



LANE COUNTY

HUMAN RESOURCES DIVISION / 125 East 8th Ave. / Eugene, OR 97401
Phone: (541) 882-3665/ Fax: (541) 882-4290

W.S.C. & d.

AGENDA COVER MEMORANDUM

AGENDA DATE: October 12, 2005

PRESENTED TO: Board of County Commissioners

PRESENTED BY: Greta Utecht, Human Resources Manager

AGENDA TITLES: **IN THE MATTER OF REVISING LANE MANUAL SECTION 3.540 REGARDING THE MEMBERSHIP TERMS FOR THE LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE;**
and
IN THE MATTER OF REVISING THE LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE (LCHRAC) BYLAWS

I. MOTIONS:

MOVE APPROVAL OF ORDERS 05 --

1) **IN THE MATTER OF REVISING LANE MANUAL SECTION 3.540 REGARDING THE MEMBERSHIP TERMS FOR THE LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE**

and

2) **IN THE MATTER OF IN THE MATTER OF REVISING THE LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE (LCHRAC) BYLAWS**

II. ISSUE

The LCHRAC is a volunteer committee that has the responsibility of working on human rights issues in Lane County and reporting to the County Commissioners on issues of human rights. Over the past year, several committee members have resigned, and attendance by other members has been sporadic. The committee discussed the need to change Lane Manual Section 3.540 that applies to the length of terms in order to provide more flexibility with regard to length of service, and qualifications of members.

III. DISCUSSION

A. Background

From 1987 to 1995 the LCHRAC had an average of 12 members. The current number of members on the LCHRAC is down to three (3) for a variety of reasons. In assessing how the County might encourage more community members and youths to serve on the committee, members proposed that the length of term be up to four (4) years instead of a set four years, and that terms end on date of appointment. The Lane Manual section changes needed to implement those recommendations is attached.

In addition, the Committee recommends that rather than having a requirement that one member be a youth member, the bylaws be changed to provide an *option* for a youth member.

Committee attendance has also been low over the past several months, to the point where no quorum was present for three months in a row. Again, the committee looked at ways that those present might continue to do business and propose changes in the bylaws that define what a quorum is for voting and what a quorum is for meeting.

The staff liaison to the Committee was the Management Services Director until this past year, when it transferred to the Human Resources Manager. Proposed bylaw amendments recognize that change as well.

B. Analysis

Staff and the Board liaison to the Committee, Commissioner Green, believe that these proposed changes will provide a greater level of flexibility for the Committee and allow it to move forward with its work program.

C. Alternatives/Options

1. Approve changes to Lane Manual Section 3.540 and to the Lane County human Rights Advisory Committee's bylaws as proposed.
2. Reject changes.

D. Recommendation

Approve Option 1.

IV. IMPLEMENTATION/FOLLOW-UP

Following Board action, proposed changes will be distributed to interested parties and the Lane Manual will be changed. Applicants to the Committee will be recommended for membership in accordance with the changes referenced above.

V. ATTACHMENT

Board Orders
Proposed Lance Manual Section 3.540
Proposed Bylaws

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF REVISING LANE MANUAL
SECTION 3.540 REGARDING THE MEMBER-
SHIP TERMS FOR THE LANE COUNTY HUMAN
RIGHTS ADVISORY COMMITTEE (LM 3.540)

The Board of County Commissioners of Lane County orders as follows:

Lane Manual Chapter 3 is hereby amended by deleting, substituting, and adding the following section:

DELETE THIS SECTION

3.540
as located on pages 3-40 through 3-41
(a total of 2 pages)

INSERT THIS SECTION

3.540
as located on pages 3-40 through 3-41
(a total of 2 pages)

Said section is attached hereto and incorporated herein by reference. The purpose of this substitution and addition is to amend LM section 3.540 to revise the membership terms for the Human Rights Advisory Committee (LM 3.540).

Adopted this _____ day of _____ 2005.

