

# ANNOTATED MINUTES

Tuesday, January 11, 2000 - 9:30 AM  
Multnomah County Courthouse, Boardroom 602  
1021 SW Fourth Avenue, Portland

## BOARD BRIEFINGS

*Vice-Chair Serena Cruz convened the meeting at 9:35 a.m., with Commissioners Sharron Kelley and Lisa Naito present, Chair Beverly Stein excused, and Commissioner Diane Linn arriving at 9:37 a.m.*

- B-1 Discussion of Early Childhood Planning Group and Possible Levy Request to Fill Gaps in the System of Early Childhood Supports. Presented by Commissioner Lisa Naito, Denise Chuckovich and Invited Others.

**COMMISSIONER LISA NAITO, DENISE CHUCKOVICH, JANET HAWKINS AND BARBARA TIMPER PRESENTATIONS AND RESPONSE TO BOARD QUESTIONS AND DISCUSSION REGARDING WORK OF THE EARLY CHILDHOOD PLANNING GROUP, INCLUDING CONTINUUM OF COUNTY SERVICES AND CATEGORIES SUCH AS WELLNESS AND GROWTH PROMOTION, PREVENT, REVERSE AND REDUCE HARM AND TRACKING EARLY INTERVENTION. PLANNING GROUP TO INCORPORATE BOARD INPUT INTO DRAFT PLAN FOR JANUARY 21, 2000 FORUM THEN REPORT BACK TO BOARD WITH A FINAL PLAN IN EARLY MARCH.**

- B-2 Public Safety Levy: Levy Basics and Coordination Issues in Preparation for January 18, 2000 Joint Meeting with City of Portland. East County City Mayors to be Invited. Presented by Bill Farver, Dave Warren and Carol Ford.

**CAROL FORD, WENDY LEBOW, PAT FOLEY AND JANICE GRATTON PRESENTATIONS AND RESPONSE TO BOARD QUESTIONS AND DISCUSSION REGARDING PCDS EXPANSION, PRENATAL/EARLY CHILDHOOD HOME VISITS, EXPANDED TEEN PARENT SERVICES, ENRICHED FAMILY ENHANCEMENT PROGRAM,**

**EXPANDED COMMUNITY SAFETY NET FOR CHILD ABUSE PREVENTION HOTLINE, EXPANDED RELIEF NURSERY SERVICES AND BEHAVIORAL HEALTH SERVICES FOR FOSTER CHILDREN AND THEIR FAMILIES. PUBLIC SAFETY LEVY BRIEFING/WORK SESSION SCHEDULE TO BE DEVELOPED AND CIRCULATED IN NEAR FUTURE. STAFF TO COMPARE ENRICHED FAMILY ENHANCEMENT PROGRAM AND EXPANDED RELIEF NURSERY SERVICES MODELS AND REPORT BACK TO BOARD DURING FUTURE PUBLIC SAFETY LEVY BRIEFING/WORK SESSION.**

*There being no further business, the meeting was adjourned at 11:30 a.m.*

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Thursday, January 13, 2000 - 9:30 AM  
Multnomah County Courthouse, Boardroom 602  
1021 SW Fourth Avenue, Portland

## **REGULAR MEETING**

*Chair Beverly Stein convened the meeting at 9:31 a.m., with Vice-Chair Serena Cruz, Commissioners Sharron Kelley and Diane Linn present, and Commissioner Lisa Naito excused.*

### **CONSENT CALENDAR**

**UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER LINN, THE CONSENT CALENDAR (ITEMS C-1 THROUGH C-3) WAS UNANIMOUSLY APPROVED.**

### **DEPARTMENT OF COMMUNITY AND FAMILY SERVICES**

C-1 ORDER Authorizing Designees of the Mental Health Program Director to Direct a Peace Officer to Take an Allegedly Mentally Ill Person into Custody

**ORDER 00-009.**

C-2 Intergovernmental Agreement 0010678 with Portland Public Schools to Test a Community Assets Building Model Designed to Increase School Achievement

through Community Organizing of Parents, School Staff, and the Broader Community within the Buckman Elementary School Area, Funded through the Commission on Children, Families and Communities Juvenile Service Act

**NON-DEPARTMENTAL**

C-3 Intergovernmental Revenue Agreement 0010684 with Commission on Children, Families and Communities and Portland State University for the Development/Acquisition of Curriculum, for Training/Mentoring Early Childhood Professionals in Supporting the Language and Literacy Development of Children in their Care, and for Literacy Resource Grants

**REGULAR AGENDA**

**PUBLIC COMMENT**

R-1 Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes Per Person.

*NO ONE WISHED TO COMMENT.*

**DEPARTMENT OF SUPPORT SERVICES**

R-2 First Reading of a Proposed ORDINANCE Amending Multnomah County Code Chapter 9, County Employment [to Clarify Definitions and Confirm Chair Authority to Administer Benefits as Part of the Compensation Plan]

*ORDINANCE READ BY TITLE ONLY. COPIES AVAILABLE. COMMISSIONER KELLEY MOVED AND COMMISSIONER LINN SECONDED, APPROVAL OF FIRST READING. TOM SPONSLER AND FERNANDO CONILL EXPLANATION AND RESPONSE TO BOARD QUESTIONS AND COMMENTS IN SUPPORT. NO ONE WISHED TO TESTIFY. FIRST READING UNANIMOUSLY APPROVED. SECOND READING THURSDAY, JANUARY 20, 2000.*

**NON-DEPARTMENTAL**

R-3 Briefing by Tryon Creek Watershed Council on its Activities Per ORS 541.388. Presented by Watershed Council Representatives.

**COMMISSIONER DIANE LINN, AMANDA FRITZ  
AND BARBARA EDWARDSON PRESENTATION  
AND RESPONSE TO BOARD COMMENTS IN  
SUPPORT.**

**DEPARTMENT OF COMMUNITY AND FAMILY SERVICES**

R-4 Briefing on Homeless Families Plan for Multnomah County: Five Year Roadmap for Service Development. Presented by Mary Li, Donna Shackelford, Cilla Murray, and Invited Others.

**DONNA SHACKELFORD, NEAL HOGAN, CILLA MURRAY, JEAN DEMASTER, PETE VON CHRISTIERSON, OSCAR LOPEZ, JANET HAWKINS AND MARY LI PRESENTATIONS AND RESPONSE TO BOARD QUESTIONS AND DISCUSSION REGARDING PLANNING PROCESS, CURRENT SYSTEM, ACCESS, SHELTERS, VALUES, OUTCOMES, FEATURES OF THE PLAN, BUDGETS, FUNDING AND CONTINUING ISSUES, INCLUDING AFFORDABLE HOUSING, QUALITY OF LIFE, PARTNERSHIP WITH SCHOOLS AND ETHNIC DEMOGRAPHICS. STAFF TO TAKE BOARD INPUT BACK TO COMMITTEE AND BRING PLAN BACK FOR FORMAL ADOPTION IN THE NEXT MONTH OR SO.**

**COMMISSIONER COMMENT/LEGISLATIVE ISSUES**

R-5 Opportunity (as Time Allows) for Commissioners to Comment on Non-Agenda Items or to Discuss Legislative Issues.

**NO ONE WISHED TO COMMENT.**

*There being no further business, the meeting was adjourned at 11:31 a.m.*

OFFICE OF THE BOARD CLERK  
FOR MULTNOMAH COUNTY, OREGON

**Deborah L. Bogstad**

Deborah L. Bogstad



Multnomah County Oregon

# Board of Commissioners & Agenda

connecting citizens with information and services

## BOARD OF COMMISSIONERS

### Beverly Stein, Chair

1120 SW Fifth Avenue, Suite 1515  
Portland, Or 97204-1914  
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Email: mult.chair@co.multnomah.or.us

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### Sharron Kelley, Commission Dist. 4

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Email: sharron.e.kelley@co.multnomah.or.us

### ANY QUESTIONS? CALL BOARD CLERK DEB BOGSTAD @ 248-3277

Email: deborah.l.bogstad@co.multnomah.or.us

INDIVIDUALS WITH DISABILITIES  
PLEASE CALL THE BOARD CLERK  
AT 248-3277, OR MULTNOMAH  
COUNTY TDD PHONE 248-5040, FOR  
INFORMATION ON AVAILABLE  
SERVICES AND ACCESSIBILITY.

## JANUARY 11 & 13, 2000

## BOARD MEETINGS

### FASTLOOK AGENDA ITEMS OF INTEREST

Pg. 2	9:30 a.m. Tuesday Early Childhood Planning Group Briefing
Pg. 2	11:00 a.m. Tuesday Public Safety Briefing - Levy Coordination Issues
Pg. 3	9:30 a.m. Thursday Opportunity for Public Comment on Non-Agenda Matters
Pg. 3	9:30 a.m. Thursday 1st Reading Ordinance Amending Chapter 9, County Employment
Pg. 3	9:40 a.m. Thursday Tryon Creek Watershed Council Report
Pg. 3	9:50 a.m. Thursday Briefing on Homeless Families Plan for Multnomah County
*	<b>Check the County Web Site:</b> <a href="http://www.co.multnomah.or.us/">http://www.co.multnomah.or.us/</a>

Thursday meetings of the Multnomah County Board of Commissioners are cable-cast live and taped and may be seen by Cable subscribers in Multnomah County at the following times:

Thursday, 9:30 AM, (LIVE) Channel 30  
Friday, 10:00 PM, Channel 30  
Sunday, 1:00 PM, Channel 30  
Produced through Multnomah Community  
Television

Tuesday, January 11, 2000 - 9:30 AM  
Multnomah County Courthouse, Boardroom 602  
1021 SW Fourth Avenue, Portland

## **BOARD BRIEFINGS**

- B-1 Discussion of Early Childhood Planning Group and Possible Levy Request to Fill Gaps in the System of Early Childhood Supports. Presented by Commissioner Lisa Naito, Denise Chuckovich and Invited Others. 1.5 HOURS REQUESTED.
- B-2 Public Safety Levy: Levy Basics and Coordination Issues in Preparation for January 18, 2000 Joint Meeting with City of Portland. East County City Mayors to be Invited. Presented by Bill Farver, Dave Warren and Carol Ford. 1 HOUR REQUESTED.
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Thursday, January 13, 2000 - 9:30 AM  
Multnomah County Courthouse, Boardroom 602  
1021 SW Fourth Avenue, Portland

## **REGULAR MEETING**

### **CONSENT CALENDAR - 9:30 AM**

#### **DEPARTMENT OF COMMUNITY AND FAMILY SERVICES**

- C-1 ORDER Authorizing Designees of the Mental Health Program Director to Direct a Peace Officer to Take an Allegedly Mentally Ill Person into Custody
- C-2 Intergovernmental Agreement 0010678 with Portland Public Schools to Test a Community Assets Building Model Designed to Increase School Achievement through Community Organizing of Parents, School Staff, and the Broader Community within the Buckman Elementary School Area, Funded through the Commission on Children, Families and Communities Juvenile Service Act

#### **NON-DEPARTMENTAL**

- C-3 Intergovernmental Revenue Agreement 0010684 with Commission on Children, Families and Communities and Portland State University for the Development/Acquisition of Curriculum, for Training/Mentoring Early

Childhood Professionals in Supporting the Language and Literacy Development of Children in their Care, and for Literacy Resource Grants

**REGULAR AGENDA - 9:30 AM**

**PUBLIC COMMENT - 9:30 AM**

R-1 Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes Per Person.

**DEPARTMENT OF SUPPORT SERVICES - 9:30 AM**

R-2 First Reading of a Proposed ORDINANCE Amending Multnomah County Code Chapter 9, County Employment [to Clarify Definitions and Confirm Chair Authority to Administer Benefits as Part of the Compensation Plan]

**NON-DEPARTMENTAL - 9:40 AM**

R-3 Briefing by Tryon Creek Watershed Council on its Activities Per ORS 541.388. Presented by Watershed Council Representatives. 15 MINUTES REQUESTED.

**DEPARTMENT OF COMMUNITY AND FAMILY SERVICES - 9:55 AM**

R-4 Briefing on Homeless Families Plan for Multnomah County: Five Year Roadmap for Service Development. Presented by Mary Li, Donna Shackelford, Cilla Murray, and Invited Others. 45 MINUTES REQUESTED.

**COMMISSIONER COMMENT/LEGISLATIVE ISSUES - 10:40 AM**

R-5 Opportunity (as Time Allows) for Commissioners to Comment on Non-Agenda Items or to Discuss Legislative Issues.



LISA H. NAITO  
Multnomah County Commissioner, District 3  
1120 SW Fifth Avenue, Suite 1500  
Portland, Oregon 97204-1914  
Phone (503) 248-5217 Fax (503) 248-5262

## MULTNOMAH COUNTY OREGON

# MEMORANDUM

TO: Chair Beverly Stein  
Commissioner Diane Linn  
Commissioner Serena Cruz  
Commissioner Sharron Kelley  
Board Clerk Deb Bogstad

FROM: Charlotte Comito  
Staff to Commissioner Lisa Naito

DATE: January 5, 2000

RE: January 13th board meeting

Commissioner Naito will be in Savannah, Georgia attending the NACO Justice and Public Safety Conference from January 12<sup>th</sup> through 15<sup>th</sup> and will be absent from the January 13<sup>th</sup> Board meeting.

00 JAN -5 AM 11:26  
MULTNOMAH COUNTY  
OREGON

MEETING DATE: JAN 13 2000  
AGENDA NO: C-1  
ESTIMATED START TIME: 9:30

(Above Space for Board Clerk's Use ONLY)

**AGENDA PLACEMENT FORM**

SUBJECT: Director Custody Holds per ORS 426.215

BOARD BRIEFING: DATE REQUESTED: \_\_\_\_\_  
REQUESTED BY: \_\_\_\_\_  
AMOUNT OF TIME NEEDED: \_\_\_\_\_

REGULAR MEETING: DATE REQUESTED: \_\_\_\_\_  
AMOUNT OF TIME NEEDED: N/A

DEPARTMENT: Community & Family Services DIVISION: Behavioral Health

CONTACT: Cathy Horey TELEPHONE #: 248-5464 Ext 24447  
BLDG/ROOM #: 166/6

PERSON(S) MAKING PRESENTATION: Consent Calendar

ACTION REQUESTED:

INFORMATIONAL ONLY  POLICY DIRECTION  APPROVAL  OTHER

SUGGESTED AGENDA TITLE:

Order Authorizing Designees of the Mental Health Program Director to Direct a Peace Officer to take an Allegedly Mentally Ill person into custody.

*0-18-00 copies to Cathy Horey*

JAN 13 00 JAN -5 AM 8:47  
MULTI-COUNTY  
OREGON  
COUNTY ADMINISTRATORS

SIGNATURES REQUIRED:

ELECTED OFFICIAL: \_\_\_\_\_  
(OR)  
DEPARTMENT  
MANAGER: Lolenz Poe mis

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

ORDER NO. 00-009

Authorizing Designees of the Mental Health Program Director to Direct a Peace Officer to Take an Allegedly Mentally Ill Person into Custody

The Multnomah County Board of Commissioners Finds:

- a) If authorized by a county governing body, a designee of a mental health program director may direct a peace officer to take into custody a person whom the designee has probable cause to believe is dangerous to self or others and whom the designee has probable cause to believe is in need of immediate care, custody, and treatment of mental illness.
- b) There is a current need for specified designees of the Multnomah County Mental Health Program Director to have the authority to direct a peace officer to take an allegedly mentally ill person into custody.
- c) All the designees listed below have been specifically recommended by the Mental Health Program Director and meet the standards established by the Mental Health Division.

The Multnomah County Board of Commissioners Orders:

1. The individuals listed below are authorized as designees of the Mental Health Program Director for Multnomah County to direct any peace officer to take into custody a person whom the designee has probable cause to believe is dangerous to self or others and whom the designee has probable cause to believe is in need of immediate care, custody or treatment for mental illness.
2. Added to the list of designees are:  
Dan Kamada [REDACTED]

Adopted this 13th day of January, 2000.



REVIEWED:

Thomas Sponsler, County Counsel  
For Multnomah County, Oregon

By Katie Gaetjens  
Katie Gaetjens, Assistant County Counsel

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

Beverly Stein  
Beverly Stein, Chair

MEETING DATE: JAN 13 2000

AGENDA NO: C-2

ESTIMATED START TIME: 9:30

(Above space for Board Clerk's Use Only)

**AGENDA PLACEMENT FORM**

**SUBJECT:** Intergovernmental Expenditure Agreement with Portland Public Schools to purchase asset building services. Total contract funding is \$80,000.

**BOARD BRIEFING**

Date Requested: \_\_\_\_\_

Requested By: \_\_\_\_\_

Amount of Time Needed: \_\_\_\_\_

**REGULAR MEETING**

Date Requested: **Next Available**

Amount of Time Needed: **Consent**

**DEPARTMENT:** Community and Family Services

**DIVISION:** Community Programs and Partnerships

**CONTACT:** Lorenzo Poe

**TELEPHONE:** 248-3691

**BLDG/ROOM:** 166/7

**PERSON(S) MAKING PRESENTATION:** Consent

**ACTION REQUESTED:**

INFORMATIONAL ONLY    POLICY DIRECTION    APPROVAL    OTHER

**SUGGESTED AGENDA TITLE**

Intergovernmental Agreement With Portland Public Schools Purchasing Services For Children

**SIGNATURES REQUIRED:**

01-18-00 ORIGINALS to JOANNE BOCKELMAN

**ELECTED OFFICIAL:** \_\_\_\_\_

OR

**DEPARTMENT MANAGER:** \_\_\_\_\_

*Lorenzo Poe*

**ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES**

Any Questions: Call the Board Clerk @ 248-3277

CLERK OF COUNTY COMMISSIONERS  
MULTI-NOMINAL COUNTY  
OREGON  
00 JAN - 5 AM 8 48



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF COMMUNITY AND FAMILY SERVICES  
421 SW SIXTH AVENUE, SUITE 700  
PORTLAND, OREGON 97204-1618  
PHONE (503) 248-3691  
FAX (503) 248-3379  
TDD (503) 248-3598

BOARD OF COUNTY COMMISSIONERS  
BEVERLY STEIN • CHAIR OF THE BOARD  
DIANE LINN • DISTRICT 1 COMMISSIONER  
SERENA CRUZ • DISTRICT 2 COMMISSIONER  
LISA NAITO • DISTRICT 3 COMMISSIONER  
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

TO: Board of County Commissioners

FROM: Lorenzo Poe, Director *Lorenzo Poe mcs*  
Department of Community and Family Services

DATE: December 28, 1999

SUBJECT: Contract with Portland Public Schools

**I. Recommendation:** The Department of Community and Family Services recommends County Board approval of the attached contract with Portland Public Schools for the period January 1, 2000 through December 31, 2000.

**II. Analysis/Background:** The Department of Community and Family Services is contracting with Portland Public Schools to purchase a demonstration project. The project is to test a community assets building model designed to increase school achievement through community organizing with parents, school staff, and the broader community within the Buckman Elementary School catchment area.

Services are procured under RFP #962-99-5156, dated October 23, 1998, expiring December 31, 2000.

**III. Financial Impact:** This contract is in the amount of \$80,000. Funding is through the Commission of Children, Families and Communities (CCCF) Juvenile Service Act. Use of these funds is planned by the Commission on Children, Families and Community and are administered by the Multnomah County, Department of Community and Family Services, Division of Community Programs and Partnerships.

**IV. Legal Issues:** None

**V. Controversial Issues:** None

**VI. Link to Current County Policies:** This demonstration project emphasizes parental involvement to increase school achievement resulting in greater school completion.

**VII. Other Government Participation:** This contract is awarded under RFP #962-99-5156. Services in this RFP are based on planning conducted by the Commission on Children, Families and Community.

**MULTNOMAH COUNTY CONTRACT APPROVAL FORM**  
(See Administrative Procedure CON-1)

Contract #: **0010678**

Pre-approved Contract Boilerplate (with County Counsel signature)  Attached  Not Attached

Amendment #: **0**

<p align="center"><b>Class I</b></p> <input type="checkbox"/> Professional Services not to exceed \$50,000 (and not awarded by RFP or Exemption) <input type="checkbox"/> Revenue not to exceed \$50,000 (and not awarded by RFP or Exemption) <input type="checkbox"/> Intergovernmental Agreement (IGA) not to exceed \$50,000 <input type="checkbox"/> Expenditure <input type="checkbox"/> Revenue <input type="checkbox"/> Architectural & Engineering not to exceed \$10,000 (for tracking purposes only)	<p align="center"><b>Class II</b></p> <input type="checkbox"/> Professional Services that exceed \$50,000 or awarded by RFP or Exemption (regardless of amount) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue that exceeds \$50,000 or awarded by RFP or Exemption (regardless of amount)	<p align="center"><b>Class III</b></p> <input checked="" type="checkbox"/> Intergovernmental Agreement (IGA) that exceeds \$50,000 <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Revenue <p align="center"><b>APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS</b></p> <p>AGENDA # <u>C-2</u> DATE <u>01/13/00</u>                  DEB BOGSTAD  <b>BOARD CLERK</b></p>
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Department: Community and Family Services Division: Community Programs and Partnerships Date: December 23, 1999  
 Originator: Kathy Millard Phone: 83476 Bldg/Rm: 166/5  
 Contact: Joanne Bockelman Phone: 26761 Bldg/Rm: 166/7

Description of Contract: **This contract purchases Youth Asset Building Through Community Organizing services.**

RENEWAL: <input type="checkbox"/>	PREVIOUS CONTRACT #(S):	RFP/BID DATE:	<u>10/23/98</u>
RFP/BID: <u>P962-99-5156</u>		EXEMPTION EXPIRATION DATE:	
EXEMPTION #/DATE:		ORS/AR #:	
CONTRACTOR IS: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> ESB <input type="checkbox"/> QRF <input type="checkbox"/> N/A <input checked="" type="checkbox"/> NONE (Check all boxes that apply)			

Contractor <u>Portland Public Schools</u>	Remittance Address _____
Address <u>PO Box 3107</u>	(If different) _____
<u>Portland, OR 97208-3107</u>	
Phone <u>916-3213</u>	Payment Schedule / Terms
Employer ID# or SS# <u>93-6000830</u>	<input type="checkbox"/> Lump Sum \$ _____ <input type="checkbox"/> Due on Receipt
Effective Date <u>January 1, 2000</u>	<input checked="" type="checkbox"/> Monthly \$ <u>Invoice</u> <input type="checkbox"/> Net 30
Termination Date <u>December 31, 2000</u>	<input type="checkbox"/> Other \$ _____ <input type="checkbox"/> Other
Original Contract Amount \$ <u>80,000</u>	
Total Amt of Previous Amendments \$ <u>-0-</u>	<input type="checkbox"/> Requirements \$ _____
Amount of Amendment \$ <u>-0-</u>	
Total Amount of Agreement \$ <u>80,000</u>	Encumber <input type="checkbox"/> Yes <input type="checkbox"/> No

REQUIRED SIGNATURES

Department Manager Lolengo Poe nus DATE 12/28/99  
 Purchasing Manager \_\_\_\_\_ DATE \_\_\_\_\_  
 County Counsel Satie Darr DATE 1/4/2000  
 County Chair [Signature] DATE 01-13-00  
 Sheriff \_\_\_\_\_ DATE \_\_\_\_\_  
 Contract Administration \_\_\_\_\_ DATE \_\_\_\_\_

LGFS VENDOR CODE <b>00570</b>						DEPT REFERENCE					
LINE #	FUND	AGENCY	ORG	SUB ORG	ACTIVITY	OBJ/REV	SUB OBJ	REP CAT	LGFS DESCRIPTION	AMOUNT	INC DEC
01								See	Attached		
02											
03											

COMMUNITY AND FAMILY SERVICES DEPARTMENT  
 CONTRACT APPROVAL FORM SUPPLEMENT

Contractor : PORTLAND PUBLIC SCHOOL DISTRICT

Vendor Code : 00570

Fiscal Year : 1999/2000

Numeric Amendment : 00

Contract Number : 0010678

LINE	FUND	AGEN	ORG CODE	ACTIVIY CODE	OBJECT CODE	REPORTING CATEGORY	LGFS DESCRIPTION	ORIGINAL AMOUNT	AMENDMENT AMOUNT	FINAL AMOUNT	REQT'S ESTIMATE
02	156	010	1162	J03D	6060	9302S <input type="text"/>	CYFP-Juvenile Svcs Act (JSA) CCFC T-3 Demo Project	\$80,000.00		\$80,000.00	
<i>DRAFT</i>											
TOTAL								\$80,000.00	\$0.00	\$80,000.00	\$0.00

PROCUREMENT REPORT

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Contractor Name : **PORTLAND PUBLIC SCHOOL DISTRICT**  
Vendor Code: **00570**

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*Procurement : P962-99-5156      Part :      Issue Date : 10/23/98      First Contract : 01/01/99      Expiration Date : 12/31/2000*

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<u>Mod. #</u>	<u>Begin Date</u>	<u>End Date</u>	<u>Svc Element</u>	<u>Original Amount</u>	<u>Amendment Amount</u>	<u>Final Amount</u>	<u>Requirements Estimate</u>
0	01/01/2000	12/31/2000	J03D      CCFC T-3 Demo Project	80,000.00		80,000.00	

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THIS CONTRACT is between MULTNOMAH COUNTY, acting by and through its Department of Community and Family Services, hereafter called COUNTY, and  
PORTLAND PUBLIC SCHOOLS  
PO Box 3107  
Portland, OR 97208-3107  
(503) 916-3213

hereafter called CONTRACTOR.

THE PARTIES AGREE:

1. **DESCRIPTION OF SERVICES:** CONTRACTOR will provide the following services:

Demonstration project to test a community assets building model designed to increase school achievement through community organizing of parents, school staff, and the broader community within the Buckman Elementary School catchment area.

CONTRACTOR shall comply with the specifications and timelines stated in RFP #962-99-5156, Youth Asset Building Through Community Organizing, dated October 23, 1998. Any deviation from these specifications must be requested in writing by the CONTRACTOR prior to initiating changes. Requests shall be submitted to the Division of Community Programs and Partnerships. CONTRACTOR shall receive written approval or denial of such requests from the Division.

2. **PROGRAM OUTCOMES:** The program outcomes are as follows:

Outcomes	Source
Engagement of individuals and organizations in activities of Portland Schools Alliance.	Reported Quarterly in Narrative report submitted to County
Removal of barriers for parent participation in their children's education.	Reported Quarterly in Narrative report submitted to County

3. **REPORTING:** The CONTRACTOR shall be required to submit written, quarterly narrative reports highlighting the progress made toward achieving identified milestones. The narrative shall also include any barriers experienced, recommendations for corrective action, and how the recommendations will be implemented. Quarterly reports are due according to the following schedule:

Year Two

Quarter	Due
January 1, 2000 - March 31, 2000	May 1, 2000
April 1, 2000 - June 30, 2000	July 31, 2000
July 1, - 2000 - September 30, 2000	October 31, 2000
October 1, 2000 - December 31, 2000	January 31, 2001

In addition to the quarterly reports, the Project Summary Report, as described on pages eight and nine of RFP P962-99-5156, is due at the conclusion of the contract.

4. **COMPENSATION:** CONTACTOR shall be reimbursed on a per invoice basis, cost reimbursement up to \$80,000.

**Payment Terms and Reports: All Contracts**

1) Expenditures of the CONTRACTOR under service capacity or cost reimbursement contracts, may be charged to this contract only if they are: 1) in payment for services performed under this contract; 2) expensed in conformance with all applicable accounting standards, state and federal regulations and statutes; 3) in payment of an obligation incurred during the contract period; and 4) not in excess of one hundred percent of allowable program costs. Any refunds to the state or federal government resulting from state or federal audits of CONTRACTOR'S program shall be the sole responsibility of CONTRACTOR. CONTRACTOR agrees to make all such payments within twenty working days of receipt of formal notification by COUNTY of disallowance of CONTRACTOR expenditures.

2) Any COUNTY funds spent for purposes not authorized by this contract shall be deducted from payments or refunded to COUNTY at COUNTY S discretion. Payments by COUNTY in excess of authorized amounts shall be deducted from payment or refunded to COUNTY no later than thirty (30) calendar days after the contract's expiration or after notification by COUNTY. CONTRACTOR shall be responsible for any prior contract overpayments and unrecovered advances provided by COUNTY. Repayment of prior period obligations shall be made by CONTRACTOR in a manner specified by COUNTY. Except when CONTRACTOR is a city, county, or public school district, COUNTY shall be entitled to the legal rate of interest for late payment from the date such payments became delinquent, and in case of litigation, to reasonable attorney's fees.

3) This contract crosses COUNTY fiscal years 1999/00 and 2000/01. The total contract funding of \$80,000 is currently in FY98/99. Any balance remaining at the end of FY 1999/2000 will be transferred into FY 2001/02 after the final billing for FY 1998/99 is processed. All final requests for payment or an estimate of the final requests for payments for expenses incurred in FY 1999/00 shall be received by the Department of Community and Family Services no later than July 20, 2000 or the next working day after July 20, 2000. Final requests or estimates of final request for payment documents not received by the Department of Community and Family Services within the specified time frame shall not be processed and the expense shall be the sole responsibility of the CONTRACTOR. All final requests for payment or an estimate of the final requests for payments for expenses incurred during the period July 1, 2000 through December 31, 2000 shall be received by the Department of Community and Family Services no later than January 20, 2001 or the next working day after Januar 20, 2001. Final requests or estimates of final request for payment documents not received by the Department of Community and Family Services within the specified time frame shall not be processed and the expense shall be the sole responsibility of the CONTRACTOR.

4) Notwithstanding any other payment provision of this contract, failure of CONTRACTOR to submit required reports when due, comply with federal audit standards, repay disallowed costs, perform or document the performance of contracted services, or maintain services at program standards, may result in the withholding and/or reduction of payments under this contract. Such withholding of payment for cause may continue until CONTRACTOR submits required reports, performs required services, or establishes, to COUNTY'S satisfaction, that such failure arose out of causes beyond the control and without the fault or negligence of CONTRACTOR.

**Payment Terms and Reports: Cost Reimbursement**

1) Cost Reimbursement contracts may be paid on a per invoice method or in equal monthly allotments of annual contract amounts, adjusted periodically to reflect:

- a) Increases or decreases in annual contract amounts;
- b) Amounts of client services contributions, if applicable;
- c) Under-expenditures of reimbursement-based contract amounts.

2) Payment of monthly allotments or reimbursed costs is triggered by receipt by COUNTY of required expenditure reports. CONTRACTOR shall have sole responsibility to submit required reports in order to obtain contract payments. If required reports are received on time and are complete and correct, COUNTY agrees to process monthly allotments to be received by CONTRACTOR by the 10th calendar day of each month. For reimbursed costs, COUNTY agrees to process payment requests within ten working days of receipt of billing.

3) Monthly Expenditure Reports are due the 20th calendar day of the month following incurred expenditures. Quarterly Year-to-Date Budget Comparisons are due the 20th calendar day of the month following each calendar quarter. The initial Annual Budget is due within one month and twenty (20) calendar days of contract effective date; revised annual budget(s) is

due within thirty (30) calendar days of COUNTY'S receipt of executed contract amendments if cumulative year-to-date dollar changes for that service element exceed 25%. If required, the Annual State MHDDSD Carryover Report is due November 20th following the end of the contract year or within thirty (30) calendar days of contract termination if prior to June 30. COUNTY shall provide notification, forms, and instructions to CONTRACTOR subject to carryover reporting at least thirty (30) days prior to the report due date.

4) Reported expenditures shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, orders, and/or any other accounting documents pertaining in whole or in part to the contract, in accordance with Generally Accepted Accounting Principles (GAAP), Oregon Administrative Rules, and applicable federal requirements. Expenditures shall be segregated by service element within the agency accounting system and so reported on the required fiscal reports. All above-referenced accounting documents shall be maintained within a local facility of the CONTRACTOR, and contractual funds shall be maintained within local financial institutions.

3. **TERM.** The CONTRACTOR'S services will begin on January 1, 2000 and terminate when completed but no later than December 31, 2000.

4. **CONTRACT DOCUMENTS.** This Contract consists of this contract document, the attached Conditions of Contract, and Attachment A.

MULTNOMAH COUNTY, OREGON

PORTLAND PUBLIC SCHOOLS

BY *Lorenzo Posadas* 12/28/99  
Director, Dept of Community & Family Svcs Date

BY \_\_\_\_\_  
Signature Date

BY *Beverly Stein* 01-13-00  
Beverly Stein, Multnomah County Chair Date

\_\_\_\_\_  
Name, (please print)

REVIEWED:  
THOMAS SPONSLER, County Counsel  
for Multnomah County, Oregon

\_\_\_\_\_  
Title

REVIEWED:  
THOMAS SPONSLER, COUNTY COUNSEL  
FOR MULTNOMAH COUNTY  
BY *Katie Gorb*  
ASSISTANT COUNTY COUNSEL  
DATE 1/4/2000

APPROVED MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-2 DATE 01-13-00  
DEB BOGSTAD  
BOARD CLERK

**MULTNOMAH COUNTY CONTRACT NO. #0010678**  
**CONDITIONS OF INTERGOVERNMENTAL CONTRACT**

The attached contract for services between Multnomah County, herein "COUNTY", and Portland Public Schools, herein "CONTRACTOR", is subject to the following:

1. **FUNDS AVAILABLE**. COUNTY certifies that sufficient funds are available and authorized to finance the costs of this agreement. In the event that funds cease to be available to COUNTY in the amounts anticipated, COUNTY may terminate or reduce contract funding accordingly. COUNTY will notify CONTRACTOR as soon as it receives notification from funding source.
  
2. **INDEPENDENT CONTRACTOR STATUS**. CONTRACTOR is an independent contractor, and neither CONTRACTOR, CONTRACTOR'S subcontractors nor employees are employees of the COUNTY. CONTRACTOR is responsible for all federal, state, and local taxes and fees applicable to payments for services under this agreement.
  
3. **SUBCONTRACTS AND ASSIGNMENT**. CONTRACTOR shall neither subcontract with others for any of the work prescribed herein, nor assign any of CONTRACTOR's rights acquired hereunder without the prior written consent of COUNTY. The COUNTY is not liable to any third person for payment of any compensation payable to CONTRACTOR as provided in this agreement.
  
4. **ACCESS TO RECORDS**. The COUNTY'S authorized representatives shall have access to the books, documents, papers, and records of CONTRACTOR which are directly pertinent to this contract for the purpose of making audit, examination, excerpts, and transcripts.
  
5. **PROPERTY OF COUNTY**. All work performed by CONTRACTOR under this contract shall be the property of the COUNTY.
  
6. **WORKERS' COMPENSATION INSURANCE**
  - A. CONTRACTOR shall maintain worker's compensation insurance coverage for all non-exempt workers employed by CONTRACTOR in the performance of the work either as a carrier or insured employer as provided in Chapter 656 of Oregon Revised Statutes. CONTRACTOR shall provide COUNTY with a certificate showing current worker's compensation insurance upon request.
  
  - B. If CONTRACTOR'S worker's compensation insurance coverage is due to expire before completion of the work, CONTRACTOR will renew or replace such insurance coverage and provide COUNTY with a certificate of insurance coverage showing compliance with this section.

7. **INDEMNIFICATION**

CONTRACTOR agrees to indemnify, defend, and save harmless COUNTY, the State of Oregon, and other funding sources, and their agents and employees against all liability, loss, and costs arising from actions, suits, claims, or demands attributable to or allegedly attributable to acts or omissions of CONTRACTOR, its employees, agents, or subcontractors. CONTRACTOR further agrees to defend COUNTY, the state, and other funding sources, their agents and employees, against all suits, actions, or proceedings brought against them in connection with CONTRACTOR'S performance of its duties under this contract. This indemnification is limited to the extent permitted by the Oregon Tort Claim Act and the Oregon Constitution.

8. **ADHERENCE TO LAW.** The CONTRACTOR shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this contract.

9. **NONDISCRIMINATION.** CONTRACTOR shall not unlawfully discriminate against any individual with respect to hiring, compensation, terms, conditions, or privileges of employment, nor shall any person be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity because of such individual's race, color, religion, sex, national origin, age, handicap, or sexual orientation. CONTRACTOR must comply with all applicable provisions of federal, state, and local laws, regulations, and policies concerning nondiscrimination.

10. **EARLY TERMINATION.**

A. This contract may be terminated by mutual consent of both parties or by either party upon thirty (30) days notice in writing and delivered by certified mail or in person.

B. The COUNTY, by written notice of default, may terminate this agreement if CONTRACTOR fails to provide any part of the services described herein within the time specified for completion of that part or any extension thereof.

C. Upon termination before completion of the services, payment of CONTRACTOR shall be prorated to and including the day of termination and shall be in full satisfaction of all claims by CONTRACTOR against COUNTY under this Agreement.

D. Termination under any provision of this paragraph shall not affect any right, obligation, or liability of CONTRACTOR or liability of CONTRACTOR or COUNTY which accrued prior to termination.

CONTRACT FOR SERVICES  
MULTNOMAH COUNTY COMMUNITY AND FAMILY SERVICES DEPARTMENT

12/23/1999 11:01:52 AM

**Attachment A:  
Service Elements and Contract Amounts**

Contractor Name :	PORTLAND PUBLIC SCHOOL DISTRICT	Vendor Code:	00570
Contractor Address :	PO BOX 3107 PORTLAND OR 97208-3107		
Telephone :	916-3213	Fiscal Year :	1999/2000
		Federal ID # :	93-6000830

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**Program Office Name : Prevention**

*Service Element Name : CCFC T-3 Demo Project (J03D)*

<u>Mod. #</u>	<u>Begin Date</u>	<u>End Date</u>	<u>Payment Method</u>	<u>Payment Basis</u>	<u># of Units</u>	<u>Unit Description</u>	<u>Unit Rate</u>	<u>Amount</u>
0	01/01/2000	12/31/2000	Per Invoice	Cost Reimbursement				\$80,000.00
Total								\$80,000.00

Meeting Date: JAN 13 2000  
Agenda No: C-3  
Estimated Start Time: 9:30

(Above Space For Board Clerk's Use Only)

**AGENDA PLACEMENT FORM**

**Subject:** Intergovernmental Agreement with Multnomah Commission on Children, Families & Communities and Portland State University for \$380,000.00 to purchase: 1) curriculum development and acquisition, 2) training and mentoring activities, 3) language and literacy resources grants, and 4) administration and coordination of the project.

**Board Briefing:** Date Requested: \_\_\_\_\_  
Requested By: \_\_\_\_\_  
Amount Of Time Needed: \_\_\_\_\_

**Regular Meeting:** Date Requested: January 13, 1999  
Amount Of Time Needed: Consent

Department: Non- Departmental Division: Commission on Children, Families & Community

Contact: Jim Clay/Christine Tebben Telephone #: 248-3982  
Bldg/Room #: B166/1075

Person(s) Making Presentation N/A

**Action Requested:**

Informational Only  Policy Direction  Approval  Other

**Suggested Agenda Title:**

Intergovernmental Agreement with Commission on Children, Families and Community and Portland State University.

01-18-00 ORIGINALS to Sydney Bizzell

**Signatures Required**

Elected Official \_\_\_\_\_  
(Or)  
Department Manager: Christine Tebben for Jim Clay

00 JAN -5 PM 8:49  
MULTNOMAH COUNTY  
OREGON  
COMMISSION ON CHILDREN, FAMILIES & COMMUNITY

**ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES**

Any Questions: Call The Board Clerk @ 248-3277



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF COMMUNITY AND FAMILY SERVICES  
421 SW SIXTH AVENUE, SUITE 700  
PORTLAND, OREGON 97204-1618  
PHONE (503) 248-3691  
FAX (503) 248-3379  
TDD (503) 248-3598

BOARD OF COUNTY COMMISSIONERS  
BEVERLY STEIN • CHAIR OF THE BOARD  
DIANE LINN • DISTRICT 1 COMMISSIONER  
SERENA CRUZ • DISTRICT 2 COMMISSIONER  
LISA NAITO • DISTRICT 3 COMMISSIONER  
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

TO: Board of County Commissioners

FROM: Jim Clay, Director *CTT for JC*  
Multnomah Commission on Children, Families and Community

DATE: January 3, 2000

SUBJECT: Intergovernmental Agreement with State Board of Higher Education on Behalf of Portland State University

- I. **Recommendation/Action Requested:** The Commission on Children, Families and Community (CCFC) recommends Board of County Commissioner approval of the attached contract between CCFC and the State Board of Higher Education on behalf of Portland State University. This contract is for the period January 1, 2000 through June 30, 2000.
- II. **Background/Analysis:** The CCFC is contracting with Portland State University (PSU) for the development/acquisition of curriculum, for training/mentoring early childhood professionals in supporting the language and literacy development of children in their care, and for language and literacy resource grants.
- III. **Financial Impact:** Total contract funding is up to \$380,000. Funding for this contract is provided through a variety of sources including the County General Fund, Federal and State funds.
- IV. **Legal Issues:** At this time there are no legal issues.
- V. **Controversial Issues:** None known.
- VI. **Link to Current County Policies:** Improving the County benchmark for kindergarten readiness and the quality of child care.
- VII. **Citizen Participation:** The Commission has involved a wide range of citizens at all steps in planning this initiative. Also, the Commission is a citizen board designed to provide citizen input in policy making.
- VIII. **Other Government Participation:** The Oregon Center for Career Development in Childhood Care and Education at PSU will act as the lead agency working with the Multnomah County Library (Early Childhood Resources), Mt Hood Community College (Department of Early Childhood Education), and the Oregon Child Development Coalition.

**MULTNOMAH COUNTY CONTRACT APPROVAL FORM**  
(See Administrative Procedure CON-1)

Contract #: **0010684**

Pre-approved Contract Boilerplate (with County Counsel signature)  Attached  Not Attached

Amendment #: **0**

<p align="center"><b>Class I</b></p> <input type="checkbox"/> Professional Services not to exceed \$50,000 (and not awarded by RFP or Exemption) <input type="checkbox"/> Revenue not to exceed \$50,000 (and not awarded by RFP or Exemption) <input type="checkbox"/> Intergovernmental Agreement (IGA) not to exceed \$50,000 <input type="checkbox"/> Expenditure <input type="checkbox"/> Revenue <input type="checkbox"/> Architectural & Engineering not to exceed \$10,000 (for tracking purposes only)	<p align="center"><b>Class II</b></p> <input type="checkbox"/> Professional Services that exceed \$50,000 or awarded by RFP or Exemption (regardless of amount) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue that exceeds \$50,000 or awarded by RFP or Exemption (regardless of amount)	<p align="center"><b>Class III</b></p> <input checked="" type="checkbox"/> Intergovernmental Agreement (IGA) that exceeds \$50,000 <input type="checkbox"/> Expenditure <input checked="" type="checkbox"/> Revenue <p align="center"><b>APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS</b>                  AGENDA # <u>C-3</u> DATE <u>01-13-00</u>                  DEB BOGSTAD                  BOARD CLERK</p>
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Department: Commission on Children, Families and Community Division: \_\_\_\_\_ Date: January 4, 2000

Originator: Christine Tebben Phone: 83982 Bldg/Rm: 166/1075

Contact: Sydney Bizzell Phone: 22701 Bldg/Rm: 166/7

Description of Contract **Contract for the development/acquisition of curriculum for training early childhood professionals in supporting the language and literacy development of children in their care and resource grants.**

RENEWAL: <input type="checkbox"/>	PREVIOUS CONTRACT #(S): _____
RFP/BID: <u>P962-00-5709</u>	RFP/BID DATE: <u>12/03/99</u>
EXEMPTION #/DATE: _____	EXEMPTION EXPIRATION DATE: _____ ORS/AR #:
CONTRACTOR IS: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> ESB <input type="checkbox"/> QRF <input type="checkbox"/> N/A <input checked="" type="checkbox"/> NONE (Check all boxes that apply)	

Contractor <u>Portland State University</u>	Remittance Address _____
Address <u>P O Box 751</u>	(If different) _____
<u>Portland, OR 97207 - 0751 - OCCD</u>	
Phone _____	Payment Schedule / Terms
Employer ID# or SS# <u>93-6001786</u>	<input type="checkbox"/> Lump Sum \$ _____ <input type="checkbox"/> Due on Receipt
Effective Date <u>January 1, 2000</u>	<input type="checkbox"/> Monthly \$ _____ <input type="checkbox"/> Net 30
Termination Date <u>June 30, 2000</u>	<input checked="" type="checkbox"/> Other \$ <u>Invoice</u> <input type="checkbox"/> Other
Original Contract Amount \$ <u>100,000</u>	
Total Amt of Previous Amendments \$ <u>0</u>	<input type="checkbox"/> Requirements \$ <u>280,000</u>
Amount of Amendment \$ <u>0</u>	
Total Amount of Agreement \$ <u>100,000</u>	Encumber <input type="checkbox"/> Yes <input type="checkbox"/> No

**REQUIRED SIGNATURES**

Department Manager Christine Tebben for Jim Clay DATE 1/4/00

Purchasing Manager \_\_\_\_\_ DATE \_\_\_\_\_

County Counsel Katie Gaul DATE 1/4/00

County Chair Melissa Dean DATE 01-13-00

Sheriff \_\_\_\_\_ DATE \_\_\_\_\_

Contract Administration \_\_\_\_\_ DATE \_\_\_\_\_

LGFS VENDOR CODE 00574						DEPT REFERENCE					
LINE #	FUND	AGENCY	ORG	SUB ORG	ACTIVITY	OBJ/REV	SUB OBJ	REP CAT	LGFS DESCRIPTION	AMOUNT	INC DEC
01								See	Attached		
02											

S

COMMUNITY AND FAMILY SERVICES DEPARTMENT  
 CONTRACT APPROVAL FORM SUPPLEMENT

Contractor : PORTLAND STATE UNIVERSITY

Vendor Code : 00574

Fiscal Year : 1999/2000

Numeric Amendment : 00

Contract Number : 0010684

LINE	FUND	AGEN	ORG CODE	ACTIVIY CODE	OBJECT CODE	REPORTING CATEGORY	LGFS DESCRIPTION	ORIGINAL AMOUNT	AMENDMENT AMOUNT	FINAL AMOUNT	REQT'S ESTIMATE
51	156	010	9035	J07D	6060	9999L	County General Fund Admin & Coordination	Requirements		Requirements	\$117,467.00
						<input type="text"/>					
53	156	010	9035	J07E	6060	9999L	County General Fund Curriculum Devel/Acquisition	Requirements		Requirements	\$66,293.00
						<input type="text"/>					
52	156	010	9035	J07F	6060	9303S	CYFP-Great Start Training & Mentoring Activities	Requirements		Requirements	\$52,011.00
						<input type="text"/>					
54	156	010	9035	J07F	6060	9999L	County General Fund Training & Mentoring Activities	Requirements		Requirements	\$44,229.00
						<input type="text"/>					
01	156	010	9035	J07G	6060	9305F	CYFP-CCDF Lang & Lit Resource Grants	\$77,989.00		\$77,989.00	
						<input type="text"/>					
02	156	010	9035	J07G	6060	9999L	County General Fund Lang & Lit Resource Grants	\$22,011.00		\$22,011.00	
						<input type="text"/>					
TOTAL								\$100,000.00	\$0.00	\$100,000.00	\$280,000.00

**INTERGOVERNMENTAL AGREEMENT**

#0010684

THIS CONTRACT is between MULTNOMAH COMMISSION ON CHILDREN, FAMILIES AND COMMUNITY, hereafter called COUNTY, and the STATE OF OREGON ACTION BY AND THROUGH THE STATE BOARD OF HIGHER EDUCATION ON BEHALF OF PORTLAND STATE UNIVERSITY hereafter called CONTRACTOR.

THE PARTIES AGREE:

1. **DESCRIPTION OF SERVICES.** CONTRACTOR will provide the following services:

See Statement of Work attached hereto as Exhibit 1.

2. **COMPENSATION:** COUNTY will pay for services under this Contract up to \$380,000. Payment will be made upon receipt of a monthly invoice and will be on a cost reimbursement basis.

