

**ANNOTATED MINUTES**

*Tuesday, March 10, 1992 - 9:30 AM  
Multnomah County Courthouse, Room 602*

**BOARD BRIEFINGS**

- B-1 Presentation of the Central Citizen Budget Advisory Committee Dedicated Fund Report Dated February, 1992 - Presented by Mike Zollitsch.*

**CENTRAL CITIZEN BUDGET ADVISORY COMMITTEE  
VICE-CHAIR MIKE ZOLLITSCH WITH DICK WEAVER  
PRESENTED AND EXPLAINED THE DEDICATED  
FUND REPORT.**

- B-2 Bi-Monthly Status Report Concerning the Donald E. Long Detention Facility. Presented by Harold Ogburn.*

**HAL OGBURN PRESENTED AND EXPLAINED A  
REPORT PREPARED FOR THE BOARD CONCERNING  
THE DONALD E. LONG DETENTION FACILITY. MR.  
OGBURN REQUESTED TO COME BACK BEFORE THE  
BOARD EITHER APRIL 7TH OR APRIL 14TH DUE TO  
YOUTH ACTION PLAN TASK FORCE REPORT NOT  
BEING COMPLETED UNTIL THIS TIME.**

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*Tuesday, March 10, 1992 - 10:30 AM  
Multnomah County Courthouse, Room 602*

**EXECUTIVE SESSION**

- E-1 Pursuant to ORS 192.660(1)(h) the Multnomah County Board of Commissioners will Meet in Executive Session to Discuss Pending Litigation.*

**EXECUTIVE SESSION HELD.**

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*Tuesday, March 10, 1992 - 11:30 AM  
Multnomah County Courthouse, Room 602*

**AGENDA REVIEW**

- B-3 REVIEW OF AGENDA FOR REGULAR MEETING OF MARCH 12, 1992.*

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*Thursday, March 12, 1992 - 9:30 AM*

**REGULAR MEETING**

Chair Gladys McCoy convened the meeting at 9:30 a.m., with Vice-Chair Sharron Kelley, Commissioners Rick Bauman, Gary Hansen present, and Commissioner Pauline Anderson excused.

**CONSENT CALENDAR**

**FOLLOWING MOTION BY COMMISSIONER SHARRON KELLEY, SECONDED BY COMMISSIONER GARY HANSEN, THE CONSENT AGENDA (ITEM C-1) WAS UNANIMOUSLY APPROVED.**

**DEPARTMENT OF SOCIAL SERVICES**

**C-1 -- Ratification of an Intergovernmental Agreement, Amendment #1, between Clark College Pride Program and Multnomah County Social Services Division Developmental Disabilities Program to Increase Early Intervention Services by \$7,360 to Provide for Four Additional Children**

**REGULAR AGENDA**

**DEPARTMENT OF ENVIRONMENTAL SERVICES**

**R-1 PUBLIC HEARING to Consider Transfer of Tax Foreclosed Property to the Northeast Community Development Corporation Under Provisions of Multnomah County Ordinance 672**

**COMMISSIONER HANSEN MOVED AND COMMISSIONER BAUMAN SECONDED CONSIDERATION OF R-1. LARRY BAXTER PRESENTED EXPLANATION. PUBLIC HEARING HELD AND TESTIMONY RECEIVED FROM GREG DURHAM, MARY HARPER, RICHARD MELLING, GARY KAHN, DEBORAH LONG, KELLY MOLLER, CAROLINE CANTRELL, DON HARGREAVES, OPPOSING TRANSFER AND JAKI WALKER AND BOB DePEEL SUPPORTING TRANSFER. UPON MOTION OF COMMISSIONER HANSEN, SECONDED BY COMMISSIONER BAUMAN TO REMOVE PROPERTIES LOCATED AT 5334 N. WILLIAMS AVENUE WAS UNANIMOUSLY APPROVED. UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER BAUMAN TO REMOVE PROPERTY AT 1112 N. E. PRESCOTT WAS UNANIMOUSLY**

**APPROVED. ORDER 92-32 WAS UNANIMOUSLY APPROVED AS AMENDED.**

**R-2 RESOLUTION in the Matter of Approving a Request to Transfer 44 Tracts of Land to Northeast Community Development Corporation for the Nehemiah Housing Opportunity Program**

**COMMISSIONER HANSEN MOVED, COMMISSIONER BAUMAN SECONDED, APPROVAL OF R-2. RESOLUTION 92-33 IN THE MATTER OF APPROVING A REQUEST TO TRANSFER 42 TRACTS OF LAND TO THE NORTHEAST COMMUNITY DEVELOPMENT CORPORATION FOR THE NEHEMIAH HOUSING OPPORTUNITY PROGRAM WAS APPROVED UNANIMOUSLY AS AMENDED.**

**R-3 Budget Modification DSS #62 Requesting Authorization to Transfer \$33,106 from Aging Services Division State Title XIX Funds from Personnel Savings of Vacant Positions to Pay for Increased Rent Costs for the East and Nursing Facility Branches at the David Douglas Administration Building**

**COMMISSIONER BAUMAN MOVED, COMMISSIONER KELLEY SECONDED, APPROVAL OF R-3. JAN TUCKER PRESENTED EXPLANATION. BUDGET MODIFICATION WAS UNANIMOUSLY APPROVED.**

**R-4 ORDER in the Matter of the Sale and Exchange of Surplus County Land at the Edgefield County Farm in Section 26, T1M, R3E, WM, Multnomah County, Oregon**

**COMMISSIONER KELLEY MOVED AND COMMISSIONER HANSEN SECONDED APPROVAL OF R-4. JOHN DuBAY PRESENTED EXPLANATION. ORDER 92-34 WAS UNANIMOUSLY APPROVED.**

**R-5 ORDER in the Matter of the Execution of Deed D92684 for Certain Tax Acquired Property to: WILLIS H. STANFILL, INDIVIDUALLY AND AS A TRUSTEE FOR THE STANFILL FAMILY TRUST, AND LORRAIN M. STANFILL**

**COMMISSIONER KELLEY MOVED AND COMMISSIONER HANSEN SECONDED APPROVAL OF R-5. JOHN DuBAY PRESENTED EXPLANATION. ORDER 92-35 WAS UNANIMOUSLY APPROVED.**

**R-6 First Reading of an ORDINANCE Adopting and Referring to the People Legislation to Create a Citizens Convention**

**PROPOSED ORDINANCE READ BY TITLE ONLY. COPIES AVAILABLE. COMMISSIONER KELLEY MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF THE FIRST READING. STAFF DISCUSSION FOLLOWED AND TESTIMONY WAS HEARD. ROBERT TRACHTENBERG PRESENTED EXPLANATION. JOHN LEGRY READ STATEMENT SUPPORTING A CITIZENS CONVENTION. PUBLIC TESTIMONY RECEIVED FROM FRANKLIN JENKINS, DON ROBERTSON, PAUL THALHOFER AND GUSSIE McROBERT SUPPORTING ORDINANCE. FIRST READING WAS APPROVED WITH COMMISSIONER BAUMAN VOTING NO. SECOND READING SCHEDULED FOR THURSDAY, MARCH 19, 1992.**

