

Welcome

This training is for new Council members of OCDD. It is adapted for the Council from the DAS – CHRO - Overview of Boards and Commissions.

✔ **Goal: You have the knowledge and information you need to be successful.**

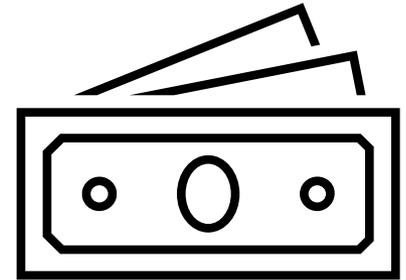
State of Oregon laws, rules, policies and procedures come before any information in this training.



Oregon Council on
Developmental Disabilities

Introduction

- OCDD is a **Council** that helps to guide, make decisions, or give advice about how to spend DD Act federal money and how to make sure people with developmental disabilities get what they need (services).
- All boards, councils and commissions in Oregon help to make sure laws represent the people of Oregon in the best way possible.



As a Council Member:

1. You have been chosen or **appointed** to serve on OCDD by the Governor.

2. You are now a **public official**.

3. A **public official** can be appointed, elected through voting, or paid as an employee.

4. You are **accountable** to private citizens.

5. Private citizens can ask questions and check on what you are doing in your role.



Module 1: Oregon State Government

All three branches have a different job but must work together.

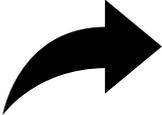
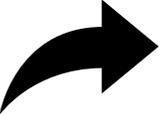
Legislative

Executive

Judicial



Legislative branch makes laws

-  Voters elect 30 Senators and 60 representatives to serve for 2 years. They meet every year in January.
-  During even numbered years (2024) they meet for 35 days in a short session.
-  In odd numbered years (2023) they meet for 160 days for a long session.



 **Executive branch carries out the laws.**

Voters choose the Governor every 4 years.

 **Judicial branch decides the meaning of laws and how to use them in real situations.**

It also makes sure people obey the laws in the courts.



Module 2 – Board Facts

As a Council member, you must follow Oregon state and federal laws.

- Laws tell the Council what it can and cannot do (what powers or **authority** it has).
- A single Council member, including a chair, cannot act alone and make the state of Oregon do something.
- If the Council or an individual member takes action that the law says they does not have the authority to take, you may be involved with the courts.



4 Types of Boards: What type is OCDD?

1. **Policy making boards** – Can make final decisions about policies and activities of a state agency.
2. **Advisory Boards** – Find information (**research**) and advise (**give ideas**) to decisionmakers. *Cannot make or enforce rules.
3. **Licensing Boards** – Decide if some professionals can work in Oregon.
4. **Judgement Boards** – Hear individual cases and make decisions on them.



Board Facts Continued

- ✔ All boards have “**bylaws**”. **Bylaws** are guidelines about what is expected of board members.
- ✔ Most boards work inside of an agency or get help and support from an agency.
- ✔ Some boards, like OCDD, have their own staff who help to carry out programs, policies and rules of the board. Staff also bring issues that are important, prepare meeting agendas, and do research.



Key agencies OCDD may work with:

1. Department of Administrative Services (**DAS**)

2. Department of Justice (**DOJ**)

3. Secretary of State

4. Governor's Office

5. Legislature,

6. Department of Health and Human Services (**ODHS**)

7. Office of Developmental Disabilities Services (**ODDS**)

Module 3 – General Activities of Boards



Budget

The Council budgets and plans its work on a federal fiscal cycle that runs from October 1 to September 30. The Council's funding is established is by the federal government's funding formula.



A board can get funds from 3 different sources:

- 1. General Funds** - This comes from taxes and fees. Sometimes the Council receives general fund dollars from another state agency to do work.
- 2. Federal Funds** – We receive our annual award in chunks throughout the year.
- 3. Other funds** – These are funds that are not general or state funds.



Public Records and Meetings

- ✔ The public has the right to know when OCDD meets, what it talks about and how it makes decisions. This is part of public meetings and public records law.
- ✔ The public can attend all meetings except for executive sessions. There are rules about what can be discussed at executive sessions.



- ✓ The public must get a meeting notice before every meeting. There are different rules about the timing of these notices.
- ✓ Someone must take minutes about everything that happens at a meeting including votes, who voted and all discussions.
- ✓ Secret ballots are not allowed. Minutes must be available to the public afterwards.

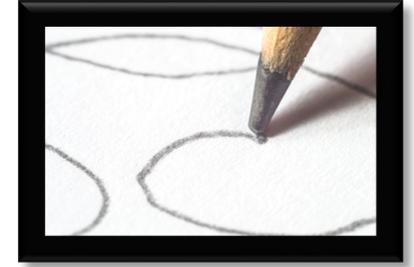
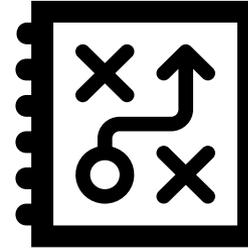
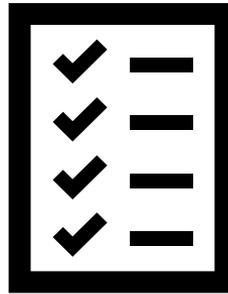
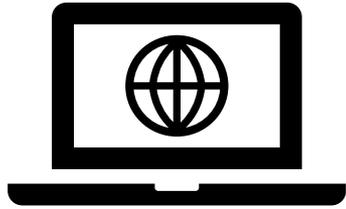
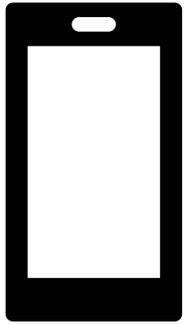


Responsibilities

Boards are **custodians** of their public records. As a custodian, you need to manage how people access records using a written policy about how the public can get access.