**Payment Terms and Reports: All Contracts**

1) Expenditures of the CONTRACTOR under service capacity or cost reimbursement contracts, may be charged to this contract only if they are: 1) in payment for services performed under this contract; 2) expensed in conformance with all applicable accounting standards, state and federal regulations and statutes; 3) in payment of an obligation incurred during the contract period; and 4) not in excess of one hundred percent of allowable program costs. Any refunds to the state or federal government resulting from state or federal audits of CONTRACTOR'S program shall be the sole responsibility of CONTRACTOR. CONTRACTOR agrees to make all such payments within twenty working days of receipt of formal notification by COUNTY of disallowance of CONTRACTOR expenditures.

2) Any COUNTY funds spent for purposes not authorized by this contract shall be deducted from payments or refunded to COUNTY at COUNTY'S discretion. Payments by COUNTY in excess of authorized amounts shall be deducted from payment or refunded to COUNTY no later than thirty (30) calendar days after the contract's expiration or after notification by COUNTY. CONTRACTOR shall be responsible for any prior contract overpayments and unrecovered advances provided by COUNTY. Repayment of prior period obligations shall be made by CONTRACTOR in a manner specified by COUNTY. Except when CONTRACTOR is a city, county, or public school district, COUNTY shall be entitled to the legal rate of interest for late payment from the date such payments became delinquent, and in case of litigation, to reasonable attorney's fees.

3) Notwithstanding any other payment provision of this contract, failure of CONTRACTOR to submit required reports when due, comply with federal audit standards, repay disallowed costs, perform or document the performance of contracted services, or maintain services at program standards, may result in the withholding and/or reduction of payments under this contract. Such withholding of payment for cause may continue until CONTRACTOR submits required reports, performs required services, or establishes, to COUNTY'S satisfaction, that such failure arose out of causes beyond the control and without the fault or negligence of CONTRACTOR.

**Payment Terms and Reports: Cost Reimbursement**

1) Cost Reimbursement contracts may be paid on a reimbursement basis or in equal monthly allotments of annual contract amounts paid in advance, adjusted periodically to reflect:

- a) Increases or decreases in annual contract amounts;
- b) Amounts of client services contributions, if applicable;
- c) Under-expenditures of reimbursement-based contract amounts.

2) Payment of monthly allotments or reimbursed costs is triggered by receipt by COUNTY of required fiscal reports, (see samples in Exhibit 6A & 6B). CONTRACTOR shall have sole responsibility to submit required reports in order to obtain contract payments. If required reports are received on time and are complete and correct, COUNTY agrees to process monthly allotments to be received by CONTRACTOR according to the attached Payment Schedule (Exhibit #3). For reimbursed costs, COUNTY agrees to process payment requests within ten working days of receipt of billing.

3) Monthly Expenditure Reports are due the 20th calendar day of the month following incurred expenditures. Quarterly Year-to-Date Budget Comparisons are due the 20th calendar day of the month following each calendar quarter. COUNTY shall provide notification, forms, and instructions to CONTRACTOR subject to carryover reporting at least thirty (30) days prior to the report due date.

4) Reported expenditures shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, orders, and/or any other accounting documents pertaining in whole or in part to the contract, in accordance with Generally Accepted Accounting Principles (GAAP), Oregon Administrative Rules, and applicable federal requirements. Expenditures shall be segregated by service element within the agency accounting system and so reported on the required fiscal reports. All above-referenced accounting documents shall be maintained within a local facility of the CONTRACTOR, and contractual funds shall be maintained within local financial institutions.

3. **TERM.** The CONTRACTOR'S services will begin on January 1, 2000 and terminate when completed but no later than June 30, 2000.

4. **CONTRACT DOCUMENTS.** This Contract consists of this contract document, the attached Conditions of Contract, Attachment A and Exhibits 1, 2 and 3.

MULTNOMAH COUNTY, OREGON

PORTLAND STATE UNIVERSITY

BY Christine [Signature] for Jim Clay 1/4/00 BY \_\_\_\_\_  
Director, Commission on Children, Families and Community Date Signature Date

BY [Signature] 01-13-00 \_\_\_\_\_  
Beverly Stein, Multnomah County Chair Date Name, (please print)

REVIEWED:  
THOMAS SPONSLER, County Counsel  
for Multnomah County, Oregon  
\_\_\_\_\_  
Title

Kate Gauthier 1/4/00

APPROVED MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-3 DATE 01-13-00  
DEB BOGSTAD  
BOARD CLERK

**MULTNOMAH COUNTY CONTRACT NO. 0010684**  
**CONDITIONS OF INTERGOVERNMENTAL CONTRACT**

The attached contract for services between Commission on Children, Families and Community, herein "COUNTY", and the State of Oregon acting by and through the State Board of Higher Education on behalf of Portland State University, herein "CONTRACTOR", is subject to the following:

1. **FUNDS AVAILABLE**. COUNTY certifies that sufficient funds are available and authorized to finance the costs of this agreement. In the event that funds cease to be available to COUNTY in the amounts anticipated, COUNTY may terminate or reduce contract funding accordingly. COUNTY will notify CONTRACTOR as soon as it receives notification from funding source. In the case of termination, payment of CONTRACTOR will be prorated to and include the day of termination.

2. **INDEPENDENT CONTRACTOR STATUS**. CONTRACTOR is an independent contractor, and neither CONTRACTOR, CONTRACTOR'S subcontractors nor employees will become employees of the COUNTY through the execution of this contract. CONTRACTOR is responsible for all federal, state, and local taxes and fees applicable to payments for services under this agreement.

3. **SUBCONTRACTS AND ASSIGNMENT**. CONTRACTOR shall neither subcontract with others for any of the work prescribed herein, nor assign any of CONTRACTOR's rights acquired hereunder without the prior written consent of COUNTY. The COUNTY is not liable to any third person for payment of any compensation payable to CONTRACTOR as provided in this agreement.

4. **ACCESS TO RECORDS**. For up to three (3) years following completion of this contract, the COUNTY'S authorized representatives shall have access to the books, documents, papers, and records of CONTRACTOR which are directly pertinent to this contract for the purpose of making audit, examination, excerpts, and transcripts.

5. **PROPERTY OF COUNTY**. All products generated by Contractor under this Agreement shall be equally owned by both parties. Each party may use, reuse or reproduce any of these products at it's own expense without paying any royalty fees to the other party. In addition, Contractor may use, reuse and analyze the product developed while performing services under this Agreement for teaching, research or publication purposes. Furthermore, Contractor may use the product or further its development based on the products that were developed under this Agreement to provide teaching, research or evaluation services to other private or public entities.

6. **WORKERS' COMPENSATION INSURANCE**

A. CONTRACTOR shall maintain worker's compensation insurance coverage for all non-exempt workers employed by CONTRACTOR in the performance of the work either as a carrier or insured employer as provided in Chapter 656 of Oregon Revised Statutes. CONTRACTOR shall provide COUNTY with a certificate showing current worker's compensation insurance upon request.

B. If CONTRACTOR'S worker's compensation insurance coverage is due to expire before completion of the work, CONTRACTOR will renew or replace such insurance coverage and provide COUNTY with a certificate of insurance coverage showing compliance with this section.

7. **INDEMNIFICATION**

To the extent permitted by Oregon Law (ORS 30.260 through 30.300) and the Oregon Constitution, Article XI, Section 7, each party shall hold harmless, defend and indemnify the other party and the other party's officers, agents and employees against all claims, demands, actions and suits brought against any of them arising from the performance of work under this Agreement, to the extent that the party to be charged with any amounts had actual control over the work performed.

8. **ADHERENCE TO LAW.** The CONTRACTOR shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this contract.

9. **NONDISCRIMINATION.** CONTRACTOR shall not unlawfully discriminate against any individual with respect to hiring, compensation, terms, conditions, or privileges of employment, nor shall any person be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity because of such individual's race, color, religion, sex, national origin, age, handicap, or sexual orientation. CONTRACTOR must comply with all applicable provisions of federal, state, and local laws, regulations, and policies concerning nondiscrimination.

10. **EARLY TERMINATION.**

A. This contract may be terminated by mutual consent of both parties or by either party upon thirty (30) days notice in writing and delivered by certified mail or in person.

B. The COUNTY, by written notice of default, may terminate this agreement if CONTRACTOR fails to provide any part of the services described herein within the time specified for completion of that part or any extension thereof.

C. Upon termination before completion of the services, payment of CONTRACTOR shall be prorated to and including the day of termination and shall be in full satisfaction of all claims by CONTRACTOR against COUNTY under this Agreement.

D. Termination under any provision of this paragraph shall not affect any right, obligation, or liability of CONTRACTOR or liability of CONTRACTOR or COUNTY which accrued prior to termination.

11. **FINAL PAYMENT.**

All final requests for payment shall be received within forty-five (45) calendar days following the end of this contract term. Final requests for payment documents not received within the specified time frame shall not be processed and the expense shall be the sole responsibility of the CONTRACTOR.

CONTRACT FOR SERVICES 01/4/2000 11:03:17 AM  
 MULTNOMAH COUNTY COMMUNITY AND FAMILY SERVICES DEPARTMENT

**Attachment A:  
 Service Elements and Contract Amounts**

Contractor Name : PORTLAND STATE UNIVERSITY		Vendor Code: 00574
Contractor Address :		
PO BOX 751 PORTLAND OR 97207-0751		
Telephone : 725-3418	Fiscal Year : 1999/2000	Federal ID # : 93-6001786

**Program Office Name : Commission on Children, Families and Community**

*Service Element Name : Admin & Coordination (J07D)*

<u>Mod. #</u>	<u>Begin Date</u>	<u>End Date</u>	<u>Payment Method</u>	<u>Payment Basis</u>	<u># of Units</u>	<u>Unit Description</u>	<u>Unit Rate</u>	<u>Amount</u>
0	01/01/2000	06/30/2000	Per Invoice	Cost Reimbursement				Req'ts
Total								Req'ts

*Service Element Name : Curriculum Devel/Acquisition (J07E)*

<u>Mod. #</u>	<u>Begin Date</u>	<u>End Date</u>	<u>Payment Method</u>	<u>Payment Basis</u>	<u># of Units</u>	<u>Unit Description</u>	<u>Unit Rate</u>	<u>Amount</u>
0	01/01/2000	06/30/2000	Per Invoice	Cost Reimbursement				Req'ts
Total								Req'ts

*Service Element Name : Training & Mentoring Activities (J07F)*

<u>Mod. #</u>	<u>Begin Date</u>	<u>End Date</u>	<u>Payment Method</u>	<u>Payment Basis</u>	<u># of Units</u>	<u>Unit Description</u>	<u>Unit Rate</u>	<u>Amount</u>
0	01/01/2000	06/30/2000	Per Invoice	Cost Reimbursement				Req'ts
0	01/01/2000	06/30/2000	Per Invoice	Cost Reimbursement				Req'ts
Total								Req'ts

*Service Element Name : Lang & Lit Resource Grants (J07G)*

<u>Mod. #</u>	<u>Begin Date</u>	<u>End Date</u>	<u>Payment Method</u>	<u>Payment Basis</u>	<u># of Units</u>	<u>Unit Description</u>	<u>Unit Rate</u>	<u>Amount</u>
0	01/01/2000	06/30/2000	Per Invoice	Cost Reimbursement				\$77,989.00
0	01/01/2000	06/30/2000	Per Invoice	Cost Reimbursement				\$22,011.00
Total								\$100,000.00

**MULTNOMAH COUNTY CONTRACT NO. 0010684**

**EXHIBIT 1 – STATEMENT OF WORK**

**1. Contractor shall perform the following work:**

**A. Tasks**

The Oregon Center for Career Development in Childhood Care and Education (hereafter referred to as Contractor) shall perform the work described in Contractor's Response to RFP No. P962-00-5709 (attached as Exhibit 2), including:

1. Developing/acquiring a curriculum for training early childhood professionals in supporting the language and literacy development of children in their care.
2. Conducting outreach to a diverse variety of early childhood care and education professionals to enroll them in the training sessions. Particular effort shall be made to enroll professionals primarily serving low-income children and children who speak English as a second language. Outreach efforts shall be directed to professionals representing the full diversity of Multnomah County, and serving all geographic regions of Multnomah County.
3. Conducting a series of training's on language and literacy development for at least 350 early childhood professionals. The contractor shall recruit and hire a diverse group of at least 25 trainers, and shall provide them with 20 hours of training on the curriculum and on adult learning techniques. The trainings shall be held at convenient locations throughout Multnomah County.
4. Coach professionals who participate in the training sessions in developing an individualized plan for promoting language and literacy development in their specific facility. Resulting plans shall identify existing free and low cost resources (including libraries), potential donors, and desired resources to create a learning environment where children's language and literacy development can flourish. The contractor is responsible for reviewing, editing, and approving the plans, and purchasing and delivering materials and supplies to assist in the execution of the plan.
5. Providing trained mentors to professionals who participate in at least two training sessions. The contractor shall recruit and hire a diverse group of at least 25 mentors, and shall provide them with 25 hours of training on the curriculum, adult learning techniques, and mentoring techniques. Mentors shall meet with their mentees at the mentee's place of employment on at least three occasions.
6. Administering the Language and Literacy Resource fund, which shall award at least \$100,000 in grants to qualifying early childhood providers. The cash value shall be further leveraged through discounts on materials purchased.
7. Procuring, storing and delivering all materials purchased through the language and literacy development fund. Contractor shall store all materials at a central, easily accessible location, with convenient hours for pickup by early childhood professionals. Contractor is responsible for sorting and bundling orders by recipient. For early childhood professionals who are unable to pick up materials at the central location due to transportation, schedule or other barriers, contractor shall provide free delivery to the recipient's place of work.
8. Monitoring progress and reporting to the Commission on Children, Families and Community (CCFC). Contractor is responsible for maintaining a quality assurance system, and incorporating feedback into the design of the session. Contractor shall implement a quality assurance model as described in its response to the RFP.

**B. Timeline**

<b>Date Completed</b>	<b>Task or Milestone</b>
January 6, 2000	Submission of project work plan to Contract Manager for approval.
February 1, 2000	Submission of 4 sets of the training curriculum to Contract Manager for approval.
February 15, 2000	All revisions to the curriculum completed to the satisfaction of the Contract Manager.
February 15, 2000	Submission of the post-training survey to Contract Manager for approval.
March 1, 2000	All trainers shall be hired and trained by March 1, 2000.
March 15, 2000	Contractor shall initiate the training sessions for early childhood care and education professionals.
March 30, 2000	All trainers shall be hired and trained by March 30, 2000.
May 1, 2000	Contractor shall provide Contract Manager with at least 2 complete, reproducible sets of the finalized curriculum.
June 27, 2000	The final training session shall be completed by June 27, 2000.
June 27, 2000	The final mentoring session shall be completed by June 27, 2000.
June 27, 2000	All materials purchased through the Language and Literacy Development Fund must be delivered to recipients by June 27, 2000. Materials must be ordered with sufficient advance notice to assure their delivery by this date. Outstanding orders will not be paid with funds from this contract.
June 30, 2000	Final report submitted to Contract Manager for review and approval.
See submission schedule under Reporting (Section D)	Submitted Progress Reports to Contract Manager for review.

**C. Work Products**

<b>Work Product</b>	<b>Date Due</b>
<p><b>1. Project work plan</b></p> <p>Contractor shall develop a project work plan with objectives and timelines.</p>	<p>Submitted to Contract Manager for review and approval by January 6, 2000.</p>
<p><b>2. Training curriculum</b></p> <p>Contractor shall submit four complete sets of the curriculum that will be used for the training workshops. Curriculum must be approved by the Contract Manager in order to receive additional funding for implementation. Contract Manager shall receive at least two complete, reproducible sets of the curriculum by June 30, 2000.</p>	<p>Submitted to Contract Manager for review and approval by February 1, 2000. All revisions shall be completed to the Contract Manager's satisfaction by February 15, 2000. Contract Manager shall receive at least two complete, reproducible sets of the curriculum by May 1, 2000.</p>
<p><b>3. Post-training survey instrument</b></p> <p>The Contractor shall develop a questionnaire for early childhood professionals to rate their satisfaction with the training sessions. This questionnaire shall be brief (no more than 10 minutes to complete), and it shall include the following attributes:</p> <ul style="list-style-type: none"> <li>• Participant satisfaction with the knowledge and technique of their trainer</li> <li>• Participant satisfaction with the content of the workshop</li> <li>• Participant's knowledge of at least 4 specific language and literacy activities to use with children in their care</li> <li>• Participant's ability and commitment to execute the activities.</li> </ul>	<p>Submitted to Contract Manager for review and approval by February 15, 2000.</p>
<p><b>4. Final report</b></p> <p>Using a format provided by the Contact Manager, the Contractor shall submit a final report that summarizes the work completed under this contract and assesses the impact of this initiative on the language and literacy practices of early childhood professionals. The report shall also summarize the impact of the purchases made through the Language and Literacy Development Fund, and key lessons learned concerning outreach and barrier removal for ensuring participation of providers serving low income and ESL children.</p>	<p>Submitted to Contract Manager for review and approval by June 30, 2000.</p>

<p><b>5. Database</b></p> <p>Contractor shall provide CCFC with a database of all early childhood professionals who participated in training or mentoring activities. The database shall include the name, address, phone, organization, organization type, demographics of children served, names and dates of all training sessions completed, mentor name, dates of all mentoring visits, size of grant received, and date that grant-purchased materials were received. Contractor may include other fields it deems relevant. The database shall be in Microsoft Excel or Access. The database shall be provided in hard copy and electronic format.</p>	<p>Submitted to Contract Manager on June 30, 2000</p>
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**D. Reporting**

The Contractor shall submit Progress Reports using a format provided by the Contract Manager. These reports will address the project's progress in: hiring and training a diverse pool of trainers and mentors; conducting outreach to providers serving low income and ESL children; enrolling, training and mentoring a diverse pool of early childhood professionals; providing incentives and supports to enable providers to participate in the training; participant satisfaction and skill acquisition from the training workshops and mentoring; matching resources; and disbursements of the language and literacy development fund. Reports shall also summarize key lessons learned in the implementation of the project, and adjustments that are made based on participant feedback.

Progress Reports are due according to the following schedule:

<p><b><u>Report due:</u></b>  March 30, 2000  April 30, 2000  May 30, 2000  July 14, 2000</p>	<p><b><u>For the period:</u></b>  January 1, 2000 – March 15, 2000  March 16, 2000 – April 15, 2000  April 16, 2000 – May 15, 2000  May 16, 2000 – June 30, 2000</p>
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A final report is due on June 30, 2000. Information about the final report is provided above in section C4.

**E. Special Considerations & Requirements**

1. Portland State University shall complete the project as described in its response to RFP No. P962-00-5709, as modified by this contract, unless a change is approved in writing by the Contract Manager. No oral representations shall constitute changes to this contract.
2. On all printed materials for public distribution, Contractor shall state that the Commission on Children, Families & Community and Legacy Health System funded this project. The funders' logos shall appear on all promotional materials.
3. In speaking with representatives of the media, Contractor shall state that the CCFC and Legacy funded this project, and shall explain that this is part of the Commission's Language and Literacy Initiative. Contractor shall coordinate all media outreach and contacts concerning this project with the CCFC's Communications Director.
4. Contractor shall secure and document matching resources for the project of least \$100,000.
5. All contract activities shall be provided exclusively for providers who care for children aged birth through five. All participating providers must work in Multnomah County. Participants shall

include professionals who work with children in center-based programs, family childcare homes, group homes, high school child development and teen parent programs, and Oregon Head Start Pre-kindergarten programs.

6. The contractor shall overcome participation barriers by providing at a minimum the following supports: providing free childcare for participating providers to enable them to participate in the scheduled training sessions, providing funding to enable participants to hire substitutes when training sessions fall during their regular business hours, offering training sessions over a wide range of hours including early morning and after regular business hours, and meals for mealtime training sessions. Contractor shall provide these supports to at least 20% of participants.
7. Contractor shall fully cooperate with an independent evaluation that will assess the impact of the training and resources on the practices of participating professionals, and on the language and literacy skills of children in their care.
8. Contractor shall provide all materials purchased through the Language and Literacy Resource Fund to participating providers based on the following provision: Any assets purchased shall be put to their intended use for at least three years. If an asset is retired from its intended use prior to three years, it shall be returned, at the Commission's option, to the Commission on Children, Families & Community. Assets older than three years become the permanent property of the providers.
9. All recipients of Language and Literacy Resource grants must make the following commitments:
  - They shall commit to storing books and learning materials in a manner that is physically accessible to the children in their care, so that children can independently explore them.
  - They shall commit to incorporating reading and language development into each day's activities.
  - (For staff of a center-based program) They shall commit to transmitting what they have learned to the other providers in their center within one month of completion of their training.
  - They shall agree to participate in the evaluation of this initiative, which may include a site visit.
  - Language and Literacy Resource grants shall not be used to purchase other materials that are available at no-cost through other sources.
  - Grants may not be used to purchase materials for personal use by the recipient.
  - Grant funding shall complement and enhance the recipient's existing resources and is not intended to substitute for recipient's planned acquisition budget for resources.
10. All products generated by Contractor under this contract shall be equally owned by both parties. Each party may use, reuse, or reproduce any of these products at its own expense without paying any royalty fees to the other party. In addition, Contractor may use, reuse, and analyze the product developed while performing services under this Agreement for teaching, research or publication purposes. Furthermore, Contractor may use the product or further its development based on the products that were developed under this Agreement to provide teaching, research or evaluation services to other private or public entities.
11. Contractor may charge a fee for training sessions not to exceed \$5 for a single session or \$15 for a six course for-credit series. The fees will not offset contract funds; they may be used to expand project activities.
12. The CCFC shall approve all publicity and printed outreach materials.

13. Upon request of the Contract Manager, Portland State University shall have a representative available to attend meetings of the Commission on Children, Families and Community, the CCFC Policy Committee, and others as needed to present information about the progress of the project.
14. Contractor shall obtain OCCET approval for the curriculum and trainers. If OCCET approval for a trainer cannot be obtained, Contractor shall demonstrate the trainer's qualifications and experience to the satisfaction of the Contract Manager.
15. There shall be a single point of contact for each organization. Christyn Dundorf shall serve as Contractor's point of contact, and Chris Tebben shall serve as Contract Manager and CCFC point of contact. Any changes to the designated point of contact must be approved by the Contract Manager.

#### **F. Work Standards**

1. The contractor shall ensure the enrollment of significant numbers of providers serving low income children and children who speak English as a Second Language. Contractor shall conduct outreach to these providers through a variety of venues, including direct word of mouth outreach, and outreach through organizations and networks that are closely linked with these communities. Contractor shall consult with providers from this target group in advance of the trainings to ensure that curriculum and training style is relevant and responsive to their circumstances.
2. Training sessions shall be culturally competent, relevant and appropriate for the full diversity of early childhood professionals. Trainers will actively engage and honor participants in a manner that draws on their wisdom and experience, rather than employing didactic approaches.
3. The curriculum shall be developmentally appropriate, recognizing the developmental differences for infants, toddlers, and pre-school aged children. The curriculum shall be consistent with best practices, as articulated in the NAEYC/IRA joint position statement, *Learning to Read and Write: Developmentally Appropriate Practices for Young Children*.
4. The timing and location of training sessions shall be designed to assure the participation of a wide array of early childhood professionals, including professionals from family child care programs and center based programs. Training sessions shall be in locations that are within an average 20 minute commute and American Disabilities Act accessible to professionals serving throughout all of Multnomah County. They shall include sessions offered in locations east of 122<sup>nd</sup> Avenue.
5. Training sessions shall emphasize practical activities and applications. Each training session shall equip participants with at least 4 "take and use" activities that they can immediately apply in their facility. They shall place an emphasis on simple activities using everyday materials that providers can easily adopt. Training sessions will also emphasize the importance of positive social interactions between caregiver and child in developing language and literacy skills, and will model ways to develop and reinforce caring interactions.
6. The content of the training sessions and mentoring sessions shall be linked.
7. Mentors shall emphasize both language and literacy activities with their mentees. They shall place an emphasis on simple activities using everyday materials that providers can easily adopt. Mentors will also emphasize the importance of positive social interactions between caregiver and child in developing language and literacy skills, and will model this during mentoring sessions.
8. Trainers and mentors will include representatives from multiple language and cultural groups.
9. Outreach efforts to enroll training participants shall include contact with/ outreach to: IRCO, Child Care Resource & Referral, Provider Resource Organizations, child care networks, HeadStart, and AFS providers.

## **G. Outcomes**

Contractor will be accountable for achieving, monitoring and reporting the following outcomes:

1. At least 150 child care and education practitioners serving primarily low income and/or non-English speaking children will participate in the training sessions.
2. At least 100 child care and education practitioners serving primarily low income and/or non-English speaking children will receive a grant, and complete all of the training & mentoring requirements necessary to qualify for a grant.
3. Practitioners completing a training workshop will demonstrate a gain in the following areas, as measured by an instrument developed to the joint satisfaction of PSU and the Commission:
  - Knowledge of the importance of promoting language and literacy development
  - Knowledge of at least 4 specific language and literacy activities to practice with children in their care
  - Ability to successfully execute the activities
  - Commitment to use the activities
  - Satisfaction with the workshop
4. At least 175 practitioners will complete two full training sessions and the full sequence of mentoring activities and receive a grant.
5. At least 300 practitioners will complete at least one training session.

This contract is intended to achieve the following outcomes, which will be assessed through an independent evaluation:

1. Child care and education programs serving infants and toddlers will emphasize relationships between children and professionals who engage in many one-on-one, face to-face interactions with them to support their oral language development and lay the foundation for later literacy learning. Early childhood professionals in these programs will adopt the following activities and behaviors:
  - a. Talking to babies and toddlers with simple language, frequent eye contact, and responsiveness to children's cues and language attempts;
  - b. Frequently playing with, talking to, singing to, and doing fingerplays with very young children;
  - c. Sharing cardboard books with babies and frequently reading to toddlers on the adult's lap or together with one or two other children;
  - d. Providing simple art materials such as crayons, markers and large paper for toddlers to explore and manipulate;
  - e. Labeling, giving the infant or toddler words for their actions, feelings and surroundings.
2. Child care and education programs serving pre-school aged children will provide developmentally appropriate experiences and teaching to support literacy learning, including but not limited to:
  - a. positive, nurturing relationships with adults who engage in responsive conversations with individual children, model reading and writing behavior, and foster children's interest in and enjoyment of reading and writing;
  - b. print-rich environments that provide opportunities and tools for children to see and use written language for a variety of purposes, with teachers drawing children's attention to specific letters and words;

- c. adults' daily reading of high-quality books to individual children or small groups, including books that positively reflect children's identity, home language, and culture;
  - d. opportunities for children to talk about what is read and to focus on the sounds and parts of language as well as the meaning;
  - e. teaching strategies and experiences that develop phonemic awareness, such as songs, fingerplays, games, poems, and stories in which phonemic patterns such as rhyme and alliteration are salient;
  - f. opportunities to engage in play that incorporates literacy tools, such as writing grocery lists in dramatic play, making signs in block building, and using icons and words in exploring a computer game; and
  - g. firsthand experiences that expand children's vocabulary, such as trips in the community and exposure to various tools, objects, and materials.
3. Child care and education programs will have at least 5 books per child, as well as other materials to support the acquisition of language and literacy skills. Child care and education programs will provide an environment that encourages children to interact with books and learning activities. For example, books and learning games will be stored in areas that are easily accessible by children.
  4. Early childhood care and education providers will develop a better understanding of their role as professionals in the field of early childhood care and education. They will integrate childhood care and education, informed by best practices. They will make contact with other professionals in the field, providing an ongoing source of learning and professional exchange. Their participation in this training will be recognized by the Professional Development Registry, helping to advance their career. Ideally, this would also advance their ability to earn a degree in the field.

#### **H. Completion Date**

All contract activities shall be completed by June 30, 2000. We do not anticipate that we shall carry funds over to the next fiscal year. All materials purchased through the Language and Literacy Resource Fund must be received by participating providers by June 27, 2000.

2. **The maximum payment under this Contract, including expenses, is \$380,000.**
3. **County shall pay Contractor on the following basis**
  - A. County shall pay Contractor in regular installments according to the payment schedule indicated in attached Exhibit 3. Timing of payments for Language & Literacy Resource Fund (\$100,000 of the contract total) shall be based on the timing of actual disbursements from the fund. Payments for all other contract activities shall be made in regular installments according to the payment schedule.
  - B. Payment will not be made for any expenses that occur prior to January 1, 2000.
  - C. Funds unspent at the completion of the contract year will not carry over, except as approved in writing by the Contract Manager. Due to the nature of the funds, we do not anticipate that we will carry over funds.
  - D. Contract funds may not be used as replacement funding for any existing activity.

**4. Contractor will bill County for the work as follows:**

Contractor shall submit an invoice on the last day of each month for activities completed during the previous month. The County shall pay the bill within 10 business days after receipt, provided that the work described in the invoice has been completed in accordance with the terms of the contract and that progress reports are submitted by their due dates.

Contractor shall itemize the invoice by the following activities:

- **Curriculum development/acquisition**
- **Training and mentoring activities**
- **Language and Literacy Resource grants**
- **Administration and coordination**

**5. County will pay expenses on the following terms and conditions:**

County will not pay for expenses exceeding the maximum allowable expense indicated above.

The County will pay \$100,000 of contract funds for the Language and Literacy Resource Funds. These funds may only be used to purchase materials for use by grantees in their child care and education programs. Materials used during the training sessions may not be purchased through the Language and Literacy Resource Fund. Billings for all other contract activities may not exceed \$280,000.

Capital purchases are not allowable. Capital purchases are defined as items whose original unit cost exceeds \$2,000. Furnishings for learning environments purchased through the Language and Literacy Resource Fund shall not be considered capital purchases.

**6. This contract may be renewed on the following basis:**

This is a six month contract with no assurances of renewal. The Commission on Children, Families and Community reserves the right to renew this contract for up to three years, subject to availability of funds, continued need, and continuing satisfactory performance. The contract may be renewed at amounts exceeding or less than the amount of the original contract.



## PROGRAM SERVICES

### 1.1 Provide an overview of your organization and reference specifically your agency's (consortium's) philosophy about early childhood development and how that fits with this program's goals.

There are four agencies participating in this consortium the Oregon Center for Career Development in Childhood Care and Education at Portland State University, the Multnomah County Library (Early Childhood Resources), Mt. Hood Community College (Department of Early Childhood Education), and the Oregon Child Development Coalition.

The Oregon Center for Career Development in Childhood Care and Education at Portland State University will act as the lead agency. The Center is dedicated to providing professional development activities and a career development system for practitioners with the goal of professionalizing the field of childhood care and education and improving the quality of early childhood environments for all of Oregon's children. The Center seeks to professionalize the field through programs organized under three broad headings: community service, training, and research. Community service activities include implementation of the Professional Development Registry (PDR), the Oregon Childhood Care and Education Trainer system (OCCET), and the statewide mentoring project. Training projects include the administration of four trainings offered on a statewide basis (Oregon Child Care Basics 1 & 2, Recognizing and Reporting Child Abuse and Neglect, First By Five, and Maximizing Oregon's Brain Power). Under the heading of research, the Center is involved in on-going work to investigate the effects of professionalization on practitioners' attitudes about their work and themselves as well as an intensive job analysis of the field of early care and education (an analysis of the knowledge skills and abilities required by the various positions in the field).

The Multnomah County Library, and specifically the Early Childhood Resources (ECR) program, provides a unique combination of outreach programs and specialized library materials serving children pre-birth to kindergarten, their families, and caregivers. The ECR program provides books and support to full-day child care centers and registered family child care providers. Family child care providers are eligible to participate in "storytime mentoring". During the mentoring, mentors visit with providers once a week for four weeks to model appropriate book selection, effective storytime techniques, extended literacy activities, and positive adult/child interactions. Training on a variety of topics is available for center and family child care providers at various library sites approximately six times each year. In addition, Early Childhood Resource Centers have been created at six library sites. These centers provide curriculum, child development, and professional development materials. ECR also coordinates the "Books While You Wait" program where books are delivered to waiting rooms and lobbies where parents and children are waiting for medical and social services. Finally, ECR provides outreach and education to parents of young children.

The Department of Early Childhood Education at Mt. Hood Community College prepares students to work with children from birth through school age in both public and private school settings. A two-year program leading to an associate degree is available. Course work and practical work experience emphasize knowledge of normal growth and development, guidance skills with young children, and the planning and directing of activities for children which foster positive intellectual, social, emotional, and physical growth and development. The Department of Early Childhood Education and Mt. Hood Community College are committed to outreach to the childhood care and education community.

The Oregon Child Development Coalition (OCDC) currently operates the largest child development and child care network in the state of Oregon. OCDC provides family-focused, comprehensive child development services to children 0 to 6 years old. The services are provided through a comprehensive approach to collaboration and partnership with a variety of private and public organizations in all the communities served by the organization. In addition, OCDC has significant experience in bi-lingual education and extensive connections within the Latino community. In Multnomah County, OCDC coordinates bi-lingual services to family child care providers in rural parts of the county, providing

support, resources, and expertise to Spanish Speaking providers to help them register with the Child Care Division and enroll in the USDA food program. The OCDC Center in Multnomah County serves Spanish speaking and Mayan families in Migrant Head Start.

The consortium believes that the developmental needs of children are best served when practitioners: 1) participate in meaningful, developmentally and culturally appropriate professional development activities; 2) have access to adequate and appropriate resources and support that enable them to provide a high quality early childhood environment and to optimally facilitate the development of the children under their supervision; and 3) see explicit connections between their professional development activities and their role as professionals in early childhood education.

This philosophy statement has clear relationships to the goals of this program. When practitioners participate in meaningful, developmentally and culturally appropriate professional development activities, they will be more likely to develop positive, nurturing relationships with the children under their supervision and to optimally facilitate language and literacy development through the provision of developmentally appropriate activities. When practitioners have access to adequate and appropriate resources and support, they will be more likely to provide children with environments (a designated reading area, a space for books), materials (books, puppets, felt boards), and activities (meaningful discussions, rhyming games, story telling, book reading) that encourage the development of language and literacy. Finally, when practitioners see explicit connections between their professional development activities and their role as professionals in early childhood education, they will be more likely to seek out additional opportunities to acquire knowledge, seek contact with other practitioners in the field, and see their participation in training programs as contributing to credentials in the field rather than as isolated incidents.

1.2 The target population (children from infancy to pre-school) only bridges a span of five years, yet due to the pronounced developmental changes that occur during these years, it creates problems in developing a cohesive and developmentally appropriate curriculum and training program. Since you will be addressing literacy and language development in your curriculum, how will you provide a developmentally appropriate training program that reflects the unique milestones and activities appropriate at different ages, from infancy through toddlerhood to pre-school? Also, please address how you will provide developmentally appropriate training that meets the different needs of providers who specialize in a narrow age group (typically staff in a child care center) and providers who serve children in a broad range of ages (many family child care providers).

The book, Starting Out Right, will be used as the basis of the curriculum. This guide was developed for parents of young children and practitioners in early care and education. It combines practical (and up-to-date) information on language and literacy development with a great many activities designed to help foster language and literacy development. The guide is organized chronologically according to the age of the child and the suggested activities are designed to be developmentally appropriate for the ages under consideration (indeed, the guidebook is offered for purchase by the National Association for the Education of Young Children, a major force behind the developmentally appropriate practice movement). For the curriculum, this guidebook will be supplemented with additional activities and suggestions as necessary. Any supplements will be scrutinized to ensure they are also developmentally appropriate, reflecting what is known about language and literacy development and learning, responsive to the individual strengths, interests and needs of children, and respectful of the social, cultural, and linguistic contexts in which children live. The curriculum as a whole will conform to the NAEYC position statement on learning to read and write.

A the curriculum will result in a series of six, two-hour sessions. Three of the sessions will provide a broad age range perspective and three will focus more specifically on a particular age group.

**Session 1: Starting Out Right.** An overview session is planned that will offer practitioners information on the importance of fostering language and literacy in their work settings and general principles for engaging children in language and literacy. The session will also provide practical hands-on activities to get them started with the children in their care regardless of the children's ages. Finally, the overview session will encourage practitioners to take advantage of the remainder of the sessions.

**Session 2: The Magic of Children's Books.** The second session will explore children's literature. How good books make a difference in language and literacy development. How to select a good book for children and how to read a good book for children.

**Session 3: Special Issues in Language and Literacy Development.** The third session, appealing to those who care for children of varying ages, will cover special issues in language and literacy development. This session will help practitioners accommodate, in their language and literacy efforts, diversity issues, working with children whose first language is not English, and working with children from low-income backgrounds.

**Session 4: Hey Baby, Can We Talk?** This session will cover fostering language and literacy with infants (0-15 months). Hands-on, interactive activities will be emphasized.

**Session 5: Again, Again! Fun With Language and Literacy for Toddlers and Young Preschoolers.** This session will cover fostering language and literacy with toddlers and early preschoolers (15 months - 42 months).

**Session 6: How Does That Work? Using Language and Literacy to Help Children Construct their Understanding of the World.** This session will cover fostering language and literacy with preschoolers (42 months - 72 months).

This project will also include a mentoring component. Practitioners who complete two sessions in the training sequence will be eligible to receive 3 clock hours of language and literacy mentoring (1, 1-hour session and 4, half-hour follow-up sessions). Mentoring sessions take place in the providers home (for family child care providers) or at a child care center (for center based providers) at a time convenient to the providers and their work schedules. During these mentoring sessions, practitioners will be able to further refine the knowledge and skills they have gained in light of the unique developmental needs of the children under their supervision.

The difficulties of accommodating the needs of practitioners who serve young children in a variety of contexts are obvious but not insurmountable. It is believed that by offering a mix of sessions, focusing on either general or specific information, practitioners will be able to select the session(s) that will be most helpful in their work. It is important to note that just as the more general sessions will note characteristics particular to the different ages, so will the age specific sessions touch on general principles and issues related to diversity, ESL and the affect of income status on development.

**1.3 We have observed that contractors tend to emphasize "literacy" over "language" development. How will you achieve a balance between the two areas? What are the major differences between the two and how will that be reflected in you developed/acquired curriculum?**

Given the ways in which language and literacy are intertwined in our culture, an emphasis on literacy is understandable. The literacy-related activities that support the acquisition of literacy precursors (appreciation of literate forms, print awareness, etc.) include such things as reading with children, creating stories, and so forth. These activities also encourage the language skills important for both literacy acquisition and broader school achievement. It is tempting therefore to focus on literacy as a way of providing practitioners with a simple mechanism for addressing the developmental needs of children (book reading contexts) and, at the same time, "killing two birds with one stone."

Unfortunately, book reading contexts typically constitute only one portion of a child's day and practitioners who feel uncomfortable with their own reading skills may read to children infrequently.

Recent research has emphasized the importance of a balanced approach to language and literacy in the early years (Snow, Burns, & Griffin, 1998). This work has pointed to the language skills important for literacy acquisition and the linguistic contexts in which they are fostered. For instance, expressive and receptive language (speaking and listening) and phonological awareness have clear relationships to literacy achievement (Snow et al., 1998, others). While they can develop in the context of literacy and reading activities, they are clearly associated with positive social interactions. Other precursors to literacy (motivation to read, appreciation for literate forms, print awareness, and letter knowledge) are more clearly related to literacy contexts.

Major differences between language and literacy skills and the contexts in which they develop are particularly evident at the extremes. Language skills such as expressive and receptive language (speaking and listening) are fostered in a wide range of settings. A common characteristic of the settings fostering language development is that they involve social interaction (between a parent and child, a practitioner and child, a child and a child). Literacy specific skills such as print awareness and letter knowledge are fostered specifically in literacy related activities. Indeed, some would argue that these skills require some specific instruction on the part of an adult (or older child). Some contexts, such as book reading or story telling, foster both language and literacy related skills.

Balance will be accomplished by assuring that 1) practitioners learn something about the reasons behind encouraging language and literacy skills and the roles that those skills play in later literacy acquisition and school achievement. If practitioners understand the reasons why they are encouraged to foster certain skills and to engage children in certain activities they will be more likely to both implement the suggestions from the curriculum and to extend what they have learned in the sessions in creative ways (adult learning citations); 2) each session will explicitly emphasize both language and literacy; and 3) similarly, hands-on activities in each session will reflect a balance between emphasis on language and on literacy.

**1.4 How many early childhood professionals will you educate through this effort? How many hours of training will a participant receive? How will you balance the desire for broad participation (assuming that people will be more likely to participate in a shorter training) with the desire for an in-depth, meaningful learning experience.**

Training will be offered beginning in early March through the end of June. We have planned and budgeted for 1500 training slots. Of that number, we anticipate that a minimum of 350 practitioners will participate in at least one session of this multi-session training series. We further expect that an additional 450 training slots will be filled by practitioners completing between one and six sessions. We also anticipate that 200 practitioners will participate in at least two of the six sessions thus enabling them to take advantage of the Multnomah County Library Language and Literacy Mentoring Program and the resource grants.

The training sequence will be available in a not-for-credit as well as a for-credit form. Not-for-credit training will be available in 6, 2-hour training sessions with the potential for an additional three hours of on-site language and literacy mentoring through the Multnomah County Library Mentoring Program. Practitioners will have the opportunity to receive a minimum of 2 hours of training and a maximum of 12 hours of training. A practitioner who participates in the full 12 hour series and the on-site mentoring will have a 15 hour professional experience.

For-credit training will be available in three ways through Mt. Hood Community College (we are pursuing Portland Community College as well). First, a two-credit course will be offered. This course will include the 12 hour training series with an additional 8 hours of instruction time (bringing the

course up to two academic credits). Students who participate in the for-credit class will participate in the language and literacy mentoring as a homework assignment. Second, two academic credits will also be available to practitioners who complete the entire training series, the language and literacy mentoring, and register for a five clock hour independent study with Mt. Hood early childhood staff. These credits earned at Mt. Hood will count towards the Mt. Hood AAS degree in early childhood education. Finally, one academic credit will be available to practitioners who elect to complete the training series on-line.

We anticipate that each session will provide a meaningful learning experience for practitioners. The desire for in-depth information is addressed in two ways. First, by selecting stand alone workshops focused on specific topics, practitioners can customize their training to the level of depth they desire. For example, a practitioner who desires an overview may only go to one session, while a practitioner seeking an in-depth, "complete" experience may seek to participate in all six sessions. Varying levels of depth can be achieved by participating in a combination of two sessions and the language and literacy mentoring. Second, in-depth information will be available through the for-credit course offered at Mt. Hood Community College. This course will use the 12 hour training sequence and will add an additional 8 hours of training time.

**5. How do you envision your consortium will provide the professional development activities? Specifically, what would your start-up activities look like, where will the training sessions be held, what will the professional development activities look like, how will problems be addressed? Discuss the nature of your trainers' interaction with providers at these training sessions.**

Our consortium envisions professional development activities which include a curriculum, a training for 25 trainers and 25 mentors, and a language and literacy mentoring program for practitioners. After trainers and mentors are trained, the curriculum will be used in six, two-hour training sessions throughout the county.

Start-up activities will include development and adaptation of the curriculum, the training of trainers and mentors, and the strengthening and expansion of local training and community agency collaborations. The curriculum will be based on Starting Out Right (Burns, Griffin, & Snow, 1999). Starting Out Right is a guide for practitioners (and parents) to promote children's reading success using the most current understanding of the language and literacy precursors to successful reading. The guide is very user friendly and designed to be appealing to parents and practitioners from a wide range of cultural backgrounds. This guide will be supplemented in two ways. First, additional information and hands-on language activities will be added particularly addressing the language needs of infants and toddlers. Second, the Center and Library will work with the OCCDC staff, the Center's diversity committee, staff from the Library's outreach program for Hispanic youth, and other relevant agencies in the community (IRCO, Peninsula) to ensure that the curriculum is culturally relevant and reflects practices meaningful to practitioners and children from diverse cultural backgrounds.

The training of trainers will include 20 hours of training in the curriculum, adult education, and interactive, hands-on methods. Twenty-five Trainers and twenty-five Language and Literacy Mentors will be trained in the curriculum. Mentors will receive an additional five hours of training specific to mentoring practitioners in the field. Trainers who are not yet OCCET approved and who lack the OCCET-required 20 hours of training in adult education will be provided with the necessary training. Following the training, the Center will facilitate the administration of the training, linking trainers with local training organizations and child care centers. The Library will facilitate linking mentors with practitioners who have completed two sessions of the training sequence.

The Center and the Library (with 14 sites around the county) will collaborate and coordinate with existing training organizations (Metro Resource and Referral, OAEYC, Multnomah County ESD, Early Childhood Resources), provider networks (Rose Community Development, N/NE Network), relevant agencies (Head Start, Early Head Start, Portland Early Intervention, Insights Teen Parent Program, etc.),

and larger child care centers to ensure that the county is saturated with training opportunities. The budget designates funds for local training organizations providing sufficient compensation for local promotion and coordination of the training sessions (securing child care, providing refreshments, etc.). The Center will negotiate with the relevant organizations the most efficient means of coordinating participant access to the training sessions. For instance, the Center currently registers participants for the Recognizing and Reporting Child Abuse sessions, these lists are then forwarded to the trainer on the day before the session. This is only one potential model.

The individual training sessions will take place in two hour segments thus facilitating a wide range of training options. Single sessions can be held in the afternoons, evenings, over a long lunch, or during naptimes. Double and triple sessions can be scheduled on Saturdays to allow practitioners to complete two to three sessions in one day. Child care will be available whenever possible. Refreshments will be available corresponding to the time of the training (light refreshments at an afternoon session, a light dinner at an early evening session).

Each session will involve a variety of learning experiences designed to optimally address the multiple learning styles found in any group of participants. In addition, every effort will be made to provide a match between the primary language spoken by the Trainer and the participants. Simultaneous translation will be available when that is not possible. Trainers will act as collaborative, interactive, problem solvers. Each session will integrate group discussion, hands-on activities, high quality video segments, and context setting (providing participants with adequate foundational information to enable them to implement suggested activities in an informed manner). In addition to hands-on activities, trainers will set up a "resource table" at each session with: 1) children's books that exemplify the topic under discussion at that session; 2) recommended adult books for those practitioners who do wish to enhance their knowledge of language and literacy through further reading; 3) information on other language and literacy resources in the county (e.g. participants will be able to sign up to participate in the Library's book delivery program at the sessions); and 4) information on career development (i.e. the Professional Development Registry, the CDA, Mt. Hood and PCC's early childhood education degree programs, and Portland State University's Child and Family Studies Program).

The Center, the Library, and Mt Hood Community College will emphasize on-going collaboration and problem-solving in all of their interactions with relevant agencies in order to minimize "problems." A committee of representatives from the Center, the Library, Mt. Hood Community College, OCDC and other relevant agencies will be formed to collaboratively address challenges that may arise in the administration of the training project. All of the Center's projects have committees that inform the work of the Center. This model has been very successful in resolving problems at the project level. Library facilitators are available for use by this project should any challenge be too great for the committee process.

**1.6 We know that many children in Multnomah County enter kindergarten lagging behind in language and literacy development. One reason for this is that children do not receive adequate supports in their early childhood care and education programs. What are the reasons that prevent early childhood professionals from engaging in effective language and literacy activities with the children in their care? How will you overcome these issues through your professional development activities?**

There are a number of reasons why practitioners have difficulty engaging in effective language and literacy activities with the children in their care. In our professional development activities we will try to overcome a number of barriers to effective facilitation of language and literacy development. First, some practitioners find it difficult to engage children in language and literacy activities because they do not have adequate developmental information on the importance of such activities at various ages or do not have practical strategies for overcoming developmental challenges. For instance, some practitioners do not converse with very young infants, feeling that because infants do not yet have language they will not

benefit from conversation (Hirsh-Pasek & Golinkoff, 1999). Professional development activities will emphasize the importance of treating even young infants as conversational partners and will combine this information with practical activities to help practitioners get over the awkwardness of talking to someone that seems not to notice the conversation. Similarly, some practitioners hesitate to involve children in literacy activities because they feel that the children are incapable of sitting still to listen to a book or participate in a conversation. This, again, can be informed by some developmental information. However, a practitioner in this situation will also benefit from practical strategies to set the scene or create an environment that is conducive to language and literacy activities. In both examples, practitioners who enroll in the follow-up language and literacy mentoring will benefit from additional modeling and support.