*R-7 Board Discussion and Decision Surrounding the Proposed Consolidation of Road and Fleet Services with the City of Gresham*

**PAUL YARBOROUGH PRESENTED EXPLANATION AND RESPONDS TO BOARD QUESTIONS. PUBLIC TESTIMONY FROM JOHN WILDHABER, SAM COX, JEAN HEPBURN, JAMES WAKEMAN, GARLAND OLIVER, RON FORTUNE, FRED CARLSON, MARJORIE SCHMUNK, DON ROBERTSON, PAUL THALHOFER, BILL STEWART AND JIM SMITH OPPOSING TRANSFER. AND BERNIE GIUSTO AND GUSSIE McROBERT SUPPORTING TRANSFER. UPON BOARD CONSENSUS, DECISION SURROUNDING THE PROPOSED CONSOLIDATION OF ROAD AND FLEET SERVICES WITH THE CITY OF GRESHAM WAS CONTINUED UNTIL THURSDAY, MARCH 19, 1992.**

*There being no further business, the meeting was adjourned at 12:15 p.m.*

**OFFICE OF THE BOARD CLERK  
for MULTNOMAH COUNTY, OREGON**

  
\_\_\_\_\_  
Carrie A. Parkerson



# MULTNOMAH COUNTY OREGON

Printout cancelled by operator.

BOARD OF COUNTY COMMISSIONERS  
ROOM 606, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY •	CHAIR	• 248-3308
PAULINE ANDERSON •	DISTRICT 1	• 248-5220
GARY HANSEN •	DISTRICT 2	• 248-5219
RICK BAUMAN •	DISTRICT 3	• 248-5217
SHARRON KELLEY •	DISTRICT 4	• 248-5213
CLERK'S OFFICE •		• 248-3277

## AGENDA

### MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS

#### FOR THE WEEK OF

March 9 - 13, 1992

- Tuesday, March 10, 1992 - 9:30 AM - Board Briefings . . . .Page 2
- Tuesday, March 10, 1992 - 10:30 AM - Executive Session. . .Page 2
- Tuesday, March 10, 1992 - 11:30 AM - Agenda Review. . . .Page 2
- Thursday, March 12, 1992 - 9:30 AM - Regular Meeting. . . .Page 2

Thursday Meetings of the Multnomah County Board of Commissioners are recorded and can be seen at the following times:

- Thursday, 10:00 PM, Channel 11 for East and West side subscribers
- Friday, 6:00 PM, Channel 22 for Paragon Cable (Multnomah East) subscribers
- Saturday 12:00 PM, Channel 21 for East Portland and East County subscribers

Tuesday, March 10, 1992 - 9:30 AM

Multnomah County Courthouse, Room 602

BOARD BRIEFINGS

- B-1 Presentation of the Central Citizen Budget Advisory Committee Dedicated Fund Report Dated February, 1992 - Presented by Mike Zollitsch. 9:30 AM TIME CERTAIN - 20 MINUTES REQUESTED.
- B-2 Bi-Monthly Status Report Concerning the Donald E. Long Detention Facility. Presented by Harold Ogburn. 30 MINUTES REQUESTED.
- 

Tuesday, March 10, 1992 - 10:30 to 11:30 AM

Multnomah County Courthouse, Room 602

EXECUTIVE SESSION

- E-1 Pursuant to ORS 192.660(1)(h) the Multnomah County Board of Commissioners will Meet in Executive Session to Discuss Pending Litigation. 1 HOUR REQUESTED.
- 

Tuesday, March 10, 1992 - 11:30 AM

Multnomah County Courthouse, Room 602

AGENDA REVIEW

- B-3 Review of Agenda for Regular Meeting of March 12, 1992
- 

Thursday, March 12, 1992 - 9:30 AM

Multnomah County Courthouse, Room 602

REGULAR MEETING

CONSENT CALENDAR

DEPARTMENT OF SOCIAL SERVICES

- C-1 Ratification of an Intergovernmental Agreement, Amendment #1, between Clark College Pride Program and Multnomah County Social Services Division Developmental Disabilities Program to Increase Early Intervention Services by \$7,360 to Provide for Four Additional Children

REGULAR AGENDA

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-1 PUBLIC HEARING to Consider Transfer of Tax Foreclosed Property to the Northeast Community Development Corporation Under Provisions of Multnomah County Ordinance 672

NON-DEPARTMENTAL

- R-2 RESOLUTION in the Matter of Approving a Request to Transfer 44 Tracts of Land to Northeast Community Development Corporation for the Nehemiah Housing Opportunity Program

DEPARTMENT OF SOCIAL SERVICES

- R-3 Budget Modification DSS #62 Requesting Authorization to Transfer \$33,106 from Aging Services Division State Title XIX Funds from Personnel Savings of Vacant Positions to Pay for Increased Rent Costs for the East and Nursing Facility Branches at the David Douglas Administration Building

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-4 ORDER in the Matter of the Sale and Exchange of Surplus County Land at the Edgefield County Farm in Section 26, T1M, R3E, WM, Multnomah County, Oregon

NON-DEPARTMENTAL

- R-5 ORDER in the Matter of the Execution of Deed D92684 for Certain Tax Acquired Property to: WILLIS H. STANFILL, INDIVIDUALLY AND AS A TRUSTEE FOR THE STANFILL FAMILY TRUST, AND LORRAIN M. STANFILL
- R-6 First Reading of an ORDINANCE Adopting and Referring to the People Legislation to Create a Citizens Convention
- R-7 Board Discussion and Decision Surrounding the Proposed Consolidation of Road and Fleet Services with the City of Gresham

Meeting Date: March 10, 1992

Agenda No.: B-1

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: CCBAC DEDICATED FUND REPORT

BOARD BRIEFING March 10, 1992 REGULAR MEETING \_\_\_\_\_  
(date) (date)

DEPARTMENT Non-Departmental DIVISION Citizen Involvement Committee

CONTACT Gloria Fisher TELEPHONE 248-3450

PERSON(S) MAKING PRESENTATION Mike Zollitsch, Vice-Chair, CCBAC, CIC

ACTION REQUESTED:

INFORMATIONAL ONLY  POLICY DIRECTION  APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 20 Minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: \_\_\_\_\_

BRIEF SUMMARY (include statement of rationale for action requested, as well as personnel and fiscal/budgetary impacts, if applicable):

Presentation of Central Citizen Budget Advisory Committee  
Dedicated Fund Report Dated February, 1992

9:30 AM Time Certain

BOARD OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
1992 FEB 28 AM 10:25

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL \_\_\_\_\_

Or

DEPARTMENT MANAGER /s/ John Legry

(All accompanying documents must have required signatures)

