

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

| | | |
|---|---|----------------------|
| In the Matter of Adopting an Ordinance |) | |
| Establishing the Commission on Children |) | ORDINANCE No. 2014-2 |
| and Families |) | |
| _____ |) | |

The Board of County Commissioners for Columbia County, Oregon ordains as follows:

SECTION 1. TITLE.

This Ordinance shall be known as Ordinance No. 2014-2. Exhibit "A", which is attached hereto and incorporated herein by this reference, shall be known as the "Columbia County Commission on Children and Families Ordinance".

SECTION 2. AUTHORITY.

This Ordinance is adopted under the authority of ORS 203.035.

SECTION 3. PURPOSE.

The purpose of this Ordinance is to establish a commission which shall serve in an advisory capacity to the Commission on Children and Families Department ("Department") and to the Columbia County Board of Commissioners concerning funding, policy and management of issues concerning children and families in Columbia County.

SECTION 4. HISTORY.

In 1993, the Oregon Legislature established a State Commission on Children and Families and authorized pursuant to ORS 417.760 a local County Commission on Children and Families with the purpose of promoting wellness for children of all ages and their families in the County. In 2012, the Oregon Legislature dissolved the Oregon Commission on Children and Families and in 2013, the Oregon Legislature dissolved local commissions effective January 1, 2014. The County desires to continue its local commission as an advisory committee to the Board of County Commissioners.

///
///
///
///

SECTION 5. ADOPTION.

The Columbia County Commission on Children and Families Ordinance, which is attached hereto, labeled Exhibit "A" and is incorporated herein by this reference, is hereby adopted.

SECTION 6. SEVERABILITY.

If any provision of this Ordinance, including Exhibit "A", is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the remaining portions thereof.

REGULARLY PASSED AND ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS FOR COLUMBIA COUNTY, OREGON, THIS 12th DAY OF February, 2014.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: [Signature]
Anthony Hyde, Chair

By: [Signature]
Henry Heimuller, Commissioner

By: [Signature]
Earl Fisher, Commissioner

Attest:

By: [Signature]
Recording Secretary

First Reading : 1-29-14
Second Reading : 2-12-14
Effective Date : 5-13-14

Approved as to form

By: [Signature]
Office of County Counsel

EXHIBIT "A"

COMMISSION ON CHILDREN AND FAMILIES ORDINANCE

Adopted by Ordinance No. 2014-2

COLUMBIA COUNTY COMMISSION ON CHILDREN AND FAMILIES ORDINANCE

SECTION I. COMMISSION ON CHILDREN AND FAMILIES CREATED: MEMBERSHIP.

- A. Creation. There is hereby created the Columbia County Commission on Children and Families (hereinafter referred to as the "the CCF").
- B. Membership. The CCF shall consist of sixteen (16) members appointed by the Columbia County Board of Commissioners (hereinafter referred to as the "Board"). The Board shall strive to appoint CCF members from each of the geographical areas served by the Clatskanie, Rainier, St. Helens, Scappoose and Vernonia School Districts. In addition, the Board shall strive to appoint a member representing the health care industry, a member representing children, youth and family support and development programs, a member from the legal community, a member from the retirement community and a lay member at large.
- C. Removal. CCF members may be removed by the Board, after hearing, for misconduct or nonperformance of duty.
- D. No Compensation. Members of the CCF shall serve without compensation other than reimbursement for duly authorized expenses. The Board may, by order, establish a per diem allowance and mileage expenses and otherwise authorize reimbursement of expenses incurred.
- E. Terms. For initial appointments, the existing commission members' terms under the previous commission structure shall continue until expiration. Subsequent appointments shall thereafter be for three years, beginning January 1 and ending December 31. Vacancies shall be filled for the remaining term of the vacant position.
- F. Qualifications. Qualifications are to include experience and/or interest in implementing, monitoring and sustaining services to children, youth and families. Members should be experienced in fiscal management and outcome based budgeting.
- G. Role of Staff. The Board of Commissioners may appoint one or more employees to manage and the CCF. Staff shall serve at the pleasure of the Board of County Commissioners.