A second significant barrier to engaging children effectively in language and literacy activities is the practitioner's own literacy level. Practitioners who are uncomfortable with their own literacy skills are less likely to involve children in literacy activities at all (Purcell-Gates, 1995), involve children in literacy activities that are developmentally appropriate (literacy often becomes associated with the learning of letters and letter sounds), and select books that are interesting and engaging for children (This can set up a particularly frustrating catch-22 in which children having difficulty listening to a poorly written book are perceived of as being "incapable of sitting still"). Unfortunately, any short-term training sequence will not adequately address the needs of adults with low literacy levels. However, the professional development activities will help practitioners overcome this barrier by providing: 1) lists of high quality books for children ages 0-5 and the libraries at which those books are available; 2) hands-on activities to help practitioners feel more at ease reading to children and to see that not all language and literacy activities have to involve "reading" (wordless picture books, felt board stories, puppet stories, etc.); 3) one-on-one support and modeling for practitioners who participate in the language and literacy mentoring; and 4) information about and access to support and resources for adults with low literacy.

Third, many practitioners encounter barriers when working with children from cultural groups that are different from their own (Heath, 1983; Michaels, 1981) or with children who speak English as a second language, or when their own first language is not English. To overcome these barriers, all curriculum materials will be reviewed by Library staff from the outreach projects and staff from collaborating agencies as well as the Center's diversity committee to ensure that the materials and activities are culturally appropriate and representative. While all training sessions will provide general information on working with children whose first language is not English, there will be a session devoted to special topics in language and literacy (including ESL). This session will give more in-depth information and further activities to those who desire it. For practitioners whose English-proficiency is limited, the professional development activities will be available in the majority languages of Multnomah County (Spanish, Vietnamese, and Russian). The consortium will contract with OCDC and IRCO to translate materials and secure trainers. Finally, every effort will be made to link practitioners who decide to participate in language and literacy mentoring with mentors from similar cultural or linguistic groups. When that is not possible, translators will be provided so that the greatest number of practitioners, regardless of language of origin, might participate in the mentoring component.

Lastly, many practitioners have difficulty providing appropriate language and literacy activities because they lack access to resources. The Language and Literacy Resource Fund will make significant steps towards ameliorating this barrier for a large number of practitioners (see questions 1.9a). In addition, the professional development activities will inform practitioners about other resources available in the community. For instance, practitioners will be able to sign up for the Library's book lending program at the training sessions. This book lending program brings bins of 25 books to registered family child care providers and 50 books to full-day child care centers every two months. It is anticipated that the combination of the resource grants and the Library's book delivery program will make significant strides towards the Commission's goal of five books per child at each childhood care and education program.

**1.7 Many family child care providers are the sole proprietors of their business and are unable to attend training sessions during business hours. Many are also low income and may not have access to transportation that would enable them to participate in activities in other parts of the County. Describe how you will ensure that training services will be accessible to the full diversity of providers. Please discuss how much you have budgeted to enable providers to overcome barriers to participation, what kinds of supports you will provide, and explain your reasoning.**

A relatively large number of trainers will be trained (25) to allow for training sessions at a wide variety of times. The Center will work with trainers and relevant training agencies, Library branches, community centers, provider networks, and large child care centers to offer professional development activities across the county and at both traditional and non-traditional times. The short duration of individual sessions will also allow for the scheduling of up to three sessions in a single day. Working with traditional and non-traditional training agencies will help to span the county. In addition, child care centers are often willing to open their training sessions to other practitioners (they typically lack the time and resources to engage in recruitment or enrollment). Mt. Hood Community College will offer the training sessions on-line. This will provide further options for those practitioners who do own a computer and are unable to attend any session in person (e.g. practitioners who offer care twenty-four hours per day). The Center will actively monitor the location of training sessions throughout the county. If, in the first month of implementation, it becomes apparent that training sessions are not being offered in particular areas, Center staff will pursue and secure sessions in underserved areas. For instance, the Center may seek to develop (with the help of those who work with providers) an informal network of providers in the underserved area who are interested in some or all of the training sequence.

Since it is desirable for practitioners to participate in a hands-on group experience, incentives will be offered to encourage practitioners to attend and to overcome some of the barriers typically encountered. The budget reflects funds for child care, substitute care, transportation (in the form of bus tickets), and food. We have estimated that 10% of participants will require assistance in the form of child care, substitutes, and/or transportation. Stipends for substitutes will be available at \$8/hour, estimating a total of 3.5 hours per session (a two hour session plus a maximum of 45 minutes of travel/transition time on either end). Child care will be organized at local training sites and is estimated at \$8/hr per provider (the number of providers required will conform to appropriate regulations regarding staff/child ratios) for a total of 3 hours per session (a two hour session plus 30 minutes of set-up/transition time at either end). Two bus tickets will be available to practitioners who arrive at a session with a current bus transfer. All day sessions will include lunch and practitioners will receive take and bake pizza coupons so that they will not need to worry about cooking dinner after a day of training. Simultaneous translators will be available for practitioners whose first language is not English (when a session in a particular language is not available in the practitioner's area).

The consortium has been advised that when a fee is associated with a training session, that session is perceived of as being more valuable than one that is free. Therefore, there will be a five dollar charge for the individual not-for-credit sessions and a fifteen dollar charge for the for-credit class. Vouchers and scholarships will be readily available to offset the cost for those who cannot afford to pay. When practitioners register for a session, they can request a voucher to cover the cost of the session. They will turn in the voucher to the trainer in lieu of the five dollar payment.

**1.8 How will you assure that providers serving low-income children and children who speak English as a second language participate in your professional development activities? How will you assure that your training is relevant to them?**

This project will ensure the cultural relevance of the training to providers serving low-income children and children who speak English as a second language in a two ways. First, the project staff from the Center and the Library will work closely with ODC, IRCO, Peninsula Child Care, the Bi-lingual task force, and the Center's Diversity committee to ensure that the curriculum is both culturally appropriate

and relevant. Second, every effort will be made to recruit a diversity of trainers to reflect the cultural and linguistic diversity of the county. Again, project staff will involve the groups mentioned above in the recruitment process. These two aspects will ensure that the curriculum is both ostensibly relevant (with culturally and linguistically relevant pictures, examples, activities, etc.) and perceived of as being relevant by the participants (that is, by seeking to match the cultural and linguistic background of the trainer with that of the participants, participants will be more likely to view the information and activities as relevant).

In order to ensure the participation of providers serving low-income children and children who speak English as a second language, project staff will attempt to reach providers through all available networks and organizations (Metro R&R, IRCO, OCDC, N/NE Network, Rose Community Development, the Bilingual task force, WIC; USDA, etc.). Recruitment materials will be available in English, Spanish, Vietnamese, and Russian. In addition, the Center is currently under contract with Adult and Family Services (AFS). AFS is using the Professional Development Registry Entry Level (requiring a minimum of basic training) as a qualifier to provide an enhanced rate of reimbursement to providers who serve low-income children. This has provided the Center with increased access to practitioners who serve children from low-income backgrounds. Providers who have completed the PDR Entry Level in order to receive the enhanced rate must obtain an additional eight hours of training in child care over the next two years. This training series will help these providers complete the requirement.

**1.9a The successful applicant will manage the Language and Literacy Resource Fund. Describe how you will operate and manage disbursements from this fund? How do you envision the fund will work and what criteria do you expect to use to guide you in awarding grant funds? How will you address questions of equity? How would you adjust the size of the grants to reflect differences in size and need? For example, how would you equitably distribute funds to a staff person from a large child care center versus a family child care provider?**

The Multnomah County Library will manage the fund with assistance from Center staff. The discounts enjoyed by the library will enable the consortium to provide fifty percent more resources than the grant value of the resource fund. We envision that the fund will work as a point system in which practitioners will earn points based on their attendance at the training sessions, participation in mentoring, work status (family child care provider, center based provider), and income status (caring for children who receive AFS subsidies). These resource points will be used by practitioners to develop their language and literacy resource plan (during their mentoring sessions) and to select the language and literacy resources they wish for their programs.

In order to receive a resource grant, practitioners must: 1) attend two of the training sessions (or register and pay for the for-credit class); 2) agree to participate in the language and literacy mentoring program (and complete the three hours of mentoring); and 3) demonstrate that they have been employed in the field for at least six months and/or are registered with the Child Care Division. We are anticipating that 200 practitioners will meet these criteria and will receive resource grants of between three to five hundred dollars each.

Providers who meet these minimum criteria will be eligible for 300 Resource Fund Points (each point is equal to one dollar) following the completion of the language and literacy mentoring. During the language and literacy mentoring, mentors will work with practitioners to develop a plan for implementing language and literacy activities and will determine the resources needed to implement that plan. Mentors will encourage practitioners to plan on five books per child in their resource grant "proposals". Practitioners, meeting the above criteria (attend two training sessions, complete the language and literacy mentoring, and meet the employment criteria), who operate family child care businesses will be eligible for an additional 50 points. Practitioners who receive a subsidy from Adult and Family Services to care for children from low-income backgrounds will receive an additional 100

points. And practitioners who complete all six training sessions and the mentoring component before June 15<sup>th</sup> can earn an additional 50 points towards their resource fund.

**1.9b Please describe how you envision the Language and Literacy Resource Fund will work, viewed from the perspective of a participating provider. How will providers create a plan, secure approval, be awarded grants, and receive materials? will you develop a list of suggested books and materials, or will you leave that responsibility to the provider?**

I am a family child care provider. Since I am interested in the language and literacy development of the children in my care, I attend an overview session at a community center close to my home. At the session, I learn that if I attend one more session and agree to work with a language and literacy mentor from the library, I can receive up to \$450 worth of resources. This project makes it so easy for me to attend the training sessions (providing money for a substitute and a coupon for a pizza so I don't have to worry about dinner), so I sign up for and attend a Saturday, triple session.

When I meet with my mentor, she tells me that we will work together to figure out what I would like to do to enhance the language and literacy environment of the children that I work with and the resources I will need. Each time the Mentor visits she brings a box of books and I start to get an idea of the kinds of books and materials I would like in my home. My mentor and I create a plan of what I would like to do and what I will need to do it. She also gives me a list with hundreds of books to choose from (many I have already seen in the book boxes). The list also has items like pillows, book cases, learning games, books on tape, lights, felt boards, and puppets. As a family child care provider I learn that I qualify for \$350 in materials and another \$50 if I can complete all six training sessions (I have only two more to go!). As I start to select books and other items, I am amazed at how much I can receive. My mentor also tells me that there will be a language and literacy fair on Friday and Saturday where I can see the things I am choosing. I decide to go to the fair with my family on Saturday. There is story time for my kids with music and balloons and my husband was happy with the hot dogs. I got to visit the vendors who were there with their materials and books for me to look at. I turn in my list and three weeks I pick up several boxes with everything for my new language and literacy corner. My mentor even called to make certain I received what I wanted. She encouraged me to follow the plan we developed.

**1.10 The successful applicant will be able to demonstrate experience working directly with early childhood care and education providers, including specific expertise and/or experience in children's literacy and language development. Describe your experiences in these areas. What, in your opinion, makes you most qualified to provide these services?**

The Oregon Center for Career Development in Childhood Care and Education, through its projects and efforts designed to professionalize the field of childhood care and education, works directly with early childhood care and education providers in a number of settings. Through the Professional Development Registry, the Center and its staff work with early childhood practitioners to document their professional achievements towards the achievement of a meaningful credential in the field. The Oregon Certified Childhood Education Trainer Program (OCCET) interacts with early childhood practitioners in the development of a cadre of approved trainers and training sessions. The Statewide Mentoring Project links experienced practitioners in the field with practitioners who would like some support or advice in order to accomplish professional goals. This project has on-going contact with the group of Mentors building their capacity as both mentors and leaders, as well as contact with numerous Mentees in monitoring the progress of the project. Finally, the Center administers a number of statewide training initiatives. In the course of administration, the Center works closely with childhood care and education trainers, training agencies, and early childhood practitioners.

In addition to the Center's extensive experience working directly with early childhood care and education practitioners, Center staff have experience and expertise which pertains specifically to the development and implementation of this project. Carol Morgaine (Ph.D. in Education), the Center Director, and Joann Contini (MA in Human Development), the Training Coordinator, have specific experience and expertise in adult learning, adult education, and adult development. Both Carol and Joann have years of experience directing and administrating early childhood care and education programs, including the implementation of curriculum related to language and literacy development.

Christyn Dundorf currently coordinates the Professional Development Registry and the Statewide Mentoring Project for the Center. She has worked as a preschool teacher and as an education coordinator for Head Start. She completed her Ph.D. in Human Development in June of this year. Her dissertation focused specifically on the role of listening and speaking in literacy acquisition for preschool children. Her research findings identified children's listening skills as an important precursor to literacy acquisition and her work at Head Start involved supporting teachers as they sought to facilitate the development of listening skills. She is intimately aware of the current research and best practices in language and literacy development for young children.

The Multnomah County Library Early Childhood Resources (ECR) Program has provided outreach and specialized library materials to those serving children pre-birth to kindergarten for over 10 years. Specifically, ECR has regular contact with family child care and center-based providers through book delivery (The Child Care Program and the Family Child Care Program), mentoring (The Family Child Care Program), training (the ECR Training Program), and resource centers (the Early Childhood Resource Centers).

In addition, ECR staff have specific experience and expertise in working with practitioners in the context of efforts designed to facilitate the language and literacy development of young children. Renea Arnold, Senior Program Development Specialist, has a BA in Early Childhood Education and has been working with Multnomah County Library ECR for 5 years. She currently coordinates the ECR program including Born To Read, the Family Child Care Project, Early Childhood Resources Trainings, Early Childhood Resource Centers, the Parent Education Project, and Books While You Wait. Leslie Celeste, Coordinator of the Family Child Care Project and the storytime mentors, has a BA in Family Studies. She has 17 years of experience as an infant/toddler teacher, preschool teacher, and an after-school teacher.

Mt Hood Community College's Early Childhood Education Program serves early childhood care and education practitioners from all areas of the field (family child care, Head Start, center-based, etc.) through its certificate and degree programs. Sally Skelding, early childhood instructor, has a MA in Human Development with a specialization in Early Childhood Education and over 30 year of experience in the field of early childhood education. She has specific expertise in the history and wealth of children's literature and in the use of children's literature as an effective tool for fostering language and literacy development. She also has expertise in using puppetry and creative dramatics with young children.

Oregon Child Development Coalition (OCDC) provides support, resources, and services to early childhood care and education providers and programs and the children and families they serve across the state. In Multnomah County, OCDC provides these services to Spanish speaking, early childhood care and education providers and to staff who work with Spanish speaking and Mayan children and families. OCDC staff involved in this proposal have specific expertise in bringing culturally appropriate curriculum to young children. Jean McNasser, Education and CDA Specialist, has been working in the field of early childhood care and education for over 20 years. She has extensive work expertise in developing and implementing bilingual family literacy programs and is currently working on an MA in Human Development (specialty in Bicultural Development) with a thesis topic concerning the development of culturally and linguistically appropriate curriculum for tri-lingual children 0-6.

This consortium is most qualified to develop, implement and manage this project for a number of reasons. First, the Oregon Center for Career Development in Childhood Care and Education has a

proven record of successfully coordinating and administering large-scale training initiatives offered at multiple sites by multiple trainers (Oregon Child Care Basics 1 & 2, First By Five, Recognizing and Reporting Child Abuse and Neglect, and Maximizing Oregon's Brain Power). Second, in launching the Statewide Mentoring Project (a project that links experienced practitioners with others seeking support to accomplish professional goals), the Center demonstrated that it can quickly and effectively organize and implement a new, large-scale project. Third, the Multnomah County Library and the Early Childhood Resources Program has successfully provided literacy-related resources and support to practitioners for over 10 years. Their outreach experiences have given ECR staff first hand knowledge of the challenges that practitioners face daily when trying to read to children. Fourth, primary staff members for this project have advanced degrees and specific expertise in areas relevant to this project (language and literacy development, and adult development). Clearly, this consortium brings to bear significant experience and expertise that would only enhance the plans delineated in this proposal.

**1.11 Describe your ability/experience to conduct effective training sessions for professionals that will be responsive to adult learning styles and preferences.**

Center staff who will be involved in the Train the Trainer sessions for those conducting the Language and Literacy training are both educated and experienced in using theoretical information on adult learning styles and preferences to conduct effective training sessions. Carol Morgaine, Center Director has formal education in adult learning, adult education, and adult development. She has integrated that knowledge base in the wide variety of teaching of adults that she has done over the past 23 years. She has taught adults in formal educational settings in Minnesota, Oregon, Canada, and Africa. She has also conducted a wide variety of in-service seminars and professional development workshops for practitioners involved in early childhood education, parent education, as well as a variety of other social services. She designed and taught the "adult education" component that is offered statewide for Oregon Certified Childhood Education Trainers. Finally, she bases all of her teaching on theoretical models which make an assumption that learners should be actively involved learning situations in order for them to use what they learn in their everyday lives.

Christyn Dunderf, Registry and Mentoring Coordinator, has served as a Head Start Educational Coordinator. As such she developed practical methods for engaging adult learners in the implementation of an innovation preschool science curriculum. In addition, she developed and implemented a successful series of hands-on workshops geared toward early childhood educators. She continues to work with adult learners in the context of documenting professional development through the Professional Development Registry and on an on-going basis as a presenter at local professional conferences. Joann Contini, Training Coordinator, currently oversees the administration of all of the Center's training contracts and is actively involved in conducting in-service trainings for Oregon Child Care Basics and First by Five instructors throughout the state. She also conducts the adult education sessions for OCCET trainers who have not previously had such training. Prior to this, she served as adjunct faculty in early childhood education at the University of Alaska and designed and implemented staff development programs for numerous early childhood agencies in Alaska, including the Alaska Federation of Natives, and the Hopi Tribe's Office of early Childhood Education in Oraibi, Arizona. Participant evaluations of her trainings are consistently high and attest to her use of interactive methods.

These three women will be primarily responsible for creating the Train the Trainer Sessions as well as the curriculum that will be used by Language and Literacy trainers as they conduct trainings throughout Multnomah County. They will be assisted : 1) by early childhood faculty from Mt. Hood Community College and Portland Community College; 2) staff from the Oregon Child Development Coalition, who will advise in term of the cultural relevance for Hispanics and Latinos; 3) staff from the International Refugee Coalition of Oregon, who will advise in terms of the cultural relevance for Southeast Asians and Russians; and 4) members of the Center's Diversity Committee, who will also provide advice as to the cultural relevance of the curriculum. Together, this team will create six, two-hour curriculum modules in which the 25 trainers will be trained. Trainers will be prepared to work with adults as the following

topics are integrated into the training: understanding adult development and learning styles, assessing learning needs, understanding how reflection is foundational for promoting action, linking types of knowledge with desired action, and using "connected learning" (Belenky, et.al, 1986) as a way of empowering the educationally disenfranchised to see themselves as learners, thinkers, and promoters of children's language and literacy development. The training will, of course, be rich with learning experiences which stress the value of adult-child language interactions, enhanced physical access to books, increased time reading books, and increasing the volume of children's playful, stimulating experiences with good books.

**1.12 Obtaining feedback on training sessions will be important in gauging the success of the training. Discuss what methods you will use to measure immediate post-training success and longer-term training effectiveness. How do you envision your Quality Assurance Program will operate?**

This project will effectively measure post-training success and longer-term training effectiveness. In addition, the research skills and interests within the project staff have the potential make a positive contribution to on-going research on the project and on the field of childhood care and education in general. To assess post-training success, each training participant will complete a post-training survey which will take approximately 10 minutes to complete. This survey will query participants as to the quality of the training session, the trainer, the materials, and facility (including ease of access and other incentives). Results of these surveys will be returned to the Center immediately following individual training sessions. This will allow Center staff to compile results in a timely manner and respond quickly and effectively to problems that arise. Language and literacy mentors will also contribute to the assessment of longer-term effectiveness. Mentors will complete a standardized exit interview with all Mentees regarding the extent to which the training and mentoring has had an impact on their attitudes towards early language and literacy development and their practices with the children under their supervision. It is anticipated that this will result in information on long-term effectiveness for approximately 200 participants. Should additional funding or time become available, Center staff will conduct similar interviews with all training participants.

Our Quality Assurance Program will be founded on the rapid return and compilation of post-training data. Trainers will be provided with addressed, stamped envelopes to return surveys. This surveys must be mailed to the Center within two days of the training session. This quick turnaround will allow the Center to be responsive to participant comments and concerns. Should the Center learn that a training session was received poorly (for reasons related to the trainer, the curriculum for that session, the facilities, etc.), Center staff will quickly respond. A meeting of the project's advisory committee will be called as necessary.

To monitor the quality of the language and literacy mentoring, all Mentees will receive a contact card and statement of mentoring rights and responsibilities. This card will provide the Mentees with the contact information for their Mentor as well as contact information for the Early Childhood Resources program which will coordinate this aspect of the project. All concerns and questions will receive prompt attention by the Multnomah County Library Mentoring Coordinator. Information collected by the Mentors during the exit interview will be used as an indicator of longer-term training effectiveness and will inform the further implementation of the project should time and funds become available.

Finally, the research and evaluation skills and interests within the project staff have the potential to positively impact future evaluations of the project and on-going research in the field of early childhood education. The Center is currently conducting research into the effects of professionalization on child care and education workers' attitudes about their work and themselves. Initial results indicate that workers who have a completed credential in the field or who have worked in the field for a longer period of time are more satisfied with and less alienated from their work in the field. Center staff would like to involve the practitioners who participate in the language and literacy mentoring component in

this on-going research. Data derived from this group of participants may help to inform the Commission's evaluation of the long-term effectiveness of this language and literacy initiative.

**1.13 How will you provide trainers? How do you envision they will interact with the early childhood care providers? How will you ensure they meet the requirements of the Oregon Certified Childhood Education Trainer (OCCET) program?**

Twenty-five trainers will be recruited from all areas of early childhood education (family child care, group homes, centers, Head Starts, etc.). The Center will work with consortium members, training-related agencies (Metro R&R, OAEYC, and Multnomah County ESD), provider networks (Rose Community Development, Peninsula N/NE Network), and other relevant agencies (IRCO, Head Start) to publicize the program and encourage applications from interested practitioners, especially those from the Latino, African American, South East Asian, and Russian communities.

Trainers will interact with practitioners primarily as a peer facilitator. Trainers will focus on building collaborative relationships with training participants, validating participant experiences and engaging in group problem solving. The structure of the curriculum will allow for a variety of learning activities (video, hands-on activities, group discussion). This will minimize the role of the trainer as a "talking head."

Potential trainers will need to meet criteria specific to this project (a credential in the field such as a PDR Level 2, a CDA, or an academic degree in early childhood education or a related field, specific training in language and literacy, and at least two years of work experience in early childhood education). These criteria will ensure that any trainer selected for the project will also be approved by OCCET. In addition, this project will draw on OCCET trainers approved in the Core Knowledge Categories of Human Growth & Development, Curriculum, and Learning Environments. There are currently 27 OCCET trainers in Multnomah county (a total of 49 in the tri-county area) who are approved in the required categories. These approved trainers will provide a ready base of trainers from which to draw. Practitioners who desire to become trainers for this project and who meet the criteria for trainers will be provided with OCCET-required training in adult education as necessary. This will ensure that trainers who are not OCCET approved prior to the training of trainers will have achieved approval before beginning the training of other practitioners. Exceptions to the trainer requirements (including OCCET approval) will be granted only in cases where appropriate representation of Portland's diverse language and cultural communities would not be possible without an exception. In these cases, non-OCCET approved trainers will team train with OCCET-approved trainers.

Recruitment will begin at the start of the project with the selection and training of trainers occurring in early February. Trainers will receive 20 hours of training covering the language and literacy curriculum as well as some adult learning and development information specific to this project which will prepare them to use interactive and hands-on teaching methods with training participants.

## APPLICANT CAPACITY

- 2.1 Please describe your organization's/agency's structure. Describe how you will be able to discharge the key program requirements (curriculum development/acquisition, the training program including both identification of attendees and conducting the training, management of the Language and Literacy Resource Fund, and individualized plan development), including what elements of your organization will provide the actual support. Include in your discussion how you will provide service across Multnomah County, thus ensuring access to the training by all potential trainees from a variety of locations, backgrounds, and cultures. Explain how your service capabilities are appropriate for this effort in light of your cited experience and organizational structure.

The Oregon Center for Career Development in Childhood Care and Education at Portland State University will act as the lead agency. The Center seeks to professionalize the field of childhood care and education through programs organized under three broad headings: community service, training, and research. Community service activities include implementation of the Professional Development Registry (PDR), the Oregon Childhood Care and Education Trainer system (OCCET), and the statewide mentoring project. Training projects include the administration of four trainings offered on a statewide basis (Oregon Child Care Basics 1 & 2, Recognizing and Reporting Child Abuse and Neglect, First By Five, and Maximizing Oregon's Brain Power). All programs operating under the heading of Community Service and Training are based on best practices and are consistently in compliance with the rules and requirements of the project contracts and scope of work. Under the heading of research, the Center is involved in on-going work to investigate the effects of professionalization on practitioners' attitudes about their work and themselves as well as an intensive job analysis of the field of early care and education (an analysis of the knowledge skills and abilities required by the various positions in the field). As a center at Portland State University, the Oregon Center for Career Development in Childhood Care and Education accesses extensive administrative, financial, human resources, and procurement services.

The Center, using the expertise of its staff and consortium members, will develop a developmentally and culturally appropriate language and literacy curriculum for early childhood education practitioners. This curriculum will be based on existing materials and will be complete by February 1<sup>st</sup>. The curriculum will consist of 6, 2-hour sessions (as a not-for-credit training) or 1, 20-hour course (as a for-credit training). Curriculum development will be the primary responsibility of the Registry/Mentoring Coordinator and a project assistant. Further, the Center, with assistance from consortium members and other relevant agencies, will recruit and train Trainers in the curriculum. This training of trainers will be complete in early February. Trainer recruitment and training will again be the primary responsibility of the Registry/Mentoring Coordinator and a project assistant (with additional time from the Center Director and the Training Coordinator). The Center will coordinate and administer the training program during the months of March through June. The Center will contract for coordination assistance with relevant, existing training and provider support agencies in the county. Training coordination will be the primary responsibility of a training assistant with supervision from the Training Coordinator. Attendees will be identified by consortium members and other relevant agencies (Metro R & R, OAEYC, Multnomah County ESD, IRCO, Peninsula N/NE Network, Rose Community Development, etc.) in addition to general recruitment measures directly targeting identified providers in the entire county (CCD registered providers and certified centers, AFS listed providers). Finally, the Center will collect and compile data on training attendees and assessment of the training program. Data collection and compilation will be the primary responsibility of the training assistant with supervision and interpretation from the Coordinators and the Center Director.

The Multnomah County Library, and specifically the Early Childhood Resources (ECR) program, administers a number of outreach programs and specialized library materials for early childhood education practitioners. The ECR program provides books and support to full-day child care centers and registered family child care providers. Family child care providers are eligible to participate in "storytime mentoring". Training on a variety of topics is available for center and family child care

providers at various library sites approximately six times each year. In addition, Early Childhood Resource Centers have been created at six library sites. These centers provide curriculum, child development, and professional development materials.

The Multnomah County Library ECR will be primarily responsible for the recruitment and training of language and literacy mentors, coordination and supervision of the language and literacy mentoring component (including individualized plan development), and administration of the Language and Literacy Resource Fund. These primary responsibilities will take place in consultation with consortium members and other relevant agencies. The recruitment and training of language and literacy mentors will be complete by the end of February. The mentoring component and development of individualized plans will occur between March and Mid-June. The Language and Literacy Mentoring Component and development of individualized plans will be the primary responsibility of the Family Child Care Provider Coordinator with assistance from a library assistant. The administration of Language and Literacy Resource Fund will be on-going with disbursement of resources occurring in mid- to late-June. Administration of the Resource Fund will be the primary responsibility of the Senior Program Development Specialist with assistance from a library assistant.

The Department of Early Childhood Education at Mt. Hood Community College prepares students to work with children from birth through school age in both public and private school settings. A certificate and degree program is available. Early Childhood staff at Mt. Hood Community College will be primarily responsible for the implementation of the training sequence as a for credit course and the development of an on-line training option.

The Oregon Child Development Coalition (OCDC) currently operates the largest child development and child care network in the state of Oregon. In Multnomah County, OCDC provides outreach and services to Spanish speaking family child care providers in rural parts of the county and operates child care and education services to Spanish speaking and Mayan families in Migrant Head Start. Designated OCDC staff will be primarily responsible for providing linguistic and cultural consulting during the development of the curriculum and training materials and for the translation of training materials into Spanish. OCDC will provide on-going assistance in the recruitment and training of trainers and mentors and the identification of training attendees.

The Center and the Library (with 14 sites around the county) will collaborate and coordinate with existing training organizations (Metro Resource and Referral, OAEYC, Multnomah County ESD, Early Childhood Resources), provider networks (Rose Community Development, N/NE Network), relevant agencies (Head Start, Early Head Start, Portland Early Intervention, Insights Teen Parent Program, etc.), and larger child care centers to ensure that the county is saturated with training opportunities. Center staff will monitor training availability and locations on an on-going basis and will make specific arrangements to reach underserved areas when necessary.

**2.2 Please describe your ability to procure and distribute a variety of materials and supplies across the County. What are your qualifications/experiences in purchasing large volumes of materials and what capacity do you have to store/catalogue/and deliver materials?**

Multnomah County Library (MCL) has served the people of Multnomah County for over 100 years by providing books and other materials to meeting their informational, educational, cultural, and recreational needs. Throughout, MCL has demonstrated expertise in the selection, acquisition, and delivery of books. Each month, thousands of books are purchased processed, cataloged, and delivered to Central and the 14 branches of MCL. This all takes place in Acquisitions at the library's administration building and these materials handling services will be available to the early literacy program we have proposed.

The library also has several outreach programs that bring books to individuals and groups who need special services or who cannot visit the library. The library's outreach to the youngest children in our county is provided by Early Childhood Resources, also located in the administration building. ECR outreach programs are designed to provide greater access to books and literacy by reaching out to children and their caregivers who might not otherwise visit a library. The Child Care Center Program, coordinated through ECR, was developed ten years ago to meet this need. A collection of 50 picture books is delivered to full-day child care centers and Head Start programs every two months. This program now delivers to over 150 sites a month. In addition, the Books While You Wait program delivers boxes of 50 books to 33 agencies for parents to read to their children while waiting for appointments in social service agencies.

These book delivery services will be available to accomplish the goals of this proposal. Also, the practitioners who complete the mentoring program as outlined in this proposal will be able to participate in the Child Care Center book delivery program for as long as they remain in business.

The books and materials purchased for the programs of Early Childhood Resources are selected for quality and age appropriateness by the Early Childhood Specialists in the department and the library's Youth Selector. The yearly book budget for Early Childhood Resources has increased from \$10,000 to over \$15,000 in the past five years. Each year, thousands of board and paper bound books are purchased for children aged birth through six years old. This is a separate collection (from those in libraries) used only for the programs in ECR and housed in the administration building.

Another resource for practitioners coordinated by ECR but located in six MC libraries is the "It's In the Bag" program. This collection is made up of 122 curriculum bags per library with materials to encourage literacy, including puppets, flannel board stories, and language games. These materials are purchased and processed through the ECR department.

Finally, ECR staff select books for the national Reach Out and Read Pediatric Literacy program used in two Multnomah County Health Departments and for Teen Parents Services of Portland Public Schools to be used in their teen parent classes.

**2.3 Have you achieved OCCET approval for training courses you have offered in the past? If not, please describe how you will approach this task. Have you considered whether to present the training in a manner that could earn participants academic credit toward a degree? If so, please describe how you would proceed to ensure that the course would be credit based.**

Three of the primary staff members of the consortium are OCCET approved trainers and have each achieved OCCET approval for a number of courses. OCCET approval will be secured for the entire training sequence.

The training sequence will be offered for academic credit at Mt Hood Community College (and, potentially, at PCC). Practitioners will be eligible to register for a two credit course at MHCC. This course will count towards the language and literacy course requirement for an Associates degree in early childhood education. Funds have been budgeted to subsidize the cost of the academic credit such that students will pay only fifteen dollars for the course (regularly \$76). Scholarships will be available to cover the reduced rate, opening the course to practitioners regardless of income.

**2.4a Please describe how the Early Childhood Developmental Services will be managed, including but not limited to the following areas: The program's staffing structure and qualifications, including staff specialties/experience in providing early childhood development services;**

The Oregon Center for Career Development in Childhood Care and Education consists of a Director, two Project Coordinators (a Registry/Mentoring Coordinator and a Training Coordinator), and a number of project assistants. The Center operates with guidance and supervision from Portland State University and the Dean of Liberal Arts and Sciences. Carol Morgaine (Ph.D., Education), the Center Director, has experience and expertise in adult development and learning. She will provide oversight and supervision for the entire project. Christyn Dundorf (Ph.D., Human Development) has specific knowledge of and expertise in the role of listening and speaking in literacy acquisition for preschool children, as well as expertise in new project development and implementation. She will coordinate the curriculum development and the recruitment and training of trainers and will supervise a training assistant. Joann Contini (MA, Human Development), the Training Coordinator, has specific experience and expertise in adult learning, adult education, and adult development as well as the administration of large-scale training projects. Joann will supervise the implementation of the training program and the collection and analysis of project data. A training assistant (under the supervision of the Coordinators) will provide support for all aspects of the project for which the Center has primary responsibility. The Center will use the resources available at Portland State University (administrative, financial, human resources, and procurement services) as necessary.

The Multnomah County Library Early Childhood Resources (ECR) Program consists of a Program Development Specialist and three Project Coordinators with support from a library assistant. ECR staff work under the supervision and support of the Multnomah County Library and the Library's Youth Services Coordinator. Renea Arnold, the Program Development Specialist (BA, Early Childhood Education), will provide oversight for the Library component of the project, will coordinate the Language and Literacy Resource Grants, and will supervise a library assistant. Lesley Celeste, the Project Coordinator (BA, Family Studies), in charge of the Family Child Care Project, will be primarily responsible for the recruitment and training of language and literacy mentors and the coordination and supervision of the mentoring component. She will also have the support of a library assistant.

Two early childhood instructors from Mt Hood Community College's Early Childhood Education Program (meeting the College's criteria for instructors) will teach the for-credit option of the training series and will develop and implement the on-line training option. Sally Skelding (MA, Human Development) will contribute to the development of the curriculum and the coordination of the training sequence at Mt. Hood.

Jean McNasser, the Education and CDA Specialist from the Oregon Child Development Coalition (MA, Human Development) works under the supervision of the OCDC Head Start Director. She will provide linguistic and cultural consulting services and will contribute to the recruitment of trainers and mentors, the identification of training attendees, and the coordination of the Spanish translation of project materials.

The project will contract with relevant agencies and networks as necessary to optimally accomplish the components of the project. These subcontracts will be supervised by the Center's Project Coordinators and the Center Director.

**2.4b The process for keeping staff current on research-based best practices;**

All primary staff members from the consortium associated with this project are actively involved in the field of childhood care and education. This involvement includes, but is not limited to, membership in professional organizations, subscriptions to journals within the field, and attendance at professional conferences. These activities provide access to current research-based best practices on a regular basis. The primary staff members are committed to sharing this information with others associated with the project (including trainers and mentors) to ensure that everyone is working with the best information available.

**2.4c Describe the current plan for improving the organization's cultural sensitivity.**

The Oregon Center for Career Development in Childhood Care and Education recently convened a Diversity Committee. This committee is charged with ensuring that the Center's activities, projects, and materials are culturally sensitive and relevant. The committee is currently beginning an extensive review of the Center's activities, projects, and materials and will provide guidance as to how improvements should be made. While the Diversity Committee's efforts are taking place at the macro or program level, the Center actively seeks to ensure the cultural relevance and sensitivity of its individual projects by securing representation from diverse communities on the individual project advisory committees and by seeking out additional assistance when necessary. To increase the cultural awareness and sensitivity of individual staff members, Center staff seek out training opportunities at professional conferences and take advantage of the cultural sensitivity and staff development training available at Portland State University.

MULTNOMAH COUNTY CONTRACT NO. 0010684

EXHIBIT 3 – PAYMENT SCHEDULE

<b>Invoice Due Date</b>	<b>Amount billed for all contract activities except Language &amp; Literacy Resource Fund</b>	<b>Amount billed for Language &amp; Literacy Resource Fund</b>
Upon contract execution	\$60,000	None
January 31, 2000	Not to exceed \$40,000	None
February 29, 2000	Not to exceed \$40,000	None
March 31, 2000	Not to exceed \$40,000	None
April 30, 2000	Not to exceed \$40,000	Actual expenses
May 31, 2000	Not to exceed \$40,000	Actual expenses
June 30, 2000	Not to exceed Final Balance	Actual expenses

MEETING DATE: JAN 13 2000  
AGENDA NO: R-2  
ESTIMATED START TIME: 9:30

(Above Space for Board Clerk's Use ONLY)

**AGENDA PLACEMENT FORM**

SUBJECT: Ordinance Amending MCC Chapter 9, County Employment

BOARD BRIEFING: DATE REQUESTED: \_\_\_\_\_  
REQUESTED BY: \_\_\_\_\_  
AMOUNT OF TIME NEEDED: \_\_\_\_\_

REGULAR MEETING: DATE REQUESTED: January 13, 2000  
AMOUNT OF TIME NEEDED: 10 minutes

DEPARTMENTS: Support Services DIVISION: County Counsel

CONTACT: Thomas Sponsler TELEPHONE #: 248-3138  
Fernando Conill TELEPHONE #: 248-5015  
BLDG/ROOM #: \_\_\_\_\_

PERSON(S) MAKING PRESENTATION: Thomas Sponsler and Fernando Conill

**ACTION REQUESTED:**

[ ] INFORMATIONAL ONLY [ ] POLICY DIRECTION [X] APPROVAL [ ] OTHER

**SUGGESTED AGENDA TITLE:**

First reading of ordinance amending MCC Chapter 9, County Employment to clarify definitions and confirm Chair authority to administer benefits as part of the compensation plan.

**SIGNATURES REQUIRED:**

ELECTED OFFICIAL: \_\_\_\_\_  
(OR)  
DEPARTMENT MANAGER: Thomas Sponsler

00 JAN -5 AM 9:42  
MULTNOMAH COUNTY  
OREGON  
COUNTY COMMISSIONER  
CLERK

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

Any Questions: Call the Board Clerk @ 248-3277



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*Assistants*

## SUPPLEMENTAL STAFF REPORT

TO: Board of County Commissioners

FROM: Thomas Sponsler, County Counsel  
Fernando J. Conill, Human Resources Director

DATE: January 13, 2000

RE: Ordinance amending MCC Chapter 9, County Employment

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1. **Recommendation/Action Requested:**

Approve first reading of ordinance amending MCC Chapter 9, County Employment, to clarify definitions and confirm Chair authority to administer benefits as part of the compensation plan.

2. **Background/Analysis:**

The county began adopting ordinances in 1967. Most county employment and compensation ordinances were not included in the Multnomah County Code (MCC). On March 25, 1999, the Board adopted ordinance 930 that repealed 69 such ordinances. They were outdated and no longer useful. Resolutions replaced some provisions.

Resolution 99-47 restates the benefits for nonrepresented employees and elected officials. The resolution implements MCC 9.202 that adopts a county compensation policy. MCC 9.203 makes

the Chair responsible for developing and making annual compensation recommendations to the Board, including changes to benefits. Resolution 99-48 adopts pay administration rules for employees not covered by collective bargaining agreements.

Chapter 9 now contains the county employment provisions that were in 1990 MCC chapter 3. Apart from reorganization and minor editing, the provisions of the two codes are the same. It is now necessary to update, clarify and edit some of the chapter 9 sections.

### ***Classified Service***

The Multnomah County Charter took effect January 1, 1967. Chapter VII relates to personnel. Section 7.10 states that county classified service shall consist of all positions *except* those of elective officers, their personal assistants and secretaries, department heads and *employees excluded by county ordinance*.

Ordinance 10 was the first ordinance relating to classified service. Adopted January 3, 1967 it carried out the Charter personnel provisions. Article IV defined the classified service as all county positions *except* those listed in 15 subsections. Subsection 12 on the list was “any temporary, part-time or seasonal employee.”

Ordinance 89 adopted December 31, 1974 repealed Ordinance 10. Section 9 contained a list of positions in 14 subsections *exempt* from classified service. Among the changes and updates was deletion of temporary, part-time or seasonal positions from the list. Ordinance 89 was later codified in MCC chapter 3.

Ordinance 248 adopted August 28, 1980 amended MCC 3.10.100. The 13-subsection list of positions *exempt* from classified service was again updated. “Managerial employees” were added to the subsection with department and division heads. “Deputy county counsel” was added to the deputy district attorney subsection. As part of the 1998 code revision, this section was moved unchanged to MCC 9.200.

Section 1 of the attached proposed ordinance lists positions *excepted* from classified service consistent with the Charter and the first ordinance. The revised five subsections consolidate the previous list. New subsection (F) adds “temporary employees and those who work on-call or less than half-time” to the list of exceptions. The ordinance no longer makes employees *exempt* from classified service

### ***Definitions***

Ordinances 10 and 89 also defined words used in county employment rules. Ordinance 10 defined only five words while Ordinance 89 defined 35 words. The 1998 code revision changed some of the 39 current definitions now in MCC 9.001.

The word *exempt* creates much confusion. It currently has three different meanings. As mentioned above, some county employees are considered “exempt” from classified county service. The current code defines an “exempt” employee as one not covered by a collective bargaining agreement. “Exempt” is also used to mean those not covered by the overtime and other pay requirements of the Fair Labor Standards Act (FLSA).

Section 2 defines a “classified employee” as one **not** “excepted” from classified service. It defines an “unclassified employee” as one who is “excepted” from classified service. The unclassified definition also excludes temporary employees and those who work on-call or less than half time. The proposed ordinance deletes the definition of “exempt” and it is thus saved for use only with the FLSA.

Section 2 also defines “nonrepresented employee” as one not covered by a collective bargaining agreement, and “represented employee” as one who is covered by such an agreement. The section adds definitions for “executive employee” and “management employee”. There are minor edits to other definitions for readability and clarity.

### ***Compensation Plan***

MCC 9.202 states that the Chair shall maintain a compensation plan. MCC 9.001 defines “compensation plan” to include “salary, wages, special pay provisions and paid benefits.” Resolution 99-47 contains 11 sections of paid benefits for nonrepresented employees. Several of those sections state that the Chair will establish accrual rates and adopt rules as part of the compensation plan.

Section 3 of the proposed ordinance adds a new subsection (C) to MCC 9.202. It lists the paid benefits of Resolution 99-47, adds the catastrophic leave-sharing program now found in Ordinance 873, and allows other benefits by rule or resolution. The subsection includes benefits as part of the compensation plan, and authorizes definition and implementation by Chair Executive Rule.

### ***Conclusion***

Adoption of the proposed ordinance will draw brighter lines between classified and unclassified, and represented and nonrepresented county employees. It will clarify definitions of words important for personnel issues. It will confirm Chair authority to administer benefits as part of the compensation plan.

**3.           Financial Impact:**

No direct impact.

**4.           Legal Issues:**

None. Generally continues existing county law. Some clarification and correction of definitions and other personnel issues.

**5.           Controversial Issues:**

None.

6. **Link to Current County Policies:**

Implements Charter provision and good government benchmark.

7. **Citizen Participation:**

None.

8. **Other Government Participation:**

Drafts of this ordinance have been circulated, reviewed and discussed with the Operating Council and the District Attorney staff. Their suggestions and comments have been incorporated in the proposed ordinance, and both recommend it's adoption.

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. \_\_\_\_\_

Amends MCC Chapter 9 County Employment

**Multnomah County Ordains as follows:**

**Section 1.** MCC § 9.200 is amended to read as follows:

**§ 9.200 Classified Service.**

The county classified service includes all county employees except the following:

- (A) Elected officials and elected officials' staff;
- (B) Department directors, division heads and employees designated executive employees by the Chair;
- (C) County counsel and assistant county counsels;
- (D) Executive assistants who report directly to and serve at the pleasure of department heads or the county counsel;
- (E) Deputy district attorneys;
- (F) Temporary employees and those who work on-call or less than half-time.

**Section 2.** MCC § 9.001 is amended to read as follows:

**§ 9.001 Definitions.**

For the purpose of this chapter, the following definitions apply unless the context requires a different meaning.

***AFFIRMATIVE ACTION.*** Identifying existing or potential discriminatory conditions and making specific goal oriented corrective actions to eliminate and prevent unlawful discrimination.

***APPEAL.*** A request for hearing filed with the executive secretary of the Merit System Civil Service Council.

**APPOINTING EXECUTIVE.** Chair, Sheriff, Auditor, District Attorney, department directors and heads of independent offices.

**APPOINTING MANAGER.** A management or executive employee with authority to make appointments to positions.

**APPOINTMENT.** All methods of selecting or employing any person to hold a position in county service.

**BARGAINING AGENT.** Labor organization certified or recognized as the exclusive representative for purposes of collective bargaining under ORS 243 for all county employees in an appropriate bargaining unit.

**CAUSE.** Misconduct, inefficiency, incompetence, insubordination, indolence, malfeasance or other unfitness to render effective service.

**CLASS or CLASSIFICATION.** A group of positions in the county service sufficiently similar in duties, authority and responsibility to permit grouping under a common title that would call for similar qualifications and the same schedule of pay.

**CLASSIFICATION PLAN.** A document that contains all county service classes, and the specifications or descriptions for the classes.

**CLASSIFIED EMPLOYEE.** An employee in county service not excepted from classified service by 9.200, but does not include temporary employees or those who work on call or less than half time.

**CLASSIFIED SERVICE.** All regular county service positions held by classified employees.

**COMPENSATION PLAN.** Salary, wages, special pay provisions and paid benefits.

**CONFIDENTIAL EMPLOYEE.** A classified employee not covered by a collective bargaining agreement solely because of the confidential nature of collective bargaining work duties.

**COUNCIL.** The Merit System Civil Service Council.

**COUNTY SERVICE.** County employees in classified and unclassified positions.

**DISCRIMINATION COMPLAINT.** A complaint that a personnel action was motivated by discrimination on the basis of race, religion, sexual orientation, sex, age, marital status, national origin, physical or mental disability or political affiliation.

**DISTRICT ATTORNEY.** State official elected by the voters of Multnomah County who has the powers and performs the duties of state law, including enforcement of local laws.

**DISTRICT ATTORNEY EXECUTIVE STAFF.** Employees in positions that report directly to and serve at the pleasure of the District Attorney. These employees have the same rights and benefits as county elected officials' staff.

**ELECTED OFFICIAL.** The Chair, Commissioner, Auditor, and Sheriff.

**ELECTED OFFICIAL'S STAFF.** Employees in positions that report directly to and serve at the pleasure of a county elected official and serve as such official's immediate secretary, administrative, legislative, or other immediate or first-line aide as defined in Section 701(f) of the Equal Employment Opportunity Act of 1972.

**ELIGIBLE.** A person qualified for employment by examination or other methods.

**ELIGIBLE LIST.** A list of persons found qualified for appointment to a position in a particular class.

**EXAMINATION.** Any test, method or combination of methods used to determine the fitness and qualifications of applicants for county service.

**EXECUTIVE EMPLOYEE.** Employees with a major role in the administration or formulation of policy that requires the exercise of independent judgment and is not of a routine clerical nature. It also includes elected official's staff and 9.200(D) executive assistants. Such employees are in positions that are both unclassified and nonrepresented.

**EXECUTIVE SECRETARY.** The executive secretary of the Merit System Civil Service Council.

**GRIEVANCE.** A complaint filed under the terms of an existing collective bargaining agreement.

**JOB DESCRIPTION.** A description of an individual position that contains the duties, responsibilities, skill and ability requirements of the individual position.