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# DEDICATED FUND REPORT

Data Processing Fund  
Cable Television Fund  
Telephone Fund  
Insurance Fund  
Mail and Distribution Fund

CENTRAL CITIZEN BUDGET ADVISORY  
COMMITTEE

February 1992

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## **Central Citizen Budget Advisory Committee**

**Pat Bozanich, Chair**  
**Mike Zollitsch, V. Chair, DES CBAC**  
**Richard Weaver, Sheriff CBAC**  
**Jack Pessia, DA CBAC**  
**Larry McCagg, DCC CBAC**  
**Jeremy Grand, Auditor CBAC**  
**Bobbi Gary, DHS CBAC**  
**Robin Bloomgarden, ND CBAC**  
**Paul Eisenberg, ND CBAC**

## **Dedicated Fund Sub-Committees**

**Mike Zollitsch, Chair**  
**Richard Weaver, Sheriff CBAC**  
**Floyd Geller, Sheriff CBAC**  
**Gabriel Enyinnwa, Sheriff CBAC**  
**Winnie Francis, DHS CBAC**  
**Jane Netboy, DCC CBAC**  
**Gordon Hunter, former ND CBAC**  
**Ron Pennington, Auditor CBAC**  
**Jeremy Grand, Auditor CBAC**

**Multnomah County Citizen Involvement Committee**  
**2115 S.E. Morrison, Portland • (503)248-3450**

## Dedicated Fund Review 1991

The Central Citizen Budget Advisory Committee has reviewed the dedicated funds of the former Department of General Services, as directed by Resolution 88-86 adopted on May 26, 1988.

The resolution provides that the Central Budget Advisory Committee determine if the purpose for which the fund is dedicated is being met, whether the level of funds is reasonable for the purpose, and whether the need for the fund has increased or decreased.

The Central CBAC reviewed the following funds:

- Data Processing Fund (Fund 301)
- Cable Television Fund (Fund 163)
- Telephone Fund (Fund 402)
- Insurance Fund (Fund 400)
- Mail and Distribution Fund (Fund 404)

All of the funds reviewed this year, with the exception of the Cable Television Fund, are internal service funds which account for activities and services performed primarily for organizational units within the County. Charges to County agencies are calculated to recover costs and maintain capital.

The Cable Television Fund is a Special Revenue Fund. Special Revenue Funds are authorized for specific purpose and generally operate on a year to year basis until the fund is discontinued or revised by legislative authority.

### Methodology

This year the Funds were assigned to sub-committees consisting of members of the Central Citizen Budget Advisory Committee and individual Citizen Advisory Committees. In addition, the Central CBAC interviewed Jean Miley, Manager of Risk Management. The findings and recommendations were reviewed and endorsed by the Central Citizen Budget Advisory Committee under the direction of Vice Chair Michael Zollitsch.

### Conclusions

The Central CBAC found all the funds to be well managed with adequate control and generally satisfied service users. The CBAC reviewers were impressed with the level of knowledge and interest of the managers of these funds.

## Recommendations

### Data Processing Fund

- a. Information Service Division (ISD) should provide the driving force within the County to use technology to improve productivity or efficiency.
- b. Consideration should be given to consolidating and reorganizing parts of ISD to decrease manager to worker ratios.

### Cable Television Fund

- a. Surpluses should be allocated to cable access and cable-related areas only.
- b. Consolidation of east and west cable activities into one commission should only occur after all issues, including access for remote East County residents, have received serious research and consideration.
- c. Review sections of the Intergovernmental Agreement for either clarification or better decision making. (Please see Appendix II)

### Insurance Fund

- a. Expand the Health and Dental Benefits option plan to all employee.
- b. Proceed with plans to develop a method to estimate building contents to insure that all assets are adequately insured.
- c. Fund a local area network, sharing data and software with other local governments.

### Mail and Distribution Fund

- a. Continue to provide detailed usage and cost reports to system users.
- b. Request the Department of Environmental Services to review this new fund by July, 1993.

## Data Processing Fund

### Fund 301 (Internal Service Funds)

This fund shows the costs of data processing systems operated by the County. County organizations reimburse this fund for their use of computer systems and these reimbursements are budgeted in object code "7200-Data Processing". This fund is also reimbursed for its services by a number of non-County organizations including the State court system and the City of Portland.

### Methodology

During the initial meeting of this subcommittee, we determined that the ISD dedicated fund and the telephone dedicated fund were closely related. We then joined forces with the subcommittee on the Telephone dedicated fund for the purpose of interviewing Jim Munz (Director of the Information Services Division) and Douglas Fischer (operations/Communications Manager within ISD.)

In addition, we informally and individually interviewed ISD customers in the Sheriff's Office, the Auditor's Office, the Department of Human Services, and Citizen Involvement Committee staff.

### Conclusions

- A. There appear to be adequate controls on costs in the ISD structure. The chargeback system, the "free market" approach to obtaining computing services, the Data Processing Management Committee (DPMC), and budget control by the Board of County Commissioners appear to provide adequate cost controls.
- B. Users of County ISD services are generally satisfied with the service they get and with their relations with ISD. Where there was dissatisfaction, it was blamed on budget problems, which cause resource shortages.
- C. There does not appear to be any central driving force within the County to use technology to improve productivity or efficiency. ISD would seem to be the logical agency for this role, but with the recent 40% cutback in the Office Automation group, ISD doesn't have the resources.

County departments which use PCs or would like to use them are largely on their own, although ISD does still support the 17 existing Local Area Networks.

Managers who would like to use "workgroup" technology to improve the productivity or cost efficiency of their departments have

nowhere to go in ISD for help. These people might benefit from having an ISD "consultant" to talk with to define their needs and to determine an appropriate solution.

- D. We recommend that consideration be given to consolidating and reorganizing parts of ISD. With 12 managers and 48 staff (plus 3 vacancies), ISD has the appearance of being top heavy. Four of the managers have a span of less than 5. Three of the 9 departments have 2 or 3 staff, plus a supervisor [figures include voice communication].

A small span may be appropriate for some technical management or supervisory positions. However, some of the small departments in ISD are relatively non-technical.

#### **Summary of Informal Interviews with ISD customers**

- One customer asked if the policy of staying a generation behind in computing hardware is really beneficial; would more advanced technology increase performance (especially for on-line systems)?
- ISD should provide support for personal computers, especially in networking.
- The charge back system is confusing, and there is a sense of lack of control over costs by the end-user. Also, is the allocation of expenses done fairly? Is the amount of staff appropriate, or too high?
- There was a suggestion that the ISD budget should be reviewed by charge-back users.
- ISD has capable people who are helpful and knowledgeable about the county.
- The Division of Health Client Tracking System was singled out as a very good system and very reliable.
- One customer stated that the lack of state-of-the-art mainframe gear was not a problem, and was felt to be cheaper.
- Response time to online systems can be bad at times.
- More distributed processing was thought to be a possible solution to providing better up-time.
- Down-time was not perceived to be a serious problem, but was higher than users would like.
- ISD has a better vision and is more customer oriented than the City of Portland's department.
- The information center was complimented by one customer for being helpful in determining and defining needs for Pcs.

