

OREGON DISABILITIES COMMISSION

POLICIES AND OPERATING PROCEDURES MANUAL

FOREWORD

Approved 01/07/2009



The Oregon Disabilities Commission (ODC) is a Governor appointed commission created in the Department of Human Services.

Distinction is made between policy and procedure throughout this document. Policies and procedures require formal adoption by the ODC.

The ODC bylaws are the basis for policies and procedures in this manual and are included for reference. Should a conflict arise between the adopted bylaws and other ODC policies, the bylaws will prevail.

Oregon Disabilities Commission

POLICY: MEMBERSHIP

Approved 01/07/2009

POLICY

Membership in the Oregon Disabilities Commission (ODC) will be in accordance with duly approved bylaws of the ODC, Section III: Membership, as stated below.

Representation

The membership of the Commission shall be composed of members broadly representative of major public advisory groups and private agencies who are experienced in or have demonstrated particular interest in the special needs of individuals with disabilities and consumers. Appointments shall be made with considerations given to geographic representation and a majority shall be individuals with disabilities as defined in ORS 185.110.

Commission members shall represent such organizations and groups as:

1. The Oregon Council on Developmental Disabilities;
2. Oregon Deaf and Hard of Hearing Services Program;
3. State Independent Living Council;
4. State Rehabilitation Council;
5. Commission for the Blind;
6. Mental Health Planning and Management Advisory Council;
7. State Advisory Council on Special Education;

8. Interagency Coordinating Council; or
9. Other major private and public agencies.
10. Up to two at large members.

Appointment

The Oregon Disabilities Commission (ODC) shall consist of not more than 15 voting members, appointed by the Governor of the State of Oregon. The Commission will offer appointment recommendations for the Governor's consideration.

Tenure and Group Representation

If a Commissioner is no longer in the group he or she represents while serving a term as Commissioner, the group may opt to keep that individual on the Commission for the remainder of the individual's term.

RECRUITING/APPOINTMENT PROCEDURE

1. The Commission will solicit applications from individuals broadly representative of major public and private agencies representing a broad range of individuals with disabilities, including individuals representing differing geographic and ethnic backgrounds.
2. When a request for application is received, ODC staff will send a recruitment packet to the potential applicant. The recruitment packet consists of: a) ODC brochure, b) ODC Bylaws c) ODC application, d) Membership Policy, e) ODC Statute.
3. The Executive Committee will review applications and assign a committee member to interview each candidate and check references.
4. The Executive Committee will complete their interview and reference check process for a new ODC applicant and determine a recommendation to the ODC based on the application, notes, interview responses, reference checks, ODC bylaws, and membership requirements and criteria. A decision to hold the application because of a need to balance the Commission in respect to geography, disability, ethnicity, and skills, happens at this point, if necessary.

5. Prior to the next appropriate ODC meeting, ODC members will be sent a communication announcing the Executive Committee's intent to recommend an applicant for membership, and soliciting any concerns from ODC members.
6. If no concerns are raised, the applicant will be invited to the next ODC meeting for introduction at the beginning of the meeting, with the ODC offering to cover costs for the applicant to attend. ODC members will have the opportunity to ask questions of the applicant at that time. The ODC Chair will assign a committee member (usually the interviewer) to act as greeter/host to an applicant at the ODC meeting.
7. Toward the end of the meeting, the ODC meeting agenda will include opportunity for action on the applicant. The ODC Chair will ask the applicant if they are interested in continuing to pursue membership. If the applicant wishes to continue, the Executive Committee recommendation for membership will be presented to the Commission for action. The ODC Chair will give opportunity for the applicant to leave during the membership vote.
8. ODC staff will send the Commission's recommendation to the Governor's Office following the Commission's decision. Each applicant will receive a copy of the appointment recommendation. The ODC Chair will also receive a copy of the appointment recommendation.
9. Recommended ODC members are NOT official until the Governor's appointment process is completed – with a background check and signed oath in place.
10. This application/interview procedure may be bypassed when there is a need to fill a position quickly when timing is critical to fulfill bylaw requirements.

ODC NEW MEMBER ORIENTATION PROCEDURE

1. Following appointment to the ODC, the Chair will assign a mentor for the new ODC member.
2. The member will be given a Member Handbook and will attend a New Member Orientation, usually held semi-annually.
3. The mentor will use the Mentoring Guidelines for assisting the new ODC member.

