

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 16-01-26-06

IN THE MATTER OF AMENDING LANE MANUAL
CHAPTER 3 TO UPDATE CERTAIN FUNCTIONS OF
THE DEPARTMENT OF HEALTH AND HUMAN
SERVICES

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

Lane Manual Chapter 3 is amended by removing, substituting and adding the following sections:

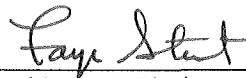
REMOVE THESE SECTIONS

INSERT THESE SECTIONS

3.092	3.092
3.094	3.094
3.110 – 3.114	NONE
3.140 – 3.144	NONE
3.515	3.515
3.521	3.521
3.522	3.522
3.524	3.524
3.536	3.536
3.540	3.540

If any section, subsection, sentence, clause, phrase or portion of this Order is for any reason held invalid or unconstitutional by any court or administrative agency of competent jurisdiction, such portion is deemed a separate, distinct, and independent provision, and such holding does not affect the validity of the remaining portions.

ADOPTED this 26th day of January 2016.



Faye Stewart, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM

Date

LANE COUNTY OFFICE OF LEGAL COUNSEL

way or purchased with Road Funds. The Department shall also be responsible for the facilities maintenance and planning functions for all County facilities.

(4) Other Functions. The Department shall be responsible for such additional functions as the County museum, print shop, a mail and courier system, data processing maintenance and applications to support the County budget and financial systems and position controls, and any other functions assigned by the County Administrator or the Board of Commissioners. *(Revised by Order No. 00-4-25-14, Effective 4.25.00; 06-11-29-4, 11.29.06; 07-5-9-5, 5.9.07; 10-7-28-3, 7.28.10)*

DEPARTMENT OF HEALTH AND HUMAN SERVICES

3.090 Definitions.

As used in this subchapter:

"Department" means the Department of Health and Human Services of Lane County.

"Director" means the Director of the Department of Health and Human Services of Lane County. *(Revised by Order No. 01-2-14-10; Effective 2.14.01)*

3.092 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Director of the Department of Health and Human Services of Lane County.

(2) The Director shall employ a physician licensed by the State Board of Medical Examiners as County Health Officer.

(3) The Director or designee is the "Health Administrator" as defined by Oregon Revised Statutes and as such shall carry out the provisions of public health statutes as appropriate.

(4) The Director or designee also has the title and responsibilities of the Director of the County Juvenile Department under state law.

(5) The Director is authorized to sign on behalf of Lane County all applications, reports and other documents necessary to procure permits to obtain spirits free of tax for the operation of Lane County's Medical Clinic and Laboratory.

(6) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order No. 01-2-14-10; Effective 2.14.01)*

3.094 Functions.

(1) The Department is responsible to serve the physical, mental, social and environmental health needs of Lane County citizens.

(2) The Department shall establish various medical programs as required in the communities of Lane County.

(3) The Department shall administer the Lane County Community Mental Health Clinic and other mental health programs as authorized by the Board.

(4) The Department is responsible for Lane County programs that relate to social health in the communities.

(5) The Department shall administer environmental health programs and ordinances including recommending standards, issuing permits and conducting inspections or other code enforcement methods as specifically assigned by the Board.

(6) The Department is responsible for enhancing the ability of youth to achieve success and of correcting juvenile delinquency and shall perform the functions of a county juvenile department under state law. In exercising the above functions, the

Department shall be responsible for various related activities such as community education services, grants administration, medical investigations, and vital statistics records. *(Revised by Order No. 01-2-14-10; Effective 2.14.01; 07-5-9-5, 5.9.07; 07-12-12-5, 12.12.07; 13-10-29-03, 11.07.13)*

DEPARTMENT OF HUMAN RESOURCES

3.100 Definitions.

As used in this subchapter:

"Department" means the Department of Human Resources of Lane County.

"Director" means the Director of the Department of Human Resources. *(Revised by Order 06-11-29-4, Effective 11.29.06)*

3.102 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Human Resources Director of Lane County.

(2) The Director shall have the responsibility for the management of the Human Resources Department and the "Functions" as stated below.

(3) The Director shall be responsible for developing procedures for the uniform application of all personnel policies consistent with the law.

(4) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order 06-11-29-4, Effective 11.29.06)*

3.104 Functions.

The Department shall perform and be responsible for the following functions:

(1) Human Resources: The Department shall have the purpose of providing human resources service for all County departments, and acting as a liaison between employees/the public, and County Administration/the Board, in all matters relating to personnel policies, processes, and functions. The Department shall be responsible for administering the County's centralized human resources system, including: labor relations, affirmative action, merit system administration, recruitment, selection, testing, training, classification and compensation plans, benefits programs, employee assistance, and employee orientation.

(2) Risk Management. The Department shall be responsible for risk management functions, including loss prevention, safety and administration of workers' compensation and self-insurance programs, with the exception of general liability claims management. *(Revised by Order 06-11-29-4, Effective 11.29.06)*

DEPARTMENT OF PUBLIC WORKS

3.120 Definitions.

As used in this subchapter:

"Department" means the Department of Public Works of Lane County.

"Director" means the Director of the Department of Public Works of Lane County. *(Revised by Order No. 93-3-31-7; Effective 3.31.93)*

STANDING COMMITTEES

3.515 Standing Committees.

The County sees a need for standing committees to advise the Board of Commissioners or the County Administrator in areas of interest of the County. The following committees have been formed to meet those needs. Each standing committee shall provide an annual report to the Board by February of each year that highlights the progress, successes and challenges of the committee.

- (a) Policies and Procedures
- (b) Legislative Affairs
- (c) Finance & Audit
- (d) Technology Management Team
- (e) Facilities
- (f) Economic Development Standing Committee

(1) Economic Development Committee.

(a) Scope and Function. This committee provides recommendations to the Board regarding Lane County's economic development policies and activities, including:

(i) Development and periodic review of Lane County's Economic Development Plan.

(ii) Analysis of proposed uses of County real estate for economic development purposes.

(iii) Review and analysis of economic development proposals or grants requiring Lane County sponsorship or participation.

(iv) Review and analysis of requests from outside economic development agencies or programs.

(b) Membership.

(i) Five lay citizens appointed by individual Commissioners.

(ii) Two at-large members selected by the Board as a whole.

(iii) Two additional at-large members living or working in rural Lane County selected by the Board as a whole.

(iv) Two Lane County Board of Commissioners (ex-officio status).

(c) Term

All members serve at the will of the Commissioner who appointed them or the Board if appointed by the whole Board, but for no longer than four years without reappointment.

(d) Meeting Frequency

The Committee shall meet as needed, but no less than quarterly.

(2) Facilities Committee.

(a) Scope and Function. The function of this committee is to provide recommendations to the Board regarding County owned facilities issues in the following areas:

(i) The Capital Improvement Program (CIP) for County facilities.

(ii) Real Property acquisitions and sales.

(iii) Facilities Maintenance and Custodial Services.

(iv) Construction and remodel activities.

(v) Use of County facilities.

(b) Membership.

(i) Two Lane County Board of Commissioners.

(ii) The County Administrator.

