

## **S&DS Advisory Council Standing Committee Descriptions**

S&DS has a variety of committees that support the work of the agency and Councils. Committees are composed of members from both the Disability Services Advisory Council (DSAC) and the Senior Services Advisory Council (SSAC).

### **Executive Committee:**

Composition of this committee includes the Chair, First Vice-Chair, Second Vice-Chair, and the Chairs of the Nomination, and Procurement and Monitoring Committees.

The Executive Committee is responsible for assisting with the development of the agendas for regular meetings, acting on behalf of the Council between regular meetings, and assisting in the recruitment and screening of candidates for the position of Area Agency on Aging Director when requested by LCOG.

### **Joint Council (all members are by default members of the Joint Council):**

Composition on this committee includes all members of the Senior Service Advisory Council and the Disability Services Advisory Council.

The Joint Council is responsible for monitoring, reviewing and recommending action on issues impacting both Councils. Topics of mutual interest are presented during Joint Council meetings which may include information on upcoming legislative initiatives and bills, community resource presentations, and advocacy issues.

### **Long-Term Care Committee:**

This Committee reviews S&DS program data and may assist with S&DS program and service evaluation, such as through customer service satisfaction surveying, secret shopper activities, and assisting with other program and service evaluation tasks. The intent of this Committee is to provide valuable feedback on service delivery, best practices and areas for improvement to ensure S&DS is meeting its mission.

### **Nominating Committee:**

Composition on this committee includes no less than three and no more than five members. Each Council has its own separate Nominating Committee.

The Nomination Committee is responsible for making annual nominations for the Council's officers; recruiting, screening and recommending Council and Community

Representative nominees to the Council; and monitoring Council members meeting attendance.

### **Planning and Budget Committee:**

Composition of this committee includes no more than eleven (11) members (six SSAC members, three DSAC members and two SSAC Community Representatives). The First Vice-Chair of the SSAC is a member of the Planning and Budget Committee.

The Planning and Budget Committee advises LCOG Senior & Disability Services on: Needs Assessment planning and activities; development of 4 year Strategic Area Plan; Allocation of available funds for programs and services funded by the Older American's Act and other special State funding sources; Annual review of budget allocations and updates to Area Plan.

### **Procurement and Monitoring Committee:**

Composition of this committee includes no more than eleven (11) members, with the at least half of the committee being SSAC members.

The Procurement and Monitoring Committee is responsible for providing advice on the solicitation and review of proposals for the provision of services to seniors; recommending agencies to provide services; reviewing and recommending action on amendments to service provider contracts; and advising on and, as appropriate, assisting with the monitoring and assessment of services provided either directly by S&DS or by contracting agencies.

### **Ad Hoc Committees:**

The Council Chair may appoint any number of Ad Hoc committees to assist with Council duties and special projects. Each ad hoc committee shall have a clearly defined purpose and specified period of duration.