4. The mentor will sign off on the Orientation Checklist and submit it to the ODC Chair after the new member completes the Orientation.
5. New ODC members are invited to attend the Department of Administration Services Board Training.

CONFLICT OF INTEREST POLICY/PROCEDURE

1. No Commission member shall receive funds directly from the ODC except as allowed under statute.
2. A conflict of interest arises when a Commission member has a financial relationship to, or is an employee, or on the Board of Directors, of an organization which intends to apply for or has applied for a Commission grants or contract. Any Commission member who has a conflict of interest or a perceived conflict of interest must refrain from the following:
 - a. Participation on the screening or selection committees involving funding decisions.
 - b. Participation in the discussion and voting at Commission or committee meetings regarding funding awards and selection of the grantees or contractors.
 - c. Participating in any other Commission processes that relate to funding specific to the issues that create a conflict of interest.
3. Commission members are obligated to inform the Chair of the Commission or committee as soon as they know of any potential or actual conflicts of interest. Such notice shall be recorded in the minutes of the meeting. When it is unclear if a conflict of interest exists, the Executive Committee or Chair shall make the determination. Until a determination is made, a conflict of interest will be considered to exist.

ACCESSIBLE MATERIALS POLICY

1. Any materials distributed at a public meeting of the Commission or any materials distributed by the Commission shall be in an accessible format.
2. For materials distributed at any public meeting of the Commission, specific procedures include:

- a. Staff will request materials from guest speakers and distribute them in electronic format to Commissioners at least seven days in advance of the meeting. Staff will ensure that these materials will be in the most accessible format for each Commissioner, such as preferable font size or software. If a Commissioner does not have access to email, then staff will send hard copies in accessible format to this Commissioner.
 - b. During meetings, presentation materials (power points, posters, flip charts) must be read verbatim to increase accessibility. Any materials with sound shall be accompanied with narration and will be captioned or will be played in conjunction with interpreters.
 - c. In rare times when alternative formats are not available in advance of a meeting, such materials will be provided as quickly after the meeting as possible. However, these materials will not be distributed at the meeting. Any materials not distributed prior to the meeting may be read aloud and explained in manner understood by all Commissioners. The Commission may choose not to act or make decisions based on information that is not provided in accessible formats in advance.
 - d. Staff will send all guest speakers this policy and a letter explaining the policy as soon as they are identified as guest speakers.
3. For all Commission materials distributed to the public (including members of the public at meetings), the Commission will follow the Department of Human Services policy for accessible materials. Access policy includes:
- a. A notice of alternative formats at the start of any document. The notice shall read “If you have a disability and need this material in an alternative format, please call the Commission’s support staff at 503-947-1136. If you know of an individual who needs this accommodation, please let them know that it is available.”
 - b. If a request for an alternative format is made, primary consideration must be given to the individual’s requested format/auxillary aid or service unless another effective means of communication is available and appropriate.

- c. For materials available in Braille and audio transcription, the Commission will work with the Department of Human Services' vendors.
- d. For materials in electronic format, staff will ask individuals which software works best if the individual uses a reader. The Commission will provide materials in the preferred software to its best ability.
- e. Graphs, charts, and tables should be accompanied with a written description in such a way to reflect the information in graphs, charts, or tables.
- f. Whenever a document lists a phone number, it will also list the Text Telephone (TTY) number, if available.

MEETING POLICY/PROCEDURE

1. All meetings will conform to the requirements stipulated by Oregon Public Meetings law.
2. Written meeting minutes will reflect all members present, all motions, proposals, resolutions, and measures proposed and the result of all individual votes and the substance of any discussion matter. Meeting minutes will be provided in paper format on request.
3. Adoption of the agenda will take place at the start of each meeting.
4. Robert's Rules of Order may be used to govern procedures in the conduct of the meetings of the Commission.

MATERIALS FOR THIS POLICY/PROCEDURE

1. Application Packet Memo
2. Executive Committee Member Recommendation Process
3. Interviewer Memo
4. Applicant Interview Letter
5. Interviewer Information
6. ODC Applicant Interviewer Notes
7. ODC Applicant Interview Response Form
8. Mentoring Guidelines

9. New Member Orientation Checklist
10. Exit Interview Questionnaire
11. Liaison Report
12. Accessibility Letter for Meeting Guest Speakers.