- (iii) The Director of the Department of Management Services.
 - (iv) Three other Department Directors, at least one of which must be elected.
- (c) Meeting Frequency: Monthly, or as needed.
- (3) Finance and Audit Committee.
 - (a) Scope and Function. The committee's function is broad based, to provide recommendations to the Board regarding the following:
 - (i) Review and monitor the current procedures to insure the existence of an effective financial system with appropriate internal controls.
 - (ii) Maintain overview responsibilities for both external and internal audit functions.
 - (iii) Review the development and implementation of a multi-year audit program for Lane County.
 - (iv) Monitor the annual review of departmental fee-for-services preparatory to the ensuing fiscal year's budget process and evaluate the feasibility of potential significant alternative revenue sources, as may be identified.
 - (v) Provide a communication link between the independent auditors and the Board.
 - (vi) Develop and implement internal management audits of specific units of County government. These audits are to be both fiscal and operational.
 - (vii) Analysis of new programs that offer opportunities to increase economy and efficiency in County operations.
 - (viii) Review and monitor the development of a multi-year financial plan that forecasts revenue and expenditures for major County programs.
 - (ix) Review any other proposals having financial impact on County operations.
 - (x) Oversee and evaluate County Performance Auditor.
 - (b) Membership.
 - (i) Two Lane County Board of Commissioners.
 - (ii) One elected department director or designee.
 - (iii) County Administrator – non voting.
 - (iv) County Counsel – non voting.
 - (v) Nonvoting department managers and staff support, as required.
 - (c) Meeting Frequency: Monthly, or as needed.
- (4) Legislative Committee.
 - (a) Scope and Function. The function of this committee is to oversee all aspects of Lane County's legislative program and:
 - (i) Ensure staff review of all County-oriented legislation.
 - (ii) Submit legislation to the Board for consideration.
 - (iii) Coordinate all staff lobbying activities.
 - (iv) Monitor state legislative activities.
 - (v) Determine the relative priority of County legislation per Board direction.
 - (b) Membership.
 - (i) County Administrator.
 - (ii) All department directors or designees.
 - (iii) Two Lane County Board of Commissioners.
 - (iv) Other staff support, as required.
 - (c) Meeting Frequency: As needed.
- (5) Policy and Procedures Committee.

(a) Scope and Function. The function of this committee is to provide recommendations on all new issues that have the potential for requiring the Board to adopt a final policy or position, or change existing policy, and may include:

(i) Personnel related policies, particularly those relating to Lane Charter, Code or Manual provisions.

(ii) The operating procedures between the Board, the County Administrator, and elected and administrative Department Directors.

(iii) The development of rules and procedures on the Board's internal operations. This could include such issues as Board representation on committees or organizations, and the authority and role of those representatives or procedures for making Board appointments to the Budget or Advisory Committees.

(iv) Other policy matters referred by the Board.

(b) Membership.

(i) Two Lane County Board of Commissioners.

(ii) County Administrator.

(iii) County Counsel.

(iv) Three Department Directors, at least one of which must be elected.

(v) Nonvoting Department managers and staff support, as required.

(c) Meeting Frequency: As needed.

(6) Technology Management Team (TMT).

(a) Scope and Function. The function of this committee is broad based, to provide recommendations to the Board regarding the following:

(i) Establish ongoing mission vision and direction for Lane County information services.

(ii) Review and monitor the current policies to insure the existence of an effective use of technology.

(iii) Review and monitor the development and implementation of a multi-year strategic plan for technology.

(iv) Review new technologies that offer opportunities to increase economy and efficiency in County operations, and champion those technologies with the Board of Commissioners.

(v) Review any other proposals having a technological impact on county operations.

(b) Membership.

(i) Three department directors (or designees), representative of the largest users of the services of the Department of Information Services.

(ii) One department director not included in (i) above.

(iii) The Director of the Department of Information Services.

(iv) The County Administrator.

(v) Two Lane County Board of Commissioners.

(c) Other Non-Voting Participants.

(i) Interested department managers. Computer Services Managers with the consent of the committee

(d) Meeting Frequency: As needed. *(Revised by Order No. 01-10-31-4; Effective 10.31.01; 03-11-12-6, 11.12.03; 07-5-23-2, 5.23.07; 09-4-29-1, 4.29.09; 09-6-3-3, 6.3.09; 11-9-14-1, 9.14.11)*

LANE COUNTY COMMITTEES
MANDATED ADVISORY COMMITTEES

<u>Committee</u>	<u>Responsible Department</u>	<u>Mandate</u>	<u>LM#</u>
1. Building Appeals and Advisory Board	PW/LMD	UBC 105	3.520
2. Public Safety Coordinating Council	CAO	ORS 423.560	3.522
3. Mental Health Advisory/Local Alcohol and Drug Planning Committee	H&HS	ORS 430.342; ORS 430.630(7); OAR 309-014-0020(3); OAR 309-016-0020(2); OAR 415-056-0005(10)	3.524
5. Farm Review Board	A&T	ORS 308A.095	3.526
6. Historic Resources Committee (Lane County)	PW/LMD	Goal 5	3.528
7. Poverty & Homeless Board	H&HS	CFR 578.7, ORS 458.505	3.530
8. Community Health Council	H&HS	Section 330, Public Health Service Act (42 U.S.C. 254b, et seq., as now or hereafter amended)	3.534

NONMANDATED ADVISORY COMMITTEES

9. Public Health Advisory Committee	H&HS		3.538
10. Lane County Animal Services Advisory Committee.	PW		3.536
11. Lane County Commission for the Advancement of Human Rights	CAO		3.540
12. Law Library Advisory Committee	Legal Counsel		3.542
13. Parks Advisory Committee	PW/Parks		3.544
14. Resource Recovery Advisory Committee	PW/W. Mgmt.		3.546
15. Roads Advisory Committee	PW		3.548
16. Tourism Council (Lane County)	PW/Parks		3.550

MANDATED SPECIAL COMMITTEES/BOARDS

17. Board of Property Tax Appeals	MS	ORS 309.020	3.554
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18. Budget Committee	MS	ORS 294.336	3.556
19. Fair Board (Lane County)	FAIR BOARD	ORS 565.210	3.558
20. Planning Commission	PW/LMD	ORS 215.030	3.510

LANE COUNTY COMMITTEES/MULTI-JURISDICTIONAL COMMITTEES

21. Eugene-Springfield Metropolitan Partnership Board of Directors	City of Eugene		3.566
22. Human Services Commission	H&HS		3.568
23. Lane Workforce Partnership Advisory Committee	WFP	20 CFR 628.410; ORS 258A.458	3.570
24. Metropolitan Wastewater Management Commission	City of Eugene		3.572

OTHER APPOINTED COMMITTEES

25. Elected Officials Compensation Board	MS		3.600
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(Revised by Order No. 00-8-16-1; Effective 8.17.00; 07-10-24-8, 10.24.07; 07-12-5-2, 12.5.07; 07-12-12-5, 12.12.07; 09-4-29-1, 4.29.09; 11-1-19-3, 01-19-11; 11-9-14-1, 9.14.11)

ADVISORY COMMITTEES/MANDATED COMMITTEES

3.520 Building Appeals & Advisory Board.

Advises on building construction, suitability of alternate materials, methods of construction, and provides interpretations of building code. Serves as Board of Appeals in connection with administration of Structural and Mechanical Specialty Codes and Fire and Life Safety Regulations, Plumbing Specialty Code and Uniform Code for the Abatement of Dangerous Buildings.