- One customer perceived the DPMC and its operating staff to be effective. The operating staff makes recommendations and DPMC makes the decisions. The DPMC sometimes returns recommendations for further work.

**Summary of Meeting with ISD Staff and Management:**

- The ISD dedicated fund is fully funded by charges to customers either within the county or externally. Surpluses (if any) carry forward and reduce the following year's rates.
- Equipment is paid for out of revenues from charge backs. the method of financing capital purchases is determined entirely by the Finance Division.
- The Data Processing Management Committee acts as a board of directors, meets quarterly, and reviews rates and performance.
- ISD budget is approved annually by the Board of County Commissioners.
- The charge back rate structure is such that it can be compared against external service bureaus. Two years ago a comparison against Weyerhaeuser showed the County ISD to charge 40% less.
- County agencies may go outside to obtain computing resources, and hence ISD operates in a relatively free market.
- The Office Automation group was cut 40%, which effectively eliminates PC support. Local Area Networks (of which the county has 17) are still supported by the remaining staff. There is a Local Area Network administrators' group which meets to share information.
- Because of budget cutbacks, application system maintenance is falling behind.

**ISD Sub-Committee:**

Gabriel Enyinnwa (Sheriff CBAC)  
Jeremy Grand (Auditor CBAC, CCBAC)

## Cable Television Fund

### **Fund 163 (Special Revenue Funds)**

The County acts as a fiscal agent for a consortium (including East County cities) that granted a cable franchise for the area outside Portland east of the Willamette River. This fund shows the revenue from franchise of fees paid to all the jurisdictions and records of the expenditures for cable regulation and "citizen access" programming.

### **Methodology**

On Wednesday, November 13, Gordon Hunter and Dick Weaver met with Julie S. Omelchuck, Director of the Multnomah Cable Regulatory Commission. The purpose of the meeting was to fulfill the requirement of citizen committees reviewing dedicated funds on a pre arranged bases.

### **Explanation of Fund**

For purposes of this report, the original Multnomah Cable Regulatory Commission for East County was initiated in 1984, and the franchise will expire in 1998. The Commission receives franchise fee revenues from television cable companies operating in the unincorporated parts East County and the East County Cities. The franchise fee is based on 5% of gross revenues minus uncollectables from each of the operating cable companies.

The revenues collected are in exchange for permission to use the streets and public ways of the jurisdictions for the construction, operation, and maintenance of cable communication systems. Revenues are also for the support of community cable access activities.

The current staff of the Regulatory Commission consists of two people in an office rented from Multnomah County at its Morrison Street building. It is important to note that the Cable Regulatory Commission is not a county office even though it occupies space in a county facility.

### **Conclusions and Recommendations**

Messrs. Hunter and Weaver found the examination of the dedicated fund both interesting and professionally presented. The director of the Multnomah Cable Regulatory Commission is a very competent and professional leader who understands the responsibilities of the office. We sincerely appreciate the courtesies extended during the examination.

Following are our conclusions and recommendations:

- A. When surpluses exist which create reserves above annual expenditures, the funds shall be allocated to cable access and other cable-related areas only.**

An anomaly currently exists which has placed approximately \$200,000 of reserve funds in the Cable Commission budget. The Cable Commission normally reserves \$75,000 to cover legal fees. However, in the last year the cable companies, as a result of extended advertising and increased services rates, began to realize increased gross revenues which created an increase in franchise fees. We do not expect this situation will continue because the City of Portland continues to annex unincorporated areas into the City which reduces the franchise fees being collected by the Commission.

There is a tendency for governments in Multnomah County, Troutdale, Gresham, Fairview and Wood Village to siphon off reserves for other activities. If that were to happen, it would cloud accounting procedures which identify how and where the Cable Commission spends its dollars. Citizens need to know where the money is coming from and how it is being spent. We recommend this surplus reserve fund does not end up in other budgets but be dedicated to cable-related activity areas.

As an example, one area that could be considered is finding a way to provide cable communication to low income families. Television is rapidly replacing newspapers as the daily communication link to the state and the community.

- B. We concluded there are parties in the city and county area who are anxious to consolidate east and west cable activities into one commission.**

While there is merit to study and consideration for consolidation, it must be well planned and thought out and all issues studied before any action is initiated. We are concerned that a speedy consolidation could reduce regulatory and public access to remote unincorporated areas of East County. Citizens must have access to these channels on a geographical area need.

- C. We concluded that the Multnomah County Regulatory Cable Commission is doing a good job in upholding the objectives and rules of the current franchise agreement.**

A review of their daily operation, their Board meeting agendas, the audit procedure, and the efficiency of their administration lead us to commend this two-person office and its Commission members for the work they are doing.

- D. We concluded that the salaries for these two employees appear to be somewhat below market place competitiveness.**

It is important to note this observation came from the two people investigating the dedicated fund and not from the staff.

The work of a regulatory commission employee requires intensive negotiation, investigation, and leadership. At the same time, efforts must be expended on managing an accurate budget. It is our recommendation that the market place be examined to determine whether or not the salaries for these two employees are competitive in the Portland market place. Failure to retain professional leaders in this area will cause a loss of continuity and expertise in meeting the objectives of the franchise.

- E. We concluded the current location of the Cable Commission office on S.E. Morrison Street is out of the geographical area served by the Commission.**

The Cable Commission operates in the county offices at S.E. Morrison Street. Previously, they were located in the downtown county building. A great deal of their work is dedicated to the unincorporated sections of the county west of 162nd and east of the Gresham city limits. As Gresham and Portland complete their annexation plans, the revenues of this Commission will diminish. At some time prior to 1998 it may be impractical to operate the Commission in a dedicated office. It is suggested the Commission staff continue negotiating with the City of Gresham to occupy space in the Gresham Rate and Regulation Department in order to facilitate cross training and utilization of common administration and employee services. Not only would this place the office in a better geographical location but it would also afford them opportunity to design their activities in a more productive way.

- F. We concluded there are sections of the Intergovernmental Agreement which need to be reviewed for either clarification or better decision making.**

Section 7 of the Intergovernmental Agreement is entitled, "Receiving and Distributing Funds." Part C of this section refers to the manner in which jurisdictions within the franchise can vote approval of commission budgets. If a majority of the jurisdiction approve the Commission-adopted budget including Gresham or Multnomah County, it shall then become effective. It should be noted that the jurisdictions within this Commission are both large and small. the City of Gresham, for example, has 62% of the subscribers and Multnomah County Unincorporated has approximately 23%. In addition, there are Troutdale, Fairview and Wood Village. These unequal geographical areas could easily control budget without giving consideration to the needs of the entire Commission. Going one step further, if the surplus \$200,000 were distributed among the jurisdictions by a majority vote, then the Commission could be criticized as a result of this greediness for surplus funds.