SECTION II. MEMBERSHIP REQUIREMENTS; POLICIES.

- A. Advisory Committee. The CCF shall act in an advisory capacity to the Board and the Department with respect to the following:

1. Programs serving children and families in Columbia County;
 2. Delivery of services by the Department; and
 3. Policy governing the provision of children and family services in Columbia County.
- B. CCF Requirements. CCF members shall at all times adhere to the following membership requirements:
1. Meetings. Members shall attend meetings. It is the responsibility of Members to notify staff of an intended absence from a meeting. If a member has two unexcused absences in a twelve month period the Chair shall ask for their resignation. If the Member does not respond to the request within 30 days, the Chair shall notify the Board of County Commissioners of the unexcused absences and recommend that the Board remove the Member.
 2. Conflicts of Interest. Members shall adhere to all state laws, rules, and regulations regarding conflicts of interest and rules of ethics for public officials.
 3. Policies and Procedures. The CCF shall adopt and adhere to policies and procedures which shall not be inconsistent with this Ordinance or applicable laws, rules or regulations. A copy of all policies and procedures shall be provided to the Board of County Commissioners and to the Office of County Counsel.

SECTION III. MEETING PROCEDURES.

- A. Compliance with Public Meetings Act. The CCF will conduct meetings in accordance with ORS 192.610 through ORS 192.690.
- B. Regular Meetings. The CCF shall establish a regular public meeting schedule annually as provided in its policies and procedures.
- C. Special Meetings. The CCF may hold special meetings and emergency meetings in compliance with ORS 192.610 through ORS 192.690.
- D. Robert's Rules of Order. Meetings shall be conducted in accordance with Robert's Rules of Order.
- E. Public Comment. The Chair shall allow public comment during all regular meetings. Public comment may be limited to three (3) minutes per person.
- F. Compliance with Law. Meetings shall be held in compliance with Title VI of the Civil Rights Act of 1964, Section V of the Rehabilitation Act of 1973, and with all applicable requirements of federal and state civil rights and rehabilitation statutes,

rules and regulations, including the the Americans with Disabilities Act of 1990, ORS 659.425, and all regulations and administrative rules established pursuant to those laws.

- G. Quorum. A majority of appointed members shall constitute a quorum.

SECTION IV. APPOINTMENTS; TERMS

- A. Initial Appointments. The Board hereby appoints the Commission Members in place as of December 31, 2013, to the CCF.
- B. Appointments Following Vacancy. The Board of Commissioners shall appoint Members to the CCF to fill vacancies upon nomination of the CCF. If nominations are not timely received by the Board the Board may advertise for qualified County residents interested in serving, and may appoint Members from such list. Member vacancies shall be filled for the remaining term of the vacant position, if any.

SECTION V. OFFICERS AND COMMITTEES

- A. Officers. The CCF shall elect one member to serve as Chair of the CCF, and one member to serve as Vice-Chair with the power to act as the Chair in the Chair's absence. The Chair and Vice-Chair shall serve two year terms. Officers shall be elected at the first regular meeting in January.
- B. Duties of the Chair. The Chair shall:
1. Preside over and be entitled to vote at all meetings of the CCF at which s/he is present.
 2. Serve as executive officer of the Commission.
 3. Facilitate leadership.
 4. Ensure correct meeting procedure is followed. Decisions may be made by a majority of the members present provided the members present constitute a quorum of the entire membership.
- C. Duties of the Vice-Chair. The Vice-Chair performs the duties of the Chair in the absence of the Chair and performs such other duties as assigned by the Chair.
- D. Teams and Sub-Committees.
1. The Chair may appoint one or more committees upon approval of the CCF.
 2. Committees and teams shall consist of at least three (3) members. A majority of a committee shall constitute a quorum.
 3. Teams and Sub-Committees shall comply with Oregon's public meeting laws.