Chair, Lane County Board of Commissioners

APPROVED AS TO FORM
Date 10/6/05 Lane County


OFFICE OF LEGAL COUNSEL

federal, state and local laws and regulations; participate in planning and reviewing the CHCLC's budget throughout the year, as well as in approving the annual budget and primary care grant application; participate in planning, measuring and evaluating the CHCLC's progress in meeting its annual and long-term programmatic and financial goals; participate in selecting the services provided by the CHCLC and determining the hours during which services are provided at service sites; participate in adopting health care policies regarding scope and availability of services, and hours of services; participate in approving or disapproving any subsequent grant applications for the CHCLC's Programs. The Council shall work with the CHCLC's management and community leaders to actively engage in long-term strategic planning to position the CHCLC for the future.

STAFFING: Department of Health and Human Services

MEETS: Monthly

MANDATED: Section 330 of the Public Health Service Act

MEMBERSHIP: (15) The Council shall have 15 members. Representation shall be from consumers, health care providers, and community representatives as follows: eight members of the Council must be people who are served by the CHCLC, consumer members, and who as a group represent the individuals being served including demographic factors. Seven members will be health care and community representatives with a broad range of skills and expertise. Finance, legal affairs, business, health and managed care, social services, and government are some examples of the areas of expertise to be considered. No more than half of the non-consumer representatives may derive their annual income from the health care industry. No Council member shall be an employee of the health center or an immediate family member of an employee.

TERM: 3 years, ending June 3030 *(Revised by Order No. 03-11-25-8, Effective 11.25.03)*

NONMANDATED COMMITTEES

3.538 Community Health Advisory Committee.

Makes recommendations to the Health Administrator and advises the Board of Health and Board of Commissioners on matters of public health, planning, policy development, control measures, funding, public education and advocacy; and, acts in a community liaison capacity to provide a link between the community and the Health Division.

STAFFING: Department of Health and Human Services

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (12) Consists of seven at-large representatives and five members from the health professions including physicians, dentists, nutritionists and health educators.

TERM: 4 years, ending August 31 *(Revised by Order No. 00-8-16-1; Effective 8.17.00)*

3.540 Human Rights Advisory Committee.

Advises the Board of County Commissioners on the status of civil and human rights in the County, and provides the Board of County Commissioners and County departments community input and feedback regarding human rights and affirmative action; provides community education and outreach concerning human rights programs within Lane County; recommends, supports, and assists in development of programs and seminars on human rights, cultural diversity, equal opportunity and affirmative action; develops and publicizes a system to assist persons in seeking resolution of harassment and discrimination complaints and recommends appropriate action; recommends policies and actions to improve access to County services and employment opportunities, and for overcoming cultural, linguistic and physical barriers which limit accessibility; provides an annual report to the Board of County Commissioners on the progress and condition of human rights in Lane County (including past activities, future goals and the number, type, and resolution of complaints); holds at least three (3) Committee

meetings outside the Eugene/Springfield area utilizing city council meetings, community forums, and joint meetings with the Commissioner of the District in which the meetings are held; develops a work plan annually for the upcoming year; affirms, encourages and promotes programs and services designed to effectuate the spirit and intent of laws prohibiting discrimination and that recognize and value the cultural diversity of Lane County.

STAFFING: Department of Management Services

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (14) Consists of up to 14 citizens, to include representation from among the protected classes of women, youth, older workers, disabled persons and African-Americans, Latinos, Asian-Americans and Native Americans. Notwithstanding LM 3.506(2)(j), County employees may apply, and be appointed, to serve on off-duty hours.

NOTE: Up to 3 Lane County employees allowed.

TERM: Up to 4 years, from date of appointment.