Part B of this same section should also be reviewed for clarification. It is uncertain whether or not this paragraph pertains to additional or surplus funds. It would appear that

County Commissioners might be able to raid this surplus fund through either Paragraph B or C.

In summation, the Multnomah County Cable Regulatory Commission dedicated fund is in good shape, is well managed, but because of surplus funds, is in a precarious situation because the jurisdictions within the Commission may wish to move the surplus dollars to other areas for other needs. Since a surplus exists, a normal question might be to reduce the 5% to something less.

The 5% franchise fee is an agreed-upon rate in an Intergovernmental Agreement which expires in 1998. To re-open the Agreement to consider changing the rate would not benefit the rate payers. They would not see any reduction because of the cable company's desire to renegotiate other pieces of this Agreement. It is best, therefore, to work within the Agreement and find ways to use the excess as described under No. 1 on Page 4 (Appendix II)

As future reviews of this dedicated fund occur, the examiners will note decreasing revenues as a result of increasing annexations. The Commission will need to be flexible and remain productive in view of the decreasing revenues.

#### Cable Television Sub-Committee

Dick Weaver (Sheriff's CBAC, CCBAC)  
Gordon Hunter (former ND CBAC)  
Jane Netboy (DCC CBAC)

## Telephone Fund (Fund 402)

### **Fund 402 (Internal Service Funds)**

This fund shows the operation, maintenance and line costs of County telephone systems. Its revenues are reimbursements from organizations that use County provided phones. The reimbursements are budgeted in object code "7150 Telephone".

### **Methodology**

The Telephone Fund subcommittee met with James Munz, Director of the Information Services Division, and Douglas Fischer, Operations/Communications Manager, on October 25th.

### **Explanation of Fund**

The budget and rates are set by an advisory committee made up of managers and one citizen. All revenue is derived from the County's telephone customer base. All customers are charged the same rate, to keep things as equitable as possible. The rates include the cost of upgrading and maintaining the system. The present rate structure is approximately 40% less than if provided by an outside vendor.

The County owns its equipment and contracts for service, maintenance and technical aspects from the G.T.E. Customer Network Services. Long distance calls are routed through the equipment at the County Courthouse and then to M.C.I. For control purposes, each employee has an access number that must be used when entering the system.

Each program develops its own telephone budget and is charged according to services provided. County programs are not required to use the county telephone system and could go to an outside source, but this does not seem to be known generally.

### **Findings and Recommendations**

The committee found that the Fund is meeting its objectives and that it is being managed in a very efficient manner.

### **Telephone Sub-Committee**

Ron Pennington (Auditor CBAC)  
Winnie Francis (DHS CBAC)

## Insurance Fund (Fund 400)

### Fund 400 (Internal Service Funds)

The County has determined that it is less costly to set aside reserves to pay claims than to buy certain kinds of insurance. Reserves and the costs of administration for liability, workers' compensation, unemployment, property damage, and medical/dental claims are shown in this fund. Other funds and organizations contribute to this fund through service reimbursements budgeted in object code "5550 Insurance Benefits" or by cash transfers.

### Methodology

The Insurance Fund Subcommittee met with David Boyer and Jean Uzelac of the Finance Division. Jean Miley, manager of Risk Management, met with the Central Citizen Budget Advisory Committee.

### Explanation of Fund

The Insurance Fund accounts for all internal service reimbursements, revenues and expenses associated with the County's insurance requirements. The administration of the insurance services is divided among four different offices as follows:

Employee Services Division (Health Promotion and Employee Benefits)  
Health/Dental Insurance  
Life/Long Term Disability (LTD)  
Unemployment Insurance

Finance Division  
Retiree Health Benefits

County Counsel  
Liability Insurance

Risk Management  
Property Insurance  
Workers' Compensation

The Finance Division also reviews the fund reserves and coordinates actuarial and other services.

### Conclusions and Recommendations

- A. Beginning January 1, 1992, exempt employees and members of the nurses bargaining unit can waive insurance benefits and receive a part of the savings in cash. Negotiations for the upcoming union contracts should include offering this option to all employees. Not paying double premiums would not only save money for the County but, in many cases, would ease administration burden of insurance that is not used.

- B. Some County employees would like more choices than the two insurance programs offered, however, since in the private sector many employees have only one choice, two plans seem to be adequate.
- C. We recommend that the County Board consider how much of the health insurance premiums the County should pay and how much should be the responsibility of the employee. We suggest that comparisons between public and private sector jobs be considered.
- D. The employee assistance program, health promotions, and monitoring of health care premiums are the major components of the Benefits and Health Promotions unit. The Board should determine how much it should pay for these programs it should pay for and how much the employee should contribute, especially in the area of sponsoring health promotions and other non-essential activities.
- E. The insurance funds appear to be well administered and adequately funded.

#### **Extended Description of Funds**

##### **Benefits and Health Promotions**

This program administers the benefit packages provided to county employees. The employee assistance program, health promotions, and monitoring of premiums (health and dental) are major components of this program.

##### **Health and Dental Insurance**

This fund is established to provide for medical and dental insurance for county employees and their families. County employees can select coverage from Kaiser or the County plan administered by Oregon Dental Services (ODS). Kaiser determines the premiums for the services offered through their program. the County program is basically self-insurance. Rates are determined by a benefit consultant who evaluates claims. ODS administers the program, paying the claims and billing the County.

Effective in January, 1992, the County is implementing a program to save money now spent on double coverage of employees who are provided insurance through another family member and through the County. The employee who opts for this program receives approximately one-third of the premium as a cash incentive, while the County saves the other two-thirds. This option is currently available to exempt employees and the nurses' bargaining unit.

member and through the County. The employee who opts for this program receives approximately one-third of the premium as a cash incentive, while the County saves the other two-thirds. This option is currently available to exempt employees and the nurses' bargaining unit.

#### Life and LTD

The County provides life insurance for its employees and Long Term Disability insurance for some employees. Insurance is bought through an independent carrier which sets the premium rates. The premiums are paid by the departments purchasing the policies.

#### Unemployment Compensation

The State charges the County for unemployment compensation at rate determined by claims against its account.

#### Finance Office

The Finance Office administers the retire insurance reserves.

#### Retiree Insurance Reserves

This is a new program that provides a \$2,000 life insurance policy and 50% of medical and dental benefits of retirees to the age of 65. The accrual of funds is intended to cover the future liability of such a program.

#### Risk Management

The funds allocated to risk management pay for a program manager and loss control specialists. This group analyses where and when losses occur and develops programs to reduce claims.

#### Property insurance

Property insurance is provided by an independent carrier. The carrier establishes the rate. The County's insurance counselor has recommended a fund equity of \$125,000. This fund should be maintained at a level sufficient to pay the insurance premiums for one year.

Risk Management plans to increase the deductible and improve coverage. The County's capital and personal property needs continuous appraisal to insure that losses would be covered. The County has 94 locations and about \$200 million in property. There is no schedule for appraising building contents, but Risk Management is establishing an estimating process for building contents that would make on-site assessment of all building contents unnecessary.