**LAYOFF.** A reduction of the county work force.

**MANAGEMENT EMPLOYEE.** A person who has a role in the administration or formulation of policy that is not of a routine clerical nature. These positions are designated by the Chair and are classified but nonrepresented.

**NONREPRESENTED EMPLOYEE.** A classified employee in a position not covered by a collective bargaining agreement.

**ON-CALL EMPLOYEE.** A person employed to meet intermittent, irregular or less than half-time county work needs.

**PERSONNEL ACTION.** Any action taken on behalf of the county with reference to an employee, an applicant for the classified service or a classified position.

**PERSONNEL OFFICER.** The county Chair.

**PROBATIONARY PERIOD.** A working test period during which a classified employee is required to demonstrate fitness for the position to which the employee is appointed by actual performance of the duties of that position.

**PROMOTION.** A movement of an employee to a classification that has a higher maximum rate than the employee's current classification.

**PROMOTION LIST.** A list of persons found qualified by a promotion test for appointment to a position in a particular class.

**RECALL LIST.** A list of employees laid off from positions in particular classes that have rights for appointment to a position in that class.

**RECLASSIFICATION.** The assignment of an existing position from one to another class of work.

**REGULAR EMPLOYEE.** The status a classified employee acquires after successful completion of the probationary period for the particular position to which the employee was appointed.

**REGULAR POSITION.** A county service position budgeted for each fiscal year.

**REPRESENTED EMPLOYEE.** An employee in a position covered by a collective bargaining agreement.

**TEMPORARY EMPLOYEE.** A person employed to meet short term, non-recurring or emergency county work needs.

**TRANSFER.** A movement between positions having the same maximum rate.

**UNCLASSIFIED EMPLOYEE.** An employee excepted from the classified service by 9.200, but does not include temporary employees or those who work on call or less than half time.

**Section 3.** MCC § 9.202 is amended to read as follows:

**§ 9.202 Compensation Plan.**

(A) The Chair must maintain a compensation plan. The compensation plan revisions are subject to approval of the Board if costs of the revision exceed department or county budgets or if the revisions are subject to negotiation with appropriate bargaining agents under state law.

(B) It is county policy to establish a compensation plan that provides pay and benefits necessary for the county to recruit, select, and retain qualified employees who are not part of a

bargaining unit; recognizes employee performance, growth, and development; maintains an appropriate internal relationship among classification and employees based on job responsibilities, qualifications, and authority, and that maintains parity between equivalent nonrepresented and represented positions.

(C) The compensation plan includes the following benefits defined and implemented by Chair Executive Rule:

- (1) Paid holidays;
- (2) Paid leaves;
- (3) Leaves of absence without pay;
- (4) Leave-sharing programs;
- (5) Health and welfare benefits;
- (6) Educational assistance programs;
- (7) Deferred compensation programs;
- (8) Flexible spending accounts;
- (9) Pension programs;
- (10) Workers' compensation and supplemental benefits;
- (11) Other benefits to implement subsection (B); and
- (12) Other benefits approved by the Board.

**Section 4.** MCC § 9.403 is amended to read as follows:

**§ 9.403 Disciplinary Action.**

(A) A regular employee is subject to good faith disciplinary action for cause by suspension, written reprimand, demotion, and reduction in pay or dismissal. Such action may take effect only after the appointing executive gives written notice of the action and its cause to the employee and the appropriate bargaining agent, if any. Written notice is not required when the disciplinary action is a written reprimand.

(B) In the case of dismissal, the employee will be under suspension without pay for 15 days before the effective date of dismissal.

**Section 5.** MCC § 9.203 is amended to read as follows:

**§ 9.203 Chair Plan.**

The Chair is responsible for developing and presenting annual compensation plan adjustment recommendations to the Board. These recommendations must be based on periodic surveys of comparable employers, internal classification relationships, financial constraints, and actual or anticipated pay adjustments for nonrepresented employees.

**Section 6.** MCC § 9.206 is amended to read as follows:

**§ 9.206 Examinations.**

(A) The Chair may formulate, validate and conduct examinations for positions in the classified service. The Chair may designate certain positions in specified career fields as training or apprentice positions from which promotion may be made to the next higher position without competitive examination upon completion of established training criteria and the incumbent's meeting of the minimum qualifications.

(B) Examinations must be competitive, job-related and of such character as to determine the qualifications, competence and ability of the persons tested to perform the duties of the class of positions for which a list is to be established.

(C) Examination procedures may be modified to accommodate disabled persons who are regarded as having a physical or mental impairment that limits one or more major life activities.

(D) Admission to tests must be open to all persons whose applications demonstrate the required qualifications and may be lawfully appointed to a position in the class for which a list is to be established. Qualification will be specified at the time of announcement.

**Section 7.** MCC § 9.007 is amended to read as follows:

**§ 9.007 Appeals From Personnel Actions.**

There shall be a right of appeal by any employee of and applicants for the classified service as follows:

(A) Any regular management employee who is reduced in pay, demoted, suspended or dismissed and who does not have an appeal procedure for the particular issue in dispute shall have the right to appeal the action to the council. In addition, a management employee may appeal as an applicant for the classified service.

(B) Represented classified and confidential employees who do not have available a grievance procedure for a particular issue in dispute, and applicants for the classified service have the right to appeal to the council regarding personnel actions, including complaints of discrimination.

**Section 8.** MCC § 9.201 is amended to read as follows:

**§ 9.201 Classified Service; Status Of Unclassified Employees.**

(A) The classified county service is comprised of all county positions that are not excepted from the classified service by county code.

(B) Unclassified county positions may be filled by classified employees. Except as provided in division (C) for sworn law enforcement officers and correction officers, and division (D) for other classified employees, classified employees so appointed forfeit their status as classified employees, and all related rights. Any such employee must submit to the Chair a signed statement acknowledging notice of this provision and waiving classified status before unclassified appointment. The Chair shall provide such notice, and secure the signed statement prior to that appointment.

(C) After termination of service in an unclassified position, a sworn law enforcement officer or corrections officer appointed to the unclassified service upon request will be restored to the employee's status in the classified service without loss of benefits. This does not apply if the employee was terminated under circumstances that would have constituted cause for termination in the classified service, as determined by the council.

(D) After termination of service in an unclassified position, any other classified employee appointed to the unclassified service upon request will be restored to the employee's status in the classified service without loss of benefits under any of the following circumstances:

- (1) Termination within six months from the time of appointment in an unclassified position, unless the employee was terminated under circumstances which would have constituted cause for termination in the classified service, as determined by the council;
- (2) Termination due to elimination of the unclassified position; or
- (3) Voluntary demotion from the unclassified to the classified service with the recommendation of the department director and approval of the Chair.

**Section 9.** MCC § 9.204 is amended to read as follows:

**§ 9.204 Merit Evaluations and Conditions of Employment.**

(A) The Chair may maintain a merit evaluation system for all employees in classified and unclassified positions. The merit evaluation system will be based on standards of performance relative to an employee's individual assignment. Merit evaluations may be used as the basis of evaluation for any personnel action.

(B) The Chair may establish rules for management and executive employees that cover working conditions, administrative review of personnel actions, recognition and reward

programs, employee benefits and other conditions of employment, which may be necessary to provide an inclusive system of personnel administration.

**Section 10.** MCC § 9.230 is amended to read as follows:

**§ 9.230- Established; Membership.**

(A) There is a Multnomah County Employees' Benefits Board (MCEBB) with representation from County bargaining units and its nonrepresented employees.

(B) MCEBB membership shall consist of:

(1) Each participating Union or Association representing a bargaining unit of County employees as provided in their respective collective bargaining agreements.

(2) Management and executive employees are a member unit with the same voting privileges as the bargaining unit members as provided below. The Chair will appoint two such employees. One will represent management and executive employee interests and one will represent the County's interests as an employer. These appointees are designated as the management unit.

FIRST READING:

\_\_\_\_\_

SECOND READING AND ADOPTION:

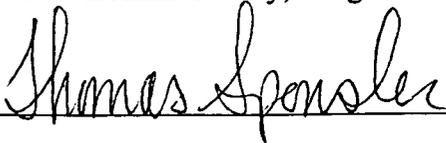
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BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

\_\_\_\_\_  
Beverly Stein, Chair

REVIEWED:

Thomas Sponsler, County Counsel  
For Multnomah County, Oregon

  
\_\_\_\_\_

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**SPEAKER SIGN UP CARDS**

DATE 1/13/2000  
NAME Amanda Frite  
ADDRESS 4106 SW Vacuna Dr  
Portland OR 97219  
PHONE 244-9958  
SPEAKING ON AGENDA ITEM NUMBER OR  
TOPIC 3  
GIVE TO BOARD CLERK

**SPEAKER SIGN UP CARDS**

DATE 1/13/99  
NAME BARBARA EDWARDS  
ADDRESS 2805 SE AMBLESIDE DR  
GRESHAM  
PHONE 1061 2792  
SPEAKING ON AGENDA ITEM NUMBER OR  
TOPIC R-3 TRUMM CREEK  
GIVE TO BOARD CLERK



# Tryon Creek Watershed Council

10750 SW Boones Ferry Road, Portland Oregon, 97219

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Jennifer Budhabhatti  
Metro Parks & Greenspaces

Lara Burgel  
Citizen Member

Tom Calabrese  
Citizen Member

Barbara Edwardson  
Citizen Member

Amanda Fritz  
Citizen Member

Brad Howe  
Citizen Member

Sonya Kazen  
Citizen Member, Chair

M.G. Devereaux  
Tryon Creek State Park

Deborah Lev  
City of Lake Oswego

Eileen Lipkin  
Citizen Member

Tom Carter  
Portland Planning

Jim Sjulín  
Portland Parks &  
Recreation

Jonathan Snell  
Citizen Member

Eric Strecker  
Citizen Member

Keith Hanson  
Friends of Tryon Creek  
State Park

Dawn Uchiyama  
Citizen Member

Stephanie Wagner  
Citizen Member

Amin Wahab  
Bureau of Environmental  
Services

## 1998 - 1999 Annual Report to Multnomah County



*"Working to protect, enhance, and sustain the health of the Tryon Creek Watershed"*

January 8, 2000

Dear Commissioner Kelley,

The Tryon Creek Watershed Council is pleased to provide this copy of our 1998-1999 Annual Report. This summary outlines our work in the watershed over the past year, as required under ORS 541.388 (3).

The Tryon Creek Watershed Council (TCWC), was officially recognized by the City of Portland in 1996, by Metro in 1997, and by Multnomah County in August 1998. Currently, the Council has eleven citizen members and seven agency representatives. Our citizen membership includes residents of both Portland and Lake Oswego, and our agency delegates represent the City of Portland, City of Lake Oswego, Metro, Oregon State Parks, and the Friends of Tryon Creek State Park (FOTCSP). Four new citizen participants became voting members of the Council in the past year, a net increase of two additional citizen seats. One former agency representative became so invested in the work of the Council that she joined as a volunteer citizen member after another colleague was assigned the agency position. Our citizen members bring diverse backgrounds and skills to the Council, ranging from professional technical consultants and environmental advocates, to health care workers and full-time parents.

TCWC holds regular Council sessions which are open to the public. The second-Monday-of-every-month meetings, held at Tryon Creek State Park, are widely publicized in the community media. Area residents and other stakeholders, and staff from resource agencies and educational institutions routinely attend Council sessions.

The Council employs a consensus model for decision-making. Agency staff participate as full voting members of the Council, and provide services ranging from technical education on watershed health to taking meeting minutes. The role of agencies as valued, integral members is one of the key features of the TCWC. Funding for outreach mailings has been provided by Portland's Bureau of Environmental Services, with additional support for TCWC activities from Metro, the City of Lake Oswego, Oregon State Parks, and the Friends of Tryon Creek State Park.

In addition to monthly Council worksessions/presentations, the TCWC sponsored four educational forum events in the past year, providing information to citizens on fish habitat, stormwater management, environment-friendly landscaping, and integrated watershed planning. We also established two web sites, our main page at <http://members.aol.com/fritzamand/twc.htm>, and a Community Connection link site at <http://community.oregonlive.com/user/previewcc/tryoncreek>. We encourage you to visit our web site for more information about the TCWC. This year, citizen volunteers designed, produced and distributed an informational brochure about the TCWC, providing information to residents about watershed issues and the Council. This brochure is available to the public at Tryon Creek State Park and at the Watersheds Room at the Southwest Community Center (SWCC) at Gabriel Park. We exhibited a poster describing the TCWC at the Grand Opening of the SWCC.

*"Working to protect, enhance, and sustain the health of the Tryon Creek Watershed"*

In May, our second annual Watershed Fair at Tryon Creek State Park attracted even more participants than the first one, and also new student volunteers. Co-sponsored by TCWC and the Friends of Tryon Creek State Park, the Fair featured activities for children and adults ranging from educational presentations on the Interpretive Trail, to willow planting, a puppet show, and children's art projects. We also hosted an Interpretive Trail at the Park in September as part of Watershed Month.

Practical watershed improvement projects accomplished by the TCWC in 1999 include completion of two years of hard work to clear English Ivy from the TCWC "Adopt-A-Plot" site in Tryon Creek State Park, and monthly citizen monitoring of water quality at the headwaters of the Arnold Creek tributary. We also partnered with the Friends of Tryon Creek State Park and the State Parks Department to win grants for restoration and education projects focused in the Park, with outreach to local schools. These include a \$24,100 grant from GWEB to FOTCSP for school outreach programs, and \$8,000 to the State Park for blackberry removal and replanting with native vegetation.

The TCWC provided detailed technical comments on several local code improvement projects in 1998-9, particularly Portland's Stormwater Management Manual and the Southwest Community Plan. Our input was an important factor in improving watershed protection provisions in these projects. We are identified as a key stakeholder group for both processes, with a seat for the TCWC designated on city committees that continue to work on the most critical issues. This practical, general recognition of the value and standing of the TCWC is unique among citizen-led groups working in the Tryon Creek watershed.

Member agencies and citizens on the Council undertake many independent activities that promote watershed health. One of the most important yet least visible functions of the Council is to provide a forum for exchange of information and coordination of those projects. Our monthly Council sessions provide an important public venue for community-government networking.

The following pages detail our achievements, and document how the Tryon Creek Watershed Council furthers the objectives of ORS 541.388. We believe that the report clearly demonstrates that the Tryon Creek Watershed Council is functioning in a manner which implements the Oregon statute. Council structure, activities and public process involve a range of stakeholders as valued partners, who work in a constructive manner to "protect, enhance, and sustain the health of the Tryon Creek watershed."

Please contact Sonya Kazen, chair, at 731-8282 (weekdays) if you have any questions regarding the report or would like to discuss this matter further. We look forward to working cooperatively with the County for the Tryon Creek Watershed.

*"Working to protect, enhance, and sustain the health of the Tryon Creek Watershed"*

# Tryon Creek Watershed Council

10750 SW Boones Ferry Road, Portland Oregon, 97219

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Jennifer Budhabhatti  
Metro Parks & Greenspaces

Lara Burgel  
Citizen Member

Tom Calabrese  
Citizen Member

Barbara Edwardson  
Citizen Member

Amanda Fritz  
Citizen Member

Brad Howe  
Citizen Member

Sonya Kazen  
Citizen Member, Chair

M.G. Devereaux  
Tryon Creek State Park

Deborah Lev  
City of Lake Oswego

Eileen Lipkin  
Citizen Member

Tom Carter  
Portland Planning

Jim Sjulín  
Portland Parks &  
Recreation

Jonathan Snell  
Citizen Member

Eric Strecker  
Citizen Member

Keith Hanson  
Friends of Tryon Creek  
State Park

Dawn Uchiyama  
Citizen Member

Stephanie Wagner  
Citizen Member

Amin Wahab  
Bureau of Environmental  
Services

## 1998 - 1999 Annual Report

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#### Compliance with ORS 541.345

#### Appendices

- A. Copies of Newspaper Publicity of Meetings/Events
- B. Citizen-Produced Informational Brochure
- C. Monthly Meeting Agenda and Minutes
- D. Sample Work Products and Ongoing Projects
  - i) TCWC Position Paper on SW Community Plan
  - ii) Letter of support for Kerr School site purchase
  - iii) Letter from BES to TCWC soliciting input
  - iv) Outline of Grant for Tryon Creek State Park Restoration Project, TCWC partnering
  - v) Subcommittee Work Plans

SUMMARY  
OF ACTIVITIES

## Tryon Creek Watershed Council 1998 - 1999 Achievements

### **Organizational:**

- ✓ Recognized by Multnomah County, August 1998
- ✓ Net gain of two Citizen Members, bringing total citizen membership to eleven
- ✓ Citizen members bring a wide range of volunteer and professional experience to the Council, including experts in geohydrology, stormwater management, soil biochemistry, watershed conservation, urban and rural stream protection, and school/community education
- ✓ Agency delegates continue to represent the City of Portland, City of Lake Oswego, Metro, Oregon State Parks, and the Friends of Tryon Creek State Park (FOTCSP). Successful transition of new representatives for Portland Planning, Metro, and the Friends of Tryon Creek State Park.
- ✓ Worked on an inclusive list of potential actions for the TCWC, to be prioritized into a formal Action Plan in 2000

### **Public Outreach and Education:**

- ✓ Held regular Council sessions, open to the public, every second Monday evening at Tryon Creek State Park. Meetings are widely publicized in the community media.
- ✓ Funding for outreach mailings provided by Portland's Bureau of Environmental Services, with additional support for TCWC activities from Metro, the City of Lake Oswego, Oregon State Parks, and the Friends of Tryon Creek State Park. In-kind donations by these agencies total over \$2,000.
- ✓ Established two web sites, our main page at <http://members.aol.com/fritzamand/tcwc.htm>, and a Community Connection link site at <http://community.oregonlive.com/user/previewcc/tryoncreek>
- ✓ Citizen volunteers designed, produced and distributed an informational brochure about the TCWC, providing information to residents about watershed issues and the Council. This brochure is available to the public at Tryon Creek State Park and at the Watersheds Room at the Southwest Community Center (SWCC).
- ✓ Exhibited a poster describing the TCWC at the Grand Opening of the SWCC.

### **Events:**

- ✓ Second annual Watershed Fair at Tryon Creek State Park, co-sponsored by TCWC and the Friends of Tryon Creek State Park, featured activities for children and adults ranging from educational presentations on the Interpretive Trail, to willow planting, a puppet show, and children's art projects.
- ✓ Hosted an Interpretive Trail at the Park in September as part of Watershed Month
- ✓ Experts presented four educational forum events on fish life cycles, stormwater management, environment-friendly landscaping, and integrated watershed planning

### **Stewardship:**

- ✓ Completion of two years of hard work to clear English Ivy from the TCWC "Adopt-A-Plot" site, 3.7 acres, in Tryon Creek State Park
- ✓ Monthly citizen monitoring of water quality at the headwaters of Arnold Creek
- ✓ Partnered with the Friends of Tryon Creek State Park and the State Parks Department to win grants for restoration and education projects focused in the Park, with outreach to local schools. These include a \$24,100 grant from GWEB to FOTCSP for school outreach programs, and \$8,000 to the State Park for blackberry removal and replanting with native vegetation.
- ✓ Participated in multi-jurisdictional efforts for the successful purchase of two ten acre parcels in the upper watershed (the Kerr and Maricara school properties)

### **Regulatory:**

- ✓ Provided detailed technical comments on several local code improvement projects in 1998-9, particularly Portland's Stormwater Management Manual and the Southwest Community Plan.
- ✓ A seat for the TCWC is designated on city committees working on the most critical issues in the SW Community Plan and Stormwater Manual Assessment Project. This practical, general recognition of the value and standing of the TCWC is unique among citizen-led groups working in the Tryon Creek watershed.
- ✓ Monthly Council sessions provide an important public forum for community-government networking.
- ✓ Special presentations on Metro/Portland Lake Oswego Goal 5 work, and on BES' Integrated Watershed Planning proposal, attracted new participants as well as informing regular Council members

## **Tryon Creek Watershed Council:**

**Working to Protect, Enhance, and Sustain the Health of the Tryon Creek Watershed**



Compliance Report for ORS 541.345, Tryon Creek Watershed Council, 1998-9

*ORS citations are in TimesNewRoman, Tryon Creek Watershed Council response in Ariel.*

**541.350 Definitions for ORS 541.350 to 541.403. As used in ORS 541.350 to 541.403:**

**(6) "Watershed" means the entire land area drained by a stream or system of connected streams such that all stream flow originating in the area is discharged through a single outlet.**

**Report:** The Tryon Creek Watershed Council addresses the entire Tryon Creek Watershed through active participation of residents and agency staff from Portland and Lake Oswego. Representation from Multnomah and Clackamas County is requested.

**(7) "Watershed council" means a voluntary local organization designated by a local government group convened by a county governing body to address the goal of sustaining natural resource and watershed protection and enhancement within a watershed. [1987 c.734 s.1; 1995 c.187 s.1]**

**Report:** No Watershed Council for Tryon Creek has been "convened" by Multnomah County, the watershed's main county governing body. The Tryon Creek Watershed Council (TCWC) is a voluntary local organization which is recognized as a Watershed Council by Multnomah County, Portland, and Metro (with application made to Lake Oswego for endorsement). TCWC is designated by the City of Portland, the City of Lake Oswego, and Metro, as the only watershed council for Tryon Creek to which staff are delegated. The adopted Mission Statement of the Tryon Creek Watershed Council is *"Working to Protect, Enhance, and Sustain the Health of the Tryon Creek Watershed"*. It was founded by citizen volunteers to address problems and find sustainable solutions within the watershed.

**541.355 Policy. (1) The Legislative Assembly finds that:**

**(a) The implementation of watershed-wide conservation, restoration or enhancement will require a comprehensive and cooperative approach, including assessing the condition of the watershed, developing a priority-based action plan and executing the plan using a broad range of financial and human resources.**

**Report:** The TCWC emphasizes an integrated and collaborative approach to watershed management. Both member agencies and citizen volunteers have worked on watershed assessment over the past year (e.g. Portland Bureau of Environmental Services (BES) Corridor Assessment, citizen monitoring of water quality at the headwaters of Arnold Creek, Portland Planning's Title 3 Compliance Assessment, Lake

Oswego's Open Space inventory work). The TCWC detailed a long list of potential actions which is currently being prioritized, but some actions are so evidently urgent they are already being implemented by the Council and/or its members. For example, Portland Parks and the City of Lake Oswego partnered to purchase ten acres of school district property in the upper watershed, to preserve groundwater recharge and wildlife habitat near the headwaters of Arnold Creek. The TCWC helped organize community support for this purchase.

TCWC has developed annual work programs, but to date has not completed a comprehensive Action Plan for the watershed. This is due to the lack of a full time coordinator and funding for the development of such a Plan.

**(b) Each watershed in Oregon is unique and each requires different management techniques and programs.**

Primary land uses in the Tryon Creek Watershed are residential and state park. TCWC strives to address the impacts of suburban development on the waterways and natural areas. We make a concerted effort to outreach and educate Tryon Creek neighbors to become better stewards of the land.

**(c) Local watershed councils are highly effective in the implementation of plans to maintain and restore the biological and physical processes in the watersheds for the sustainability of our communities and all residents of Oregon.**

The Tryon Creek watershed will depend on citizen education and volunteer restoration activities for its future health. We are hoping to build on the comprehensive assessment now being completed by BES to define an area-specific Action Plan. Development and implementation of a detailed and prioritized Plan is dependent on adequate resources for a full-time coordinator, as the scope and workload extends beyond the capacity of citizen volunteers.

**(d) The initiative and implementation of riparian area restoration and management programs, planned and implemented at the local level by persons or agencies that perceive the need and have the management responsibility for achieving the best solution for local watershed enhancement and improved land and water management, are important components of watershed health and enhancement.**

The Cities of Portland and Lake Oswego, and Metro, have management responsibility for local watershed health, and are full participants on the TCWC. The TCWC partners with the Friends of Tryon Creek State Park and with Oregon State Parks, as well as with the local jurisdictions, to plan and implement riparian restoration projects.

**(2) Therefore, the Legislative Assembly declares that:**

**(a) A goal of the people of the State of Oregon is to:**

**(A) Enhance Oregon's waters through the management of riparian and associated upland areas of watersheds in order to improve water quality and quantity for all beneficial purposes as set forth in ORS 536.310.**

Report: The TCWC serves as a forum to coordinate agency and volunteer activities in this multi-jurisdictional watershed.

**(B) Restore, maintain and enhance the biological, chemical and physical integrity of the riparian zones and associated uplands of the state's rivers, lakes and estuaries systems.**

Report: The summer of 1999, TCWC completed clearance of English Ivy and began Himalayan Blackberry removal from a 3.7 acre riparian area adjacent to Tryon Creek.

**(C) Restore and enhance the ground water storage potential associated with healthy riparian area ecosystems.**

Report: TCWC participated in the successful campaign to purchase ten acres of riparian/upland habitat, important for groundwater recharge of headwaters. Metro and Lake Oswego, two member agencies, purchased additional land in the upper watershed for wildlife habitat and groundwater recharge protection.

**(D) Improve the filtering capability of riparian areas to reduce nonpoint source runoff and improve water quality.**

Report: TCWC reviewed an engineering plan to correct problems associated with an exposed sewer pipe in Tryon Creek within Tryon Creek State Park. The project was substantially revised, with better stream protection, as a result of the review.

**(b) In order to achieve this goal in the most cost-effective manner, the State of Oregon shall:**

**(A) Maximize the use of individuals and groups wishing to volunteer time, resources and effort to watershed enhancement projects;**

Report: General participation in TCWC activities has been reduced by heavy involvement of community volunteers in the development of Portland's Southwest Community Plan. The existence of two County-recognized watershed councils in Tryon

Creek (TCWC and the Tryon Creek Partnership) has also contributed to a reduction in effectiveness, as has TCWC's inability to obtain OWEB funding for a full-time coordinator because of the two council issue. Volunteer resources and effort currently produce the best we can achieve without resolution of these obstacles, but are not maximized due to these factors.

**(B) Encourage private individuals and organizations and local, state and federal agencies to work jointly to conduct watershed enhancement programs; and**

TCWC works with Friends of Tryon Creek State Parks, BES, Metro, and Oregon State Parks to conduct watershed enhancement programs. Our citizen members provide liaisons with Portland and Lake Oswego Neighborhood and Homeowner Associations. Members also work closely with local schools and service groups such as Camp Fire Boys and Girls, who provided volunteer helpers for the 1999 Watershed Fair. Unaffiliated citizens attend TCWC open meetings and events.

OWEB and Multnomah County have encouraged TCWC to work with the other recognized watershed council, however the other group refuses to work jointly with TCWC as long as our Council includes local, regional and state agencies as full voting members.

**(3) The elected officials representing the appropriate local government groups containing or within a proposed watershed council area shall determine whether to participate in the voluntary formation of a local watershed council. When multiple local government groups are involved within an area that would be served by a watershed council, the affected local government groups shall together determine their respective roles and the appropriate method for appointing members to a local watershed council. [1993 c.601 s.2; 1995 c.187 s.6]**

Report: The City of Portland, City of Lake Oswego, and Metro have determined to participate in the TCWC. The consensus decision-making model and citizen-led format of the TCWC was determined by open debate at early TCWC meetings, including several sessions facilitated by professional organization/mediation specialists.

We strongly encourage Multnomah County to work with the other affected local government groups by participating in the Tryon Creek Watershed Council, as specified in this ORS.

**541.385 [1987 c.734 s.4; renumbered 541.382 in 1995]**

**541.388 Voluntary local watershed councils. (1) Local government groups are encouraged to form voluntary local watershed councils in accordance with the guidelines set forth in**

subsection (2) of this section. The Governor's Watershed Enhancement Board may work cooperatively with any local watershed council that may be formed. Requests from local watershed councils for state assistance shall be evaluated on the basis of whether the requesting organization reflects the interests of the affected watershed and the potential to protect and enhance the quality of the watershed in question.

Report: TCWC's membership list demonstrates that our Council reflects the diverse interests of the Tryon Creek Watershed. TCWC's broad membership of both citizens and agencies give us the best potential to protect and enhance the quality of the Tryon Creek watershed.

**(2) Local watershed councils formed under subsection (1) of this section shall consist of a majority of local residents, including local officials. A watershed council may be a new or existing organization as long as the council represents a balance of interested and affected persons within the watershed and assures a high level of citizen involvement in the development and implementation of a watershed action program. A local watershed council may include representatives of local government, representatives of nongovernment organizations and private citizens, including but not limited to:**

Report: TCWC has eleven citizen members and eight agency members, thus a majority of local residents. TCWC citizen members include residents of Portland and Lake Oswego; professional environmental/geotechnical consultants as well as amateur neighborhood advocates; participants whose main focus is Tryon Creek State Park as well as homeowners living along tributaries or in headwater areas. A local official, Amanda Fritz who is a member of the Portland Planning Commission, serves as a citizen member on the TCWC. Agency staff from Portland and Lake Oswego serve as the designated representatives of those jurisdictions.

**(a) Representatives of local and regional boards, commissions, districts and agencies;**

Report: Full participants on the TCWC include Portland Planning, Parks, and BES; the City of Lake Oswego; and Metro. Amanda Fritz provides an informal link to the Portland Planning Commission. Multnomah County, Clackamas County, Oregon Department of Fish and Wildlife, the Natural Resources Conservation Service and other state and federal agencies were invited to send representatives, but declined due to lack of resources. An invitation to the West Multnomah Soil and Water Conservation District Board remains open.

**(b) Representatives of federally recognized Indian tribes;**

Report: TCWC does not have a representative of a recognized Indian tribe, but would welcome such participation. There are no federally-recognized tribal lands within the watershed.

**(c) Public interest group representatives;**

Report: The Friends of Tryon Creek State Park is a voting member of the TCWC. SOLV (Stop Oregon Litter and Vandalism) gave a presentation at a TCWC Council meeting this year, and we plan to collaborate with SOLV in future watershed enhancement projects.

**(d) Private landowners;**

Report: Homeowners representing broad geographic interests sit on the Council. Citizen members live in Portland and Lake Oswego, main stem Tryon and tributaries, riparian and upland areas. Residents of unincorporated Multnomah County and Clackamas County (small sections of the watershed) also attend TCWC meetings/events.

**(e) Industry representatives;**

Report: A citizen member who is a Portland Realtor resigned in October 1999 due to time constraints. The TCWC seeks more participation from the business and development communities. Few industrial or agricultural uses exist in the watershed.

**(f) Members of academic, scientific and professional communities; and**

Report: Lewis & Clark Law School students have been invited to send a representative to sit on the TCWC. Students of the college's new Environmental Studies program will report on their monitoring activities in the watershed at an upcoming TCWC meeting, and we are in contact with the chair of the department. A Lewis & Clark professor presented information about legal assistance for watershed councils at a TCWC in 1999. Four citizen members of the TCWC are employed in the field of environmental science. Our agency representatives are all specialists in natural resource protection.

**(g) Representatives of state and federal agencies.**

Report: Oregon State Parks is a full voting member of the TCWC. A representative from the Department of Environmental Quality served during the early years of the TCWC. Citizen member Sonya Kazen is an Oregon Department of Transportation employee and serves as an informal liaison to that agency. Citizen member Lara Burgel provides similar connections with state watershed planning services.

**(3) If more than one watershed council exists in a county, each watershed council shall periodically report the activities of the council to the county governing body. [1993 c.601 s.3; 1995 c.187 s.7]**

Report: This document and supporting evidence serve as the Tryon Creek Watershed Council's annual report to Multnomah County, 1998 - 1999.

SUPPORTING  
DOCUMENTS

# Tryon Creek Watershed Council 1998 - 1999 Report

## Appendices

- A. Copies of Newspaper Publicity of Meetings/Events
- B. Citizen-Produced Informational Brochure
- C. Monthly Meeting Agenda and Minutes
- D. Sample Work Products and Ongoing Projects
  - i) TCWC Position Paper on SW Community Plan
  - ii) Letter of support for Kerr School site purchase
  - iii) Letter from BES to TCWC soliciting input
  - iv) Outline of Grant for Tryon Creek State Park Restoration Project, TCWC partnering
  - v) Subcommittee Work Plans

PUBLICITY

**Tryon Creek Watershed Council 1998 - 1999 Report**

**Appendix A**

**Copies of Newspaper Publicity of Meetings/Events**

# Tryon Creek Watershed Council

Announcements in Southwest Neighborhoods, Inc. Newsletter,  
mailed to over 9,900 households monthly, 9/98 - 9/99

Sample feature publicity  
in body of newsletter

**Tryon Creek Watershed Council**  
**General meeting/work session**  
**Monday, September 14, 7 pm**  
**Tryon Creek State Park**  
**11321 SW Terwilliger Blvd**  
**Newcomers welcome!**  
**For more info call Sonya Kazen, 245-3752**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 5:00 PM Meet the Mayor 7:00 PM SWNI Parks Comm 7:30 PM CTLHI Greenway	2 6:00 PM CTLHI Parking Permit 6:30 PM Collins View NA 7:00 PM CTLHI NA 7:00 PM Hilldale NA	3	4	5
	7 SWNI CLOSED	8 7:00 PM Highburst NA 7:00 PM Multnomah NA	9 6:00 PM SWNI Development Committee 7:00 PM Crestwood NA 7:00 PM Hazelwood NA 7:00 PM Maplewood NA	10 7:00 PM Iridemile NA 7:00 PM W Portland Park NA	11 8:00 AM Mult Village Udr Assoc	12
3 8:00 PM Community Block Pty	14 7:00 PM Ashbrook NA 7:00 PM CTLHI Land Use 7:00 PM TCWC 7:30 PM S Burlington NA	15 7:00 PM Arnold Creek NA 7:00 PM Fair SW NA	16 8:30 AM Hilldale B & P 6:00 PM Marshall Park 7:00 PM SWNI Citizen Involvement Committee	17 7:30 AM J.M.B.A 7:00 PM Meridian NA 7:00 PM SWNI Trails Committee	18	19
20	21 7:00 PM SWNI Land Use/Transportation	22 12:00 PM SW Bus Assoc 7:30 PM SWNI Crime Prev	23 7:00 PM SWNI Board	24	25	26
27	28	29	30			

September 1998

General meeting of the Council shown every month on SWNI calendar  
(additional examples available on request)



**Tryon Creek Watershed  
Council**

**Monday, August 9, 7 pm  
Tryon Creek State Park  
11324 SW Terwilliger**

We will have a presentation on Metro and  
Lake Oswego's Goal 5 inventory work,  
TCWC's work plan. For information call  
Sonya Kazen, 245-3752.

September  
1999

Volume  
20  
No. 9

# SOUTHWEST NEIGHBORHOOD NEWS

Southwest Neighborhoods, Inc. 7688 SW Capitol Hwy Portland OR 97219  
Phone 823-4592 Fax 823-3161 E-mail [swni123@teleport.com](mailto:swni123@teleport.com)

**Tryon Creek Watershed Council meeting**  
**Monday, September 13, 7 pm**  
**Tryon Creek State Park**  
**11324 SW Terwilliger**

Agenda: Update on Lake Oswego, Metro and Portland's efforts to address salmon recovery and state environmental Goal 5. The council is actively seeking new citizen members to help us carry out our restoration, education and policy programs. Please join us. For information, call Sonya Kazen, 245-3752.

**Tryon Creek Interpretive Trail**  
**Saturday, September 18, 1 - 3 pm**

A walk and learning experience. Discover natural and manmade forces that are shaping the creeks and its critters.

**Planting for Erosion Control and Creek Habitat**  
**Wednesday, September 22, 7-8:30 pm**

Fall is the perfect time to plant. Landscape architect Dawn Uchiyama will help you figure out how to prevent and restore sagging hillsides and creek banks and to create an habitat for wildlife.

### Tryon Creek Watershed Council

Monday, February 8, 7 pm  
Tryon Creek State Park, 11321 SW Terwilliger Blvd.  
For info, call Sonya, 245-3752

### Tryon Creek Watershed Forum

Monday, February 15, 7-8:30 pm  
Tryon Creek State Park, 11321 SW Terwilliger Blvd  
Living in the Pacific Northwest has its sunny -- and rainy -- sides! All those rain drops that keep fallin' on our heads have got to go somewhere. Roofs and driveways help concentrate all that water, and it can have negative impacts on your homesite as well as neighborhood creeks. Learn from the experts about a range of solutions for the prevention and cure of the stormwater blues. Please bring your site-specific questions and join us for a talk and slide show presenting eco-friendly ideas on home stormwater management. For more information, call Sonya at 245-3752.

### Tryon Creek Watershed Council

Monday, March 8, 7 pm  
Tryon Creek State Park, 11321 SW Terwilliger Blvd.  
For info, call Sonya, 245-3752

### Tryon Creek Watershed Council

Monday, April 12, 7 pm  
Tryon Creek State Park  
11321 SW Terwilliger Blvd.  
For info, call Sonya, 245-3752

### 2<sup>nd</sup> Annual

### Tryon Creek Watershed Fair

Saturday, May 15, 10 am - 2 pm  
Tryon Creek State Park  
11321 SW Terwilliger Blvd

The community is invited to celebrate our Tryon Creek streams and forests. Events for the whole family include a creekside interpretive trail, water-wise puppet show, interactive play, and furry forest characters. There'll be lots of information about community efforts to restore the creeks, and ways that you can help "Bring the NW Steelhead On Home." All events are free. The fair is sponsored by Tryon Creek Watershed Council, Friends of Tryon Creek State Park, and Oregon Parks. For more information, call Stephanie Wagner at 636-4398 or Sonya, 245-3752.

## Tryon Creek forum and general meeting

Tryon Creek Watershed Council general meeting will be held Monday, June 14, 7 pm, at Tryon Creek State Park, Nature Center, 11352 SW Terwilliger Blvd.

The Program will focus on Metro's current efforts to identify environmental resources in the region (state Goal 5) and set policy for protection of endangered NW steelhead and other wildlife. Help us plan for fall restoration projects. For information call, Brad Howe, 635-4450.

On Wednesday, June 16, 6:30 pm there will be a forum to gather input from the public on the Integrated Watershed Planning that includes Combined Sewer Overflow elements. Portland's Bureau of Environmental Services will present alternatives that show differing levels of effort and outcome. This is your opportunity to express how you would like your tax dollars spent on water quality enhancement and watershed restoration. The event is hosted by the Tryon Creek Watershed Council and Friends of Tryon Creek State Park at 11321 SW Terwilliger Blvd. Call Diana Hinton, 823-7236 for information or to be placed on the project mailing list.

BROCHURE

**Tryon  
Creek  
Watershed  
Council**

PORTLAND, OREGON

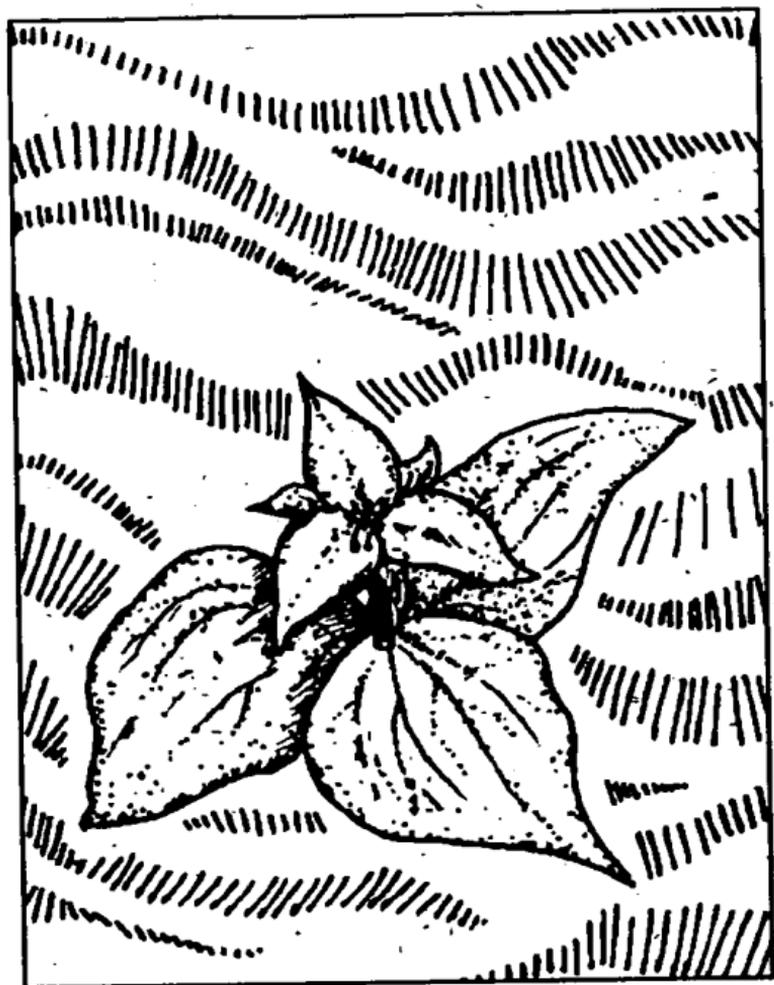


## **Our Tryon Creek Watershed**

The Tryon Creek Watershed occupies approximately 4,500 acres in SW Portland, Lake Oswego, Multnomah and Clackamas Counties. Tryon Creek is over seven miles long and has two main tributaries, Falling Creek and Arnold Creek, with many smaller tributaries. Much of the land in the watershed is characterized by steep slopes and highly erodible soils.

A watershed is all the land, defined by its ridgetops, that drains into a waterway. As rainwater moves downhill over undeveloped land, it picks up plant debris and other materials providing food and shelter for aquatic life in the streams. As water moves across developed land, it carries motor oil, fertilizer, pesticides, eroded soil and other materials harmful to watershed health. Development also increases the amount and speed of water running off the land, causing undesirable erosion in the creek channel.

Free flowing streams, woodlands and beautiful Tryon Creek State Park are unique natural resources in our urban watershed. But these resources are being degraded by the impact of development, roads and our modern lifestyles. The recent placement of the NW Steelhead Salmon on the Endangered Species List highlights the fragility of our natural heritage, and has created greater awareness and concern in the community.



**“Working to protect, enhance,  
and sustain the health of the  
Tryon Creek Watershed”**

The Tryon Creek Watershed Council works to improve conditions and preserve environmental resources in the Tryon Creek watershed. Begun by a small group of concerned citizens in 1994, the Council now includes a broad range of citizen stakeholders, local government and resource agencies who work together towards this shared vision.

The goal of our education, outreach and hands on activities is to bring the community together to become better stewards of our unique natural heritage.

**Please detach and mail to:**

**TRYON CREEK WATERSHED COUNCIL**  
10750 SW Boones Ferry Road  
Portland, Oregon 97219

*Yes, I want to be on the TCWC Mailing List!*

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

*Yes, I'd like to become a TCWC volunteer.*

*Special interests or skills?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For more information about our activities, or how you can become involved, call Sonya Kazen, Outreach Coordinator at 245-3752 (evenings) or e-mail her at [sonyak@teleport.com](mailto:sonyak@teleport.com).

## **Bring 'em on Home**

In 1999, the Council launched a campaign to focus efforts toward restoring NW steelhead and cutthroat trout to Tryon Creek and its tributaries. The fish are a critical 'indicator' species for watershed health: if we can all learn, and do what it takes to build back the health of our creeks, they'll come on home!

## **Tryon Creek Needs You!**

1. Become a good steward of the watershed. Learn the 'do's' and 'don'ts' of everyday activities such as washing the car, fertilizing the lawn, or walking the dog that can affect water quality in our creeks. Remember only clean water belongs in storm drains and ditches.
2. Volunteer for TCWC activities and programs: plant a tree, write a grant, post a flyer, review a plan.
3. Attend our Educational Forums and Watershed Fair.
4. Consider becoming a citizen member of the Tryon Creek Watershed Council. General Meetings are held 7-9 pm every second Monday of the month at Tryon Creek State Park. The community is invited and encouraged to attend all Council sessions.

## **What the Tryon Creek Watershed Council Does**

- Provides an open forum for discussion of issues affecting our watershed
- Organizes 'hands on' enhancement and restoration projects along the creeks
- Serves as a clearinghouse for information on watershed activities and issues
- Advocates for increased protection of our waterways through enhanced development regulations; provide recommendations on specific development plans which could negatively impact our creeks
- Serves in an advisory capacity on issues affecting Tryon Creek to local government planning and preservation efforts, such as Portland's SW Community Plan and Metro's Open Space program
- Presents evening Educational Forums where people can learn to become better stewards of our natural environment
- Works together with other community groups, agencies and schools on projects and programs
- Co-sponsors a spring Watershed Fair with the Friends of Tryon Creek State Park, and Oregon State Parks
- Advocates for grants and funding for school environmental education programs and community projects
- Fights the 'War Against Ivy' in our adopted plot at Tryon Creek State Park

**Tryon Creek Watershed Council 1998 - 1999 Report**

**B. Citizen-Produced Informational Brochure**

MEETING  
AGENDA/MINUTES

**Tryon Creek Watershed Council 1998 - 1999 Report**

**Appendix C**

**Monthly Meeting Agenda and Minutes**

TRYON CREEK WATERSHED COUNCIL  
MINUTES  
AUGUST 10, 1998

**Present:** Amin Wahab, Barbara Edwardson, Eileen Lipkin, George Toepfer, Barbara Shearin, Amanda Fritz, Sonja Kazen, Jim Sjulín. **Guests:** Anne Hagedorn, Janet Campbell, Jeana Frazzini

**Announcements:**

From Amin - Marshall Park Restoration Project - The bids are in and work should start soon. There is an enhancement project at Taylors Ferry and 26th Project. Repair work to an exposed manhole in Tryon Creek is eligible for NRCS funding. Work will include a better surrounding structure.

From Sonya - Multnomah County has decided to endorse the TCWC. They will not remove any endorsements of any other groups. A hearing will be held in the afternoon of August 27, 1998 and members are encouraged to attend and testify.

The minutes of last month's meeting were approved.

**KERR PROPERTY** - Anne Hagedorn and Janet Campbell of Mountain Park Neighborhood Association told the group that they live adjacent to the Portland Public Schools' Kerr Property and the neighborhood strongly supports keeping the land in an open space use. They told of a creek that runs through the property and said the N.A. would allow access to any future trails through the property. They asked the TCWC to send letters to the City in support of that plan. Jim Sjulín said that the property is pretty near the bottom of the list of planned acquisitions for Portland Parks because it is at the edge of the service district. He said the City of Lake Oswego feels the same way, per Deb Lev, although a partnership may be feasible and the property may be higher on the list next year. Amanda pointed out that the only developed parks south of Barbur are Marshall and Gabriel. We discussed taking on the property as a watershed restoration project. Amanda moved to write a letter from the council supporting holding off disposing of the Kerr property and having a multi-jurisdictional, multi-interest partnership to purchase the property and provide stewardship. There was no quorum so a consensus vote approved the motion, with the remaining necessary votes to be taken by phone. The result will be communicated to Amanda before the September meeting.

**CAMPAIGN FOR PARKS AND SALMON** - By Jeana Frazzini, Field Director. It is on ballot for November. Jeanna gave a presentation on the background of the measure. They need 617,000 votes to pass and also want to develop a statewide network of supporters, and volunteers. They want endorsement from organizations like ours. The question was raised as to whether the council can endorse political issues. Some agency representatives will abstain. We will put on the agenda for September.

**MULTNOMAH SOIL AND WATER CONS. DISTRICT GRANT REQUEST** - We will request a presentation from the applicants. Jim Sjulín said we should look at how well

the proposal fits into GWEB's grant program. The council will request to be a participant in any assessment and receiver of final document. Amin will make copies of the grant request for distribution.

#### ROUND TABLE DISCUSSION ON PRIORITIES FOR THE COUNCIL:

S. Kazen - Apply to GWEB to get a coordinator, get people involved in writing grants, Use Amanda's web page to facilitate and coordinate activities in the watershed.