STAFFING: Land Management Division

MEETS: As needed

MANDATED: UBC 105

MEMBERSHIP: (7) Consists of representatives of the building construction industry.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: 4 years, ending June 30. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 11-9-14-1, 9.14.11)*

3.522 Public Safety Coordinating Council.

Under ORS 423.560, develops and recommends to the Board a plan for use of 1) state resources to serve the local offender population, and 2) state and local resources to serve the needs of that part of the local offender population who are at least 15 years of age and less than 18 years of age, which plan must provide for coordination of community-wide services involving prevention, treatment, education, employment resources and intervention strategies; and coordinates local criminal justice policy among affected criminal justice entities.

In addition to the duties assigned to it under ORS 423.560, the Council develops and recommends to the Board the plan for use of state resources to serve the local youth offender population; coordinates local juvenile justice policy among affected juvenile justice entities; develops and recommends to the Board a plan designed to prevent criminal involvement by youth, which provides for coordination of community-wide services involving treatment, education, employment and intervention strategies aimed at crime prevention.

STAFFING: County Administration

MEETS: Quarterly

MANDATED: ORS 423.560

MEMBERSHIP: Up to 20, selected by the Board (unless noted otherwise) as follows:

- (1) Police chief, selected by the police chiefs in the county
- (1) Sheriff;
- (1) District Attorney;
- (1) State Court Judge, appointed by Presiding Judge;
- (1) Public Defender or Defense Attorney, appointed by Presiding Judge;
- (1) Community Corrections Manager;
- (1) County Commissioner;
- (1) Youth Services Official recommended by the Health and Human Services Department Director;
- (1) Public Health Official recommended by the Health and Human Services Department Director;
- (1) Mental Health Official recommended by the Health and Human Services Department Director;
- (3) Up to three lay Citizens;
- (1) City Councilor or Mayor, selected by the City of Eugene;
- (1) City Councilor or Mayor, selected by the City of Springfield;
- (1) City Manager or other City Representative, selected by the cities other than Eugene or Springfield;
- (1) County Administrator;
- (1) Representative of the Oregon State Police (non-voting), selected by the Superintendent of Oregon State Police;
- (1) Oregon Youth Authority Representative (non-voting), selected by the Director of Oregon Youth Authority

TERM: 4 years, ending December 31. *(Revised by Order No. 01-5-9-1; Effective 5.9.01; 03-8-27-3, 8.27.03; 09-4-29-1, 4.29.09; 11-9-14-1, 9.14.11)*

3.524 Mental Health Advisory/Local Alcohol and Drug Planning Committee.

Advises the Board of County Commissioners as the local mental health authority, and the Director of the Department of Health and Human Services on community needs and priorities for mental health services and alcohol and drug abuse prevention and treatment services and shall assist in planning and in review and evaluation of those services.

STAFFING: Department of Health and Human Services

MEETS: Monthly

MANDATED: ORS 430.342, ORS 430.630(7), OAR 309-014-0020(3), OAR 309-016-0020(2), OAR 415-056-0005(10)

MEMBERSHIP: Consists of people who are broadly representative of the community, with a balance of age, sex, ethnic, socioeconomic, geographic, professional and consumer interests represented. The number of members will be determined by the Committee and reflected in the bylaws. Membership must include advocates for persons with mental or emotional disturbances, drug abuse problems, mental retardation or other developmental disabilities and alcoholism and alcohol abuse problems. The committee must also include a number of minority members which reasonably reflects the proportion of the needs for alcoholism treatment and rehabilitation services of minorities in the community as well as a representative for the mental health Consumer Council. Subcontractors of mental health services, alcohol and drug prevention and treatment services, developmental disabilities services, their employees and their board members are barred from membership on this committee.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: 4 years, ending October 31. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 07-12-5-2, 12.5.07; 09-3-18-1; 3.18.09; 11-9-14-1, 9.14.11)*

3.526 Farm Review Board.

Advises the County Assessor with respect to the use of comparable sales figures in assessing agricultural land; the Board also advises the County Assessor as to whether figures or factors are proper under ORS 308A.092.

STAFFING: Department of Assessment and Taxation

MEETS: Once or twice each year

MANDATED: ORS 308A.095

MEMBERSHIP: (5) Two appointed by the Board of Commissioners, two appointed by the Assessor and fifth member chosen by other four members.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: 2 years for Commissioner and Assessor appointees, 1 year for joint appointee, all ending January 31. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 11-9-14-1, 9.14.11)*

3.528 Historic Resources Committee (Lane County).

Represents a variety of historical interests and the interests of the property owners. Its tasks shall include: general concern with historical matters in the County; to monitor conditions affecting such resources; to devise criteria and methods for the selection of newly-designated historical resources; to advise the staff and officials of the County on proposed new historical sites and structures; to oversee the administration of the Historic Structures or Sites ordinance; and to perform other related tasks and duties. The Committee reports to the Planning Commissions and subsequently to the Board of County Commissioners.

STAFFING: Department of Public Works, Land Management Division

MEETS: As needed

MANDATED: Lane County Goal 5, Policy 1 and Statewide Planning Goal 5

MEMBERSHIP: (7) Reflects the geographic diversity of the County and other requirements of the Goals.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

NONMANDATED COMMITTEES

3.536 Lane County Animal Services Advisory Committee.

Advises the Public Works Director and the Board of County Commissioners on matters of animal service operations, program improvements, model and state of the art animal welfare, care control programs, and facilities.

STAFFING: Department of Public Works

MEETS: Monthly, or as needed

NONMANDATED

MEMBERSHIP: (7) Consists of five members appointed by individual Commissioners and two at-large members appointed by the Board of Commissioners.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: Commissioner appointed members serve at the will of the Commissioner who appointed them, but for no longer than 4 years without reappointment. The two at-large members serve at the will of the Board of Commissioners, but for no longer than 4 years without reappointment. *(Revised by Order No. 07-12-12-5; Effective 12.12.07; 09-4-29-1, 4.29.09; 11-9-14-1, 9.14.11)*

3.538 Public 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 five members appointed by individual Commissioners, two at-large representatives and five members from the health professions including physicians, dentists, nutritionists and health educators.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 07-12-5-2, 12.5.07; 09-4-29-1, 4.29.09; 11-9-14-1, 9.14.11)*

3.540 Lane County Commission for the Advancement of Human Rights (LCCAHR).

The protection of human rights is a primary responsibility of the County, based on the inalienable rights and inherent worth of all people. In light of that recognition, the LCCAHR shall:

Advise the Board of County Commissioners on the status of civil and human rights in the County, and provide the Board of County Commissioners and County departments community input and feedback regarding human rights and affirmative action; provide community education and outreach concerning human rights programs within Lane County; recommend, support, and assist in development of programs and seminars on human rights, cultural diversity, equal opportunity, and affirmative action; develop and publicize a system to assist persons in seeking resolution of harassment and discrimination complaints and recommend appropriate action; recommend policies and actions to improve access to County services and employment opportunities, and for overcoming cultural, linguistic and physical barriers which limit accessibility; provide 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); hold at least three (3) Commission 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; develop a work plan annually for the upcoming year; affirm, encourage, and promote 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.