## Workers' Compensation

The County contracts has been self-insured for workers' compensation since 1979 and currently contracts with a private third party administrator, Alexis RM Services. This is a one year contract that can be extended to five years. As with liability, departments with a greater potential for claims pay more into the fund. Workers' compensation insurance rates are traditionally lower than in private industry. In the last three years, claims increased by amounts paid have decreased, possibly reflecting a better job managing claims and getting workers back on the job. Claims are also directly related to legislation and judicial decisions regulating liability for stress claims.

Risk Management does the preliminary investigation for claims and interviews claimants and departments regularly to get injured workers back to work as soon as possible. This is seen as saving costs but also is better for the worker. Working with County Counsel, Risk Management has improved the departments' knowledge of their obligations to injured workers.

This unit is responsible for preventing accidents so has established safety committees and does counseling and training for accident prevention.

## County Counsel

County Counsel administers the Liability Insurance funds and handles the legal work involved.

### Liability Insurance

This fund covers costs associated with any lawsuits against the County including claims by employees. Management is contracted to Self Insured Management Systems, who work closely with County Counsel on claims. The County has a loss control specialist and several loss control committees within certain departments. The departments that have a greater potential for liability pay more into the fund than departments with lesser potential.

The current Oregon tort limit for governments is \$500,000 per incident but there is no cap on claims sought through federal court. Risk Management is exploring a policy to cover that would cover the excess in case of a federal claim.

### Insurance Fund Subcommittee:

Michael Zollitsch (DES CBAC; V. Chair, CCBAC)  
Dr. Floyd Geller (Sheriff CBAC)

## Mail and Distribution Fund

### Fund 404 (Internal Service Funds)

The Mail and Distribution Fund accounts for internal service reimbursements from County organizational units for U.S. mail and internal distribution and delivery expenses.

### Methodology

The committee met with Tom Guiney, manager of the fund.

### Explanation of Fund

This internal services fund is intended to account for internal service reimbursements from County organizations for U.S. mail, internal distribution, delivery expenses, and the delivery of health and medical supplies. This fund operates like an internal enterprise fund because the funds are collected from the users for services rendered.

Mail distribution services were formerly contracted to the City of Portland. Multnomah County terminated the contract and initiated its own distribution services at the beginning of the fiscal year.

### Conclusions and Recommendations

Since data is only available for the first quarter of operation for this program, it may be too early to determine how it will function in the future.

What we do know is that after the usual start-up problems were worked out, the program appears to be operating smoothly. The level of funds appears to be reasonable. The purpose for which the funds are allocated is being met.

The program is providing more detailed information to program managers than was previously provided, so they can understand how their funds are being spent. This information will aid them in determining some areas where they can save money and will be of great value in preparing future budgets. Managers of some programs have already determined areas in which they can save money. The program is providing good user analysis with an eye to increased efficiency and cost savings.

### Recommendation

We recommend that this Fund be reviewed by the Department of Environmental Services CBAC by July 1, 1993.

Mail and Distribution Subcommittee  
Mike Zollitsch

Meeting Date: MAR 10 1992

Agenda No.: B-2

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Board Briefing

BCC Informal 3-10-92 BCC Formal \_\_\_\_\_  
(date) (date)

DEPARTMENT Social Services DIVISION Juvenile Justice

CONTACT Harold Ogburn TELEPHONE 248-3460

PERSON(S) MAKING PRESENTATION Harold Ogburn

ACTION REQUESTED:

INFORMATIONAL ONLY  POLICY DIRECTION  APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 30 Minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: \_\_\_\_\_

BRIEF SUMMARY (include statement of rationale for action requested, as well as personnel and fiscal/budgetary impacts, if applicable):

Bi-monthly presentation as requested by Board.

BOARD OF  
COUNTY COMMISSIONERS  
1992 FEB 28 AM 11:17  
MULTNOMAH COUNTY  
OREGON

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL \_\_\_\_\_

Or

DEPARTMENT MANAGER Ardis Craghead (go)

(All accompanying documents must have required signatures)

3-10-92  
Handout  
B-2

JUVENILE JUSTICE DIVISION  
DETENTION UPDATE

MARCH 10, 1992

**THE PHYSICAL BUILDING** -

The building continues to have modifications made in order to meet fire safety requirements. At present; lock installation, plumbing repairs, additional window screens and other security updates are being done. The youths are being rotated in and out of the unit vacated by Project Picture House in order to accommodate these conversions. Once construction of the new building begins, this unit will be occupied on a full time basis.

**THE DETENTION PROGRAM**

**UNFILLED POSITIONS** - There are two groupwork positions still vacant due to the need for bi-lingual skills which made it necessary for a special recruitment process. That process closed February 28th. Application also closed for one mental health consultant that is yet to be hired. These positions are expected to be filled by the end of the month.

**"LEAD" STAFF ASSIGNMENTS** - The responsibilities of the Leads continues to develop. In our last report we talked about Lead Tom Myers providing orientation during the week for all new youth entering detention. In the first twenty days of operation he provided orientation to 136 youth. This orientation covers a summarization of the major topics listed in the youth Handbook. Issues of unit rules, procedures, the Court process, the grievance process, the point system, and other important items are explained to the youth and questions are responded to.

Leads are providing directions and materials for community meetings. Community meetings on the units are group meetings with youth that allow them to be able to bring out issues and identify problems prior to them escalating to confrontations. Issues are discussed and often resolved in the meetings which allows all of the youth the opportunity to problem solve. Inappropriate behaviors are defined and discussed as well as how youth can best handle situations that typically arise in detention living. We feel that this will ultimately reduce the number of youth receiving consequences.

In addition, leads are pulling together training materials. Townsend "Crossroad" curriculum is being circulated, as well as others. It is the goal of Detention to have all of the Leads providing a minimum of 2 groups per day by the end of March.

**P.A.W. PROGRAM, (Probation Alternative Weekend)** - This position was a component of the expansion of detention services. PAW targets juveniles on probation who are committing technical violations of their probation; such as curfew and/or school attendance infractions. This highly structured week-end program eliminates the need for 24 hour a day detention, but instead impacts the youth as to the importance of following probation guidelines by providing intensive day treatment. Juveniles are in program Friday afternoon from 4:00pm until 8:00pm, and from 8:00am to 4:00pm on both Saturday and Sunday.

**NURSING SERVICES** - Corrections Health Services have completed hiring which will allow for nursing services to be available at the Donald E. Long Home 16 hours per day, seven days a week. In addition to meeting the health needs of the youth, Nurses will also provide health education groups. Presentations will cover such issues as: HIV/AIDS, Teen Parenting Issues; Personal Hygiene, etc.

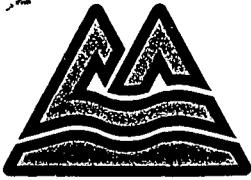
JJD DETENTION UPDATE

March 10, 1992

Page 2

**DRUG AND ALCOHOL SERVICES** - Rich has met with Norma Jaegers and Dennis Wong regarding the expansion of Drug and Alcohol services in AITP. This would in turn allow for some increase in services to the rest of the units. In addition there have been discussions with Mainstream regarding what, if any, expanded programming can be done.