A. Fritz - Thinks we do the stewardship and facilitating/coordinating role best. With the probable Endangered Species Listing we probably would not be the lead watershed group, but with a coordinator we could be most helpful as a clearinghouse/information dissemination/activity planning function. The council will most definitely be a part of the big planning picture.

B. Shearin - Education. Agrees with Amanda. Wants to continue having good speakers at the meetings.

G. Toepfer - Take a more active role in planting/restoration projects, i.e. the suspension bridge in the park. You need a machete to get anywhere in the summer. The family plot needs to be cleared by May.

A. Wahab - The projects need to be done in a framework. We need to be a formal council to tap into resources, do an action plan for the watershed (different than a resource mgmt. plan). We have lots of baseline data, need to fill the gaps. We would have the agency participation needed for such a project.

M. Barnett - Agrees with Amin. Need some sub-committees working between monthly meetings. Need GWEB endorsement.

B. Edwardson - Priorities are funding, endorsement, focus on 2 or 3 projects to put forth.

E. Lipkin - Education of citizens in watershed, do more outreach, try to do builder/developer education, more of that and less of policy statement.

A. Fritz - We also need to do an inventory of the watershed, an action plan (perhaps in place of sending out a lot of grants) We need to take care of this and write a coordinator grant in December.

S. Kazen - Each person should make commitments for some council-related project, at least one night a month.

#### NEW CHAIRPERSON AND VICE CHAIR:

Brad Howe is willing to chair the council, and Eric Stroecker is willing to be vice-chair.

MOTION That we elect Brad as chair and Eric as vice-chair. We will do a phone vote, and if no consensus is met, this item will be on September agenda.

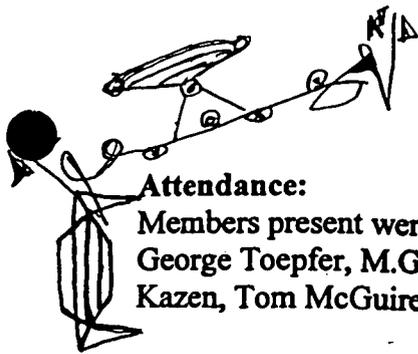
Everyone thanked Eileen Lipkin for the great job she has done. We really appreciate it!

FOLLOW UP -- Phone voting on the letter regarding the Kerr property gained a yes vote. Jennifer Buddhahatti also abstained from this vote. \

Phone voting on the chair and vice-chair positions also resulted in a passing vote.

Congratulations, Brad and Eric.

# Tryon Creek Watershed Council Meeting Minutes October 12, 1998



## Attendance:

Members present were: Jim Sjulín, Amanda Fritz, Deborah Lev, Barbara Shearin, Brad Howe, George Toepfer, M.G. Devreux, Jonathan Snell, Eileen Lipkin, Barbara Edwardson, Sonya Kazen, Tom McGuire, and. Guests were: Bill and Ann Hagedorn,.

## Announcements:

- M. G. Devereux, new Tryon Creek State Park staff person, was introduced and welcomed. He mentioned that the first year of temperature data for Tryon Creek was available.
- George announced a restart of the Council's ivy pulling group efforts. Amanda said that Dave Kruse is interested in helping get the lot cleaned up. Meet at 10:00 October 24 at the Nature Center ready to work.
- Jim gave an update on the Portland Public Schools Kerr property. He said that Portland is still discussing a possible acquisition of the property. It was suggested that public interest be expressed to Commissioner Francesconi.
- Amanda announced that Portland is revising its subdivision code. There will be a public hearing before the Planning Commission on October 27.
- The sewer line in the State Park has been temporarily shored up but more work will need to be done next year.

## Old Business

### Communications

Deb brought up a need for better communications within the Council.

*A short discussion reaffirmed a commitment to send out agendas 10 days before the next meeting.*

*Eileen volunteered to update the membership contact list including email addresses.*

*Amanda is maintaining the Council's website at: <http://members.aol.com/fritzamand/tcwc.htm>*

### "Parks and Salmon Ballot Measure"

Tabled from Septembers" meeting, the discussion was continued. Concerns raised included dependence on gambling funds and competition with schools for funding.

*The Citizen Caucus agreed by consensus to endorse the ballot measure.*

### Council Goals/ Work Plan

After reviewing the discussion from the August meeting, the group discussed the need to have clear goals independent of the effort to fund a coordinator.

*Consensus was reached on focusing the next two years on "protection and enhancement of steelhead habitat in the Tryon Creek watershed."*

Repairing Waterbody Construction  
\* Discharges into waterbody  
\* Habitat conservation  
4D rule of the ESA



The work plan will be discussed in more detail in November. Members are urged to bring specific ideas and volunteer for specific tasks within the following outline:

1. Self-education for the Council about the requirements of steelhead and fisheries history of the watershed.
2. Survey agencies about what is and isn't being done. Help publicize ongoing efforts, plug holes and gaps.
3. Outreach
  - a. webpage/ newsletter
  - b. educational programs (bimonthly forum)
  - c. outreach to specific groups (e.g. builders, homeowners)
4. Keep up with regulatory issues (i.e. SW Community Plan) – through a subcommittee
5. Restoration projects

#### **Next Meeting**

The next meeting of the TCWC will be held on November 9. Invited guests will answer questions about steelhead and the watershed and a discussion of the workplan will be continued.

**Tryon Creek Watershed Council**

**December 7, 1998**

**Meeting Agenda**

Announcements

Minutes Approval

Next Meetings Agenda/New Business

Committee Reports

New Citizen Member Vote: Stephanie Wagener (Action)

OPEN FORUM/Potluck

Minutes from 11/9/98 next page

**Tryon Creek Watershed Council (TCWC)**  
**November 9, 1998**  
**Meeting Minutes**

**Meeting Attendees**

Brad Howe, chair  
Sonya Kazin, member  
MG Devereux, member  
George Toepfer, member  
Dawn Uchiyama, member  
Jennifer Budhabatti, member  
Barbara Edwardson, member  
Tom McGuire, member  
Keith Moe, guest  
Judy Henderson, guest  
Margot Barnett, guest  
Nancy Park, guest  
Eileen Lipkin, member  
Amanda Fritz, member  
Lara Burgel, guest  
Helen Howe, guest  
Wes Jarrell, guest  
Lynora Saunders, guest  
Diane Davis, guest  
Peter Wright, guest  
Amin Wahab, member  
Deborah Lev, member  
Barbara Shearin,, member

**Announcements**

George—Ivy pull on  
Margo—Minor partition with an interesting stormwater solution, needs attention  
Barbara E—Johnson Creek Watershed Summit on Sat. the 14<sup>th</sup> of Nov.  
Stephanie—Lake Oswego schools received \$24,000 GWEB grant

*Action*—Minutes from October approved.

**Salmon Habitat Presentation**

Brad Howe reviewed the StreamNet salmon information (7 pages from the web). Good basic information on salmon.

Mary Abrams the City of Portland's (COP) ESA coordinator presented information on how development, primarily urban development, affects fish habitat.

- Water Quality is a big issue and urban situations influence water quality and habitat differently. In urban areas much of the damage is already done and we need to look for restoration/revegetation opportunities.
- Also quantity, the timing of the runoff, sediment, barriers to fish passage, and temperature.
- There are 26 sensitive species on the state list in the metro area.

The City of Portland's response is to (1) look holistically at riparian restoration efforts, (2) review City permitting and regulations, and (3) work on erosion control issues.

ESA team consists of Mary, a student intern, and a specialist. In coordination with 8 bureaus an assessment was done to review problem areas, focusing on the following functional areas:

- Land acquisition and management
- Erosion control
- Planning permitting and enforcement
- Riparian and waterbody maintenance
- Stormwater discharge
- Public outreach and involvement
- Bull Run
- Habitat Conservation Plan for the Willamette

There is no specific guidance or guidelines NMFS yet for urban areas. Upcoming meetings between COP, NMFS, and Audubon.

Deborah Lev then summarized the Lake Oswego efforts on ESA so far. Ongoing efforts include the sensitive lands ordinance, culvert replacements, and land acquisitions. They want to be part of the regional effort and work with COP but are a small jurisdiction with limited resources.

Amanda Fritz asked how the TCWC could fit in and/or help out.

Mary responded that we continue ongoing work such as restoration and revegetation with a focus on the listing. We should also review any Tryon Creek assessments and look for data gaps. Portland is still developing its public involvement program which may present an opportunity.

NMFS is still developing a "4d rule". Traditionally this is the "what you cannot do" rule. There is opportunity to set up a what you cannot do plus what you can do or what activities/regulations that the City is now doing are ok. NMFS should have the 4d out by the end of January '99.

**BREAK**

### **Continuation of TCWC Goals/Work Plan Discussion from Last Meeting**

There was discussion about the distribution of agendas and minutes.

**Decision**—Brad will e-mail agenda to Amin and Amin will send out agenda. Minutes will go directly to Amin.

The discussion about the goals/work plan for the Council was continued. Members present volunteered for the tasks that were outlined at the October meeting. The tasks and volunteers are:

1. Self-education about steelhead requirements and fisheries history of the watershed—Stephanie, Brad, Lara
2. Survey agencies about what is and isn't being done and monitoring. Help publicize ongoing efforts, plug holes and gaps—Jennifer, Deborah
3. Outreach—Sonya, Eileen
4. Regulatory Issues—Barbara Edwardson, Amanda, Amin
5. Restoration Projects—MG, George, Tom, Amin, Dawn

***Other Actions***

Amin nominated Lara Burgel as a citizen member.

Eileen nominated Stephanie as a citizen member

**Next Meeting**

Meeting night possibly changed. May be a potluck. Continue discussion on goals and work tasks for TCWC.



Tryon Creek Watershed Council Minutes  
December 14, 1998

**Attendess**

Brad Howe  
Sonya Kazin  
MG Devereux  
George Toepfer  
Dawn Uchiyama  
Barbara Edwardson  
Eileen Lipkin  
Amanda Fritz  
Amin Wahab  
Tom McGuire  
Eric Strecker  
John Snell  
Stephanie Wagner  
Steve Daneman

Potluck

Announcement

George-Ivy Pull

Dawn-Community Art outreach program has approached TCWC can we use them?  
Stephanie interested in use for GWEB program

Brad- GWEB grant cycle is opening. TCWC forming committee to construct proposal. Committee consists of Dawn, Barbara, Eileen, Stephanie. Discussion of fiscal agent for grant. Stephanie and George indicate that FOTC would still be appropriate. Stephanie further suggests that coordination between her GWEB grant and future grants should be coordinated. Questions about focus of grant will be taken up by committee.

Brad- report on TCWP GWEB grant. Meeting with TCWP and GWEB to evaluate gaps in current grant request. Discussion of merits of grant. Some suggest that this discussion is not appropriate given history, and previous comments about grant.

Minutes from Nov Approved

Jan meeting agenda discussion

- GWEB grant proposal
- Discussion of 99 framework
- Amin Wahab presentation

Future agenda item Slough Watershed coordinator can speak to group about role and need of coordinator.

### Committee Reports

Self-Ed. Committee- Review of historical information to look for gaps and needs.  
Sonya suggests factoid sheets

Agency survey- no report

Outreach - members meet and framed many questions

Who do we reach out to?

Are developers on that list?

Why do we have a mission statement, does that give direction for outreach?

Possible strategies

Outreach to more citizens

Bi-monthly h2o forum speakers.

Coordination of bi monthly newsletter

Calendar updates

SW Coalition mass mailings to all address in watershed

Road shows

Continue to develop Web page

Targeted stewardship efforts with information packets

Involve neighbors

watershed fair

logo creation

Steve suggest more business involvement looking for good stewards and recognize them  
Amin suggests BES model for outside involvement. He will present program overview at Jan meeting

Steve- indicates such a process could be used to leverage other people into process  
John-TCWC could act synergistically with BES to accomplish larger restoration tasks, to flip single lot owners into process.

Amanda- suggests discussion move to next week

Amin - Jackson Middle school maybe pressure point for committee. Plans to daylight falling creek would be good place to be involved.

Dawn- TCWC may defray the perception the BES had specific agenda.

Eric- Is there a priority to the outreach list?

Amanda- Time is running out lets continue this next week.

Regulatory committee

Amanda committees should come out with outcome measures  
summary of regulatory efforts

Parks- natural resource planning

Planning- SW community plan

BES - SRO

Lake Oswego - Outcome measures

State- legislative efforts

Metro- Title 3

Multnomah County - increased citizen involvement

other

ESA

Individual Development

perhaps future of committee is narrower sub-committees

Eric- We have already done a lot of this work for other issues

Eileen- maybe we can prioritize for the short term

Amanda- focus should be determined by issue passion.

Restoration committee

not really formal meeting

specific questions about where to focus, and how to approach restoration were  
considered.

Suggestion that all committees come back with written outcome measures

Formal vote on Stephanie Wagner Consensus

Metro has purchased land between Marshall/Tryon Creek

Next Meeting is January 11, 1999

Adjourn

**Agenda  
February 8, 1999, meeting:**

- BES Stormwater Manual. (esp. TSS standards)
- Watershed Coordinator. Brad, Stephanie, Sonya to bring a list of ✓
- Proposed projects for the coordinator.
- Feedback to BES on the IWPP (Integrated Watershed Planning Process).
- Emergency Response.... (?)
- Forest Highlands.

Free  
Oregon Watershed Advisors  
NW School of Law

**The**

Fish is/was here!

Sanitary not in riparian area

TCH-1

First Monday in June

TCH-18

George's #1

TCH-3

Detection grid  
control

objective #4

Goal #1

Change to → stream system & drainage system

Tryon Creek Watershed Council  
Minutes from meeting of January 11, 1999

Attendance:

Sonya Kazen  
Dawn Uchiyama  
Lyndra Saunders  
Diane Davis  
Brad Howe  
Evan Williams  
Jim Sjulín  
MG Devereux  
Lara Burgel  
Jennifer Budhabhatti  
Diana Hinton  
Amin Wahab  
Steve Daneman  
Stephanie Wagner  
Jonathan Snell  
George Toepfer  
Amanda Fritz  
Eileen Lipkin  
David Brady

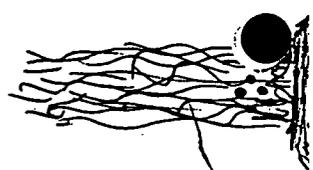
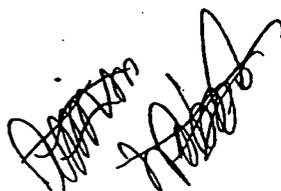
Announcements:

- Current grant opportunities are GWEB and EPA small grants (BES has Application information).
- Metro is beginning work on Goal 5 section of the Regional Framework Plan.
- GWEB is meeting to develop a policy on funding watershed council coordinators.

Sub-Committee Reports:

- History of Fish. Brad reported that the committee did not meet.
- Stewardship. Jennifer reported that the committee did not meet.
- Outreach. Sonya provided a handout. Forum topics wanted. Watershed Fair in May, no date set. Stephanie's school program occurring at Lake Oswego Schools (funded by GWEB).
- Regulatory. Amanda provided a handout. TCWC meetings will be used for information sharing.

Watershed Coordinator.



May 15 Fair  
Fish  
Brady



- Dawn recounted history of attempt to fund a coordinator. GWEB application 2 years ago was not funded.
- Friends education program was funded. Stephanie is now delivering the education program and proposes to spend 1/4 time on watershed coordinator tasks. IF OK with TCWC, would request an amendment of existing GWEB award.
- Could re-apply to GWEB in July for a 50-50 (education program - coordinator) split.
- Potential jobs for coordinator includes:
  - attending hearings
  - opening, distributing mail
  - maintain files of minutes, agendas, etc.
  - maintain a list of current projects
  - would not include development of an action plan
- Feedback from Council is that tangible projects are needed. Specific ideas needed. Assigned to Brad, Stephanie, and Sonya.)

Restoration: George reported that MG Devereux is submitting a grant to ODFW. TCWC invited to provide in-kind (volunteer) support. Streambank stabilization and revegetation within TCSP. Brad to develop a letter of support. Application due on 2/1/99. Funds will purchase plants and pay for Americorps. \$8,000 requested.

#### **BES Presentation by Amin Wahab and Diana Hinton.**

Highlights of existing activities and processes and the Integrated Watershed Planning Process.

- Upper Tryon Creek Corridor Report was completed 1 year ago. Copy a TCSP. Was the City's first assessment. Included a hydrological model. Limited in scope to above Boones Ferry Road. Report aimed at laying the groundwork for specific projects such as erosion area at Falling and Tryon Creek confluence (now in design) and I-5 outfall into Tryon Creek (recommendations to come later). Report prioritizes projects by benefit. Model is used to identify culvert problems related to sizing.

Council question: Are upstream practices considered as alternatives to a \*end of pipe\* fix? Amin: Yes, they are considered during the pre-design step.

Council question: Is BES looking for green solutions? Amin: Yes, the \*pipe fix\* is no longer viewed as the full solution.

Question: What about the treatment plant at Lake Oswego's weekend discharges of raw sewage? Amin: Discharges are not allowed by permit. Would like specific information regarding discharges.

Question: How can citizens express or input their values? Amin: Depends on the project, but most all have some form of public

involvement.

Suggestion: To be effective, use both \*bottom up\* and \*top down\* approach regarding input.

Comment: TCWC should be more involved... opportunities to get more done with holistic approach.

Current BES projects.

- NRCS project at Oak Creek is completed.
- Marshall Park project is completed.
- Landslide at SW 10th and Taylors Ferry is completed.

BES Monitoring:

- Boones Ferry Road monitoring station is established and funded here on out.
- Jonathan and Patricia\*s data is formulated and graphed and is available from BES.
- Flow monitoring to be explored with Water Master below the Arnold confluence.

Ongoing BES Processes:

- SW Community Planning Process. Stormwater policies and objectives are still on the table as are BES comments made in December, 1997.
- ESA (Endangered Species Act). Ongoing BES involvement. (Mary Abrams was at TCWC\*s November meeting.)
- Development Review. BES involved in issues related to watershed protection.
- TSS Standards. Call for 50% removal of Total Suspended Solids. Stormwater Manual to elevate standards to 70% removal.
- Operation & Maintenance Activities. Catch basin and ditch maintenance has been increased. Looking at changing ditches to swales and at timing of cleaning to maximize water quality.

Integrated Watershed Planning Process (IWPP):

- Citing a Manchester, Hew Hampshire example (handout), Diana Hinton explained that the IWPP may lead us to taking "big pipe" CSO project savings and using the savings on other projects within watersheds that provide greater benefits.
- Definitely a CSO trade-off with lower levels of CSO clean-up or a retarded CSO schedule involved in the equation.
- BES is considering the IWPP approach in watershed that connect directly to the Willamette.
- BES has developed a list of 33 potential projects that could provide other water quality and habitat benefits with CSO savings.
- Diana presented a letter to TCWC asking for feedback on this new policy direction.- BES would like to sort and prioritize with TCWC.
- BES would like TCWC to consider co-sponsoring an open house to

present the process.... not asking for an endorsement of the IWPP approach.

Discussion: Brad suggested that TCWC kick this to committee.  
Regulatory? Let Brad know if you're interested. Barb Edwardson, Tom McGuire, Barbara Shearin, Eric Strecker.

Council question: BES doing any coordination, making any outreach to other jurisdictions? Amin: Yes, but BES is at the beginning of the process and is taking a watershed approach.

*Council*

**TRYON CREEK WATERSHED ~~GROUP~~**  
**MINUTES**

**March 8, 1999**

**Members Present:** Eileen Lipkin, Amanda Fritz, M. Devereux, Stephanie Wagner, Jonathan Snell, Jennifer Budhabhatti, Brad Howe  
**Others:** Lynn Vanderkamp.

**Announcements:**

**Metro News**

Dave Moskovitz is Metro's salmon coordinator who will be working with the National Marine Fisheries Society and coordinating local government efforts on addressing salmon issues. Metro was awarded a DLCD grant to gather existing data, work with key stakeholders and the public to identify key streams and reaches to protect and restore riparian habitat for fish and wildlife.

**Ivy pullout**

Amanda Fritz informed the group that the plot from which she and George were pulling out ivy is now in maintenance mode.

**Title 17**

Amanda Fritz informed the group that a subcommittee should be established to analyze and to develop recommendations on the Title 17 code change on drainage and water quality.

**SW Community Plan**

Contact Amanda Fritz for information on the SW Community Plan.

**ODFW grant to Tryon Creek State Park**

M. Devereux informed the group that ODFW was reviewing a grant by Oregon State Parks/ BES and the watershed for restoration efforts in the Tryon Creek Watershed (Approximately \$ 8,000 from ODFW)

## Lewis and Clark College

Brad Howe informed the group that there was a loosely formed group of law students that could assist Tryon Creek watershed in reviewing legal issues related to the watershed.

## Watershed Fair

There will be a Tryon Creek watershed fair on May 15, 1999. There is a planning meeting on April 5th from 5.15 pm to 6.45 pm to discuss details about the fair. Please contact Eileen or Stephanie for further details. They identified a funding need to mail flyers about the fair to all watershed residents by April 15, 1999. They need volunteers to sign up for the watershed fair. Brad will coordinate the interpretive field trips for the fair, he is also looking for volunteers. The group brainstormed ideas about new events such as a dance group, musical group and puppeteer's for the children. They invited agencies such as Metro greenspaces, friends of Tryon creek, Oregon Department of Fish and Wildlife and Department of Environmental Quality to join in this watershed fair. Please call Sonya, Stephanie or Eileen if you have any ideas for this watershed fair

## Guest Speaker

Lynn Vanderkamp, the outreach coordinator from BES, gave a 30 minute presentation on their outreach program.

## Next Agenda Items:

BES/OPRD grant application -  
Watershed Fair discussion

# Tryon Creek Watershed Council Minutes

April 12, 1999

Attending: Brad Howe, Eric Strecker, Barbara Edwardson, Deborah Lev, Amanda Fritz, Sonya Kazen, Amin Wahab, MG Devereux, Stephanie Wagner, Tom McGuire, Eileen Lipkin, Jonathan Snell, Dawn Uchiyama, Lara Burgel, Jill Johnson, Loretta Pickereil

Announcements: The Kerr property is close to purchase

Presentation by Loretta Pickereil of Citizens for Sensible Transportation and the Coalition for a Livable Future. Loretta presented the Transportation Plan for Everybody. This plan was developed to address concerns over auto dominance and low density sprawl. Too much of design is devoted to cars and not enough on other options/alternatives to the automobile. The plan was created around five areas:

1. Compact transit oriented development
2. Real transportation choices
3. Cost effective and fair access for everyone
4. Livable communities
5. Educate and involve people

There was discussion about better design and providing services near where people live and better design in general. Spending on auto oriented facilities has risen in the metro region over the last 3 years. Washington County is asking for more money for roads with priority over other modes and salmon recovery. Metro is now allocating regional transportation funds.

There was discussion about the Council writing a letter to Metro and what projects might affect the watershed. It is a regional allocation so the more money that goes to Washington Co. projects the less that is available for projects in the watershed.

\*\* Amanda made a motion to write a letter in support of more transportation funding for alternative modes in general. There was consensus approval for the motion and Dawn, Eric, and Amanda will work on the letter and e-mail it out to everyone to review. May 4 is the next Metro hearing.

**AGENDA**  
**Tryon Creek Watershed Council**  
**Monday April 12, 1999**  
**7:00 pm**

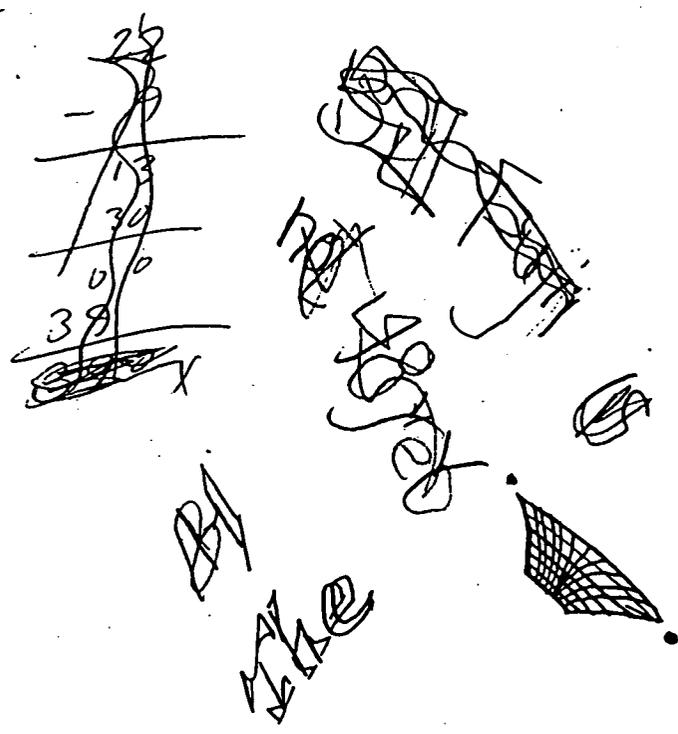
- ✓ ANNOUNCEMENTS
  - ✓ General
  - ✓ Committees
- ✓ Minutes March/Feb
- ✓ New Member Vote: Lara Burgel
- ✓ Sensible Transportation Options for People (STOP) 7:25 pm
- ✓ BES/OPRD Grant Application 7:45 pm

~~RESOLUTIONS DISCUSSION~~

**WATERSHED FAIR DISCUSSION**

Talk to Diana H. about this.

What happened to list of activities & input  
publications  
surveys  
reports  
etc



## Committee Reports

The **regulatory committee** reported no response to the Title 17 position paper. The position paper indicated that the Title 17 improvements were worth adopting now but needed some additional work. Redevelopment in particular needs more attention. BES has indicated that the document will be continually added to and updated. The Council decided that it was not feasible to comment as a group.

The **outreach committee** reported that the brochure is behind schedule but that we have the opportunity to reach every household in the watershed by sending it out with the big Watershed Fair mailing.

The **restoration committee** reported that the watershed restoration grant application was approved by ODFW. The grant is for approximately \$8,000. Get ready to volunteer. Also, Stephanie Wagner planted 80 trees single-handedly.

The **mystery committee** led by Deborah Lev displayed a map showing all of the Goal 5 resources in the Lake Oswego portion of the watershed. There was a discussion of getting maps for the whole watershed next time.

**\*\*Lara Burgel was unanimously voted in as a new member.**

The scheduled BES update on watershed priorities was dropped from the agenda. The work is still in progress but has slowed. Comments BES activities may go straight to Amin.

A draft watershed attitude/knowledge survey was passed out and reviewed. The survey is to be used to establish a baseline of information on knowledge of the watershed which will help to direct our education efforts. The survey is to be done door to door to about 400 to 1000 people within the watershed.

The Watershed Fair (May 15) – Volunteers are needed for various tasks. Discussion ensued about the interpretive trail and various stations and volunteer duties that need to be done.

Adjourned at 9:00 pm

**Minutes**  
**Tryon Creek Watershed Council Meeting 5-11-99**

**Attendance:** Deb Lev, Barbara Edwardson, MG Devereux, Lara Burgel, Dawn Uchiyama, Justin Rohrbaugh, Bruce Talmadge, Sonya Kazen, Stephanie Wagner, Jon Snell, Eileen Lipkin, Amanda Fritz, Keith Henson, George Toepfer, Amin Wahab, Tom McGuire, Ana Heegedorn, Jennifer Budhbhatti.

**Announcements:**

- Discussion of how to insure agenda and minute delivery as per council guidelines. Will discuss near end of meeting.
- Barb suggests that the council work on the GWEB relationship. The next grant cycle closes Sept 1.
- Sonja suggests a list of restoration projects be drawn up. **Idea put on Agenda for next meeting.** Further suggestion that Margo Barnett be contacted for her input
- Dawn passed around the letter to TEA-21 committee. Letter from council argues for more alternative transportation funding, less traditional roads
- Amanda announced that the stormwater manual has been initially approved and further review will be in the future.
- Amin had several announcements. The Willamette River Task Force will be soliciting comments on BES IWP process. They have initially expressed an interest in making the whole process simpler. Diana Hinton would like to have an open house for the watershed to discuss IWP and CSO Jun 16<sup>th</sup>. We will publicize at watershed fair. May 20<sup>th</sup> from 4-7 Tryon Creek Wastewater treatment will be giving tours of the facility. May 19-20 the SW Community Center opens. BES is working to secure an Americorp person to help with Watershed coordination. The Kerr property is unofficially official.

Introductions - Last months minutes approved

**Committee Reports**

Discussion about who is on what committee and what they do. (re-named Action Teams)

**Fish History:** (Brad & Lara) Purpose is to get info about the history of fish species and populations with in the shed.

**Education/Outreach:** (Sonja, Eileen, Stephanie) Purpose to identify and organize educational aspects of council, and recruit new members.

**Stewardship/Agency Liaison - renamed Co-ordination** (Jennifer, Deb, Jon) Purpose is to be in touch with various agency processes and co-ordinate information or action around those processes.

**Regulation:** (Barb, Amanda, Amin) Purpose is to watch for regulatory actions which may effect the shed. Inform council, formulated council response or motivate personal awareness and response. Some of this may overlap with Co-ordination.

**Restoration:** (George, Amin, Dawn; MG, Tom) Purpose is to identify and organize shed restoration.

Lara raised issue of whether or not these Action Teams are fulfilling the underlying tasks and goals of watershed. The answer is yes from Nov and Dec meeting work plan. Further discussion on formalizing that work plan and the role of action teams. **Item Chair moves to take on that task.**

### **Action Team Reports**

**Ed/Outreach:** Watershed fair

**Agency Liaison:** Attempting to get Goal 5 map for Tryon. Discussion of looking at Water rights with in the shed. Lara will try to get the water master for Portland for a future meeting (maybe July) Portland Planning is assisting un-incorporated service areas with Goal 5 Planning. There is a Goal 5/ CPR meeting June 14<sup>th</sup>.

**Regulatory:** Current review of Title 3 wetland id. If any one knows of wetlands not already identified talk to Tom. Lake Oswego is currently creating Quality of Life measures input to Deb is welcome. How these will be used is currently being discussed at the City.

**Restoration:** Amin announced that 2 BES restoration projects in the Upper shed are in final design and will be started later this year.

**Watershed Fair Planning** - final details put together.

### **Misc. Agenda Items**

- Stephanie volunteered to help organize minutes and agendas. More questions about how the process should work were raised. Stephanie will take agenda items from previous minutes and distribute per Council guidelines. Minutes should go to Amin (for distribution) and Stephanie (To create Agenda)
- GWEB Grant process Agenda Item next Meeting
- Creation of New Legal Committee? Brad expressed interest in developing a committee address legal issues and partnerships in the shed.

Meeting adjourned

## **Tryon Creek Watershed Council**

### **Agenda for Monday - June 14, 1999 at 7:00 pm**

- I. Roll Call**
- II. Approval of Minutes - May 11, 1999**
- III. Communication/Announcements**
- IV. General Business**
  - A. Action Team Reports**
    - 1. Fish History**
    - 2. Education/Outreach**
    - 3. Co-ordination (Stewardship/Agency Liaison)**
  - 4. Regulation - BES Integrated Watershed Planning Process and scheduled open houses (TCSP June 16)**
  - 5. Restoration**
  - B. Restoration Projects**
  - C. GWEB Grant Application**
    - 1. Joe Maser, PSU - Watershed Assessment Grant**
- V. Adjournment**

Ext Mtg: (12/15)

Nominations for elections

Action plan for Americorp

Erosion control manual

Tryon Creek Watershed Council

Meeting Minutes, June 14, 1999

Oct 9+10 - Salmon Festival

Fish Forum 27th

Report on BLM.

Attendees: Stephanie Wagner, Jonathon Snell, Tom Calabrese, Lara Burgel, Brad Kerr, Tricia Knoll, Robin Henderson, Brad Howe, George Toepfer, Keith Henson, Amanda Fritz, Margot Barnett, Sonya Kazen, Eileen Lipkin, Diana Hinton, Eric Strecher.

Announcements:

Action plan committee - Sonya, Barbara, Lara, MG, Amin

Dave Muskowitz is working with GWEB to sort out the issues between the Tryon Creek Watershed Council and the Tryon Creek Watershed Coalition. Meetings have been held at the Governor=s office level.

The City of Portland is considering base zone design standards for single purpose dwellings. A public hearing will be held June 30th at 6 pm.

The City of Portland is also considering tree protection standards. A hearing was held last week. One of the major concerns is what happens with redevelopment projects. Enforcement remains a question. A second reading will be held on the 24th of June.

Deb Lev could not come to the meeting. Sonya will check on the presentations listed for this week=s agenda and reschedule. The update/ presentation on Goal 5, Title 3 and the ESEE (Sensitive) lands for Lake Oswego will be at the next meeting, scheduling willing.

SOLV has contacted TCWC and offered to provide workers for projects.

The Bureau of Environmental Services (BES) may have an intern to assist the council in July.

There are 4-5 new honorary members of the council in the form of juvenile salmonids that were found above the culvert on Boones Ferry Road. They will be raised in the tank in order to determine what kind of fish they are.

Oregon State University is having the AWatershed Weeks@ from September 4 through October 16th. They are planning to advertise all the events that are happening during this period; the deadline is July 2nd for submittal of notices for events.

Stephanie Wagner noted that 3 students with Portland State University=s Capstone program are in the process of assessing macro invertebrates in Tryon Creek; organisms that are found will be catalogued by family.

The Southwest Community Center is opening soon at Gabriel Park. The Center will have a library and meeting space. This space resulted out of conversations of BES staff with members of the Fanno Creek group; however, the SW Community Center is available for all interested groups. There has been some erroneous information about who can use this center; education outreach

efforts will try to correct this so people know it is open for all (SW?) area groups. BES hopes to staff the Center part time.

George announced that he is resigning, effective immediately. He nominated Keith (last name) to take his place. The Council commended George for his five or more years of dedication and efforts. George promised to continue with his efforts to eradicate the ivy.

### **Integrated Resource Planning Workshops; Diana Hinton, Bureau of Environmental Services (BES)**

BES is conducting a series of integrated planning workshops, beginning with one June 16, 1999 in conjunction with the Tryon Creek Watershed Council. The purpose of these workshops is to explore the possible alternatives for dealing with the Combined Sewage Outflow (CSO) situation. Possible alternatives will be mixed and matched, subject to input from participants. A watershed approach will be used to examine the current approach to the CSO problem, then other options will be examined, along with the cost. The parameters of the options, along with their trade-offs, will be made clear.

The Oregonian has run advertisements for the workshops. Assistance is needed for helping organize packets and to aid with the sign in process.

One concern with the possible options for dealing with the CSO is that BES has no way to model run-off from property. The Willamette Task Force did it on a seasonal basis. Eileen noted that at the Willamette Task Force meeting she attended, distinctions were made between plans (green versus structural solutions). It struck her that BES was willing to change their business, but wanted to know what people thought. Margot Burnett voiced a concern that the public is led to the thought that the alternatives are final, versus how uncertain the real situation is.

Council members suggested developing a TCWC position on the CSO alternatives. A possible timeline was suggested: bring the issue before the Council in August or September, have a discussion in July. Brad and Stephanie will present information (What information?).

### **General Business**

#### **A. Fish History Report**

The Fish History Committee is developing a forum for this summer about the history of fish in Tryon Creek. The council chose Thursday, July 27<sup>th</sup> as a date for this forum.

#### **B. Education/ Outreach Report**

The Watershed Fair went well. Thanks to Eileen for gathering the donations and food items. There needs to be more information for older folks who attend. The puppet show went well, although was two hours late. Council members agreed that thank you letters should be sent to parties that assisted with the Fair.

This team would like to get back on track about organizing educational forums; the next forum is organized for the end of July. A forum on naturescaping was suggested.

*Draft letter on erosion control.*

*Tryon*  
*Falling*  
*playhouse*  
*Arnold*

~~November 1998~~  
~~Portland, Oregon~~

It may be possible to reach additional volunteers by tapping into the need for local high school kids to earn service credits.

#### C. Restoration Projects

Plantings are planned from November to April. BES is working on a restoration project along 26 and Taylor's Ferry. There is money for plants from federal cost share dollars resulting from damage done by the 1996 floods. BES is also working on a joint project in Marshall Park and Foley Park with the Metro Green Spaces program. Fall planting is planned, along with an ivy pull. Volunteers are needed.

Metro is going to conduct tours through Mericora and Foley Parks (correct names?).

Sonya proposed trying to develop a list of all restoration activities, with the idea to have an activity that people could participate in every two weeks or so. Brad Kerr suggested that a needs assessment should be conducted before any activity takes place. Other council members noted that there are projects fixed by entities like BES that are driving the restoration activity. However, there is opportunity to develop projects for public lands with grants through groups like State Parks and the Green Spaces program.

Someone wondered about a commitment to do trail restoration near Lewis and Clark. Amin had wanted students to follow up on this; some contact has been established. Restoration planting has begun but isn't finished.

George noted that there is funding through the Fish and Wildlife grant that MG wrote for invasive plant removal and planting.

Council members decided that a list of all on-going and planned projects in the Tryon watershed would be useful to have. Erik is going to talk with Amin Wahab about BES's projects. An update will be provided in August, with a longer discussion scheduled for September.

#### D. General Discussion

There are specific goals for the Council that were developed from last fall's discussion. Some of the those goals included more members, outreach public information, assessment and monitoring.

Sonya is concerned that not all of the committees are working towards those goals; committees need to be working between Council meetings. Eileen remarked that the Council members have limited time; realistic goals that can be reached need to be set.

#### E. Watershed Assessment (Speaker: Professor Joe Maser, Portland State University)

Professor Maser presented information about the ongoing assessment of the Nehalem Watershed (850 square miles and 178 streams) as an activity that might interest the Tryon Creek Watershed Council. He has been following the GWEB manual for watershed assessment and has the following objectives for the Nehalem assessment: 1) establish existing conditions, 2) identify data gaps, 3) identify potential restoration opportunities, 4) educate the public and 5) create a tool for future analysis. Identifying areas that salmonid populations historically used, along with impacts

like blockages from culverts, can help direct research and restoration activities.

For Tryon Creek, it would be possible to identify the data gaps, then do any original research. Tools like aerial photographs can help identify baseline riparian conditions by examining land use patterns and width of the riparian area. An analysis of possible restoration options could then lead into an action plan for the watershed.

Portland State University would be willing to work with the Council on an assessment for Tryon Creek. A combination of efforts for footwork would be needed, along with an integrated community process about how to use the layers of information available. Compiling information and data would be time-consuming; however, such a project would be phased depending on the timing.

Professor Maser is willing to produce a scope of work to address an assessment of the Tryon Creek Watershed; Brad and Stephanie will discuss a possible assessment with him before the next meeting. Funding may be available from GWEB.

Tryon Creek Watershed Council  
Meeting Minutes for  
July 12, 1999

**ATTENDEES.**

Brad Howe, Keith , Brad Kerr, Sonya Kazen, Tom McGuire, Amanda Fritz, MG Devereux, Lara Burgel, Barb Edwardson, Jennifer Budhabhatti, Dawn Uchiyama, Amin Wahab, Margo Barnett, Jim Sjulín

**ANNOUNCEMENTS.**

Metro Parks and Greenspaces & Water Bureau sponsored **Salmon Festival at Oxbow Park** is scheduled for **October 9<sup>th</sup> and 10<sup>th</sup>**. TCWC booth? Contact Dawn Uchiyama.

**CSO meeting, July 20<sup>th</sup>**, 1:30 pm to 4:30 pm. Mike Houck suggested that TCWC be represented. Brad Howe volunteered.

**Fish Forum. July 27<sup>th</sup>**, 7 pm, at Tryon Creek State Park.

**Watershed Month. September 18<sup>th</sup>**, 1 to 3 pm, at Tryon Creek State Park. Volunteers needed to assist with interpretive trail. Barb Edwardson volunteered.

As part of the Willamette River Restoration Initiative, **BLM is doing outreach via a questionnaire.** Anyone interested in providing input via the questionnaire should attend a meeting at Dawn Uchiyama's residence tomorrow, Tuesday, July 13<sup>th</sup>, at 7 pm.

Planning Commission to discuss **North Macadam District** tomorrow, Tuesday, July 13th.

Jennifer Budhabhatti to provide TCWC with a **Metro Goal 5 update at the August meeting (Monday, August 9<sup>th</sup>)**. More on committee structure, a riparian study aimed at developing recommended buffer widths, and how communities within the region are currently conducting Goal 5 resource inventories and providing resource protection.

The Watermaster is to attend the September TCWC meeting (Monday, September 13<sup>th</sup>).

**TCWC Elections.** Nominations can be submitted tonight or at August 9<sup>th</sup> meeting. Election will occur at the September 13<sup>th</sup> meeting.

**Black bear reports.** Two spottings. Scat reported on the North Creek Trail.

**AGENDA for 7/12/99.**

SOLV presentation at 8 pm

Work on List of Projects

GWEB grant

**Report on Sonya's meeting with Liz Callison.**

- Partnership is not currently meeting on a regular basis.
- Partnership appears to be comprised of 2 or 3 people plus Liz.
- Partnership does not wish to join TCWC.
- Partnership would be willing to do an assessment of Tryon Creek watershed.

#### Discussion on doing a watershed assessment as part of a GWEB grant proposal.

- If both TCWC and the Partnership signed on, then OWEB would accept the grant request.
- PSU's bio-assessment (supported by BES could be integrated in to an overall assessment. (Amin)
- OWEB stance on funding coordinators is that OWEB would like to consider all applications for watershed coordinators at one time. (Lara)
- Ken Bierly reportedly said that OWEB does not have the authority to grant funds for assessments. (Lara)
- Ballot Measure 66 money has limitations. (May be used only for capital projects.) (Lara)
- Until parameters are determined, an assessment would be premature. (Dawn)
- Grant could be directed at pulling together a comprehensive set of assessment components and determine who should be doing what. An "action plan". (Amin)
- BES corridor assessment was reviewed by SWCD, but a second level has not been developed. (Amin)
- As part of the development of a baseline report on the Tryon Creek watershed, BES is assessing technical gaps now. Completed is a compilation of existing information and data. Will not include a determination of cause and effect. (Amin)
- Watershed residents should be surveyed to get their opinion regarding how they feel about TCWC and watershed issues. (MG)
- The need to compile all the data required for an assessment is technical and takes time. Practical, backyard action should move ahead. (Brad Kerr)
- TCWC has volunteer capacity. Need a coordinator. (Barb)

#### SOLV presentation.

Amy Cortez of SOLV (844-9571 and 481-9268) presented information about SOLV's "Team Up for Watershed Health" program. Goals of the program are to create partnerships and to provide volunteer opportunities in watershed restoration. Through the program, SOLV can provide volunteer training and development, and monitoring assistance. The program is, by design, flexible in order to meet a wide variety of needs. For example, United Sewerage Agency has technical expertise, but needs volunteers. On the other hand, property owners need technical help. SOLV is looking for a long-term commitment, rather than assisting "single event" clean-ups and plantings. Small grants of \$250 are available and there's a "make it right" program for school projects that are lead by either students or teachers. SOLV can recruit other partners such as PGE/Enron partnering with the Johnson Creek Watershed Council on the Crystal Springs project. Typical *modus operandi* is to identify sites, meet at site for a vision meeting and to get commitments from partners, and work with a sponsor to develop a plan.

Other SOLV organized events are Earth Day (April); Down by the Riverside (May); Make the Town Clean (June.. pre-Rose Festival); Washington County Clean and Green (September); Fall Beach Clean-Up; and Spring Beach Clean-Up.

#### Resumption of discussion on watershed assessment, grants, first steps, etc.

Brad Howe summarized the discussion:

- Coordinator appears to be primary need.
- For Sake of Salmon might be a viable funding source if OWEB is not at present.
- Could start with an Envirocorps volunteer as a coordinator.
- Need to establish a track record with backyard projects.

#### Restoration Committee Report.

- Construction contract soon to be let for Falling Creek stabilization. (Amin)
- Americorps volunteer coming on September 1<sup>st</sup> to assist Amin.
- Margo Barnett trying to organize a Quail Creek planting project with private property owners. BES will purchase plants for these projects. Closing the canopy over Quail Creek is the primary objective.
- Title 10 Erosion and Sediment Control is moving ahead. Lori Graham is coordinating for City. Manual includes BMP's (best management practices) and illustrations. Goal is to have regulations in

place this fall. Public workshops to occur in July and August. Subcommittee composed of Amanda, Brad, and Dawn to review and comment for TCWC.

**Proposed AGENDA FOR AUGUST 9<sup>th</sup> TCWC Meeting.**

1. Metro Goal 5 update.
2. Americorps discussion.
3. Erosion Control update.
4. Outline of Activity Plan from Committee. (Committee composed of Sonya, Barb, Lara, Amin, and M.G. Plan to cover 1 year of forums and events.)
5. BLM survey update.
6. Nominations.
7. Develop a draft outline of TCWC action plan.

**June minutes approved.**

**Adjourn.**

**Tyron Creek Watershed Council  
Meeting Minutes for  
August 9, 1999**

**ATTENDEES.**

Brad Kerr, Deb, Dawn Uchiyama, Sonya Kazen, MG Devereux, Eric, Jim Sjulín, Amanda Fritz, Barb Edwardson, Amin Wahab, Chris

**ANNOUNCEMENTS.**

Presentation by Tom McGuire, Goal 5, cancelled. Tour with Commissioners cancelled.

Dawn mentioned letter by LC student re: parking lot, Law School looking into other strategies. Case going on now.

Sonya mentioned e-mail from Evan Williams to have student from Law School or LC on Council. Council will send a letter.

Jim Sjulín introduced Chris Hathaway (Lower Columbia Estuary). He is looking into working with Council.

Eric suggested to invite LC Law faculty to be on Council. Others are in agreement. Eric also wanted to talk about City Stormwater Policy.

Sonya mentioned the tour on Sept 18, forms and Sept 22 Watershed Forum.

MG brought up Salmon Festival: TCSP Friends are having a table and are offering space, looking for volunteers. TCSP Friends are also applying for two grants (GWEB and Metro grants) and would like Council support.

Amin spoke of bio-monitoring, Terry Riley and Iron Mt. Center D&M, AmeriCorps, Falling Creek Center use, WQ fecal sewerline blockage.

Deb requested agenda be available sooner – Requested Goal 5 and water master, water rights be put on agenda.

Dawn mentioned the elections/ nominations for council members.

Amanda can put meeting's agenda on web-site much earlier.

Dawn will do a presentation on erosion control for the Forum on the 22<sup>nd</sup>.

Announcement method was discussed but not resolved. The AmeriCorps volunteer will update the mailing list.

Amanda suggested a running calendar of events, holding forums at other locations and having a preview of the upcoming forums.

Barb mentioned Metro's restoration effort at Foley & Mericara.

Sonya brought up the Commissioner's tour with citizen members. It was suggested to also look into some of the "bad" during this tour.

Amanda spoke of the SW N Parks Committee. They have come up with a Parks Plan. There will be an open house in Sept (7<sup>th</sup>) at Multnomah Center. Input into this process is suggested. The Plan needs a scientific look and it needs evaluation. More community discussion and input are needed.

Jim said aim of planning (with community input) is to determine how the park should be broken into use areas. Two opportunities were provided for community input. The aim was to establish/develop policy for park use in SW. Community wants a better inventory/assessment that will be acknowledged. Kerr property is restricted on how it can be used (based on type of funding).

Dawn talked about the Functional Plans that are to address natural resource issues. Jim suggested participation in this process. The issue of the Park Master Planning and the need for such plans was discussed.

Jim said responsible agency will try and help balance use issues so that a planning process is not entirely tilted.

Deb mentioned L.O. guidelines for the projects to insure they are implemented in the multi-objective manner.

Brad brought up nominations for Chair. Name suggested was Sonya. She said if she were to be President she would need sub-committee support and help. She also wanted to know about other council offices.

Amin said next meeting he will bring AmeriCorps volunteer.

Chris Hathaway - Lower Columbia Estuary Program will study lower Columbia (looking at WQ focus on beneficial uses). The program is under the National Estuary Program (a three-year process to develop a bi-state plan. He provided copies of the plan for Council. Plan is approved by Governors and EPA. Purpose of program is to increase visibility and work with Councils on issues of mutual interest.

