittees. Such individuals shall not have voting privileges at LGAC meetings.

## **ARTICLE IV, MEETINGS AND PROCEDURES**

### **Section 1 – Meetings**

LGAC shall meet the fourth Friday of each month, unless otherwise specified by the Chair.

### **Section 2 – Quorum**

General business can be conducted by a majority of members present at the meeting.

### **Section 3 - Procedures**

- A. The official year of the committee begins on January 1 and ends on December 31 of each year.
- B. Committee action shall be by consensus; formal voting will be used when necessary.
- C. Procedural conflicts shall be resolved according to Roberts Rules of Order.
- D. Minutes of each LGAC meeting and all meetings of any subcommittees shall be the audio or video/audio recording and shall be distributed.

## **ARTICLE V - OFFICERS**

**Section 1 - Officers:** The officers shall consist of the Chair and Vice Chair, each appointed by the President of AOC in every odd year to a two year term.

- A. Duties of the Chair:
  - ◆ Preside over regular meetings
  - ◆ Serve as Chair of the Executive Committee
  - ◆ Make subcommittee assignments, name subcommittee chairs, and appoint LGAC members pursuant to Article III
  - ◆ Serve as an ex officio member of all subcommittees.
- B. Duties of the Vice-Chair:
  - ◆ Preside over meetings in the absence of the Chair
  - ◆ Assist the Chair; perform duties of the Chair, in Chair's absence
  - ◆ Serve as a member of the Executive Committee.

**ARTICLE VI – SUB-COMMITTEES**

**Section 1 – Executive Committee**

A. The Executive Committee shall consist of the Chair, Vice-Chair, Past-Chair, and the OHA and DHS Directors or their designees.

The Executive Committee shall:

- ◆ Develop the work plan for the full committee
- ◆ Set agendas for full committee meetings
- ◆ Establish subcommittees as necessary
- ◆ Assign issues/concerns to appropriate subcommittees
- ◆ Act on behalf of the full committee in an emergency.

B. The Executive Committee shall meet monthly.

**Section 2 - Ad Hoc Sub-Committees**

The Chair may establish ad hoc subcommittees and task groups as needed. Committees will be charged with the responsibility of prioritizing the work in key areas recommended by the full LGAC. Committees will identify and analyze assigned key areas and make strategic recommendations to the full LGAC membership. Recommendations to LGAC need to be Specific, Measurable, Attainable, Relevant and Trackable (SMART).

**ARTICLE VI - BYLAWS**

These bylaws may be amended by the AOC Board of Directors in conjunction with DHS and OHA.

The Chair may appoint an Ad Hoc Bylaws Review Subcommittee as needed.

**ARTICLE VII - CONFLICT OF INTEREST**

Committee members shall declare any direct interest or potential financial gain for any issue to be discussed. Conduct of members shall be consistent with provisions of ORS 244.010 – 400, pertaining to Oregon Government Ethics.

Adopted 11/14/97

Revised 12/12/97

Revised 12/11/98

Revised 2/11/00

Revised 10/19/01

Amended and revised 6/12/2012

Revised January 9, 2023