The LCCAHR may take positions on human rights issues as a commission and speak to the public solely on behalf of the LCCAHR. The members shall not take positions on behalf of the County without prior written approval. Positions can be distinguished by a clarifying comment on all written statements and a signature by the chair. Unless approved by the Board, positions taken by LCCAHR do not necessarily reflect the views or positions of the County or the Board of Commissioners. All such written statements must be copied to County Counsel.

STAFFING: County Administration with collaboration with the Human Resources Department. The Board recognizes that dedicated staff is necessary to support the LCCAHR, track and report on complaints, act as liaison within the County organization, oversee grant writing, monitoring, and interns, and otherwise assist and provide administrative support to the LCCAHR.

MEETS: Monthly,, with Commissioners attending commission meetings held in their district. In any case, one (1) Commissioner liaison should attend all commission meetings. Video-conferencing should be made available as possible to ensure county-wide involvement.

NONMANDATED

MEMBERSHIP: (7) Consists of 7 members comprised of five (5) individual commissioner appointees and two (2) at-large appointees nominated by the individual commissioner appointees, but appointed by the Board as a whole.

No more than two (2) County employees may serve on the Commission.

TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. *(Revised by Order No. 00-8-16-1, Effective 8.17.00; 02-8-28-15, 8.28.02; 05-10-12-3, 10.12.05; 06-11-29-4, 11.29.06; 07-10-24-8, 10.24.07; 09-4-29-1, 4.29.09; 09-11-10-1, 11.11.09)*

3.542 Law Library Advisory Committee.

Works with assigned county staff to develop advice as to the financial requirements necessary to maintain adequate law library facilities and services.

STAFFING: Office of Legal Counsel

MEETS: In December or January of each year to discuss the upcoming budget process and to prepare recommendations for County Counsel to forward on to the Administrator for preparation of the proposed budget.

NONMANDATED

MEMBERSHIP: (9) Consists of seven members appointed by the Lane County Bar Association, two at-large lay citizens appointed by the Board of Commissioners, and a member of the University of Oregon Law Library staff as an ex-officio member.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: At-large appointees serve at the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 05-5-11-4, 5.11.05; 09-4-29-1, 4.29.09; 11-9-14-1, 9.14.11)*

At left margin indicates changes
Bold indicates material being added
~~Strikethrough~~ indicates material being deleted

LEGISLATIVE FORMAT

3.092

Lane Manual

3.102

3.092 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Director of the Department of Health and Human Services of Lane County.

(2) The Director shall employ a physician licensed by the State Board of Medical Examiners as County Health Officer.

(3) The Director **or designee shall carryis** the ~~designation of~~ "Health Administrator" as defined by Oregon Revised Statutes and as such shall carry out the provisions of public health statutes as appropriate.

(4) **The Director or designee also has the title and responsibilities of the Director of the County Juvenile Department under state law.**

(5) The Director is authorized to sign on behalf of Lane County all applications, reports and other documents necessary to procure permits to obtain spirits free of tax for the operation of Lane County's Medical Clinic and Laboratory.

(~~5~~6) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order No. 01-2-14-10; Effective 2.14.01)*

3.094 Functions.

(1) The Department ~~shall beis~~ responsible to serve the physical, mental, social and environmental health needs of Lane County citizens.

(2) The Department shall establish various medical programs as required in the communities of Lane County.

(3) The Department shall administer the Lane County Community Mental Health Clinic and other mental health programs as authorized by the Board.

(4) The Department ~~shall beis~~ responsible for Lane County programs that relate to social health in the communities.

(5) The Department shall administer environmental health programs and ordinances including recommending standards, issuing permits and conducting inspections or other code enforcement methods as specifically assigned by the Board.

(6) **The Department is responsible for enhancing the ability of youth to achieve success and of correcting juvenile delinquency and shall perform the functions of a county juvenile department under state law.** In exercising the above functions, the Department shall be responsible for various related activities such as community education services, grants administration, medical investigations, and vital statistics records. *(Revised by Order No. 01-2-14-10; Effective 2.14.01; 07-5-9-5, 5.9.07; 07-12-12-5, 12.12.07; 13-10-29-03, 11.07.13)*

DEPARTMENT OF HUMAN RESOURCES

3.100 Definitions.

As used in this subchapter:

"Department" means the Department of Human Resources of Lane County.

"Director" means the Director of the Department of Human Resources. *(Revised by Order 06-11-29-4, Effective 11.29.06)*

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LEGISLATIVE FORMAT

3.102

Lane Manual

3.114

3.102 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Human Resources Director of Lane County.

(2) The Director shall have the responsibility for the management of the Human Resources Department and the "Functions" as stated below.

(3) The Director shall be responsible for developing procedures for the uniform application of all personnel policies consistent with the law.

(4) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order 06-11-29-4, Effective 11.29.06)*

3.104 Functions.

The Department shall perform and be responsible for the following functions:

(1) Human Resources: The Department shall have the purpose of providing human resources service for all County departments, and acting as a liaison between employees/the public, and County Administration/the Board, in all matters relating to personnel policies, processes, and functions. The Department shall be responsible for administering the County's centralized human resources system, including: labor relations, affirmative action, merit system administration, recruitment, selection, testing, training, classification and compensation plans, benefits programs, employee assistance, and employee orientation.

(2) Risk Management. The Department shall be responsible for risk management functions, including loss prevention, safety and administration of workers' compensation and self-insurance programs, with the exception of general liability claims management. *(Revised by Order 06-11-29-4, Effective 11.29.06)*

DEPARTMENT OF YOUTH SERVICES

~~**3.110 Definitions.**~~

~~As used in this subchapter:~~

~~—"Department" means the Department of Youth Services of Lane County.~~

~~—"Director" means the Director of the Department of Youth Services of Lane County. *(Revised by Order No. 95-6-28-2; Effective 6.28.95)*~~

~~**3.112 Director.**~~

~~(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of the Director of the Department of Youth Services of Lane County.~~

~~(2) The Director shall also have the title and responsibilities of the Director of the County Juvenile Department under state law.~~

~~(3) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order No. 95-6-28-2; Effective 6.28.95)*~~

~~**3.114 Functions.**~~

~~(1) The Department shall have the dual purposes of enhancing the ability of youth to achieve success and of correcting juvenile delinquency.~~

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~~—— (2) — The Department shall perform the functions of a county juvenile department under state law. (Revised by Order No. 95-6-28-2; Effective 6.28.95)~~

DEPARTMENT OF PUBLIC WORKS

3.120 Definitions.

As used in this subchapter:

"Department" means the Department of Public Works of Lane County.

"Director" means the Director of the Department of Public Works of Lane County. *(Revised by Order No. 93-3-31-7; Effective 3.31.93)*

3.122 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Director of the Department of Public Works of Lane County.

(2) The Director shall designate a duly qualified engineer as County Engineer to perform all functions specified by State law.