Sonya asked about Plan implementation. Chris said there is an implementation committee to execute plan. The program is able to provide support in areas of monitoring, educating, restoration, funding and grant writing.

Sonya mentioned the Willamette Restoration Initiative is also looking into similar activities and is talking to other councils. There is not much financial support to councils, and little guidance, but request for participation.

Eric suggested to Chris to join the council for increased coordination. Chris said he will attend meetings.

Eric said he was asked to participate on the City's Stormwater Advisory Committee to represent the Council. He said he was willing but needed replacement when he is not around. He said Council needs to approve his participation on the SAC. Not enough votes to nominate him to participate on SAC. He was nominated as Vice Chair and will be voted on next meeting.

#### **SEPTEMBER AGENDA**

An update on addresses and coordination

Sites for restoration with SOLVE

Restoration subcommittee to identify sites

Outreach and education committee, Interpretation Trail needed

Update from the committees

Brad – Eileen – Nonprofit status discussion.

Last minutes are approved.

Adjourn.

**Tryon Creek Watershed Council  
Meeting Minutes for  
September 13, 1999**

**ATTENDEES:**

Tom Calabrese, Rosemary Furfee, Amin Wahab, Lara Burgel, Jim Sjulín, Deb Lev, Stephanie Wagner, Sonya Kazen, Kevin Considine, Dawn Uchiyama, Amanda Fritz, Tom McGuire, Tom Carter, Vivianne Toregeson, Johnathan, Eileen Lipkin and Akhri Troncelliti

**Goal 5 Presentation**

Tom McGuire gave background on Goal 5, inventory, conflicting issues, ESEE evaluations, "safe harbor". Tryon is in SW Hills Plan. E-Zones are offshoot of Goal 5. New Land Division requirements will have % of area that is undisturbable. It encourages clustering. Discussion of how ESA may affect city's protection plan. Amanda said TCWC may be able to help city's new planning effort.

**Lake Oswego**

Deb Lev passed out "sensitive land ordinance". It describes how landowners can protect resources with their wetlands, tree groves and stream banks, etc. It promotes clustering. She also explained "sensitive land review" process. City of Lake Oswego will only do delininations on tree groves not on wetlands.

**Rosemary Furfee – Metro Presentation**

Metro is in process of developing a Goal 5 program. This program will be on a regional scale covering twenty-three cities and unincorporated parts of three counties. Tryon Creek has gone far in the work. Metro will also work on "gap" areas. Title 3 addressed Goal 5 & 6. Section 5 of Title 3 charged Metro staff with Fish & Wildlife habitat protection. LCDC, in Dec. '98, approached Metro to fast-track riparian section of Goal 5 inventory. Involved public process (ESEE played a role). Developed stream classification system. Developing draft and program for Council.

**FISH AND WILDLIFE SECTION OF GOAL 5**

Proposed all streams for protection. Implications for us are seeing that protection regulations exist, then when Metro plan is done, local jurisdiction will review to see if they are in compliance. Timing is this winter. Upland work is beginning, criteria definition will be more challenging. Metro will carry out ESEE analysis for upland areas with gaps. ESA is included in this. October 19<sup>th</sup> – proposal to Growth Mgmt. Committee. Rosemary handed out comments ("Streamside CPR") from public workshop.

Amanda Fritz asked what if Metro determined a stream significant but PDX doesn't. Answer is that Portland will need to conform or show why.

Rosemary Furfee volunteered to come back after proposal comes out, mid October.

Sonya suggested a retreat because a restoration project hasn't been set for this fall. Amin introduced Akhri Troncelliti, an AmeriCorps volunteer working with BES. One of her main projects is to work for TCWC 15-20 hours a week. She will be mostly working out of the Watershed Resource Center out in Gabriel Park's Southwest Community Center. Her phone number is 823-2862, voicemail can be used for TCWC. E-mail: [watershedcenter@ibm.net](mailto:watershedcenter@ibm.net).

Amanda Fritz suggested steering committee make recommendations for projects Akhri can work on. Meeting will be set after adjournment.

#### **ANNOUNCEMENTS**

Letter from Dan Saltzman inviting participation in Willamette Stakeholders Task Force on 9/25 from 9-11am. Johnathan is going.

Dawn announced "Naturescaping for Clean Rivers" grant support to take program outside city limits (go independent). Also announcing e-mail from Susan Barthold (BES) of free cruise-wild and wonderful on the Willamette River and Columbia Slough.

Tryon Creek Interpretive Trail this Saturday from 1-3pm.

Interpretive forum - 9/22. Dawn will speak.

Salmon Festival - Stephanie will coordinate. Contact her.

Sonya moved that Tom C. be voted in as a Council member. Eileen Lipkin seconded. Will be voted on at next meeting.

Amanda Fritz called that we vote members out that are not participating so that we don't have trouble reaching a quorum. Consensus was reached to call Steve Danneman and say "are you in or out". Barbara Shearin has moved out of town and should be removed from Council.

Eric is willing to be Vice Chair - nominated by Sonya. Voted on.  
It was moved that Sonya be Chair until September 2000.

#### **AGENDA**

Watermaster coming in October.

Agenda for November L&C students are willing to talk about monitoring in Nov.

Also in November Pacific Rim resources has BES contract to do outreach to business.

#### **ADJOURN**

#### **Agenda for October 11, 1999**

- |           |                                                                                                                                                                     |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7:00 p.m. | Introductions & Announcements <ul style="list-style-type: none"><li>- L&amp;C &amp; NWCL student/staff membership</li><li>- Salmon Festival 10/9 &amp; 10</li></ul> |
| 7:15 p.m. | Guest Speaker: Juno Pandian, OR Water Resources Dept.,<br>"Water Rights and Water Law"                                                                              |
| 7:45 p.m. | OWEB letter, Annual Report to Multnomah Co.                                                                                                                         |
| 8:00 p.m. | Getting Down to Biz:<br>Pick and on-the-ground project for '99-2000                                                                                                 |

Action Plan? Do we have the resources and interest? Is there enough background data? How can we pull this together?

8:45 p.m.

New Business

8:50 p.m.

November's Agenda

9:00 p.m.

Adjourn

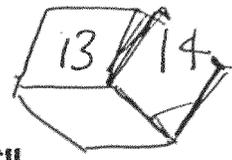
9/10

23/24

4/0

11

20/31



TRYON CREEK WATERSHED COUNCIL

October 11, 1999

Revised A G E N D A



7:00 pm

**Introductions & Announcements**  
 L&C & NWCL student/staff membership  
 Salmon Festival 10/9 & 10  
 Willamette Restoration Initiative Report (see pg 5)  
 W.Mult. S&W – Neighborhood Cons. Plan 10/12  
 L&C Environmental Affairs Symposium 10/18-22  
 GWEB Mailing: OR Plan Restoration Reporting Form  
 U of O Research Needs Database  
 Lower Col. Estuary Grant Oppty (12/1)  
 —Mailbag (& how to deal with it)

7:30 pm

**OWEB letter, Annual Report to Multnomah Co.**  
*How do we want to respond?*

**Where Do We Go From Here & What Do We Need to Get there???**

- Action Plan
- Restoration Project
- Cycle of Annual Events
- Funding/grants/collaborating
- Building critical mass & broadening TCWC
- Restructure meetings, committees

**Followup?**

*L.O.*  
*Letter to Diane*

8:30 p.m.

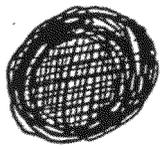
New Business

8:50 p.m.

Finalize November's Agenda

9:00 p.m.

Adjourn



*Sept 98*  
*Nov 98*  
*June 99*

*Blackberry picking Sat Oct 16 10A*

SWCP PAPER

# Tryon Creek Watershed Council 1998 - 1999 Report

## Appendix D

### Sample Work Products and Ongoing Projects

- i) TCWC Position Paper on SW Community Plan
- ii) Letter of support for Kerr School site purchase
- iii) Letter from BES to TCWC soliciting input
- iv) Outline of Grant for Tryon Creek State Park Restoration Project, TCWC partnering
- v) Subcommittee Work Plans

**Comments on the Southwest Community Plan  
submitted to the City of Portland, Bureau of Planning  
by the Tryon Creek Watershed Council, January 1997**

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**I. INTRODUCTION**

The Tryon Creek Watershed Council believes the Southwest Community Plan (SWCP) should aim to achieve regional housing density objectives while concurrently respecting the environmental, social, and cultural character of Southwest Portland. We support the regional goal to increase development densities in order to maintain the urban growth boundary, but not at the expense of Tryon Creek and its associated resources. The Council believes growth goals need to be, and can be, balanced with environmental concerns by encouraging innovative and creative solutions.

Participants in the community planning process should continually consider existing and potential impacts of development on natural areas and stream corridors, including evaluation of the carrying capacity of both the waterways and the adjacent land. We believe that as the watershed accommodates greater densities, development must be planned, designed, and constructed in a manner which minimizes impervious surface, maximizes on-site infiltration when feasible, provides multi-unit stormwater management facilities as needed, prevents soil erosion, maintains vegetative cover, and provides water quality protection and improvement to the greatest extent practicable. To protect natural resources and neighborhood liveability, the plan must ensure upgrading and maintenance of needed infrastructure, especially mechanisms to decrease the volume and pollutant impacts of stormwater runoff from residential, commercial, industrial, and transportation facilities.

For the Tryon Creek Watershed Council and many residents of southwest Portland, the success of the SWCP will be measured in terms of water quality, air quality, preservation and improvement in fish and wildlife habitat, and maintenance of the urban forest, all of which contribute to the quality and character of life in southwest neighborhoods. Clean streams, fish and wildlife habitat, and tree preservation are priority values for the people who live, work, and play in the Tryon Creek watershed. Protection of these resources and their functional values must be also be a priority in the Community Plan.

The Tryon Creek Watershed Council believes it is imperative to identify preferred stormwater management options before adopting the SWCP, because doing so is the key to successful maintenance of liveability for both humans and wildlife in the watershed. We believe a viable, long-term strategy to maintain stream integrity in the watershed must include protection of

riparian areas and tree canopy throughout the watershed, not just in environmental zones. We also believe current drainage problems on public and private property, many of which are the result of inadequate attention to stormwater management in previous development, should be assessed and addressed as part of the planning process.

## II. RECOMMENDATIONS

### ZONING CONSIDERATIONS

- identify all stream corridors, wetlands, environmental zones, areas with significant vegetation, and natural and structural water courses including roadside ditches (swales) and storm sewers, and include these features on all maps to consider zoning patterns
- consider potential impacts on natural resources from loss of vegetation and increased stormwater runoff in all zoning proposals
- consider topography, landslide hazard maps, and local observations of slope stability problems to assess suitability of land when proposing zoning changes
- include documentation of, and propose solutions for, current drainage problems on public and private property, in order to avoid making bad situations worse
- review environmental zone boundaries for accuracy in delineating natural resources, and propose corrections where needed
- fully protect environmental zones, recognizing that the environmental overlay zones do not provide total protection for the watershed even where they are accurately mapped
- propose zoning that ensures riparian corridors will be protected, maintained, enhanced and designated by:
  - ✓ defining width of buffer zones - determine at the sub-basin level using performance-based criteria that assesses stream carrying-capacity and wildlife habitat, consider the quality and quantity of existing and potential resource values, *and*
  - ✓ conserving significant natural resources associated with the riparian corridors, including wetlands and mature vegetation, whether or not they are environmentally zoned, *and*
  - ✓ considering increased protection of riparian areas, and significant tree canopy throughout the watershed by:
    - limiting upzoning in single family areas near stream corridors

- supporting options which increase density without increasing lot coverage (such as accessory rental units)
- choosing multi-family and commercial zoning categories which allow heightened intensity of use without significantly increasing impervious surface on lots
- choosing zoning options which allow increased building heights in exchange for decreased lot coverage
- promoting clustering of development to provide efficient use of services and minimize the creation of new road surface
  - use density transfers to target growth away from resource areas
  - protect headwaters catchment areas - critical to watershed health
  - promote re-development of existing low-density areas where land had already been disturbed in order to avoid clearing vulnerable areas
- In zoning proposals which intensify creation of impervious surface near headwaters streams (such as commercial and residential zones requiring increased lot coverage), indicate how stormwater management facilities which will prevent increased volumes and peak flows in headwaters waterways will be feasible

### DESIGN CONSIDERATIONS

- Stormwater facilities should promote nonstructural over structural solutions to stormwater management wherever possible
  - ✓ neighborhoods should identify vacant land in their areas for use in surface water storage, with transfer of density to designated areas, rather than underground engineered containers
- Use multi-objective planning to promote the integration of such facilities into the urban fabric to meet open space, parks, wildlife habitat, and aesthetic needs of the neighborhood
- Utilize natural swales and existing topography for water retention, infiltration, and water quality treatment where possible

### PARKS AND GREENSPACE CONSIDERATIONS

- Recognize active recreation parks as necessary components of liveable neighborhoods, contributing to residents' ability to enjoy the outdoors without impacting greenspaces designated for wildlife habitat.
  - ✓ Identify sites which could be acquired to provide active recreation parks and facilities in park-deficient areas, especially in Town Centers, Main Streets, and Transit Center areas. Lack of active recreation parks can direct

inappropriate recreational activities  
bicyclists and unrestrained children and

to protected wildlife habitat areas, such as  
dogs in Tryon Creek State Park

- Consider upzoning near developed parks, that is, not near natural areas
- Develop zoning proposals which provide greenway plans to increase connectivity of and accessibility to parks and greenspaces

### TRANSPORTATION CONSIDERATIONS

- Encourage and support the provision and use of alternative transportation modes throughout the SWCP area. Actively support alternative transportation options, particularly mass transit and pedestrian walkways.
- Provide zoning alternatives which would enable development without necessitating widening of streets
- Consider identifying areas where an "s" alternative design zone aimed at reducing stormwater impacts would be desirable, including strategies such as
  - encouraging reduction in effective impervious surface wherever possible
  - discouraging the use of curbs and gutters
  - promoting the use of skinny streets
  - using downspout disconnections to reduce the impact of roof runoff
  - encouraging the development and use of alternative pedestrian facilities instead of concrete sidewalks, including walkways of compacted gravel separated from traffic by vegetated planter/swale strips
  - allowing alternative driveway surfaces, including gravel, planter strips between wheel bases, and skinny and/or shared driveways
  - identification of transportation management strategies which incorporate integrated stormwater management, to reduce effective impervious area and stormwater peak flows (eg grassy swales)

### POLICY CONSIDERATIONS

- identify preferred stormwater management options prior to adopting the SWCP
- including assessment of landslide hazards and the potential effect of increased stormwater runoff in areas proposed for upzoning
- include plans to address stormwater issues in community design standards throughout the plan area, including all transportation system improvements as well as development and re-development on lots

- formally initiate the preparation of a comprehensive resource management plan for watersheds in the southwest, with provisions that will allow the management plan to update the SWCP
- encourage the implementation of multi-objective planning, requiring use of multi-disciplinary teams in planning, design, and construction
- improve construction management regulations and their enforcement
- Improve the assessment and use of stormwater systems development charges to provide necessary regional surface water improvement facilities where complete on-site infiltration cannot be accomplished.
- Identify, acquire where necessary, and develop neighborhood stormwater detention and infiltration sites, where on-site detention and infiltration of stormwater is not feasible.
- Provide incentives and/or regulations to minimize disturbance of vegetation in all new development and significant redevelopment. Exposed soils are a major source of sedimentation into the creeks, which impairs benthic macro invertebrate habitat, and covers the spawning gravel of anadromous fish in the lower watershed.
- Provide improved enforcement of erosion control standards for construction on lots and in the right-of-way.
- Complete transportation system analyses before upzoning, to ensure that the projected build-out is theoretically sound and will not require additional street paving.
- Ensure that development of transportation systems, standards, and practices will be integrated with stormwater management and erosion control policy
- Encourage treatment of all runoff from streets to improve water quality

**TO NEIGHBORHOODS ASSOCIATIONS IN THE TRYON CREEK WATERSHED**

We encourage you to consider plans which:

- Recognize Tryon Creek State Park as a regionally significant natural resource which needs additional protection beyond the current environmental zoning
- Maintain a low density buffer zone around the perimeter of the park, identified at the neighborhood level by evaluation of associated resources using performance-based

criteria assessing stream carrying-capacity and wildlife habitat, with consideration of the quality and quantity of existing and potential resource values

- Identify an alternative "TC" or "s" design zone to accomplish the same resource protection, such as establishing limits on vegetation removal and creation of impervious surface in a defined area around the park
- Protect regionally significant city habitat parks in the Tryon Creek Watershed, including Marshall Park, West Portland Park, Maricara Park, and Metro greenspaces, using similar strategies
- Encourage continued acquisition of significant greenspaces in the Tryon Creek watershed
- Continue neighborhood stewardship of natural areas in the Tryon Creek watershed
- While the Tryon Creek Watershed Council's main focus is protection of natural resources in the SWCP area, we fully recognize that people of southwest Portland must co-exist with these resources. We believe the following should be considered in order to provide a more wholistic approach to watershed health and community planning :
  - ✓ Increase employment opportunities along Barbur Blvd. and Beaverton-Hillsdale Highway, to allow more SW residents to live closer to work
  - ✓ Improve the functional and esthetics qualities of major transit corridors like Barbur and Beaverton Hillsdale Highway with appropriate urban design strategies that emphasize neighborhood connections and reduce automobile dominance.
    - ✓ Provide well-designed, affordable housing in areas with complete public services, including transportation options, developed parks, sanitary sewer, appropriate stormwater management facilities, and nearby schools
- Develop integration and increased relevance of the neighborhood plans to the SWCP

### III. POLICY RECOMMENDATIONS

1. The goal of the natural resources section (*Policy 5*) of the SWCP should read "Maintain and improve the quality of SW Portland's natural features, parks, open spaces, and protected environmental areas set in an urban environment." This is a high priority for most area residents, as shown on numerous neighborhood surveys.
2. *Policy 5 #1* should read "Continue and increase protections that enhance the Fanno, Tryon, and Willamette watersheds' ability to meet water quality and quantity goals." Current protections are not achieving the level of water quality needed by fish and wildlife and valued by watershed residents.
3. The SWCP should contain a placemaker encouraging the creation of a Plan District for the Tryon Creek watershed, if city-wide water quality and quantity regulations (currently under development) fail to promote the level of watershed protection valued by the SWCP neighborhoods and Tryon Creek Watershed Council. A Tryon Creek Resource Management Plan should be developed, which should evaluate and address the needs of the watershed. The review and updating of e-zone designations in the Tryon Creek watershed should begin in the community planning process and be considered as part of the Resource Management Plan.
4. *Policy 5 #4* should state "Protect, preserve, and enhance fish and wildlife habitat areas."
5. The SWCP must assess and address physical constraints such as slopes and landslide hazards, as promised in *Policy 5 #5*. Specifically, landslide hazard maps should be consulted before upzoning, and e-zone boundaries must be shown on all future maps.
6. The TCWC strongly supports NO upzoning on ANY environmentally zoned land, including both conservation and protection zones. We also recommend identification and protection of environmentally significant/constrained land in plan areas currently outside the city limits (such as Englewood and Riverdale), and of significant resources within the city not identified in previous environmental zoning (including Riverview Cemetery and streams which have altered course or were missed).
7. *Policy 5 #6* should add "Support planning, zoning, and subdivision practices which preserve and enhance native vegetation and tree canopy in accordance with the Urban Forest Management Plan."
8. *Policy 5* should add an objective "Minimize soil disturbance and removal of vegetation in all new development and significant redevelopment." Retaining vegetation reduces erosion during construction, and can permanently reduce stormwater runoff by over 50%.
9. *Policy 5* should include an objective encouraging linkages/connections between wildlife habitat areas/open space in the SWCP area, e.g. "Ensure that natural areas and open space within the SWCP area provide connections to the Metro Regional Parks & Greenspaces regional trail system, and local trails and bikeways, and relate to a region-wide greenway network, while maintaining the ecological integrity of the areas' stream corridors and wetlands." This policy is required by Sections 8.10 C and 12.8 C of the Comprehensive Plan.
10. *Policy 5* addresses mostly natural areas, not active recreation parks. It should be amended to add to *Policy 5 #7*: "Provide active recreation parks and facilities in park-deficient areas, especially in Town Centers, Main Streets, and Transit Center areas". Lack of active recreation parks can direct

inappropriate recreational activities to protected wildlife habitat areas, such as bicyclists and unrestrained children and dogs in Tryon Creek State Park.

11. There should also be an objective to "Increase residential densities near existing developed parks with play equipment" e.g. Fulton, Hillsdale, Gabriel, etc. Play parks are important infrastructure needed for higher density development.

12. The SWCP should "Require developers to contribute to the provision of parks facilities needed by those occupying their project", i.e. provide active recreation areas within large developments, or contribute to an SDC for parks similar to that for Transportation.

13. *Policy 8 #3* should read "Illuminate walkways in public places, such as transit stops, major streets, developed parks, and along transit routes." We should not requiring lighting in public places which are natural resource areas, such as publicly-owned greenspaces, or on neighborhood streets adjacent to wildlife habitat.

14. *Policy 1A #3* should read "Minimize the amount of stormwater runoff that is discharged into the City's combined sewer system and surface waterways. Require Best Management Practices for stormwater management, such as detention, on-site infiltration, vegetated swale systems etc, wherever possible."

15. *Policy 1A #7* should specify "drinking water system reliability...", otherwise it reads as if the surface water system should rely on engineered capital infrastructure investments

16. Add *Policy 1A #8* "Minimize the use of underground piped stormwater systems."

17. Add *Policy 1A #9* "Identify, acquire, and improve sites to provide neighborhood stormwater detention and infiltration facilities where needed and appropriate" .

18. *Policy 1A* should add an objective to "Provide sanitary sewer service to areas using septic systems, where such service would improve watershed health." Lack of sanitary sewer service is a significant deficit in infrastructure and should be addressed in the policies.

19. *Policy 1B* should add an objective to "Avoid upzoning on areas subject to landslides".

20. The TCWC supports the provision in *Policy 2 #3* encouraging inclusion of accessory units in existing and new houses. We need this and other mechanisms to provide affordable housing within the neighborhoods, to reduce commuting distances for students and lower income families.

21. The TCWC does not support *Policy 2 #9*, allowing development at R2.5 on all vacant land, regardless of the base zone. This policy defies the rest of the planning effort which requires assessment of land constraints and public services before upzoning. We believe the major components of the "a" overlay (accessory units/vacant land zoning, etc) need to be unbundled and considered separately.

22. *Policy 3* should add "When planning and designing transportation improvements, minimize the creation of effective impervious surfaces to the maximum extent practicable, consistent with Transportation Planning Rule goals. Encourage consideration of narrow paving widths, permeable alternatives to traditional sidewalks for walkways, alternatives to curbs and gutters, and incorporation of landscaped buffer strips and roadside water quality facilities in transportation system designs."

23. *Policy 3* should add "Provide zoning alternatives which would enable development without necessitating widening of streets." Since 30-40% of the effective impervious surface created by development is in paving, watershed health is critically dependent on minimizing the creation of wider streets.
24. We recommend alteration of *Policy 3 #7 bullet 2* to read "Support the creation and implementation of LIDs for transportation improvements only when the benefits of such districts outweigh the stormwater impacts."
25. The TCWC does not support *Policy 4 #6* with respect to commercial services near Tryon Creek State Park. The State Park should either be omitted from the examples altogether (it's so unlike "*the Multnomah Arts Center and public areas near commercial centers*"), or you should specify the businesses and services are intended at the Taylor's Ferry/Terwilliger intersection (the Boones Ferry intersection is too close).
26. Under *Policy 7 #2*, The TCWC requests that a revised design review "s" overlay, and/or clear and objective compatibility standards, requiring the use of Best Management Practices for stormwater management, be mandated on all significantly upzoned areas, and where neighborhoods identify areas where reducing stormwater impacts is desirable.
27. *Policy 7* should add Encourage the use of cluster developments and PUDs, because of their efficient use of services and ability to minimize road surface. We support housing patterns which minimize increases in effective impervious surface throughout the watershed.
28. Add to *Policy 7* "Consider the creation of a design zone to increase protection to the natural resources of Tryon Creek State Park."
29. The TCWC believes the SWCP should not change zoning outright. It should continue to employ the previous strategy of "Comprehensive Plan Designation", with a later land use review to analyze the availability of services, especially stormwater infrastructure, and timeliness of upzoning. The SWCP should follow the zoning criteria in the existing Comprehensive Plan regarding land suitability and public service requirements for each zone.

#### IV. CONCERNS ABOUT THE SWCP TO DATE

The plan and the supporting documentation such as stormwater, transportation, and parks documents do not appear to be well linked at this time. Infrastructure documents available for review appear to have high, but unattainable goals. The assertion in the Stormwater infrastructure paper that BES plans to produce a Tryon Creek Watershed Management Plan does not reflect the limitations of their proposed assessment, which is only for culvert capacity and potential property damage. The Tryon Creek Watershed Council believes a comprehensive Resource Management Plan is needed for the watershed. Assessment of transportation, stormwater management, parks and other infrastructure options needs to be documented with different development alternatives as part of this plan. Since the SWCP will probably be completed prior to the comprehensive watershed plan, these issues need to be addressed in detail as part of the zoning discussions.

For example, the SWCP needs to plan how the effects of increased urbanization on stormwater runoff and water quality impacts will be avoided, or mitigated if necessary. Without identifying alternatives in advance of the approval of the plan, cost effective alternatives may be lost. The stormwater management paper discusses the importance of retaining tree canopy to intercept rainfall, but is deficient in addressing many of the important factors that affect stormwater runoff and management options in SW. Improved mechanisms to ensure the implementation of the Urban Forest Management Plan are needed. The plan must address steep topography and soils with slow percolation that are common throughout the planning area. Key stormwater management areas need to be identified and preserved as open spaces or low density development to provide some measure of stormwater detention, infiltration and groundwater recharge.

In order to minimize damage to the fragile headwaters streams near many areas targeted for increased density, such sites need to be clearly identified as requiring surface water management facilities in the SWCP. The 1980 USGS report (*Storm Runoff as related to Urbanization in the Portland, Oregon-Vancouver, Washington Area, USGS WRI Open-file report 80-869*) states total urbanization of an undeveloped basin can increase peak discharge as much as 3 ½ times and nearly double storm runoff volume. Modeling and sensitivity analysis predicts peak flows can be decreased as much as 40-70% if 1 to 10% of a basin area is in storage. The sole site studied in the Tryon Creek watershed (upper T.C. NW of Barbur) had less than 1% storage and 12% open space in for this 1980 report.

It is imperative that zoning proposals consider ways to minimize the creation of new impervious surface. The percentage of impervious surface in a watershed has been found to be a good predictor of stream health. Significant impacts on streams have been shown to occur at about 10% imperviousness, with irreparable damage being inflicted when the drainage basin reaches 25%. The upper watershed, as well as the regionally significant resources in and around Tryon Creek State Park, need to be carefully assessed and managed if community values of clean water, vegetation, and wildlife habitat are to be protected and enhanced in the SWCP.

- **Infrastructure papers and limitations are not linked to the Plan, which in turn fails to link them to each other**
- **The Stormwater Infrastructure paper, in particular, does not address**
  - **limitations of the proposed "Resource Management Plan"**
  - **strategies to avoid impact on water quality with proposed increased urbanization**
  - **enforcement of the Urban Forestry Management Plan**
  - **difficulties and limitations with on-site infiltration with steep slopes and vulnerable or clay soils**
  - **identification of key parcels to be preserved, with existing or potential -- significant stormwater benefits**
  - **special attention to headwaters**
  - **special attention to the regional significance of Tryon Creek State Park**
  - **strategies that encourage the retention and use of stormwater run-off as a valuable resource, rather than a waste disposal problem**
  - **more emphasis on prevention rather than control**

The Tryon Creek Watershed Council believes the community planning process should:

- **encourage proactive regulation using incentives rather than reactive regulation relying on enforcement, and emphasize performance based outcomes**
- **publicize problems and make people aware of their choices, develop marketing strategies to make people aware of the connection between quality of life issues and stewardship of soil and water resources, and tie the goals of erosion control and stormwater programs to people and its personal impact on them**
- **broaden and support partnerships, and include the Watershed Council as a vehicle for including all stakeholders when developing policies and planning activities within the watershed**
- **put inventories and mapping of the watershed on the Web (also meetings, project descriptions and budgets)**
- **identify mechanisms to ensure monitoring and enforcement during and after construction, including funding such activities if they cannot be provided by existing staff and/or volunteers**

- **correct failed stormwater management and sediment control policies, recognizing these failures can be measured in terms of dollars, placing increasing fiscal demands on the municipalities with lower cost-effectiveness over the long-term**
- **Encourage construction management techniques which prevent soil compaction and minimize disturbance of vegetation\_ Establish mechanisms preventing soil erosion at its on-site source, by encouraging design which focuses on keeping soil in place rather than attempting to control damage after it becomes a sedimentation problem (erosion control is more cost-effective than sediment control)**
- **encourage individual responsibility for mitigation of the impacts of stormwater runoff from existing and new development.**
- **Designate riparian corridors along all natural stream courses regardless of environmental zoning**
- **incorporate an aggressive tree and vegetation retention program. Loss of trees and shrubs results in loss of structural elements in streams and riparian areas. These structural or roughness elements can dissipate stream energy, control channel form, and provide fish and other aquatic life refuge during high flow events. Streamside vegetation also provides thermal buffers, protects streambanks, provide leaf litter and bugs for instream aquatic life to feed upon, and also forms important habitat corridors in the urban environment;**
- **Encourage development plans that minimize compaction of soils. Unnecessary compaction of soil during site preparation and construction reduces infiltration capacity, and contributes to site erosion and offsite impacts.**

## V. APPENDIX

### Background

Tryon Creek is located in the southeast section of the west side of Portland, with approximately 3,200 acres within the City of Portland's jurisdiction. The headwaters is located near S. W. Multnomah Boulevard and 35th Avenue, west of Interstate 5. The creek flows in a southeasterly direction through Tryon Creek State Park to the Willamette River. Significant tributaries include Arnold Creek and Falling Creek. The Tryon Creek basin is bordered by Fanno Creek tributaries on the west, Stephens Creek to the north and The City of Lake Oswego to the south. The elevation ranges between 100 ft MSL at the city limit to 970 ft MSL at the top of Mt. Sylvania at the southwest corner of the basin. The slopes within the basin range from moderate (5-15%) to steep (> 15%).

The basin area is dissected by such major thoroughfares as Boones Ferry Road, Terwilliger Blvd., Barbur Blvd, and Interstate 5. The basin is primarily a residential community (1600 acres). 48% of the of the basin is occupied by light residential and 2% by heavy residential areas. A breakdown of land uses within the basin is as follows:

Land Use	Acres	% of basin
RESIDENTIAL (LIGHT)	1548	48%
RESIDENTIAL (HEAVY)	67	2%
INDUSTRIAL	0.7	<1%
COMMERCIAL	140	4%
PARKS AND OPEN SPACE	485	15%
VACANT	935	29%
TRAFFIC CORRIDOR	15	<1%

Most of the development occurs in the northern portion of the basin with Tryon Creek State Park occupying the majority of the southern portion of the basin. Tryon Creek State Park is 444 acres in the lower part of the watershed. It is the only State Park within an urban boundary in Oregon. It is surrounded by mostly lower-density development, which provides additional vegetation and buffering for the park's wildlife habitat and natural resource values. It was established by citizen activists, and operates with a high level of collaboration between the State, City, Friends of Tryon Creek State Park, and neighboring residents.

The upper watershed contains some of the few headwaters streams in the city still running as mostly surface flows. The basin limits are near the areas identified on Metro framework maps as suitable for significantly increased density, including the West Portland Town Center and the Multnomah Village Main Street, and other areas targeted for intensification such as the Terwilliger/Taylor's Ferry intersection. The Tryon Creek Watershed Council believes an integrated approach to minimizing effective impervious surface in these areas is essential to watershed health.

## Water Quality

Until recently, neither the City of Portland nor the City of Lake Oswego conducted periodic sampling of the creek for evaluation of water quality pollutant parameters. The Tryon Creek Watershed Council has been monitoring water quality once a month for over a year, and data from our studies was used in DEQ's recent listing of Tryon Creek as a water quality limited stream due to excessive summer temperatures. This fall, students from The Adventure School at Markham began monitoring Tryon Creek and Arnold Creek every week.

From the City of Portland's NPDES Part II Municipal Stormwater application, the following is a comparison of Tryon Creek's unit loading and average concentration with Balch Creek and Fanno Creek tributaries.

Acres POLLUTANT	TRYON CREEK 3,188		BALCH CREEK 714		FANNO CREEK 2642	
	#/ac/year	mg/l	#/ac/year	mg/l	#/ac/year	mg/l
TSS	337	144	86	73	417	155
TDS	313	137	164	139	395	147
BOD5	23	10	4	3	30	11
COD	152	66	35	30	194	72
Tot P	1.12	0.49	0.28	0.23	1.38	0.51
Ortho-P	0.39	0.17	0.14	0.12	0.46	0.17
TKN	3.69	.61	1.09	0.93	4.61	1.71
N03	1.92	0.84	1.95	1.65	1.93	0.72
Cd	.001	.0004	.0001	.0001	.0014	.0005
Cu	.030	.013	.007	.006	.040	.015
Pd	.066	.029	.008	.006	.090	.033
Ag	.0006	.0002	.0001	.0001	.0007	.0003
Zn	-0.281	0.123	0.052	0.044	0.363	0.135
O&G	7.1	3.1	1.2	1.0	9.3	3.4

The numbers above are not an indication of the ongoing quality of the streams, however they do indicate that, based on the current land use, the Tryon Creek watershed is very similar to Fanno Creek and its tributaries.

-----

The following information is from a 1995 geotechnical evaluation of the headwaters of Arnold Creek by Roger Redfern, an engineering geologist who produced *The Portland Physiographic Study* for the City in 1976. The report concerns a specific development application proposing infiltration trenches at the top of steep slopes, but the principles he discusses are relevant to stormwater management throughout the watershed.

Redfern writes:

*"Of greatest concern is the potential for increased groundwater at some locations... and its influence on instability on the site and on adjacent property. The proposal includes a number of infiltration (soaker) trenches to compensate for lost groundwater recharge, and open swales for water quality treatment and infiltration. Location of these types of facilities on marginally stable slopes and just above the steepest, most unstable slopes adjacent to ...Arnold Creek is not advisable. In fact, it is almost certain they would contribute to or trigger increased failure along the south side of Arnold Creek, and could contribute to slope failures within the developed portion of the site. While the attempt to replicate rainfall infiltration and groundwater recharge is admirable and desirable, particularly with regards to the contribution to summer low flows in Arnold Creek and Tryon Creek, the present proposal could contribute to or trigger destructive slope failures directly into Arnold Creek.*

*"Concerns regarding the need to minimize surface runoff from development...are directly related to the above considerations regarding slope stability and groundwater. Infiltration trenches, swales, and underground detention facilities are all part of a strategy to limit the impact of the unavoidable increase in surface runoff that results from the creation of impervious surfaces (streets, roofs etc). Detention facilities, such as large underground pipes and detention ponds, can be designed to minimize the increased peak flow of large rainfall and runoff events with a tradeoff of prolonged high flows out of the detention facilities and in the receiving streams. Both increased peak flow and prolonged high flows can increase erosion, turbidity and sedimentation over pre-development levels.*

*"In larger drainage basins with larger stream channels and valleys, a small increase in runoff peaks or the duration of runoff can be accommodated with little impact. However, in this case the drainage basin is small, the proposed development is relatively large, and, at least in this area, Arnold Creek has already been stressed beyond its ability to absorb and adapt to the increased flows of existing development. The stream channel is deeply incised, and where it has eroded down to bedrock it has been eroding laterally. This lateral erosion has undercut already unstable slopes and caused a significant increase in slope failures directly into the creek, increasing turbidity and sedimentation downstream. This means that even small increases in peak runoffs or durations could have direct and observable impacts in the form of increased flood frequency, channel erosion, slope failure, turbidity, and sedimentation.*

*"Finally, loss of wetlands is of concern regarding the proposed development at West Portland Park... The concern regarding downstream wetlands is the result of the combined observation of the presence of probable wetlands downstream and the possibility of increased runoff peaks or*

*durations as a result of this development. As discussed above, significant alteration of the stream hydrology is possible, and if increased stream incision and/or channel widening occurs downstream, then those wetlands will be threatened."*



# Tryon Creek Watershed Council

10750 SW Boones Ferry Road, Portland Oregon, 97219

9/9/98

Jennifer Budhabhatti  
*Metro Regional Parks  
and Greenspaces*

Steve Daneman  
*Citizen Member*

Barbara Edwardson  
*Citizen Member*

Amanda Fritz  
*Citizen Member*

Brad Howe  
*Citizen Member, Chair*

Sonya Kazen  
*Citizen Member*

Loring Larsen  
*Tryon Creek State Park*

Deborah Lev  
*City of Lake Oswego*

Eileen Lipkin  
*Citizen Member*

Tom McGuire  
*Portland Planning*

Barbara Shearin  
*Citizen Member*

Jim Sjulín  
*Portland Parks and  
Recreation*

Jonathan Snell  
*Citizen Member*

Eric Strecker  
*Citizen Member*

George Toepfer  
*Friends of Tryon Creek  
State Park*

Dawn Uchiyama  
*Citizen Member*

Amin Wahab  
*Bureau of Environmental  
Services*

Dear Members of the Portland Public Schools Board,

The Tryon Creek Watershed Council supports public purchase of all Portland Public Schools surplus properties currently being offered for sale to local governments. We believe that the Tryon Creek watershed would benefit from the preservation of all the sites in our area as open space, parks, and wildlife habitat conservation areas. We request all jurisdictions involved in purchase negotiations to delay final decisions until strategies to utilize alternative funding mechanisms that achieve this goal have been identified. Specifically, we believe that the potential for using funds from the Parks System Development Charge, from November's Parks Bond measure, from the Parks and Salmon Ballot Measure, and/or from future annual budgets should be fully investigated.

The Tryon Creek Watershed Council is especially concerned that the Kerr School site should be purchased for preservation in open space. This 10-acre site is identified by the City of Portland as rich in Goal 5 resources, as evidenced by its complete coverage with the Environmental Conservation overlay. The City of Lake Oswego identifies an important tributary of Arnold Creek flowing from the site's southeast corner. Another tributary uses the site as its groundwater recharge area, surfacing immediately north of the property. Headwaters areas are particularly important to the health of a watershed, especially in urban surroundings. With the listing of Tryon Creek and its tributaries under the Endangered Species Act, the opportunity to acquire and preserve sensitive environmental resources in the watershed should be aggressively pursued.

The Kerr site is on the border of Portland and Lake Oswego, in an area with limited parks services. While its distance from the center of the jurisdictions' service areas reduces the impetus for either city to purchase the site independently, its location on the border offers a unique opportunity to form a partnership to provide park services on the fringes of both cities. It is also within walking distance of both Jackson Middle School and Stephenson Elementary School. The Tryon Creek Watershed Council encourages Portland, Lake Oswego, Metro, Multnomah County, and Portland Public Schools to form a multi-jurisdictional partnership to preserve the Kerr site as a recreational, educational, wildlife habitat, and groundwater recharge area. We are interested in discussing possibilities to contribute to such a partnership by involvement in ongoing educational and stewardship activities in the site. Like other interested parties, our level of participation will depend on other Council priorities, so we are sensitive to the issue of the magnitude of this project, but we believe a partnership can share the cost and work as well as the benefits of this undertaking.

*Working to protect, enhance and sustain the health of the Tryon Creek Watershed.*

The Tryon Creek Watershed Council voted at its August meeting to send this letter to all affected jurisdictions. The vote was unanimous, with the Portland Parks & Recreation representative abstaining. Thank you for considering our request.

Sincerely,



Brad Howe, Chair

cc: City of Portland  
Multnomah County Commission  
City of Lake Oswego  
Metro  
Mountain Park Homeowners Association  
West Portland Park Neighborhood Association  
Southwest Neighborhoods, Inc., Parks and Community Centers  
Committee



# CITY OF PORTLAND ENVIRONMENTAL SERVICES



1211 SW Fifth Avenue, Room 800, Portland, Oregon 97204-3713

(503) 823-7740, FAX (503) 823-6995

Dean Marriott, Director

January 11, 1999

Dear Tryon Creek Watershed Council:

Since the early 1990's, Environmental Services has been actively working to control combined sewer overflows (CSO's) to the Columbia Slough and Willamette River. This will improve water quality and fulfill requirements under an Amended Stipulation and Final Order (ASFO) with the Department of Environmental Quality.

During the last year, our watershed planning effort has evolved from looking at each watershed and its needs individually into more comprehensive integrated watershed planning. Using BES's existing information and understanding issues identified by watershed councils and others, we are identifying and prioritizing our work facing each watershed.

Environmental Services would like to get input from council members about an activity called Integrated Watershed Planning. This effort focuses on developing watershed activities and projects that improve water quality and in many cases provide multiple benefits for Portland river and streams.

Since July of 1998, Environmental Services has been developing:

- Information on the current status of each watershed to provide a baseline from which to identify issues facing each of the watersheds.
- Goals and objectives for the Columbia Slough, Johnson Creek, Tryon Creek and the Willamette River watersheds.
- List of Activities for each of the watersheds which address critical issues (see handout that lists activities which are not shown in any priority order).
- Criteria and scales to rate the effectiveness of these. These criteria included Implementability, Flood Plain Protection/Avoidance, Water Quality, Public/Human Health and Safety, Ecosystem, and Stewardship and Leadership. Each activity was given an overall benefit score. The benefit score indicated how well an activity met multiple objectives.

- Themes by which to group activities across watersheds to meet specific objectives that provide a strategy. Themes include:  
Status Quo - continue trying to meet all ASFO requirements on schedule and other regulatory requirements or watershed activities as resources allow,  
Multi-objective - has high benefit scores when ranked against the scales and therefore best meets all criteria,  
Worst First - Addresses all the worst problems in a watershed first,  
Prevention/Protection - Provides prevention or protection first to avoid problems (ecosystem or structural) and fixes problems second, and  
Tributary - Provides for tributary work first and work on the mainstem Willamette second.

Before BES finalizes watershed activities and develops more detailed costing and quantitative benefits, BES would like to talk with you further about the Integrated Watershed Planning effort, get feedback on the goals, objectives and lists of activities, and identify the best way to keep the council involved in this planning effort. If you have questions or need more information before then, please call either of us. We look forward to continuing this discussion with you.

Sincerely,

Amin Wahab  
Tryon Creek Watershed Manager  
823-7895

Diana Hinton  
Public Involvement  
823-7236

Action Requested of Tryon Creek Watershed Council - Jan. 11, 1999:

- Review the list of the **Goals, Objectives, and Activities**. Have we missed anything on this list of activities?
- Please assist us in **prioritizing the activities** for the Tryon Creek Watershed. BES would like to get a sense of this group. With the number 1 being the most important and the number 33 being the least important, please number the list. This can be a group activity or by individual. We can pick them up from you at the next Council meeting.
- From this work BES is developing alternatives, mixing and matching different activities. BES wants to have good community participation in this process, so we will hold a series of **public forums**. We would like the Council to co-sponsor one. Timeline is for this to happen in June.
  - Public Involvement staff are in the process of developing an interactive tool to assist participants' understanding of the trade-offs and benefits of the developed alternatives. This tool will also facilitate small group discussion. Would you be interested in trial-running this? The timeline for this piece is April.
  - Co-sponsorship could include: use of mailing list, name on invitation and publicity, and hosts at "interactive table" - assisting participants in "playing".
  - A city-wide mailer will go out introducing this integrated watershed planning (mailed in January), and other one to announce the public forums (mailed in May).
- What's the best way to keep you involved with this process?
  - Watershed Council meetings
  - Watershed Council sub-committee created for this purpose
  - Other
- Distribution Locations of Draft Alternatives and interactive tool:
  - BES - Portland Bldg, 11th floor,
  - BES will approach the local public library to make these available at their reference desk,
  - and Tryon Creek Nature House (with permission).

**For Your Information (on another subject):**

- **Facilities Plan** - BES is in the process of updating the existing 1994 plan. This document covers I & I reduction (leaks to and from pipes), infrastructure, stream interface, treatment plant). The draft of this project will be completed March 31 and the final due in June. BES will sponsor an Open House and Tour of the Tryon Creek Wastewater Treatment Plant the 3rd or 4th week of April. We'll keep you posted.

# Blackberry Removal Project

in  
Tryon Creek State Park

May 5, 1999

## Objective

Remove all the nonnative Himalayan Blackberries along Tryon Creek and along the trails in the park. This may leave some blackberries along the edge of the park.

## Background

Previous to 1999, blackberry work was limited to trimming along trails and very limited digging in some Adopt-A-Plots. In 1999, a more aggressive eradication effort was undertaken in the park.

## Current Status

- 1) Blackberries around the Nature Center have almost all been dug out and are under Adopt-A-Plot maintenance. This work should be completed in the next few months.
- 2) Adopt-A-Plot groups are removing blackberries on both sides of Tryon Creek between Red Fox Bridge and High Bridge and on the west side south to Iron Mountain Bridge. This work should be done by the end of 1999.
- 3) Black Blackberries along the trails are being dug out rather than cut back. Most of this work should be done in the next few months with the majority of the work along Middle Creek Trail and Iron Mountain Trail.
- 4) All of the three removal efforts listed above will have annual maintenance done by volunteers with FTCSP.
- 5) Three are large patches of blackberries north of High Bridge (and maybe one to the southeast) that will need a major removal effort followed by replanting with native plants to help restore the riparian area and prevent blackberry re-growth.

## Project Plan.

- 1) Survey large blackberry patches to determine acreage and sketch areas on park map..
- 2) Continue to use FTCSP volunteers including Adopt-A-Plot groups to dig the other blackberries in 1999. Dave Kruse, FTCSP Adopt-A-Plot Coordinator(464-8032), will lead this effort.
- 3) Coordinate this project with master plan for park. MG Devereux will make sure this project fits into the State Parks Dept master plan for TCSP.
- 4) Use CCC crews to get the large patches of blackberries dug out in the summer of 1999. Louise Shorr, Executive Director of FTCSP(636-4398), is applying for a grant to pay for CCC crews to remove nonnative plants.
- 5) Use City of Portland Environmental Restoration team to plant area with native plants. Jim Allison, Environmental Restoration Coordinator (823-2365) will lead this effort. The cost is about \$2,000/acre for planting native plants including Western Red Cedar. The cost for blackberry removal and planting is about \$8,000/acre. Funding for this will be a joint effort by COP, TCSP, TCWC and FTCSP. COP has a limited 1999 budget for TCSP that may be available for this project.

## Project Schedule

- 1) May 1999 - FTCSP performs site survey.
- 2) Summer 1999 - CCC crews remove blackberries.
- 3) Fall 1999 - COB plants native plants.
- 4) Winter 1999 - FTCSP finishes blackberry removal in the park.
- 5) 2000-2 - FTCSP do blackberry removal maintenance.

1. By 6/99, the Regulatory Group (RG) will establish a functioning system to bring pertinent regulatory processes from Portland, Lake Oswego, Multnomah County, Clackamas County, Metro, the State, and Federal agencies (EPA etc.) to the TCWC's attention.

*Target : monthly updates*

*(Possible strategy - identify a contact person in each jurisdiction who will agree to keep the RG posted on regulatory changes, and a contact person within the RG to receive the information and compile it, then present a summary during committee reports at each monthly meeting).*

2. The TCWC will choose as many regulatory processes to be involved in as feasible, prioritized based on perceived importance of the issue relative to the watershed, and on volunteer power. At a minimum, the TCWC will provide written comments on major watershed-related policy changes such as the Portland Stormwater Manual, Portland Subdivision Code rewrite, the regional response to the ESA Listings, and BES's Tryon Creek Watershed Assessment.