(Revised by Order No. 00-8-16-1, Effective 8.17.00; 02-8-28-15, 8.28.02)

| At right margin indicates changes
Bold indicates material being added
Strikethrough indicates material being deleted
3.5383-540

Lane Manual

**LEGISLATIVE
FORMAT**
3.540-3-540

federal, state and local laws and regulations; participate in planning and reviewing the CHCLC's budget throughout the year, as well as in approving the annual budget and primary care grant application; participate in planning, measuring and evaluating the CHCLC's progress in meeting its annual and long-term programmatic and financial goals; participate in selecting the services provided by the CHCLC and determining the hours during which services are provided at service sites; participate in adopting health care policies regarding scope and availability of services, and hours of services; participate in approving or disapproving any subsequent grant applications for the CHCLC's Programs. The Council shall work with the CHCLC's management and community leaders to actively engage in long-term strategic planning to position the CHCLC for the future.

STAFFING: Department of Health and Human Services

MEETS: Monthly

MANDATED: Section 330 of the Public Health Service Act

MEMBERSHIP: (15) The Council shall have 15 members. Representation shall be from consumers, health care providers, and community representatives as follows: eight members of the Council must be people who are served by the CHCLC, consumer members, and who as a group represent the individuals being served including demographic factors. Seven members will be health care and community representatives with a broad range of skills and expertise. Finance, legal affairs, business, health and managed care, social services, and government are some examples of the areas of expertise to be considered. No more than half of the non-consumer representatives may derive their annual income from the health care industry. No Council member shall be an employee of the health center or an immediate family member of an employee.

TERM: 3 years, ending June 3030 (*Revised by Order No. 03-11-25-8, Effective 11.25.03*)

NONMANDATED COMMITTEES

3.538 Community Health Advisory Committee.

Makes recommendations to the Health Administrator and advises the Board of Health and Board of Commissioners on matters of public health, planning, policy development, control measures, funding, public education and advocacy; and, acts in a community liaison capacity to provide a link between the community and the Health Division.

STAFFING: Department of Health and Human Services

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (12) Consists of seven at-large representatives and five members from the health professions including physicians, dentists, nutritionists and health educators.

TERM: 4 years, ending August 31 (*Revised by Order No. 00-8-16-1; Effective 8.17.00*)

3.540 Human Rights Advisory Committee.

Advises the Board of County Commissioners on the status of civil and human rights in the County, and provides the Board of County Commissioners and County departments community input and feedback regarding human rights and affirmative action; provides community education and outreach concerning human rights programs within Lane County; recommends, supports, and assists in development of programs and seminars on human rights, cultural diversity, equal opportunity and affirmative action; develops and publicizes a system to assist persons in seeking resolution of harassment and discrimination complaints and recommends appropriate action; recommends policies and actions to improve access to County services and employment opportunities, and for overcoming cultural, linguistic and physical barriers which limit accessibility; provides an annual report to the Board of County Commissioners on the progress and condition of human rights in Lane County (including past activities, future goals and the number, type, and resolution of complaints); holds at least three (3) Committee

| At right margin indicates changes
Bold indicates material being added
Strikethrough indicates material being deleted

**LEGISLATIVE
FORMAT
3.540-3.540**

| ~~3.540-3.540~~ Lane Manual

meetings outside the Eugene/Springfield area utilizing city council meetings, community forums, and joint meetings with the Commissioner of the District in which the meetings are held; develops a work plan annually for the upcoming year; affirms, encourages and promotes programs and services designed to effectuate the spirit and intent of laws prohibiting discrimination and that recognize and value the cultural diversity of Lane County.

STAFFING: Department of Management Services

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (14) Consists of up to 14 citizens, to include representation from among the protected classes of women, youth, older workers, disabled persons and African-Americans, Latinos, Asian-Americans and Native Americans. Notwithstanding LM 3.506(2)(j), County employees may apply, and be appointed, to serve on off-duty hours.

NOTE: Up to 3 Lane County employees allowed.

TERM: Up to 4 years, ending ~~April 30~~ from date of appointment.