(3) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order No. 93-3-31-7; Effective 3.31.93)*

3.124 Functions.

(1) The Department shall have the functions of the County Engineer under general State law and all road and highway functions of Lane County, and such further functions as have been heretofore allocated and assigned to the County Engineer by the Board, and such functions as may in the future be allocated and assigned to the Department.

(2) The Director shall have authority and responsibility for issuance or denial of permits provided for in ORS 374.310, provided that a denial of such permit may be appealed to the Board whose decision shall be final, and provided further that in unusual circumstances where fairness and justice to the applicant requires a modification in the application of the rules governing facility permits, the Board alone may make modifications and grant the permit in accordance therewith.

(3) The Department shall have the functions of issuing permits provided for in ORS 483.502-.545, and the Director shall have the responsibility and discretion to determine proper limits and suitable roads or sections thereof to be specified in permits provided for in ORS 483.502-.545.

(4) The Director, or said Director's expressly designated representative, shall have the authority to issue fire permits pursuant to the provisions of ORS 476.380.

(5) The Director or the Director's designated representative shall have authority to authorize the erection of traffic signs and signals for Lane County.

(6) The Department shall have the functions of operating the Motor and Equipment Pool and Fleet Services.

(7) The Department shall have the functions of County Surveyor under general State law.

(8) The Department shall be responsible for the functional areas of Park and Recreation activities, including planning, operation and maintenance, public information and assistance and park improvement.

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OFFICE OF COUNTY ADMINISTRATION

3.130 Definitions.

As used in this subchapter:

"Office" means the Office of County Administration as described in LC 2.110-2.115.
(Revised by Order No. 94-12-20-1; Effective 12.20.94)

3.132 County Administrator.

See Lane Code 2.110. (Revised by Order No. 94-12-20-1; Effective 12.20.94)

3.134 Functions.

In addition to the duties assigned in LC 2.110 through 2.115, the office shall be responsible for budget functions including budget development and administration, financial analysis and planning, and budget monitoring. (Revised by Order No. 94-12-20-1; Effective 12.20.94; 07-8-29-4, 8.29.07)

3.136 Assistant County Administrator.

- (1) The Assistant County Administrator shall be appointed by the Board.
- (2) Under the administrative direction of the County Administrator, the Assistant County Administrator may serve as the Department Director of the Office of County Administration.
- (3) Under the administrative direction of the County Administrator, the Assistant County Administrator may exercise direct supervision over assigned Department Directors.
- (4) The Assistant County Administrator shall perform such additional duties as may be delegated by the County Administrator or the Board. (Revised by Order No. 07-8-14-1, Effective 8.14.07)

~~DEPARTMENT OF CHILDREN AND FAMILIES~~

~~3.140 Definitions.~~

~~As used in this subchapter:~~

~~—"Department" means the Department of Children and Families of Lane County.~~
~~—"Director" means the Director of the Department of Children and Families of Lane County. (Revised by Order No. 95-6-28-2; Effective 6.28.95)~~

~~3.142 Director.~~

- ~~(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of the Director of the Department of Children and Families of Lane County.~~
- ~~(2) The Director shall have the duties and responsibilities of the staff director for the Lane County Commission on Children and Families.~~
- ~~(3) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. (Revised by Order No. 95-6-28-2; Effective 6.28.95)~~

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~~3.144 Functions.~~

~~———— (1) ——— The Department shall be responsible for implementing the plans created by the Lane County Commission on Children and Families and approved by the Board for a local system of services that is preventive, integrated in local communities, and accessible to children and families, and that focuses on promoting the wellness of Lane County's children. (Revised by Order No. 95-6-28-2; Effective 6.28.95)~~

DEPARTMENT OF INFORMATION SERVICES

3.150 Definitions.

As used in the subchapter:

"Department" means the Department of Information Services of Lane County.

"Director" means the Director of the Department of Information Services of Lane County. (Revised by Order No. 96-1-30-2; Effective 1.30.96)

3.152 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of the Director of the Department of Information Services of Lane County and also the title of Chief Information Officer.

(2) The Director shall have the responsibility for management of the Department and performance of the "functions" as stated below.

(3) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. (Revised by Order No. 96-1-30-2; Effective 1.30.96)

3.154 Functions.

(1) The Department shall perform all information systems strategic planning and coordination for Lane County.

(2) The Department shall establish information technology standards.

(3) The Department shall be responsible for implementing information technology plans and standards.

(4) The Department shall participate in, make recommendations concerning, and advise the Board and its representatives in all matters related to Lane County's relationship with its regional partners in information technology.

(5) The Department shall stay abreast of current trends in technology and ensure that the Board, County Administrator, and Department Directors are aware of significant changes that will improve Lane County business functions.

(6) The Department shall deliver information services for County departments.

(7) The Department shall train County employees in effective use of information technology.

(8) The Department shall be responsible for administration and implementation of shared regional technology, and of such other regional information systems at the direction of the regional partners. (Revised by Order No. 96-1-30-2; Effective 1.30.96; 04-7-28-7, 7.28.04)

WORKFORCE PARTNERSHIP DEPARTMENT

3.155 Definitions.

As used in this subchapter:

STANDING COMMITTEES

3.515 Standing Committees.

The County sees a need for standing committees to advise the Board of Commissioners or the County Administrator in areas of interest of the County. The following committees have been formed to meet those needs. Each standing committee shall provide an annual report to the Board by February of each year that highlights the progress, successes and challenges of the committee.

- (a) Policies and Procedures
- (b) Legislative Affairs
- (c) Finance & Audit
- (d) Technology Management Team
- (e) Facilities
- (f) Economic Development Standing Committee

(1) Economic Development Committee.

(a) Scope and Function. This committee provides recommendations to the Board regarding Lane County's economic development policies and activities, including:

(i) Development and periodic review of Lane County's Economic Development Plan.

(ii) Analysis of proposed uses of County real estate for economic development purposes.

(iii) Review and analysis of economic development proposals or grants requiring Lane County sponsorship or participation.

(iv) Review and analysis of requests from outside economic development agencies or programs.

(b) Membership.

(i) Five lay citizens appointed by individual Commissioners.

(ii) Two at-large members selected by the Board as a whole.

(iii) Two additional at-large members living or working in rural Lane County selected by the Board as a whole.

(iv) Two Lane County Board of Commissioners (ex-officio status).

(c) Term

All members serve at the will of the Commissioner who appointed them or the Board if appointed by the whole Board, but for no longer than four years without reappointment.

(d) Meeting Frequency

The Committee shall meet as needed, but no less than quarterly.

(2) Facilities Committee.

(a) Scope and Function. The function of this committee is to provide recommendations to the Board regarding County owned facilities issues in the following areas:

(i) The Capital Improvement Program (CIP) for County facilities.

(ii) Real Property acquisitions and sales.

(iii) Facilities Maintenance and Custodial Services.

(iv) Construction and remodel activities.

(v) Use of County facilities.