*Target : provide full TCWC comments on at least three regulatory projects per year. At least one of the target three should be a non-Portland project.*

3. Attract other non-Council member citizens to comment on regulatory rewrite projects - consider establishing a subcommittee for each jurisdiction. Coordinate with other groups planning public forums to consider presenting information on regulatory reforms at publicized events.

*Target - involve at least six non-Council members in formulating regulatory responses, by 12/99*

4. The RG will ask the TCWC to consider appointing an emergency response committee, to provide testimony in line with adopted TCWC positions, for State Legislature hearings (which are usually called with only 24 hours notice).

*Variation : do this, but just with the citizen caucus.*

*Target - TCWC will testify at least once in the upcoming Legislative session. Issue of authorizing the emergency response committee to be discussed at the 2/99 TCWC meeting.*

5. On issues where the TCWC as a whole cannot compile a full position statement, information on regulatory rewrites will be passed to the Outreach Group, to allow interested citizens to participate individually.

*Target - 80% of jurisdictional regulatory update projects will be publicized in a timely/useful manner.*

6. The RG will provide information on regulatory work that could affect other working groups, to those groups. For example, Metro's Goal 5 inventory process should include participation from the education, outreach, and monitoring/restoration groups.

*Target - monthly updates with 80% coverage of pertinent referrals.*

7. The RG/grant-writing subcommittee will monitor and apply for GWEB and other grant applications, and will obtain funding for a TCWC coordinator.

*Target : funding for a coordinator by 12/99.*

8. The above strategies will be overwhelmingly successful, resulting in greatly improved regulations that protect and enhance steelhead habitat in the Tryon Creek watershed by 12/2000.

*Target - 100% of TCWC requests will be enthusiastically accepted by grateful politicians and collaborative bureaucrats, and implemented immediately.*

TCWC  
OUTREACH AND EDUCATION COMMITTEE  
Sonya Kazen, Eileen Lipkin, Stephanie Wagner + ?

1999 Work Program  
1/7/99

Ongoing

- sk Continue monthly media calendar listings w/ requests for participants.
- sk-bh Check with Brad that all jurisdictions/key contacts are getting regular agenda notices & meeting minutes
- sk,sw Try to see if we can get newspaper/tv coverage of events, projects
- af? Webpage: advertize TCWC events, volunteer optys, related events
- ? Find community events where TCWC can table or speak
- ? Clean-re-build-maintain mailing list (Ideas on where to get names?)

-OR: visit needed page

Begin A.S.A.P.

- **Outreach to get additional citizen stakeholder TCWC members**
  - ? Visits to other groups, dovetail with Forest Highlands visits(?)
  - sw,sk Meet w/BES and other jurisdiction staff to see what they are doing for outreach/education and what materials/support they can provide.
  
- **Develop updated TCWC Brochure**
  - Dawn? TCWC Logo
  - ? Textwriter
  
- **Bi-monthly watershed forums**  
(Scheduled for Feb 15, April 19, June 23, July?, Sept, Nov, 99)
  - > *Need to get input asap from TCWC on topics*
  - done Dates set to not conflict w/other regular nbhd mtgs.
  - sk Arrange speakers, do text for notices
  - sw Layout notices, room arrangements
  - sk PR in newspapers, etc.
  - Coordinate TCWC restoration activities to dist flyers at Forums
  
- **Schools program in Lake Oswego (through June)**
  - sw Dovetail-coordinate with BES and Wildlife Stewards programs
  - Involve parents in kids activities.
  - Send home flyers w/kids for TCWC forums/events
  - Teacher in-service training
  - Reach out to junior and senior highs for service volunteers, to set up
  - Set up TCWC presentations to environmental clubs, assemblies? etc.
  - Set up paid internships for high school students ?
  
- **Assemble TCWC Roadshow**
  - sw Assemble materials, photos, maps for a display tripod
  - ? Assemble printed materials for roadshow (find out what is available from others groups)
  - ? Coordinate TCWC volunteers to do roadshow

March or April

- Annual mailing to all residents of watershed - w/info on TCWC, watershed fair, stream restoration projects, forums, etc. Mail two weeks prior to Watershed Fair
  - sk Write text
  - sw Layout
  - ? Process mailing (Who will pay postage?)

May

- Watershed Fair at TCSP – Fair to include nature trail stations, info tables, entertainment, (but no classes), *Hands on activities - planting, arts + crafts, take-home projects (Art students)*
  - sw Arrange date, coordinate w/TCSP
  - sk,sw Arrange participants
  - ? Arrange day-of volunteers
  - sk Publicity

This Spring if possible – coordinate w/school volunteers and restoration committee

- Outreach to Streamside Neighbors *→ Recruit volunteers to do outreach - Enviro Corps*
  - ? Provide packet of info door to door to homeowners who live along creek? incl info on restoration programs available, and/or.
  - ? Locate key people in sub-areas who can talk to neighbors and invite them to forums, provide info, etc.
  - ? Involve streamside neighbors in activities near their homes
  - sk Program Forum topic: TLC of TCWC for streamside neighbors  
*Annual Theme?*

Sept – December, 1999

- Begin publication of quarterly newsletter?
- Sept: Develop workprogram/activities through June

MEETING DATE: JAN 13 2000  
AGENDA NO: R-4  
ESTIMATED START TIME: 9:55

(Above Space for Board Clerk's Use ONLY)

**AGENDA PLACEMENT FORM**

SUBJECT: Homeless Families Plan - Draft

BOARD BRIEFING: DATE REQUESTED: \_\_\_\_\_  
REQUESTED BY: \_\_\_\_\_  
AMOUNT OF TIME NEEDED: \_\_\_\_\_

REGULAR MEETING: DATE REQUESTED: January 13, 2000  
REQUESTED BY: Mary T. Li, Division Manager  
AMOUNT OF TIME NEEDED: 45 minutes

DEPARTMENT: Community & Family Services DIVISION: Community Programs & Partnerships

CONTACT: Donna Shackelford TELEPHONE #: 248-3999 ext 28402  
BLDG/ROOM #: 166/500

PERSON(S) MAKING PRESENTATION: Mary Li; Donna Shackelford; Cilla Murray; ad-hoc committee members

ACTION REQUESTED:

INFORMATIONAL ONLY [ ] POLICY DIRECTION [x] APPROVAL [ ] OTHER

SUGGESTED AGENDA TITLE:

*Homeless Families Plan for Multnomah County:  
Five Year Roadmap For Service Development*

00 JAN -5 AM 10:14  
MULTNOMAH COUNTY  
OREGON  
COUNTY COMMISSIONERS

SIGNATURES REQUIRED:

ELECTED OFFICIAL: \_\_\_\_\_  
(OR)  
DEPARTMENT  
MANAGER: *Mary T. Li*

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

Any Questions: Call the Board Clerk @ 248-3277

BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM BRIEFING  
STAFF REPORT SUPPLEMENT

TO: BOARD OF COUNTY COMMISSIONERS

FROM: LOLENZO T. POE, JR.  
DEPARTMENT DIRECTOR

TODAY'S DATE: JANUARY 4, 2000

REQUESTED PLACEMENT DATE: JANUARY 13, 2000

RE: HOMELESS FAMILIES PLAN FOR MULTNOMAH COUNTY - DRAFT

I. Recommendation/Action Requested:

Request Board to adopt the draft five-year plan to develop services for homeless families in Multnomah County.

II. Background/Analysis:

This report reflects the efforts of a community-based planning process to create a five-year plan for the restructuring, enhancement, and expansion of a system to reduce homelessness among families in Multnomah County. A system to service this population has been operating for over ten years, yet significant environmental changes have occurred, including the increase in the numbers of homeless families and an instability of federal grant funding, that make a review of the current system timely and strategic.

III. Financial Impact:

The current homeless families system is funded at an annual \$2,571,562, with a significant amount of that amount coming from Federal McKinney grants. The *Plan* calls for an additional annual amount of \$2,781,440 of ongoing local funding to support the revised service system. This includes local funding to stabilize federal grant programs. It is anticipated that the increase in local funding will be executed over a five-year period.

IV. Legal Issues:

None Known

V. Controversial Issues:

The plan is for service development, it does not significantly address the need to develop additional affordable housing in our county.

The plan addresses the services that are in the Multnomah County funded network, it does not reflect the myriad of services provided by other organizations.

VI. Link to Current County Policies

N/A

VII. Citizen Participation:

The ad-hoc committee was comprised of members representing various organizations interested in services to homeless families. Ten focus groups were conducted, including three groups of current homeless families and one group of families at risk of homelessness.

VIII. Other Government Participation:

The City of Portland Bureau of Housing and Community Development, the Housing Authority of Portland and Adult and Family Services had representation on the ad-hoc committee. The proposed system is interdependent upon several governmental organizations for partnership to providing services that are not funded in the continuum.

# Homeless Families Plan for Multnomah County: Five Year Roadmap For Service Development

Developed by the Ad Hoc Committee  
Under Auspices of  
Multnomah County Department of Community and Family Services  
Division of Community Programs and Partnerships

October, 1999



For Information on this *Homeless Families Plan*, contact:  
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## EXECUTIVE SUMMARY

The *Homeless Families Plan for Multnomah County: Five Year Roadmap* (September, 1999) is a comprehensive, strategic plan for the revision and expansion of services to help homeless families in Multnomah County leave the state of homelessness and become self-sufficient members of this community. The *Plan* builds on the strengths and experiences of a system that for over 10 years has developed and made available resources for homeless families in this county.

### Capacity and Funding

The *Plan* calls for increased and stabilized funding to address the needs of an increasing number of families with children who cannot find, afford, and maintain housing. It is projected that a homeless families system will need \$3,843,040 annually to be able to help an estimated 270 families at any point in time leave the state of homelessness, 79 families prevent homelessness each year, and 80 families receive only limited emergency services.

The current homeless families system is funded at \$2,571,562, with a significant amount of that amount coming from Federal McKinney grants. The *Plan* calls for an additional \$2,781,440 of ongoing local funding to support the revised service system. This includes local funding to stabilize federal grant programs.

The total funding level of \$3,843,040 is a minimum estimate of system operating costs. It does not account for the millions of dollars needed to build and/or renovate shelters and housing affordable for households earning less than 60% of median income, nor does it include the funding for community services which are available to homeless families through other service systems, e.g., alcohol/drug treatment, mental health services, income and employment support, federal housing subsidies, etc. It is assumed that these other community systems will continue.

### Critical Decision Points

The Ad Hoc Committee made several critical decisions in the course of its planning:

**Limited Capacity:** The *Homeless Families Plan* is not designed to serve all of the homeless families in the community. There are an estimated 622 families homeless in Multnomah County at any one time; this is known to undercount the situation due to the difficulties in finding and counting the "hidden homeless."<sup>1</sup> The *Plan* calls for serving approximately 43% of the needy families, with an expectation that approximately 50% will move through the continuum to self-sufficiency.

**Emphasis on Self-Sufficiency:** The Ad Hoc Committee emphasized progress toward self-sufficiency as a system goal, with a de-emphasis on emergency shelter as the main service

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<sup>1</sup> Counting the homeless populations is a problem nationally, and to date, there has not been a fully scientific or efficient solution. Local estimates are based on the twice-a-year One Night Shelter Count (ONSC), with an extra 25% added to reflect homeless families not accessing the shelters or housing programs participating in the ONSC.

available to homeless families. A priority was put on developing and maintaining housing resources and assistance for families in accessing and staying in affordable housing.

***Alcohol/Drug (Non-Compliance) Issues:*** The homeless families system focuses on families trying to get out of the state of homelessness. The *Plan* recognizes but does not address the needs of families who cannot or will not make progress toward self-sufficiency. The system is not designed or funded to continue long-term services for this population.

***Baseline Funding Level:*** The Ad Hoc Committee envisioned a comprehensive service system and continuum. However, when the funding discussions occurred, the Committee presented a funding plan that was conservative, baseline, and reasonable. There are no luxury items included in the proposed homeless services plan.

### **Program Model Features**

The program model included in the *Plan* builds on the strengths of the current service system while calling for areas of significant change to improve on the existing structures. Salient features of the revised program model include:

***Improved Access:*** Access and intake into a continuum of services will be through a single, centralized service, where standard eligibility criteria, information, and resource connections will assure consistency and quality of access for homeless families. The access and intake service will also respond to the continuing need to track families in the system, regardless of where they are served and the services they receive.

***Expanded Continuum of Services:*** Additional funding needs and service options have been identified to help expand the availability of resources for homeless families. For instance, emphasis has been placed on having year-round shelters for families in lieu of motel vouchers, and on having families move quickly to permanent housing with supportive services in lieu of transitional housing requiring successive relocations. This needed expansion addresses not only the growing population of homeless families but also the historical scarcity of housing and support services for this population.

***Increased Family Approach to Services:*** The *Plan* stresses the need to address the family unit holistically and identifies services for the children of homeless parents as a key component for helping the families achieve stability and self-sufficiency.

***Increased Responsiveness to Alcohol/Drug Issues of the Homeless Families:*** Based on the information collected over the last decade of homeless services operations, the *Plan* identifies the need to accommodate homeless families where alcohol abuse and/or drug use are severely affecting the ability of the family to benefit from services. Adding a system-wide Drug & Alcohol Intervention Specialist to provide assessment, placement, and advocacy for clients and training to the providers responds to this need. However, the *Plan* acknowledges that the resource needs of this population exceed the capacity of this revised service system, and further public policy discussions need to occur on the level of public responsibility for addressing this issue.

## SECTION I: INTRODUCTION

### Impetus for Plan

This report reflects the efforts of a community-based planning process to create a five-year plan for the restructuring, enhancement, and expansion of a system to reduce homelessness among families in Multnomah County.

A system to serve this population has been operating for over ten years, yet significant environmental changes have occurred that make a review of the current system timely and strategic. These factors include:

- ***An Increase in the Numbers of Homeless Families:*** Greater numbers of families are becoming homeless in Multnomah County and are seeking help from public and private non-profit resources. A five-year summary of the semi-annual *One Night Shelter Count*<sup>2</sup> indicates that there were 38% more known homeless families in 1998 than in 1993. In March 1998, there were 498 families, comprising of 1,237 individuals, reported homeless in the *One Night Shelter Count*. With a 25% increase to adjust for undercounting, there are estimated to be 622 homeless families in this area. The greater numbers are occurring for several reasons, primary among them the escalating housing costs in the Portland Metropolitan area and the lack of living wage jobs.
- ***An Instability of Federal Grant Funding:*** Fifty-three percent of the current homeless families system is funded with McKinney Act Supportive Housing Program funds. These funds pay for a significant portion of the housing services. Over the last five or more years, the Multnomah County area has been very successful in bringing these funds to the local community. However, the need for funds to maintain the programs is exceeding the available grant allocations. Federal funding is being reduced while local competition for available funds has increased. This places McKinney Funded services for homeless families in jeopardy.
- ***Needed Improvements Identified in a Portland/Multnomah County Performance Audit:*** A January 1997 joint City/County audit of the local housing system –“*Housing: Clarify Priorities, Consolidate Efforts, Add Accountability*”- concluded that the local housing delivery system was complex and fragmented, and that access to housing resources was difficult. The audit called for systemic change in the housing service delivery system, particularly by adopting a single entry access system.

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<sup>2</sup> The *One Night Shelter Count* is a count taken on a designated day twice a year, in November and March, of all homeless people occupying shelters, motel vouchers, and transitional housing, and of all people turned away from these resources on that day. The count primarily reflects system capacity rather than absolute numbers of homeless people, but it is a consistent indicator of demand for service.

## Planning Process

In October, 1998, a community-based, ad-hoc planning committee was formed to develop a philosophical foundation and service delivery recommendations for a homeless family system. Committee members represented organizations that had an interest in issues related to homeless families. Committee meetings were open and were attended by other interested parties. (See Appendix A for a committee roster.)

The Ad Hoc Committee developed system values, outcomes, criteria for program model development, service system policies, and priorities for funding. The Committee also recommended that several major policy issues be referred to a process that involved longer-term and broader community dialogue.

The Committee's plan for the homeless families system was based on these philosophical and theoretical discussions plus analysis of data, including:

- Small work group sessions around the service delivery model, ethnic and culturally specific issues, and early childhood education issues.
- Input from ten focus groups representing: homeless families receiving services; direct service staff of agencies providing services; families who are risk of homelessness; mid-managers of agencies providing services; the Commission on Children, Family and Community Poverty Advisory Committee; and individuals from a variety of community service programs (including Touchstone, Housing Authority of Portland, Mental Health agencies, public health nurses and ethnic access agencies). Focus groups involving consumers were conducted throughout Multnomah County, including Southwest, Northeast, North and Southeast. A summary of the focus group findings is included as Appendix B.
- "Best practices" research of six jurisdictions, an internationally acclaimed program, *Beyond Shelter*, from Los Angeles, California, and information from an additional 18 cities made available from the City of Seattle, which had also recently undertaken a survey regarding homeless family service systems.

## SECTION II: OVERVIEW OF CURRENT SYSTEM

### Continuum of Housing and Services

The Multnomah County Division of Community Programs and Partnerships (DCPP), within the County's Department of Community and Family Services, is the coordinator and funder of services for families who are homeless. The homeless family service system currently funded through Multnomah County consists of the following<sup>3</sup>:

- **Access, Case Management, Information/Referral, and Support Services:** These core social services are provided by six Community Action Service Centers.<sup>4</sup> These centers are geographically based and also provide anti-poverty services for housed, low-income people. The current centers are:
  - ❖ East County: Human Solutions
  - ❖ Southeast Portland: Portland Impact
  - ❖ Northeast Portland: Albina Ministerial Alliance
  - ❖ North Portland: YWCA, St. Johns
  - ❖ Northwest Portland: Friendly House
  - ❖ Southwest Portland: Neighborhood House

There is also a downtown Community Action Service Center, which serves primarily single adults and is not considered part of the homeless families system.

- **Night and Weekend Access:** An initial telephone screening and access to motel vouchers are provided after usual business hours. Callers receive temporary assistance and are referred to an appropriate service provider for next day or Monday contact.
- **Motel Vouchers:** Access to immediate shelter for up to one month may be authorized through approximately 40 service providers. Vouchers and vouchering agencies are not limited to homeless families but also serve homeless youth, survivors of domestic violence, and single adults. The current voucher program serves approximately 450 families per year, with referrals from agencies not included in the current homeless family system.

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<sup>3</sup> The *Plan* addresses the system of services that is funded through Multnomah County. Other service systems provide both financial support and a myriad of services to homeless families, including, but not limited to: the Housing Authority of Portland (HAP) including its RASP program, programs for victims of domestic violence, the Oregon Division of Vocational Rehabilitation, alcohol/drug treatment systems, mental health agencies, Adult and Family Services (AFS), Services to Children and Families (SCF), school based programs, food banks, and the faith community.

<sup>4</sup> During FY1999-2000, the Community Action Service Center system will be blended with the Family Center system into a geographically-based Community and Family Service Center system serving families, individuals, youth, and children. A question before the Ad Hoc Committee was whether the homeless families component of the Community Action system automatically joined this new configuration or was defined separately and expected to collaborate for the enhancement of services for homeless families. The decision was to keep the systems separate for definition but to require interface and collaboration.

- **Rent Assistance:** Time-limited subsidy for rent and deposits may be available to homeless households moving to permanent housing or to households at risk of losing their housing and becoming homeless. Rent assistance is accessed through approximately 40 service providers and, like vouchers, is not limited to homeless families.
- **Year-Round Shelter:** One year-round shelter is a relatively new addition to the continuum of resources for homeless families. Operated by the YWCA, it is located in North Portland and serves 9 families at any one time.
- **Winter Shelter:** Five faith-based shelters, mostly volunteer-run, operate at night during the winter months, generally November through March. A day shelter is also funded for this time period, for use by guests of the various winter shelters. Several shelters have expressed an interest in expanding to more months or to a full year, subject to need for funding, zoning restrictions, and limitations of the volunteer base.

Chart A: Current Family Shelters

Name of Shelter/Sponsor	Location of Shelter	Beds Capacity	Open Period
Goose Hollow/First United Methodist Church	SW 18 <sup>th</sup> and Jefferson (near West Burnside)	24 individuals (~8 families)	Nov-Mar, Night Only
Sunnyside First United Methodist Church	Inner Southeast Portland	10 individuals (~2 families)	Nov-Mar, Night Only
Reedwood Shelter	Southeast Portland	8 individuals (~2 families)	Nov-Mar, Night Only
Salvation Army - Door of Hope	Inner Downtown Portland	15 families, 45 beds	365 days a year
Day Shelter	To be Determined		Nov-Mar, Day Only
SafeHaven Family Shelter/YWCA	North Portland	9 families, 28 beds	365 days a year
Metro East Portland/ Interfaith Hospitality Network	East County	3-5 families, 14 beds	Scheduled to open Oct. 1999
<b>Total</b>		129 beds; ~41 families at any one time during winter months.	

- **Community/Scattered Site Transitional Housing:** Housing units located in apartments or houses throughout the community are accessed through the Community Action Service Centers, which provide the case management support, housing location and placement, and follow-up services. These units may be leased by the agencies from the private market or Housing Authority of Portland, or they may be owned by the agency. In some cases, the families control the lease but may get a rent subsidy and support services.

- **Facility-Based Transitional Housing:** Facility-based housing refers to transitional housing units located together in one building or complex and operated as a program. These facilities usually offer case management and other support services. Currently three facilities serve homeless families<sup>5</sup>:
  - ❖ **Willow Tree Inn:** Gresham, 9 units. Originally a nursing home remodeled as an emergency shelter, Willow Tree Inn now functions as group site transitional housing. It is owned by the Housing Authority of Portland and operated by Human Solutions.
  - ❖ **Richmond Place:** SE Portland, 20 units. This is a mixed-use residential and commercial facility offering an alcohol and drug free community environment. It is owned by the Housing Authority of Portland and operated by Portland Impact.
  - ❖ **Turning Point:** SW Portland, 24 units. This is a complex of small apartments owned by the Housing Authority of Portland and operated by Neighborhood House.

**Chart B: Current Transitional Housing Units**

Geographic Area	Name of Service Provider	Number of Community Based Transitional Housing Units	Number of Facility Based Transitional Housing Units
East County (82nd East)	Human Solutions, Inc.	24 – 26	Willow Tree 9 units
Southeast Portland	Portland Impact, Inc.	5	Richmond Place 20 units
Northeast Portland	Albina Ministerial Alliance, Inc.	14	None
North Portland	YWCA – St. John's Emergency Services	6	None
Northwest Portland	Friendly House, Inc.	11	None
Southwest Portland	Neighborhood House, Inc.	10	Turning Point 24 units
<b>TOTAL</b>		<b>70 – 72 units</b>	<b>53 units</b>

Appendix C is a map illustrating the geographic distribution of shelter and transitional housing locations.

- **Permanent Housing Follow-up:** The Community Action Service Centers are required to follow up with families exiting services for permanent housing, at 3, 6, 9, and 12 month intervals, to determine whether the families are remaining stable.

The existing system has limited capacity to provide services to people from specific populations and cultures. Currently, five out of the six agencies have bi-lingual, bi-cultural staff. All of the current County contractors have a cultural competency plan in place.

<sup>5</sup> A fourth McKinney funded complex, Sunrise Place, serves homeless families in an alcohol/drug free environment as a continuation of treatment and recovery. This facility is considered part of the Alcohol/Drug System. Jeans Place, a fifth facility, serves single women.

## Client Characteristics

The homeless families system refers to a family as:

*“At least one parent or guardian age 18 or older with at least one child under the age of 18, a verified pregnant woman, or a homeless individual in the process of securing legal custody of any person whom has not attained the age of 18 years”*

where “homeless” is defined as<sup>6</sup>:

- *Sleeping in places not meant for human habitation, such as cars, parks, sidewalks and abandoned buildings.*
- *Sleeping in emergency shelters.*
- *Living in transitional or supportive housing for homeless families but who originally came from the streets or emergency shelters.*
- *Being evicted within the week from private dwelling units and no subsequent residences have been identified and they lack the resources and support networks needed to obtain access to housing.*
- *Forced to leave their housing because of unsafe situations.*
- *Forced to leave their housing due to overcrowding and/or lease or zoning violation.*
- *Living in unstable housing circumstances that result in frequent changes of residence.*

While it is recognized that families may be survivors of domestic violence or be headed by a teen parent, these specific populations are served primarily, but not exclusively, through other service systems and are not, therefore, the focus of this *Homeless Families Plan*.

The Multnomah County homeless families system serves approximately 450 families per year, representing approximately 1,400 individuals, with approximately 144 families (averaging 432 individuals) served at any one point in time during the winter months. This number accounts for families served by the six Community Service Centers and those served with motel vouchers who do not progress on to permanent housing and stability. It represents approximately 23% of the estimated 622 homeless families in Multnomah County at any one time.

Characteristics of these homeless families include:

- 77% of homeless families are single, female-headed households.
- 68% of homeless family members are under the age of 18.
- 45% of the children in homeless families are under 5 years of age.
- Heads of household average 29 years old and are accompanied by two children.
- 20 – 25% are of an ethnic minority or race (disproportionately high relative to the overall population composition in the area).
- 50% of the primary parents do not have a high school diploma or GED at entry in the system.
- Many have experienced chronic or long-term homelessness.

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<sup>6</sup> The Ad Hoc Committee expanded upon the definition of “Homeless” used by HUD McKinney Act to include being forced to leave their housing due to lack of safety or overcrowding or living in an unstable environment. Because federal funding would not consider those conditions eligible for homeless services, local funding would be needed to supplement services for families deprived of housing for these conditions.

- Most of the families have a number of significant barriers to stabilization in permanent housing:
  - ❖ 77% of families entering the local homeless service system are unemployed and most of those who are employed do not have sufficient employment income to sustain the family;
  - ❖ 80% are in debt with the major debt being medical expenses;
  - ❖ 53% of the households have backgrounds of domestic violence, sexual abuse and physical abuse;
  - ❖ 41% self declared they are suffering from alcohol/drug dependencies or addictions, or have used hard drugs the past year

The challenges for these families are frequently compounded and aggravated by problems the children exhibit, which are often related to stress and the economics of being homeless. These families face a lack of living wages, affordable housing, safe and affordable child-care, and employment benefits that allow them to meet their basic living needs.

### Funding

Current funding for homeless families totals an estimated \$2,762,354. The estimate is due to the amounts allocated for motel vouchers and rent assistance, which are pooled and open for all homeless and at-risk people.

**Chart C: Homeless Families Funding: 1999-2000**

Service Element	Local Funds (includes state)	McKinney Funding	TOTAL
Access/Intake	\$ 34,146	\$ -0-	\$ 34,146
Facilities	\$ 211,426	\$147,590	\$ 359,016
Facility Case Management	\$ -0-	\$161,723	\$ 161,723
Case Management	\$190,792	\$289,020	\$ 479,812
Scattered Site Housing	\$ 88,804	\$320,988	\$ 409,792
Support Services	\$ 40,957	\$ 90,176	\$ 131,133
Overflow Shelter	\$ 94,727	\$ -0-	\$ 94,727
Emergency Year-round shelter	\$ 51,040	\$ -0-	\$ 51,040
Housing Relocator	\$ -0-	\$230,700	\$ 230,700
Vocational Rehabilitation Pathfinders/employment	\$ -0-	\$233,420	\$ 233,420
Mental Health Services	\$ -0-	\$ 36,345	\$ 36,345
Vouchers	\$381,500	\$ -0-	\$ 381,500
Rent Assistance	\$159,000	\$ -0-	\$ 159,000
Children's Services	\$ -0-	\$ -0-	\$ -0-
<b>TOTAL</b>	<b>\$1,252,392</b>	<b>\$1,509,962</b>	<b>\$2,762,354</b>

Of the current funding, 53% is federal McKinney grant funds. These funds are competitive, time-limited grants under severe competition not only locally but nationally as well. In the last two years of McKinney applications, funding for homeless family programs have been reduced and shortened in total grant time; these funds are not considered stable.

### **Outcomes**

The current system tracks the following outcomes:

- % of families permanently housed
- % of families still permanently housed 6 months after exit from system
- % of families who increased or maintained income.

FY1998/99 data show that in general, 70% of homeless families exited services to permanent housing; 86% remained stable over time, and 50% increased or maintained incomes.

## SECTION III: FIVE YEAR PLAN

### Overview

The *Homeless Families Plan* resulting from the community planning process and described in this report calls for:

- 270 families to be served at any point in time (includes households receiving preventative rent assistance), with 350 families expected to be served throughout the year with turnover. This calculates to approximately 1,225 individuals and compares to the approximate 144 families currently served at any point in time during the winter months.
- A fuller continuum of housing and services, consisting of:
  - ❖ A single telephone number for access and intake
  - ❖ An non-complex, interactive client data system enabling the County to report, evaluate and define the system
  - ❖ Year-round shelters including day shelter capacity
  - ❖ Limited motel vouchers
  - ❖ Assessment and case management
  - ❖ Multiple housing options, including services for families responsible for their own housing
  - ❖ Social and health supportive services, including alcohol/drug and mental health assessments and treatment, employment assistance, education and training, income assistance, and child care
  - ❖ Services for children, including mental health support, childcare, education, health and development screening and follow-up, and school and friendship support.
- A system costing \$3,843,040 annually.
- A funding plan to reduce dependency on Federal McKinney grants funding.
- A funding plan to fill gaps in the continuum first with further increases distributed proportionately, to the degree possible.
- Data collection and analysis, evaluation, and continued discussion about community and system issues.

**Chart D: Planned System Capacity at One Point In Time**

Service Component	Planned Capacity	Notes
Shelter	55	104 Families Receiving Intake and Connection to Case Management
Overflow Shelter	41	
Motel Vouchers	8	
Facility-Based Housing	53	143 Families Receiving Case Management
Supported Scattered Site Housing	90	
Permanent Housing w/Services	18	
Rent Assistance	5	Primarily prevention services
<b>Total</b>	<b>270</b>	

## System Values

The following guiding values and principles provide the framework for the *Homeless Families Plan* and all services and programs funded through it.

### System Values and Principles

- **Family Well Being:** We value family units of all types where adults care for children in positive ways to support healthy development of the child as a citizen in the community. The family unit, however defined, should be every child's first source of love and support.

We value community with sufficient safe, affordable housing, as well as adequate clothing, transportation, health care, education and employment available to all families.

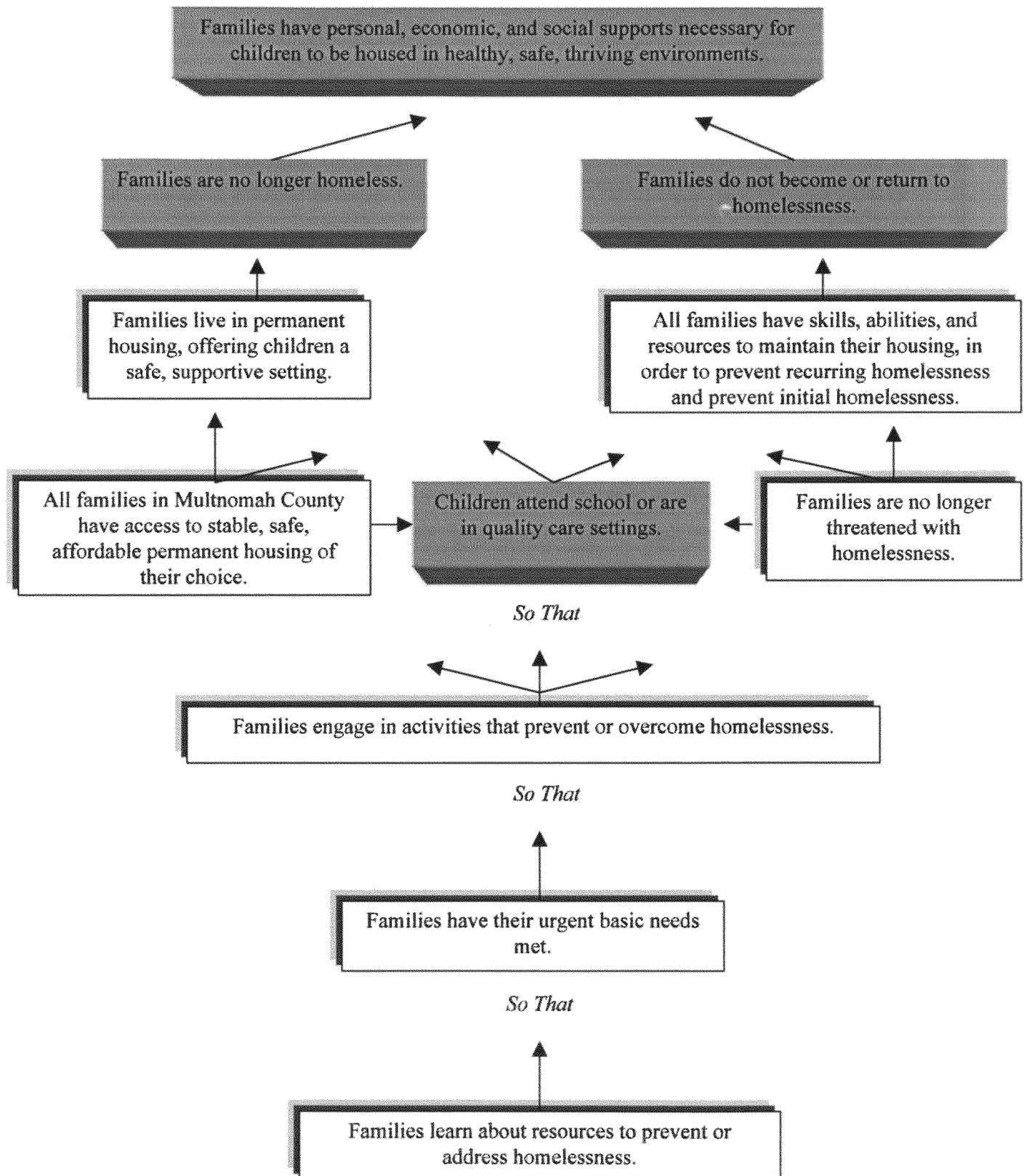
We value the right of all families to access safe, affordable housing.

- **Self-Reliance:** We value each individual's power and resources. Housing and service should be designed to encourage self-reliance and independence.
- **Sense Of Community:** We value programs and neighborhoods that welcome homeless families' participation in community life.
- **Strength-Based:** We value a collaborative approach, recognizing the unique strengths and experience of families and individuals that supports resiliency and empowers the making of their own decisions.
- **Creative Freedom:** We value a climate that encourages innovation, development of creative capabilities and a free and stimulating exchange of ideas.
- **Diversity:** We value a system that welcomes and respects the individuality, unique talents and contributions of all people regardless of age, race, gender, ethnicity, sexual orientation, religion, physical or mental ability, or history of being poor.
- **Accountability:** We value a system that requires all stakeholders (i.e. service providers, funders and service recipients) to be responsible and answerable for their actions and results of those actions.
- **Prevention:** We value a continuum of care that recognizes prevention and intervention services to break the cycle of homelessness. All children must receive safe, healthy, good quality care that enhances early childhood growth and development.

**Access:** We value opportunities for families who have previously accessed services to re-enter the system.

We value the family to access the services most appropriate to their needs.

Chart E: Logic Model: Multnomah County Homeless Families System



## Outcomes and Logic Model

Outcomes for this system were established to address the needs of families without housing and families at risk of becoming homeless (or who have previously been homeless). The outcomes respond to three urgent benchmarks adopted by the Multnomah County Board of Commissioners. These benchmarks are:

- Reduced number of children living in poverty
- Increased high school completion
- Reduced crime.

System outcomes were developed to impact three different and distinct target populations:

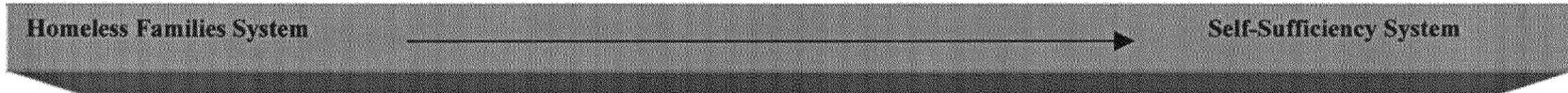
- Families who are homeless
- Families who have been homeless
- Families who are not (and have not been) homeless but are at-risk of becoming homeless.

Three types of outcomes have been developed for the homeless families system:

- **Family Achievement Outcomes**
  - ❖ Families have personal, economic, and social supports necessary for children to be housed in healthy, safe, thriving environments.
  - ❖ Families learn about resources to prevent or address homelessness.
  - ❖ Families have their urgent basic needs met.
  - ❖ Families engage in activities that prevent or overcome homelessness.
  - ❖ Children attend school or are in quality care settings.
- **Service Provision Outcomes**
  - ❖ All families in Multnomah County have access to stable, safe, affordable permanent housing of their choice.
  - ❖ Families live in permanent housing offering children a safe, supportive setting.
  - ❖ Families are no longer homeless.
- **Prevention Outcomes**
  - ❖ Families do not become or return to homelessness.
  - ❖ All families have skills, abilities and resources to maintain their housing, in order to prevent recurring homelessness and prevent initial homelessness.
  - ❖ Families are no longer threatened with homelessness.

Two depictions of the homeless family system outcomes are included in this document: a logic model (Chart E) and *Chart F: Homeless Families System In Multnomah County: Outcomes Overview*.

**Chart F: HOMELESS FAMILIES SYSTEM IN MULTNOMAH COUNTY: OUTCOMES OVERVIEW**



<b>Families Homeless Right Now</b> <i>Crisis to Vulnerability</i>	<b>Families Who Have Been Homeless</b> <i>Vulnerability to Stability</i>	<b>Families Who Are Not &amp; Have Not Been Homeless But Are At-risk Of Homelessness</b> <i>Maintenance of Stable/Healthy State</i>
<p style="text-align: center;"><i>Outcomes</i></p> <ul style="list-style-type: none"> <li>• Families learn about &amp; access resources so that they have their urgent basic needs met.</li> <li>• Families engage in activities to overcome homelessness so that they gain the personal, economic, &amp; social supports necessary for children to be housed in healthy, safe, thriving environments.</li> </ul>	<p style="text-align: center;"><i>Outcomes</i></p> <ul style="list-style-type: none"> <li>• Families have access to stable, safe, affordable permanent housing of their choice.</li> <li>• Children attend school or are in quality care settings.</li> <li>• Families have skills, abilities, &amp; resources to maintain their housing.</li> </ul>	<p style="text-align: center;"><i>Outcomes</i></p> <ul style="list-style-type: none"> <li>• Families learn about &amp; access resources so that they can engage in activities that avert homelessness.</li> <li>• Families have skills, abilities, &amp; resources to maintain their housing so that they do not become homeless.</li> </ul>
<p style="text-align: center;"><i>Focus of Services</i></p> <ul style="list-style-type: none"> <li>• To help families obtain a steady income.</li> <li>• To help families become A&amp;D free .</li> <li>• To help families address any mental health concerns &amp; link to treatment resources, as needed.</li> <li>• To get children to school &amp; help them be successful.</li> <li>• To support children being children</li> </ul>	<p style="text-align: center;"><i>Focus of Services</i></p> <ul style="list-style-type: none"> <li>• To help families locate &amp; move into housing they can afford &amp; where they want their children to grow up.</li> <li>• To help families work on issues that contributed to &amp;/or resulted from homelessness.</li> <li>• To work toward long term retention of housing.</li> <li>• To address needs of children so that they can become successful in school.</li> </ul>	<p style="text-align: center;"><i>Focus of Services</i></p> <ul style="list-style-type: none"> <li>• To help families address the economic &amp; social factors that are jeopardizing their stability.</li> <li>• To support the family's needs so children can have a secure environment.</li> </ul>
<p style="text-align: center;"><i>Services</i></p> <ul style="list-style-type: none"> <li>• Assessment &amp; short term stabilization planning</li> <li>• Linkage to resources</li> <li>• Shelter &amp; short-term housing</li> <li>• School supports (transportation, tutoring, homework assistance)</li> <li>• Developmentally appropriate child care &amp; play time</li> <li>• Emergency basic needs</li> </ul>	<p style="text-align: center;"><i>Services</i></p> <ul style="list-style-type: none"> <li>• Home-based case management</li> <li>• Specialized housing relocation &amp; landlord liaison</li> <li>• Linkage to support systems</li> <li>• School support services for children</li> <li>• Community integration supports</li> <li>• Developmentally appropriate child care &amp; child-oriented services</li> <li>• Linkage to Community &amp; Family Service Centers for long term neighborhood support</li> <li>• Housing Subsidies</li> </ul>	<p style="text-align: center;"><i>Services</i></p> <ul style="list-style-type: none"> <li>• Crisis intervention, assessment, and prevention planning</li> <li>• Linkage and access to supportive systems &amp; resources</li> <li>• Connection to community resources and informal support systems</li> <li>• Financial assistance (rent assistance, access to emergency basic needs, energy assistance)</li> <li>• Landlord mediation services</li> <li>• Child care &amp; children's support services</li> </ul>

## System Policies

The *Homeless Families Plan* is formulated on the tenets that:

- Most family homelessness basically results from a lack of livable wage income combined with a lack of housing affordable for low-income families. It becomes the role of local government and community to develop and make accessible the resources needed for these families to get out of homelessness.
- Some families have illnesses, such as alcoholism or mental illness, or make choices that contribute to behaviors that result in homelessness. The role of local government and community is to help these families address these conditions and behaviors in order to enable them to become self-supporting, productive members of the community.
- Some people have long-term disabilities and conditions, such as people with developmental disabilities, which will prevent their ever becoming self-sufficient in American society with its economic structure as we know it. The role of local government and community is to assure access to long-term support and housing services that provide the highest level of independent living possible.

Based on these tenets, the Homeless Families system will be a:

- Systematic Effort to Reduce Homelessness:
  - ❖ It operates as a system, with consistent eligibility and assessment criteria, service system philosophies, outcomes, and sharing of information.
  - ❖ It operates with shared expectations for staff performance and levels of training.
  - ❖ It maintains a continuum of housing and services offering a menu of choices, including but not exclusively, environments that are alcohol/drug free, and support services with varying levels of case management.
  - ❖ It is focused on outcomes and is value-based.
  - ❖ It operates through a 24-hour single telephone access and screening process to assure consistent and available access for homeless families.
- Resource to help homeless families off the streets and out of homelessness:
  - ❖ It offers shelter first to get children off the streets, with recourse to motels when shelter capacity is maximized.
  - ❖ It emphasizes housing where families can integrate into the community.
  - ❖ It connects case management and transitional housing together as a comprehensive service package.
  - ❖ It provides a balance of emergency shelter, transitional, and long-term housing and self-sufficiency support for families, in order to assure smooth transition along the continuum of housing and services.
  - ❖ It addresses the income potential of the families, in order to help the families generate income needed to become self-sufficient.
  - ❖ It provides assurances that children of homeless families are safe.
  - ❖ It serves the entire family to move them from a state of homelessness to a state of stability.

- Collaborative system that maximizes all community resources available for families:
  - ❖ It fully implements formal linkages with other service systems, including employment (One-Stops and Workforce Systems, Inc. programs), income maintenance and other services (AFS), child welfare (SCF), health (Health Department and Oregon Health Plan), alcohol/drug treatment programs, mental health programs, child care and education systems (Head Start, Metro CCR&R, PCDS programs), education and training programs (community colleges, GED programs, etc), corrections, food resources (Oregon Food Bank, meal sites), non-profit housing organizations, etc.
  - ❖ It builds on strengths and assets of current service systems while promoting systemic change and improved service access.
  - ❖ It operates as a full system which may be, but is not necessarily, a component of the Community and Family Service Center system, with expectations for demonstrating efficient and effective connections with that Community and Family Service Center system.
  - ❖ It uses a variety of program models to serve homeless families of ethnic minority populations, including increased funds for ethnic programs functioning as distinct programs that operate as part of the full system and for special focused programs within the larger assessment/case management programs.
  - ❖ It provides emergency shelter services for a limited period of time for immigrants without documentation, in order to provide time to help the family identify options and seek resources.
  
- System that values family responsibility:
  - ❖ It serves families that demonstrate commitment to working out of homelessness, no matter how long that may take.
  - ❖ It establishes consequences for families that do not make that level of commitment.
  - ❖ It supports a collaborative advocacy effort with Services for Children and Families (SCF) to assure SCF attention and intervention in cases where homeless children are living on streets, in cars, or in otherwise non-safe locations because their parents are unable or unwilling to care for their children.
  
- System that is planned and planful:
  - ❖ It will collect and analyze data, report on, and evaluate the performance, achievements, outcomes, and responsiveness of the system and its components in terms of system values.
  - ❖ It will continue community dialogue about unresolved issues and issues raised for revisitation.
  - ❖ It will provide a roadmap for resource generation and allocation, with an understanding that opportunities may arise that support plan objectives but need a more immediate response than anticipated during plan development.
  - ❖ It will establish and continue a community dialogue around how ethnic minority populations should be served in service systems, with topics to cover including but not limited to: how to identify and prioritize specially designated populations; how best to address the needs in terms of special providers, parallel systems.

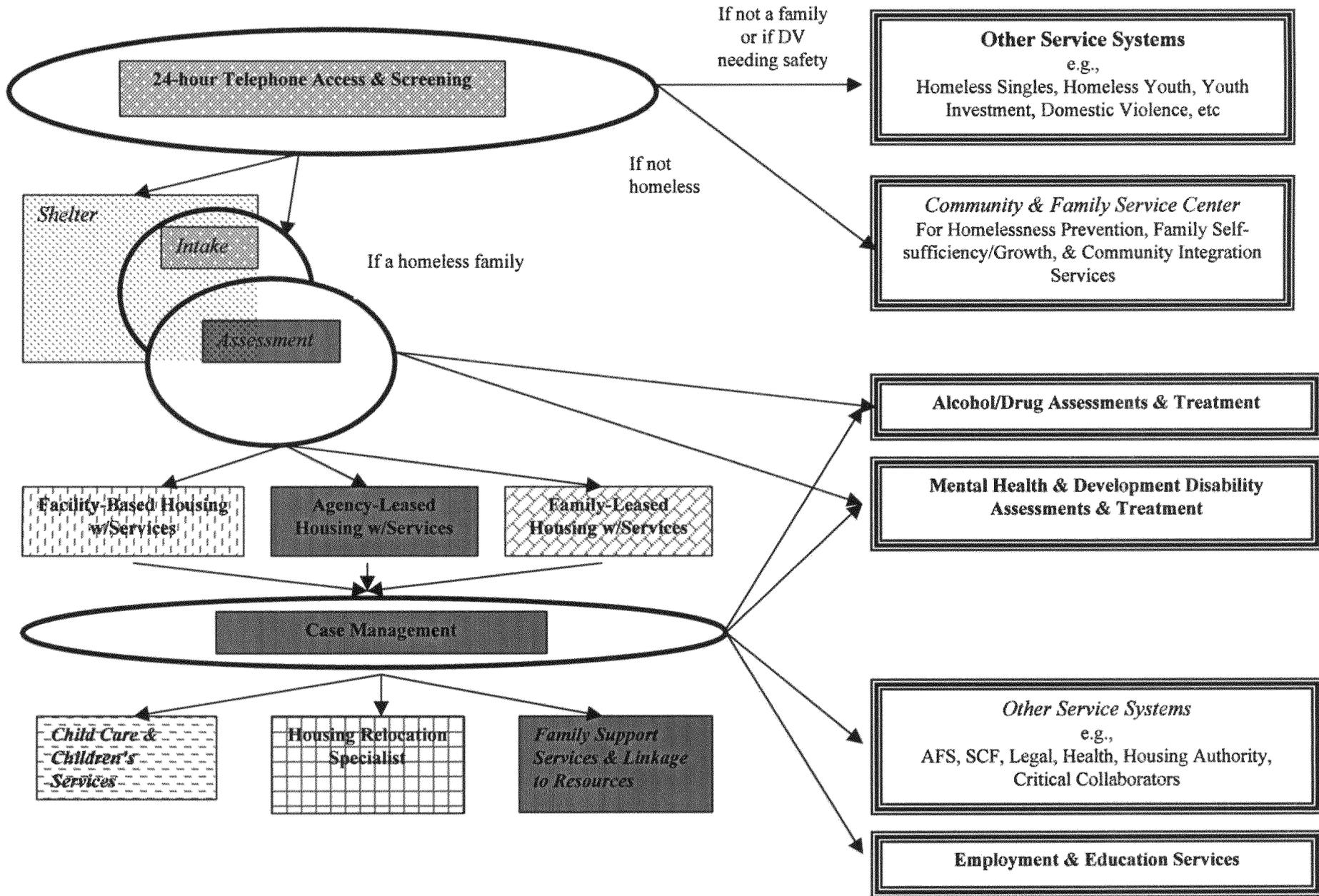
## Overview of the Program Model

The planned program model builds on the values, principles, outcomes, and policies developed by the Ad Hoc Committee. The service components of the model are described below. The dollar amounts requested for the service components are calculated on the estimated cost needed to bring the system to a basic funding level and an additional 25% (enhanced) that will result in additional families served.