Refer to DOJ Public Records and Meetings Manual and ORS chapter 192 if there are any questions about how to manage public records. **It is part of your role to get more information if you do not understand something or have questions.**





Public records include:

1. Videos, photos and minutes of Council meetings
2. Any handwritten or typed **notes or documents** words, pictures, sounds or symbols
3. Budgets and work plans
4. Emails sent by members and staff (It is a good idea for board members have a separate email for board communications).

How to Hold Meetings

Parliamentary Procedure is a set of rules about how to conduct a meeting so that everyone is heard and to make decisions.

A quorum – the number of people who must be present and can vote. If you do not have quorum, the meeting is not legal. The quorum for OCDD is one more than half the current membership

Roll call – the people who are at the meeting



How to Hold Meetings

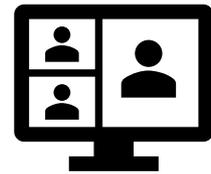
Approval of minutes – if no one objects to the minutes, they are approved

Major items of business – reports from committees or officers

Reports – are for information only unless action is needed

Unfinished business – anything that was not complete from the last meeting

Adjourn – The chair can end the meeting if all business is done or can ask for a motion to “adjourn” (end the meeting).



Motion Procedures

Motions are a way to introduce topics, take turns and move a meeting along in an organized way.

1. Address the chair and make your motion.
 2. Wait for someone to second your motion: If there is no second to your motion, it is lost and will not move forward. If so, you can try the motion again later.
 3. The Chair states your motion. The Council can then debate your motion or may move directly to a vote.
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Motion Procedures

4. This is the time for you to speak in favor of your motion, rather than at the time you present it. Members must direct all comments and debates to the Chair.

5. The chair asks, “Are you ready to vote on the motion?” The chair takes a vote and if there is no more discussion, a vote is taken.



Voting on a motion

There are different ways to vote on a motion. The Council uses a roll call to vote.

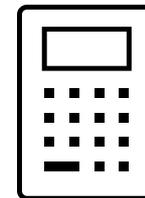
Each member is called, they answer “yes”, “no” or “abstain” when their name is called. The person’s name and vote is recorded.



Module 4: Operations and Management

OCDD can use its' budget to buy goods or services from a contractor to further its mission. The process is called **procurement**.

It is the job of the Executive Director and staff to manage procurements on behalf of the OCDD.



Procurement

The Office of Contracts and Procurement (**OC and P**) is the delegated authority who helps to make sure our contracts meet procurement and contract rules.

They monitor and advise on purchasing goods and services.

They must write all legal documents (solicitations, contracts, purchase orders, grant agreements).



Procurement

The Council is involved at the start of the procurement process.

The Council approves a budget item and the basic structure of a project.



Council staff then work directly with OC and P through all the steps to finalize a contract.



Human Resources

1. Council seats are volunteer positions.
2. Members may receive travel and meal reimbursements or per diem.
3. They may receive a stipend for regular board meetings and other official board activities.
4. There are laws about the rate of pay for each of these and who is eligible for these.



Human Resources



Board members appointed by the Governor are banned from being paid employees of the board.



Per ORS 236.145, they cannot be employed on the board for one year after their term expires.

Module 5: Communication for Diversity and Inclusion

It is important to communicate well and be inclusive.

Inclusion is a value (something you think is important) and an action (something you do).

To be inclusive, you purposefully bring all people, and especially excluded people or groups into the way you do things (processes), what you do (activities), leadership roles and decision-making.



Communication for Diversity and Inclusion

Stereotypes (a simplified way to understand or talk about a whole group of people) and bias (a preference for or against something) can get in the way of inclusion.

Anyone can send, receive or witness bias or stereotype.

When you use language that shows respect for everyone, it will help people hear your message.





✔ Goal: People share power.

Module 6: Ethics

The Oregon Government Ethics Commission enforces ethics law.

You cannot use your position for **financial gain** (to make money) for yourself, your relative, a member of your household or for any business you, your household or relative are connected.



Ethics

You can receive:

- ✔ Honorariums (gifts) under \$50 for a service, such as giving a speech. Check ORS 244.040(2)(b) for more information.
- ✔ Award for achievement



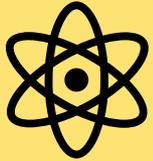
Conflict of Interest

A conflict of interest is when you cannot make a fair decision, recommendation, or action because you, your relative, or a business you or your relative are connected to could receive financial benefit because of your role on OCDD.

If you have an actual or possible conflict of interest, you must tell the Council.



Ask Yourself:



Will the action, decision or recommendation I make have a financial effect on you, your relative, or a business with which either are involved?

Nepotism

You cannot take part in any part of a relative or household member's affairs with OCDD. This includes appointing, employing, promoting, discharging, firing, demoting, or interviewing.





Questions?

Thank you for taking part in this training!

Anyone who completes this training will receive credit through ODHS's Organizational and Professional Developmental Unit.

If you would like to receive credit, please let Leslie know.