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- (b) Membership.
 - (i) Two Lane County Board of Commissioners.
 - (ii) The County Administrator.
 - (iii) The Director of the Department of Management Services.
 - (iv) Three other Department Directors, at least one of which must be elected.
- (c) Meeting Frequency: Monthly, or as needed.
- (3) Finance and Audit Committee.
 - (a) Scope and Function. The committee's function is broad based, to provide recommendations to the Board regarding the following:
 - (i) Review and monitor the current procedures to insure the existence of an effective financial system with appropriate internal controls.
 - (ii) Maintain overview responsibilities for both external and internal audit functions.
 - (iii) Review the development and implementation of a multi-year audit program for Lane County.
 - (iv) Monitor the annual review of departmental fee-for-services preparatory to the ensuing fiscal year's budget process and evaluate the feasibility of potential significant alternative revenue sources, as may be identified.
 - (v) Provide a communication link between the independent auditors and the Board.
 - (vi) Develop and implement internal management audits of specific units of County government. These audits are to be both fiscal and operational.
 - (vii) Analysis of new programs that offer opportunities to increase economy and efficiency in County operations.
 - (viii) Review and monitor the development of a multi-year financial plan that forecasts revenue and expenditures for major County programs.
 - (ix) Review any other proposals having financial impact on County operations.
 - (x) Oversee and evaluate County Performance Auditor.
 - (b) Membership.
 - (i) Two Lane County Board of Commissioners.
 - (ii) One elected department director or designee.
 - (iii) County Administrator – non voting.
 - (iv) County Counsel – non voting.
 - (v) Nonvoting department managers and staff support, as required.
 - (c) Meeting Frequency: Monthly, or as needed.
- (4) Legislative Committee.
 - (a) Scope and Function. The function of this committee is to oversee all aspects of Lane County's legislative program and:
 - (i) Ensure staff review of all County-oriented legislation.
 - (ii) Submit legislation to the Board for consideration.
 - (iii) Coordinate all staff lobbying activities.
 - (iv) Monitor state legislative activities.
 - (v) Determine the relative priority of County legislation per Board direction.
 - (b) Membership.

- (i) County Administrator.
- (ii) All department directors or designees.
- (iii) Two Lane County Board of Commissioners.
- (iv) Other staff support, as required.
- (c) Meeting Frequency: As needed.
- (5) Policy and Procedures Committee.
 - (a) Scope and Function. The function of this committee is to provide recommendations on all new issues that have the potential for requiring the Board to adopt a final policy or position, or change existing policy, and may include:
 - (i) Personnel related policies, particularly those relating to Lane Charter, Code or Manual provisions.
 - (ii) The operating procedures between the Board, the County Administrator, and elected and administrative Department Directors.
 - (iii) The development of rules and procedures on the Board's internal operations. This could include such issues as Board representation on committees or organizations, and the authority and role of those representatives or procedures for making Board appointments to the Budget or Advisory Committees.
 - (iv) Other policy matters referred by the Board.
 - (b) Membership.
 - (i) Two Lane County Board of Commissioners.
 - (ii) County Administrator.
 - (iii) County Counsel.
 - (iv) Three Department Directors, at least one of which must be elected.
 - (vi) Nonvoting Department managers and staff support, as required.
 - (c) Meeting Frequency: As needed.
- (6) Technology Management Team (TMT).
 - (a) Scope and Function. The function of this committee is broad based, to provide recommendations to the Board regarding the following:
 - (i) Establish ongoing mission vision and direction for Lane County information services.
 - (ii) Review and monitor the current policies to insure the existence of an effective use of technology.
 - (iii) Review and monitor the development and implementation of a multi-year strategic plan for technology.
 - (iv) Review new technologies that offer opportunities to increase economy and efficiency in County operations, and champion those technologies with the Board of Commissioners.
 - (v) Review any other proposals having a technological impact on county operations.
 - (b) Membership.
 - (i) Three department directors (or designees), representative of the largest users of the services of the Department of Information Services.
 - (ii) One department director not included in (i) above.
 - (iii) The Director of the Department of Information Services.
 - (iv) The County Administrator.
 - (v) Two Lane County Board of Commissioners.

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(c) Other Non-Voting Participants.

(i) Interested department managers. Computer Services Managers with the consent of the committee

(d) Meeting Frequency: As needed. *(Revised by Order No. 01-10-31-4; Effective 10.31.01; 03-11-12-6, 11.12.03; 07-5-23-2, 5.23.07; 09-4-29-1, 4.29.09; 09-6-3-3, 6.3.09; 11-9-14-1, 9.14.11)*

LANE COUNTY COMMITTEES
MANDATED ADVISORY COMMITTEES

<u>Committee</u>	<u>Responsible Department</u>	<u>Mandate</u>	<u>LM#</u>
1. Building Appeals and Advisory Board	PW/LMD	UBC 105	3.520
2. Commission on Children and Families	C&F	ORS 417.760	3.521
32. Public Safety Coordinating Council	CAO	ORS 423.560	3.522
43. Mental Health Advisory/Local Alcohol and Drug Planning Committee	H&HS	ORS 430.342; ORS 430.630(7); OAR 309-014-0020(3); OAR 309-016-0020(2); OAR 415-056-0005(10)	3.524
5. Farm Review Board	A&T	ORS 308A.095	3.526
6. Historic Resources Committee (Lane County)	PW/LMD	Goal 5	3.528
7. Poverty & Homeless Board Community Action Advisory Committee	H&HS	CFR 578.7 , ORS 458.505	3.530
8. Community Health Council	H&HS	Section 330, Public Health Service Act (42 U.S.C. 254b, et seq., as now or hereafter amended)	3.534

NONMANDATED ADVISORY COMMITTEES

9. Public Health Advisory Committee	H&HS		3.538
10. Lane County Animal Services Advisory Committee.	H&HSPW		3.536
11. Lane County Commission for the Advancement of Human Rights	CAO		3.540
12. Law Library Advisory Committee	Legal Counsel		3.542
13. Parks Advisory Committee	PW/Parks		3.544

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14.	Resource Recovery Advisory Committee	PW/W. Mgmt.	3.546
15.	Roads Advisory Committee	PW	3.548
16.	Tourism Council (Lane County)	PW/Parks	3.550

MANDATED SPECIAL COMMITTEES/BOARDS

17.	Board of Property Tax Appeals	MS	ORS 309.020	3.554
18.	Budget Committee	MS	ORS 294.336	3.556
19.	Fair Board (Lane County)	FAIR BOARD	ORS 565.210	3.558
20.	Planning Commission	PW/LMD	ORS 215.030	3.510

LANE COUNTY COMMITTEES/MULTI-JURISDICTIONAL COMMITTEES

21.	Eugene-Springfield Metropolitan Partnership Board of Directors	City of Eugene		3.566
22.	Human Services Commission Committee	H&HS		3.568
23.	Lane Workforce Partnership Advisory Committee	WFP	20 CFR 628.410; ORS 258A.458	3.570
24.	Metropolitan Wastewater Management Commission	City of Eugene		3.572

OTHER APPOINTED COMMITTEES

25.	Elected Officials Compensation Board	MS		3.600
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(Revised by Order No. 00-8-16-1; Effective 8.17.00; 07-10-24-8, 10.24.07; 07-12-5-2, 12.5.07; 07-12-12-5, 12.12.07; 09-4-29-1, 4.29.09; 11-1-19-3, 01-19-11; 11-9-14-1, 9.14.11)

ADVISORY COMMITTEES/MANDATED COMMITTEES

3.520 Building Appeals & Advisory Board.

Advises on building construction, suitability of alternate materials, methods of construction, and provides interpretations of building code. Serves as Board of Appeals in connection with administration of Structural and Mechanical Specialty Codes and Fire and Life Safety Regulations, Plumbing Specialty Code and Uniform Code for the Abatement of Dangerous Buildings.