There are three charts applicable to this section:

- **Chart G:** *Multnomah County Homeless Families System Flow Chart* depicts the service system.
- **Chart H:** *Comparison of Current to Planned* identifies changes that will occur with the revised service system, and
- **Chart I:** *Funding for New and Expanded Services* identifies the increases needed in the system.
- **Chart J:** *Current, Basic, and Enhanced Budgets by Service Element* identify the system components and funding levels currently, as a basic system, and with a 25% enhancement to serve more families.

Chart G: Multnomah County Homeless Families System Flow Chart



The homeless families system will consist of the following components:

**A. Single 24-Hour Telephone Access/ Intake and Client Database**

A 24 hour 1-800 telephone number will be staffed by trained screening, intake, and assistance personnel (includes volunteers) who screen callers for eligibility for the homeless families service system, provide information, assistance, and referral as appropriate, and authorize immediate placement in a shelter or motel for a limited period of time (up to 3 days). An intake worker will meet with the family to identify family and system resources, options, and choices, link the family to the appropriate Homeless Families Program, and collaborate with the Program case managers to complete intake and assessment. The intake process takes as short a time as possible but may extend up to 30 days or so.

The phone system will guarantee access to foreign language speakers, through the language line or other means.

**Goal:** To get homeless families into shelter and connected to resources and to be able to track shelter capacity and system/family outcomes.

**Outcomes:** Homeless families learn about resources.  
Homeless families access resources.  
Homeless children get off the streets.

**Functions/Services:**

- 24 hour phone and in-person information and assistance; referral to food banks, etc.
- Screening for homelessness and intake into homeless families service system.
- Crisis intervention counseling.
- Authorization of emergency shelter or motel vouchers for up to 3 days (continued authorization is in collaboration with Homeless Families Program).
- Transportation to shelter as needed.
- Linkage of family to Homeless Families Program during those 3 days.
- Data collection on families.
- Inventory of shelter capacity and availability.
- Inventory of housing capacity and availability.

**Optimal Design:**

- 1-800 phone number (long distance blocked; 800 capacity allows local phone calls from phone booth without charge) with live people answering phone and ability to respond in foreign languages. No message machines as primary response (may use dial options if someone wants to leave messages).
- Co-location of number with an emergency shelter, to facilitate walk-ins, immediate placement, and maximized use of staff coverage. However, access and intake is centralized for all shelters and connects to all assessment programs.

**Process:**

- Provides 24 hour phone and in-person information and assistance with trained personnel, may be volunteers.
- Screens for homelessness, using standard eligibility questions (to be developed by system).
- May provide crisis intervention counseling to help family settle down.
- Arranges for emergency shelter or vouchers for up to 3 days, to get the family off the streets. Access is to all shelters in system.
- Arranges for transportation to shelter as needed.
- Provides intake, by working with family to collect family information, review resource options and family choices, and identify next steps. Intake process should be expeditious, approximately 3-5 days.
- Connects family to the Homeless Families Program linked to housing option, during those 3-5 days.
- Collaborates and coordinates with Homeless Families Program assessment staff to transition family out of shelter and into housing option. Intake period should be as short as possible, but may take up to 30 days or more depending on availability of housing. Authorization of shelter/voucher is collaborative with intake and assessment staff.
- Works with families living with others or in cars, to provide intake and access to housing options. Intake process works similarly to shelter based services but may occur in office or other location.
- Receives coordination and linkage assignments back from Homeless Families Program when/if a family doesn't work out in the selected housing option and needs another resource.
- Receives referrals from other providers, including Homeless Families Program, if family shows up at one of those sites. Also receives referrals from Alcohol/Drug residential treatment programs, with expedited intake, assessment, and placement in housing options.
- Maintains inventory of funded shelter capacity and current availability of housing units.
- Collects and reports data on families.

**Estimated Cost:** Equipment \$50,000; Annual Cost \$273,760 (basic); \$304,700 (enhanced)

**# of Providers:** 1

**Capacity:** 900 calls /month

**Staffing:**

**Phone access:** at least 2 screeners during daytime; at least 1 available at all times. **Intake:** 1:15 families

## **B. Homeless Families Program—Assessment, Case Management Support**

Designated neighborhood or culturally based service providers will provide assessment and case management support, access to transitional housing options and needed family and children support services, and long-term case management support for homeless families relocated to permanent housing. These service providers receive referrals from the Single Telephone Access and Intake Service, assess family needs, develop service and outcome plans, arrange for supportive assistance, monitor family progress, and provide personalized assistance as needed (case management).

Services may be provided for as long as family needs them, although services past 2 years must be approved as special exceptions. The intent is to get families rooted into a stable housing and neighborhood setting as quickly as possible.

**Goal:** To get families connected to resources and engaged in overcoming issues of homelessness.

**Outcomes:** Homeless families become engaged in service programs.  
Homeless families learn self-sufficiency skills and gain access to self-sufficiency resources.  
Families access permanent housing; children attend school or child care, and families develop skills and resources to maintain housing.

**Functions/Services:**

- Assessment and service/outcome planning to assure appropriateness of resources.
- Access to alcohol/drug and mental health assessments.
- Follow-up authorization of shelter/voucher services to gain time for openings.
- Placement in transitional or permanent housing.
- Case management support for families in housing, including emphasis on income development.
- Arrangement for, provision of, or linkage to other services and systems, including child care, adult education and training, employment, alcohol/drug treatment, mental health, health, income support, etc.
- Arrangement for, provision of, or linkages to children's services, including childcare, school, tutoring, mental health, developmental activities, etc.
- Collaboration with other systems, as part of short and long term support for family.
- Data collection and follow-up services to assure engagement of family and progress through outcomes.

**Optimal Design:**

- Neighborhood-based to support neighborhood integration of families and children.
- Provision of a menu of service options to reflect and support family diversity.

**Process:**

- Meets with families within 3-5 days of contact with Access and Intake Service, to assess needs, choices, plans, using standard eligibility and assessment criteria. Works closely with Intake workers in this process. Has alcohol/drug expertise or brings it in during assessment period.
- Authorizes services, links to resources, including extended stays in shelter/vouchers as needed.
- Arranges for movement of family to permanent housing option; assists with settling in.
- Case manages the families, including continual assessment, service planning, progress tracking, service coordination, life-skills training, etc. Level of case management is determined by family need and may be very limited or intensive.
- Offers case management in collaboration with other systems, as part of short and long term support for family.
- Arranges for income development, children's services, and other needed services.

- Provides tracking and follow-up services to assure engagement of family and progress through outcomes.
- Helps transition families to more self-sufficient service options, primarily permanent housing.
- Connects with Single Access and Intake on behalf of homeless families not already in system, to link to appropriate resource and assure consistency of data collection. Families assessed by other systems should also go through Single Access and Intake on an expedited timeline.
- Coordinates and collaborates with shelter operators and Single Access and Intake to assure smooth access to resources for homeless families.
- Collects and reports data on families and their outcomes.
- Works closely with system providers around families falling out of services, to determine whether there would be better options for family.

**Estimated Cost:** \$ 763,612 (basic); \$954,515 (enhanced)

**# of Providers:** 8, 1 in each of the service districts defined by Division of Community Programs and Partnerships and 2 culturally based programs (Hispanic, American Indian)

**Capacity:** 143 families point in time (basic); 179 families (enhanced)

**Staffing:** 1 case manager; 12 transitional and 3 permanent housing families

### **C. Emergency Year Round Shelter Options**

Facilities that offer 24-hour, 7-day a week shared and/or individual sleeping rooms, shared baths, and living space should be available year round. Shelters should be dispersed throughout county, with, optimally, at least one per service district. The Single Telephone Access and Intake System authorizes beds in all the shelters, based on space and basic eligibility criteria; intake is conducted at the shelter the family is staying at by Single Access and Intake staff.

Intake staff will authorize limited stays up to 3 days, to allow time for intake information to be collected and connection to be made to the geographically/culturally-based assessment staff. If transitional housing or other appropriate services are not readily available, further stays may be authorized by agreement of intake and assessment staffs for up to 30 days.

Refusal of a family to work with intake and assessment staff will result in termination of shelter stay. (term limit = 30 days)

**Goal:** To provide a safe and secure shelter for homeless families, where they can begin to focus on how to leave the state of homelessness.

**Outcomes:** Homeless families get off the streets.  
Homeless families begin to engage in service programs.  
Homeless families learn about & access resources so that they have their urgent basic needs met.

***Functions/Services:***

- 24-hour access through the Single Access and Intake program.
- Safe, sanitary sleeping and personal hygiene accommodations.
- Space for meetings with Intake and Assessment staff.
- Space and equipment for meals.
- Emergency personal hygiene supplies, food, clothing, diapers, etc.
- Limited activity space, unless a day center operation is located there.

***Optimal Design***

- Shelter units/beds limited to 15 to 20 to retain a cost effective, human, manageable scale without significant neighborhood impact. However, acquisition of shelters will depend on the real estate opportunities that become available.
- Basic shelter with access to neighborhood based service programming; it is not the intent to make the shelters comfortable for long-term stays.

***Estimated Cost:*** \$422,080 (each shelter) \$1,266,240 (for three)

***# of Shelters:*** 3 shelters over a 5 year time frame

***Capacity:*** 55 families

***Staffing:*** 1 shelter manager; 2 additional staff on three shifts, plus weekend and holiday coverage (7 staff total plus relief staff)

**D. Overflow Shelters**

Overflow shelters open intermittently, usually in the winter. They are frequently sponsored by faith organizations, open only at night, and use primarily volunteers for operations. At least one-day shelter should be available to support service access for residents of overflow shelters.

Intake to overflow shelters is through the Single Access and Intake service. The Homeless Service Programs provide assessment and case management.

***Goal:*** To provide safe and secure shelter for homeless families, where they can begin to focus on how to leave the state of homelessness.

***Outcomes:*** Homeless families get off the streets or other unsafe living environments.  
Homeless families begin to engage in service programs.

***Functions/Services:***

- Access through the Single Access and Intake program.
- Usually only available during evening and night hours.
- Safe, sanitary sleep and personal hygiene accommodations.

**Optimal Design:**

- Shelter beds limited from 9 to 24 to accommodate facility and siting issues.
- Overflow shelter with access to neighborhood based service programming; it is not the intent that shelters will be utilized for long-term stays.

**Estimated Cost:** \$72,727 day shelter & 15 rooms (basic)

**# of Shelters:** 6

**Capacity:** 41 families at any one time; 51 families enhanced

**Staffing:** No additional staff required

**E. Motel Vouchers**

Motel vouchers pay for rooms in authorized motels. Based on funding source requirements, stays are limited to a maximum of 4 weeks per year. Vouchers may be used if there is no room available in shelters.

Immediate access to vouchers will be through the Single Access and Intake service, for up to 3 days; the voucher process is managed via County Clearinghouse. Follow-up vouchers may be authorized collaboratively by Intake and Assessment/Case Management staff, for families cooperating with intake procedures.

**Goal:** To provide shelter for homeless families, where they can begin to focus on how to leave the state of homelessness.

**Outcomes:** Homeless families get off the streets.  
Homeless families begin to engage in service programs.

**Functions/Services:**

- Access through Single Access and Intake program.
- Private motel or hotel rooms for families.

**Optimal Design:**

- Clearinghouse authorized motels must meet prescribed standards .
- Basic motel services with access to neighborhood based service programming; it is not the intent to make motels long-term housing options.

**Estimated Cost:** \$381,500

**# of Vouchers:** This will be based on shelter capacity. The committee recommends reallocating voucher funding to pay for shelters.

**Capacity:** Approximately 446 families were served in FY98-99. Plan is for approximately 8 families to be vouchered at any one time.

**Staffing:** No additional staff required

## **F. Short-term Housing Facilities**

Transitional, or short-term housing facilities offer individual apartment units or rooms within a complex or facility. They are open year round; the units are leased by the month. Generally, there are support services and case management linked to the housing as a full-service package.

**Goal:** To provide safe, stable, affordable temporary living environment for families where they can continue to work to resolve issues that has resulted in homelessness.

**Outcomes:** Families engage in activities to overcome homelessness

### **Functions/Services:**

- Access through shelter/voucher service.
- Separate family apartments, including cooking facilities and restrooms.
- Common space for recreation, social and other activities.
- Laundry facilities available.
- Families pay no more than one-third of their income for rent.

### **Optimal Design:**

- Apartment complexes limited to 20-25 units to retain cost effective, human, manageable scale with limited neighborhood impact.
- Case management, client assistance and additional supportive services that will aid the family in their effort to obtain and maintain permanent housing are provided.
- Housing located on public transportation lines, in walking distance of shopping and located in proximity to local schools.

**Estimated Cost:** \$359,016

**# of Providers:** 3

**Capacity:** 53 families

**Staffing:** One resident manager per facility; case management and other support staff funded elsewhere in the system.

## **G. Community-based (Scattered Site) Short Term Housing**

Connected to the case management service at the Homeless Families Program is funding for community-based short-term (transitional) housing. The housing consists of apartment units or houses leased by families or agencies from the open market, which includes Housing Authority of Portland housing, units owned by Community Development Corporations, and apartments owned by the agencies. A variety of housing options is encouraged, including alcohol and drug free housing.

**Goal:** To provide temporary safe, stable, affordable living environments for families where they can continue to work to resolve issues that have resulted in homelessness.

**Outcomes:** Families engage in activities to overcome homelessness

**Functions/Services:**

- Access through shelter/voucher service.
- Individual housing units, either in multi or single family dwellings, including cooking facilities and restrooms.
- Families pay no more than one-third of their income for rent.

**Optimal Design:**

- Housing located throughout residential neighborhoods.
- Case management, client assistance, and additional supportive services provided that would aid the family in their effort to obtain and maintain permanent housing.
- Housing located on public transportation lines, and in close proximity to shopping as well as local schools
- Name of sponsoring agency on the rental agreement

**Estimated Cost:** \$512,242 (basic); \$640,302 (enhanced)

**# of Providers:** 6

**Capacity:** 90 families (point in time); 112 families (enhanced)

**Staffing:** N/A

## **H. Transitional Services with Permanent Housing**

Families, lease permanent housing with intensive case management provided by the Homeless Families Programs, to help the families with long-term adjustment to stability and neighborhood integration.

**Goal:** Families move into and stabilize in decent, affordable, permanent rental housing in residential neighborhoods.

**Outcomes:** Families engage in activities to overcome homelessness  
Families have access to stable, safe, affordable permanent housing of their choice  
Children attend school or are in quality care settings  
Families have skills, abilities & resources to maintain their housing

**Functions/Services:**

- Access through shelter/ voucher service
- Individual housing units, either in multi or single family dwellings.
- Families pay 100% of the rent

**Optimal Design:**

- Housing located throughout residential neighborhoods
- Support necessary to remain in permanent housing provided.
- Name of family on rental agreement

**Estimated Cost:** \$ 46,830 (basic); \$93,660 (enhanced)

**# of Providers:** 1

**Capacity:** 18 families (revised point in time); 36 families (enhanced)

**Staffing:** 1 case manager: 18 families

## **I. Housing Relocation**

Specialized housing liaisons work with realtors and landlords to assist with relocation of families into decent, affordable rental housing, and to conduct landlord/tenant mediation. This service is separate from Case Management but works closely with the families' case managers, to coordinate housing placement, stability, and security. Housing Relocationists need expertise in housing development, landlord relations, and property management. These specialists will be geographically dispersed at the Homeless Families Programs.

**Goal:** To locate and negotiate additional transitional and permanent housing options for families involved in the system.

**Outcomes:** Families have access to stable, safe, affordable permanent housing of their choice.

### **Functions/Services:**

- Develop relationships with local landlords and property managers, with an emphasis on direct contact and negotiation with owners of low-cost rental housing.
- Collaborate with the Housing Authority of Portland.
- Maintain a "hotline" for landlords with questions and concerns about the program or their tenants.
- Educate homeless clients on how to search for, secure and maintain permanent affordable housing.
- Ensure landlords will treat clients/tenants fairly.

### **Optimal Design:**

- One housing relocater per geographic service area.
- Housing located throughout residential neighborhoods.
- Units located are overall suitable to meet the family's needs; suitable meaning decent housing in an environment that will be conducive to the family's stability in permanent housing.

**Estimated Cost:** \$288,375 (basic); no enhancement recommended

**# of Providers:** 6

**Capacity:** 90 – 120 families

**Staffing:** 1 housing relocationist: 15 – 20 additional units secured annually

## J. Support Services

Support services include: alcohol and drug treatment, mental health, detoxification, employment assistance, adult education and training, child care, rent assistance, food, clothing, emergency basic needs, etc. as needed by families. Collaborations are expected with case managers from other systems, including protocols for accessing housing resources.

Funding should be available to buy services in addition to services accessed and paid for through other funding streams and systems, e.g., Head Start, Oregon Vocational Rehabilitation, Mental Health Services, Alcohol & Drug, and the Oregon Health Plan.

**Goal:** To provide appropriate support services for all household members that will assist movement toward housing stability and self-sufficiency.

**Outcomes:** Families learn about & access resources  
Families engage in activities to overcome homelessness

### **Functions/Services:**

- Formal linkages are arranged throughout the social service system
- Case manager conducts a comprehensive family needs assessment
- Case manager links family with appropriate services
- Case manager is advocate for family to receive appropriate assistance available in the community

### **Optimal Design:**

- Homeless family system advocates for funding and support for services from tangent systems
- Family members/head-of-household agree to participate in case plan and supportive services
- Case manager authorizes expenditures for supportive services that will aid family in their effort to obtain and maintain permanent housing
- Critical collaborative relationships are developed throughout the service provision community to insure service availability for homeless families
- 

**Estimated Cost:** \$400,898 (basic); \$501,122 (enhanced)

**# of Providers:** 8 homeless family providers; infinite collaborative partners

**Capacity:** 200 families (basic); 225 families (enhanced)

**Staffing:** No additional staff required

### **K. Drug and Alcohol Interventionist**

This system-wide drug & alcohol interventionist will conduct assessments, make appropriate referrals and perform as an advocate for homeless family members who are in need of drug and alcohol treatment and other services. This specialist will also provide training for system providers in identifying symptoms of addiction as well as making appropriate service referral.

**Goal:** To provide specialized support that will assist people to discontinue behavior that had previously contributed to their state of homelessness.

**Outcomes:** Families engage in activities to overcome homelessness

#### ***Functions/Services:***

- Referral made by Intake Worker or Case Manager
- Conduct drug & alcohol assessments for any appropriate family member
- Divert family to services
- Identify potential treatment recommendations
- Locate treatment resources
- Advocate for family members to access appropriate treatment

#### ***Optimal Design:***

- One Interventionist system-wide
- Intervention occurs before family is placed in transitional housing
- Day treatment is preferred over residential
- Coordinate and collaborates with intake worker and case managers

***Estimated Annual Cost:*** \$48,000 (basic); no enhancement funding recommended

***Capacity:*** 200 Families Annual

***Staffing:*** 1 Specialist

### **L. Children's' Services**

Support for children to address developmental, school, alcohol and drug and mental health issues, will be provided through funding and linkages with other community resources. These services include childcare, activities, health screening, 24-hour child care/respite care, etc.

**Goal:** To provide special support and services for children who have experienced homelessness

**Outcomes:** Children attend school or are in quality care settings

**Functions/Services:**

- Services are accessed via referral from homeless family system case manager
- Specialized children's needs assessment conducted
- Formalized linkages are established

**Optimal Design:**

- Community & Family Service Centers will provide the necessary outreach and supportive services to accommodate the children of homeless families in their early childhood program
- The Homeless Family Service system will advocate for the Commission on Children, Families & Community to fund specialized services for homeless children
- The Multnomah County Relief Nursery will be able to provide minimal respite care

**Estimated Cost:** \$115,000 (basic); \$143,750 (enhanced)

**Capacity:** 300 children

**Staffing:** No additional staffing required

**M. Rent Assistance**

Rent assistance pays for part or all of a family's rent. Based on funding source requirements, there is a limit of \$2,000 in a 12-month time frame. Rent assistance is used when a family can demonstrate that it will be able to stabilize with limited assistance. This service is a prevention of homelessness function. Access to rent assistance is through 40 community based service providers. The rent assistance process is managed via the County Clearinghouse.

**Goal:** To provide assistance to families at risk of losing their housing.

**Outcomes:** Families do not become or return to homelessness.  
All families have skills, abilities and resources to maintain their housing.  
Families are no longer threatened with homelessness.

**Functions/Services:**

- Access through community based service providers.
- Service providers refer to Multnomah County Clearinghouse.
- Families provided with case management to support housing stability.

**Optimal Design:**

- Multnomah County Clearinghouse provides final authorization for service.
- Families stay in their housing with limited financial assistance.

**Estimated Cost:** \$159,000 (basic); \$198,750 (enhanced) (This does not include the \$240,893-\$320,893 of RASP rent assistance available through the Housing Authority of Portland)

**Capacity:** 79 families, estimated 5 families at any one point in time

**Staffing:** No additional staff required

## Comparison of Systems

The *Homeless Families Plan* builds on and expands the current service system funded through Multnomah County with several significant differences in philosophy and type of resources. Specifically, access and intake will be through a single (centralized) telephone access that will screen for eligibility, find immediate shelter, provide intake functions, connect families to the resources they will need to begin their progression through the service continuum, and coordinate the inventory of vacancies for efficient matching and placement of the families in resources of their choice. This process has been done through a decentralized system. The single phone access will also have a client database to enable tracking of clients, reporting and evaluation of the program. Another difference is the focus away from motel vouchers to family shelters; this community had, in the past, selected against family shelters. The preference now is for small, geographically dispersed shelters.

Chart H lists the differences and similarities of the current and planned homeless families systems.

**Chart H: Comparison of Current to Planned System**

Current System	Planned System
Client Performance Outcomes Driven	System and Client Outcomes Driven
Decentralized Access to Services	Centralized Access to Services
Limited Data Collection	Client Tracking, & System Reporting
Motel Based Emergency Housing	Shelter Based Emergency Housing
Services Focused on Adults in Family	Services Focused on Both Adults & Children
Limited Services for Ethnic Specific Populations	Specialized Services for Ethnic Specific Populations
Limited Permanent Housing with Supportive Services Model	Expanded Permanent Housing with Supportive Services Model
Insufficient Drug & Alcohol Intervention	System-wide Drug & Alcohol Interventionist
Limited Formal Collaborative Relationships	Increased Formal Collaborative Relationships

## Funding Plan

In order to be able to implement the new plan for homeless families, additional funding must be invested in the system. Listed below in Chart I: Funding for New and Expanded Services are the new and expanded services essential to execution of this plan. *Chart J: Current, Basic, and Enhanced Budgets by Service Element* shows the total system funding. The ad-hoc committee made strong recommendations that the entire system needs to be fully funded at the basic level, as a reasonable and conservative estimate of costs.

The following funding charts **do not include** funding needed to support development of permanent, affordable housing. Increased attention to this area is critical but is seen as beyond the purview of this *Plan*.

**Chart I: Funding For New and Expanded Services**

Service	Estimated Annual Cost
Stabilize Present System (Replacement of Federal Grant Funding)	\$1,509,962
Replacement Case Management Costs	\$222,869
Centralized Access & Intake & Client Data Base*	\$217,614
24-hour Family Shelters	\$371,040
Ethnic Specific Services	\$90,000
Children's Services <sup>7</sup>	\$115,000
Transitional Services with Permanent Housing	\$46,830
Increased Short Term Housing	\$102,450
Housing Relocator	\$57,675
Alcohol & Drug Interventionist	\$48,000
<b>Total, New Funding Needed</b>	<b>\$2,781,440</b>

\*\$22,000 of current overflow shelter funds have been proposed for reprogramming toward the intake process.

## Funding Comparison

Following is a chart that depicts current, revised and enhanced funding recommendations. The revised funding reflects what is needed to implement the new system.

<sup>7</sup> The ad-hoc committee determined that it is the responsibility of other systems to fund services for children. The recommendation is that representatives of the homeless family system strongly advocate with the Multnomah County Commission on Children, Families & Community to fund enhanced childcare and other services for the children of homeless families. If funds cannot be identified from other sources, funding should be allocated directly to the homeless families system.

Chart I: Current, Basic, and Enhanced Budgets by Service Element

Svc	Service Element	Current Funding			Basic Funding			Enhanced Funding		
		McKinney	Local	Total	McKinney	Local	Total	McKinney	Local	Total
A	Access/Intake		\$34,146	\$34,146		\$273,760	\$273,760		304,700	304,700
B-1	Case Management	289,020	190,792*	479,812	289,020	214,783	503,803	231,216	398,538	629,754
B-2	Facility Case Mgt	161,723		161,723	161,723	8,086	169,809	129,378	82,883	212,261
B-3	Culturally Based Assistance					90,000	90,000		112,500	112,500
C	Emergency Year-Round Shelter		51,040	51,040		422,080	422,080		1,266,240	1,277,280
D	Overflow Shelter		94,727	94,727		72,727	72,727		72,727	72,727
E	Vouchers		381,500	381,500		381,500	381,500		381,500	381,500
F	Housing in Facilities	147,590	211,426	359,016	147,590	211,426	359,016	118,072	240,450	359,016
G	Scattered Site Hsg	320,988	88,804	409,792	320,988	191,254	512,242	256,790	383,512	640,302
H	Case Mgmt W/Hsg					46,830	46,830		93,660	93,660
I	Housing Relocator	230,700		230,700	230,700	57,675	288,375	184,560	103,815	288,375
J-1	Support Services	90,176	40,957	131,133	359,941	40,957	400,898	287,953	213,169	501,122
J-2	Voc Rehab Services	233,420		233,420						
J-3	Mental Health	36,345		36,345						
K	Drug & Alcohol Intervention					48,000	48,000		48,000	48,000
L	Childrens Services					115,000	115,000		143,750	143,750
M	Rent Assistance		159,000	159,000		159,000	159,000		198,750	198,750
	<b>Total</b>	<b>1,509,962</b>	<b>1,252,392</b>	<b>2,762,354</b>	<b>1,509,962</b>	<b>2,333,078</b>	<b>3,843,040</b>	<b>1,207,969</b>	<b>4,044,194</b>	<b>5,252,163</b>

\* The \$190,792 in 1999/2000 contracts for case management will not be available to designate for homeless families case management in upcoming years.

**Footnotes for Chart J: Current, Basic, and Enhanced Budgets by Service Element**

- (a) **"Current Funding"** amounts are derived from Fiscal Year 99/00 and 98/99 contracts.
- (b) **"Basic Funding"** shows amounts needed to fund the basic, revised service system:
- A. Access/Intake: start up equipment and annual operating costs.
  - B-1. Case Management: 5% increase in staff costs.
  - B-2. Facility Case Management: 5% increase in staff costs.
  - B-3. Culturally based Assistance: Add necessary component.
  - C. Emergency Year-Round Shelter: Add annual operating cost for new shelter opportunity and double amount for existing shelter.
  - D. Overflow Shelter: Reduce amount by transferring cost of intake staff to A.
  - E. Vouchers: It is recommended to reallocate a significant portion of these funds to shelters
  - F. Housing in Facilities: No revision.
  - G. Scattered Site Housing: Increase to serve 90 families.
  - H. Case Management with Permanent Housing: Add case management.
  - I. Housing Relocator: 5% increase in staff costs.
  - J-1. Support Services: Increase the total by transferring J-2 and J-3 to Support Services.
  - J-2. Vocational Rehabilitation/Employment: Transfer amount to J-1. State is obligated to supply vocational rehabilitation and employment services.
  - J-3. Mental Health: Transfer amount to J-1. State is obligated to supply mental health services.
  - K. Drug and Alcohol Interventionist: Add necessary component.
  - L. Children's Services: Add necessary component.
  - M. Rent Assistance: No revision.
- (c) **"Enhanced Service"**: Service levels and staff costs have been increased by 25% as follows: A. Access/Intake; B-1. Case Management; B-2. Facility Case Management; B-3. Culturally based Assistance; D. Overflow Shelter; G. Scattered Site Housing; J-1. Support Services; L. Children's Services; and M. Rent Assistance. Additional enhancements were made as follows:
- C. Emergency Year-Round Shelter: A third year round shelter is added.
  - G. Scattered Site Housing: Increased 25% to provide for more transitional housing.
  - H. Case Management with Permanent Housing: Doubled, assuming additional permanent housing obtained by Housing Relocator.

The projected amount of McKinney funds awarded under "Enhanced Funding" is reduced to 80% of the current level due to the downward trend and unpredictable nature of funding by Congress.

## SECTION IV: CONTINUING ISSUES

The Ad Hoc Committee recommended that the Department of Community and Family Services, Division of Community Programs and Partnerships establish and maintain community-planning processes to assure a continuing dialogue around several issues identified below. The process should include all relevant stakeholders, including policymakers at the state and local level, as applicable. Issues for continuing dialogue include:

- **System Evaluation:** As with any new or revised service system, there is a need to evaluate the progress made toward the identified goals, including funding levels, to determine whether the planning assumptions were on target, funding has become available, and the approaches taken during the planning process are still relevant in the existing environment.
- **Homeless Child Protection:** There is a need to develop policy and procedures for assuring safety of children whose homeless parents have not engaged in programs to help them overcome their homelessness. This issue is not only a concern for the Homeless Family System but transcends all services funded by Multnomah County. The necessity for entering into a formal dialogue with the leadership of the State Office of Service for Children and Family with the goal of developing a standard response to protecting neglected children in homeless families is emphasized.
- **Culturally-Based Services:** The homeless families system needs to respond to the special needs of ethnic minority homeless families. The community has not come to a consensus about how this could or should be done, whether ethnic minorities should have a parallel system, or have special providers who interface with the larger system, or have specially trained staff within larger system providers, or some combination. The dialogue has also not been completed about when one strategy works better than another does, and how special ethnic populations are selected for targeted funding. A workgroup has been formed to research needs of ethnic minority homeless families, strategize how to respond to the needs, and make a recommendation to the County by spring 2000.
- **Need for More Housing:** The *Homeless Family System Plan* is dependent on more affordable housing being made available. To insure the flow of families moving through the system into appropriate housing, approximately 780-1,500 additional transitional and permanent housing must be accessible each year. If increased housing is not available, families will be forced to remain in shelter longer than ideal, thereby closing access to the shelters for newly homeless families. Affordable housing is defined as a unit for a family earning less than 60% medium family income that pays no more than 30% of their income for housing.

As a means to provide the needed additional units, the *Homeless Families System Plan* proposes the following strategies:

- Emphasize that the role of community based housing relocators will be to locate 15 – 20 units of additional appropriate housing in each year.
- In partnership with the Housing Authority of Portland, apply for funds that will be designated exclusively for vouchers/certificates to be used in the Homeless Families System, in addition to other permanent housing opportunities.
- Encourage the three jurisdictions (Multnomah County, City of Portland, and the City of Gresham) to support rehabilitation of existing affordable units and to adopt policies to retain or replace existing affordable housing. Affordable housing meaning affordable to persons earning below 60% medium family income.
- Advocate for the three jurisdictions to support the construction of new affordable housing.

# APPENDICES

**Appendices A**  
**Ad Hoc and Interested Parties Committee Roster**

Committee Members

Jeanine Carr  
Multnomah County Health Department

Jean DeMaster  
Community Action Service Providers

Dave Flock  
State of Oregon, Adult & Family Services

Richard Harris  
Community Development Network

Janet Hawkins  
Multnomah Commission on Children, Families  
and Community

Marilyn Miller  
Community Action Service Providers

Kay Mattson, MSW  
Housing Authority of Portland

Dick Pomeroy  
Interfaith Homeless and Housing Coalition

Oscar Lopez  
OHDC Hispanic Access Center

Rachael Silverman  
City of Portland  
Bureau of Housing & Community Development

Rick Ukena  
Community Action Service Providers

Jean Wagner, MSW  
Early Childhood Care & Education Council  
of Multnomah County

Committee Alternates

Sara Arnold  
State of Oregon, Adult & Family Services

Jim Clay  
Multnomah Commission on Children,  
Families, and Community

Cassandra Garrison  
Community Action Service Providers

Judi Pitre  
Housing Authority of Portland

Janet Range  
OHDC Hispanic Access Center

Interested Persons

Chuck Currie	Marge Ille
Major Neal Hogan	Ramsay Weit

Multnomah County Staff

Cathy Hughley	Cilla Murray
Kathy Millard	Donna Shackelford
	Pete von Christierson

## Appendices B

### Focus Group Summary

Homeless Family System Planning  
Focus Group Summary  
June 10, 1999

Ten focus groups were conducted. The participants of these groups included homeless families receiving services, direct service staff of agencies providing services, families who are at risk of homelessness, mid-managers of agencies providing services, the CCFC Poverty Advisory Committee, and individuals from a multitude of programs (including Touchstone, HAP, Mental Health agencies, public health nurses; Ethnic Access agencies). The focus groups involving consumers were conducted throughout Multnomah County, including Southwest; Northeast; North and Southeast.

Each of these meetings were "focused" on specific topics including access to services, emergency services, prevention and children. What follows is a summary of comments, suggestions and concerns.

#### *Access to Services*

The unanimous consensus is that accessing services in the present system is difficult, if not nearly impossible. Three different models were presented as talking points:

- One model highlighted a single, central Information and Referral telephone number. Most people liked the idea of being able to get current, consistent information from one source. The major concern is that it is not helpful to provide people with a list of resources when there are no services available because of lack of capacity. Another concern addressed the sheer number of calls the telephone line would receive. It would become a central I&R number for all emergency services, regardless of housing status.
- Another model highlighted a single, central I&R, assessment and access telephone number. The advantage of this system is that everyone would have an equal opportunity to access services that are available. This model would also give an opportunity to track the numbers of requests for services. Again, there are concerns about the number of calls this number would receive. To be effective, there would also need to be staff trained fully in all of the services, their criteria, as well as how to identify issues such as domestic violence. Another issue is that assessments conducted over the telephone are not effective.
- The third model highlighted a coordinated system that could be accessed through several telephone numbers and the caller would receive information about services and service availability throughout the county. A major advantage to this model is that would build capacity to an already existing system. It would also be an opportunity to follow families that access more than one service from several sources. A concern is that resource availability can change in mere seconds and that individuals staffing the telephones and computers would not be able to input data accurately or in a timely manner. There is also a concern that the person calling for assistance may not know how to articulate their needs over the telephone.

People who have accessed services recommended a broad public information effort to assist families in finding the telephone number they need to locate services. Several people recommended a full-page ad in the telephone book that listed all services in the tri-county area that are available to homeless people. Consumers felt strongly that there needed to be a single way to learn about services and availability. The most severe situation was a woman with a teenage son who called 40 places in the tri-county area before finding services.

Another point of interest was having the capacity for a "service provider" to go to where the family is located to do an assessment and offer service options.

*A theme in all of the models discussed was that staff needed to be bi-lingual or multi-lingual and culturally competent.*

#### *Emergency Housing/ Services Models*

This discussion included the three options presently available for emergency shelter: Vouchers; Faith Based Shelter and 24-hour family shelter. The consensus is that all three options are vital to the system. It is important to give families choices as to where they want to be.

An advantage to providing vouchers to house families into motels is that they can receive almost immediate shelter. Families have privacy; they can access their room 24-hours a day; personal possessions can remain with the family and the system only pays for service space used. The primary disadvantage is the lack of quality motels that accept vouchers. The majority of the motels that accept vouchers are considered to be unsafe and unsanitary. There are limited (if any) cooking facilities. This results in a lack of hot nutritious food and it is costly for families to eat. One focus group participant noted discrimination against people of color and from different cultures. Another concern is that the family can't be closely observed drug usage, child abuse, etc can happen unnoticed.

The advantages of 24-hour family shelter with supportive services include the structured setting of the shelter and its availability to help families who want to resolve their homelessness. Families have access to their rooms 24 hours a day and shelter staff can discover the family's strengths and skills. Disadvantages include its expense and an overly-structured environment for some people.

The Faith Based Shelters (Church based) provide a warm, dry place for families to sleep, are very cost efficient, and encourage community involvement with issues relating to homeless families. Disadvantages include the requirement that families leave the shelter during the day, the lack of personal hygiene facilities and place to keep personal possessions, and limited understanding some volunteers have of the needs of the population.

Consumers of the services also gave input regarding the quality of day shelter services. They want a day shelter that is safe for their children, has quality child-care offered and a safe place for children to play. Several consumers mentioned that small children are terrified of showers and need another way to bathe.

#### *Emergency Services to Meet Basic Needs*

The consensus of the focus groups is that there needs to be a minimum of one "day center" that families without housing can access for services and referrals. Ideas for services include safe, consistent childcare, a place to store personal possessions, the opportunity to shower and do laundry, access to telephones (and voice mail), and a place to receive mail. The day center also needs have access to health care, employment opportunities, and housing information. One theme that repeated numerous times was that kids need a chance to be kids, with the opportunity to play with other children in a safe, supportive environment and age appropriate activities.

#### *Prevention*

There were several recommendations to help prevent families from becoming homeless. One common theme was to increase the availability of short-term rental assistance for emergency situations and develop more affordable housing opportunities. Below are some additional recommendations:

- Educate tenants in how to talk with landlords
- Educate tenants in basic conflict resolution skills

- Educate tenants on their Rights and Responsibilities as tenants
- Encourage service providers to create teams to provide services, including a “prevention specialist”
- Assist families to create a 3-6 month plan to establish priorities for maintaining their housing

*Housing*

A strong message was also consistently given that our community needs to develop more housing opportunities for low-income families. This includes more shelter, transitional housing and affordable housing. If there were enough housing for low-income people, the numbers of homeless families would be considerably lower. One participant from the community nurse group stressed that ten years ago homeless families in her caseload were a rarity. Today, she considers this issue to affect a significant number of the families she sees.

*Other areas of concern*

Several additional comments and concerns were expressed: They include:

- There needs to be a public awareness campaign focused on the issues of homeless families
- Services must be offered in culturally appropriate standards and in different languages
- Remember to address the needs of people with disabilities
- Shelters won't take families with teenagers – this needs to change
- Educate the schools on the how being homeless impacts kids and how to effectively work with homeless children
- This system must develop a strong linkage with other systems, the plan must address what linkages will be made and how they will be made

Focus Groups Conducted by Donna Shackelford  
Notes Prepared by Donna Shackelford

**Insert Map**

**Appendices D**  
**Criteria for Evaluating Program Model**

Homeless Family System Planning  
Ad-Hoc Committee

*Criteria for Evaluating Models and Making Plan Decisions:*

- ◆ Systems approach
- ◆ Based on adopted *Outcomes*
- ◆ Based on adopted *Values and Principles*
- ◆ Is cost effective and saleable to the community
- ◆ Builds on strengths and assets of the current system
- ◆ Reflects systemic change
- ◆ Results in an improved access system
- ◆ Results in reduction or prevention of homelessness by having family move away from the state of homelessness
- ◆ Deals with entire family – inclusive of all members, adults & children

**Appendices E**  
**Culturally Based Small Group Notes**

Homeless Family System Planning  
Cultural/Ethnic Issues Workgroup  
July 12, 1999

In Attendance:

Oscar Sweeney Lopez	OHDC/Access
Kay Mattson	HAP
Cassandra Garrison	OFB/CASP
Jackie Mercer	NARA
Norma Cabllero Lopez	El Programa Hispano
Donna Shackelford	Multnomah County

The meeting started with introductions.

Donna and Oscar gave an overview of the planning process to date.

A conversation ensued regarding how the homeless family system might most effectively serve persons from different cultures and ethnic backgrounds.

The group agreed that there is a difference between an individual being bi-lingual /culturally competent and an individual being bi-cultural. There is an issue of trust within cultures. Some people from different cultures will forgo services if they haven't established a level of trust with the service provider.

Members of the work group also agreed that it is important that persons from different cultures needed to learn how to access services throughout the community. It is not always in the best interest of people to

*Recommendations*

- A guarantee that the central access telephone number be able to respond to callers in all languages (ATT language line)
- All publicity on how central access and other programs work be written in several languages ( also any oral publicity)
- Three culturally specific intake and assessment centers be funded (Hispanic, Native American and Asian)

- A family shelter be developed that is sensitive to the culture and needs of Hispanic families. This shelter would be available to all families in the community.
- A formal connection of culturally specific programs with the intake and assessment centers to include co-case management agreements and other specialized services that persons from various cultures require.
- One of the questions in the request for proposal would be for the applicant to identify significant ethnic populations within their geographic area and address how they would analyze and overcome barriers people in these populations might experience.
- Have persons from different cultures read the responses to the request for proposals
- A formal process for on-going evaluation of the system, including dialogue and discussion regarding how services for homeless families from different ethnic groups

Committee members agreed to continue meeting, to be prepared to review the draft plan when it becomes available for comment and to respond with any additional recommendations during the comment period. Committee members also determined to be prepared to make final recommendations before the system goes for bid.

## Appendices F Children Services Small Group Notes

### Early Childhood Care and Education Council of Multnomah County

#### Best Practices Committee Minutes Input to Homeless Family System Planning 7/7/99

Attending: Nancy Anderson, Multnomah Early Childhood Program  
Donna Shackelford  
Janet Hawkins  
Ann Warren, Raphael House  
Gene Trowbridge  
Lynn Jenkins, SCF  
Wendy Lebow  
Jean Wagner, Mt. Hood Head Start

The committee reviewed the planning process and went over several planning documents—Values and Principles, outcomes and services identified in 6/17 proposal and Program Model.

#### Identified goals as they relate to young children (birth to 8 years old):

- Enter school “ready to learn”.
- Positive, stable experience in school.
- Children are valued as children—be a child, not a parental caregiver. Understand the family situation without self-blame.
- Children are resilient (see Emmy Werner article).
- Children are up to date in immunizations, well child, and dental care.
- Experience personal empowerment.
- Children experience at least one relationship that is consistent, unconditional and supportive.

#### Services needed to reach these goals:

- ***Child/family assessment and treatment***  
A comprehensive screening and assessment to include health and development, dental, immunizations, vision, hearing, speech and mental health. Plans for any needed treatment and follow up.  
  
Family assessment of strengths and needs—looking at family system. Identify needs and provide support such as support for parenting skills.  
  
Mental health assessment and treatment on-site, including child and family therapy. These mental health therapists would provide consultation to staff, as well.
- ***Facility***  
A center that is child friendly for parents and children to go for respite and one stop services such as health clinic, etc.

- **Transportation**  
Vans at each shelter to transport children to child care/ school—keep children in schools they already attend.

Use vans to transport families to dentist, doctor, etc.

- **Collaboration with schools, child care**  
Keep children in school/child care they are enrolled in to support relationships.

Better communication with school districts. Work out transportation by districts. Schools provide a “homeless liaison”—pool funding and provide one for Multnomah County.

Develop relationships with schools near shelters.

- **Support services**  
Child care for parents during parenting classes.  
Attach food to everything.  
Clothes, diapers, personal hygiene products provided.  
Washers and dryers need to be readily available.
- **Mentor programs**  
Mentor relationship available on continuing basis for children of all ages.
  - Community Asst. service model (SCF)
  - Friends of children (County funded)
  - Letty Owings House model
  - Parent mentor—assist with agencies (AFS, SCF, etc.)
  - Beyond Shelter model

- **Children’s Service Coordination**

Individualized plan and ongoing involvement for each child based on strengths/needs.

Utilize “Partners” model of multiple organizations pooling funds, be used flexibly on behalf of young children/families.

- **Child care**  
Expand child care to be comprehensive; beyond group meetings in shelters.  
On site services to support family.

Contract relationships with caregiver organizations.  
Per slot payment for children on site (AFS payment by slot).

Registered in home provider option.  
Transportation to and from care.

Child care as part of case plan—individualized plan for child.  
Tri-met child care/transportation study (funding from City of Portland).

SCF funds to prevent children to coming into state placement.  
Respite care—could be at Family Nursery.

Who needs to be involved?

State and local government  
Police  
Mental health  
Schools  
Head Start  
Child care system  
Parks and recreation  
AFS  
SCF  
Health department  
Faith community  
Community colleges

**Input re: Families using/abusing drugs and alcohol in shelter**

- Children need intervention.
- Provide training to (non-county) shelters.
- SCF is key—shelters need to maintain close relationship with them. Staff need on-going training on child abuse/neglect as well as regular consultation. Best to encourage voluntary treatment.
- Get specialists to come into shelter.

Homeless Children Services  
Early Childhood Care and Education Council of Multnomah County  
Meeting Notes  
8/9/99

**Question:**

How to serve children in families who are unable/unwilling to commit to getting out of homelessness but are unable to provide shelter for their children?

**Response:**

These are the same families who are likely not being responsive and are not benefiting from services in other systems. This is a larger issue than the homeless family system, and will require the involvement of systems within and outside the county.

“Programs that are successful in reaching and helping the most disadvantaged children and families typically offer a broad spectrum of services. Successful programs recognize that they cannot respond to these ‘untidy basketfuls of needs’ without regularly crossing traditional professional and bureaucratic boundaries. **Successful programs see the child in the context of family, and the family in the context of its surroundings.** Professionals in these programs are perceived by those they serve as people who care about them and respect them, people they can trust. Programs see to it that services are coherent and easy to use.” These programs all have found that they need to reach beyond traditional boundaries to achieve successful outcomes with their clients.<sup>8</sup>

Our goal for any policy developed is to ensure that protective factors are in place:<sup>9</sup>

1. Children’s needs for health and mental care are met.
2. Children have secure attachments, with at least one person in their lives, preferably a parent. This person provides stable care with adequate and appropriate attention (practices that encourage trust, autonomy and initiative).
3. External support systems that reinforce competence and provide children with a positive set of values.

**Suggestion:** Since this question cannot be answered without involvement of other systems, we recommend a process that pulls in partners to develop relevant policies.

**Partners** in this policy development would include SOSCF, Early Childhood Care and Education Council, Health Dept., AFS, Head Start, schools, parents, among others.

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<sup>8</sup> Lisbeth Schorr, *Within Our Reach: Breaking the Cycle of Disadvantage*, 1989.

<sup>9</sup> Emmy Werner, “Protective factors and individual resilience”, *Handbook of Early Childhood Intervention*, 1990.

Early Childhood Care and Education Council of Multnomah County  
Best Practices Committee  
Homeless Families System Planning  
**Children's Services Recommendations**  
August 9, 1999

1. All shelters need a dedicated **children's environment** on site.
  - An after school program for school age children offered daily, offering esteem building/mastery activities as well as academic assistance.
  - Parent involvement in children's programming.
  - Keep children in programs they are already enrolled in when feasible. Use vans to transport children.
  
2. Free, quality **child care** needs to be available for all children 6 weeks to 6 years old.
  - A professionally staffed early childhood program offered five days a week, 7a.m. – 6p.m.
  - The center could be on-site at the shelter, or a centralized child care center could be developed to serve multiple shelters/transitional housing sites.
  
3. A system to **track homeless children** county-wide (modeled after the Partner's Program).
  - "Mentors" who follow homeless children (families) – voluntary program.
  - Schools, government, agencies pool resources to hire staff to "follow" children – track homeless children in the county and assessing resources for them – i.e. transportation to programs, mental health counseling, etc.
  - Keep children in programs they are already enrolled in. This system assists with this.