**ADDITIONAL SERVICES** - The units are in the process of developing schedules and calendars that will give a clearer picture of what services are presently being provided on the units and where there are voids. As those are identified, there will be discussions with both the Street Law component and the Employment program to look at further programming.



# MULTNOMAH COUNTY OREGON

3-10-92  
Handout  
B-2

DEPARTMENT OF HUMAN SERVICES  
JUVENILE JUSTICE DIVISION  
1401 N.E. 68th  
PORTLAND, OREGON 97213  
(503) 248-3460

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY • CHAIR OF THE BOARD  
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER  
GARY HANSEN • DISTRICT 2 COMMISSIONER  
RICK BAUMAN • DISTRICT 3 COMMISSIONER  
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

## EMPLOYING YOUTH

The decision to build a new detention facility marks the beginning of a new era for juvenile justice in Multnomah County., Likewise, the division is convinced that the planned construction and operation of the new facility offers a timely and unique opportunity to usher in this new era with some vitally needed creative programming.

Therefore, the division is requesting the support and authorization to immediately initiate a strategic planning process aimed at investigating the possibilities of:

- \* identifying ways that division served youth (and at-risk youth) can be employed and/or receive job training in work/costs directly associated with said facility;
- \* investigating income producing activities that can be utilized to:
  - off-set costs to the county;
  - strengthen the ability of the division to provide alternative and/or prevention services;
- \* developing new partnerships with businesses and local organizations that address the two above items and are directly related to Work Force 2,000 issues/goals;
- \* providing to the division/county suggested strategies that have the potential to enhance the division's present restitution and employment services.

## DISCUSSION:

Present experience with programs such as Project Payback and The Youth Employment and Empowerment Project serve to illustrate the benefits that can be gained from the proposed approach.

The division believes that there are many ways youth can be put to work as it relates to the new facility. For example:

- \* receiving training and helping with light construction, i.e., cleanup - painting;
- \* participating in landscaping and maintenance work;
- \* being enrolled in specially accredited career courses such as food service, product manufacturing, i.e., furnishings, date processing.

INPUT/ISSUES:

In order to explore these possibilities, it is imperative that planning be done post haste so that:

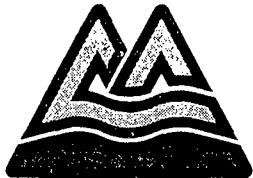
- \* appropriate community input can be secured in helping assess feasibilities including people from business and labor, organizations, educators, and representatives from the construction and trades industry;
- \* needed changes in policies/procedures can be identified/suggested;
- \* logistical, security, and programmatic issues can be analyzed;
- \* costs, agreements, and legal issues can be thoroughly detailed prior to committing major sums of county dollars to private operators.

CONCLUSION:

Over the past several years, the division has worked hard to find ways to redirect delinquent youth. Stressing employability and self-sufficiency has proven to be one of the more effective options available.

This present opportunity is one that is time-limited and demands immediate response. Pending approval of this request, the division plans to develop a formal planning design that it will present for review within the very near future.

3-10-92  
Handout  
B-2



# MULTNOMAH COUNTY OREGON

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## YOUTH ACTION PLAN TASK FORCE Meeting Notes of February 24, 1992

**Present:** Linda Bergman, Mary DuPain, Lynn Travis, Marilyn Richen, Dennis Morrow, Michael Morrissey, Jamie Tillman, Tom English, Mark McDonnell, Bob Donough

**Absent:** Harold Ogburn, Tony Hopson, Bruce Watts, Maria Tenario

**Committee staff:** Mary Li, Cherie Lingelbach, Jana McLellan

### Review of February 17th Meeting Notes

The Task Force reviewed the previous week's meeting notes for content and clarity. Jamie Tillman noted that she had wanted a category in the grouped target populations to reflect dependent children, under the jurisdiction of the Court who were abused and/or neglected.

### Technical Assistance Update

Jana McLellan summarized the most recent information regarding the status of the technical assistance request from the Office of Juvenile Justice and Delinquency Prevention (OJJDP). It was stated that the assigned researchers would not be available until March 23rd to visit the Portland area. It was decided that the Task Force could still use their input at that time and perhaps add any additional information they might conclude as an addendum to the work of this group. This satisfies the timeline for the project as well as utilizing the resource of technical assistance.

Staff was also asked to pursue with the researchers the availability of obtaining information on other public or private venture for counties of comparable size in the use of detention alternatives.

Cherie Lingelbach then summarized the uses of detention. They include:

- Assurance to appear at a hearing;
- Ordered into detention as a consequence;
- Regional or other jurisdictional holds;
- Public safety issues.

### Report draft outline

Staff handed out a proposed draft outline for the complete report for this Task Force. It was suggested that a category describing a profile of the youth also be highlighted in this document. This section should be added after the discussion of the current detention population and prior to the existing alternatives discussion.

Michael Morrissey commented that he would like to plug the institutions of juvenile justice into other community based programs and highlight more diversion related programs. He would also like to add a clarification of roles section. Tom English also wants to address the educational alternatives and to relate the public safety issues to community placements. With these comments voiced, the draft report outline was supported and the decision was made to move forward.

Some committee members wanted discussion on youth that are not detained but should have been detained. Perhaps the Committee needs to address this issue? It was decided to establish a sub-committee to develop a data collection tool and interview counselors. The goal of this effort is to obtain more detailed information than is related in the vignettes. The technical assistance through OJJDP will be accessed for this project.

The meeting for March 2nd was canceled to allow adequate time to gather this supplemental data. Next meeting scheduled for March 9th, noon - 1:30 p.m. The meeting scheduled for March 16th will be from noon - 3:00 p.m. (The site is still to be determined).

Meeting adjourned at 1:25 p.m.



# MULTNOMAH COUNTY OREGON

3-10-92  
Handout  
B-2

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## Multnomah County Juvenile Justice Division

### DETENTION OPERATIONS COMMITTEE Meeting Notes of February 26, 1991

#### Members

**Present:** Harold Ogburn, Jim Anderson, Dwayne McNannay, Rich Scott, Linda Bergman, Wayne George, Kathy Page, Helen Richardson, Jeanie King, William McFarlane,

#### Members

**Absent:** Gary Smith, Norma Jaeger

**Staff:** Cherie Lingelbach

**Other:** Dayle Anderson

1. **Helen Richardson** noted that a correction needed to be made on the last set of meeting notes. In the description of Norma Jaeger's comments, it implies that the County Alcohol and Drug Office holds the contracts for the Mainstream Youth Program, Inc. programs in detention and with the Juvenile Justice Division. This was an error. The County A & D Office has general contracts with Mainstream Youth Program, Inc. for treatment and prevention services in the community but is not responsible for Mainstream's contracts with the Juvenile Justice Division. The Division's contracts with Mainstream are managed by the Division in one case, and the Youth Program Office in another.
2. **Dwayne McNanny** described the Division's Counseling and Probation program and how it relates to detention. The program is divided into 5 units comprised of approximately 63 Counselors and 5 Supervisors. The five units are:
  - o Intake
  - o Court Services
  - o 3 Field Probation Units

The Intake Unit processes all of the initial contact with the Division and is responsible for the court work for misdemeanors. The Court Services Unit concentrates on the heavier and more serious cases and deals with all remand cases. The majority of this unit's cases are the ones where commitment to a state training school is likely. The philosophy is to concentrate the A and B Felonies, (the one's with the higher degree of court work) into one unit and to free up the 3 field probation units to concentrate on counseling and family services.