STAFFING: Land Management Division

MEETS: As needed

MANDATED: UBC 105

MEMBERSHIP: (7) Consists of representatives of the building construction industry.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

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TERM: 4 years, ending June 30. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 11-9-14-1, 9.14.11)*

~~3.521 Commission on Children and Families.~~

~~Plans, initiates and coordinates systems to serve children and families throughout Lane County. The four major goals of the Commission are to promote a wellness system, create and encourage collaborative partnerships, establish structured community planning and decision-making processes, and to maintain a framework of accountability. The Commission also develops policy and oversees the implementation of the local coordinated comprehensive plan. The Commission advises the Board of County Commissioners on critical issues and services affecting Lane County's children and families and serves as a local planning body for the Oregon Commission on Children and Families.~~

~~STAFFING: Department of Children and Families~~

~~MEETS: Monthly~~

~~MANDATED: ORS 417.760~~

~~MEMBERSHIP: (21) Consists of 21 members, the majority of whom are laypersons. A layperson is one whose primary income is *not* derived from either offering direct service to children and youth or being an administrator for a program for children and youth. Membership of the Commission shall consist of one (1) Lane County Commissioner; three (3) youth representatives (between the ages of 15 and 20 at the time of appointment) with a preference that one youth represent a rural area and one youth position represent a metropolitan area; two (2) rural representatives; five (5) members appointed by individual County Commissioners, and nine (9) at large members, appointed by the Board of County Commissioners. The Board shall appoint the chair.~~

~~TERM: 4 years, ending June 30. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 07-2-21-1, 2.21.07; 09-4-29-1, 4.29.09; 11-9-14-1, 9.14.11)*~~

3.522 Public Safety Coordinating Council.

Under ORS 423.560, develops and recommends to the Board a plan for use of 1) state resources to serve the local offender population, and 2) state and local resources to serve the needs of that part of the local offender population who are at least 15 years of age and less than 18 years of age, which plan must provide for coordination of community-wide services involving prevention, treatment, education, employment resources and intervention strategies; and coordinates local criminal justice policy among affected criminal justice entities.

In addition to the duties assigned to it under ORS 423.560, the Council develops and recommends to the Board the plan for use of state resources to serve the local youth offender population; coordinates local juvenile justice policy among affected juvenile justice entities; ~~and in consultation with the Commission on Children and Families,~~ develops and recommends to the Board a plan designed to prevent criminal involvement by youth, which provides for coordination of community-wide services involving treatment, education, employment and intervention strategies aimed at crime prevention.

STAFFING: County Administration

MEETS: Quarterly

MANDATED: ORS 423.560

MEMBERSHIP: Up to 20, selected by the Board (unless noted otherwise) as follows:

- (1) Police chief, selected by the police chiefs in the county

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- (1) Sheriff;
- (1) District Attorney;
- (1) State Court Judge, appointed by Presiding Judge;
- (1) Public Defender or Defense Attorney, appointed by Presiding Judge;
- (1) Community Corrections Manager;
- (1) County Commissioner;
- (1) Youth Services **Official recommended by the Health and Human Services Department Director**~~Department Director~~;
- (1) Public Health Official recommended by the Health and Human Services Department Director;
- (1) Mental Health Official recommended by the Health and Human Services Department Director;
- (3) Up to three lay Citizens;
- (1) City Councilor or Mayor, selected by the City of Eugene;
- (1) City Councilor or Mayor, selected by the City of Springfield;
- (1) City Manager or other City Representative, selected by the cities other than Eugene or Springfield;
- (1) County Administrator;
- (1) Representative of the Oregon State Police (non-voting), selected by the Superintendent of Oregon State Police;
- (1) Oregon Youth Authority Representative (non-voting), selected by the Director of Oregon Youth Authority

TERM: 4 years, ending December 31. *(Revised by Order No. 01-5-9-1; Effective 5.9.01; 03-8-27-3, 8.27.03; 09-4-29-1, 4.29.09; 11-9-14-1, 9.14.11)*

3.524 Mental Health Advisory/Local Alcohol and Drug Planning Committee.

Advises the Board of County Commissioners as the local mental health authority, and the Director of the Department of Health and Human Services on community needs and priorities for mental health services and alcohol and drug abuse prevention and treatment services and shall assist in planning and in review and evaluation of those services.

STAFFING: Department of Health and Human Services

MEETS: Monthly

MANDATED: ORS 430.342, ORS 430.630(7), OAR 309-014-0020(3), OAR 309-016-0020(2), OAR 415-056-0005(10)

MEMBERSHIP: ~~(13)~~—Consists of ~~13 persons~~ **people** who are broadly representative of the community, with a balance of age, sex, ethnic, socioeconomic, geographic, professional and consumer interests represented. **The number of members will be determined by the Committee and reflected in the bylaws.** Membership ~~shall~~ **must** include advocates for persons with mental or emotional disturbances, drug abuse problems, mental retardation or other developmental disabilities and alcoholism and alcohol abuse problems. ~~It shall~~ **The committee must** also include a number of minority members which reasonably reflects the proportion of the needs for alcoholism treatment and rehabilitation services of minorities in the community as well as a representative for the mental health Consumer Council. Subcontractors of mental health services, alcohol

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and drug prevention and treatment services, developmental disabilities services, their employees and their board members are barred from membership on this committee.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: 4 years, ending October 31. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 07-12-5-2, 12.5.07; 09-3-18-1; 3.18.09; 11-9-14-1, 9.14.11)*

3.526 Farm Review Board.

Advises the County Assessor with respect to the use of comparable sales figures in assessing agricultural land; the Board also advises the County Assessor as to whether figures or factors are proper under ORS 308A.092.

STAFFING: Department of Assessment and Taxation

MEETS: Once or twice each year

MANDATED: ORS 308A.095

MEMBERSHIP: (5) Two appointed by the Board of Commissioners, two appointed by the Assessor and fifth member chosen by other four members.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: 2 years for Commissioner and Assessor appointees, 1 year for joint appointee, all ending January 31. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 11-9-14-1, 9.14.11)*

3.528 Historic Resources Committee (Lane County).

Represents a variety of historical interests and the interests of the property owners. Its tasks shall include: general concern with historical matters in the County; to monitor conditions affecting such resources; to devise criteria and methods for the selection of newly-designated historical resources; to advise the staff and officials of the County on proposed new historical sites and structures; to oversee the administration of the Historic Structures or Sites ordinance; and to perform other related tasks and duties. The Committee reports to the Planning Commissions and subsequently to the Board of County Commissioners.