(Revised by Order No. 00-8-16-1, Effective 8.17.00; 02-8-28-15, 8.28.02)

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

**RESOLUTION AND
ORDER 05-**

) **IN THE MATTER OF REVISING THE**
) **LANE COUNTY HUMAN RIGHTS**
) **ADVISORY COMMITTEE (LCHRAC)**
) **BYLAWS**
)
)

WHEREAS, the Lane County Human Rights Advisory Committee has proposed changes to the bylaws; and;

WHEREAS, the changes modify length and dates of term, Committee youth member requirement and clarification of quorum for voting and meeting; now, therefore,

IT IS HEREBY RESOLVED AND ORDERED, that the Lane County Human Rights Advisory Committee bylaws revision to include new term, membership and quorum language be approved.

Dated this ____ day of _____, 2005.

Anna Morrison, Chair
Board of County Commissioners

Formatted: Border: Top: (No border)

NONMANDATED COMMITTEES

3.540 Human Rights Advisory Committee.

Advises the Board of County Commissioners on the status of civil and human rights in the County, and provides the Board of County Commissioners and County departments community input and feedback regarding human rights and affirmative action; provides community education and outreach concerning human rights programs within Lane County; recommends, supports, and assists in development of programs and seminars on human rights, cultural diversity, equal opportunity and affirmative action; develops and publicizes a system to assist persons in seeking resolution of harassment and discrimination complaints and recommends appropriate action; recommends policies and actions to improve access to County services and employment opportunities, and for overcoming cultural, linguistic and physical barriers which limit accessibility; provides an annual report to the Board of County Commissioners on the progress and condition of human rights in Lane County (including past activities, future goals and the number, type, and resolution of complaints); holds at least three (3) Committee meetings outside the Eugene/Springfield area utilizing city council meetings, community forums, and joint meetings with the Commissioner of the District in which the meetings are held; develops a work plan annually for the upcoming year; affirms, encourages and promotes programs and services designed to effectuate the spirit and intent of laws prohibiting discrimination and that recognize and value the cultural diversity of Lane County.

STAFFING: Department of Management Services

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (14) Consists of up to 14 citizens, to include representation from among the protected classes of women, youth, older workers, disabled persons and African-Americans, Latinos, Asian-Americans and Native Americans. Notwithstanding LM 3.506(2)(j), County employees may apply, and be appointed, to serve on off-duty hours.

NOTE: Up to 3 Lane County employees allowed.

TERM: Up to 4 years from date of appointment

Formatted: Font color: Red

Deleted: , ending April 30

Formatted: Font: 8 pt

LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE BYLAWS

Article I – Establishment of Committee	Article II – Duties and Responsibilities
Article III – Membership and Terms	Article IV – Conflict of Interest
Article V – Officers and Executive Committee	Article VI – Meeting Structure and Format
Article VII – Staff Support	Article VIII – Amendment of Bylaws

Article I – Establishment of Committee (LM 3.540)

This Committee being duly and officially established by the Lane County Board of Commissioners shall be known as the Human Rights Advisory Committee to the Lane County Board of Commissioners and shall, hereinafter, be referred to as the "Committee."

Article II – Duties and Responsibilities (LM 3.540)

The Committee shall be an active and constructively critical component of the human rights efforts of Lane County. In accordance with Lane Manual 3.540, the Committee has the following authorities and responsibilities:

- A. Providing community education and outreach concerning human rights issues and programs within Lane County.
- B. Recommending, supporting, and assisting in development of programs and seminars on human rights, cultural diversity, equal opportunity and affirmative action.
- C. Developing and publicizing a system to assist persons in seeking resolution of harassment and discrimination complaints.
- D. Providing the Board of County Commissioners (BCC) and County Departments community input and feedback regarding human rights and affirmative action.
- E. Recommending policies and actions to improve access to County services and employment opportunities and for overcoming cultural, linguistic and physical barriers that limit accessibility.
- F. Providing an annual report to the Board of County Commissioners on the progress and condition of human rights in Lane County. Included in this report are past activities, future goals and the number, type and resolution of complaints.
- G. Holding at least three (3) Committee meetings outside the Eugene/ Springfield area utilizing city council meetings, community forums, and joint meetings with the County Commissioner of the district in which the meetings are held.
- H. Developing a workplan annually for the upcoming year.