The 3 Field units are: one located at the King Facility, most of the GRIT, (GANG RESOURCES INTERVENTION TEAM), functions out of there; one located in deep southeast on Foster, Holgate, and 62nd, (serving up to Gresham); and one unit based at the Division which serves, North, Northeast, Corbett, and Troutdale. Three staff from this unit are out-stationed in the Columbia Villa District Office.

Children served by each unit may be placed in detention in two ways.

- 1) Police may bring a juvenile to detention and if appropriate, juveniles may be held pending adjudication;
- 2) A juvenile may be on probation and have done something to violate terms of probation and may be placed in detention for up to 8 days as a consequence.

While the law allows for a juvenile to be placed in detention for up to 8 days for a probation violation, the Court and the Division have developed a plan whereby a juvenile may come in on a Friday, and may earn his/her way out by Sunday afternoon.

As part of that, the Court has created a procedure called Automatic Report as an additional way to supervise youth on probation. In addition to regular Probation Violation and Contract Violation Hearings held on Friday afternoons, the Judge will have a number of juveniles appear before them each week to strengthen the supervision of probation. Many times juveniles are successful with this process and can avoid additional time in detention. Others are not and the procedure helps in having more immediate consequence and are placed in detention for the weekend directly from the appearance before the judge.

This has become an extremely popular proceeding with

Counselors and outside providers. The Genesis program, an alternative school for delinquency gang affected youth, brings in their entire student body each week. The House of Umoja has begun the same process. Frequently when the Division seeks to make referrals to residential care, the providers want to know about their ability to access Automatic Reports as a back up.

Dwayne characterized Automatic Reports as a good process but recognizes that this creates an additional pool for detention on the weekends. While 35-65 juveniles are on the Automatic Report docket each week, the majority are youth who are succeeding on a weekly basis. The PV/CV Docket is usually around 12 each week and these have a greater likelihood of being held.

Each juvenile in detention, with the exception of regional housings, are assigned a Juvenile Court Counselor. This includes out-of-state runaways as well as the pre-adjudicatory placement awaiting a hearing. Counselor duties will vary then depending on the type of case. The Counselor may serve as a type of travel agent for an out of state runaway but will conduct evaluations, court work ups, and develop recommendations for the court pending hearings for others. This latter is thorough and time consuming, especially when the case involves a remand or a commitment. Reports to the Court take on a formate consistent with the Division's written balanced approach mission statement and must address the areas of public safety, accountability, skill and competency development, and fair and just sanctions.

While Dwayne does not have specific written standards for the number of times each week a Counselor is expected to have contact with a juvenile in detention, he does have expectations that there will be contact and that the detainee will be kept advised. He wants the detainee to know what the Division's recommendations will be and does not want there to be any surprises for the juvenile. Additionally, court counselors arrange for contact with the family, attorney, and logistical details when outside appointments are necessary.

Dwayne feels that there is a need to develop a closer relationship between the juvenile court counselor and the detention staff to reflect a better team approach and indicated that he and Rich Scott were currently working on several ideas that would accomplish that. An example was recognizing how difficult it is to provide training for

group work staff when they cannot leave their posts, steps to move Counselors in to temporarily staff detention posts are now being taken. This has the advantage of providing support and assistance for detention for training as well as providing an opportunity for counselors to get back in touch with the detention units and enhance relationships with the detainees. The net result is improved understanding and empathy between the two staffs.

Dwayne also discussed how the county was faring under downsizing. Multnomah County is a participating County in Downsizing. Prior to downsizing the County was committing between 125-130 youth to the state training schools each year. During the first year of Downsizing, the County committed 57 and during the second year, 72. Factors affecting the number committed are the number of new commits, length of stay, and the number of parole revocations. Currently the County does the revocations itself, in the past, parole officers sent back anyone who violated parole. When the County took over the function, it set standards and considers many factors before deciding to revoke parole. This has helped in controlling the County's share of the training school population.

Currently, the Division receives about \$2 Million each year in state funds from the Office of Criminal Justice. These monies fund AITP, GRIT, part of the S.E. Field Office and some infra-structure. These funds are threatened by the state cut backs. The state's plan to absorb it 20% cuts as directed by the Governor is to:

- o Close Hillcrest
- o Close 2 of 5 Close Custody Camps
- o Reduce Parole by 40%
- o Reduce Multnomah County's Close Custody Cap to 51

Dwayne indicated that Multnomah County could fill its capacity with its public safety reserve beds alone, (beds held open outside of the cap to serve Class A Person Felonies like Murder I, Armed Robbery, Rape I, Sodomy I, etc.) The majority of these cases come from Multnomah County and have been between 85 and 95 cases per year for the County.

Dwayne said that DeMuro liked the work the Division is doing with the Balanced Approach, Offense Specific Case Management, and Skill Building. His unit has between 800 and 1000 juveniles on probation at all times and that the Division "turns its active case load, once every 6 months.

3. NEXT STEPS

Cherie Lingelbach presented a proposed process to complete the remainder of the Committee's work. The Committee modified it and developed a time line for completion. The group formed 5 sub-committees as follows:

- 1) Health/Mental Health/Alcohol and Drug
  - o Kathy Page
  - o Norma Jaeger
  - o Helen Richardson
  - o Gary Smith
  - o Rich Scott
- 2) Food Service
  - o Jeanie King
  - o Wayne George
  - o Jim Anderson
- 3) Education
  - o Linda Bergman
  - o Bill McFarlane
  - o Gary Smith
  - o Cherie Lingelbach
- 4) Facility Maintenance
  - o Wayne George
  - o Bill McFarlane
  - o Jim Anderson
- 5) Probation
  - o Dwayne McNanny
  - o Rich Scott

Each group will meet to develop a proposed response/plan to address immediate issues in each area for inclusion a full committee report to the Board of County Commissioners. Each group will also explore ideas for ideal programming in each area to also submit to the full committee.

After the group submits its final report, the group will cease to exist in its entirety. Jim Anderson and Rich Scott will retain a smaller committee to function as a transition team to plan logistics for the move to the new facility.

4. Next Meeting

The group set its next meeting for April 1, 1992 at 12:00 at the Juvenile Court and adjourned until that time.