STAFFING: Department of Public Works, Land Management Division

MEETS: As needed

MANDATED: Lane County Goal 5, Policy 1 and Statewide Planning Goal 5

MEMBERSHIP: (7) Reflects the geographic diversity of the County and other requirements of the Goals.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: 4 years, ending November 30. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 11-9-14-1, 9.14.11)*

3.530 Poverty and Homelessness Board

The Board provides advice to the Board of County Commissioners and the intergovernmental Human Services Commission with the goal of reducing and preventing poverty and homelessness in Lane County. It assists the development of the delivery of housing and services to meet the specific needs of people who are impoverished or homeless improving their stability. It assists to maximize the allocation of local, state and federal funds made available for this purpose. It serves as the administrative board for the

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residents. One goal of the Community Health Council is to review marketplace trends and to provide assistance and advice which reflect the economic realities of the marketplace. The Council shall participate in the selection and evaluation of the CHCLC Project Director/Program Manager, in accordance with County personnel policies and procedures. This Council shall assist with monitoring CHCLC operation in accordance with applicable federal, state and local laws and regulations; participate in planning and reviewing the CHCLC budget; review the budget and financial plan for each fiscal year, as well as the project budget and primary care grant renewals, and give recommendations prior to their submission to the Board of County Commissioners for adoption, in accordance with local budget law. The Council shall participate in planning, measuring and evaluating the CHCLC's progress in meeting its annual and long-term programmatic and financial goals, including client satisfaction with the services offered; participate in selecting the services provided by the CHCLC and in determining its operating hours and which services will be offered at which sites; participate in adopting health care policies regarding scope and availability of services; participate in approving or disapproving subsequent grant applications for the CHCLC's programs. The Council shall work with the H&HS/CHCLC's management team and with community leaders to actively engage in long-term strategic planning to build sustainability for the centers.

STAFFING: Department of Health & Human Services

MEETS: Monthly

MANDATED: Section 330 of the Public Health Service Act (42 U.S.C. 254b, et seq., as now or hereafter amended) and CFR 42 Part 51c subpart C.

MEMBERSHIP: (9 to 15) The Council shall have 9 to 15 members. Representation shall be from consumers, health care providers and community representatives as follows: 51% of the members of the Council must be individuals who are served by the CHCLC and must also be representative with respect to demographic factors. 49% of the members shall be representative of the CHCLC catchment area and will be selected for their expertise in community affairs, local government, finance, legal affairs, trade unions, commercial or industrial concerns or social service agencies. No more than half of the non-consumer representatives may derive more than 10% of their annual income from the health care industry. No member may be an employee of the CHCLC, spouse, or child, parent, brother or sister by blood or marriage.

TERM: 4 years, ending June 30. *(Revised by Order No. 03-11-25-8, Effective 11.25.03; 07-12-5-2, 12.5.07; 11-9-14-1, 9.14.11; 12-2-15-1, 2.15.12)*

NONMANDATED COMMITTEES

3.536 Lane County Animal Services Advisory Committee.

Advises the ~~Public Works Health and Human Services~~ Director and the Board of County Commissioners on matters of animal service operations, program improvements, model and state of the art animal welfare, care control programs, and facilities.

STAFFING: Department of ~~Public Works Health and Human Services~~

MEETS: Monthly, or as needed

NONMANDATED

MEMBERSHIP: (7) Consists of five members appointed by individual Commissioners and two at-large members appointed by the Board of Commissioners.

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LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: Commissioner appointed members serve at the will of the Commissioner who appointed them, but for no longer than 4 years without reappointment. The two at-large members serve at the will of the Board of Commissioners, but for no longer than 4 years without reappointment. *(Revised by Order No. 07-12-12-5; Effective 12.12.07; 09-4-29-1, 4.29.09; 11-9-14-1, 9.14.11)*

3.538 Public 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 five members appointed by individual Commissioners, two at-large representatives and five members from the health professions including physicians, dentists, nutritionists and health educators.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 07-12-5-2, 12.5.07; 09-4-29-1, 4.29.09; 11-9-14-1, 9.14.11)*

3.540 Lane County Commission for the Advancement of Human Rights (LCCAHR).

The protection of human rights is a primary responsibility of the County, based on the inalienable rights and inherent worth of all people. In light of that recognition, the LCCAHR shall:

Advise the Board of County Commissioners on the status of civil and human rights in the County, and provide the Board of County Commissioners and County departments community input and feedback regarding human rights and affirmative action; provide community education and outreach concerning human rights programs within Lane County; recommend, support, and assist in development of programs and seminars on human rights, cultural diversity, equal opportunity, and affirmative action; develop and publicize a system to assist persons in seeking resolution of harassment and discrimination complaints and recommend appropriate action; recommend policies and actions to improve access to County services and employment opportunities, and for overcoming cultural, linguistic and physical barriers which limit accessibility; provide 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); hold at least three (3) Commission 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; develop a work plan annually for the upcoming year; affirm, encourage, and promote 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.

The LCCAHR may take positions on human rights issues as a commission and speak to the public solely on behalf of the LCCAHR. The members shall not take

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positions on behalf of the County without prior written approval. Positions can be distinguished by a clarifying comment on all written statements and a signature by the chair. Unless approved by the Board, positions taken by LCCAHR do not necessarily reflect the views or positions of the County or the Board of Commissioners. All such written statements must be copied to County Council.

STAFFING: County Administration, with collaborations with the Human Resources Department, ~~and Department of Children and Families~~. The Board recognizes that dedicated staff is necessary to support the LCCAHR, track and report on complaints, act as liaison within the County organization, oversee grant writing, monitoring, and interns, and otherwise assist and provide administrative support to the LCCAHR.

MEETS: Monthly,, with Commissioners attending commission meetings held in their district. In any case, one (1) Commissioner liaison should attend all commission meetings. Video-conferencing should be made available as possible to ensure county-wide involvement.

NONMANDATED

MEMBERSHIP: (7) Consists of 7 members comprised of five (5) individual commissioner appointees and two (2) at-large appointees nominated by the individual commissioner appointees, but appointed by the Board as a whole.

No more than two (2) County employees may serve on the Commission.

TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. *(Revised by Order No. 00-8-16-1, Effective 8.17.00; 02-8-28-15, 8.28.02; 05-10-12-3, 10.12.05; 06-11-29-4, 11.29.06; 07-10-24-8, 10.24.07; 09-4-29-1, 4.29.09; 09-11-10-1, 11.11.09)*

3.542 Law Library Advisory Committee.

Works with assigned county staff to develop advice as to the financial requirements necessary to maintain adequate law library facilities and services.

STAFFING: Office of Legal Counsel

MEETS: In December or January of each year to discuss the upcoming budget process and to prepare recommendations for County Counsel to forward on to the Administrator for preparation of the proposed budget.

NONMANDATED

MEMBERSHIP: (9) Consists of seven members appointed by the Lane County Bar Association, two at-large lay citizens appointed by the Board of Commissioners, and a member of the University of Oregon Law Library staff as an ex-officio member.

LIAISON: One member of the Lane County Board of Commissioners shall be appointed as a liaison to this committee.

TERM: At-large appointees serve at the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 05-5-11-4, 5.11.05; 09-4-29-1, 4.29.09; 11-9-14-1, 9.14.11)*

3.544 Parks Advisory Committee.

Advises the Board of County Commissioners on park needs of County residents and visitors regarding County park facilities. Recommends priorities for projects, including financial and operational development and acquisition. Also provides recommendations regarding long-range planning for future park programs and future park needs. Serves as a liaison group representing the concern of the community with regard to parks.