Formatted: Font: 8 pt

- F. All appointments to the Committee shall be by the Lane County Board of Commissioners and members may be reappointed to serve consecutive terms with Board approval.
- G. Each member of the Committee shall be entitled to one vote on all issues presented at regular and special meetings at which the member is present.
- H. When an ad-hoc membership committee has too many qualified applicants for available positions, they may, at their discretion, and with Committee approval, invite the remaining applicants to become "associate members," hereinafter referred to as "Associates". Associates will be able to participate fully at meetings and activities, but will be non-voting members. Voting membership will stay at 14 members maximum. When vacancies occur, Associates shall re-interview for the position but do not have to re-apply if it is within 1 year of the time of initial application. The ad-hoc membership committee can select the Associate or another applicant.

Article IV – Conflict of Interest

- A. No Advisory Committee member shall participate in a decision or a proposal when s/he is a party to or has direct personal or pecuniary interest in the proposal, is in business with the proponent or for any other reason has determined that s/he cannot participate in the hearing and decision in an impartial manner. Affected members shall disqualify themselves from participating and shall not be considered as being present for the purpose of determining whether a majority vote has been cast.

B.

Deleted: A majority of appointed Advisory Committee members shall constitute a quorum. A quorum consists of eight (8) members.

Article V – Officers and Executive Committee

- A. The officers of the Committee shall be a chairperson and a vice-chairperson to be elected at the first meeting in January or the Committee may choose to elect 2 co-chairs in place of a chairperson and vice-chairperson. The number of officers shall be determined by the Committee.
- B. The officers shall hold office for a period of one year, beginning at the close of the January meeting.
- C. The chairperson or co-chairs shall preside at all meetings, vote on all tie issues, and represent the Committee, along with the Human Resources Manager or designee before the County Commissioners and other bodies as required.
- D. The vice-chairperson shall perform all duties in the absence of the chairperson. Co-chairs shall perform all duties in each other's absence.
- E. Committee members shall gather/encourage input from throughout the County to assure broad-based representation.
- F. There may be an Executive Committee comprised of the chairperson and the vice chairperson or the co-chairs. The Human Resources Manager or designee shall be an ex-officio member of the Executive Committee.

Deleted: Management Services Director

Deleted: Management Services Director

Formatted: Font: 8 pt

- B. During Committee meetings, the staff liaison shall provide information on matters before the Committee, answer questions, supply requested data, suggest ways of achieving desired ends, and otherwise assist the Committee.
- C. The staff liaison shall represent the Committee along with the Chair or co-chair to the Board of Commissioners and shall accurately present the point of view of the Committee to the Board.
- D. The staff liaison shall provide an orientation to all new Committee members prior to their first meeting, to include review of the Committee bylaws.
- E. The staff liaison shall insure that a quarterly and annual report is provided to the Committee on human rights complaints received and details about their resolution.
- F. The staff support person assigned to the Committee or a support person designated by the committee shall provide the following administrative support: prepare and disseminate meeting notices, materials, agenda and relevant information to Committee members; take, prepare, and distribute meeting minutes.

Deleted: provide

Article VIII – Amendment of Bylaws

- A. These bylaws may be amended by a majority vote of the current membership. Written notice of proposed amendments shall have been given to the membership of the Committee at least five (5) days prior to the date of the meeting at which the proposed changes are to be considered
- B. All such amendments to the bylaws, after approval by the Committee, shall become effective upon approval of the Lane County Board of Commissioners.

Formatted: Font: 8 pt