

OREGON LIFESPAN RESPITE CARE PROGRAM

Advisory Council

Guidelines

I. **PURPOSE**: The Oregon Lifespan Respite Care (LRC) Council, appointed by the Director of the Department of Human Services (DHS), shall serve in an advisory capacity to the Director of DHS to further develop and promote existing statewide coordination of respite care services under the Oregon LRC Program to:

1. Include a flexible array of respite care options, *responsive* to family and caregiver needs, and *available* before families and caregivers are in a crisis situation;
2. Be sensitive to the *unique needs, strengths, and multicultural values* of an individual family or caregivers;
3. Offer the most *efficient access* to an array of coordinated respite care services that are built on existing community supports and services;
4. Be driven by *community strengths, needs, and resources*; and
5. Use a *variety of funds, and resources*.

The Advisory Council shall assist the Oregon LRC program to achieve the goals of identifying trends related to respite care, and providing quality respite services. Advice to the program shall include but not be limited to the following areas:

1. Providing policy and program development support to data collection;
2. Identifying and promoting resolution of local and state level policy concerns;
3. Providing technical assistance to community lifespan respite care programs in the areas of respite care operations, resource development, best practices, training, coordination with other caregiver programs, and promoting public awareness;

4. Developing and distributing respite care information;
5. Promoting the exchange of information and coordination among state and local government, community lifespan respite care programs, agencies serving individuals with special needs, families and respite care advocates to encourage efficient provision of respite care, and reduce duplication of effort;
6. Ensuring statewide access to community lifespan respite care programs; and
7. Monitoring and evaluating implementation of community lifespan respite care programs.

II. **MEMBERSHIP AND TERMS OF MEMBERS:**

1. **Composition:**

- a. The Advisory Council shall have no fewer than five and no more than fifteen members. The specific number of members within this range will be set and may be changed by resolutions passed by the voting members.
- b. Council members shall consist of *respite care program managers, respite care consumers, family members, DHS representation from each division as applicable, and other interested individuals*. Advisory Council members will be representative of various special needs of the care receiving population, including but not limited to: Alzheimer's disease and related disorders, developmental disabilities, physical disabilities, chronic illness, mental illness, behavioral and emotional conditions that require supervision, and situations in which a high risk of abuse or neglect exists.
- c. To the extent possible, the appointed Advisory Council members shall represent various sectors, including but not limited to: state and local government, foundations, community organizations, academic institutions, private or public non-profit and for-profit agencies, faith community, geographic areas (rural and urban), and cultural and linguistic groups.

2. Selection Process:

- a. The Director of DHS shall appoint Oregon LRC Advisory Council members. Each member shall serve at the pleasure of the Director for a term of two years. Members are eligible to be reappointed for a second two-year term.

- b. Current Advisory Council members may also recruit individuals to apply, and the application shall be submitted to the Oregon LRC Program Coordinator who will forward it to the DHS Director for consideration of appointment to the Advisory Council.

3. Attendance:

Advisory Council members are expected to attend all regularly scheduled Advisory Council and standing committee meetings. Members who fail to attend three consecutive regular Advisory Council meetings, without providing prior notice to LRC Program Coordinator or a Co-Chairperson, shall be recommended to the DHS Director for removal.

III. MEMBERSHIP, TERMS AND DUTIES OF OFFICERS :

1. Membership of Officers:

The officers of the Advisory Council shall be composed of two Co-Chairpersons. Elections shall be held at the first meeting each calendar year.

2. Duties of the Officers:

The Co-Chairpersons shall share duties of: scheduling meetings, setting the agenda, presiding over all meetings, providing new members with necessary background information for orientation to the Council and delegating follow-up activities as necessary.

3. Terms of the Officers:

The Co-Chairpersons shall serve for a term of two years. Assignments may be arranged so that only one co-chairperson's term ends in any given year.

IV. COMMITTEES AND PROGRAM STAFF:

1. Working Committees:

- a. The Advisory Council shall establish the following working committees as needed. These committees may include:
 - Training and Technical Assistance
 - Outreach/Awareness/Education
 - Evaluation
 - Advocacy and Policy Development

The Advisory Council may create Ad Hoc Committees as needed.

- b. Each Advisory Council member may express a preference for an appointment to a Working Committee.
- c. Each Working Committee shall meet as often as necessary to review and conduct studies on pending issues.
- d. Each Working Committee shall report its activities and make recommendations to the Advisory Council at regularly scheduled Advisory Council meetings.

2. Duties of the Program Staff:

The Program staff shall serve as a recorder for Advisory Council meetings, send out meeting notices and minutes, coordinate communication, and other activities as necessary.

V. MEETINGS -- SCHEDULING AND QUORUM

1. The Advisory Council shall meet no fewer than four times per year and shall establish a schedule of regular meetings. Special meetings of the Advisory Council may be called by the Chairperson or at the request of one-fifth Advisory Council members. Notice of all regular meetings shall be posted at least 48 hours prior to the meetings to allow members and the public to prepare for attendance and participation.
2. A minimum of 50 percent members, plus the Chairperson, is required to hold a meeting, conduct business and vote. Fifty one percent of members present shall constitute a quorum.

3. The Advisory Council shall make recommendations and decisions by consensus when possible, or by any special rules as may be adopted by the Advisory Council.
4. Consensus decisions can be made by email as needed when issues arise between regular meetings. These discussions and decisions will be reported to Council members, and voting result will be recorded in minutes to be presented at the next Advisory Council regular meeting.
5. All regular Advisory Council meetings shall be open to the public and conducted in accordance with the Oregon Public Meetings Law.
 - a. All meetings are open to the public, except for executive sessions in accordance to ORS 192.660 (2). The nature and subject of what is discussed in closed meetings may not be discussed outside these meetings.
 - b. Members of the public will be provided a time to address the Advisory Council at each meeting.

VI. ADOPTION AND AMENDMENT OF GUIDELINES

1. Adoption:

These guidelines shall become effective upon a majority vote (51 percent) of the Advisory Council at a regular meeting. The proposed guidelines shall be provided to the Council members, with a notice of a vote, at least two weeks before the scheduled regular meeting.

2. Amendment:

The Advisory Council will review these guidelines at least biennially. Changes may be made at any regular meetings by fifty one percent members present and voting. The amendment must be submitted in writing to Advisory Council members at least two weeks before a regularly scheduled meeting.