

Oregon ONE Online Improvement Committee Charter

ARTICLE I: OFFICIAL NAME & AUTHORITY

1.1 Oregon ONE Online Improvement Committee

1.2 AUTHORITY

From Oregon Eligibility Partnership (OEP) leadership and sponsored by OEP interim Deputy Director, Jillian Johnson.

ARTICLE II: PURPOSE

2.1 MISSION

The Oregon ONE Online Improvement Committee convenes community representatives to prioritize improvements in the ONE system. Staff will present to the Committee suggestions from various sources, the Committee will analyze and prioritize these suggestions based on the number of people helped, whether these individuals have other resources, the severity of the problem to be fixed, and the requirements necessary to make the change.

These recommendations will be submitted to ODHS and contractor representatives to make changes within the ONE system. The Committee may consider other methods to obtain more suggestions via other groups or an external form to ensure all changes made to ONE are equitable and informed.

Changing policy is outside the scope of the Committee's recommendations. However, in the future the scope can expand to include other aspects of the benefit recipient experience.

2.2 VISION

The Oregon ONE Online Improvement Committee commits to creating an online platform that is accessible and serves the needs of Oregonians seeking services.

ARTICLE III: MEMBERSHIP

3.1 ELIGIBILITY

Committee members must have experience with the ONE system as the program recipient, either by aiding others to obtain benefits or by applying for benefits for oneself.

3.2 ODHS EMPLOYEES

ODHS employees will present information, take notes, facilitate meetings as needed, and support the work of the Committee. ODHS employees will support Committee

leadership and decisions made by the Committee members with as small of a footprint as possible. OHDS Employees who are subject matter experts will join only as needed.

3.3 MEMBER EXPECTATIONS

Committee members are expected to:

- a. Attend and participate in meeting discussions
- b. Alert ODHS staff when unable to attend a meeting
- c. Do not represent your own ideas as the Committee's ideas, unless agreed upon as a group
- d. Always act with honesty, integrity, and accountability
- e. Be respectful of fellow Committee members
- f. Support diversity, equity, inclusion, and belonging efforts

3.4 REVOCATION OF MEMBERSHIP

If a committee member is regularly disruptive or acts contrary to the mission or established community agreements the elected officers may take a simple majority vote to revoke the employee's membership.

3.5 FOUNDING MEMBERS

George Adams, Sydney Borchers, Vanessa Broadley, Ruth McEwen, Marlo McGuire, Maria Park, Kenneth Law, Vixen Radford-Wecks, April Paul, Judi Richards, Brandy Stromme, Mariah Watchman

ARTICLE IV: ROLES AND RESPONSIBILITIES

4.1: ELECTED OFFICERS

The following positions are elected by a simple majority vote of committee members annually.

4.1.1: Co-Chair. This individual shall collaborate with the other co-chair to:

1. Develop agendas with help of ODHS staff;
2. Facilitate meetings;
3. Resolve disputes among Committee members;
4. Ensure prioritized list of suggestions is ready each month;
5. Ensure review and updates of the charter occur every two years;
6. Officially represent the Committee.

4.1.2: ODHS Staff.

1. Take meeting notes and archive
2. Recordkeeping
3. Meeting and event logistics
4. Tracking attendance
5. Reaching out to members who miss two consecutive meetings without notice to confirm continued membership

6. Technical assistance for ONE requests

4.2: TERMS OF OFFICE

Each co-chair term shall be two years on a staggered basis so co-chairs will overlap. A co-chair may serve no more than two consecutive terms in the same position.

4.3: NOMINATION, ELECTION, SUCCESSION, & REMOVAL OF OFFICERS

4.3.1: Nominations

In July of each calendar year, nominations for a co-chair shall be accepted from any Committee member in good standing. If the nominated party accepts, they will be placed on the ballot.

4.3.2: Election Meeting

Elections shall be held every calendar year in July for open positions by a simple majority vote of the general membership. ODHS staff will oversee the election.

4.3.3: Resignation of an Officer

If a Co-Chair is unable to fulfill the duties of their office, is incapacitated, or resigns, the remaining Co-Chair will hold a special election meeting at the next available meeting to fill the post until the end of the current term.

4.3.4: Removal of an Officer

A Co-Chair be removed with cause with:

- a. two-thirds majority vote of the official membership;

ARTICLE V: MEETINGS & DECISION-MAKING

5.1: REGULAR MEETINGS

Regular meetings of the members shall be held twice a month, at a time and place designated by the Co-Chairs. ODHS staff shall set the schedule for six months in advance under direction of the Co-Chairs

5.2: NOTICE OF MEETINGS OR EVENTS

E-mailed notice of each meeting or event shall be given to each voting member, not less than four working days prior to the meeting in order to prepare. All meetings or events shall list a specified virtual location, beginning and end time.

5.3: QUORUM

A quorum for a meeting of the members shall consist of at least fifty percent (50%) of the active membership for meetings.

5.4: DECISION-MAKING

While all efforts will be made to achieve consensus, decisions shall be decided by a simple majority vote of those present at the meeting, if there is a quorum. Notes or



proceedings from the meetings shall be posted in electronic form easily accessible to members within one month of the meeting.

ARTICLE VI: REQUIRED ACTIVITIES

6.1: REPORTING

Each month the Committee will submit a prioritized list of changes to make in the ONE system to improve access for Oregonians.

6.2: CHARTER UPDATES & RENEWAL

This charter must be updated and approval every two years. Any changes to the charter require a simple majority vote of the general membership if there is quorum.

CO-CHAIR SIGNATURE:

CO-CHAIR SIGNATURE:

EXECUTIVE SPONSOR SIGNATURE:

DATE RATIFIED BY MEMBERS:
