

Thursday, March 24, 1988

0344C

The Board of Commissioners of Multnomah County met at the Courthouse at 9:30 A.M. this date.

Present: Commissioner McCoy, Chair; ~~Commissioner~~ Anderson; Commissioner Kafoury; Commissioner Casterline. Excused: Commissioner Miller.

The following proceedings were had:

In the matter of appointment of Michael Hill to )  
the Department of Environmental Services Citizen )  
Budget Advisory Committee R-1 )

Upon motion of Commissioner Casterline, duly seconded by Commissioner Anderson, it is unanimously

ORDERED that said appointment be confirmed.

In the matter of appointment of Laurence H. Baker )  
to the Multnomah County Council on Chemical )  
Dependency R-2 )

Upon motion of Commissioner Casterline, duly seconded by Commissioner Anderson, it is unanimously

ORDERED that said appointment be confirmed.

In the matter of appointment of Kenny Carr, )  
Virginia Quiroz and Clyde Pack to the City/County )  
Bicentennial Commission R-3 )

Upon motion of Commissioner Casterline, duly seconded by Commissioner Anderson, it is unanimously

ORDERED that said appointment(s) be confirmed.

In the matter of appointment of Dennis E. Maxwell )  
to the Columbia Gorge Interpretive Center )  
Commission Advisory Board Committee R-4 )

Upon motion of Commissioner Casterline, duly seconded by  
Commissioner Anderson, it is unanimously

ORDERED that said appointment be confirmed.

In the matter of appointment of Gavin Vilander )  
and Charleah M. Couckuyt to the Multnomah County )  
DUII Advisory Board R-5 )

Upon motion of Commissioner Casterline, duly seconded by  
Commissioner Anderson, it is unanimously

ORDERED that said appointment(s) be confirmed.

At this time, Commissioner McCoy announced that  
Commissioner Miller was out of town.

*Change to  
some of  
title of  
resolution*  
Advisory Committee's

*endorsement of the*

In the matter of ~~receiving and endorsing the~~ )  
Multnomah County's ~~Advisory Committee report on~~ )  
~~the Columbia River Gorge Interpretive / Orienta~~ )  
~~tion Center, which recommends a gateway / orienta~~ )  
~~tion / interpretive center be developed at the~~ )  
~~primary west entrance to the Scenic Area (adja~~ )  
~~cent to Lewis & Clark State Park)~~ R-6 )

RESOLUTION  
#88-29

*for Siting an Interpretive / Orientation Center*

~~Commissioner Casterline introduced Mark Hess, Planning  
Division, and Chris Moir, Commissioner Casterline's Office.~~

Mark Hess, Planning Division, explained that slides were  
shown at the Informal meeting, and ~~that pictures also shown at that~~ *he has them with him if anyone wld like to see them*  
~~time were available. He stated he and Ms. Moir are present to~~  
~~represent the Columbia River Gorge Task Force, and that a report has~~  
~~been presented to the Board with recommendations for siting of the~~  
~~Center at the west entrance to the Gorge where I-84 crosses the~~  
~~Sandy River, and joins Lewis & Clark State Park. He urged the Board~~  
~~to endorse the report and siting recommendations so the documents~~  
~~can be forwarded to the Bi-State Commission.~~

Commissioner Anderson asked if money has been allocated for  
the project.

Mr. Hess replied that no monies have been allocated, and that the site is presently owned by the Oregon Department of Transportation (23 acres), and the State Parks Department (8 acres). It is not known at this time who will be the owner of the site, the State, the Forestry Department, or the County.

Commissioner Casterline said ODOT has verbally agreed to donate the land to the Bi-State Commission and to provide excavation services for the project. The State Parks Department has indicated they will give the necessary parcel located in Lewis & Clark State Park to the Commission; and the Oregon Tourism Alliance has applied for \$44,000 from the State for preliminary architectural design.

Chris Moir, Commissioner Casterline's staff, stated the Bi-State Commission and the U.S. Forest Service have asked the County to join a consortium with Klickitat, Wasco, and Clark Counties in Washington; and to use a plan developed by the Task Force to establish Interpretive Centers in each of those counties; Washington will provide financial support for its counties, and Oregon will provide for Multnomah County from monies designated for the Interpretation Center by the State Legislature. In answer to Commissioner Anderson's questions, she replied the County has been asked to form a consortium with the above counties because the design is for a "Gateway" concept; and will bring people to the area from both ends of the Gorge. She added that Skamania County, in Washington, has a separate program; but that Hood River County, in Oregon, is depending heavily on funds provided by the Legislature.

Upon motion of Commissioner Casterline, duly seconded by Commissioner Anderson, and it is unanimously

ORDERED that said Resolution be approved.

(See Page \_\_\_\_\_ for copy)

In the matter of Authorizing Designees of the )  
Mental Health Program Director to Direct a Peace )  
Officer to Take an Allegedly Mentally Ill Person )  
into Custody R-7 )

O R D E R  
#88-30

Commissioner Anderson said that this is a routine request to the Board, and that if the Board wishes to continue to approve this type of issue, it is obliged to approve every change to the authorized designee list. She questioned whether or not the Board would want to continue.

Commissioner Anderson moved, duly seconded by Commissioner Casterline, that the above-entitled matter be approved.

Laurence Kressel, County Counsel, said he was not familiar with the statutes regarding whether or not they require Board approval for this type of change.

Commissioner Kafoury said she thinks it is required because the Legislature wanted to be guaranteed there would be some scrutiny of those who would be serving on this program since it is a quasi-law enforcement function. She said she feels there are many Mental Health issues for discussion, and that perhaps the Board should work with the Dangerously Ill Mental Health Task Force to solve the issue.

The Board concurred.

At this time, the motion was considered, and it is unanimously

ORDERED that said Order be approved.

(See Page\_\_\_\_\_ for copy)

In the matter of ratification of an intergovern- )  
mental revenue agreement between State Community )  
Services / Low Income Energy Assistance - Wea- )  
therization Program and MCCA where by County will )  
receive \$132,492 to conduct weatherization ser- )  
vices to approximately 90 homes in mid and east )  
Multnomah County during the period January 1 to )  
December 31, 1988 R-8 )

Upon motion of Commissioner Anderson, duly seconded by Commissioner Casterline, it is unanimously

ORDERED that said intergovernmental agreement be ratified.

-5-

Order in the matter of accepting deed for Inverness )  
Property from the City of Portland for jail pur- )  
poses - public testimony invited - (TIME CERTAIN: )  
9:30 AM) R-9 )

Commissioner McCoy explained this matter should be held over one week because the City of Portland has not yet approved the transfer; and that the delay would not hold up any jail plans.

Upon motion of Commissioner Anderson, duly seconded by Commissioner Casterline, and it is unanimously

ORDERED that said matter be continued to Thursday, March 31, 1988 at 9:30 am in Room 602 of the County Courthouse.



Second Reading - An Ordinance amending MCC 2.30.640)  
(G), relating to the membership of the Citizen )  
Budget Advisory Committees R-10)

ORDINANCE  
NO. 571

Copies of the above-entitled Ordinance were available to all persons wishing a copy. Ordinance was read by title only.

A hearing was held; no one wished to testify.

Upon motion of Commissioner Anderson, duly seconded by Commissioner Casterline, it is unanimously

ORDERED that said Ordinance be adopted.

(See Supplement, Ordinances - J. 159 for copy)

Second Reading - An Ordinance amending MCC Chapter)  
6.31 by making the EMS Policy Board advisory to )  
the Board of County Commissioners, and ratifying )  
rules adopted by the EMS Policy Board, and de- )  
claring an emergency R-11 )

Copies of the above-entitled Ordinance were available to all persons wishing a copy. Ordinance was read by title only.

A hearing was held.

Laurence Kressel, County Counsel, reviewed the history of the ordinance changes. He said the most recent amended ordinance and the one before the Board today is identified by the number (2) at the bottom of the signature page. Following discussion, this was corrected to (8:2). This document contains all amendments made by the Board to date, and most staff recommended changes. He reviewed the changes as follows: Page 3, Section 3(E) refers to the ambulance plan and further states it must comply with the rules and regulations of the State Health Division. He explained that future technical difficulties can occur from citing certain statutes because the Legislature sometimes changes the statutes. He suggested using the following: "the plan must comply to State law." Section 5 change: Counsel is not in favor of the new proposed changes. His original language adopts all prior rules of the EMS Policy Board including the single ASA rule. The purpose of that action is to preserve the County rights to appeal Judge Crookham's ruling on the legality of a single ASA rule. If the rules are not ratified, the Court of Appeals could say, "the Policy Board has no authority, and it is now the Board's jurisdiction" leaving nothing to appeal. To avoid that problem, he advised it will be necessary for the Board to ratify the single ASA rule, which does not rule out Board adoption of another ASA plan. He described how that could be accomplished; and discussed impacts of the new proposed language vs. that of his proposed language. In response to Commissioner Anderson's question, he replied the difference in time required for implementation of an ASA plan might be as long as a year and a half to two years because of the time needed for Court system processes.

Commissioner Kafoury suggested holding the matter over a week in order to allow time for Counsel, attorneys, interested parties, and staff to discuss issues and come to conclusions.

Counsel concurred.

Chris Thomas, AA Ambulance, agreed the effect would be as described by Counsel, but his intent in suggesting proposed language was to ensure County compliance with rules and regulations. He agreed to work with County Counsel.

Mr. Kressel said new proposed language in Section 8(C) on page 6, puts back language he and staff had removed. He feels the proposal would require more procedures which might be harder to defend in future legal challenges.

Commissioner Anderson asked if the County is in jeopardy if there are not enough hearings for interested party testimony and participation.

Mr. Kressel said he would prepare language correctly to legally protect the Board.

Commissioner Kafoury moved to hold the matter over one week, duly seconded by Commissioner Anderson.

Joe Acker, Emergency Medical Services Director, said his only concern is that the ordinance be in place by April 4th so the EMS Policy Board may proceed; holding the matter over one week, will not create any problem for his office.

At this time, the motion was considered, and it is unanimously

ORDERED that said Ordinance be continued to Thursday, March 31 1988 at 9:30 a.m. in Room 602 of the County Courthouse.

Following discussion, Mr. Kressel agreed to review requirements procedures for rules for Board consideration at the next meeting.

Budget Modification Nondepartmental #11 making )  
appropriations transfers within Emergency Man- )  
agement in the amount of \$22,000, from Personal )  
Services (\$17,200) and Professional Services )  
(\$4,800) to Repairs & Maintenance (\$1,000), )  
Operating Supplies (\$1,500), External Data Pro- )  
cessing (\$2,000) and Capital Equipment (\$17,500) )  
to replace equipment and supplies to continue )  
operating the County's Hazardous Materials Re- )  
sponse Unit R-12)

Commissioner Anderson explained her objections to approving the matter because it sets a precedent, and that she feels this money should be returned to the General Fund for re-allocation; and that this issue should be discussed during the budget process.

Commissioner McCoy expressed her opposing views, and said she feels it is important to keep up County operations in hazardous materials; and that Emergency Management had not requested anything from the Board before.

Following discussion and upon motion of Commissioner Kafoury, duly seconded by Commissioner Casterline, it is

ORDERED that the above-entitled matter be tabled.  
Commissioner McCoy voted NO.

In the matter of approving a draft Private )  
Industry Council plan giving description of ser- )  
vices and management systems that PIC will submit )  
to the State for approval R-13)

Commissioner Kafoury explained this action requests Board approval of the latest PIC plan, and that there are no major changes: however there are increased resources for youth employment, and increased focus on services for single women head of households in this plan. She moved, duly seconded by Commissioner Anderson, and it is unanimously

ORDERED that said Plan be approved.

At this time, Commissioner Casterline introduced Steve Talley, who is District 4 representative for Youth Week.

*more space*  
There being no further business to come before the Board at this time, the meeting was adjourned until next Thursday morning at 9:30 A.M.

BJ  
0344C



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • Chair • 248-3308  
PAULINE ANDERSON • District 1 • 248-5220  
GRETCHEN KAFOURY • District 2 • 248-5219  
CAROLINE MILLER • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE MCGARVIN • Clerk • 248-3277

AGENDA OF  
MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS  
FOR THE WEEK OF  
March 21 - 25, 1988

Tuesday, March 22, 1988 - 9:30 AM - Informal Briefing. . Page 2  
Tuesday, March 22, 1988 - 1:30 PM - Informal Meeting . . Page 3  
Thursday, March 24, 1988 - 9:30 AM - Formal. . . . . Page 4

Tuesday, March 22, 1988 - 9:30 AM

Multnomah County Courthouse, Room 602

1. Discussion of the work of the Youth Planning Network  
subcommittee on Prevention Services to Children, Ages 0 - 7  
- Ron Potrue and Diane Tutch

Tuesday, March 22, 1988 - 1:30 PM

Multnomah County Courthouse, Room 602

INFORMAL

1. Informal Review of Bids and Requests for Proposals:
  - a) Fiberglass Insulation on a requirements basis
  - b) Traffic Signal Installation
2. Presentation of draft forest land management plan for the Mt. Hood National Forest - TIME CERTAIN 1:30 PM (45 minutes)
3. Informal Review of Formal Agenda of March 24

Thursday, March 24, 1988, 9:30 AM  
Multnomah County Courthouse, Room 602  
Formal Agenda

REGULAR AGENDA

BOARD OF COUNTY COMMISSIONERS

- A
- R-1 In the matter of appointment of Michael Hill to the Department of Environmental Services Citizen Budget Advisory Committee
  - R-2 In the matter of appointment of Laurence H. Baker to the Multnomah County Council on Chemical Dependency
  - R-3 In the matter of appointment of Kenny Carr, Virginia Quiroz and Clyde Pack to the City/County Bicentennial Commission
  - R-4 In the matter of appointment of Dennis E. Maxwell to the Columbia Gorge Interpretive Center
  - R-5 In the matter of appointment of Gavin Vilander and Charlea Couckyut to the Multnomah County DUII Advisory Board

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-6 In the matter of receiving and endorsing the Multnomah County's Advisory Committee report on the Columbia River Gorge Interpretive / Orientation Center, which recommends a gateway / orientation / interpretive center be developed at the primary west entrance to the Scenic Area (adjacent to Lewis & Clark State Park)

DEPARTMENT OF HUMAN SERVICES

- R-7 Order in the matter of Authorizing Designees of the Mental Health Program Director to Direct a Peace Officer to Take an Allegedly Mentally Ill Person into Custody
- R-8 In the matter of ratification of an intergovernmental revenue agreement between State Community Services / Low Income Energy Assistance - Weatherization Program and MCCA where by County will receive \$132,492 to conduct weatherization services to approximately 90 homes in mid and east Multnomah County during the period January 1 to December 31, 1988

SHERIFF'S OFFICE

- 10 R-9 Order in the matter of accepting deed for Inverness Property from the City of Portland for jail purposes - public testimony invited - (TIME CERTAIN: 9:30 AM)

ORDINANCES - NONDEPARTMENTAL

- A  
10 R-10 Second Reading - An Ordinance amending MCC 2.30.640 (G), relating to the membership of the Citizen Budget Advisory Committees
- R-11 Second Reading - An Ordinance amending MCC Chapter 6.31 by making the EMS Policy Board advisory to the Board of County Commissioners, and ratifying rules adopted by the EMS Policy Board, and declaring an emergency

NONDEPARTMENTAL

- Table  
McCon No*
- R-12 Budget Modification Nondepartmental #11 making appropriations transfers within Emergency Management in the amount of \$22,000, from Personal Services (\$17,200) and Professional Services (\$4,800) to Repairs & Maintenance (\$1,000), Operating Supplies (\$1,500), External Data Processing (\$2,000) and Capital Equipment (\$17,500) to replace equipment and supplies to continue operating the County's Hazardous Materials Response Unit
- A R-13 In the matter of approving a draft Private Industry Council plan giving description of services and management systems that PIC will submit to the State for approval

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

Thursday, 10:00 PM, Channel 11 for East and West side subscribers

Friday, 6:00 P.M., Channel 27 for Rogers Multnomah East subscribers

Saturday 12:00 PM, Channel 21 for East Portland and East County subscribers

0279C.68-72





## GLADYS McCOY, Multnomah County Chair

Room 134, County Courthouse  
1021 S.W. Fourth Avenue  
Portland, Oregon 97204  
(503) 248-3308

### MEMORANDUM

TO : Jane McGarvin  
Clerk of the Board

FROM : Delma Farrell

DATE : March 15, 1988

RE : Board Agenda  
March 21-25, 1988

#### INFORMAL

DGS

1. Submitted by Merrie Ziady X-5015

Focus Group Analysis/Benefit Review.

County Chair

2. Submitted by Fred Neal X-3308

Presentation of draft forest land management plan for the Mt. Hood National Forest - Time Certain 1:30.

#### FORMAL

DHS

3. Submitted by Gary Smith/Patrick Payton X-3691

Request to add new staff to the list of approved CMHP Director designees for program initiated peace officer holds.

4. Submitted by Susan Clark X-3691

Request ratification of intergovernmental revenue agreement between State Community Services/Low Income Energy Assistance-Weatherization Program and MCCA where by Multnomah County will receive \$132,492 to conduct weatherization services to approximately 90 homes in mid and east Multnomah County during the period 1/1/88-12/31/88.

Memorandum to Jane McGarvin  
From Delma Farrell  
March 15, 1988  
Page 2

Sheriff's Office

5. Submitted by Robert Skipper/Sally Anderson X-255-3600

Order accepting deed for Inverness Property from City of  
Portland.

BSD:ddf  
0725G

DATE SUBMITTED 3/17/88

(For Clerk's Use)  
Meeting Date 3/24/88  
Agenda No. R-1/2/3/4/5

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Appointments to Boards and Commissions

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only Thurs, March 24, 1988  
(Date)

DEPARTMENT County Chair DIVISION \_\_\_\_\_

CONTACT Judy Boyer TELEPHONE 248-3308

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Judy Boyer

**BRIEF SUMMARY** Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

Appointment of Michael Hill to the Dept of Environmental Services Citizen Budget Advisory Comm.  
Appointment of Laurence H. Baker to the Multnomah County Council on Chemical Dependency

Appointment of Kenny Carr, Virginia Quiroz and Clyde Pack to the City-County BiCentennial Comm.  
Appointment of Dennis E. Maxwell to the Columbia Gorge Interpretive Center.

Appointment of Gavin Vilander and Charlea Couckyt to the Multnomah County DUII Advisory Board

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

☐ PERSONNEL  
☐ FISCAL/BUDGETARY  
☐ General Fund

☐ Other \_\_\_\_\_

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Blady McCoy

BUDGET / PERSONNEL \_\_\_\_\_

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) \_\_\_\_\_

OTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)

NOTE: If requesting unanimous consent, state situation requiring emergency action on back.



# MULTNOMAH COUNTY OREGON

## BOARDS AND COMMISSIONS

### INTEREST FORM FOR BOARDS AND COMMISSIONS

In order for the County Executive to more thoroughly assess the qualifications of persons interested in serving on a Multnomah County board or commission, you are requested to fill out this interest form as completely as possible. You are encouraged to attach or enclose supplemental information or a resume which further details your involvement in volunteer activities, public affairs, civic services, published writing, affiliations, etc.

- A. Please list, in order of priority, any Multnomah County boards/commissions on which you would be interested in serving. (See attached list)

EXPO CENTER ADVISORY COMMISSION  
JUVENILE SERVICES COMMISSION

- B. Name Michael L.C. Hill

Address 119 S.W. Meade

City Portland State Oregon Zip 97201

Do you live in \_\_\_\_\_ unincorporated Multnomah County or ☒ a city within Multnomah County.

Home Phone 223-3023

- C. Current Employer Oregon State University - Urban 4-H Program

Address 211 S.E. 80th

City Portland State Oregon Zip \_\_\_\_\_

Your Job Title Extension Agent

Work Phone 254-1500 (Ext) \_\_\_\_\_

Is your place of employment located in Multnomah County? Yes ☒ No \_\_\_\_\_

- D. Previous Employers \_\_\_\_\_ Dates \_\_\_\_\_ Job Title \_\_\_\_\_

R.A. Hatch Co. Aug. 1984 - Sept. 1985 Personnel/EEO Officer

C.S.G. and Assoc. Jan. 1983 - July 1984 EEO Officer

Self Employed March 1981 - Dec. 1983 President

CONTACT:

GLADYS McCOY, MULTNOMAH COUNTY CHAIR  
1021 SW 4TH, ROOM 134  
PORTLAND, OREGON 97204  
(503) 248-3308

E. Please list all current and past volunteer/civic activities.

<u>Name of Organization</u>	<u>Dates</u>	<u>Responsibilities</u>
Martin Luther King, Jr. Scholarship Fund of Oregon	1979-1987	Board Member
Life Center (United Way Agency)	1983-1984	Assist staff providing food/clothing
United Negro College Fund	1983-1984	

F. Please list all post-secondary school education.

<u>Name of School</u>	<u>Dates</u>	<u>Degree/Course of Study</u>
University of Oregon	1967-1970	Bachelors Degree in Sociology
University of Oregon	1971	Masters of Science, Corrections
University of Oregon	1975	Masters of Science, Education

G. Please list the name, address and telephone numbers of two people who may be contacted as references who know about your interests and qualifications to serve on a Multnomah County board/commission.

James Brooks 2606 N.E. 11th Portland, Ore. 282-5374

Emanuel Paris King Facilities Portland, Ore. 243-3724

H. Please list potential conflicts of interest between private life and public service which might result from service on a board/commission.

None

I. Affirmative Action Information

Male/African American  
sex / racial ethnic background

birth date: Month May Day 9 Year 1949

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my appointment to a board/commission, may result in my dismissal.

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

DATE SUBMITTED 3/17/88

(For Clerk's Use)  
Meeting Date 3/24/88  
Agenda No. R-1/2/3/4/5

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Appointments to Boards and Commissions

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only Thurs, March 24, 1988  
(Date)

DEPARTMENT County Chair DIVISION \_\_\_\_\_

CONTACT Judy Boyer TELEPHONE 248-3308

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Judy Boyer

**BRIEF SUMMARY** Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

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Appointment of Laurence H. Baker to the Multnomah County Council on Chemical Dependency  
Appointment of Kenny Carr, Virginia Quiroz and Clyde Pack to the City-County BiCentennial Comm.  
Appointment of Dennis E. Maxwell to the Columbia Gorge Interpretive Center.  
Appointment of Gavin Vilander and Charlea Couckytut to the Multnomah County DUII Advisory Board

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

☐ PERSONNEL  
☐ FISCAL/BUDGETARY  
☐ General Fund  
☐ Other \_\_\_\_\_

1988 MAR 17 AM 11:34  
CLERK OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Blady McCoy

BUDGET / PERSONNEL \_\_\_\_\_

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) \_\_\_\_\_

OTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)

NOTE: If requesting unanimous consent, state situation requiring emergency action on back.



## MULTNOMAH COUNTY OREGON

# BOARDS AND COMMISSIONS

### INTEREST FORM FOR BOARDS AND COMMISSIONS

In order for the County Executive to more thoroughly assess the qualifications of persons interested in serving on a Multnomah County board or commission, you are requested to fill out this interest form as completely as possible. You are encouraged to attach or enclose supplemental information or a resume which further details your involvement in volunteer activities, public affairs, civic services, published writing, affiliations, etc.

- A. Please list, in order of priority, any Multnomah County boards/commissions on which you would be interested in serving. (See attached list)

Multnomah County DUII Advisory Board

- B. Name Gavin Vilander

Address 14909 N.E. 78th Street

City Vancouver State WA. Zip 98682

Do you live in \_\_\_\_\_ unincorporated Multnomah County or \_\_\_\_\_ a city within Multnomah County.

Home Phone (206) 256-4382

- C. Current Employer Kaiser Permanente Alcohol & Drug Recovery Services

Address 3414 N. Kaiser Center Drive

City Portland State Oregon Zip 97227

Your Job Title Clinical Director, Alcohol & Drug Recovery Services (Adult)

Work Phone (503) 249-8555 (Ext) 3983

Is your place of employment located in Multnomah County? Yes X No \_\_\_\_\_

- D. Previous Employers
- |  | Dates | Job Title |
|--|-------|-----------|
|--|-------|-----------|

<u>Western Washington University</u>	<u>9/80 - 6/82</u>	<u>Teaching Assistant</u>
--------------------------------------	--------------------	---------------------------

<u>TAMARC, Olympia, WA.</u>	<u>8/79 - 9/80</u>	<u>Alcoholism Counselor</u>
-----------------------------	--------------------	-----------------------------

E. Please list all current and past volunteer/civic activities.

<u>Name of Organization</u>	<u>Dates</u>	<u>Responsibilities</u>
Alcohol Safety Action Program	9/82 - 9/85	Member, Board of Directors

F. Please list all post-secondary school education.

<u>Name of School</u>	<u>Dates</u>	<u>Degree/Course of Study</u>
University of Alaska, Anchorage	9/74 - 6/79	B.A. Psychology
Western Washington University	9/80 - 6/82	Counseling Psychology

G. Please list the name, address and telephone numbers of two people who may be contacted as references who know about your interests and qualifications to serve on a Multnomah County board/commission.

Barbara Grider ASAP, 919 S.W. Taylor Street, Portland, Or. 97205 224-0075

Robert Senft, MD 3414 N. Kaiser Center Dr. Portland, Or. 97227 249-3439

H. Please list potential conflicts of interest between private life and public service which might result from service on a board/commission.

None known

I. Affirmative Action Information

Male/ Cauc.

sex / racial ethnic background

birth date: Month April Day 12 Year 1952

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my appointment to a board/commission, may result in my dismissal.

Signature *David V. Linder* Date 8/4/87

lom  
6/83





# MULTNOMAH COUNTY OREGON

## BOARDS AND COMMISSIONS

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In order for the County Executive to more thoroughly assess the qualifications of persons interested in serving on a Multnomah County board or commission, you are requested to fill out this interest form as completely as possible. You are encouraged to attach or enclose supplemental information or a resume which further details your involvement in volunteer activities, public affairs, civic services, published writing, affiliations, etc.

- A. Please list, in order of priority, any Multnomah County boards/commissions on which you would be interested in serving. (See attached list)

Multnomah County DUII Community Program Advisory Board

- B. Name Charleah M Couckuyt

Address 5544 SE Hillwood Circle

City Milwaukie State OR Zip 97267

Do you live in \_\_\_\_\_ unincorporated Multnomah County or \_\_\_\_\_ a city within Multnomah County. No

Home Phone 503-654-6276

- C. Current Employer Multnomah County Probation Services

Address 1021 SW 4th Avenue, Room 811

City Portland State OR Zip 97204-1184

Your Job Title Team Leader, DUII/Traffic Team - Parole and Probation Officer

Work Phone 248-3810 (Ext) x6064

Is your place of employment located in Multnomah County? Yes X No \_\_\_\_\_

- | D. Previous Employers                              | Dates            | Job Title                |
|--|------------------|--------------------------|
| <u>City of Portland/Mult Co Probation</u>          | <u>9/1970</u>    | <u>Probation Officer</u> |
| <u>Harris Memorial College Manila, Philippines</u> | <u>6/69-6/70</u> | <u>Teacher</u>           |
| <u>Multnomah County Public Welfare SW Pdx</u>      | <u>9/65-6/67</u> | <u>Social Worker</u>     |

GLADYS McCOY, MULTNOMAH COUNTY CHAIR

1021 SW 4TH, ROOM 134  
PORTLAND, OREGON 97204  
(503) 248-3308

CONTACT:



**MULTNOMAH COUNTY OREGON**

**CHARLEAH M. COUCKUYT**

SUPERVISOR, DUI UNIT  
PROBATION SERVICES DIVISION  
1021 S.W. FOURTH, ROOM 811  
PORTLAND, OREGON 97204  
(503) 248-3810

E. Please list all current and past volunteer/civic activities.

Name of Organization	Dates	Responsibilities
View Acres Elementary PTO	1985-87	Secretary
Multnomah County Citizens Committee - Community Corrections	1980?	Non-voting Resource member for citing committee for the first A.R.C. (work release ctr).
Oak Grove United Methodist Church		
Alaska Sourdough Club - Willamette Valley		

F. Please list all post-secondary school education.

Name of School	Dates	Degree/Course of Study
Willamette University	1961-65	BA - Sociology
DCE through Alcohol Treatment and Training	1975	1 Term - Alcohol course
PSU	Summer Term 1970	Psychology

G. Please list the name, address and telephone numbers of two people who may be contacted as references who know about your interests and qualifications to serve on a Multnomah County board/commission.

Wayne Salvo, Director, Multnomah County Probation Services	248-3810
Diana Clark, Health Services Specialist - DUII Program	248-3696

H. Please list potential conflicts of interest between private life and public service which might result from service on a board/commission.

None - known

I. Affirmative Action Information

F caucasian  
sex / racial ethnic background

birth date: Month January Day 1 Year 1943

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my appointment to a board/commission, may result in my dismissal.

Signature Charles C. Couch Date August 27, 1987

!Economic Development Advisory Commission!

Connie McCready  
2407 NE 27th Avenue  
Portland, OR 97212

David Fredrikson  
1581 SE Maple Avenue  
Portland, OR 97214

Larry Cooper  
Howard-Cooper Corp.  
8501 NE Killingsworth  
Portland, OR 97220

Patrick Borunda  
1822 NW 22nd Place  
Portland, OR 97210

Sandra Lowe  
Tektronix, Inc.  
P. O. Box 500  
Beaverton, OR 97077

Douglas J. McCaslin  
Tualatin Valley Economic Development Corp.  
4800 SW Griffith Dr., Suite 301  
Beaverton, OR 97005

Richard B. Halley  
9440 SW 62nd Ave.  
Portland, OR 97219

\*\*\*Jim Allan  
Cushman-Wakefield  
900 SW Fifth Aven.  
Portland, OR 97204

Sam Naito  
Norcrest China  
55 West Burnside  
Portland, OR 97209

—

DATE SUBMITTED 3/17/88

(For Clerk's Use)

Meeting Date 3/24/88  
Agenda No. R-1/2/3/4/5

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Appointments to Boards and Commissions

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only Thurs, March 24, 1988  
(Date)

DEPARTMENT County Chair DIVISION \_\_\_\_\_

CONTACT Judy Boyer TELEPHONE 248-3308

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Judy Boyer

**BRIEF SUMMARY** Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

Appointment of Michael Hill to the Dept of Environmental Services Citizen Budget Advisory Comm.  
Appointment of Laurence H. Baker to the Multnomah County Council on Chemical Dependency

Appointment of Kenny Carr, Virginia Quiroz and Clyde Pack to the City-County BiCentennial Comm.  
Appointment of Dennis E. Maxwell to the Columbia Gorge Interpretive Center.

Appointment of Gavin Vilander and Charlea Couckyt to the Multnomah County DUII Advisory Board

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

☐ PERSONNEL  
☐ FISCAL/BUDGETARY  
☐ General Fund

☐ Other \_\_\_\_\_

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Blady McCoy

BUDGET / PERSONNEL \_\_\_\_\_

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) \_\_\_\_\_

OTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)

NOTE: If requesting unanimous consent, state situation requiring emergency action on back.



## MULTNOMAH COUNTY OREGON

### INTEREST FORM FOR BOARDS AND COMMISSIONS

In order for the County Executive to more thoroughly assess the qualifications of persons interested in serving on a Multnomah County board or commission, you are requested to fill out this interest form as completely as possible. You are encouraged to attach or enclose supplemental information or a resume which further details your involvement in volunteer activities, public affairs, civic services, published writings, affiliations, etc.

A. Please list, in order of priority, any Multnomah County boards/commissions on which you would be interested in serving. (See attached list)

Multnomah Council on Chemical Dependency

B. Name Laurence H. Baker, Ph.D.

Address 3909 S.W. 52nd Place

City Portland State OR Zip 97221

Do you live in X unincorporated Multnomah County or    a city within Multnomah County.

Home Phone 297-6463

C. Current Employer Veterans Administration Medical Center

Address P.O. Box 1034

City Portland State OR Zip 97207

Your Job Title Associate Director, Behavioral Medicine Clinic

Work Phone 222-9221 (Ext) 2801

Is your place of employment located in Multnomah County? Yes X No   

D. Previous Employers	Dates	Job Title
VA Medical Center Newington, CT	1981-86	Assistant Director, Alcohol Treatment Program
Univ. of Connecticut Medical School	1980-81	Post-doctoral Fellow, Alcohol Research
Oregon Health Sciences University	1979-80	Post-doctoral Fellow Medical Psychology

CONTACT:

DENNIS BUCHANAN, COUNTY EXECUTIVE  
1500 PORTLAND BUILDING

E. Please list all current and past volunteer/civic activities.

<u>Name of Organization</u>	<u>Dates</u>	<u>Responsibilities</u>

F. Please list post-secondary school education.

<u>Name of School</u>	<u>Dates</u>	<u>Degree/Course of Study</u>
Indiana University	1967-70	English Literature
Kent State University	1971-73	B.A./Psychology
University of Oregon	1974-79	Ph.D./Clinical Psychology

G. Please list the name, address and telephone numbers of two people who may be contacted as references who know about your interests and qualifications to serve on a Multnomah County board/commission.

Ramsey Weit, 2817 N.E. 20th, Portland 282-9372

Dr. Joseph Matarazzo, Dept. of Medical Psychology, OHSU 279-8644

H. Please list potential conflicts of interest between private life and public service which might result from service on a board/commission.

None that I am aware of

I. Affirmative Action Information

M / White  
sex / racial ethnic background

birth date: Month 10 Day 16 Year 49

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my appointment to a board/commission, may result in my dismissal.

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

March 24, 1988

82  
5159

In the matter of appointment of Michael L. C. Hill)  
to the Department of Environmental Services )  
Citizen Budget Advisory Committee R-1 )

Upon motion of Commissioner Casterline, duly seconded by  
Commissioner Anderson, it is unanimously

ORDERED that said appointment be confirmed.



March 24, 1988

82  
J159

In the matter of appointment of Laurence H. Baker,) )  
PhD. to the Multnomah County Council on Chemical )  
Dependency R-2 )

Upon motion of Commissioner Casterline, duly seconded by  
Commissioner Anderson, it is unanimously

ORDERED that said appointment be confirmed.

82  
J159

March 24, 1988

In the matter of appointment of Kenny Carr, )  
Virginia Quiroz and Clyde Pack to the City/County )  
Bicentennial Commission R-3 )

Upon motion of Commissioner Casterline, duly seconded by  
Commissioner Anderson, it is unanimously

ORDERED that said appointment(s) be confirmed.

March 24, 1988

82  
~~J #184~~  
159

In the matter of appointment of Dennis E. Maxwell)  
to the Columbia Gorge Interpretive Center )  
Commission Advisory Board Committee R-4 )

Upon motion of Commissioner Casterline, duly seconded by  
Commissioner Anderson, it is unanimously

ORDERED that said appointment be confirmed.

March 24, 1988

82  
J159

In the matter of appointment of Gavin Vilander )  
and Charleah M. Couckuyt to the Multnomah County )  
DUII Advisory Board R-5 )

Upon motion of Commissioner Casterline, duly seconded by  
Commissioner Anderson, it is unanimously

ORDERED that said appointment(s) be confirmed.

DATE SUBMITTED March 7, 1988

(For Clerk's Use)

Meeting Date 3/24/88  
Agenda No. R-6

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Columbia River Gorge Interpretive/Orientation Center

Informal Only\* March 22, 1988  
(Date)

Formal Only March 24, 1988  
(Date)

DEPARTMENT DES/BCC DIVISION Planning and Development

CONTACT Mark R. Hess TELEPHONE 248-3047

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Mark Hess, Planning Staff

BRIEF SUMMARY Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

Multnomah County's Advisory Committee on the Columbia River Gorge Interpretive/Orientation Center recommends a gateway/orientation/interpretive center be developed at the primary west entrance to the Scenic Area (adjacent to Lewis & Clark State Park). A report detailing the committee's concept and siting recommendations will be presented for the Board's endorsement.

# 88-29

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

☐ INFORMATION ONLY ☒ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

PERSONNEL

☐ FISCAL/BUDGETARY

☐ - General Fund

Other \_\_\_\_\_

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Polly Cartelone

BUDGET / PERSONNEL \_\_\_\_\_ / \_\_\_\_\_

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) \_\_\_\_\_

OTHER \_\_\_\_\_

(Purchasing, Facilities Management, etc.)

NOTE: If requesting unanimous consent, state situation requiring emergency action on back.

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR MULTNOMAH COUNTY, OREGON

In the Matter of Multnomah	)	RESOLUTION
County's Endorsement of The	)	#88-29
Columbia River Gorge Interpretive	)	
Center Advisory Committee's	)	
Recommendation for Siting an	)	
Interpretive/Orientation Center	)	

WHEREAS, the Columbia Gorge has always been recognized as a natural and social treasure, a unique geological, botanical, historical and cultural resource.

WHEREAS, the Board of County Commissioners has adopted the Oregon Tourism Alliance strategy for Tourism to be a focus of Economic Development for the County of Multnomah.

WHEREAS, the County established an advisory committee to advise the Board of County Commissioners on issues and propose policy relating to the development of an Interpretive/Orientation Center in the Columbia Gorge.

WHEREAS, the committee has met and discussed its charge, creating a Content and Needs sub-committee, which took their findings to the advisory committee and created the concept design and criteria for the siting recommendation.


WHEREAS, the current Columbia Gorge Bi-State Commission is proceeding with their development and funding process to site and construct interpretation sites.

THEREFORE, BE IT RESOLVED, that the Multnomah County Board of Commissioners accepts and endorses the Columbia River Gorge National Scenic Area report and recommends it to be forwarded to the Columbia Gorge Bi-State Commission.

(SEAL)

ADOPTED March 24, 1988  
BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

BY

  
Gladys McCoy, Chair

DISCUSSION DRAFT: March 2, 1988

Columbia River Gorge National  
Scenic Area

INTERPRETIVE CENTER ADVISORY COMMITTEE

CONCEPT AND SITING RECOMMENDATIONS

Committee Members:

Richard Ross, Co-Chair  
Pam Christian, Co-Chair  
Bus Gibson  
Teresa Kasner  
Lillian Pitt  
Dennis Maxwell  
Mike Houck  
Dottie Harrington/Tom Vaughn  
Pat Parmenter  
Chuck Herndon  
Sam Cox  
Elizabeth Woody  
Ken Benshoff  
Frank Arnold  
Kris Olson Rogers ex officio  
Sharon Nesbitt ex officio

Staff

Chris Moir, Commissioner Casterline's Staff  
Fred Neal, Chair McCoy's Staff  
Mark Hess, Staff, Multnomah County Planner  
Susan Lorain, Commissioner Casterline's Staff

Introduction.

Multnomah County's Board of County Commissioners established a Citizen Advisory Committee on the Columbia River Gorge Interpretive Center on October 1, 1987 (Ordinance No. 561). This report reviews the Committee's efforts to date and contains a recommended concept for three Columbia Gorge interpretive centers.

Contents:

Recommended Site . . . . .	Page 1
Gateway-Orientation Center Concept . . . .	Page 1-3
Site Selection Criteria and Discussion . .	Pages 4-10
Potential Gateway Center Contents. . . . .	Pages 11-15
Further Work of the Committee. . . . .	Page 16
Aerial Photos . . . . .	Pages 17-18
Site and Vicinity Maps . . . . .	Pages 19-21

Recommended Site.

The Committee recommends the "ODOT Site" adjacent to Lewis and Clark State Park as the preferred Interpretive Center location within Multnomah County. The twenty-plus acre parcel lies at the primary western gateway to the Columbia River Gorge National Scenic Area. The Committee concluded the site offers strong locational advantages and best suits their concept of a gateway/orientation/interpretive facility.

Gateway Interpretive Center Concept.

Before selecting a preferred site, Committee members attempted to define various roles interpretive centers may play to future Gorge visitors. After much discussion, the group concluded the Scenic Area lacks adequate facilities to orient and inform visitors; and further, Multnomah



County's geographic position in the Gorge makes it a logical choice for a gateway facility.

The Interpretive Center Advisory Committee recommends Multnomah County pursue a comprehensive approach to the Columbia River Gorge Interpretive Center question. We offer the following concept as one approach. It would define and connect the 80-mile long Scenic Area with three distinct, though related, interpretive centers.

We recommend development of three interpretive centers on the Oregon side of the Scenic Area. Two of these (one east and one west), should principally serve as gateway/orientation/interpretive centers for Gorge travelers. The "middle" center could focus more on in depth interpretation of Gorge phenomena (history, geology, culture). The three centers would avoid duplication in focus between each other and with other interpretive facilities in the Gorge, though some overlap would occur.

#### Gateway-Orientation Centers:

The two gateway centers would provide an organized system to introduce and inform visitors of choices available within the entire Columbia River Gorge National Scenic Area (i.e., attractions, landmarks, activities in Washington and Oregon). Their visitor services could perhaps extend to the region (i.e., nearby scenic waterways, Mt. Hood area, etc.). The gateway centers would identify and promote other interpretive facilities and experiences in the Gorge, and provide travelers varied opportunities. The centers could offer positive economic spin-offs by promoting destinations and visitor related businesses in the legislated and surrounding area.

The orientation centers would "index" the Gorge for visitors, with information on: museums, historic sites, cultural resources, parks, campgrounds, hiking trails, hotels, motels, bed and breakfast houses, waterfalls, beaches, boat launches, etc.. Various media could be used to disseminate information: computers with interactive data capabilities; multi-media presentation (connection with the inter-active database at the new convention center in Portland, OR); diorama displays as well as conventional approaches. The information should be accessible to educational institutions around the State to link Gorge resources with the studies of various disciplines.

The gateway/orientation centers would provide centralized places for booking reservations for boating, rafting, pack trips, overnight accommodations and offer complete trip planning services to Gorge travelers. A trip planning and reservation component would enhance visitor opportunities and provide comprehensive promotion of Gorge features. The service would augment efforts to draw visitors further into and through the Scenic Area and create economic development opportunities and by encouraging visitors to prolong their stay in the Gorge.

All three centers should include live and interactive exhibits, both indoors and out, which change or rotate through the seasons. These could include: Native American history, geographic and visual displays; scale models of Gorge topography, volcanic and hydrologic history; cultural resources, and native flora and fauna. The exhibit programs require a regional strategy of coordination between the three centers and other interpretive facilities in the Gorge and region.

Region-wide highway signage, particularly for the gateway centers, should be stressed to identify the facilities to drivers well in advance. Signage programs could coordinate with the Oregon Tourism Alliance projects as well as local efforts to develop Scenic Area signage with the Bi-State Commission, Forest Service and both State Highway Departments.

The Centers would be linked thematically. Some potential themes include:

- Gateway to the Pacific Northwest and Exploration Themes
- The Columbia River
- The Pre-history and History of European Settlement in the Gorge

Each would also develop its own unique theme related to its site or vicinity. For example, the west gateway could develop a waterfall theme; the east gateway could emphasize Native American culture and history; the central facility could focus on geology and hydropower or the Oregon Trail and pioneer settlement history.

### Siting Criteria:

The Committee developed 15 criteria for reviewing potential interpretive center sites in the County. This Section presents the criteria and offers comments and discussion regarding the preferred site.

The Committee identified 14 sites in the County for analysis. Criteria were applied to a matrix which the group used to select its top five candidate sites. The following list contains these five sites in order of preference:

1. ODOT site at Lewis and Clark State Park
2. Rooster Rock State Park
3. Dodson Area
4. Reynolds Aluminum Property (north of I-84 and Lewis and Clark State Park)
5. Bridal Veil Community

### Criteria and Discussion.

Criteria #1. A gateway/interpretive center should possess good access to multiple transportation modes. It should have convenient access to the Interstate-84 Freeway and the Historic Columbia River Highway.

#### Comments:

The ODOT site possesses significant access advantages over other sites considered. It lies adjacent to an existing freeway interchange with a direct connection (via Jordan Road) to the Historic Columbia River Highway. Rail access could be provided to the site if later developed for Gorge excursions. Portland International Airport lies ten miles west of the site, Troutdale Airport is within one mile.

Criteria #2. The site size should adequately accommodate proposed structures and contain sufficient area for parking cars, recreation vehicles and tour busses.

Comments:

The site size provides ample space for facilities anticipated in an orientation/interpretive center. The property contains 23.52 acres. This figure does not include nearly eight acres of State Parks Division property west of the ODOT parcels (e.g., the ramps and gravel parking area); (Map # 3).

Staff estimates approximately 15 to 18 acres of the site could be devoted to an orientation/interpretive center, including associated parking and outdoor amenities. The balance of the area would likely be required for redesigned freeway ramps, natural wetlands protection and parking for Lewis and Clark State Park.

Criteria #3. The site should have both visual and physical river access.

Comments:

The site lacks access to the Columbia River. However, the committee concluded other locational assets outweighed this shortcoming. Several members considered the site's proximity to the Sandy River an important amenity which partially offsets the lack of Columbia River access. Some suggested incorporating an observation deck or tower into the building design to provide views of the Columbia River to the northeast. The committee noted too that physical access to the Columbia River was difficult at most other sites. At Rooster Rock, with its extensive river access, other recreational uses would compete with a gateway/interpretive facility.

Criteria #4. An interpretive center site should display scenic and aesthetic qualities.

Comments:

The ODOT site possesses several aesthetic resources and opportunities. Committee members considered Broughton Bluff, the Sandy River and Lewis and Clark State Park important nearby aesthetic assets. The site itself contains several mature oak trees and wetland areas which may provide aesthetic design opportunities on-site.

However, several committee members considered this site one of the least aesthetic or scenic, principally citing its location between the freeway and railroad and lack of topographic relief. Interestingly, this perception swayed some to select the ODOT site for development of an interpretive center; many felt other more scenic candidate sites would experience greater disruption in order to accommodate the anticipated structures and parking. In addition, thoughtful site design at this location should enhance many visitor's first impressions of the National Scenic Area.

- Criteria #5. An interpretive center site should provide opportunities to interpret natural features with minimal impacts to those features.

Comments:

The preferred site offers varied opportunities to interpret natural features. The site contains a wooded wetland area which could be incorporated into the interpretive center site design. The Broughton Bluff rock formations rise nearly 400 feet above the site just south of the railroad tracks. Lewis and Clark State Park offers a nature trail, and access to the Lower Columbia Gorge Trail (#400). A pedestrian rail crossing (i.e., footbridge or tunnel) could easily link the orientation center with these nearby features.

An observation deck or tower could be incorporated into the building design to offer views of wetlands, flood plains (north and east of the site) as well as surrounding hills and rivers.

Criteria #6. The site selected should have physical characteristics (i.e., soils, topography) suited to the anticipated construction.

Comments:

The ODOT site appears well suited to accommodate an orientation/interpretive center. The site is generally flat with few natural constraints to development. A small portion of the site lies below the 100-year flood elevation (of the Sandy River). Soil characteristics, though not documented, appear quite sandy; this may require additional engineering of proposed facilities.

Criteria #7. The site selected should have feasible access to utilities.

Comments:

The Committee assumed the site's proximity to Troutdale's urban services would offer more opportunities to provide utilities. Troutdale representatives express willingness to explore and pursue available options for utility provision (i.e., water and/or sewer).

Since the site is beyond Troutdale's city limits and the Metropolitan Urban Growth Boundary, extension of Troutdale water or sewer service would require Portland Metropolitan Area Local Government Boundary Commission approval.

If an on-site water system and/or sewage disposal system is feasible, approval would be required from the Boundary Commission. Note: A subsurface septic system would not require Boundary Commission approval.

The site's proximity to Troutdale should provide greater opportunities for police and fire protection.

Criteria #8. The gateway-interpretive center site should be a logical orientation point for most Gorge visitors.

Comments:

The committee considered the ODOT property the superior site when weighing this criteria. In particular, its visible location along the eastbound lanes of Interstate-84 and at the western entrance to the Scenic Area is unsurpassed.

The group reviewed 1986 traffic counts for Oregon highways in the Scenic Area. The I-84 Sandy River Bridge is by far the most heavily traveled entrance to the Gorge. Other sites reviewed, except the Reynolds property, were each several miles from the western gateway. Their locations diminished the orientation/gateway concept and would allow arriving visitors to bypass several noteworthy sites before reaching a point of orientation.

Criteria #9. The cost of development should be considered in selecting a gateway/interpretive center site.

Comments:

Several factors effect the cost of development for specific parcels. Rooster Rock State Park and the ODOT site are the only two already in public ownership; the remaining sites require private land acquisition. Other factors considered include: the extent of site grading required; interchange and roadway improvements; and demolition costs (Bridal Veil site).

Again, the ODOT parcel emerged as the most cost-effective to develop, given the information available.

Criteria #10. The site selected should be highly visible from heavily traveled routes in the Gorge.

Comments:

As noted in the Criteria #8 comments above, the west entrance to the Gorge on I-84 is the most heavily used; a gateway/interpretive center on the ODOT site would be highly visible to travelers using this route.

The other sites reviewed are highly visible from I-84 as well. However, the Reynolds and Rooster Rock sites require eastbound travelers to cross the freeway; the Dodson and Bridal Veil sites have awkward and limited freeway access.

Criteria #11. A gateway/interpretive center site should offer opportunities to link to other areas in the Gorge, as well as other regional destinations. (i.e., tourist attractions, features, facilities).

Comments:

The ODOT site is an ideal location to orient visitors to other features, attractions and facilities in the Gorge. Its location at the primary west entrance to the Scenic Area and direct connection to the Historic Highway are strong points. The site offers opportunities to promote the Mount Hood Loop, as well as other routes and destinations in Washington and Oregon.

Criteria #12. The selected site should display congruity with the theme(s) of a gateway/interpretive center and with other related facilities in the Gorge.

Comments:

Although the Committee identified this Criteria, it proved difficult to apply to any site without additional information. A theme for this and other proposed interpretive facilities has not been determined as of this writing.

However, the ODOT site and vicinity offers adequate land area, diverse landforms and water features. These resources should provide numerous design options and opportunities to insure congruity with selected interpretive themes.

Criteria #13. The selected gateway/orientation/interpretive center site should be close to destinations and tourist facilities outside the Scenic Area boundary.



Comments:

The ODOT site location offers proximity to numerous tourist facilities within the Portland Metropolitan Area. Nearby Troutdale, as well as Gresham, Wood Village, Fairview and Portland, offer fueling stations, overnight accommodations, restaurants and other services.

Criteria #14. Micro-climatic conditions should be considered in the site selection. Sites in more exposed, windy or heavily shaded areas should be avoided; conditions which enhance visitor experiences and extend seasonal use should be sought.

Comments:

In general, sites further east experience harsher winds and more snow and ice than those near the west edge of the Scenic Area. The ODOT site appears well situated in this respect. Some members suggested a weather-road condition service (for inclement weather and wind conditions for wind surfers) as part of a gateway center. This type of service could serve to improve off-season travel in the Gorge.

#### GATEWAY/INTERPRETIVE CENTER CONTENTS

A gateway interpretive center may house a variety of exhibits, attractions and services. The Committee as a whole specified certain contents in the concept statement. In addition, a contents subcommittee developed a more detailed list of interpretive facility components. The group noted that future limitations may dictate development of certain components at other Gorge interpretive centers.

02/10/88  
MH/sec/1067M

MAJOR COMPONENTS OF AN ORIENTATION/INTERPRETIVE CENTER

STAFFED INFORMATION COUNTER (With Volunteers  
Assisting)

HISTORICAL DISPLAYS (Emphasize Local Areas)

IDENTIFICATION OF BEST VISTA POINTS (Maps -  
Guides)

SCHOOL GROUP OPPORTUNITIES

AUDIO/VISUAL AIDS WHEREVER POSSIBLE (Varied  
and Flexible)

ART EXHIBITS

GEOLOGY

PLANT/ANIMAL/CLIMATE TRANSITIONS ----  
PROGRESSIONS THROUGH THE GORGE

LIVE EXHIBITS/DEMONSTRATIONS (History,  
Nature, Art)

RELATIONSHIP OF HUMANKIND TO NATURE

MULTI-PURPOSE ROOM

COLUMBIA RIVER

RECREATION OPPORTUNITIES

WILDFLOWER DISPLAYS (Herbal, Dry, Rare and  
Unique)

INTEGRATION OF BUILDING WITH NATURAL  
LANDSCAPE

NATIVE AMERICAN INFORMATION

AMENITIES: Restrooms  
Snack Bar  
Gift Shop

HISTORIC COLUMBIA RIVER HIGHWAY

## INFORMATION COUNTER ELEMENTS

STAFFED (With Volunteers Assisting)

MAPS

BOOKS (Guide)

GUIDES TO:      Petroglyphs  
                 Views  
                 Falls  
                 Restaurants  
                 Lodging  
                 Trails  
                 Parks  
                 Fishing  
                 Wildlife/Plants  
                 Geological Attractions  
                 Dams and Related Facilities

TOUR PLANNING SERVICES

BROCHURES

NATIONAL SCENIC AREA RULES AND REGULATIONS:

Safety  
Courtesy  
Fire Prevention  
Plant and Animal Protection

MT. HOOD LOOP AND OTHER SUGGESTED ROUTES

## HISTORICAL DISPLAYS

LOCAL MULTNOMAH COUNTY:   Pioneers  
                                  Fishwheels/Canneries  
                                  Lewis and Clark  
                                  Native American Settlement

NATURAL RESOURCE UTILIZATION: Timber/Logging  
                                  Fish  
                                  Agriculture

LEWIS and CLARK EXPEDITIONS

OTHER EXPEDITIONS AND EXPLORATION HISTORY

## VISTAS

PHOTOS and ART OF VARIOUS GORGE VIEWS (Identified)

RELIEF MAP, TOPOGRAPHICAL

PANORAMA

## ART

1. TOURING EXHIBIT AREA (non-sales) IN COOPERATION WITH AREA MUSEUMS
2. PERMANENT ART INTEGRATED WITH THEMES OF CENTER (regional artists)

## GEOLOGY

FLOODS

ICE AGE

VOLCANIC ACTIVITY

TROUTDALE GRAVEL

COLUMNAR BASALT

BRIDGE OF THE GODS

(Auto-visual displays to demonstrate geological activity)

(Relate Native American myths/legends to bridge, floods)

## LIVE EXHIBITS and DEMONSTRATIONS

PIONEER SKILLS: Candle-dipping  
Trapping  
Black Powder Loading  
Shake Splitting  
Etc.

NATIVE AMERICAN SKILLS: Canoes  
Salmon  
Teepee/Shelter  
Etc.

(An Outdoor Demonstration Area is Important)

USE OF PLANT MATERIALS

## RELATIONSHIP OF HUMANKIND TO NATURE

HOW HUMANS HAVE ADAPTED TO GORGE FOR PAST (10,000) YEARS

HOW HUMANS HAVE MODIFIED THE GORGE AND RIVER (Adapted Gorge within the past 100 years)

EFFECT OF GORGE PROVIDING ACCESS ROUTE THROUGH CASCADE RANGE

AESTHETICS, FOOD SUPPLY AND TEMPERATE CLIMATE INFLUENCING SETTLEMENT AND SPIRITUAL/CULTURAL VALUES

### MULTI-PURPOSE ROOM

SCREEN AND SOUND SYSTEM

AUDIO-VISUAL ROOM

FLEXIBLE SEATING

PODIUM/PLATFORM

KITCHEN

(Should connect to outdoor demonstrations area)

### COLUMBIA RIVER

ORIGIN and FLOW

FULL SCOPE OF COLUMBIA BASIN

TRIBUTARIES: Sandy Gorge, Etc.

Note: The Corps of Engineers may have these adequately covered:

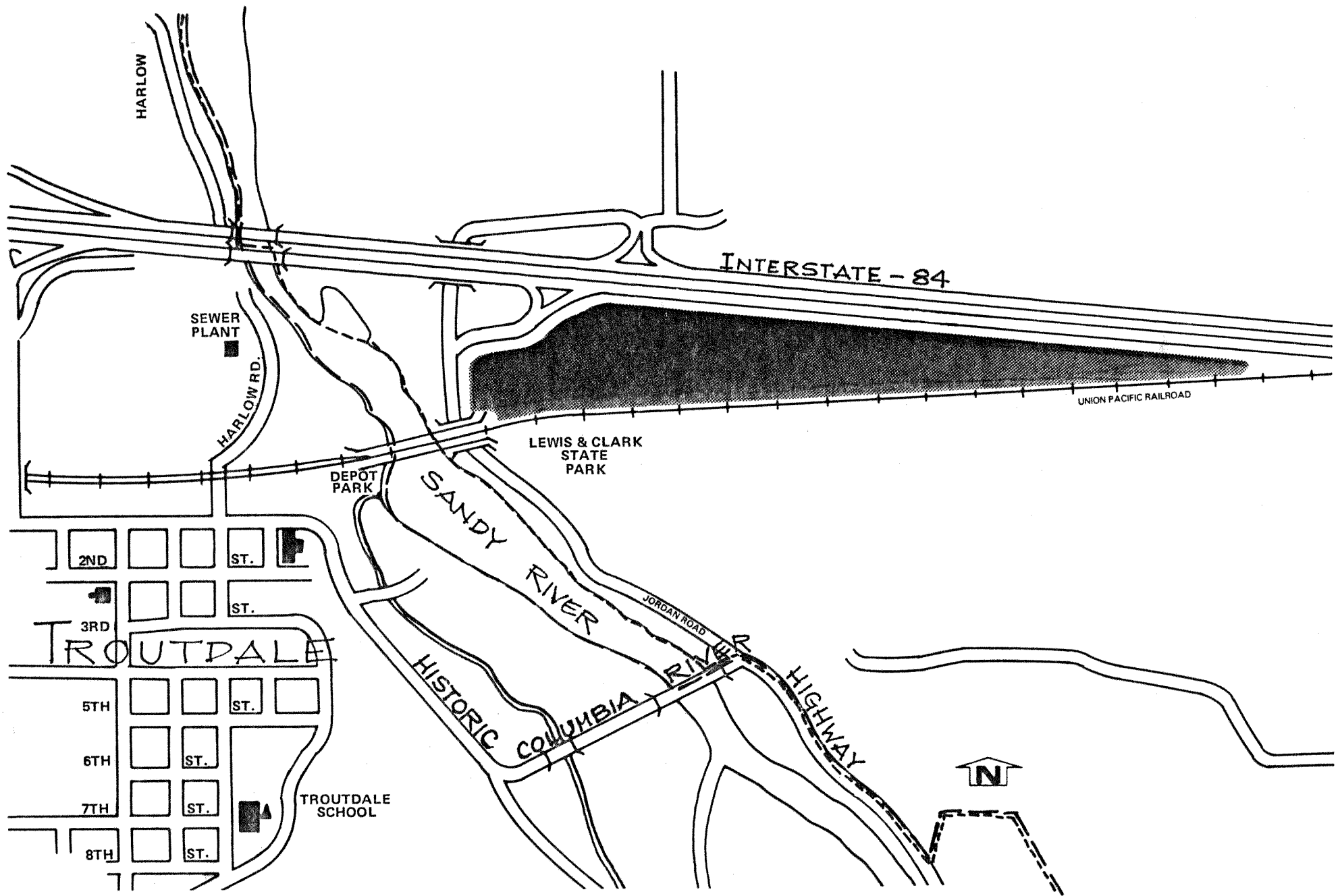
HYDROELECTRIC SYSTEM

LOCKS

FISH

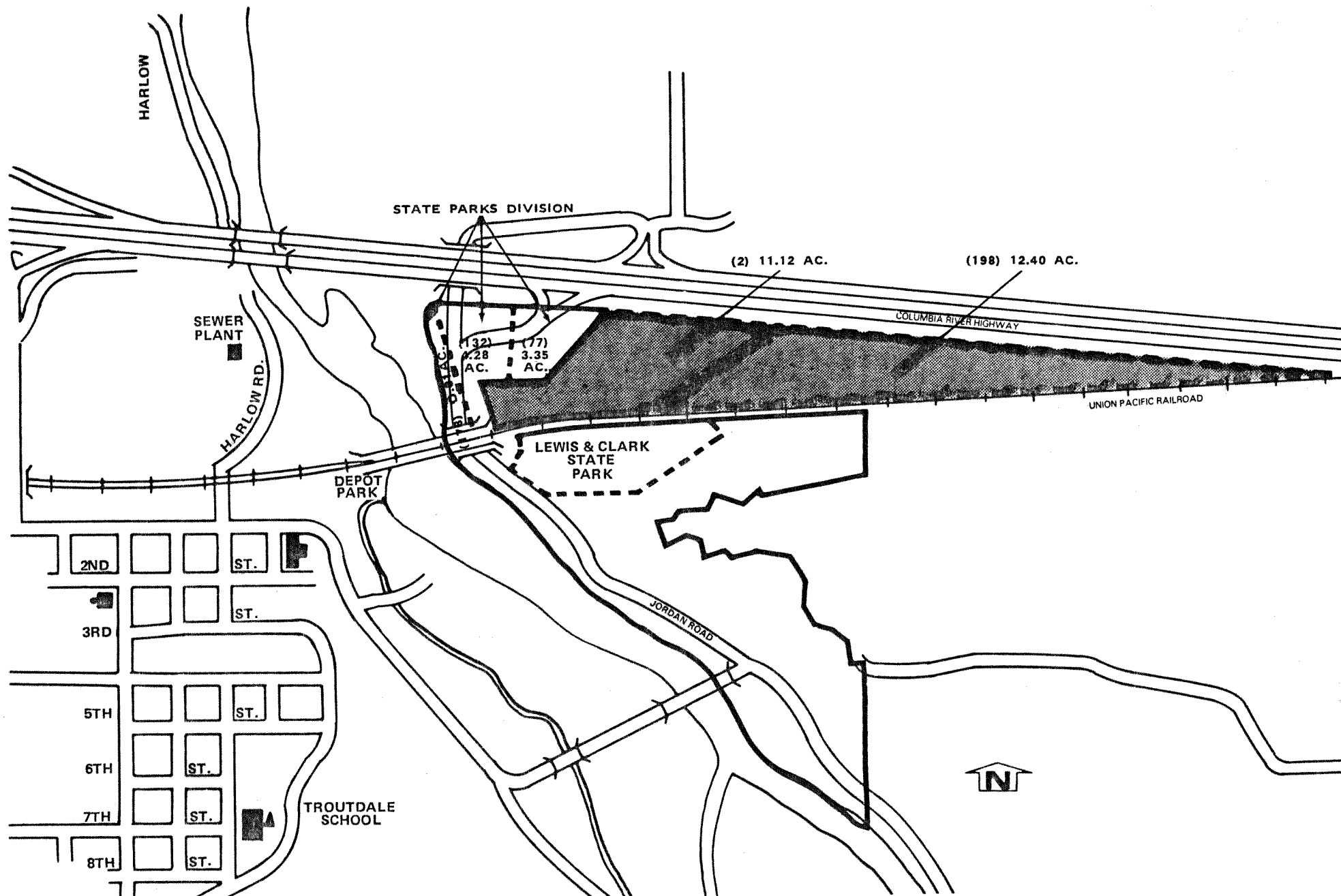
Future Work of the Committee:

The future direction of the committee is unclear at this juncture. The group may evolve into a steering committee/advisory board guiding and reviewing the design and construction of a gateway interpretive center. Staff and committee members will prepare suggestions for the Board of County Commissioners. The mission and focus is in the process of redefinition and elaboration to maximize the group's effectiveness and maintain the interest and momentum generated thus far and to continue with the planning process.






**EAST TROUTDALE SITE  
PROJECT LOCATION**

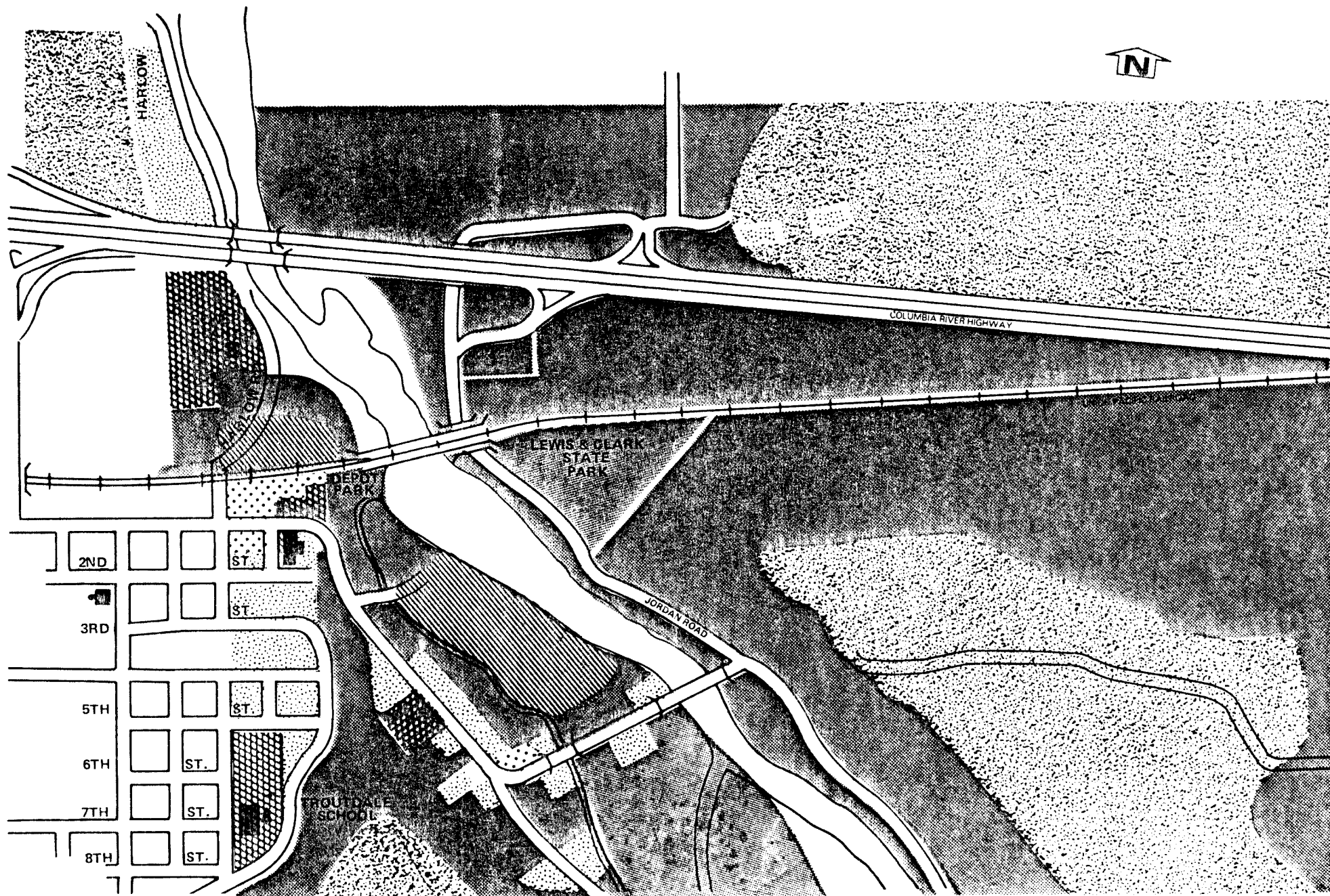




**LEGEND**

-  TAX LOT LINES
-  RIGHT-OF-WAY REQUIRED
-  LEWIS AND CLARK STATE PARK

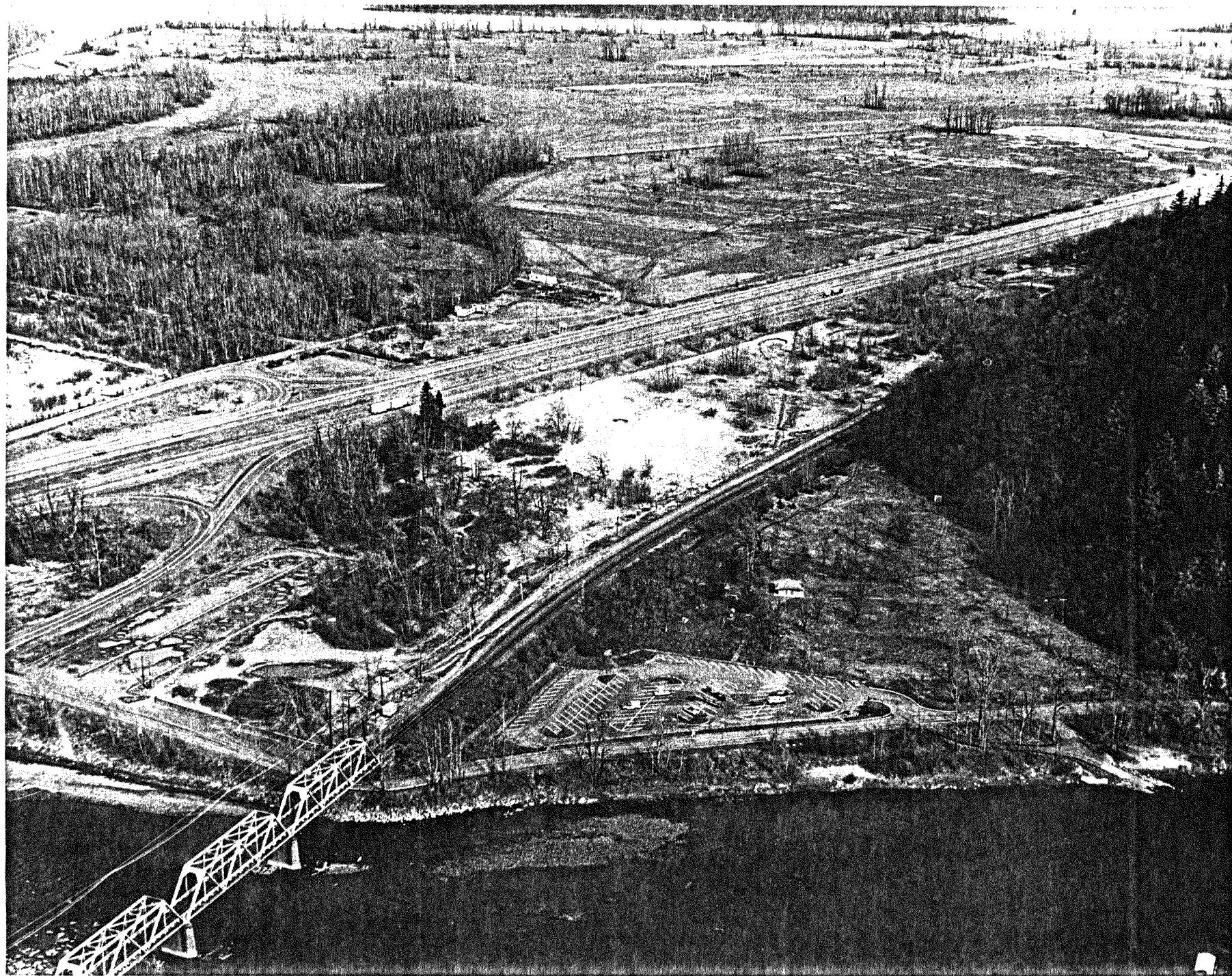
**EAST TROUTDALE SITE**



#### LEGEND

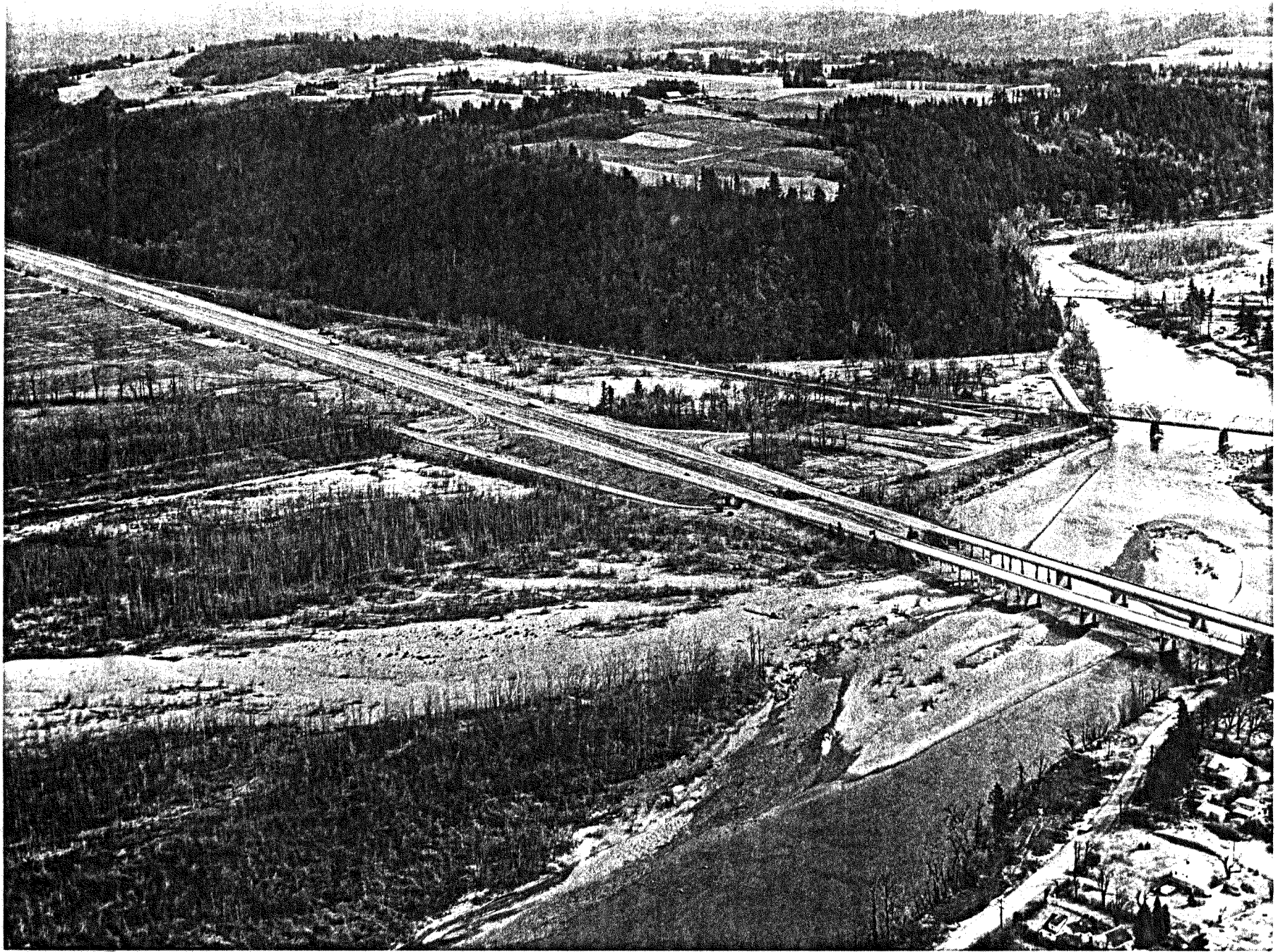
	RESIDENTIAL
	COMMERCIAL
	INDUSTRIAL
	PARKS / OPEN SPACE/WOODED
	PUBLIC SERVICE/INSTITUTIONAL
	AGRICULTURAL/GRAZING

#### EAST TROUTDALE SITE GENERALIZED EXISTING LAND USE



AERIAL VIEW LOOKING NORTHEAST





AERIAL VIEW LOOKING SOUTHEAST

DATE SUBMITTED \_\_\_\_\_

(For Clerk's Use)

Meeting Date 3/24/88  
Agenda No. A-7

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: \_\_\_\_\_

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only March 24, 1988  
(Date)

DEPARTMENT Human Services DIVISION Social Services

CONTACT Gary Smith/Patrick Payton TELEPHONE 248-3691

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD \_\_\_\_\_

**BRIEF SUMMARY** Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

The Board is requested to add new staff to the list of approved CMHP Director designees for program initiated peace officer holds.

#88-30

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ RATIFICATION

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 5 minutes

IMPACT:

PERSONNEL

☐ FISCAL/BUDGETARY

☐ -General Fund

Other none

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: DeLoe Rusty (cc)

BUDGET / PERSONNEL /

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) Arminia Br

OTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)

NOTE: If requesting unanimous consent, state situation requiring emergency action on back.

BOARD OF  
COUNTY COMMISSIONERS  
1988 MAR 16 AM 8:21  
MULTNOMAH COUNTY  
OREGON

BEFORE THE BOARD OF COMMISSIONERS

FOR THE COUNTY OF MULTNOMAH

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

O R D E R  
#88-30

WHEREAS, 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 for mental illness; and

WHEREAS, 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; and

WHEREAS, 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; it is therefore

ORDERED that the individuals listed below are hereby 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:

Added to the list of designees are:

Carol Welter (Mt. Hood Community Mental Health Center)  
Lisa Schraft (Mt. Hood Community Mental Health Center)  
Charles Linenberger (Mt. Hood Community Mental Health Center)  
Lois Stevens (Mental Health Services West)  
Larry Murdza (Mental Health Services West)

Removed from the list of designees is:

Linda Hilderman (Mental Health Services West)

DATED this 24th of March, 1988.

(SEAL)

BOARD OF COUNTY COMMISSIONERS

By

*Gladys McCoy*  
Gladys McCoy

Chair, Board of Commissioners

APPROVED AS TO FORM:

LAURENCE KRESSEL, COUNTY COUNSEL  
FOR MULTNOMAH COUNTY, OREGON

By

*Armina Brown*  
Armina Brown

Chief Assistant County Counsel



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
SOCIAL SERVICES DIVISION  
MENTAL AND EMOTIONAL DISABILITIES PROGRAM  
426 S.W. STARK, 6TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3691

GLADYS McCOY  
COUNTY CHAIR

## MEMORANDUM

TO: Gladys McCoy, Multnomah County Chair

FROM: Gary W. Smith, Director, Social Services Division

VIA: Duane Zussy, Director, Department of Human Services *Duane Zussy (DZ)*

DATE: March 10, 1987

SUBJECT: Ratification of Community Mental Health Program Director Designees  
for Program Initiated Peace Officer Holds

Recommendation: That the Board of County Commissioners ratify the changes in the list of designees for program initiated peace officer holds (2088 or mental health holds).

Analysis: Because of staff turnover, new designees should be added and old designees removed from the authorized list.

Background: Last year the Board of County Commissioners ratified the participation of Multnomah County in the program initiated peace officer holds brought into law under House Bill 2088. This law enables a designee of the Community Mental Health Program Director to cause police to transport an allegedly mentally ill person dangerous to self or others to local hospitals for involuntary treatment and investigation prior to a possible court hearing for commitment. A continuance of 2088 has been passed, and the new commitment law House Bill 2324 also incorporates the mental health hold. Thus, the County may continue to exercise this power.

The use of the mental health hold is progressing satisfactorily. It is used seldom but to great advantage.

From March 1987 to the January of 1988 there have been 34 program-initiated police officer holds. The commitment rate for these program-initiated holds is slightly higher than the commitment rates for physician, 2-party, or police holds, which indicates that the program-initiated holds are judiciously placed.

4351Y



# MULTNOMAH COUNTY OREGON

83-84  
J159

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • Chair • 248-3308  
PAULINE ANDERSON • District 1 • 248-5220  
GRETCHEN KAFOURY • District 2 • 248-5219  
CAROLINE MILLER • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE McGARVIN • Clerk • 248-3277

March 24, 1988

Mr. Duane Zussy, Director  
Department of Human Services  
426 SW Stark  
Portland, OR

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held March 24, 1988, the following action was taken:

In the matter of Authorizing Designees of the )  
Mental Health Program Director to Direct a Peace ) O R D E R  
Officer to Take an Allegedly Mentally Ill Person ) #88-30  
into Custody R-7 )

Commissioner Anderson said that this is a routine request to the Board, and that if the Board wishes to continue to approve this type of issue, it is obliged to approve every change to the authorized designee list. She questioned whether or not the Board would want to continue.

Commissioner Anderson moved, duly seconded by Commissioner Casterline, that the above-entitled matter be approved.

Laurence Kressel, County Counsel, said he was not familiar with the statutes regarding whether or not they require Board approval for this type of change.

Commissioner Kafoury said she thinks it is required because the Legislature wanted to be guaranteed there would be some scrutiny of those who would be serving on this program since it is a quasi-law enforcement function. She said she feels there are many Mental Health issues for discussion, and that perhaps the Board should work with the Dangerously Ill Mental Health Task Force to solve the issue.

The Board concurred.



At this time, the motion was considered, and it is unani-  
mously

ORDERED that said Order be approved.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin  
Jane McGarvin  
Clerk of the Board

jm  
cc: Social Services

DATE SUBMITTED \_\_\_\_\_

(For Clerk's Use)

Meeting Date 3/24/88  
Agenda No. R-8BOARD OF  
COUNTY COMMISSIONERS

1988 MAR 16 AM 8:21 REQUEST FOR PLACEMENT ON THE AGENDA

MULTNOMAH COUNTY Subject: Ratification of intergovernmental revenue agreement  
OREGONInformal Only\* \_\_\_\_\_  
(Date)Formal Only \_\_\_\_\_  
(Date)DEPARTMENT Human Services DIVISION Social ServicesCONTACT Susan Clark TELEPHONE 248-3691\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Susan Clark**BRIEF SUMMARY** Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

Ratification of intergovernmental revenue agreement between State Community Services/ Low Income Energy Assistance-Weatherization Program and MCCA whereby Multnomah County will receive \$132,492 to conduct weatherization services to approximately 90 homes in mid- and east Multnomah County during the period January 1, 1988 through December 31, 1988.

This is a renewal of an ongoing agreement with the State to provide weatherization services to mid- and east Multnomah County and was appropriated in both FY 87/88 adopted budget as well as proposed (IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)  
88/89 as carry-over.

**ACTION REQUESTED:**
☐ INFORMATION ONLY    ☐ PRELIMINARY APPROVAL    ☐ POLICY DIRECTION    ☒ **RATIFICATION APPROVAL**

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

**IMPACT:****PERSONNEL**
☒ **FISCAL/BUDGETARY** Funds already appropriated in FY 87/88 adopted budget; carry-over identified in proposed 88/89 budget.

☐ **-General Fund**
Other Federal/State**SIGNATURES:**DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Duane Zussy (cc)BUDGET / PERSONNEL Tomborh /COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) Arminy/BorOTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)**NOTE:** If requesting unanimous consent, state situation requiring emergency action on back.



## MULTNOMAH COUNTY OREGON

## CONTRACT APPROVAL FORM

(See instructions on reverse side)

DHS #287 87-88

**TYPE I**

- ☐ Professional Services under \$10,000  
☒ Revenue  
☐ Grant Funding  
☒ Intergovernmental Agreement

Amendment to above, Number \_\_\_\_\_  
(Original Contract Amount \_\_\_\_\_)

## TYPE II

- ☐ Professional Services over \$10,000 (RFP, Exemption)  
☐ PCRb Contract  
☐ Maintenance Agreement  
☐ Licensing Agreement

Amendment to above, Number \_\_\_\_\_  
(Original Contract Amount \_\_\_\_\_)

Contact Person Susan Clark Phone 248-3691 Date 2/4/88

Department Human Services Division Social Services Bldg/Room 160/6th

Description of Contract Contract with State Community Services to weatherize approximately 90  
low income homes between 1/1/88 and 12/31/88

RFP/BID # N/A Date of RFP/BID N/A Date of Exemption N/A

Reviewed For ☐ MBE ☐ FBE Participation Contractor is ☐ MBE ☐ FBE

Contractor Name State Community Services

Mailing Address 207 Public Service Bldg.

Salem, OR 97310

Phone 1-378-4729

Employer ID# or SS#

Effective Date 1/1/88

Termination Date 12 | 31 | 88

Total Amount of Agreement \$ 132,492.

## Payment Terms

☐ Lump Sum      \$\_\_\_\_\_

☒ Monthly \$ 11,041.

☐ Other \$\_\_\_\_\_

☐ Requirements contract-requisition required

Purchase Order No. \_\_\_\_\_

**Required Signatures:**

Department Head Shane Mossy (C)

Date 2/19/88

Purchasing Director \_\_\_\_\_  
(Type II Contracts Only)

Date \_\_\_\_\_

County Counsel \_\_\_\_\_

Date \_\_\_\_\_

Budget Office

Date \_\_\_\_\_

County Executive/Sheriff \_\_\_\_\_

Date \_\_\_\_\_

TRANSACTION CODE		P.O		AGENCY		PO DATE		m m d d y y		ACCOUNTING PERIOD		m m y y		BUDGET FY		y y		ACTION <input type="checkbox"/> Original Entry (E) <input type="checkbox"/> Adjustment (M)	
VENDOR CODE				VENDOR NAME										TOTAL AMOUNT		\$			
LINE NO.	CONTRACT NUMBER		FUND	AGENCY	ORGANIZATION	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	DESCRIPTION						AMOUNT		INC/DEC	IND
			156	010	1670					REV Code 2072						\$ 132,492.00			
																\$			
																\$			
																\$			



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
SOCIAL SERVICES DIVISION  
MENTAL AND EMOTIONAL DISABILITIES PROGRAM  
426 S.W. STARK, 6TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3691

GLADYS McCOY  
COUNTY CHAIR

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Duane Zussy *Duane Zussy (cc)*  
Director, Department of Human Services

FROM: Gary Smith  
Director, Social Services Division

DATE: February 16, 1988

SUBJECT: Recommendation for Ratification of State Community Services/  
Low Income Energy Assistance Weatherization Program

**RECOMMENDATION:** Social Services Division recommends Board ratification of the attached State Community Services/LIEAP Weatherization grant for the term January 1, 1988 through December 31, 1988.

**ANALYSIS:** \$132,492 from the State Community Services/LIEAP Weatherization Program for FY 88 will allow MCCA to continue to provide weatherization improvements on approximately 90 single and multi family homes in mid and East Multnomah County. As part of this project, MCCA employs several weatherization trainees to assist the skilled workers, providing a supervised, on-the-job training program for individuals in need of marketable job skills.

**BACKGROUND:** MCCA has been the recipient of these LIEAP Weatherization funds for mid and east Multnomah County for the past nine years. As with the LIEAP contract, this agreement was delayed at the State Community Services Program Office until federal funds were received. This revenue was anticipated at the time of budget preparation and is included in the 87/88 adopted budget. A portion of these funds will be carried over to FY 88/89 and are identified in MCCA's proposed 88/89 budget.



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DEPARTMENT OF HUMAN SERVICES  
MULTNOMAH COUNTY COMMUNITY ACTION AGENCY (MCCAA)  
4420 S.E. 64TH AVENUE  
PORTLAND, OREGON 97206  
(503) 248-5200

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY • CHAIR OF THE BOARD  
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER  
GRETCHEN KAFOURY • DISTRICT 2 COMMISSIONER  
CAROLINE MILLER • DISTRICT 3 COMMISSIONER  
POLLY CASTERLINE • DISTRICT 4 COMMISSIONER

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MEMORANDUM

TO: Martin Marglowski  
Accounting Manager, Finance Division

FROM: Duane Zussy *Duane Zussy (cc)*  
Director, Department of Human Services

DATE: February 9, 1988

SUBJECT: Retroactive Submission of Intergovernmental Revenue Contract

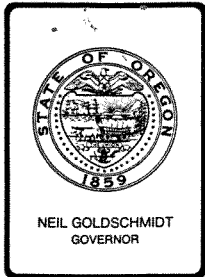
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The attached intergovernmental revenue contract between Social Services Division's MCCA and State Community Services is being submitted to your office for processing after the effective starting date. MCCA received this contract on January 21 and processed it as timely as possible.

This \$132,492 will allow MCCA to provide weatherization services for 90 low income, elderly and handicapped residents of East Multnomah County.

Your understanding and assistance in processing this contract is appreciated. Please contact Susan Clark, 248-3691, if you have any further questions.

[0408R]



*Department of Human Resources*

OFFICE OF THE DIRECTOR

State Community Services

207 PUBLIC SERVICE BUILDING, SALEM, OREGON 97310 PHONE (503) 378-4729

*Recd. 1/21*

January 14, 1988

Don Eckton, Director  
Multnomah County Community  
Action Agency  
4420 SE 64th  
Portland, OR 97206

Dear Mr. Eckton:

Enclosed are four copies of the Low Income  
Weatherization Assistance Program (LIEAP WX) Agreement.  
Please sign and return all copies to this office as soon  
as possible to facilitate payment.

If you have any questions, please call Wilma Nelson or  
me at 378-4729.

Sincerely,

*Carol Washburn*

Carol Washburn  
Financial Management Team

cc: Grant File

008.mb

SCS CODE 647-9-20-16-63-42 EXXON PROGRAM Amount \$ \_\_\_\_\_  
SCS CODE 647-9-20-13-47-42 DOE ADMIN Amount \$ \_\_\_\_\_  
SCS CODE 647-9-20-12-40-42 LIEAP WX Amount \$ 132,492  
Amount \$ 132,492

PROJECT TITLE: DOE/EXXON/LIEAP Low Income Weatherization Assistance

AGREEMENT FOR THE DELEGATION OF FUNDS

BETWEEN

OREGON STATE COMMUNITY SERVICES  
Department of Human Resources  
(hereinafter referred to as the Grantee)

and

MULTNOMAH COUNTY COMMUNITY ACTION AGENCY

(hereinafter referred to as the Subgrantee)

By this agreement and all the attachments, the Grantee transfers the following sums for the following periods subject to the following conditions and requirements.

	Amount:	From:	To:
US DOE Admin			
EXXON Program			
LIEAP Weatherization	\$132,492	Jan. 1, 1988	Dec. 31, 1988

1. Work to be Performed. The Subgrantee shall perform the attached work program(s) in a satisfactory manner. The 1988 DOE Weatherization Plan and/or LIEAP Weatherization Guide are incorporated into and made a part of this Agreement.

2. Compliance with Approved Programs. All activities will be performed in accordance with the approved work programs, the approved budgets, terms of this agreement, and the Federal Fiscal Year (FFY) 87 Oregon DOE and/or LIEAP State Plan(s).

3. Reports and Records. The Subgrantee shall submit certified, timely, complete and accurate reports to the Grantee detailing the progress made toward the program objective(s) and including all administrative and program expenditures. The reports must agree with the Subgrantee's accounting records and be certified by the Subgrantee's chief executive officer. The monthly reports are to be received by the Grantee on or before the 12th day of each month following the last day of the previous month on standard reporting forms provided by the Grantee with supplemental information provided at the discretion of the subgrantee.

4. Compliance with Laws. The Subgrantee and its subcontractors shall comply with all applicable federal laws and instructions, state statutes and regulations, and local ordinances and codes including, but not limited to:

- 10 CFR 600.103 - Cost Determination
- 10 CFR 600.104 - Responsible Applicant
- 10 CFR 600.105 - Special Restrictive Conditions of the Award
- 10 CFR 600.107 - Cost Sharing
- 10 CFR 600.109 - Financial Management Systems
- 10 CFR 600.110 - Cash Depositories
- 10 CFR 600.111 - Bonding and Insurance
- 10 CFR 600.112 - Payment
- 10 CFR 600.113 - Program Income
- 10 CFR 600.114 - Budget and Project Revisions
- 10 CFR 600.115 - Performance Reports
- 10 CFR 600.117 - Property Management
- 10 CFR 600.119 - Procurement Under Grants and Subgrants
- 10 CFR 600.120 - Audit Requirements
- 10 CFR 600.124 - Record Retention Requirement

Instructions and stipulations of the Department of Energy  
Instructions and stipulations of the Social Security

Administration (Title VI of the Human Services

Reauthorization Act, P.L. 98-558)

OAR 410-50-000 through 410-50-030

The Assurances listed in Exhibits A and B hereto and by this reference incorporated herein.



In cases of suspected fraud by applicants, employees, subcontractors, or vendors, the Subgrantee shall cooperate with all appropriate investigative agencies, and be solely responsible for fraudulent expenditures. The Subgrantee will also assist in recovering invalid payments made by its employees.

5. Fiscal Management. The Subgrantee and its subcontractors shall maintain accurate financial records documenting all expenditures made from Grantee funds. These records shall include adjustments to reconcile the accounting records, the financial reports to Grantee and the audit report for the common accounting period. Expenditures shall not exceed the amount set out in this contract including amendments.

All income that is generated by or attributable to DOE/EXXON/LIEAP Weatherization funds shall be identified and segregated for expenditures relating to DOE/EXXON/LIEAP Weatherization. If cash is deposited in a combined or centralized income-yielding bank account with non-weatherization funds, an allocation procedure shall be in place to make the necessary income to program segregations. This allocation method should be rational and equitable, but not so complex and time-consuming that the allocation process is not cost-effective. Expenditures are to be made within the grant year earned.

All unexpended funds remaining at the end of the DOE/EXXON/LIEAP Weatherization grant period(s) set out in this agreement must be returned to Grantee no later than 60 days following the expiration or termination of this agreement, with the exception of funds to pay for the audit referred to in Section 6.

The Subgrantee shall prepare and retain the records pertinent to DOE/EXXON/LIEAP Weatherization program operation including client records, income documentation, and financial records, and keep such records available for a minimum of three year following final resolution of an audit of these funds.

Grantee, the Secretary of State's Office of the State of Oregon, the federal government and their duly authorized representatives shall have access to the books, documents, papers, audits and records of the Subgrantee and its Subcontractors which are directly pertinent to this grant for the purpose of making audit, examination, excerpts, and transcripts. These records are the property of Grantee which may take possession of them at any time with three business days' notice to Subgrantee.

6. Audits. Subgrantee and its subcontractors shall maintain an accounting system and supporting fiscal records adequate to audit and otherwise verify that administration and program costs meet federal and state requirements.

All grant receipts and expenditures, from whatever source, whether cash or non-cash, and whether received or spent by Subgrantee or its subcontractors, shall be audited by an independent and qualified external auditor at the end of the grant period or upon termination as set out in Section 9. The audit must meet the standards contained in the United States General Accounting Office Publication "Standards for Audit of Governmental Organizations, Programs, Activities and Functions" (1981), the Office of Management and Budget Circular A-102, and any additional federal or state requirements and include a management letter prepared by the auditor. It shall be submitted to Grantee within 180 days after the end of the grant period or termination, as set out in Section 9. All auditor workpapers pertaining to the annual audit will be open for examination by any and all federal, state and Grantee auditors and/or representatives.

7. Monitoring. Monitoring of Subgrantee will be done at regular intervals. Grantee's staff will give reasonable notification of monitoring schedules. The Subgrantee must provide all records requested by Grantee for this monitoring.

Monitoring shall include, but not be limited to: inspection of client files, program records and reports, inventory records, fiscal records including original receipts for expenditures, compliance with agreement provisions, work program, budget reports, state and federal regulations.

Subgrantees will be advised within forty-five (45) days after the monitoring visit of findings. If there are deficiencies, preliminary findings will be issued with examples and corrective action will be requested. Subgrantees will have thirty days from receipt of the preliminary findings to request assistance, file a corrective plan or explain why the findings are in error.

Grantee shall notify Subgrantee of its acceptance or rejection of all or parts of the Subgrantee's response within twenty (20) days. Subgrantee will have an additional twenty (20) days to provide an acceptable corrective action plan for any remaining, unresolved deficiencies.

If unresolved deficiencies remain, Grantee shall transmit to Subgrantee a finding of facts detailing the specific deficiencies and required corrective actions. Subgrantee shall have thirty (30) days to take corrective actions.

If corrective actions have not taken place by the end of the thirty (30) days, Grantee will notify Subgrantee of the sanctions it will apply. Such sanctions include, without limitation: withholding of funds, disallowance of costs, suspension of payments or termination of this agreement. Grantee will inform Subgrantee of the appeals process in its sanction letter.

If Subgrantee subcontracts some of its functions under this grant to Subcontractors, Subgrantee is responsible for monitoring and auditing the activities of its subcontractors to assure that all regulations are being complied with and that grant funds are being spent for authorized purposes. Monitoring shall include, without limitation, all the activities listed in the second paragraph of this section. Responsibility for program integrity remains with the Subgrantee. The Subgrantee will also be responsible for insuring that Subcontractors have adequately trained their employees and verifying that the Subcontractors are processing Weatherization authorizations accurately. Any disallowed costs, due to error on the part of Subcontractors, will be considered to be disallowed costs of the Subgrantee.

8. Amendments to Agreement. Either party to this agreement may negotiate changes to this agreement, the approved work program, and budget at any time. All changes which have been mutually agreed upon shall be executed on forms provided by the Grantee, signed by both parties, and shall become amendments to this agreement.

9. Termination. The Grantee may, upon 30 days written notice delivered by certified mail or in person, terminate this agreement in whole or in part, under any of the following conditions:

- a. Failure of Subgrantee to fulfill obligations under this agreement including: compliance with applicable state and federal regulations, compliance with the approved work program and attached budget, compliance with directives received from DOE, filing of accurate, complete and timely reports and audits and filing of inventory records;
- b. Improper or illegal use of funds provided under this Agreement;
- c. Suspension or reduction of Department of Energy/EXXON payments to the Grantee;
- d. Suspension or reduction of Department of Health and Human Services, Social Security Administration (Title VI of the Human Services Authorization Act, P.L. 98-558) payments to the Grantee;
- e. Certification of a Community Action Agency (CAP) in your area;

- f. Any license or certificate required by law or required to be held by Subgrantee to provide the services required by this agreement is for any reason denied, revoked, or not renewed;
- g. Subgrantee (1) applies for or consents to the appointment of, or the taking of possession by, a receiver, custodian, trustee, or liquidator of itself or its property, (2) admits in writing its inability, or is generally unable to pay, its debts as they become due, (3) makes a general assignment for the benefit of its creditors, (4) commences a voluntary case under the Federal Bankruptcy Code (as now or hereafter in effect), (5) is adjudicated a bankrupt or insolvent, (6) fails to controvert in a timely or appropriate manner, or agrees in writing to, an involuntary petition for bankruptcy.

In the event of termination of this agreement, all money, property and finished or unfinished documents, data, studies, and reports purchased or prepared by the Subgrantee under this agreement, shall be returned to the Grantee.

The Subgrantee shall be entitled to compensation for any unreimbursed expenses reasonably and necessarily incurred in satisfactory performance of this agreement and within its approved Allocation Plan after receipt of a termination notice pursuant to this section.

Upon issuance of the notice to terminate this agreement by the Grantee, the Grantee may require that all grant expenditures be suspended on receipt of said notice and any additional expenditures must have prior approval by the Grantee.

Notwithstanding the above, the Subgrantee shall not be relieved of its liability to the Grantee for damages sustained by the Grantee by virtue of any breach of this agreement by the Subgrantee. The Grantee may withhold any reimbursement to the Subgrantee for the purpose of set-aside until such time as the exact damages due to Grantee from the Subgrantee are agreed upon or otherwise determined.

10. Equal Opportunity. The Subgrantee agrees that no person or group of persons shall, on the ground of age, race, color, national origin, primary language, sex, religion, handicap, political affiliation or belief, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part by Grantee.

11. Equipment Purchases. Any equipment purchased with DOE/EXXON/LIEAP Weatherization funds shall remain the property of the Grantee, and proper inventory records shall be retained identifying that property as DOE/EXXON/LIEAP Weatherization equipment. Inventory records shall be filed with the Grantee on a quarterly basis. All purchases of equipment costing more than \$100 per item shall require three bids solicited and retained by Subgrantee. Prior written approval of Grantee is required before Subgrantee can purchase such equipment.

12. Payments. Grantee shall pay 10% of the DOE/EXXON grant amount and 10% of the LIEAP grant amount upon the signing of this agreement. Thereafter, Subgrantee shall receive a monthly reimbursement from Grantee after filing timely and accurate reports pursuant to Section 3 hereof.

13. Indemnity. The Subgrantee shall save and hold harmless the State of Oregon, the Grantee, its officers, employees and members, from all claims, suits or action of whatsoever nature resulting from or arising out of the activities of the Subgrantee or its Subcontractors, agents or employees under this agreement.

14. Captions. The captions or headings in this agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions of this agreement.

15. Severability. If any provision of this agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

16. Attorney Fees. The prevailing party in any lawsuit under this agreement shall be entitled to such additional sums as the court may adjudge for reasonable attorney's fees at trial and upon appeal and to all costs and disbursements incurred therein.

17. Waiver. The failure of Grantee to enforce any provision of this agreement shall not constitute a waiver by Grantee of that or any other provision.

18. Subcontractors. Subgrantee shall not enter into any subcontracts for any of the work scheduled under this agreement without following federal regulations for subcontracting and receiving prior written approval from Grantee for its procedures for awarding subcontracts and reporting on the work performed under these subcontracts.

10. MERGER. THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE IN THE TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. SUBGRANTEE, BY THE SIGNATURE BELOW OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

It is certified by the Grantee that sufficient funds are available to finance this Agreement as indicated.


In witness whereof, the parties hereto have caused this Agreement to be executed by their authorized officers.

APPROVED:

OREGON STATE COMMUNITY SERVICES  
207 Public Service Building  
Salem, OR 97310

MULTNOMAH COUNTY, OREGON:

By \_\_\_\_\_  
(Signature of Manager)

By  \_\_\_\_\_  
Program Manager Date

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

By \_\_\_\_\_  
Social Services Division Director Date

By \_\_\_\_\_  
Gladys McCoy Multnomah County Chair Date

APPROVED AS TO FORM:

Laurence Kressel  
Multnomah County Counsel

By \_\_\_\_\_  
Deputy County Counsel Date

## ASSURANCES

The Subgrantee hereby assures and certifies that it will comply with federal regulations, policies, guidelines, and requirements, including OMB Circulars Nos. A-87, A-95, and A-102, as they relate to the application, acceptance, and use of Federal funds for this federally assisted project. Also the Subgrantee assures and certifies with respect to the grant that:

1. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Subgrantee receives Federal financial assistance. Subgrantee will immediately take any measures necessary to effectuate this agreement.
2. It will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefitting from the grant-aided activity.
3. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
4. It will comply with the provisions of the Hatch Act which limits the political activity of employees.
5. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of state and local governments.
6. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

7. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Department of Energy or Health and Human Services of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
8. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.

The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, direct or indirect Federal assistance.

9. It will assist the Department of Energy or Health and Human Services in their compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity and notifying the Department of Energy or Health and Human Services of the existence of any such properties, and by (b) complying with all requirements established by the Department of Energy or Health and Human Services to avoid or mitigate adverse effects upon such properties.



## U.S. Department of Energy

## Assurance of Compliance

## Nondiscrimination in Federally Assisted Programs

MULTNOMAH COUNTY COMMUNITY ACTION AGENCY , (hereinafter called the "Subgrantee") HEREBY AGREES to comply with Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), Section 16 of the Federal Energy Administration Act of 1974 (Pub. L. 93-275), Section 401 of the Energy Reorganization Act of 1974 (Pub. L. 93-438), Title IX of the Educational Amendments of 1972, as amended, (Pub. L. 92-318, Pub. L. 93-568, Pub. L. 94-482), Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), the Age Discrimination Act of 1975 (Pub. L. 94-135), Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), the Department of Energy Organization Act of 1977 (Pub. L. 95-91), and the Energy Conservation and Production Act of 1976, as amended (Pub. L. 94-385). In accordance with the above laws and regulations issued pursuant thereto, the Subgrantee agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the Applicant receives Federal assistance from the Department of Energy.

Applicability and  
Period of Obligation

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased or improved with Federal assistance extended to the Subgrantee by the Department of Energy, this assurance obligates the Subgrantee for the period during which Federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the Subgrantee for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Subgrantee for the period during which the Federal assistance is extended to the Subgrantee by the Department of Energy.

## Employment Practices

Where a primary objective of the Federal assistance is to provide employment or where the Subgrantee's employment practices affect the delivery of services in programs or activities resulting from Federal assistance extended by the Department, the Subgrantee agrees not to discriminate on the ground of race, color, national origin, sex, or handicap, in its employment practices. Such employment practices may include, but are not limited to, recruitment, recruitment advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs, or other forms of compensation and use of facilities.

## Subcontractors' Assurance

The Subgrantee shall require any individual, organization, or other entity with whom it subcontracts, subgrants, or subleases for the purpose of providing any service, financial aid, equipment, property, or structure to comply with laws cited above. To this end, the subcontractor shall be required to sign a written assurance form.

## Data Collection and Access to Records


The Subgrantee agrees to compile and maintain information pertaining to programs or activities developed as a result of the Subgrantee's receipt of Federal assistance from the Department of Energy. Such information shall include, but is not limited to, the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age and handicap; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and handicap, in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by the Department of Energy to be relevant to its obligation to assure compliance by recipients with laws cited in the first paragraph of this assurance.

The Subgrantee agrees to submit requested data to the Department of Energy regarding programs and activities developed by the Subgrantee from the use of Federal assistance funds extended by the Department of Energy. Facilities of the Subgrantee (including the physical plants, buildings, or other structures) and all records, books, accounts, and other sources of information pertinent to the Subgrantee's compliance with the civil rights laws shall be made available for inspection during normal business hours on request of an officer or employee of the Department of Energy specifically authorized to make such inspections. Instructions in this regard will be provided by the Director, Office of Equal Opportunity, U.S. Department of Energy.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts (excluding procurement contracts), property, discounts or other Federal assistance extended after the date hereto, to the Subgrantee by the Department of Energy, including installment payments on account after such date of application for Federal assistance which are approved before such date. The Subgrantee recognizes and agrees that such Federal assistance will be extended in reliance upon the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Subgrantee, its successors, transferees, and assignees, as well as the person whose signature appears below and who is authorized to sign this assurance on behalf of the Subgrantee.

In witness whereof, the parties hereto have caused this Agreement to be executed by their authorized officers.

MULTNOMAH COUNTY, OREGON:

By  \_\_\_\_\_ Date \_\_\_\_\_  
Program Manager

By \_\_\_\_\_ Date \_\_\_\_\_  
Social Services Division  
Director

By \_\_\_\_\_ Date \_\_\_\_\_  
Gladys McCoy  
Multnomah County Chair

APPROVED AS TO FORM:

Laurence Kressel  
Multnomah County Counsel

By \_\_\_\_\_ Date \_\_\_\_\_  
Deputy County Counsel

## BUDGET INFORMATION

### PART I - Agency Information

Name of Applicant Agency: MCCAA Weatherization

Contact Person: Isaac Pankey Phone 665-7189

Address: 891 NE 6th Avenue, Gresham, OR 97030

Program Title: Low Income Energy Assistance Program

Project Beginning Ending Date  
Date: 1/1/88 Date: 12/31/88 Submitted: 1/26/88

### Part II - Material Inventory

List the ownership and dollar amount of your agency's most recent physical inventory of weatherization materials.

Ownership on 12/31/86	VALUE
<u>LIEAP WEATHERIZATION</u>	\$ <u>                    </u>
<u>DOE WEATHERIZATION</u>	\$ <u>                    </u>
<u>DEXXON</u>	\$ <u>12,245.04</u>
<u>(Other - Identify)</u>	
<u>                                    </u>	\$ <u>                    </u>
<u>(Other - Identify)</u>	
<u>TOTAL VALUE</u>	\$ <u>                    </u>

### Part III - Warehouse Information

List information for all Weatherization Grants.

<u>Location(s)</u>	<u>Area</u> <u>(in square feet)</u>	<u>Square Foot</u> <u>Price/Month</u>
<u>891 NE 6th Avenue, Gresham, OR 97030</u>	<u>1800</u>	<u>                    </u>
<u>                                    </u>	<u>                    </u>	<u>                    </u>
<u>                                    </u>	<u>                    </u>	<u>                    </u>
<u>                                    </u>	<u>                    </u>	<u>                    </u>

PERFORMANCE DATA

Page 1

This section applies to LIEAP weatherization funds.

1. Estimate total dwelling units to be weatherized: 90
  - A. Single-family dwelling units: 40
  - B. Multi-family dwelling units: 5
  - C. Owner-occupied dwelling units: 40
  - D. Renter-occupied dwelling units: 30
2. Of the total number of units to be weatherized, project the number in which elderly persons reside: 25
3. Of the total number of units to be weatherized, project the number in which handicapped persons reside: 15
4. Specify the number of dwelling units which are expected to be weatherized by the end of each month.

Jan. <u>0</u>	Apr. <u>7</u>	July <u>5</u>	Oct. <u>13</u>	
Feb. <u>5</u>	May <u>8</u>	Aug. <u>5</u>	Nov. <u>13</u>	TOTAL <u>90</u>
Mar. <u>7</u>	June <u>7</u>	Sep. <u>7</u>	Dec. <u>13</u>	
5. Estimate by percentage the types of labor you plan to use:

JFTA	<u>02</u>	%
Agency Staff	<u>95</u>	%
Occupants of Assisted Housing	<u>01</u>	%
Volunteers	<u>01</u>	%
Contractors (Private)	<u>01</u>	%
Others (specify)		%
		%
		%
TOTAL	<u>100</u>	%

Performance Data  
Page 2

6. Estimate by County the number of eligible dwelling units in your service area. Indicate the source of this estimate. (This question is not a factor in determining funding.)

<u>County</u>	<u>Number of Eligible Dwelling Units</u>	<u>Source</u>
Multnomah (outside city limits)	20,124	1980 US Census

7. Specify the number of dwelling units that your agency has weatherized with LIEAP Funds by year.

<u>Year</u>	<u>Number of Units Completed with LIEAP Funds</u>
1987	132
1986	138
1985	123
1984	148
1983	223
1982	112
1981	0
1980	0
TOTAL	876



# MULTNOMAH COUNTY OREGON

84  
5159

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • Chair • 248-3308  
PAULINE ANDERSON • District 1 • 248-5220  
GRETCHEN KAFOURY • District 2 • 248-5219  
CAROLINE MILLER • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE McGARVIN • Clerk • 248-3277

March 24, 1988

Mr. Duane Zussy, Director  
Department of Human Services  
426 SW Stark  
Portland, OR

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held March 24, 1988, the following action was taken:

In the matter of ratification of an intergovern- )  
mental revenue agreement between State Community )  
Services / Low Income Energy Assistance - Wea- )  
therization Program and MCCA where by County will )  
receive \$132,492 to conduct weatherization ser- )  
vices to approximately 90 homes in mid and east )  
Multnomah County during the period January 1 to )  
December 31, 1988 R-8 )

Upon motion of Commissioner Anderson, duly seconded by Commissioner Casterline, it is unanimously

ORDERED that said intergovernmental agreement be ratified.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin  
Jane McGarvin  
Clerk of the Board

jm  
cc: Budget  
Purchasing  
Social Services

Finance  
Harriet Weber  
MCCA

DATE SUBMITTED \_\_\_\_\_

(For Clerk's Use)  
Meeting Date 3/24/88  
Agenda No. R-9  
*cont 3/31/88 R-10*

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Inverness Jail Project

Informal Only\* March 22, 1988  
(Date)

Formal Only March 24, 1988  
(Date)

DEPARTMENT Sheriff's Office DIVISION \_\_\_\_\_  
CONTACT Assistant Sheriff Robert Skipper  
Executive Assistant Sally Anderson TELEPHONE 255-3600

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD \_\_\_\_\_

BRIEF SUMMARY Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

- 1) Order accepting deed for Inverness Property from City of Portland

*Time Certain 9:30 A.M.*

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☐ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

☐ PERSONNEL  
☐ FISCAL/BUDGETARY  
☐ General Fund  
☐ Other \_\_\_\_\_

BOARD OF  
COUNTY COMMISSIONERS  
1988 MAR 16 AM 8:21  
MULTNOMAH COUNTY  
OREGON

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: *Jack B. Pearson*

BUDGET / PERSONNEL \_\_\_\_\_

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) \_\_\_\_\_

OTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)

NOTE: If requesting unanimous consent, state situation requiring emergency action on back.





# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

84  
5159

GLADYS McCOY • Chair • 248-3308  
PAULINE ANDERSON • District 1 • 248-5220  
GRETCHEN KAFOURY • District 2 • 248-5219  
CAROLINE MILLER • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE MCGARVIN • Clerk • 248-3277

March 24, 1988

Sheriff Fred Pearce  
12240 NE Glisan  
Portland, OR

Dear Sheriff Pearce:

Be it remembered, that at a meeting of the Board of County Commissioners held March 24, 1988, the following action was taken:

Order in the matter of accepting deed for Inverness)  
Property from the City of Portland for jail pur- )  
poses - public testimony invited - (TIME CERTAIN: )  
9:30 AM) R-9 )

Commissioner McCoy explained this matter should be held over one week because the City of Portland has not yet approved the transfer; and that the delay would not hold up any jail plans.

Upon motion of Commissioner Anderson, duly seconded by Commissioner Casterline, and it is unanimously

ORDERED that said matter be continued to Thursday, March 31, 1988 at 9:30 am in Room 602 of the County Courthouse.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin  
Jane McGarvin  
Clerk of the Board

jm  
cc: Commissioner McCoy

(For Clerk's Use)  
Meeting Date 3/17/88  
Agenda No. K-17

### REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Ordinance 491 Amendments

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only March 10, 1988  
(Date)

DEPARTMENT Citizen Involvement Office DIVISION

CONTACT      Merlin Reynolds      TELEPHONE      248-3450

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Mark Williams, Chair

BRIEF SUMMARY Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested. *See 2057.*

To increase the continuity and effectiveness of the Citizen Budget Advisory Committees, the CIC is recommending Amendments to Ordinance 491, changing terms of office from 1 year to 3 years, staggering committee appointments, and allowing the CIC to make two at-large nominations to Auditor, District Attorney and Sheriff Citizen Budget Advisory Committees.

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

**ACTION REQUESTED:**

☐ INFORMATION ONLY    ☐ PRELIMINARY APPROVAL    ☐ POLICY DIRECTION    ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA

**IMPACT:**

☐ PERSONNEL

☐ FISCAL/BUDGETARY

☐ General Fund

☐ Other

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: *Wladimir McCoskie*

BUDGET / PERSONNEL /

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) *Samana Austin*

OTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)

**NOTE:** If requesting unanimous consent, state situation requiring emergency action on back.

ORDINANCE FACT SHEET

PAGE 4 OF 4

Title Citizen Budget Advisory Committee Ord. Amendment Effective Date April 16, 1988

( Brief statement of purpose of ordinance (include the rationale for adoption of ordinance, a description of persons benefited, and other alternatives explored).

To increase the continuity and effectiveness of the Citizen Budget Advisory Committees, the CIC is recommending Amendments to Ordinance 491, changing the terms of office to 3 years, staggering the terms of office and allowing the CIC to make two at-large nominations to all CBACs.

What other local jurisdictions in the metropolitan area have enacted similar legislation?

City of Portland Budget Advisory Committees for the City Bureaus.

What has been the experience in other areas with this type of legislation?

( What authority is there for Multnomah County to adopt this legislation? (State statute, home rule charter). Are there constitutional problems?

Multnomah County Home Rule Charter, 3.70

Fiscal Impact Analysis

(If space is inadequate, please use other side)

SIGNATURES:

Office of County Counsel Sandra L. Ruffy 3-1-88

Office of County Management \_\_\_\_\_

( Department Head [Signature]

Liaison Commissioner \_\_\_\_\_

(Underlined sections are new or replacements;  
[bracketed] sections are deleted.)

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY OREGON

ORDINANCE NO. 571

An Ordinance amending MCC 2.30.640(G), relating to membership of the Citizen Budget Advisory committees.

Section 1. Findings.

The Board of County Commissioners finds that there is a need for:

1. Citizens to serve terms longer than one year to increase citizen effectiveness in reviewing County's budget.
2. Terms of appointment to be staggered to allow for stability and effectiveness of each committee.
3. Nominations to be made from a broad variety of sources to encourage a healthy mix of citizens throughout Multnomah County on each committee.

Section 2. Amendment

MCC 2.30.640(G) is amended as follows:

(1) Findings.

The Board of County Commissioners finds that there is a need for:

- (a) Citizen involvement in the development of the County Budget;
- (b) Citizen advocacy of budget proposals; and
- (c) Better means of informing citizens concerning county budget problems, processes and proposals.

(2) Duties.

There are hereby established Multnomah County Citizen Budget Advisory Committees for the Department of Human Services, the Department of Environmental Services, the Department of Justice Services, the Department of General Services, the Multnomah County Auditor, the Multnomah County Sheriff, the Multnomah County District Attorney, and Multnomah County Non-Departmental Programs. The Citizen Budget Advisory Committees will actively participate in

county budget development and review by meeting regularly during the county budget process.

(3) Membership.

(a) Each Citizen Budget Advisory Committee shall be composed of [not less than] seven (7) members appointed to identified positions by the County [Executive] Chair upon the approval of the Board of County Commissioners. The membership of each Citizen Budget Advisory Committee shall be as follows:

[(a) One (1) citizen nominated from each citizen committee, commission and board that currently exists for each department, as identified in Exhibit A attached hereto and incorporated herein by the reference;

(b) One (1) Citizen Involvement Committee member recommended by the Citizen Involvement Committee;

(c) Two (2) citizens at large nominated by the Citizen Involvement Committee;]

Position 1. One (1) citizen at-large nominated by the Citizen Involvement Committee.

Position 2. One (1) Citizen nominated [from] by a citizen committee, commission or board that currently exists for each department, as identified in Exhibit A.

Position 3. One (1) citizen at-large nominated by the Citizen Involvement Committee.

Position 4. One (1) citizen nominated [from] by a citizen committee, commission or board that exists for each department, as identified in Exhibit A.

Position 5. One (1) citizen nominated [from] by a citizen committee, commission or board that currently exists for each department, as identified in Exhibit A.

Position 6. One (1) Citizen Involvement Committee member nominated by the Citizen Involvement Committee.

Position 7. One (1) citizen [selected from nominations by all other non-departmental organizations.] nominated by a citizen committee, commission or board that currently exists for each department, as identified in Exhibit A.

[(d)] (b) [Except as provided by subsections (e) and (f) of this section, if] If any [department] Citizen Budget Advisory Committee does not have at least seven (7) members as a result of appointments made pursuant to section[s] (a) [through (c)] above, then the department director, Auditor, District Attorney and Sheriff [for that department] may nominate up to four (4) citizens at large for appointment to that departments Budget Advisory Committee;

[(e) If the Citizen Budget Advisory Committees for the Multnomah County Auditor, the Multnomah County District Attorney and the Multnomah County Sheriff do not have at least seven (7) members as a result of appointments made pursuant to Sections (a) and (b) above, the Multnomah County Auditor, the Multnomah County District Attorney and the Multnomah County Sheriff may nominate six (6) citizens at large to their respective Citizen Budget Advisory Committees; Sections (c) and (d) above do not apply to the Citizen Budget Advisory Committees specified in this section;]

[(f)] (c) Multnomah County Non-Departmental Programs shall have one (1) Citizen Budget Advisory Committee composed of members [selected by one (1) nomination from the Multnomah County Executive, one (1) nomination from the Board of County Commissioners, one (1) nomination from the Citizen Involvement Committee, one (1) nomination from the Tax Supervising and Conservation Committee, one (1) nomination from the Director of the Multnomah County Library with approval of the Board of County Commissioners. The Non-Departmental Program Citizen Budget Advisory Committee will also have two (2) citizen at large appointments made pursuant to section C above.] nominated to the following positions:

Position 1. One (1) citizen nominated from the Multnomah County Chair.

Position 2. One (1) citizen nominated from the Board of County Commissioners.

Position 3. One (1) citizen at large nominated by the Citizen Involvement Committee.

Position 4. One (1) citizen nominated by the Director of the Multnomah County Library.

Position 5. One (1) citizen at large nominated by the Citizen Involvement Committee.

Position 6. One (1) Citizen Involvement Committee member nominated by the Citizen Involvement Committee.

Position 7. One (1) citizen selected from nominations by all other non-departmental organizations.

(4) Term.

Each member shall be appointed by position for a term of [one (1)] three (3) years. No person may serve more than [five (5)] two (2) consecutive terms on [any] a Citizen Budget Advisory Committee.

The following terms shall apply for the initial appointments:

Position 1. Two (2) years.

Position 2. Two (2) years.

Position 3. Three (3) years.

Position 4. Three (3) years.

Position 5. Three (3) years.

Position 6. One (1) year.

Position 7. One (1) year.

(5) Vacancies.

Vacancies on Citizen Budget Advisory Committees shall be filled in a timely manner. A vacancy on any Citizen Advisory Committee shall be filled in accordance with the provisions of subsection (3) above.

(6) Process of Reporting and Testimony.

The chair of each Citizen Budget Advisory Committee or the chair's delegate shall report the findings of the Citizen Budget Advisory Committee to the County [Executive] Chair prior to the completion of the recommended [executive] Chair's budget and to the Board of County Commissioners during formal budget deliberations.

(7) Conflict of Interest.

Any member of a Citizen Budget Advisory Committee who has monetary or investment interest in any matter before their Citizen Budget Advisory Committee shall so inform the membership of the Citizen Budget Advisory Committee. Departmental employees shall not be eligible for membership in the Citizen Budget Advisory Committee of their Department.

(8) Compensation.

Members shall receive no compensation for serving on a Citizen Budget Advisory Committee.

(9) Operating Rules.

Each Citizen Budget Advisory Committee shall prepare operating rules for conduct of meetings and selection of officers.

(10) Staff and Funding

Each department director, the Multnomah County Auditor, the Multnomah County District Attorney, and the Multnomah County Sheriff will be responsible to assign technical and clerical support for Citizen Budget Advisory Committees. The Non-Departmental Citizen Budget Advisory Committee shall receive technical and clerical support from the Board of County Commissioners.

[(11) Review Clause.

By December 31, 1987, the Board of County Commissioners shall hold a public hearing to review the effectiveness and usefulness of the Citizen Budget Advisory Committees created by this Ordinance. At that time the Board shall determine whether the Citizen Budget Advisory Committees should continue to be utilized in the budget process or whether the ordinance should be repealed.]

Section 3. Adoption.

This Ordinance being necessary to protect the health, safety and welfare of the people of Multnomah County, shall take effect on the thirtieth (30th) day after its adoption, pursuant to Section 5.50 of the Charter of Multnomah County. Commissioners and authentication by the County Executive.

ADOPTED this 24th day of March, 1988, being the date of its second reading before the Board of County Commissioners of Multnomah County.

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

(SEAL)

By

Gladys McCoy  
Gladys McCoy  
Multnomah County Chair

APPROVED AS TO FORM:

LAURENCE KRESSEL, COUNTY COUNSEL  
FOR MULTNOMAH COUNTY, OREGON

By

Sandra Duffy  
Sandra Duffy  
Assistant County Counsel

9666C/dm  
B/17/88.2



EXHIBIT A

MULTNOMAH COUNTY BOARDS, COMMISSIONS AND COMMITTEES BY DEPARTMENT

Department of Human Services

[Central Advisory Board]  
Community Health Council  
[Emergency Medical Services Advisory Board]  
[Emergency Medical Services Advisory Council]  
[Emergency Medical Services Provider]  
[Food Services Advisory Board]  
Juvenile Court Advisory Council  
[Multnomah County Community Action Agency]  
[Multnomah Council on Chemical Dependency]  
[Multnomah County Welfare Board]  
Mental Health Advisory Committee  
Portland, Multnomah Commission on Aging

Department of Environmental Services

Building Code Board of Appeals  
Economic Development Advisory Commission  
Exposition Center Advisory Committee  
Parks Commission  
Planning Commission  
Planning Commission Committee for Citizen Involvement

Department of General Services

Agricultural Board of Review  
Investment Advisory Board  
Merit System Civil Service Council

Department of Justice Services

Community Corrections Advisory Committee  
Justice Coordinating Council  
Juvenile Services Commission



# MULTNOMAH COUNTY OREGON

2115 S E MORRISON #215  
PORTLAND, OREGON 97214  
(503)248-3450

## CITIZEN INVOLVEMENT COMMITTEE

MARK WILLIAMS  
CIC CHAIR  
Neighbors North

RECEIVED  
DEC 17 1987

COUNTY COUNSEL FOR  
MULTNOMAH COUNTY, ORE

PAM ARDEN  
North Portland  
BEN BUTZIEN  
S E Uplift Neighb Prgm  
MARLENE BYRNE  
Co Brds & Civic Groups  
CHARLES HERNDON  
E of 181st  
FRANKLIN JENKINS  
Between  
E 60th and E 181st  
SARA LAMB  
Co Brds & Civic Groups  
RICHARD LEVY  
Northeast Coalition  
KEITH LOEFFLER  
CIC Treasurer  
E of 181st  
ROBERT LUCE  
Between  
E 60th and E 181st  
JOHN MILLER  
CIC Secretary  
SWNI  
LAVERNE MOORE  
CIC Vice Chair  
Neighbors WNW  
GEORGE MUIR  
S E Uplift Neighb Prgm  
DENNIS PAYNE  
Northeast Coalition  
ANN PORTER  
W of E 60th  
JEAN RIDINGS  
Co Brds & Civic Groups  
MICHAEL SULLIVAN  
E of 181st  
LIANNE THOMPSON  
Neighbors WNW  
MARTHA WHITE  
SWNI  
JIM WORTHINGTON  
Between  
E 60th and E 181st  
MERLIN REYNOLDS  
CIC Coordinator

December 15, 1987

### MEMORANDUM

To: Judy Royer  
Office of County Chair

From: Merlin Reynolds, Coordinator  
Office of Citizen Involvement

Re: CBAC ordinance amendments

The CIC Central CBAC met last night and reviewed the ordinance amendments. The committee was pleased with the changes but flagged some errors that need to be remedied.

The first change they recommend was to eliminate an addition of the wording "not less than" in Section III, A. The second change is in Section III, C: Change the non-departmental position 7 wording to say, "One (1) citizen selected from nominations by all other non-departmental organizations" instead of what I first recommended. The third suggested change would be to add the word "consecutive" in Section IV, Term, after the word "two (2)".

Enclosure

CC: Larry Kressell



# MULTNOMAH COUNTY OREGON

2115 S.E. MORRISON #215  
PORTLAND, OREGON 97214  
(503)248-3450

## CITIZEN INVOLVEMENT COMMITTEE

MARK WILLIAMS  
CIC CHAIR  
Neighbors North

March 21, 1988

PAM ARDEN  
North Portland  
BEN BUTZIEN  
S.E. Uplift Neighb. Prgm.  
MARLENE BYRNE  
Co. Brds. & Civic Groups  
CHARLES HERNDON  
E. of 181st  
FRANKLIN JENKINS  
Between  
E. 60th and E. 181st  
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JOHN MILLER  
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SWNI  
LAVERNE MOORE  
CIC Vice Chair  
Neighbors W/NW  
GEORGE MUIR  
S.E. Uplift Neighb. Prgm.  
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ANN PORTER  
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E. of 181st  
LIANNE THOMPSON  
Neighbors W/NW  
MARTHA WHITE  
SWNI  
JIM WORTHINGTON  
Between  
E. 60th and E. 181st  
MERLIN REYNOLDS  
CIC Coordinator

### MEMORANDUM

To: Gladys McCoy, County Chair  
Commissioner Pauline Anderson  
Commissioner Polly Casterline  
Commissioner Gretchen Kafoury  
Commissioner Caroline Miller  
Larry Kressel, County Counsel

From: Merlin Reynolds, Coordinator  
Office of Citizen Involvement

Re: CBAC ordinance amendments

As per your request, the attached CBAC ordinance includes the amendments made at the March 17th Board meeting.

I appreciate your cooperation in approving the amendments last week and hope this clean copy clarifies what seemed like some very confusing changes.

If you have any questions or concerns, please call me at 3450.

cc: Jane McGarvin, County Clerk

BOARD OF  
COUNTY COMMISSIONERS  
1988 MAR 22 AM 11:24  
MULTNOMAH COUNTY  
OREGON

(Underlined sections are new or replacements; [bracketed] sections are deleted.)

BEFORE THE BOARD OF COMMISSIONERS

FOR THE COUNTY OF MULTNOMAH

ORDINANCE NO. ~~(491)~~ →

An Ordinance amending MCC 2.30.640(G), relating to the membership of the Citizen Budget Advisory Committees.

Multnomah County ordains as follows:

Section 1. Findings.

The Board of County Commissioners finds that there is a need for:

1. Citizens to serve terms longer than one year to increase citizen effectiveness in reviewing County's budget.
2. Terms of appointment to be staggered to allow for stability and effectiveness of each committee.
3. Nominations to be made from a broad variety of sources to encourage a healthy mix of citizens throughout Multnomah County on each committee.

Section 2. Amendment

MCC 2.30.640(G) is amended as follows:

(1) Findings.

The Board of County Commissioners finds that there is a need for:

- (a) Citizen involvement in the development of the County Budget;
- (b) Citizen advocacy of budget proposals; and
- (c) Better means of informing citizens concerning county budget problems, processes and proposals.

R-10

3/24/88

to be  
revised

Merlin D.  
being amended  
ord. for 2nd  
Reading

WORDING CHANGES TO CBAC ORDINANCE

Page 243

Section 3(a)

Position 2, 4, 5 and 7

change word [from] to by

Section 3 (b)

Would be changed to say: If any Citizen Budget Advisory Committee does not have at least seven (7) members as a result of appointments made pursuant to section (a) above, then the department director, Auditor, District Attorney and Sheriff may nominate up to four (4) citizens at large for appointment to ~~his/her respective department's~~ Budget Advisory Committee.

omit

⇒ Word clarification requested by County

Depts in C-BAC membership

& similar to the ~~the~~ questions of Comm. Miller at

> prior to 2nd reading, clarification changes will be forwarded to Bd to allow ordinance

to continue in adoption.

9  
# 1- Yes = w lyr term

EA -

The Informal

Concern about the Time Certain for Citizens to appear before the Board and the delay in honoring this request today -

Madamme Chair, I was here when the Bd called its meeting to order and decided to go ahead with the discussion of the EMS topic.

(2) Duties.

There are hereby established Multnomah County Citizen Budget Advisory Committees for the Department of Human Services, the Department of Environmental Services, the Department of Justice Services, the Department of General Services, the Multnomah County Auditor, the Multnomah County Sheriff, the Multnomah County District Attorney, and Multnomah County Non-Departmental Programs. The Citizen Budget Advisory Committees are charged to act as advisory committees to all county directors, elected officials, and non-departmental programs. The Citizen Budget Advisory Committees will actively participate in the county budget development and review by meeting regularly during the county budget process.

(3) Membership.

(a) Each Citizen Budget Advisory Committee shall be composed of [not less than] seven (7) members appointed to identified positions by the County [Executive] Chair upon the approval of the Board of County Commissioners. The membership of each Citizen Budget Advisory Committee shall be as follows:

[(a) One (1) citizen nominated from each citizen committee, commission and board that currently exists for each department, as identified in Exhibit A attached hereto and incorporated herein by the reference;

(b) One (1) Citizen Involvement Committee member recommended by the Citizen Involvement Committee;

*see amendments*

(c) Two (2) citizens at large nominated by the Citizen Involvement Committee;]

Position 1: One (1) citizen-at-large nominated by the Citizen Involvement Committee.

Position 2: One (1) Citizen nominated from a citizen committee, commission or board that currently exists for each department, as identified in Exhibit A.

Position 3: One (1) citizen-at-large nominated by the Citizen Involvement Committee.

- To Chair Budget*
- bu*
- Position 4: One (1) citizen nominated ~~from~~ a citizen committee, commission or board that exists for each department, as identified in Exhibit A.
- Position 5: One (1) citizen nominated from a citizen committee, commission or board that currently exists for each department, as identified in Exhibit A.
- Position 6: One (1) Citizen Involvement Committee member nominated by the Citizen Involvement Committee.
- Position 7: One (1) citizen ~~selected from~~ ~~nominations by all other~~ ~~non-departmental organizations.~~
- pos. 5+7  
w/ use  
same  
language  
as pos 6*

[(d)][b] [Except as provided in subsections (e) and (f) of this section, if] If any [department] Citizen Budget Advisory Committee does not have at least seven (7) members as a result of appointments made pursuant to section[s] (a) [through (c)] above, then the department director, Auditor, District Attorney and Sheriff [for that department] may nominate *up to* four (4) citizens at large for appointment to that department's Budget Advisory Committee;

[(e) If the Citizen Budget Advisory Committees for the Multnomah County Auditor, the Multnomah County District Attorney and the Multnomah County Sheriff do not have at least seven (7) members as a result of appointments made pursuant to subsections (a) and (b) above, the Multnomah County Auditor, the Multnomah County District Attorney and the Multnomah County Sheriff may nominate six (6) citizens-at-large to their respective Citizen Budget Advisory Committees; Sections (c) and (d) above do not apply to the Citizen Budget Advisory Committees specified in this section;]

[(f)][c] Multnomah County Non-Departmental Programs shall have one (1) Citizen Budget Advisory Committee composed of members [selected by one (1) nomination from the Multnomah County Executive, one (1) nomination from the Citizen Involvement Committee, one (1) nomination from the Tax Supervising and Conservation Committee, and one (1) nomination from the Director of the Multnomah County Library with approval of the Board of County Commissioners. The



Non-Departmental Program Citizen Budget Advisory Committee will also have two (2) citizen at large appointments made pursuant to selection (c) above.] nominated to the following positions:

- OK  
[Handwritten signature]
- Position 1: One (1) citizen nominated from the Multnomah County Chair.
  - Position 2: One (1) citizen nominated from the Board of County Commissioners.
  - Position 3: One (1) citizen-at-large nominated by the Citizen Involvement Committee.
  - Position 4: One (1) citizen-nominated by the Director of the Multnomah County Library.
  - Position 5: One (1) citizen-at-large nominated by the Citizen Involvement Committee.
  - Position 6: One (1) Citizen Involvement Committee member nominated by the Citizen Involvement Committee.
  - Position 7: One (1) citizen selected from nominations by all other non-departmental organizations.

(4) Term.

Each member shall be appointed by position for a term of [one (1)] three (3) years. No person may serve more than [five (5)] two (2) consecutive terms on [any] a Citizen Budget Advisory Committee.

The following terms shall apply for the initial appointments:

- Position 1: Two (2) years.
- Position 2: Two (2) years.
- Position 3: Three (3) years.
- Position 4: Three (3) years.
- Position 5: Three (3) years.
- Position 6: One (1) year.
- Position 7: One (1) year.

(5) Vacancies.

Vacancies on Citizen Budget Advisory Committees shall be filled in a timely manner. A vacancy on any Citizen Advisory Committee shall be filled in accordance with the provisions of subsection (3) of this section.

(6) Process of Reporting and Testimony.

The chair of each Citizen Budget Advisory Committee or the chair's delegate shall report the findings of the Citizen Budget Advisory Committee to the County [Executive] Chair prior to the completion of the recommended [executive] Chair's budget and to the Board of County Commissioners during formal budget deliberations.

(7) Conflict of Interest.

Any member of a Citizen Budget Advisory Committee who has monetary or investment interest in any matter before their Citizen Budget Advisory Committee shall so inform the membership of the Citizen Budget Advisory Committee. Departmental employees shall not be eligible for membership in the Citizen Budget Advisory Committee of their Department.

(8) Compensation.

Members shall receive no compensation for serving on a Citizen Budget Advisory Committee.

(9) Operating Rules.

Each Citizen Budget Advisory Committee shall prepare operating rules for conduct of meetings and selection of officers.

(10) Staff and Funding.

Each department director, the Multnomah County Auditor, the Multnomah County District Attorney, and the Multnomah County Sheriff will be responsible to assign technical and clerical support for Citizen Budget Advisory Committees. The Non-Departmental Citizen Budget Advisory Committee shall receive technical and clerical support from the Board of County Commissioners.

[(11) Review Clause.

By December 31, 1987, the Board of County Commissioners shall hold a public hearing to review the effectiveness and usefulness of the Citizen Budget Advisory Committees created by this Ordinance. At that time the Board shall determine whether the Citizen Budget Advisory

Committees should continue to be utilized in the budget process or whether the ordinance should be repealed.]

Section 3. Adoption.

This Ordinance, being necessary for the health, safety, and general welfare of the people of Multnomah County, shall take effect on the thirtieth (30th) day after its adoption, pursuant to Section 5.50 of the Charter of Multnomah County.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 1988, being the date of its \_\_\_\_\_ reading before the Board of County Commissioners of Multnomah County.

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
Gladys McCoy  
Multnomah County Chair

APPROVED AS TO FORM:

LAURENCE KRESSEL, COUNTY COUNSEL  
FOR MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
Sandra Duffy  
Assistant County Counsel

9666C/dm  
010888:2

EXHIBIT "A"

MULTNOMAH COUNTY BOARDS, COMMISSIONS AND COMMITTEES BY DEPARTMENT

Department of Human Services

Central Advisory Board  
Community Health Council  
Emergency Medical Services Advisory Board  
Emergency Medical Services Advisory Council  
Emergency Medical Services Provider  
Food Services Advisory Board  
Mental Health Advisory Committee  
Multnomah County Community Action Agency  
Multnomah Council on Chemical Dependency  
Multnomah County Welfare Board

Department of Environmental Services

Building Code Board of Appeals  
Economic Development Advisory Commission  
Exposition Center Advisory Committee  
Parks Commission  
Planning Commission  
Planning Commission Committee for Citizen Involvement

Department of General Services

Agricultural Board of Review  
Investment Advisory Board  
Merit System Civil Service Council

Department of Justice Services

Community Corrections Advisory Committee  
Justice Coordinating Council  
Juvenile Services Commission



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF GENERAL SERVICES  
COUNTY COUNSEL SECTION  
SUITE 1400  
1120 S.W. FIFTH AVENUE  
PORTLAND, OREGON 97204-1934  
(503) 248-3138

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY, CHAIR  
PAULINE ANDERSON  
POLLY CASTERLINE  
GRETCHEN KAFOURY  
CAROLINE MILLER

## M E M O R A N D U M

TO: Merlin Reynolds, Coordinator  
Citizen Involvement Committee

FROM: Sandra Duffy *Sandy*  
Assistant County Counsel

DATE: January 11, 1988

RE: Ordinance No. 491

COUNTY COUNSEL  
LAURENCE KRESSEL

CHIEF ASSISTANT  
ARMINDA J. BROWN

ASSISTANTS  
JANET NOELLE BILLUPS  
J. MICHAEL DOYLE  
H.H. LAZENBY, JR.  
PAUL G. MACKAY  
LIA SAROYAN  
JANE ELLEN STONECIPHER  
MARK B. WILLIAMS

Attached is the revised Ordinance No. 491. The only substantive change, as you know, is the addition of the findings for the changes in the ordinance. Other than that there were only format changes to make this portion of MCC 2.30.640 consistent with the other provisions of the Code. If you have any questions, do not hesitate to call me.

9700C/dm

(Underlined sections are new or replacements; [bracketed] sections are deleted.)

BEFORE THE BOARD OF COMMISSIONERS

FOR THE COUNTY OF MULTNOMAH

ORDINANCE NO. 491

An Ordinance amending MCC 2.30.640(G), relating to the membership of the Citizen Budget Advisory Committees.

Multnomah County ordains as follows:

Section 1. Findings.

The Board of County Commissioners finds that there is a need for:

1. Citizens to serve terms longer than one year to increase citizen effectiveness in reviewing County's budget.
2. Terms of appointment to be staggered to allow for stability and effectiveness of each committee.
3. Nominations to be made from a broad variety of sources to encourage a healthy mix of citizens throughout Multnomah County on each committee.

Section 2. Amendment

MCC 2.30.640(G) is amended as follows:

(1) Findings.

The Board of County Commissioners finds that there is a need for:

- (a) Citizen involvement in the development of the County Budget;
- (b) Citizen advocacy of budget proposals; and
- (c) Better means of informing citizens concerning county budget problems, processes and proposals.

(2) Duties.

There are hereby established Multnomah County Citizen Budget Advisory Committees for the Department of Human Services, the Department of Environmental Services, the Department of Justice Services, the Department of General Services, the Multnomah County Auditor, the Multnomah County Sheriff, the Multnomah County District Attorney, and Multnomah County Non-Departmental Programs. The Citizen Budget Advisory Committees are charged to act as advisory committees to all county directors, elected officials, and non-departmental programs. The Citizen Budget Advisory Committees will actively participate in the county budget development and review by meeting regularly during the county budget process.

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(b) One (1) Citizen Involvement Committee member recommended by the Citizen Involvement Committee;

(c) Two (2) citizens at large nominated by the Citizen Involvement Committee;]

<u>Position 1:</u>	<u>One (1) citizen-at-large nominated by the Citizen Involvement Committee.</u>
<u>Position 2:</u>	<u>One (1) Citizen nominated from a citizen committee, commission or board that currently exists for each department, as identified in Exhibit A.</u>
<u>Position 3:</u>	<u>One (1) citizen-at-large nominated by the Citizen Involvement Committee.</u>

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[(d)](b) [Except as provided in subsections (e) and (f) of this section, if] If any [department] Citizen Budget Advisory Committee does not have at least seven (7) members as a result of appointments made pursuant to section[s] (a) [through (c)] above, then the department director, Auditor, District Attorney and Sheriff [for that department] may nominate four (4) citizens at large for appointment to that department's Budget Advisory Committee;

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[(f)](c) Multnomah County Non-Departmental Programs shall have one (1) Citizen Budget Advisory Committee composed of members [selected by one (1) nomination from the Multnomah County Executive, one (1) nomination from the Citizen Involvement Committee, one (1) nomination from the Tax Supervising and Conservation Committee, and one (1) nomination from the Director of the Multnomah County Library with approval of the Board of County Commissioners. The



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The following terms shall apply for the initial appointments:

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By December 31, 1987, the Board of County Commissioners shall hold a public hearing to review the effectiveness and usefulness of the Citizen Budget Advisory Committees created by this Ordinance. At that time the Board shall determine whether the Citizen Budget Advisory

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ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 1988, being the date of its \_\_\_\_\_ reading before the Board of County Commissioners of Multnomah County.

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
Gladys McCoy  
Multnomah County Chair

APPROVED AS TO FORM:

LAURENCE KRESSEL, COUNTY COUNSEL  
FOR MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
Sandra Duffy  
Assistant County Counsel

9666C/dm  
010888:2

EXHIBIT A

MULTNOMAH COUNTY BOARDS, COMMISSIONS AND COMMITTEES BY DEPARTMENT

Department of Human Services

[Central Advisory Board]  
Community Health Council  
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Mental Health Advisory Committee  
Portland, Multnomah Commission on Aging

Department of Environmental Services

Building Code Board of Appeals  
Economic Development Advisory Commission  
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Planning Commission Committee for Citizen Involvement

Department of General Services

Agricultural Board of Review  
Investment Advisory Board  
Merit System Civil Service Council

Department of Justice Services

Community Corrections Advisory Committee  
Justice Coordinating Council  
Juvenile Services Commission

*R-17  
Revision  
submitted  
3/15*

EXHIBIT "A"

MULTNOMAH COUNTY BOARDS, COMMISSIONS AND COMMITTEES BY DEPARTMENT

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Central Advisory Board  
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Department of Justice Services

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Justice Coordinating Council  
Juvenile Services Commission

**AN EXPLANATION OF THE  
MULTNOMAH COUNTY NEEDS REPORT PROCESS  
1988**

The Multnomah County Citizen Involvement Committee has established a needs process that solicits county government service needs from the City of Portland Office of Neighborhood Associations and citizen organizations throughout Multnomah County.

The process begins when the County Need Report Forms are distributed by the Office of Citizen Involvement to the Office of Neighborhood Associations, District Coalitions, Mid-County and East Portland Community Groups and other citizen organizations in Multnomah County.

Multnomah County Needs Reports must then be returned to the Office of Citizen Involvement to be sorted, catalogued, and distributed to the County department that provides the needed service and the Citizen Budget Advisory Committee for that department.

Departments determine which needs they can fulfill and which they cannot and notify the need contact person of the status of their request. Department responses concerning the needs reports are then sent to the Office of Citizen Involvement and the Department's Citizen Budget Advisory Committee.

In August a Summary Report on the Multnomah County Need Reports is completed and distributed by the Office of Citizen Involvement, and new Need Reports are distributed to begin the process anew.

December 22, 1987

MEMORANDUM

To: Gladys McCoy, County Chair  
Commissioner Pauline Anderson  
Commissioner Polly Casterline  
Commissioner Gretchen Kafoury  
Commissioner Caroline Miller

From: Citizen Involvement Committee

Re: CBAC Ordinance (#491) Review

The CIC Central-CBAC has reviewed the CBAC ordinance and evaluations from participants and Department Directors and staff (see attached) and feels that the CBACs have been reasonably successful in the first two years of their existence.

The three areas that need attention in the CBAC process, from the CIC perspective, are: (1) more attention to early appointments and training; (2) change the length of terms, and (3) establish by ordinance, a Central-CBAC to provide a forum for coordination and oversight.

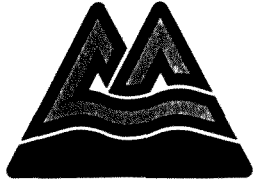
The first area of concern has been worked on and will require continuing attention. In an effort to solve this concern the CIC has taken on more of a coordinating role in the process through the CIC Central-CBAC. The Central-CBAC established a step-by-step process for CBACs to follow in reviewing their respective budgets; a common reporting format was developed which should encourage an easier review by the County Chair and the Board of County Commissioners, and the Central-CBAC also held a CBAC orientation a month earlier than last year, with better attendance than the previous year.

The second area of concern hopefully will be remedied in the near future by the Board approving an ordinance amendment that establishes the term of appointment as three (3) years with no one serving on a CBAC more than two (2) consecutive terms. We also have recommended staggered terms to offer more stability to the process. Staff Assistant Judy Boyer and Merlin Reynolds, CIC Coordinator, have been working on the ordinance amendments that will be brought to the Board.

The third area of concern, formal establishment of the Central-CBAC, at this point is unresolved. The CIC would like to facilitate discussion concerning a Central-CBAC.

In conclusion, after reviewing the evaluations and the changes recommended and the increased attention to the CBACs, the Citizen Involvement Committee recommends to the Board of County Commissioners the continuation of the CBACs and ordinance 491 with the recommended amendments.





# MULTNOMAH COUNTY OREGON

2115 S.E. MORRISON #215  
PORTLAND, OREGON 97214  
(503)248-3450

## CITIZEN INVOLVEMENT COMMITTEE

MARK WILLIAMS  
CIC CHAIR  
Neighbors North

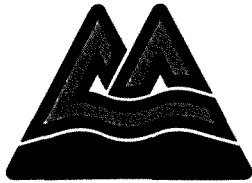
### CBAC ORIENTATION Thursday, November 5, 1987, 7:00 p.m. Portland Building, 1120 S.E. Fifth Avenue

PAM ARDEN  
North Portland  
BEN BUTZIEN  
S.E. Uplift Neighb. Prgm.  
MARLENE BYRNE  
Co. Brds. & Civic Groups  
CHARLES HERNDON  
E. of 181st  
FRANKLIN JENKINS  
Between  
E. 60th and E. 181st  
SARA LAMB  
Co. Brds. & Civic Groups  
RICHARD LEVY  
Northeast Coalition  
KEITH LOEFFLER  
CIC Treasurer  
E. of 181st  
ROBERT LUCE  
Between  
E. 60th and E. 181st  
JOHN MILLER  
CIC Secretary  
SWNI  
LAVERNE MOORE  
CIC Vice Chair  
Neighbors WNW  
GEORGE MUIR  
S.E. Uplift Neighb. Prgm.  
DENNIS PAYNE  
Northeast Coalition  
ANN PORTER  
W. of E. 60th  
JEAN RIDINGS  
Co. Brds. & Civic Groups  
MICHAEL SULLIVAN  
E. of 181st  
LIANNE THOMPSON  
Neighbors WNW  
MARTHA WHITE  
SWNI  
JIM WORTHINGTON  
Between  
E. 60th and E. 181st  
MERLIN REYNOLDS  
CIC Coordinator

#### AGENDA

1. Welcome and Introduction:  
Dennis Payne, Chair, Central CBAC  
(5 minutes)
2. Overview of County Budget Issues:  
Gladys McCoy, County Chair  
(10 minutes)
3. Opportunities for meaningful citizen participation:  
Ann Porter, Citizen Involvement Committee  
(5 minutes)
4. The County Budget Process:  
Dave Warren, Director, Budget Office  
(10 minutes)
5. Overview of the CBAC Review Process:  
Ben Butzien, Citizen Involvement Committee  
(10 minutes)
6. Closing  
Dennis Payne  
(5 minutes)
7. CBAC meet with staff  
Set meeting times and future agenda  
(15 minutes)

orient.agd



# MULTNOMAH COUNTY OREGON

2115 S.E. MORRISON #215  
PORTLAND, OREGON 97214  
(503)248-3450

## CITIZEN INVOLVEMENT COMMITTEE

MARK WILLIAMS  
CIC CHAIR  
Neighbors North

December 10, 1987

PAM ARDEN  
North Portland  
BEN BUTZIEN  
S.E. Uplift Neighb. Prgm.  
MARLENE BYRNE  
Co. Brds. & Civic Groups  
CHARLES HERNDON  
E. of 181st  
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Neighbors W/NW  
MARTHA WHITE  
SWNI  
JIM WORTHINGTON  
Between  
E. 60th and E. 181st  
MERLIN REYNOLDS  
CIC Coordinator

### MEMORANDUM

To: Central CBAC members

From: Merlin Reynolds, Coordinator  
Office of Citizen Involvement

Re: 1985-86 CBAC Evaluation Form responses

Please find listed below a summary of the responses we received concerning the evaluation of the 1985-86 CBAC experiences. There were a total of 30 responses.

Question #1: What CBAC did you serve on?

Auditor	4
District Attorney	6
Dept. of Environmental Services	1
Dept. of General Services	4
Dept. of Human Services	3
Dept. of Justice Services	3
Sheriff's Office	4
Non-Departmental	5

Question #2: Average number of meetings attended?  
Four (4)

Question #3: Was staff assistance provided?  
Yes: 22 No: 4

Question #4: Was a report made to the BCC?  
Yes: 18 No: 9

**Question #5: Committee membership at least seven members?**

Yes: 21      No: 6

**Question #6: Did you attend the CBAC Orientation?**

Yes: 16      No: 13

**Question #7: Was the Orientation helpful?**

Yes: 16      No: 1

**Question #8: Explain answer to Question #7.**

- Further actions left unclear for the next budget year.
- Not enough notice of the Orientation.

**Question #9: Suggestions to improve CBAC experience.**

- Start CBAC process much earlier
- Make appointments earlier
- Rotating method for appointments
- Longer terms
- Have BCC follow recommendations
- Get CBAC members involved in appointment process

**Question #10: Rating of C-CBAC experience**

very poor	poor	neutral/undec.	good	very good
<hr/>				
		2	1 5 2 2	5 4 3 1 2

**Question #11: Would you seek reappointment?**

Yes: 28      No: 2

**Question #12: Reason for response to Question 11.**

- Insufficient time
- Illness in family

July 8, 1987  
C-BAC Coordinating Committee  
Evaluation Form Responses  
Page two, continued

Question # 7: Was Orientation helpful? ( 9 responses )

8 Y.                      1 No

Question # 8: Explain answer to question # 7:

No Strategy given or Time Frame presented regarding responsibilities of BAC process and/or members

Question # 9: Suggestions to improve BAC experiences:

Explain roles, functions and responsibilities of BAC and its members; have agendas with ACTION ITEMS; provide members with information early in the ball game; need to have C-BAC Summaries and for OVER-ALL REPORT to be given to County Board; Encourage Commissioner's Staff to be active in the process; work on real issues; allow more time to review and make recommendations.

Question # 10: Rating of C-BAC experiences:

<u>Very Poor</u>	<u>Poor</u>	<u>Poor/Good</u>	<u>Good</u>	<u>Very Good</u>	<u>No Response</u>
2	1	8	7	9	1

Question # 11: Would you seek Re-appointment?

20 Yes                      8 No

Question # 12: Reason for response to Question # 11:

Scheduling problems; lack of results; conflict of interest; time problem; time to move on (2yrs.); results not sufficient to warrant time commitment; committee non motivated and waste of time and effort.

DATE: July 8, 1987

TO: C-BAC Coordinating Committee

FROM: Dennis G. Payne, Chairman  
C-BAC Coordinating Committee

RE: EVALUATION FORM RESPONSES

Please find listed below the summary of the responses we received concerning our evaluation of this year's BAC experiences. There were a total of 28 responses.

Question # 1: What BAC did you serve on?

Auditors Office:..... 5  
District Attorney's Office:.... 5  
Environmental Services:..... 2  
General Services:..... 2  
Human Services:..... 3  
Justice Services:..... 6  
Sheriff's Office:..... 2  
Non-Departmental:..... 3

Question # 2: Average Number of Meetings Attended: 7

Question # 3: Was Staff assistance provided?

25 Yes                      3 No                      Environmental - 1  
Auditor's                      - 2

Question # 4: Was report made to Board?

18 Yes                      10 No

Question # 5: Membership at meetings/atleast 7 members

21 Yes                      7 No

Question # 6: Did you attend C-BAC Orientation?

9 Yes                      19 No

**DEPARTMENT DIRECTOR AND STAFF EVALUATIONS**



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
426 S.W. STARK, 7TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3782

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY • CHAIR OF THE BOARD  
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER  
GRETCHEN KAFOURY • DISTRICT 2 COMMISSIONER  
CAROLINE MILLER • DISTRICT 3 COMMISSIONER  
POLLY CASTERLINE • DISTRICT 4 COMMISSIONER

## MEMORANDUM

TO: Merlin Reynolds, Coordinator  
Citizen Involvement Office

FROM: Duane Zussy, Director *Duane Zussy*  
Department of Human Services

DATE: June 23, 1987

SUBJECT: CBAC Annual Report

Attached you will find our evaluation of the Department of Human Services' CBAC process for fiscal year 1987-88. We believe we can make significant improvements in the process for the upcoming fiscal year. On June 18 I met with a subcommittee of our Central Advisory Board to begin planning an improved process for next year.

Department of Human Services  
Citizen Budget Advisory Committee  
Annual Review for FY 87-88

CBAC Membership

The DHS Central Advisory Board has functioned as the Department's Citizen Budget Advisory Committee for the past year. A complete list of DHS CAB membership is attached.

Meeting Schedule

The DHS Central Advisory Board meets monthly throughout the year on the first Thursday of the month. During the budget development process (January through April) the CAB discussed budget issues at each monthly meeting. Meeting dates were:

- Thursday, January 9
- Thursday, February 5
- Thursday, March 5
- Thursday, April 2

Major Issues Identified

The DHS CAB, acting as the CBAC, had the opportunity to review and approve the DHS budget. They also reviewed and approved DHS Add Packages which were submitted to the Chairs Office for inclusion in the budget.

Evaluation

A subcommittee of the DHS CAB met on June 18th to review the FY 87-88 budget development process, and discuss ways to improve it. The subcommittee will recommend a number of improvements to the CAB for the next fiscal year including:

1. Identification of a standing subcommittee to track the budget process for the CAB. A smaller group could meet in a more timely manner to respond to budget development timeline.
2. Begin the budget development process earlier in the year to allow time to identify program priorities before assigning a cost to the package.





# Multnomah County Sheriff's Office

12240 N.E. GLISAN ST., PORTLAND, OREGON 97230

FRED B. PEARCE  
SHERIFF

(503) 255-3600

---

TO: MERLIN REYNOLDS, Coordinator  
Citizen Involvement Office

FROM: FRED B. PEARCE *FBI*  
Sheriff

DATE: June 9, 1987

SUBJECT: CITIZEN BUDGET ADVISORY COMMITTEE

---

This memo is in response to your request for information regarding our budget committee process.

The following is a list of our membership, although the CIC representative did not participate in this year's process.

Clayton Hanon - Director, Rose Festival Association  
Don Church - Retired  
Tony Palermini - Superintendent, David Douglas Schools  
Jim Street - General Manager, PGE  
Beverly Moffatt - Community Activist  
Bob Davis, Owner - Homefolk Realty  
Mark Williams - CIC

Our Committee focused primarily on the following:

- Jail overcrowding.
- Training needs.
- Equipment needs.
- Management and staff infrastructure.
- White Paper Proposal.

Since the Jail Overcrowding Plan did not emerge until the Board's budget hearings, the Committee couldn't respond to that proposal; however, they were primarily concerned about that issue and its solution. At the time, they supported reopening the CAC and hiring more corrections officers to reduce overtime. (Note: Because of what he learned in our budget meeting regarding jail overcrowding, Bob Davis has continued to be involved in the community in solving jail population issues).

The Committee supported our entire add package with the most concern being over our current lack of in-service training for personnel. Our add package also contained equipment needs not resolved in the budget process although we are proceeding with a lease purchase follow-up proposal to the Board.

To: Merlin Reynolds

From: Sharon Wylie

Some time back you requested my comments about the Citizen Budget Review process. I appologize for taking so long in providing a response.

One of the first things that ought to happen is for the county staff people to meet with Hank and discuss all of the problems and benefits encountered by departments who provided staff support, along with a sense of how the process affected the budget process. I have gone ahead and and scheduled that meeting for August 11. You will receive a summary soon after. I understand that the county is preparing to operate the next budget cycle with as many zero based budget assumptions and practices as possible. This should help in explaining and justifying activities of the departments but may make any time frame decided on the basis of last year irrelevant. Please hold any final product until we provide those comments and give you more imformation on the impact of the zero-based process.

Questions and confusions arose in our group about whether work in progress was to be secret or not and what the role of the staff was for research and bringing people to speak on various topics under review. Clear guidelines on what is required and expected would have helped.

The new chair, Gordon Hunter feels that a quarterly meeting of the committeec chairpersons would help the final work products have consistancy and to cover all of the same areas. I concur. It would also help keep the deadlines in mind.

As we discussed in our last meeting, I believe that the purpose of the review process should be clearly stated as an opportunity for citizens to tell government whether or not the goals of the organization appear to match the budget document, as opposed to whether or not individuals happen to agree with those policies behind those goals. Also, comments about possible efficiencies should always be welcomed. On the staff side and departmental side, I would emphasize that this process is an opportunity to gain insight into a citizen view of the things that are being done by the department. In other words, policy and editorial comments are inevitable, probably useful and should be listened to, but not confused with the work product. I would encourage a discussion of those policies to promote understanding and to provide some feedback. We have elected officials who set policy and they are reviewed during each election.

Another issue that came up was whether or not there could be minority reports. The Non-Departmental CBAC attempted to reach total agreement, and when they could not either did not address the issue at all or stated that agreement could not be reached. Some of these issues involved the confusion of whether the process included comment about the underlying policies of the activity.

Another issue that became a serious problem was that of conflict of interest. Two of our members either were elected officials in an entity affected by the county activities under review or did business with like entities. It might be advisable to take a look at how the City deals with conflict of interest in the budget review process. In any case, normal conflict of interest involves financial gain.. What about board membership in an organization receiving funds or political gain as an elected official?

I appreciate the opportunity to comment.



ANNE KELLY FEENEY

COUNTY AUDITOR  
ROOM 1500  
PORTLAND BUILDING  
PORTLAND, OREGON 97204  
(503) 248-3320

## MULTNOMAH COUNTY OREGON

July 2, 1987

### M E M O R A N D U M

TO: Citizens Involvement Committee

FROM: Anne Kelly Feeney  
Multnomah County Auditor *AKF*

RE: Auditor's Office Citizen Budget Advisory Committee  
Annual Report

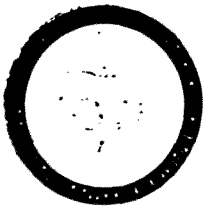
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A list of the members of the Citizen Budget Committee is attached. We have a vacancy that is about to be filled.

Meeting schedule is first Tuesday of every other month June until December and each month January through May.

The Citizen Budget Committee members for the Auditor's office met regularly this past year to familiarize themselves with the audit office, its budget and the nature of the officers workload. Each meeting we discussed with them the audits we were doing and discussed our ability to provide audit coverage. The Citizen Budget Committee identified the major problem in the audit office to be the loss of the fifth auditor five years ago when the County was encountering serious budget problems. They concluded that with 97 auditable issues in Multnomah County, four auditors doing four audits a year could not possibly provide adequate coverage. They recommended at least one additional auditor be restored in our budget. This recommendation was adopted by the Board and we are now staffed at a more acceptable level.


The other issue that was discussed by the Citizen Budget Committee was staffing the Salary Commission which meets every two years to recommend salaries for elected officials. The Charter requires the Auditor to appoint and work with the Commission. Their recommendation was that we submit a budget containing requests for a part time secretary to staff the Budget Committee but not ask for professional services money. They recommended that we seek a volunteer compensation expert to staff the Salary Commission research on salary comparisons instead of spending County money for professional services. This resulted in savings of about \$6,000.00 in this budget.



**MICHAEL D. SCHRUNK, District Attorney for Multnomah County**  
600 County Courthouse • Portland, Oregon 97204 • (503) 248-3162

MEMORANDUM

TO: Merlin Reynolds,  
CIC Coordinator

FROM: Kelly Bacon   
District Attorney's Office

DATE: July 30, 1987

SUBJECT: CBAC Annual Report

I. Membership Roster of the District Attorney's CBAC

<u>Name</u>	<u>Affiliation</u>
Mike Sullivan	Portland General Electric
Andrew Thaler	Coopers and Lybrand
Greg Smith	KGW Radio
Jack Pessia	Oregon State Bar
Pat Renfrow	Portland Police Bureau
John Bennett	Bullivant, Houser, et al.
Bob Jones	Bonneville Power Authority

II. Meeting Schedule

December 18, 1986 (minutes attached)

III. Major Issues Addressed

1. Availability of regional resources to combat the drug problem in the county.
2. Jail space issues.
3. Workload indicators and mechanisms through which to measure and track the costs of prosecutions.

Memo to Merlin Reynolds  
Re: CBAC Annual Report

July 30, 1987  
Page 2

#### IV. Evaluation of Work Accomplished

The principal difficulty with working with the CBAC is the ability to schedule a mutually convenient time for all members. It was also difficult to be able to reasonably anticipate what the budget process for the county might be for the upcoming fiscal year so it could be described fully to the members of the CBAC. For FY 87-88 the process was going to be developed by a new administration so there were no clear guidelines as to what the process might look like. The FY 88-89 process will also have the same problems in that the BCC has decided to implement zero-based budgeting, a relatively dated concept but one that will be new to the county.

KB:je  
Attachment



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF JUSTICE SERVICES  
1120 SW FIFTH AVENUE  
ROOM 1500, THE PORTLAND BUILDING  
PORTLAND, OREGON 97204  
(503) 248 3701

DEKE OLMSTED  
DIRECTOR

## M E M O R A N D U M

TO: MERLIN REYNOLDS  
FROM: DEKE OLMSTED  
DATE: AUGUST 3, 1987  
SUBJECT: BUDGET ADVISORY COMMITTEE

Enclosed is information relating to the activities of the Department of Justice Services Budget Advisory Committee in fiscal year 1986-87.

We focused our work on the budget of the Juvenile Department. The results of that work is the report to the Board of County Commissioners of April 20, 1987.

The average attendance at the meetings of the committee exceeded 80%. The members were eager to learn, willing to inquire, and prepared to make substantiative recommendations to the Board of County Commissioners. A few of the recommendations were included by the Commissioners in the 1987-88 Juvenile Department budget.

It is without reservation that I praise the work of the committee. They are dedicated and involved, and provide worthwhile and useful observations, suggestions and recommendations.

Do let me know if I can provide additional information.

DO:tm  
c: Roy Pulvers



OFFICE MEMORANDUM ... DEPARTMENT OF ENVIRONMENTAL SERVICES

TO: Merlin Reynolds, Coordinator  
Citizen Involvement Committee

July 30, 1987  
Date

FROM: Paul Yarborough, Director

SUBJECT: Evaluation of Citizen Budget Advisory Committee Process

The CBAC process was not successful for DES. This is in no way a reflection of the quality or interest of the committee, which was composed of outstanding people, sincerely interested in making a contribution to county government.

The reasons are inherent in the size and functional complexity of this department, the legal management decision-making structure of the county government, and in the timelines for the budget.

Budget preparation is a complicated business that begins in the eight divisions of DES, and is evaluated and assembled by the department administration. It takes much back and forth review and adjustment to produce the proposed department budgets, and it has to be accomplished according to guidelines and deadlines established by the Board Chair's office and the Budget Office. This requires a lot of hard work by many people who work full time on county business.

It is not fair or reasonable to expect a single volunteer advisory group to be able to meet often enough and long enough within the time available to meaningfully review, understand, and influence the twenty-five budgets for this department. A far more leisurely set of timelines than is possible would be required.

During the budget preparation period the DES CBAC met five times in late afternoon - evening meetings. They were able to meet with four of our division managers. There was not sufficient time to meet with the remaining divisions, nor was there time to have "in depth" discussions. There are simply too many topics to cover, too many details, and too much necessary history to absorb quickly.

I think the C.I.C. could have a greater impact on the budget by examining and making recommendations on the overall county goals and objectives as set forth in the Board's plan for county government. And to do this outside of the budget development timeframe.

PY:sr  
Enc.



3/17/88 R-18  
2nd 3/24/88 - R-11  
Cont 3/31/88 R-14

(Underlined sections are new or replacements; [bracketed] sections are deleted.)

BEFORE THE BOARD OF COMMISSIONERS

FOR THE COUNTY OF MULTNOMAH

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

An Ordinance amending MCC Chapter 6.31 by making the EMS Policy Board advisory to the Board of County Commissioners, and ratifying rules adopted by the EMS Policy Board and declaring an emergency.

Multnomah County ordains as follows:

Section 1. Findings.

1. Ordinance No. 229 (MCC Chapter 6.31) created the EMS Policy Board (EMSPB) and authorized it to adopt an ambulance plan and administrative rules and to hear appeals in matters concerning licensees.

2. In December 1986, the EMSPB directed its staff to prepare a plan establishing a single ambulance service area in Multnomah County to be served by a single provider. However, in December 1987, the Circuit Court ruled that the delegation of authority to the EMSPB to adopt a single ambulance service plan violated the Home Rule Charter.

3. The Circuit Court ruling is on appeal. However, in response to the portion of the ruling concerning the Home Rule Charter, the Board deems it advisable to revise the code to make the EMSPB advisory to the Board and to ratify the rules previously adopted by the EMSPB. This ordinance carries out these objectives.

Section 2. Amendment.

MCC 6.31.035 is amended to read:

6.31.035 POLICY BOARD CREATED.

(A) There is hereby created an EMS Policy Board which shall consist of one representative from the county, one representative from the City of Portland, and one representative from among the other incorporated cities of the county which agree to enforcement of this chapter under MCC 6.31.200; provided however, that until such representative is

duly chosen, a person appointed by the policy board shall serve as the third member of the policy board.

(B) The representative from the County shall be a County Commissioner selected pursuant to the Home Rule Charter [the County Executive]. The representative from the City of Portland shall be the Commissioner in charge of emergency medical services. The representative from the other incorporated cities shall be appointed to two year terms by vote of the mayors of the participating cities. The initial representative shall be determined by vote taken prior to October 1, 1980. The initial term shall run from October 1, 1980 to January 1, 1983. In the event that only one city has agreed to participate by October 1, 1980, the mayor of that city shall serve a two year term as the initial third member of the policy board.

(C) Upon the expiration of a term of a member of the policy board that member shall continue to serve until a new member is chosen.

(D) The members of the policy board shall serve without compensation.

### Section 3. Amendment.

MCC 6.31.037 is amended to read:

6.31.037 POWERS AND DUTIES. The EMS Policy Board shall have the following powers and duties:

(A) [Oversee] Advise the Board of County Commissioners concerning the operation of the licensing and regulatory system adopted under this chapter;

(B) Recommend to the City/County Health Officer, the hiring and firing of a Director and such other persons as are necessary to carry out this chapter;

(C) Report annually to the Board of County Commissioners and City Council concerning the operation of this chapter and recommend changes as considered necessary;

(D) [Take] Recommend action by the Board of Commissioners on rules proposed under this chapter;

[(E) Hear and determine appeals of denial or revocation of licenses by the Director;]

~~(E) [(F)] [Adopt] Recommend action by the Board of County Commissioners on an ambulance plan under ORS [485.573] 823.180(1) relating to the need for, and coordination of, ambulance service. [The Board shall establish ambulance service areas consistent with the plan for the efficient and effective provision of ambulance service and the Board shall adopt rules requiring persons to conform to the ambulance plan and ambulance service areas. The plan and service areas shall be adopted under the rulemaking provisions of this chapter; and] The plan shall comply with the rules and regulations of the State Health Division and ORS 823.180.~~

~~[(G) Exercise such other powers and perform such other duties as may be necessary to achieve the purposes of this chapter stated in MCC 6.31.015.]~~

#### Section 4. Amendment.

The following section shall be added to MCC Chapter 6.31:

##### 6.31.038 Plan Adoption by Board of County Commissioners

A. The Board of County Commissioners shall adopt and may amend an ambulance plan as defined by ORS 823.180 and rules of the State Health Division. The Board shall request a recommendation from the EMS Policy Board prior to adopting or amending such a plan or portion thereof. In the event no recommendation is submitted to the Board of County Commissioners within 45 days after a request, the Board may take final action. Plan adoption, amendment or repeal shall be by ordinance.

#### Section 5. Amendment.

The following section shall be added to MCC Chapter 6.31:

6.31.039 Ratification of Rules Previously  
Adopted by Policy Board

*Lawyers will  
want out  
longer*

The rules adopted by the EMS Policy Board prior to [INSERT DATE OF ADOPTION OF THIS ORDINANCE] are hereby ratified. EMS Rule 631-080 (single ambulance area) is subject to Circuit Court judgments declaring the rule invalid. The judgments are on appeal. The rule is hereby ratified, but it shall take effect only if the judgments are reversed and any applicable period for further appeal of those judgments has expired.

Section 6. Repeal.

~~MCC 6.31.053 and 6.31.054 are repealed.~~

Section 7. Amendment.

MCC 6.31.060 is amended to read as follows:

6.31.060 RECOMMENDATION [ADOPTION] OF RULES.

(A) The director may recommend to the policy board and the policy board may recommend to the Board of County Commissioners the adoption, amendment, or repeal of administrative rules deemed necessary to constitute an ambulance plan and to achieve the purposes of this chapter. [Such rules shall be adopted by the policy board in accordance with MCC 6.31.062 to 6.31.069 and shall establish.] The rules shall include, but not be limited to:

(1) Minimum ambulance and equipment standards;

(2) Minimum levels of training, including continuing education and training for EMTs employed by licensees, consistent with the various functions performed by such EMTs,

(3) Procedures and pre-hospital treatment protocols for the various types of emergencies to which licensees respond;

(4) Procedures for monitoring performance of EMTs and response times of licensees; including procedures for submission by licensees of regular reports concerning prehospital care of patients;

(5) Procedures for submission and review of citizen complaints concerning pre-hospital patient care provided by licensees;

(6) Standards for designation of one or more medical resource hospitals and designation of such hospital(s) in accordance with the standards;

(7) Rates of reimbursement for members of the EMS Medical Advisory Board; and

(8) Penalties for violation of administrative rules and procedures for appeals from the imposition of penalties.

[(B) In promulgating these rules, the director shall consult with the Emergency Medical Services Advisory Council, each of the providers of emergency medical services in Multnomah County, the City/County Health Officer and other appropriate persons and agencies.]

(B) [(C)] No rule relating to protocols for pre-hospital patient care or to equipment or drugs required to be carried on vehicles operated by licensees shall be adopted unless the rule is first approved in writing by the Medical Advisory Board.

#### Section 8. Amendment.

MCC 6.31.062 is amended to read as follows:

6.31.062 PREREQUISITES TO [ADOPTION] RECOMMENDATION OF RULES; EMERGENCY ADOPTION OF TEMPORARY RULE; [APPLICATION; SUBSTANTIAL COMPLIANCE REQUIRED].

(A) Prior to making a recommendation on [the adoption, amendment or repeal of] any rule, [by] the policy board, shall give

notice [of the proposed adoption, amendment or repeal shall be given]:

(1) In the manner established by rule which provides a reasonable opportunity for interested persons to be notified of the proposed action;

(2) By publication in a newspaper of general circulation in Multnomah County at least 10 [15] days prior to the date of intended action;

(3) By mail to persons who have requested notice pursuant to subsection (E) [(F)] of this section [to the EMS Advisory Council] at least 10 [15] days prior to the date of intended action.

(4) The director shall prepare and publish or mail the above-described notices as appropriate. Failure of any person to receive a mailed notice shall not prevent action by the policy board.

(B) The notice required by subsection (A) of this section shall state the subject matter and purpose of the intended action in sufficient detail to inform a person that his interests may be affected, and the time, place and manner in which interested persons may present their views on the intended action. The notice and the statement required by subsection [(G)] (F) of this section, including the full text of any material cited in the statement, shall be available for public inspection during regular business hours at the main office of the director.

(C) (1) When the director proposes action on a rule [to recommend that the policy board adopt, amend or repeal a rule], he shall give notice of a director's hearing as required by subsection (C)(2) of this section and give interested persons reasonable opportunity to submit data or views, which may include the submission of statements describing the financial impact of the rule. The director shall consult

with persons directly affected by the proposed action and each of the ambulance companies and fire departments operating EMS vehicles as well as an organization representing hospitals and shall fully consider every submission.

(2) [Opportunity for oral hearing shall be granted upon request received from 10 individuals or an organization having not less than 10 employees or an association having not less than 10 members within 15 days after the notice referred to in subsection (A) (2) of this section. The director or a person designated by the policy board shall conduct the hearing in accordance with the Attorney General's Model Rules of Procedure, Rule 137-01-080 (Dec. 1979), and shall thereafter make available to the policy board written minutes or other record of the proceedings, the documentary material received, and a report and recommendation concerning the rule.] Notice of the director's hearing shall be given ten days in advance by publication in a daily newspaper having general circulation in excess of 50,000 in Multnomah County and by mail to persons requesting the ~~hearing~~ notice under MCC 6.31.062(E).

(3) Upon receipt of the director's report and recommendation, the policy board shall conduct a public hearing thereon and may recommend that the Board of County Commissioners adopt, amend or repeal the rule. The recommendation shall be in chair writing, signed by the Presiding Officer and filed promptly with the Clerk of the Board of County Commissioners. The record of testimony and documents received by the policy board shall also be filed with the clerk.

[(D) Upon the request of an interested person, received within 15 days after the policy board's notice pursuant to subsection (A) of this section, the policy board shall postpone the date of intended action no less than 15 nor more than 90 days in order to allow the requesting person an opportunity to submit data, views or arguments]

concerning the proposed action. Nothing in this subsection shall preclude the director from adopting a temporary rule pursuant to subsection (E) of this section.]

[(E)] (D) Notwithstanding subsections (A) through (C) [(D)] of this section, if the director finds that his failure to act promptly will result in serious prejudice to the public interest or the interest of the parties concerned, and sets forth in writing the specific reason for his findings, he may proceed upon the approval of the City/County Health Officer to adopt, amend or suspend a rule without notice or hearing or upon any abbreviated notice and hearing deemed practicable. Such rule is temporary and shall be effective upon filing with the Clerk of the Board pursuant to MCC 6.31.065 for a period of not longer than 15 [180] days. The director shall also notify the policy board of the adoption of a temporary rule.

The subsequent adoption by the Board of County Commissioners [policy board] of an identical rule under subsections (A) through (C) [(D)] of this section is not precluded; provided, however, that if the Board of County Commissioners finds that public safety warrants prompt action, the rule may be adopted without prior recommendation by the policy board. Within 10 days following the date of adoption of a temporary rule, the director shall prepare the complete statement required by subsection (F) [(G)] of this section. The statement shall be available for public inspection during regular business hours at the main office of the director. A rule temporarily suspended shall gain effectiveness upon expiration of the temporary period of suspension unless the rule is repealed pursuant to subsections (A) through (C) [(D)] of this section.

[(F)] (E) Any person may request in writing that the director mail him copies of notices of intended action [given pursuant to subsection (A) of this section]. Upon receipt of any request the director shall acknowledge the request, establish a mailing



list and maintain a record of all mailings made pursuant to the request. The director may establish procedures for establishing and maintaining the mailing lists current and[, by rule,] establish fees necessary to defray the costs of mailing and maintenance of the lists.

[(G)] (F) The policy board shall cause to be prepared a brief written statement of intended action, including:

(1) The legal authority relied upon and bearing upon the promulgation of the rule;

(2) A statement of the need for the rule and a statement of how the rule is intended to meet the need; and

(3) The citation of applicable portions of the principal documents, reports or studies, if any, prepared by or relied upon in considering the need for and in preparing the rule and a statement of the location at which those documents are available for public inspection. The list may be abbreviated if necessary, and if so abbreviated there shall be identified the location of a complete list.

[(H)] (G) This section does not apply to rules establishing an effective date for a previously effective rule or establishing a period during which a provision of a previously effective rule will apply.

(H) After a recommendation concerning a rule is filed with the clerk, the Board of County Commissioners shall consider the rule. Notice of a public meeting by the Commission to consider a rule shall be mailed by the Clerk of the Board to persons who have requested notice under MCC 6.31.062(E), but the failure of a person to receive notice shall not prevent action on a rule. Action by the Board of Commissioners on a rule shall be by ordinance.

[(I) No rule is valid unless adopted in substantial compliance with the provisions of this section in effect on the date the rule is adopted, provided that the policy board may correct a failure to substantially comply with the requirements of subsections (B) and (E) of this section in adoption of a rule by an amended filing, so long as the noncompliance did not substantially prejudice the interests of persons to be affected by the rule.]

[(J)] (I) Unless otherwise provided by law, the adoption, amendment or repeal of a rule need not be based upon or supported by an evidentiary record.

#### Section 9. Amendment.

MCC 6.31.180 is amended to read as follows:

##### 6.31.180 APPEALS AND HEARINGS; REVIEW.

(A) A person receiving a notice from the director of a denial, refusal to renew, suspension, revocation or violation as provided in this chapter may request a hearing by an appeals hearing officer by filing a written request with the director within 60 days of receipt of the notice, setting forth reasons for the hearing and the issues to be heard. The director shall [may] prescribe forms for the filing of an appeal.

(B) Filing of a hearing request shall abate any further proceeding by the director, provided, however, that in any case where the director, with the approval of the City/County Health Officer, finds a serious danger to the public health or safety and sets forth specific reasons for such findings, the director may suspend or refuse to renew a license without hearing, but if the licensee demands a hearing within 90 days after the date of notice to the licensee of such suspension or refusal to renew, then a hearing must be granted to the licensee as soon as practicable after such demand, and the Board of County Commissioners [policy board] shall issue an order pursuant to such hearing confirming, altering, or revoking the director's earlier order. Such a hearing need not be held where the order of suspension or refusal to renew is accompanied by or is pursuant to, a citation for

violation which is subject to judicial determination by any court of this state, and the order by its terms will terminate in case of final judgment in favor of the licensee.

(C) The director shall, upon receipt of a timely request for hearing, promptly notify the appeals hearings officer, and said officer shall, within five business days, set a time and place for hearing, which shall be not more than 30 days from the date of receipt of request for hearing.

(D) The hearings officer shall notify the parties of the date, time and place of a hearing. The contents of the notice shall conform to MCC 6.31.140.

(E) The hearing shall be conducted by the hearings officer in accordance with the most recently published Attorney General's Model Rules of Procedure[, Rule 137-03-030 through 137-03-050 (Dec. 1979)].

(F) Disclosure of ex parte communications shall be made by the hearings officer [and policy board] in accordance with the most recently published Attorney General's Model Rules of Procedure[, Rules 137-03-062 through 137-03-064 (Dec. 1979)].

(G) The hearings officer shall issue a proposed final order as soon as is practicable after the termination of the hearing and shall mail a copy of the proposed order to the policy board and the parties. A proposed final order shall conform to the most recently published Attorney General's Model Rules of Procedure[, Rule 137-03-07 (Dec. 1979)].

(H) The Clerk of the Board of County Commissioners [policy board] shall notify the parties of the date when written exceptions to the proposed order must be filed when oral argument may be made [to the policy board].

(I) The Board of County Commissioners [policy board] shall consider the recommendation of the hearings officer, the entire record of the proceeding, oral argument, and the written exceptions filed by the parties and shall thereafter issue a final order in conformance with the most recently published Attorney General's Model Rules of Procedure[, Rule 137-03-07 (Dec. 1979)].

(J) The Board of County Commissioners [policy board] may accept the proposed final order, modify it or reject it and prepare, or cause a person designated by it to prepare a final order. Final orders shall be properly signed by the presiding officer [of the policy board], filed with the Clerk of the Board, and mailed to the parties.

Section 10. Amendment.

MCC 6.31.182 is amended to read as follows:

6.31.182 ORDER WHEN NO HEARING REQUESTED OR ON FAILURE TO APPEAL.

(A) When a party has been given an opportunity and fails to request a hearing within the time limit allowed hereunder or, having requested a hearing fails to appear, the Board of County Commissioners [policy board] shall cause to be entered an order which supports the intended action.;

(B) The order supporting the action shall set forth the material on which the action is based or the material shall be attached to and made part of the order.

Section 11. Amendment.

MCC 6.31.184 is amended to read as follows:

6.31.184 RECONSIDERATION; JUDICIAL REVIEW.

(A) The Board of County Commissioners [policy board] may reconsider a final order upon the filing of a petition for reconsideration within 15 days after issuance of the order. If no action is taken [by the policy board] within 15 days after the petition is filed, the petition shall be deemed denied. If the petition is allowed by vote of the Board of County Commissioners [policy board], a hearing on the reconsideration shall be held and an amended order shall be issued. Only those [policy board] members of the Board of County Commissioners who voted in the original hearing on the appeal may vote on whether to allow a petition for reconsideration.

(B) Review of the action concerning an appeal [of the EMS policy board] shall be taken solely and exclusively by writ of review in the manner set forth in ORS 34.010 to 34.100.

Section 12. Adoption.

This Ordinance, being necessary for the health, safety, and general welfare of the people of Multnomah County, an emergency is declared and the Ordinance shall take effect upon its execution by the County Chair, pursuant to Section 5.50 of the Charter of Multnomah County.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 1988, being the date of its \_\_\_\_\_ reading before the Board of County Commissioners of Multnomah County.

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
Gladys McCoy  
Multnomah County Chair

APPROVED AS TO FORM:

LAURENCE KRESSEL, COUNTY COUNSEL  
FOR MULTNOMAH COUNTY, OREGON

By

  
\_\_\_\_\_  
Laurence Kressel  
County Counsel

9827C/dm  
032488:8:2



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • Chair • 248-3308  
PAULINE ANDERSON • District 1 • 248-5220  
GRETCHEN KAFOURY • District 2 • 248-5219  
CAROLINE MILLER • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE McGARVIN • Clerk • 248-3277

March 24, 1988

Mr. Larry Kressel, County Counsel  
1120 SW Fifth  
Portland, OR

Dear Mr. Kressel

Be it remembered, that at a meeting of the Board of County Commissioners held March 24, 1988, the following action was taken:

Second Reading - An Ordinance amending MCC 2.30.640)	ORDINANCE
(G), relating to the membership of the Citizen )	NO. 571
Budget Advisory Committees R-10)	

Copies of the above-entitled Ordinance were available to all persons wishing a copy. Ordinance was read by title only.

A hearing was held; no one wished to testify.

Upon motion of Commissioner Anderson, duly seconded by Commissioner Casterline, it is unanimously

ORDERED that said Ordinance be adopted.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin  
Jane McGarvin  
Clerk of the Board

jm  
cc: Citizen Involvement Office



## MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • Chair • 248-3308  
PAULINE ANDERSON • District 1 • 248-5220  
GRETCHEN KAFOURY • District 2 • 248-5219  
CAROLINE MILLER • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE McGARVIN • Clerk • 248-3277

March 24, 1988

Mr. Duane Zussy, Director  
Department of Human Services  
426 SW Stark  
Portland, OR

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held March 24, 1988, the following action was taken:

Second Reading - An Ordinance amending MCC Chapter)  
6.31 by making the EMS Policy Board advisory to )  
the Board of County Commissioners, and ratifying )  
rules adopted by the EMS Policy Board, and de- )  
claring an emergency R-11 )

Copies of the above-entitled Ordinance were available to all persons wishing a copy. Ordinance was read by title only.

A hearing was held.

Laurence Kressel, County Counsel, reviewed the history of the ordinance changes. He said the most recent amended ordinance and the one before the Board today is identified by the number (2) at the bottom of the signature page. Following discussion, this was corrected to (8:2). This document contains all amendments made by the Board to date, and most staff recommended changes. He reviewed the changes as follows: Page 3, Section 3(E) refers to the ambulance plan and further states it must comply with the rules and regulations of the State Health Division. He explained that future technical difficulties can occur from citing certain statutes because the Legislature sometimes changes the statutes. He suggested using the following: "the plan must comply to State law." Section 5 change: Counsel is not in favor of the new proposed changes. His original language adopts all prior rules of the EMS Policy Board including the single ASA rule. The purpose of that action is to preserve the County rights to appeal Judge Crookham's ruling on the legality of a single ASA rule. If the rules are not ratified, the

Court of Appeals could say, "the Policy Board has no authority, and it is now the Board's jurisdiction" leaving nothing to appeal. To avoid that problem, he advised it will be necessary for the Board to ratify the single ASA rule, which does not rule out Board adoption of another ASA plan. He described how that could be accomplished; and discussed impacts of the new proposed language vs. that of his proposed language. In response to Commissioner Anderson's question, he replied the difference in time required for implementation of an ASA plan might be as long as a year and a half to two years because of the time needed for Court system processes.

Commissioner Kafoury suggested holding the matter over a week in order to allow time for Counsel, attorneys, interested parties, and staff to discuss issues and come to conclusions.

Counsel concurred.

Chris Thomas, AA Ambulance, agreed the effect would be as described by Counsel, but his intent in suggesting proposed language was to ensure County compliance with rules and regulations. He agreed to work with County Counsel.

Mr. Kressel said new proposed language in Section 8(C) on page 6, puts back language he and staff had removed. He feels the proposal would require more procedures which might be harder to defend in future legal challenges.

Commissioner Anderson asked if the County is in jeopardy if there are not enough hearings for interested party testimony and participation.

Mr. Kressel said he would prepare language correctly to legally protect the Board.

Commissioner Kafoury moved to hold the matter over one week, duly seconded by Commissioner Anderson.

Joe Acker, Emergency Medical Services Director, said his only concern is that the ordinance be in place by April 4, so the EMS Policy Board may proceed; holding the matter over one week, will not create any problem for his office.

At this time, the motion was considered, and it is unanimously

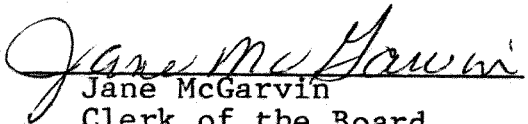


ORDERED that said Ordinance be continued to Thursday, March 31 1988 at 9:30 a.m. in Room 602 of the County Courthouse.

Following discussion, Mr. Kressel agreed to review requirements procedures for rules for Board consideration at the next meeting.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By   
Jane McGarvin  
Clerk of the Board

jm  
cc: Health Division  
Emergency Medical Services



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF GENERAL SERVICES  
COUNTY COUNSEL SECTION  
1120 S.W. FIFTH AVENUE, SUITE 1400  
P.O. BOX 849  
PORTLAND, OREGON 97207-0849  
(503) 248-3138

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY, CHAIR  
PAULINE ANDERSON  
POLLY CASTERLINE  
GRETCHEN KAFOURY  
CAROLINE MILLER

## M E M O R A N D U M

TO: Jane McGarvin  
Clerk of the Board

FROM: Larry Kressel *JK*  
County Counsel

DATE: March 16, 1988

RE: EMS Ordinance Amendments

COUNTY COUNSEL  
LAURENCE KRESSEL

CHIEF ASSISTANT  
ARMINDA J. BROWN

ASSISTANTS  
JOHN L. DU BAY  
SANDRA N. DUFFY  
J. MICHAEL DOYLE  
H. H. LAZENBY, JR.  
PAUL G. MACKAY  
MARK B. WILLIAMS

*first &*  
I enclose a revised version of the final page of the draft EMS ordinance. This version includes an emergency clause, as requested by the chair. That is the only change.

Please make this part of the ordinance that the Board considers on Thursday.

0553R/dm

cc: Barbara Donin

1988 MAR 16 10:06 AM  
COUNTY COMMISSIONERS  
BOARD OF  
1988 MAR 16 10:06 AM  
MULTNOMAH COUNTY  
OREGON

(Underlined sections are new or replacements; [bracketed]  
sections are deleted.)

BEFORE THE BOARD OF COMMISSIONERS

FOR THE COUNTY OF MULTNOMAH

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

An Ordinance amending MCC Chapter 6.31 by making the EMS Policy Board advisory to the Board of County Commissioners, and ratifying rules adopted by the EMS Policy Board; and declaring an emergency.

Multnomah County ordains as follows:

Section 1. Findings.

1. Ordinance No. 229 (MCC Chapter 6.31) created the EMS Policy Board (EMSPB) and authorized it to adopt an ambulance plan and administrative rules and to hear appeals in matters concerning licensees.

2. In December 1986, the EMSPB directed its staff to prepare a plan establishing a single ambulance service area in Multnomah County to be served by a single provider. However, in December 1987, the Circuit Court ruled that the delegation of authority to the EMSPB to adopt a single ambulance service plan violated the Home Rule Charter.

3. The Circuit Court ruling is on appeal. However, in response to the portion of the ruling concerning the Home Rule Charter, the Board deems it advisable to revise the code to make the EMSPB advisory to the Board and to ratify the rules previously adopted by the EMSPB. This ordinance carries out these objectives.

Section 2. Amendment.

MCC 6.31.035 is amended to read:

6.31.035 POLICY BOARD CREATED.

(A) There is hereby created an EMS Policy Board which shall consist of one representative from the county, one representative from the City of Portland, and one representative from among the other incorporated cities of the county which agree to enforcement of this chapter under MCC 6.31.200; provided however, that until such representative is

Section 12. Adoption.

This Ordinance, being necessary for the health, safety, and general welfare of the people of Multnomah County, an emergency is declared and the Ordinance shall take effect upon its execution by the County Chair, pursuant to Section 5.50 of the Charter of Multnomah County.

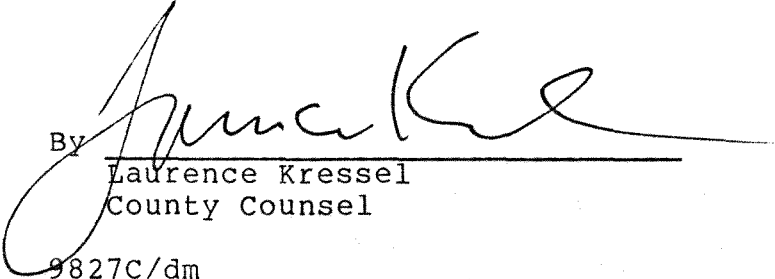
ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 1988, being the date of its \_\_\_\_\_ reading before the Board of County Commissioners of Multnomah County.

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
Gladys McCoy  
Multnomah County Chair

APPROVED AS TO FORM:

LAURENCE KRESSEL, COUNTY COUNSEL  
FOR MULTNOMAH COUNTY, OREGON

By  \_\_\_\_\_  
Laurence Kressel  
County Counsel

9827C/dm  
022288:7:2

(Underlined sections are new or replacements; [bracketed]  
sections are deleted.)

BEFORE THE BOARD OF COMMISSIONERS

FOR THE COUNTY OF MULTNOMAH

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

An Ordinance amending MCC Chapter 6.31 by making the EMS Policy Board advisory to the Board of County Commissioners, and ratifying rules adopted by the EMS Policy Board; and declaring an emergency.

Multnomah County ordains as follows:

Section 1. Findings.

1. Ordinance No. 229 (MCC Chapter 6.31) created the EMS Policy Board (EMSPB) and authorized it to adopt an ambulance plan and administrative rules and to hear appeals in matters concerning licensees.

2. In December 1986, the EMSPB directed its staff to prepare a plan establishing a single ambulance service area in Multnomah County to be served by a single provider. However, in December 1987, the Circuit Court ruled that the delegation of authority to the EMSPB to adopt a single ambulance service plan violated the Home Rule Charter.

3. The Circuit Court ruling is on appeal. However, in response to the portion of the ruling concerning the Home Rule Charter, the Board deems it advisable to revise the code to make the EMSPB advisory to the Board and to ratify the rules previously adopted by the EMSPB. This ordinance carries out these objectives.

Section 2. Amendment.

MCC 6.31.035 is amended to read:

6.31.035 POLICY BOARD CREATED.

(A) There is hereby created an EMS Policy Board which shall consist of one representative from the county, one representative from the City of Portland, and one representative from among the other incorporated cities of the county which agree to enforcement of this chapter under MCC 6.31.200; provided however, that until such representative is

duly chosen, a person appointed by the policy board shall serve as the third member of the policy board.

(B) The representative from the County shall be a County Commissioner selected pursuant to the Home Rule Charter [the County Executive]. The representative from the City of Portland shall be the Commissioner in charge of emergency medical services. The representative from the other incorporated cities shall be appointed to two year terms by vote of the mayors of the participating cities. The initial representative shall be determined by vote taken prior to October 1, 1980. The initial term shall run from October 1, 1980 to January 1, 1983. In the event that only one city has agreed to participate by October 1, 1980, the mayor of that city shall serve a two year term as the initial third member of the policy board.

(C) Upon the expiration of a term of a member of the policy board that member shall continue to serve until a new member is chosen.

(D) The members of the policy board shall serve without compensation.

### Section 3. Amendment.

MCC 6.31.037 is amended to read:

6.31.037 POWERS AND DUTIES. The EMS Policy Board shall have the following powers and duties:

(A) [Oversee] Advise the Board of County Commissioners concerning the operation of the licensing and regulatory system adopted under this chapter;

(B) Recommend to the City/County Health Officer, the hiring and firing of a Director and such other persons as are necessary to carry out this chapter;

(C) Report annually to the Board of County Commissioners and City Council concerning the operation of this chapter and recommend changes as considered necessary;

(D) [Take] Recommend action by the Board of Commissioners on rules proposed under this chapter;

[(E) Hear and determine appeals of denial or revocation of licenses by the Director;]

(E) [(F)] [Adopt] Recommend action by the Board of County Commissioners on an ambulance plan under ORS [485.573] 823.180(1) relating to the need for, and coordination of, ambulance service. [The Board shall establish ambulance service areas consistent with the plan for the efficient and effective provision of ambulance service and the Board shall adopt rules requiring persons to conform to the ambulance plan and ambulance service areas. The plan and service areas shall be adopted under the rulemaking provisions of this chapter; and] The plan shall have the contents required by the State Health Division.

[(G) Exercise such other powers and perform such other duties as may be necessary to achieve the purposes of this chapter stated in MCC 6.31.015.]

#### Section 4. Amendment.

The following section shall be added to MCC Chapter 6.31:

##### 6.31.038 Plan Adoption by Board of County Commissioners

A. The Board of County Commissioners shall adopt and may amend an ambulance plan as defined by ORS 823.180 and rules of the State Health Division. The Board shall request a recommendation from the EMS Policy Board prior to adopting or amending such a plan or portion thereof. In the event no recommendation is submitted to the Board of County Commissioners within 45 days after a request, the Board may take final action. Plan adoption, amendment or repeal shall be by ordinance.

#### Section 5. Amendment.

The following section shall be added to MCC Chapter 6.31:

6.31.039 Ratification of Rules Previously  
Adopted by Policy Board

The rules adopted by the EMS Policy Board prior to [INSERT DATE OF ADOPTION OF THIS ORDINANCE] are hereby ratified. EMS Rule 631-080 (single ambulance area) is subject to Circuit Court judgments declaring the rule invalid. The judgments are on appeal. The rule is hereby ratified, but it shall take effect only if the judgments are reversed and any applicable period for further appeal of those judgments has expired.

Section 6. Repeal.

MCC 6.31.053 and 6.31.054 are repealed.

Section 7. Amendment.

MCC 6.31.060 is amended to read as follows:

6.31.060 RECOMMENDATION [ADOPTION] OF RULES.

(A) The director may recommend to the policy board and the policy board may recommend to the Board of County Commissioners the adoption, amendment, or repeal of administrative rules deemed necessary to constitute an ambulance plan and to achieve the purposes of this chapter. [Such rules shall be adopted by the policy board in accordance with MCC 6.31.062 to 6.31.069 and shall establish.] The rules shall include, but not be limited to:

(1) Minimum ambulance and equipment standards;

(2) Minimum levels of training, including continuing education and training for EMTs employed by licensees, consistent with the various functions performed by such EMTs,

(3) Procedures and pre-hospital treatment protocols for the various types of emergencies to which licensees respond;



(4) Procedures for monitoring performance of EMTs and response times of licensees; including procedures for submission by licensees of regular reports concerning prehospital care of patients;

(5) Procedures for submission and review of citizen complaints concerning pre-hospital patient care provided by licensees;

(6) Standards for designation of one or more medical resource hospitals and designation of such hospital(s) in accordance with the standards;

(7) Rates of reimbursement for members of the EMS Medical Advisory Board; and

(8) Penalties for violation of administrative rules and procedures for appeals from the imposition of penalties.

[(B) In promulgating these rules, the director shall consult with the Emergency Medical Services Advisory Council, each of the providers of emergency medical services in Multnomah County, the City/County Health Officer and other appropriate persons and agencies.]

(B) [(C)] No rule relating to protocols for pre-hospital patient care or to equipment or drugs required to be carried on vehicles operated by licensees shall be adopted unless the rule is first approved in writing by the Medical Advisory Board.

#### Section 8. Amendment.

MCC 6.31.062 is amended to read as follows:

6.31.062 PREREQUISITES TO [ADOPTION] RECOMMENDATION OF RULES; EMERGENCY ADOPTION OF TEMPORARY RULE; [APPLICATION; SUBSTANTIAL COMPLIANCE REQUIRED].

(A) Prior to making a recommendation on [the adoption, amendment or repeal of] any rule, [by] the policy board, shall give

notice [of the proposed adoption, amendment or repeal shall be given]:

(1) In the manner established by rule which provides a reasonable opportunity for interested persons to be notified of the proposed action;

(2) By publication in a daily newspaper having general circulation in excess of 50,000 in Multnomah County at least 7 [15] days prior to the date of intended action;

(3) By mail to persons who have requested notice pursuant to subsection (E) [(F)] of this section [to the EMS Advisory Council] at least 7 [15] days prior to the date of intended action.

(4) The director shall prepare and publish or mail the above-described notices as appropriate. Failure of any person to receive a mailed notice shall not prevent action by the policy board.

(B) The notice required by subsection (A) of this section shall state the subject matter and purpose of the intended action in sufficient detail to inform a person that his interests may be affected, and the time, place and manner in which interested persons may present their views on the intended action. The notice and the statement required by subsection [(G)] (F) of this section, including the full text of any material cited in the statement, shall be available for public inspection during regular business hours at the main office of the director.

(C) (1) When the director proposes action on a rule [to recommend that the policy board adopt, amend or repeal a rule], he shall give notice of a director's hearing as required by subsection (C)(2) of this section [interested persons reasonable opportunity to submit data or views, which may include the submission of statements describing the financial impact of the rule. The director shall consult with

persons directly affected by the proposed action and each of the ambulance companies and fire departments operating EMS vehicles as well as an organization representing hospitals and shall fully consider every submission.]

(2) [Opportunity for oral hearing shall be granted upon request received from 10 individuals or an organization having not less than 10 employees or an association having not less than 10 members within 15 days after the notice referred to in subsection (A) (2) of this section. The director or a person designated by the policy board shall conduct the hearing in accordance with the Attorney General's Model Rules of Procedure, Rule 137-01-030 (Dec. 1979), and shall thereafter make available to the policy board written minutes or other record of the proceedings, the documentary material received, and a report and recommendation concerning the rule.] Notice of the director's hearing shall be given five [ten] days in advance by publication in a daily newspaper having general circulation in excess of 50,000 in Multnomah County and by mail to persons requesting the [hearing] notice under MCC 6.31.062(E).

(3) Upon receipt of the director's report and recommendation, the policy board shall conduct a public hearing thereon and may recommend that the Board of County Commissioners adopt, amend or repeal the rule. The recommendation shall be in writing, signed by the Presiding Officer and filed promptly with the Clerk of the Board of County Commissioners. The record of testimony and documents received by the policy board shall also be filed with the clerk.

[(D) Upon the request of an interested person, received within 15 days after the policy board's notice pursuant to subsection (A) of this section, the policy board shall postpone the date of intended action no less than 15 nor more than 90 days in order to allow the requesting person an opportunity to submit data, views or arguments

concerning the proposed action. Nothing in this subsection shall preclude the director from adopting a temporary rule pursuant to subsection (E) of this section.]

[(E)] (D) Notwithstanding subsections (A) through (C) [(D)] of this section, if the director finds that his failure to act promptly will result in serious prejudice to the public interest or the interest of the parties concerned, and sets forth in writing the specific reason for his findings, he may proceed upon the approval of the City/County Health Officer to adopt, amend or suspend a rule without notice or hearing or upon any abbreviated notice and hearing deemed practicable. Such rule is temporary and shall be effective upon filing with the Clerk of the Board pursuant to MCC 6.31.065 for a period of not longer than 15 [180] days. The director shall also notify the policy board of the adoption of a temporary rule.

The subsequent adoption by the Board of County Commissioners [policy board] of an identical rule under subsections (A) through (C) [(D)] of this section is not precluded; provided, however, that if the Board of County Commissioners finds that public safety warrants prompt action, the rule may be adopted without prior recommendation by the policy board. Within 10 days following the date of adoption of a temporary rule, the director shall prepare the complete statement required by subsection (F) [(G)] of this section. The statement shall be available for public inspection during regular business hours at the main office of the director. A rule temporarily suspended shall gain effectiveness upon expiration of the temporary period of suspension unless the rule is repealed pursuant to subsections (A) through (C) [(D)] of this section.

[(F)] (E) Any person may request in writing that the director mail him copies of notices of intended action [given pursuant to subsection (A) of this section]. Upon receipt of any request the director shall acknowledge the request, establish a mailing

list and maintain a record of all mailings made pursuant to the request. The director may establish procedures for establishing and maintaining the mailing lists current and[, by rule,] establish fees necessary to defray the costs of mailing and maintenance of the lists.

[(G)] (F) The policy board shall cause to be prepared a brief written statement of intended action, including:

(1) The legal authority relied upon and bearing upon the promulgation of the rule;

(2) A statement of the need for the rule and a statement of how the rule is intended to meet the need; and

(3) The citation of applicable portions of the principal documents, reports or studies, if any, prepared by or relied upon in considering the need for and in preparing the rule and a statement of the location at which those documents are available for public inspection. The list may be abbreviated if necessary, and if so abbreviated there shall be identified the location of a complete list.

[(H)] (G) This section does not apply to rules establishing an effective date for a previously effective rule or establishing a period during which a provision of a previously effective rule will apply.

(H) After a recommendation concerning a rule is filed with the clerk, the Board of County Commissioners shall consider the rule. Notice of a public meeting by the Commission to consider a rule shall be mailed by the Clerk of the Board to persons who have requested notice under MCC 6.31.062(E), but the failure of a person to receive notice shall not prevent action on a rule. Action by the Board of Commissioners on a rule shall be by ordinance.

[(I) No rule is valid unless adopted in substantial compliance with the provisions of this section in effect on the date the rule is adopted, provided that the policy board may correct a failure to substantially comply with the requirements of subsections (B) and (E) of this section in adoption of a rule by an amended filing, so long as the noncompliance did not substantially prejudice the interests of persons to be affected by the rule.]

[(J)] (I) Unless otherwise provided by law, the adoption, amendment or repeal of a rule need not be based upon or supported by an evidentiary record.

#### Section 9. Amendment.

MCC 6.31.180 is amended to read as follows:

##### 6.31.180 APPEALS AND HEARINGS; REVIEW.

(A) A person receiving a notice from the director of a denial, refusal to renew, suspension, revocation or violation as provided in this chapter may request a hearing by an appeals hearing officer by filing a written request with the director within 60 days of receipt of the notice, setting forth reasons for the hearing and the issues to be heard. The director shall [may] prescribe forms for the filing of an appeal.

(B) Filing of a hearing request shall abate any further proceeding by the director, provided, however, that in any case where the director, with the approval of the City/County Health Officer, finds a serious danger to the public health or safety and sets forth specific reasons for such findings, the director may suspend or refuse to renew a license without hearing, but if the licensee demands a hearing within 90 days after the date of notice to the licensee of such suspension or refusal to renew, then a hearing must be granted to the licensee as soon as practicable after such demand, and the Board of County Commissioners [policy board] shall issue an order pursuant to such hearing confirming, altering, or revoking the director's earlier order. Such a hearing need not be held where the order of suspension or refusal to renew is accompanied by or is pursuant to, a citation for

violation which is subject to judicial determination by any court of this state, and the order by its terms will terminate in case of final judgment in favor of the licensee.

(C) The director shall, upon receipt of a timely request for hearing, promptly notify the appeals hearings officer, and said officer shall, within five business days, set a time and place for hearing, which shall be not more than 30 days from the date of receipt of request for hearing.

(D) The hearings officer shall notify the parties of the date, time and place of a hearing. The contents of the notice shall conform to MCC 6.31.140.

(E) The hearing shall be conducted by the hearings officer in accordance with the most recently published Attorney General's Model Rules of Procedure[, Rule 137-03-030 through 137-03-050 (Dec. 1979)].

(F) Disclosure of ex parte communications shall be made by the hearings officer [and policy board] in accordance with the most recently published Attorney General's Model Rules of Procedure[, Rules 137-03-062 through 137-03-064 (Dec. 1979)].

(G) The hearings officer shall issue a proposed final order as soon as is practicable after the termination of the hearing and shall mail a copy of the proposed order to the policy board and the parties. A proposed final order shall conform to the most recently published Attorney General's Model Rules of Procedure[, Rule 137-03-07 (Dec. 1979)].

(H) The Clerk of the Board of County Commissioners [policy board] shall notify the parties of the date when written exceptions to the proposed order must be filed when oral argument may be made [to the policy board].

(I) The Board of County Commissioners [policy board] shall consider the recommendation of the hearings officer, the entire record of the proceeding, oral argument, and the written exceptions filed by the parties and shall thereafter issue a final order in conformance with the most recently published Attorney General's Model Rules of Procedure[, Rule 137-03-07 (Dec. 1979)].

(J) The Board of County Commissioners [policy board] may accept the proposed final order, modify it or reject it and prepare, or cause a person designated by it to prepare a final order. Final orders shall be properly signed by the presiding officer [of the policy board], filed with the Clerk of the Board, and mailed to the parties.

Section 10. Amendment.

MCC 6.31.182 is amended to read as follows:

6.31.182 ORDER WHEN NO HEARING REQUESTED OR ON FAILURE TO APPEAL.

(A) When a party has been given an opportunity and fails to request a hearing within the time limit allowed hereunder or, having requested a hearing fails to appear, the Board of County Commissioners [policy board] shall cause to be entered an order which supports the intended action.

(B) The order supporting the action shall set forth the material on which the action is based or the material shall be attached to and made part of the order.

Section 11. Amendment.

MCC 6.31.184 is amended to read as follows:

6.31.184 RECONSIDERATION; JUDICIAL REVIEW.

(A) The Board of County Commissioners [policy board] may reconsider a final order upon the filing of a petition for reconsideration within 15 days after issuance of the order. If no action is taken [by the policy board] within 15 days after the petition is filed, the petition shall be deemed denied. If the petition is allowed by vote of the Board of County Commissioners [policy board], a hearing on the reconsideration shall be held and an amended order shall be issued. Only those [policy board] members of the Board of County Commissioners who voted in the original hearing on the appeal may vote on whether to allow a petition for reconsideration.

(B) Review of the action concerning an appeal [of the EMS policy board] shall be taken solely and exclusively by writ of review in the manner set forth in ORS 34.010 to 34.100.



Submitted  
3/24/88-R-11

Cont. 3/31/88 R-14

(Underlined sections are new or replacements; [bracketed] sections are deleted.)

BEFORE THE BOARD OF COMMISSIONERS

FOR THE COUNTY OF MULTNOMAH

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

An Ordinance amending MCC Chapter 6.31 by making the EMS Policy Board advisory to the Board of County Commissioners, and ratifying rules adopted by the EMS Policy Board and declaring an emergency.

Multnomah County ordains as follows:

Section 1. Findings.

1. Ordinance No. 229 (MCC Chapter 6.31) created the EMS Policy Board (EMSPB) and authorized it to adopt an ambulance plan and administrative rules and to hear appeals in matters concerning licensees.

2. In December 1986, the EMSPB directed its staff to prepare a plan establishing a single ambulance service area in Multnomah County to be served by a single provider. However, in December 1987, the Circuit Court ruled that the delegation of authority to the EMSPB to adopt a single ambulance service plan violated the Home Rule Charter.

3. The Circuit Court ruling is on appeal. However, in response to the portion of the ruling concerning the Home Rule Charter, the Board deems it advisable to revise the code to make the EMSPB advisory to the Board and to ratify the rules previously adopted by the EMSPB. This ordinance carries out these objectives.

Section 2. Amendment.

MCC 6.31.035 is amended to read:

6.31.035 POLICY BOARD CREATED.

(A) There is hereby created an EMS Policy Board which shall consist of one representative from the county, one representative from the City of Portland, and one representative from among the other incorporated cities of the county which agree to enforcement of this chapter under MCC 6.31.200; provided however, that until such representative is

duly chosen, a person appointed by the policy board shall serve as the third member of the policy board.

(B) The representative from the County shall be a County Commissioner selected pursuant to the Home Rule Charter [the County Executive]. The representative from the City of Portland shall be the Commissioner in charge of emergency medical services. The representative from the other incorporated cities shall be appointed to two year terms by vote of the mayors of the participating cities. The initial representative shall be determined by vote taken prior to October 1, 1980. The initial term shall run from October 1, 1980 to January 1, 1983. In the event that only one city has agreed to participate by October 1, 1980, the mayor of that city shall serve a two year term as the initial third member of the policy board.

(C) Upon the expiration of a term of a member of the policy board that member shall continue to serve until a new member is chosen.

(D) The members of the policy board shall serve without compensation.

### Section 3. Amendment.

MCC 6.31.037 is amended to read:

6.31.037 POWERS AND DUTIES. The EMS Policy Board shall have the following powers and duties:

(A) [Oversee] Advise the Board of County Commissioners concerning the operation of the licensing and regulatory system adopted under this chapter;

(B) Recommend to the City/County Health Officer, the hiring and firing of a Director and such other persons as are necessary to carry out this chapter;

(C) Report annually to the Board of County Commissioners and City Council concerning the operation of this chapter and recommend changes as considered necessary;

(D) [Take] Recommend action by the Board of Commissioners on rules proposed under this chapter;

[(E) Hear and determine appeals of denial or revocation of licenses by the Director;]

(E) [(F)] [Adopt] Recommend action by the Board of County Commissioners on an ambulance plan under ORS [485.573] 823.180(1) relating to the need for, and coordination of, ambulance service. [The Board shall establish ambulance service areas consistent with the plan for the efficient and effective provision of ambulance service and the Board shall adopt rules requiring persons to conform to the ambulance plan and ambulance service areas. The plan and service areas shall be adopted under the rulemaking provisions of this chapter; and] The plan shall comply with the rules and regulations of the State Health Division and ORS 823.180.

[(G) Exercise such other powers and perform such other duties as may be necessary to achieve the purposes of this chapter stated in MCC 6.31.015.]

#### Section 4. Amendment.

The following section shall be added to MCC Chapter 6.31:

##### 6.31.038 Plan Adoption by Board of County Commissioners

A. The Board of County Commissioners shall adopt and may amend an ambulance plan as defined by ORS 823.180 and rules of the State Health Division. The Board shall request a recommendation from the EMS Policy Board prior to adopting or amending such a plan or portion thereof. In the event no recommendation is submitted to the Board of County Commissioners within 45 days after a request, the Board may take final action. Plan adoption, amendment or repeal shall be by ordinance.

#### Section 5. Amendment.

The following section shall be added to MCC Chapter 6.31:

6.31.039 Ratification of Rules Previously  
Adopted by Policy Board

The rules adopted by the EMS Policy Board prior to [INSERT DATE OF ADOPTION OF THIS ORDINANCE] are hereby ratified. EMS Rule 631-080 (single ambulance area) is subject to Circuit Court judgments declaring the rule invalid. The judgments are on appeal. The rule is hereby ratified, but it shall take effect only if the judgments are reversed and any applicable period for further appeal of those judgments has expired.

Section 6. Repeal.

MCC 6.31.053 and 6.31.054 are repealed.

Section 7. Amendment.

MCC 6.31.060 is amended to read as follows:

6.31.060 RECOMMENDATION [ADOPTION] OF RULES.

(A) The director may recommend to the policy board and the policy board may recommend to the Board of County Commissioners the adoption, amendment, or repeal of administrative rules deemed necessary to constitute an ambulance plan and to achieve the purposes of this chapter. [Such rules shall be adopted by the policy board in accordance with MCC 6.31.062 to 6.31.069 and shall establish.] The rules shall include, but not be limited to:

(1) Minimum ambulance and equipment standards;

(2) Minimum levels of training, including continuing education and training for EMTs employed by licensees, consistent with the various functions performed by such EMTs,

(3) Procedures and pre-hospital treatment protocols for the various types of emergencies to which licensees respond;

(4) Procedures for monitoring performance of EMTs and response times of licensees; including procedures for submission by licensees of regular reports concerning prehospital care of patients;

(5) Procedures for submission and review of citizen complaints concerning pre-hospital patient care provided by licensees;

(6) Standards for designation of one or more medical resource hospitals and designation of such hospital(s) in accordance with the standards;

(7) Rates of reimbursement for members of the EMS Medical Advisory Board; and

(8) Penalties for violation of administrative rules and procedures for appeals from the imposition of penalties.

[(B) In promulgating these rules, the director shall consult with the Emergency Medical Services Advisory Council, each of the providers of emergency medical services in Multnomah County, the City/County Health Officer and other appropriate persons and agencies.]

(B) [(C)] No rule relating to protocols for pre-hospital patient care or to equipment or drugs required to be carried on vehicles operated by licensees shall be adopted unless the rule is first approved in writing by the Medical Advisory Board.

#### Section 8. Amendment.

MCC 6.31.062 is amended to read as follows:

6.31.062 PREREQUISITES TO [ADOPTION] RECOMMENDATION OF RULES; EMERGENCY ADOPTION OF TEMPORARY RULE; [APPLICATION; SUBSTANTIAL COMPLIANCE REQUIRED].

(A) Prior to making a recommendation on [the adoption, amendment or repeal of] any rule, [by] the policy board, shall give

notice [of the proposed adoption, amendment or repeal shall be given]:

(1) In the manner established by rule which provides a reasonable opportunity for interested persons to be notified of the proposed action;

(2) By publication in a newspaper of general circulation in Multnomah County at least 10 [15] days prior to the date of intended action;

(3) By mail to persons who have requested notice pursuant to subsection (E) [(F)] of this section [to the EMS Advisory Council] at least 10 [15] days prior to the date of intended action.

(4) The director shall prepare and publish or mail the above-described notices as appropriate. Failure of any person to receive a mailed notice shall not prevent action by the policy board.

(B) The notice required by subsection (A) of this section shall state the subject matter and purpose of the intended action in sufficient detail to inform a person that his interests may be affected, and the time, place and manner in which interested persons may present their views on the intended action. The notice and the statement required by subsection [(G)] (F) of this section, including the full text of any material cited in the statement, shall be available for public inspection during regular business hours at the main office of the director.

(C) (1) When the director proposes action on a rule [to recommend that the policy board adopt, amend or repeal a rule], he shall give notice of a director's hearing as required by subsection (C)(2) of this section and give interested persons reasonable opportunity to submit data or views, which may include the submission of statements describing the financial impact of the rule. The director shall consult

with persons directly affected by the proposed action and each of the ambulance companies and fire departments operating EMS vehicles as well as an organization representing hospitals and shall fully consider every submission.

(2) [Opportunity for oral hearing shall be granted upon request received from 10 individuals or an organization having not less than 10 employees or an association having not less than 10 members within 15 days after the notice referred to in subsection (A) (2) of this section. The director or a person designated by the policy board shall conduct the hearing in accordance with the Attorney General's Model Rules of Procedure, Rule 137-01-030 (Dec. 1979), and shall thereafter make available to the policy board written minutes or other record of the proceedings, the documentary material received, and a report and recommendation concerning the rule.] Notice of the director's hearing shall be given ten days in advance by publication in a daily newspaper having general circulation in excess of 50,000 in Multnomah County and by mail to persons requesting the [hearing] notice under MCC 6.31.062(E).

(3) Upon receipt of the director's report and recommendation, the policy board shall conduct a public hearing thereon and may recommend that the Board of County Commissioners adopt, amend or repeal the rule. The recommendation shall be in writing, signed by the Presiding Officer and filed promptly with the Clerk of the Board of County Commissioners. The record of testimony and documents received by the policy board shall also be filed with the clerk.

[(D) Upon the request of an interested person, received within 15 days after the policy board's notice pursuant to subsection (A) of this section, the policy board shall postpone the date of intended action no less than 15 nor more than 90 days in order to allow the requesting person an opportunity to submit data, views or arguments

concerning the proposed action. Nothing in this subsection shall preclude the director from adopting a temporary rule pursuant to subsection (E) of this section.]

[(E)] (D) Notwithstanding subsections (A) through (C) [(D)] of this section, if the director finds that his failure to act promptly will result in serious prejudice to the public interest or the interest of the parties concerned, and sets forth in writing the specific reason for his findings, he may proceed upon the approval of the City/County Health Officer to adopt, amend or suspend a rule without notice or hearing or upon any abbreviated notice and hearing deemed practicable. Such rule is temporary and shall be effective upon filing with the Clerk of the Board pursuant to MCC 6.31.065 for a period of not longer than 15 [180] days. The director shall also notify the policy board of the adoption of a temporary rule.

The subsequent adoption by the Board of County Commissioners [policy board] of an identical rule under subsections (A) through (C) [(D)] of this section is not precluded; provided, however, that if the Board of County Commissioners finds that public safety warrants prompt action, the rule may be adopted without prior recommendation by the policy board. Within 10 days following the date of adoption of a temporary rule, the director shall prepare the complete statement required by subsection (F) [(G)] of this section. The statement shall be available for public inspection during regular business hours at the main office of the director. A rule temporarily suspended shall gain effectiveness upon expiration of the temporary period of suspension unless the rule is repealed pursuant to subsections (A) through (C) [(D)] of this section.

[(F)] (E) Any person may request in writing that the director mail him copies of notices of intended action [given pursuant to subsection (A) of this section]. Upon receipt of any request the director shall acknowledge the request, establish a mailing



list and maintain a record of all mailings made pursuant to the request. The director may establish procedures for establishing and maintaining the mailing lists current and[, by rule,] establish fees necessary to defray the costs of mailing and maintenance of the lists.

[(G)] (F) The policy board shall cause to be prepared a brief written statement of intended action, including:

(1) The legal authority relied upon and bearing upon the promulgation of the rule;

(2) A statement of the need for the rule and a statement of how the rule is intended to meet the need; and

(3) The citation of applicable portions of the principal documents, reports or studies, if any, prepared by or relied upon in considering the need for and in preparing the rule and a statement of the location at which those documents are available for public inspection. The list may be abbreviated if necessary, and if so abbreviated there shall be identified the location of a complete list.

[(H)] (G) This section does not apply to rules establishing an effective date for a previously effective rule or establishing a period during which a provision of a previously effective rule will apply.

(H) After a recommendation concerning a rule is filed with the clerk, the Board of County Commissioners shall consider the rule. Notice of a public meeting by the Commission to consider a rule shall be mailed by the Clerk of the Board to persons who have requested notice under MCC 6.31.062(E), but the failure of a person to receive notice shall not prevent action on a rule. Action by the Board of Commissioners on a rule shall be by ordinance.

[(I) No rule is valid unless adopted in substantial compliance with the provisions of this section in effect on the date the rule is adopted, provided that the policy board may correct a failure to substantially comply with the requirements of subsections (B) and (E) of this section in adoption of a rule by an amended filing, so long as the noncompliance did not substantially prejudice the interests of persons to be affected by the rule.]

[(J)] (I) Unless otherwise provided by law, the adoption, amendment or repeal of a rule need not be based upon or supported by an evidentiary record.

#### Section 9. Amendment.

MCC 6.31.180 is amended to read as follows:

##### 6.31.180 APPEALS AND HEARINGS; REVIEW.

(A) A person receiving a notice from the director of a denial, refusal to renew, suspension, revocation or violation as provided in this chapter may request a hearing by an appeals hearing officer by filing a written request with the director within 60 days of receipt of the notice, setting forth reasons for the hearing and the issues to be heard. The director shall [may] prescribe forms for the filing of an appeal.

(B) Filing of a hearing request shall abate any further proceeding by the director, provided, however, that in any case where the director, with the approval of the City/County Health Officer, finds a serious danger to the public health or safety and sets forth specific reasons for such findings, the director may suspend or refuse to renew a license without hearing, but if the licensee demands a hearing within 90 days after the date of notice to the licensee of such suspension or refusal to renew, then a hearing must be granted to the licensee as soon as practicable after such demand, and the Board of County Commissioners [policy board] shall issue an order pursuant to such hearing confirming, altering, or revoking the director's earlier order. Such a hearing need not be held where the order of suspension or refusal to renew is accompanied by or is pursuant to, a citation for

violation which is subject to judicial determination by any court of this state, and the order by its terms will terminate in case of final judgment in favor of the licensee.

(C) The director shall, upon receipt of a timely request for hearing, promptly notify the appeals hearings officer, and said officer shall, within five business days, set a time and place for hearing, which shall be not more than 30 days from the date of receipt of request for hearing.

(D) The hearings officer shall notify the parties of the date, time and place of a hearing. The contents of the notice shall conform to MCC 6.31.140.

(E) The hearing shall be conducted by the hearings officer in accordance with the most recently published Attorney General's Model Rules of Procedure[, Rule 137-03-030 through 137-03-050 (Dec. 1979)].

(F) Disclosure of ex parte communications shall be made by the hearings officer [and policy board] in accordance with the most recently published Attorney General's Model Rules of Procedure[, Rules 137-03-062 through 137-03-064 (Dec. 1979)].

(G) The hearings officer shall issue a proposed final order as soon as is practicable after the termination of the hearing and shall mail a copy of the proposed order to the policy board and the parties. A proposed final order shall conform to the most recently published Attorney General's Model Rules of Procedure[, Rule 137-03-07 (Dec. 1979)].

(H) The Clerk of the Board of County Commissioners [policy board] shall notify the parties of the date when written exceptions to the proposed order must be filed when oral argument may be made [to the policy board].

(I) The Board of County Commissioners [policy board] shall consider the recommendation of the hearings officer, the entire record of the proceeding, oral argument, and the written exceptions filed by the parties and shall thereafter issue a final order in conformance with the most recently published Attorney General's Model Rules of Procedure[, Rule 137-03-07 (Dec. 1979)].

(J) The Board of County Commissioners [policy board] may accept the proposed final order, modify it or reject it and prepare, or cause a person designated by it to prepare a final order. Final orders shall be properly signed by the presiding officer [of the policy board], filed with the Clerk of the Board, and mailed to the parties.

Section 10. Amendment.

MCC 6.31.182 is amended to read as follows:

6.31.182 ORDER WHEN NO HEARING REQUESTED OR ON FAILURE TO APPEAL.

(A) When a party has been given an opportunity and fails to request a hearing within the time limit allowed hereunder or, having requested a hearing fails to appear, the Board of County Commissioners [policy board] shall cause to be entered an order which supports the intended action.

(B) The order supporting the action shall set forth the material on which the action is based or the material shall be attached to and made part of the order.

Section 11. Amendment.

MCC 6.31.184 is amended to read as follows:

6.31.184 RECONSIDERATION; JUDICIAL REVIEW.

(A) The Board of County Commissioners [policy board] may reconsider a final order upon the filing of a petition for reconsideration within 15 days after issuance of the order. If no action is taken [by the policy board] within 15 days after the petition is filed, the petition shall be deemed denied. If the petition is allowed by vote of the Board of County Commissioners [policy board], a hearing on the reconsideration shall be held and an amended order shall be issued. Only those [policy board] members of the Board of County Commissioners who voted in the original hearing on the appeal may vote on whether to allow a petition for reconsideration.

(B) Review of the action concerning an appeal [of the EMS policy board] shall be taken solely and exclusively by writ of review in the manner set forth in ORS 34.010 to 34.100.

Section 12. Adoption.

This Ordinance, being necessary for the health, safety, and general welfare of the people of Multnomah County, an emergency is declared and the Ordinance shall take effect upon its execution by the County Chair, pursuant to Section 5.50 of the Charter of Multnomah County.

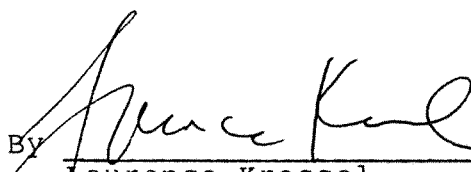
ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 1988, being the date of its \_\_\_\_\_ reading before the Board of County Commissioners of Multnomah County.

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
Gladys McCoy  
Multnomah County Chair

APPROVED AS TO FORM:

LAURENCE KRESSEL, COUNTY COUNSEL  
FOR MULTNOMAH COUNTY, OREGON

By  \_\_\_\_\_  
Laurence Kressel  
County Counsel

9827C/dm  
032488:8:2

BUDGET MODIFICATION NO. NOND# 11

(For Clerk's Use) Meeting Date 3/24/88  
Agenda No. R-12

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR March 24, 1988 (Date)  
DEPARTMENT Non-dept DIVISION Emergency Management  
CONTACT Penny Malmquist TELEPHONE 255-3600 Ext 209  
\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Penny Malmquist  
Len Malmquist  
SUGGESTED  
AGENDA TITLE (to assist in preparing a description for the printed agenda)  
Budget Modification  
(Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)  
☐ PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET  
Budget Modification Non-dept making an appropriation transfer in the amount of \$22,000.00 within Emergency Management from Personnel Services (\$17,200.00) and Professional Services (\$4,800.00) to Repairs and Maintenance (\$1,000.00) and Operating Supplies (\$1,500.00) and External Data Processing (\$2,000) and Capital Equipment (\$17,500.00) to replace equipment and supplies to continue operating the County's Hazardous Materials Response unit at our current level of service.

CLERK OF  
COUNTY COMMISSIONERS  
1988 MAR 16 PM 3:52  
MULTICOUNTY COUNTY  
OREGON

3. REVENUE IMPACT (Explain revenues being changed and the reason for the change)  
If equipment is not replaced would be in violation of the Intergovernmental Agreement with the City of Salem. Therefore would not receive any revenue through that contract.

4. CONTINGENCY STATUS (to be completed by Finance/Budget)  
(Specify Fund) Contingency before this modification (as of \_\_\_\_\_) \$ \_\_\_\_\_  
(Date) After this modification \$ \_\_\_\_\_

Originated By <u>Penny Malmquist</u>	Date <u>3/16/88</u>	Department Director <u>[Signature]</u>	Date
Finance/Budget <u>Malinda J. Juty</u>	Date <u>3-16-88</u>	Employee Relations <u>[Signature]</u>	Date
Board Approval			Date





# MULTNOMAH COUNTY OREGON

86  
5159

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • Chair • 248-3308  
PAULINE ANDERSON • District 1 • 248-5220  
GRETCHEN KAFOURY • District 2 • 248-5219  
CAROLINE MILLER • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE McGARVIN • Clerk • 248-3277

March 24, 1988

Mr. Dave Warren, Budget Manager  
Budget & Management Analysis  
1120 SW Fifth  
Portland, OR

Dear Mr. Warren:

Be it remembered, that at a meeting of the Board of County Commissioners held March 24, 1988, the following action was taken:

Budget Modification Nondepartmental #11 making )  
appropriations transfers within Emergency Man- )  
agement in the amount of \$22,000, from Personal )  
Services (\$17,200) and Professional Services )  
(\$4,800) to Repairs & Maintenance (\$1,000), )  
Operating Supplies (\$1,500), External Data Pro- )  
cessing (\$2,000) and Capital Equipment (\$17,500) )  
to replace equipment and supplies to continue )  
operating the County's Hazardous Materials Re- )  
sponse Unit R-12)

Commissioner Anderson explained her objections to approving the matter because it sets a precedent, and that she feels this money should be returned to the General Fund for re-allocation; and that this issue should be discussed during the budget process.

Commissioner McCoy expressed her opposing views, and said she feels it is important to keep up County operations in hazardous materials; and that Emergency Management had not requested anything from the Board before.

Following discussion and upon motion of Commissioner Kafoury, duly seconded by Commissioner Casterline, it is



ORDERED that the above-entitled matter be tabled. Commissioner McCoy voted NO.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin  
Jane McGarvin  
Clerk of the Board

jm  
cc: Finance  
Commissioner McCoy  
Emergency Management

DATE SUBMITTED 3-17-88

(For Clerk's Use)  
Meeting Date 3/24/88  
Agenda No. 19-13

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: PIC plan to be submitted to  
the State

Informal Only\* 3-22-88  
(Date)

Formal Only 3-24-88  
(Date)

DEPARTMENT Non Departmental DIVISION BCC

CONTACT Bill Vandever TELEPHONE 248-3738

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Dennis Cole

BRIEF SUMMARY Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

A draft plan giving description of services and management systems that PIC will submit to the State for approval.

(Plan previously submitted)

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

☐ PERSONNEL  
☐ FISCAL/BUDGETARY  
☐ General Fund  
☐ Other \_\_\_\_\_

BOARD OF  
COUNTY COMMISSIONERS  
1988 MAR 17 AM 8:46  
MULTIPLUM COUNTY  
OREGON

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Guelter Kabony/WW

BUDGET / PERSONNEL \_\_\_\_\_

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) \_\_\_\_\_

OTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)

NOTE: If requesting unanimous consent, state situation requiring emergency action on back.

THE PRIVATE INDUSTRY COUNCIL

THE JOB TRAINING PLAN FOR THE SERVICE DELIVERY AREA COMPRISED OF  
MULTNOMAH AND WASHINGTON COUNTIES AND THE CITY OF PORTLAND FOR  
THE PERIOD OF JULY 1, 1988 THROUGH JUNE 30, 1990.

EXECUTIVE SUMMARY

I. BACKGROUND

The Private Industry Council as the grant recipient and entity to administer the Job Training Plan must submit to The State Job Training Partnership Administration every two years a job training plan which meets the requirements described in The Job Training Partnership Act.

II. CURRENT STATUS

The draft Job Training Plan for Program Year 1988/89 is currently available for review and comment by local residents of The Service Delivery Area.

III. BRIEF DESCRIPTION OF CONTENT OF PLAN

No substantive changes from the current 1987 Plan have been made in the Services or Management Systems Sections.

A. DESCRIPTION OF SERVICES

The Plan provides a brief description of how trainees are enrolled in program activities which includes recruitment, eligibility, orientation and final selection for the various employment and training activities.

Pre-employment Training, Basic Skill Training, Institutional Skill Training, Customized Training, On-The-Job-Training and Job Search Training are the primary types of training provided by The Private Industry Council through both Contractors and in-house programs. Descriptions of these activities as well as Supportive Services provided are outlined in the Plan. Supportive Services include day care, transportation and other such support deemed necessary to help a trainee while preparing for jobs and self sufficiency.

Follow-up activities which provide post-program information are briefly described in this section of the Plan.

B. MANAGEMENT SYSTEMS

The management systems in place by The Private Industry Council can be found in the Plan. These include Procurement, Contracting, Fiscal Control, Management Information System and Monitoring.

C. FUNDING-TITLE II-A AND TITLE III-A

	<u>PROGRAM YEAR 1988</u>	<u>PROGRAM YEAR 1987 (CURRENT)</u>
TITLE II-A	\$4,963,170	\$5,404,110
TITLE III-A	644,400	593,221
TOTAL	\$5,607,570	\$5,997,331

D. SERVICES TO SIGNIFICANT SEGMENTS-TITLE II-A

	<u>PROGRAM YEAR 1988/89 PLAN</u>	<u>CURRENT PROGRAM YEAR PLAN</u> (1987)
MALE	42%	45%
FEMALE	58%	55%
WHITE	59%	68%
BLACK	25%	19%
HISPANIC	8%	4%
NATIVE AMERICAN	2%	2%
ASIAN	6%	7%
AGE 14-21	41%	38%
22-54	55%	56%
55+	4%	6%
WELFARE	25%	20%
DROPOUTS	25%	25%

E. PERFORMANCE PLAN-TITLE II-A AND TITLE III-A

	<u>TITLE II-A</u>		<u>TITLE III-A</u>	
	<u>1988</u>	<u>1987</u>	<u>1988</u>	<u>1987</u>
ENROLLMENTS	2999	3015	287	269
JOBS	1378	1525	215	202

F. PERFORMANCE STANDARDS- TITLE II-A

	<u>PY 88-89</u>	<u>PY 87</u>	<u>NATIONAL /STATES</u>
ADULTS			
ENTERED EMPLOYMENT RATE	75%	75%	68%
WELFARE ENTERED EMPLOYMENT RATE	65%	60%	56%
COST PER ENTERED EMPLOYMENT	\$3,000	\$3,000	\$4,500
AVERAGE WAGE AT PLACEMENT	\$5.10	\$4.91	\$4.91
YOUTH			
YOUTH EMPLOYABILITY			
ENHANCEMENT RATE (NEW)	30%	-	30%
ENTERED EMPLOYMENT RATE	45%	55%	45%
COST PER POSITIVE TERMINATION	\$3,000	\$3,000	\$4,900
POSITIVE TERMINATION RATE	75%	82%	75%
FOLLOW-UP			
EMPLOYMENT RATE	60%	40%	60%
WELFARE EMPLOYMENT RATE	50%	40%	50%
AVERAGE WEEKLY EARNING	\$177		\$177
AVERAGE WEEKS WORKED	8		8

THE PRIVATE INDUSTRY COUNCIL

TIMELINES FOR PROGRAM YEAR 1988/1989 JTPA PLAN

- 2/11/88 Final CY88 SYETP (Summer) due to JTP Administration
- 3/3/88 Draft PY 88/89 Job Training Plan due to State JTP Administration (Title 11-A 78% (Youth and Adult), 3% (Older Worker) and Title 111-A (Dislocated Worker))
- Public Notice re;above plan published
- Draft Plan sent to PIC Board and Local Elected Officials Representatives
- Meetings arranged with Local Elected Officials to review Draft two year Plan and Summer Plan as discussed in earlier letter enclosed with Summer Plan
- 3/7/88- Briefings with Local Elected Officials/Staff prior to  
3/18/88 formal process for approval of Plan
- 3/9/88 The Private Industry Council Board of Directors review of Draft Plan at regular Board Meeting
- 3/14/88 Public Meeting (Wa. County Admin. Bldg., Hillsboro)
- 3/15/88 Public Meeting (Mt. Hood Community College, Gresham)
- 3/16/88 Public Meeting (Beaverton Chamber of Commerce)
- 3/17/88 Public Meeting (Sunnyside Community School, Portland)
- 3/21/88 Public Meeting (King Neighborhood Facility, Portland)
- 3/24/88 PIC Operating Committee approves Plan
- 4/8/88 Final date for Local Elected Officials formal approval of Plan
- Final date for Local Elected Officials to sign Plan
- 4/13/88 The Private Industry Council Board of Directors approves Plan
- Private Industry Council Chair signs Plan
- Final Plan due to JTP Administration
- Public notice for final plan
- 5/12/88 Job Training Plan approved by Governor
- 7/1/88 Program Year 1988 plan effective

## PUBLIC NOTICE

The Private Industry Council serving Multnomah and Washington Counties and the City of Portland will submit a draft two year job training plan to the State of Oregon Job Training Partnership Administration on March 3, 1988. The Private Industry Council is authorized to develop and administer Job Training Partnership Act (JTPA) training programs allowable under Title IIA and Title III (Dislocated Workers) as defined in the Act.

A mix of activities including basic skills training, classroom training, customized training and on-the-job training will provide approximately 3000 low income youth and adults who are residents of Multnomah and Washington County and the City of Portland and who face significant barriers to employment with the skills needed, as defined by employers, to obtain long term employment and economic self-sufficiency.

Funding for Title IIA for the first year of the two year plan beginning July 1, 1988 and ending June 30, 1989 will be \$4,963,170.

Five public meetings will be held to receive citizen input on the draft training plan.

Monday, March 14, 1988, 7:00 - 8:30 P.M.  
Washington County Administration Building  
150 N. First Street, Room 402  
Hillsboro, Oregon

Tuesday, March 15, 1988, 7:00 - 8:30 P.M.  
Mt. Hood Community College  
26000 S.E. Stark, Room 1776  
Gresham, Oregon

Wednesday, March 16, 1988, 7:00 - 8:30 P.M.  
Beaverton Chamber of Commerce  
Upstairs Conference Room  
4800 S.W. Griffith Park Drive  
Beaverton, Oregon

Thursday, March 17, 1988, 7:00 - 8:30 P.M.  
Sunnyside Community School  
3421 S.E. Salmon  
Portland, Oregon

Monday, March 21, 1988, 7:00 - 8:30 P.M.  
King Neighborhood Facility  
4815 N.E. Seventh Avenue  
Portland, Oregon

Written comments are also encouraged through April 4, 1988 to the address listed below:

Dennis Cole, President  
The Private Industry Council  
520 S.W. Sixth Avenue, Suite 400  
Portland, Oregon 97204

A copy of the draft plan may be obtained by calling The Private Industry Council office, (503) 241-4600 after March 9, 1988.

March 3, 1988

DRAFT

**JOB TRAINING PLAN**

For the Service Delivery Area

Comprised of

Multnomah and Washington Counties

and the

City of Portland

Grant # J887011

Grant # J897011

For the Period of July 1, 1988 through June 30, 1990

For more information contact:

Dennis Cole, President  
The Private Industry Council  
520 SW Sixth Avenue, Suite 400  
Portland, Oregon 97204-1518  
(503) 241-4600

# DRAFT

GRANT # 7887011 & 7897011  
PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL

## JOB TRAINING PLAN TABLE OF CONTENTS

Cover Page

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- B. Private Industry Council

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- B. Description of Services
- C. Management Systems
- D. Coordination

Section IV - Title IIA

Section V - Title IIA (6%) Incentive

Section VI - Title IIA (8%) Education Coordination

Section VII - Title IIA (3%) Older Workers

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Section XI - Title IIID National Discretionary

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Section XIII - Administrative Cost Pool (ACP)

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Attachment I - Assurances



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GRANT # 7887011 & 7897011  
PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL

THE PRIVATE INDUSTRY COUNCIL, INC.

The PIC has established the following Mission Statement, Values and Priorities and Goals:

**MISSION STATEMENT**

The purpose of The Private Industry Council is to provide Youth and Adults facing significant barriers to employment with the skills needed, as defined by employers, to obtain long term employment and economic self-sufficiency.

**DRAFT**

GRANT # 7887011 & 7897011  
PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL

**VALUES AND PRIORITIES**

1. The PIC training system will be accountable at all points through regular measurement of effectiveness and efficiency.
2. The PIC will take a leadership role in establishing partnerships with the Commissions of Multnomah and Washington Counties and the City of Portland to improve the employability of the target population and economic growth in the region.
3. The PIC will establish partnerships to leverage both financial and non-financial resources to sustain and enhance service levels and develop new alternatives.
4. The PIC will provide a mix of training options for a range of trainee needs.
5. The PIC will provide training programs that meet employer specifications for long term jobs in the private sector.
6. Working cooperatively with institutions, The PIC will focus its programming and resources, whenever reasonable, upon changing systems in support of preventing barriers to employment.
7. The PIC values the fair treatment and security of the staff.
8. The PIC values the dignity and self-respect that comes from employment.
9. The PIC will target services to those groups in the JTPA eligible population who are most in need.

**DRAFT**

GRANT # 7887011 & 7897011  
PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL

**ANNUAL GOALS**

1. Meet or exceed performance standards set by the Governor and funding sources.
2. Obtain employer understanding and improve employer market penetration for The PIC and its training system throughout the region.
3. Obtain community understanding and support for The PIC and its training system throughout the region.
4. Maintain an emphasis on the provision of basic educational skills, especially within youth programs.
5. Facilitate economic development through timely response in providing flexible and customized approaches to meet employers' needs for business expansion, business retention and new business recruitment.
6. Increase service levels for women, minorities and welfare recipients.
7. Establish and nurture a positive working relationship between and among Board and staff.

**DRAFT**

GRANT # 7887011 & 7897011  
PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL

Title II-A ADULT PROGRAM GOALS

PROGRAM YEAR 1988 - 1989

(THESE TO BE ADDED BEFORE FINAL PLAN)

# DRAFT

GRANT # 7887011 & 7897011  
PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL

## YOUTH PROGRAM PURPOSE/GOALS

PROGRAM YEAR 1988 - 1989

**PURPOSE:** The purpose of The PIC's Youth Programs is to assist low income youth, facing significant barriers to employment, in developing self-reliance skills that will lead to the attainment of individual education goals and long term employment.

**GOALS:** To accomplish this purpose the goals of the Youth Program will be:

1. To manage Youth Programs as a single, comprehensive program and funding pool.
2. To continue the development, implementation and expansion of a continuum of service throughout the SDA, that includes:
  - differentiation of services for in-school and out-of-school low income youth;
  - a mix of education, employment and support services;
  - maintaining services for low income, at-risk youth until self-reliance skills are developed;
  - defined trainee entry, progress and exit points based on an on-going assessment process; and,
  - a capacity to track trainee educational and employment progress and outcomes during and after their involvement in a continuum program(s).
  - a capacity to track trainee educational and employment progress and outcomes during and after their involvement in a continuum program(s).
3. To recruit specified groups of at-risk youth who are from low income families.
4. To measure program effectiveness in view of the PIC's mission statement and the goals and elements of the comprehensive youth program.
5. To utilize an inter-disciplinary staff team in the planning and support of the comprehensive youth program.
6. To sustain and create strategic partnerships and to pursue/leverage additional resources to enhance the program's capacity to accomplish its goals and to meet the PIC's mission statement.

**DRAFT**

GRANT # 7887011 & 7897011  
PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL  
SECTION I

SECTION I

SIGNATURES

PRIVATE INDUSTRY COUNCIL

**DRAFT**

GRANT # 7887011 & 7897011  
PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL  
SECTION I, PAGE 1 OF 14

Job Training Plan  
for the Service Delivery Area  
THE PRIVATE INDUSTRY COUNCIL, INC.  
serving  
Multnomah and Washington Counties  
and the City of Portland

We, the undersigned, do hereby approve and submit this Job Training Plan for State action.

The Private Industry Council will be the Grant Recipient and the Administrative Entity under this Plan. The duration of this Plan will be from July 1, 1988 through June 30, 1990.

We assure that all activities entered into by the Recipient with funds provided under this Plan will be subject to the assurances contained herein and confined to the described activities contained herein.

Submitted on behalf of the Private Industry Council and local elected officials for this Service Delivery Area.

\_\_\_\_\_  
Signature (Date)  
**J. E. Bud Clark**  
Mayor, City of Portland

\_\_\_\_\_  
Signature (Date)  
**Gladys McCoy**  
Chair, Board of Commissioners  
Multnomah County

\_\_\_\_\_  
Signature (Date)  
**Bonnie Hays**  
Chair, Board of Commissioners  
Washington County

\_\_\_\_\_  
Signature (Date)  
**E. Andrew Jordan**  
Chair  
The Private Industry Council

Accepted on behalf of the State of Oregon:

\_\_\_\_\_  
Signature (Date)  
**Neil Goldschmidt**  
Governor, State of Oregon

**DRAFT**

GRANT # 7887011 & 7897011  
PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL  
SECTION I, PAGE 2 OF 14

**SECTION IB**

**PRIVATE INDUSTRY COUNCIL**

**a. Private Industry Council/Local Elected Official Agreement**

A copy of The Private Industry Council - Local Elected Official Agreement is attached. See next page (3).



**DRAFT**

GRANT # 7887011 & 7897011  
PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL  
SECTION I, PAGE 3 OF 14

AGREEMENT

between

THE PRIVATE INDUSTRY COUNCIL

and the Governments of

MULTNOMAH COUNTY, WASHINGTON COUNTY

and the

CITY OF PORTLAND

WHEREAS the Job Training Partnership Act (20 USC et seq. PL 97-300, 96 Stat. 1322) (hereinafter "JTPA"), authorizes the expenditure of Federal funds for job training programs in locally determined Service Delivery Areas (SDAs); and

WHEREAS the Governor of the State of Oregon has designated Multnomah County, Washington County and the City of Portland as a single Service Delivery Area; and

WHEREAS the parties to this Agreement are committed to maximum efficiency in a climate of limited and diminishing resources; and

WHEREAS The Private Industry Council has established administrative and financial control systems meeting the requirements of the JTPA, and other Federal and State laws and regulations; and

WHEREAS the intent of the JTPA is to involve the private sector to the greatest extent possible and yet provide local elected officials the opportunity to represent the citizens within their jurisdictions; and

WHEREAS the JTPA requires that The Private Industry Council and the local elected officials enter into an Agreement outlining the responsibilities of each in establishing plans to implement the JTPA;

NOW, THEREFORE, in consideration for the services to be performed by The Private Industry Council (hereinafter referred to as "PIC") and by Multnomah County, Washington County, and the City of Portland (hereinafter referred to as "Governments"), the parties agree as follows:

DRAFT

GRANT # 7887011 & 7897011  
PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL  
SECTION I, PAGE 4 OF 14

Article I

Authorities and Responsibilities of the PIC

- A. The PIC and the Governments jointly designate The PIC as the JTPA grant recipient and administrative entity for the single service delivery area comprising all of the geographic area consisting of the City of Portland and all of Multnomah and Washington Counties.
- B. The PIC will incorporate under Chapter 61 of the Oregon Revised Statutes and will operate in compliance with the applicable Federal, State and local statutes, ordinances, rules and regulations. The PIC shall also operate in compliance with this service delivery area's Job Training Plan, and The PIC's Articles of Incorporation and bylaws, which shall not be inconsistent with this Agreement.
- C. The PIC shall oversee job training, placement, and other activities leading to unsubsidized employment and economic self-sufficiency for service delivery area residents who face employment barriers, and shall have all other powers necessary to perform its duties pursuant to this Agreement.
- D. The PIC shall develop, approve and administer the Job Training Plan, subsequent Plan modifications, and other documents relating to JTPA activities within the service delivery area. The PIC shall submit the Job Training Plan and material modifications to the Governments for review and approval prior to submission to the Governor.
- E. The PIC shall have the authority to solicit and accept public and private funds, and to enter into agreements with any public or private organization(s) to carry out its functions in the area of training and employment.
- F. The PIC will cooperate with and will initiate economic development activities within the service delivery areas and will develop and maintain linkages with the Governments' economic development agencies.
- G. The PIC shall be responsible for compliance with all applicable State and Federal laws and regulations governing activities over which it has direct responsibility pursuant to the terms of this Agreement. In particular, The PIC shall be responsible for the development and maintenance of an accounting system which will conform to the requirements of the JTPA, and applicable regulations promulgated thereunder.

DRAFT

GRANT # 7887011 & 7897011  
PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL  
SECTION I, PAGE 5 OF 14

- H. The PIC shall: 1) approve training contracts, personal service contracts and purchases and leases; 2) provide program oversight; 3) track grant expenditures; 4) establish and maintain a system for tracking participant enrollment and placement data; 5) oversee the proper collection and disposition of program income generated by program activities; 6) maintain a system to hear and resolve grievances brought by participants, vendors, and other interested parties as required by the JTPA. The PIC shall provide for independent comprehensive financial and compliance audits of all funds and accounts as required by the JTPA and the Comptroller General of the United States. Audit cost shall be The PIC's responsibility. Copies of audit reports shall be furnished to the Governments and to the State of Oregon.
- I. The PIC shall assume all rights, privileges, assets, responsibilities, obligations, and liabilities of the former Portland Private Industry Council, Inc. and the Multnomah-Washington Private Industry Council, Inc.
- J. The PIC shall ensure that JTPA services are locally available to service delivery area residents and shall honor existing service delivery area contracts entered into by the two consolidated Private Industry Councils.
- K. The new PIC corporation as grant recipient and administrative entity will ensure that an equitable share of JTPA grant funds is allocated for service delivery in each County and in the City of Portland in accordance with the Grant Fund Allocation Chart marked as Attachment "A" to this Agreement.
- L. The new PIC corporation as grant recipient and administrative entity will ensure that equitable services are provided to all target groups, including racial minorities, in each County and in the City of Portland.

## Article II

### Government's Powers and Responsibilities

- A. The Governments shall appoint the Board of Directors of The PIC in accordance with the requirements of the JTPA, PIC bylaws, and the Intergovernmental Agreement.
- B. The Governments shall have the authority to review and approve the Job Training Plan. Any objections to the Plan shall be communicated to The PIC in writing and in a timely manner including suggestions for changes and the reasons supporting such suggestions. Any disagreements between the Governments concerning the Plan shall be resolved under their Intergovernmental Agreement.

DRAFT

GRANT # 7887011 & 7897011  
PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL  
SECTION I, PAGE 6 OF 14

Article III

General Provisions

A. Liability

- 1. The PIC and the Governments recognize that each party bears its own responsibility for compliance with the JTPA, together with applicable rules and regulations promulgated thereunder, in accordance with the division of duties and responsibilities established by this Agreement. Pursuant to this understanding, The PIC agrees to indemnify and hold the Governments harmless from any liability which the Governments may incur as a result of an order of an administrative agency or a court of competent jurisdiction that The PIC failed to comply with the provision of the JTPA, or applicable rules and regulations promulgated thereunder. Similarly, the Governments agree to indemnify and hold harmless The PIC from any liability which The PIC may incur as the result of an order of an administrative agency or a court of competent jurisdiction that the Governments failed to comply with the requirements of the JTPA, or applicable rules or regulations promulgated thereunder.
2. The PIC agrees to assume any financial obligations and liabilities of the Portland Private Industry Council, Inc. and the Multnomah-Washington Private Industry Council, Inc.

B. Amendment

This Agreement may be amended from time to time by written consent of The PIC and the Governments.

C. Duration

1. This Agreement shall become effective on July 1, 1987, and shall remain in effect until terminated in accordance with paragraph 2 below.
2. A party desiring to withdraw from this Agreement shall give to each of the other participating parties notice of intent to terminate the Agreement not less than 120 days prior to the beginning of The PIC program/fiscal year next following notice of termination. After timely notice has been given, the withdrawing party shall not be covered or bound by the terms and conditions of this Agreement.
3. Withdrawal from this Agreement by any of the parties shall not affect the participation of the remaining parties.
4. This Agreement shall be executed by The PIC and each of the Governments before taking effect.

DRAFT

GRANT # 7887011 & 7897011  
PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL  
SECTION I, PAGE 7 OF 14

E. Severability

If any portion of this Agreement is held invalid by order of an administrative agency of court of competent jurisdiction, the remainder of the Agreement shall remain in effect.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 198\_\_.

For Multnomah County:

*Gladys McElroy*

For Washington County:

*John L. Clark*

For City of Portland:

*J. Bud Clark*

For The Private Industry Council:

*Charles D. McClellan*  
*[Signature]*

picleo.agt

WITNESSED AS TO FORM

*W. L. Rogers*

ATTORNEY

DRAFT

GRANT # 7887011 & 7897011  
PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL  
SECTION I, PAGE 8 OF 14

GRANT FUND ALLOCATION CHART

A. JTPA Title IIA (78%) and Title IIB.

Allocated by jurisdiction according to the basic formula.

B. JTPA Title III, Title IIA (8%, 6%, 3%)

\* Allocations Service Delivery Area wide.

C. Definitions

1. Title IIA

a. 78% allocated for year round training services for disadvantaged youth and adults.

b. 8% allocated for vocational education services through cooperative agreements between the State Education Agency, local education agencies and the Service Delivery Area.

c. 3% allocated for training programs for older workers (age 55+).

d. 6% allocated as incentive funds for Service Delivery Areas exceeding performance standards; excess will be used to provide technical assistance to Service Delivery Areas that do not qualify for incentive funds.

2. Title IIB

\* Funds for summer youth activities.

3. Title III

\* Funds for dislocated workers.

DRAFT

GRANT # 7887011 & 7897011  
PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL  
SECTION I, PAGE 9 OF 14

SECTION IB

b. PIC Composition

Board Member Roster

PRIVATE SECTOR

JIM BYBEE, Vice President  
Stamm Stuart Bybee Insurance Management  
16455 S.E. Division  
Portland, OR 97236  
503/760-1030

ED COOPER, Owner  
The McIntyre Cooper Company  
3006 N.E. 11th Avenue  
Portland, OR 97212  
503/233-9804 (282-0612 res.)

JIM HARPER, Director of Human Resources  
Wacker Siltronic Corporation  
7200 N.W. Front Ave. (P.O. Box 03180)  
Portland, OR 97203  
503/243-2020

JAMES H. JOHNSON, Manager of Human Resources  
Precision Castparts, Inc.  
4600 S.E. Harney Dr.  
Portland OR 97206  
503/777-7603 (645-8916 res.)

E. ANDREW JORDAN, Board Chair  
Bolliger, Hampton and Tarlow  
1600 SW Cedar Hills Blvd, Suite 102  
Portland, OR 97225  
503/641-7171

JIM MCALLISTER, Owner  
McAllister's Shoes for Jrs.  
1313 Lloyd Center  
Portland, OR 97232  
503/281-1690

GUSSIE MCROBERT, Owner  
RX Communications  
P.O. Box 151  
Gresham, OR 97030  
503/666-1316

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THE PRIVATE INDUSTRY COUNCIL  
Board Member Roster

MARY ZOE PETERSEN, Co-Owner  
Gresham Optical  
24900 S.E. Stark, Suite 101  
Gresham, OR 97030  
503/667-2424

HUMBERTO REYNA, Owner  
Qualotype Ad Graphics  
1623 N.E. 15th Avenue  
Portland, OR 97232  
503/282-2774

ROD ROTH, President  
Grant & Roth Plastics, Inc.  
1600 N.E. 25th (P.O. Box 585)  
Hillsboro, OR 97123-0585  
503/648-2136

VERN RYLES, JR., President  
Poppers Supply Company  
340 S.E. Seventh Avenue  
Portland, OR 97214  
503/234-0576

CONNIE THIESSEN, Director  
Donelson, Sewell and Mathews  
171 N.E. 3rd Ave  
Hillsboro, OR 97123  
503/648-3158

JANICE WILSON, Sr. Vice President and Manager  
First Interstate Bank, Metro East Region  
P.O. Box 3131 (4227 N.E. Hancock)  
Portland, OR 97208  
503/225-2721



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THE PRIVATE INDUSTRY COUNCIL  
Board Member Roster

LABOR

HAROLD (Rick) ADAMS, Business Manager  
Carpenters Local 247  
2205 N. Lombard Street  
Portland, OR 97217  
503/289-9632

EDUCATION

LEE CHRISTIANSEN, Superintendent  
Washington County Educational Service District  
17705 N.W. Springville Rd.  
Portland, OR 97229  
503/645-4242

DANIEL MORIARTY, President  
Portland Community College  
12000 S.W. 49th Avenue  
Portland, OR 97219  
503/244-6111 or 293-4916

GARY TUCK, Personnel Administrator  
Portland Public Schools  
501 N. Dixon Street  
Portland, OR 97227  
503/249-2000 ext 531

EMPLOYMENT DIVISION

LARRY HANSON, Manager  
Oregon State Employment Division  
East Multnomah County  
660 S.E. 160th (P.O. Box 16678)  
Portland, OR 97216  
503/257-4351

VOCATIONAL REHABILITATION

JESSE KAPPEL, Branch Manager  
Vocational Rehabilitation Division  
5325 N.E. Union Avenue  
Portland, OR 97211  
503/280-6940

~~SECRET~~

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Board Members Roster

COMMUNITY BASED ORGANIZATIONS

LAZARO (Larry) SANCHEZ, Program Manager  
Oregon Human Development Corporation  
11654 S.W. Pacific Hwy. (P.O. Box 23937)  
Tigard, OR 97223  
503/620-9317

ROBERT STUVA, Executive Director  
Portland Habilitation Center  
3829 S.E. 74th Avenue  
Portland, OR 97206  
503/777-2215

WELFARE

BEN TALLEY, Northern Region Manager  
Adult and Family Services  
1400 S.W. Fifth Avenue  
Portland, OR 97201  
503/229-5236

ECONOMIC DEVELOPMENT

To be appointed following reorganization of the State Economic  
Development Department.

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JANUARY 1988

10/1/87

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CHANGES IN PIC MEMBERSHIP FROM PY'87 JOB TRAINING PLAN

POS. #5 Rod Roth replaced Sonna Durdell - Washington County  
POS. #8 Jim McAllister replaced Dave Morthland - Portland  
POS. #14 Gussie McRobert replaced Jim McAllister - Multnomah Co.  
POS. #21 Vacant (was Charles McClellan) - Washington County  
POS. #23 Vacant (was Karen Lee Rice) - Washington County  
POS. #26 (was Linda Torrence) - Portland  
POS. #9 Vacant (Economic Development)

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**FOIA**

POS #	NAME	TERM EXPIRES
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SECTION II

ASSURANCES

A-copy of the Assurances can be found in Attachment I to this Job Training Plan.

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SECTION III

SECTION III

GENERAL DESCRIPTION OF SERVICES AND MANAGEMENT SYSTEM

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### SECTION III

#### GENERAL DESCRIPTION OF SERVICES AND MANAGEMENT SYSTEM

#### A. SERVICES TO SUBSTANTIAL SEGMENTS OF THE ELIGIBLE POPULATION

##### 1. Most in Need/Able to Benefit

The Private Industry Council establishes service levels for persons most in need of employment and training opportunities by prioritizing services to substantial segments of the JTPA eligible population (Section 141(a)).

Through the assessment process described in Section III B.1. c., barriers to employment are assessed and activities are selected which will overcome those barriers. Trainees will be selected for programs and activities based on their likelihood to complete training and to enter into unsubsidized employment or, in the case of youth, to attain youth competencies.

##### 2. Equitable Services/Service Goals

Based on the service level goals set by The Private Industry Board of Directors, targeted recruitment efforts are undertaken for specific populations as described in Section III, B.1. a. Recruitment. In addition, programs are developed which are designed to serve identified target groups.

##### Variance from BEO

The Private Industry Council Board of Directors has chosen to adopt specific goals for services to substantial segments of the eligible population for this Service Delivery Area. Significant variances from the BEO and alternate data sources used to establish these include:

##### a). Minorities

Data Source: 1988 Board of Directors Demographic Goals set in consideration of information from Portland School District, the Juvenile Justice System, and Adult Corrections. Data from these sources shows that minorities are most in need of services, are at highest risk, and can benefit from services. In addition, minorities (blacks especially) are disproportionately represented among the unemployed.

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b). Adults (55+)

Data Source: 1988 Board of Directors Demographic Goals set in consideration of the practice of this SDA of also serving Adults 55+ in the Title IIS and Title V programs whereby this SDA does serve a larger proportion of adults 55+ than is indicated by the II-A demographics for this population. In addition the Planning Categories Tables (Employment Division) which indicate a low percentage of economically disadvantaged Adults 55+ in the labor force were also considered.

See next page (3) for charts showing service levels for substantial segments of the eligible population.

3. BEO

See Section XIV.



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**EQUITY OF SERVICES TO SUBSTANTIAL SEGMENTS  
OF THE ELIGIBLE POPULATION [PL 97-300, Sec. 141(a); 203(b)(3)]**

**TITLE II-A**PY'88PY'89

DEMOGRAPHICS		% Elig. or Plan
S E X	Male	42%
	Female	58%
A G E	14-21	41%
	22-54	55%
	55 & Over	4%
R A C E	White (Not Hispanic)	59%
	Black	25%
	Hispanic	8%
	Amer. Ind/ Alaskan Native	2%
	Asian/ Pacific Islander	6%
R E Q.	Jobs (AFDC)	25%
G R P S.	High School Dropouts	25%
O T H E R		

1988 Demographic Goals

Data Source: Set by Board of Directors  
(For nonrequired levels of service)

DEMOGRAPHICS		% Elig. or Plan
S E X	Male	42%
	Female	58%
A G E	14-21	41%
	22-54	55%
	55 & Over	4%
R A C E	White (Not Hispanic)	59%
	Black	25%
	Hispanic	8%
	Amer. Ind/ Alaskan Native	2%
	Asian/ Pacific Islander	6%
R E Q.	Jobs (AFDC)	25%
G R P S.	High School Dropouts	25%
O T H E R		

1988 Demographic Goals

Data Source: Set by Board of Director  
(For nonrequired levels of service)

NOTE: Source data establishing required levels of service to AFDC recipients and high school dropouts is obtained from the BEO.

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## TITLE III-A

PY'88

DEMOGRAPHICS		% Elig. or Plan
S E X	Male	63%
	Female	37%
A G E	14-21	3%
	22-54	88%
	55 & Over	9%
R A C E	White (Not Hispanic)	89%
	Black	5%
	Hispanic	3%
	Amer. Ind/ Alaskan Native	2%
	Asian/ Pacific Islander	1%
O T H E R		

Data Source: BEO

PY'89

DEMOGRAPHICS		% Elig. or Plan
S E X	Male	63%
	Female	37%
A G E	14-21	3%
	22-54	88%
	55 & Over	9%
R A C E	White (Not Hispanic)	89%
	Black	5%
	Hispanic	3%
	Amer. Ind/ Alaskan Native	2%
	Asian/ Pacific Islander	1%
O T H E R		

Data Source: BEO

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## B. DESCRIPTION OF SERVICES

### B.1. Participant Selection

#### a. Recruitment

In order to create/maintain a regular participant outreach system which includes contractor and centralized recruitment, information will be disseminated to the potentially-eligible populations by:

- \* establishing strong linkages with potential applicant sources including, but not limited to, governmental agencies, service clubs, other service providers, public schools, community-based organizations and employers.
- \* informing the public about the availability of services via news releases, public service announcements, advertisements, posters, flyers, mailings, speaking engagements and other printed and audio/video material.
- \* developing special access plans to provide custom-designed entry/enrollment opportunities for special populations.

#### b. Selection for Program Activities

##### (1) Eligibility Process

THE PRIVATE INDUSTRY COUNCIL has adopted an eligibility system which meets the requirements of a Quarterly Verification system as defined in State JTP Policy No. 105-04-004.2 (Eligibility Determination Procedures).

##### a) Eligibility Verification

Eligibility items will be verified at time of application if at all possible. However, self certification of eligibility requirements will be allowable at the time of eligibility determination if an applicant is unable to verify all eligibility items at this time.

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Services may be provided to homeless individuals who cannot prove residency within the Service Delivery Area as allowed by amendments to Section 4(8) of the JTPA.

## b) 30-Day Review

All applications will be reviewed by someone other than the eligibility interviewer, no later than 30 days after enrollment. Applications that are incomplete, deficient or internally inconsistent will be returned to the original interviewer for immediate verification.

## c) Sample

A ten percent (10%) random sample of all new enrollees will be verified each quarter in accordance with State JTPA policy.

For Quarterly Verification, self-certification will only be acceptable after attempts have been made to secure hard documentation and collateral contacts have been attempted and documented as having failed. A written letter or form signed and dated which addresses the specific item(s) being certified will be used in this process.

## d) Delegation of Eligibility Determination

In addition to performing eligibility determination at the two PIC offices (Downtown and Youth Employment Institute), The Private Industry Council may contract with the Employment Division to provide intake, eligibility determination and applicant certification at Employment Division Offices in Hillsboro, Beaverton and East Multnomah County.

## (2) Planned Enrollments of Non-SDA Residents

The Private Industry Council will work with other SDAs in this region to insure opportunities for open access for non-SDA residents when appropriate. The Memorandum of Agreement, Section III, page 21 and 22 is currently in operation. A new access agreement will be developed and in place by July 1, 1988.

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c. Participant Selection for Job Training Activities

(1) Orientation

Orientation for all potential trainees will be held at convenient locations throughout the Service Delivery Area prior to eligibility determination, including PIC Offices, Contractor and Employment Division Sites.

Applicants will receive general information on all PIC programs, eligibility and entrance requirements. Those who appear eligible and appropriate will be referred to eligibility determination interviews. Applicants who are ineligible or inappropriate for PIC programs will be referred to alternative resources.

(2) Selection

Eligible applicants are selected for programs after a basic assessment which evaluates the following areas:

- \* BASIC SKILLS, including language and mathematics;
- \* JOB/TRAINING READINESS, including motivation, interests, job skills, job seeking skills;
- \* EMPLOYABILITY BARRIERS, including drug/alcohol and mental health problems, social skills, etc.

Activity selection is based on choosing those activities that will remedy those barriers to employment identified during the initial assessment process. Contractors and in-house program trainers will do their own program assessment to ensure that applicants who are selected will most likely complete training and enter unsubsidized employment. In the case of youth, applicants are also selected based on their ability to benefit from and complete the PIC's youth competency program.

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## B.2. Job Training

### a. Training Activities (MIS CODES)

The PIC will provide a mix of training options for a range of trainee needs. Training activities in which applicants may be enrolled include the following (exceptions for particular titles are noted under specific activities):

- (1) Pre-Employment Training (MIS CODE:09) may include pre-apprenticeship programs and the following services:

- \* assessment, testing and job counseling
- \* labor market information
- \* job search training
- \* basic work habits training
- \* basic life skills training

Estimated Activity Duration: Average 36 hours

- (2) Basic Skills Training (MIS CODE:03) includes in-house and contracted remedial education in reading, writing, mathematics and communication skills for youth and adults. The primary goal is to achieve GED completion or an upgrade of skills. During GED training, trainees needing it will also receive training in life skills and job readiness training. Basic Skills Training is generally coupled with other training.

Estimated Activity Duration: Average 15 weeks.

- (3) Institutional Skill Training (MIS CODE:02) is for demand occupations or where growth in the local job market is projected. It is generally short term, industry or business specific and usually provided through local community colleges, private vocational schools or community based organizations.

Estimated Activity Duration: Average 16 weeks.

- (4) Customized Training (MIS CODE:13) is conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of that training.

Estimated Activity Duration: 8 weeks.

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- (5) On-the-Job Training (MIS CODE:04) primarily operated within private sector businesses. Applicants are hired and trained by employers and the employer is reimbursed for training costs not to exceed 50% of the trainees wages during the training period.

Estimated Activity Duration: Up to six months.

- (6) Job Search Training (MIS CODE:08) provides group and individual assistance in the techniques of finding and keeping a job. Training may include job counseling, job search skill training, job club, job development and placement services.

Estimated Activity Duration: Up to 13 weeks.

- (7) Work Experience (Exception: Title III., MIS CODE:05) involves subsidized training at a public sector or private non-profit organization for youth or adults who lack basic work skills or experience.

Estimated Activity Duration: Average 300 hours.

- (8) Limited Work Experience (Exception: Title III., MIS CODE:06) involves part-time subsidized training at a public sector or private non-profit organization combined with another training activity.

Estimated Activity Duration: Average 300 hours.

- (9) Vocational Exploration (Exception: Title III., MIS CODE:11) exposes youth and adults to various jobs through instruction. Observation and limited practical experience.

Estimated Activity Duration: Average 175 hours.

- (10) Upgrading and Retraining (MIS CODE:14) includes group or individual training programs to advance employees above entry level or dead-end jobs or to provide retraining by training an individual for a new position.

Estimated Activity Duration: Average 13 weeks.

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## b. Incentive Payment System

Incentive payments in the form of a nominal bonus may be paid to II-A youth and adult trainees enrolled in a Job Search Training activity who find their own jobs as a result of a self-directed job search. In addition II-A and II-B youth enrolled in Pre-Employment Training, Basic Skills Training and Vocational Exploration who complete certain pre-specified program objectives (e.g., completion of GED or attainment of youth competencies) may also be paid such a bonus.

## c. Selection of Occupations for which Training is to be Provided.

(DOES NOT APPLY TO TITLE III - SEE SECTION V)

The BEO, employer surveys and employer needs (customized training) will be used to select occupations for which training will be provided.

## B.3. Participant Support

### a. Types of Supportive Services

- \* needs based payments (Exception: Title III)
- \* child care
- \* medical, dental, optical
- \* tools, clothing
- \* emergency assistance
- \* transportation
- \* relocation assistance (Title III only)

### b. System for Determining Support

POLICY: Supportive Services provide assistance to Private Industry Council (PIC) trainees to overcome specific barriers to enrolling in training activities which are preparing them for jobs and self sufficiency.

- \* Support Services will be provided by the PIC only when no other resources are available.
- \* Support Services costs must be reasonable.
- \* Support Services must be equitable; trainees must have equal access to these services.
- \* No applicant will be denied service from the PIC because of the need for support services as defined in this policy.



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Needs Based Payments: Eligibility for needs based payments will be determined after a person is certified for JTPA. Participants whose level of income is below what would be provided if on welfare will be eligible for needs base payments. When determining eligibility for needs based payments, income for the last six months will be calculated to include all forms of income, even those excluded when determining program eligibility. The six month amount will then be annualized.

Any individuals who are supported by their families, but are treated as a family of one for eligibility (such as handicapped or at-risk youth), will use the total family income to determine needs based payments.

Exceptions to this policy with respect to requests for redetermination of eligibility or waiver of the six month income determination period may be made by the designated PIC staff person.

## B.4. Employment Generating Services

The PIC does not plan to do any employment generating activities that do not involve the training of participants.

## B.5. Follow-Up

A two-part follow-up system is in place.

a. Follow-up on all trainees who are placed in jobs through performance based contracts is done by the contractor. This follow-up contact is made at 30 and 90 days after placement. Information obtained from trainees includes:

- (1) Current employment status.
- (2) Weeks worked since leaving the program.
- (3) Public assistance status since leaving the program.

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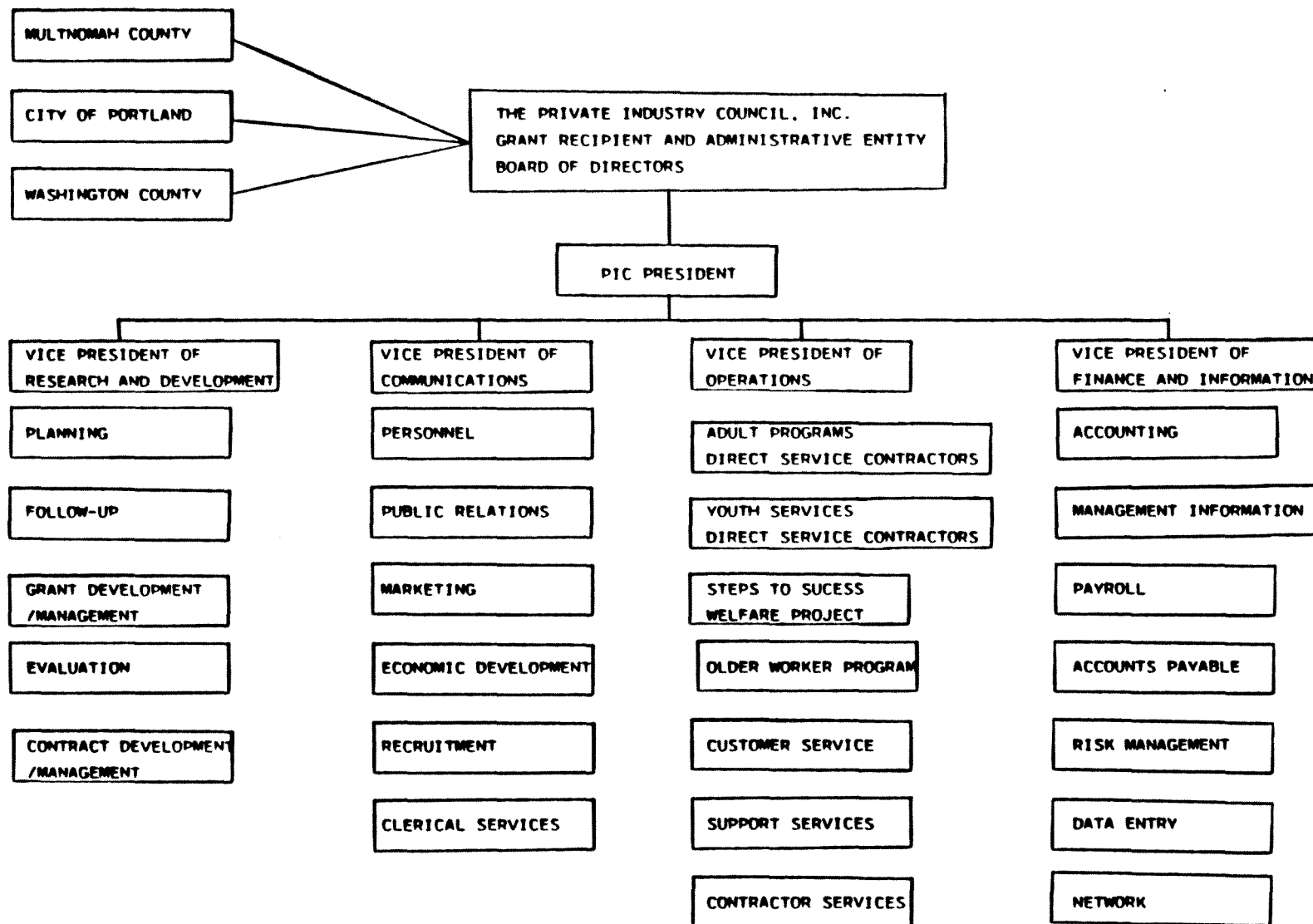
- b. PIC staff conduct follow-up on all trainees, with the exception of in-school IIA youth, at 90 days (13 weeks) after termination from the program. The follow-up is conducted in accordance with the Department of Labor's Follow-up System and derived participant information is provided to the State. Information obtained includes:

- (1) Employment status in the 13th week since termination.
- (2) Weeks worked since leaving the program.
- (3) Weekly and hourly wage earned in the 13th week.
- (4) Public assistance status in the 13th week.
- (5) Satisfaction with training.
- (6) Suggestions for program improvements.

C. MANAGEMENT SYSTEM

C.1. Organization See attachment next Page (13).

# ORGANIZATIONAL CHART



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C.2. Service Deliverer Selection

a. Procurement

The PIC's procurement will comply with OMB Circular A-110, Attachment O.

All PIC procurement transactions will provide for open and free competition. Services will be procured primarily through competitive solicitation, i.e., a Request For Proposals (RFP) process to obtain the best possible price and/or service. The PIC's competitive bid process will ensure that programs will meet PIC standards and are not duplicating programs already in existence. Appropriate businesses, training agencies, labor organizations, community-based organizations and educational institutions will be notified of RFPs.

- (1) An Open Request For Proposals will be advertised and will be open throughout the Program Year as the primary source for procuring service deliverers.
- (2) When appropriate, additional Requests For Proposals may be advertised for specific programs at specific times.
- (3) When appropriate, a process of competitive negotiations with a limited number of qualified sources may be utilized for certain types of procurements at specific times.
- (4) A non-competitive negotiation process has been established for instances where "sole source" is the only alternative.
- (5) All proposals will be evaluated, rated against criteria established by the PIC, and analyzed for reasonableness of cost.
- (6) A proposal evaluation panel will make recommendations to the PIC's President and/or Board of Directors for final approval of procurement source and contract negotiations.

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b. Compliance with JTPA Section 107

Contract awards are made only to responsible contractors that possess the potential ability to perform under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. Specifically:

- (1) The primary consideration in selecting agencies or organizations to deliver services will be their effectiveness in delivering comparable services based on demonstrated performance.
- (2) Proper consideration will be given to community-based organizations as service providers, through the point system used in the evaluation process.
- (3) JTPA funds will not be used to duplicate facilities or services available in the area unless it is clearly demonstrated that alternative facilities or services would be more effective or more likely to achieve the PIC's goals.
- (4) Appropriate education agencies in the SDA will be given the opportunity to provide educational services unless the PIC demonstrates that alternative agencies or organizations would be more effective or would have greater potential to enhance participants' occupational and career growth.
- (5) The PIC will not fund any occupational skills training program unless the level of skills provided in the program is in accordance with PIC guidelines.

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**C.3. Fiscal Control**

**a. Fiscal Management System**

The objective of the fiscal management system is to maintain adequate controls to safeguard assets and obtain maximum utilization of JTPA funds.

A comprehensive Fiscal Procedures Manual is in place outlining:

- |                      |  |
|----------------------|--|
| * Cash Receipts      | how funds are requested and received.                  |
| * Cash Disbursements | how payments are made and under what conditions.       |
| * Fixed Assets       | how assets are safeguarded and inventories documented. |

**b., c. Recipient and Administrative Entity of JTPA Funds**

The Private Industry Council is the grant recipient and administrative entity of JTPA funds for Multnomah and Washington Counties. The Fiscal Management Unit of The Private Industry Council, Inc. receives and disburses JTPA funds.

**d. Local Budget and Accounting Laws**

The Private Industry Council is a private non-profit corporation and, therefore, is not subject to state budget and accounting laws. However, operating and program budgets are prepared for management purposes and generally accepted accounting principles are followed.

**e. Audit and Debt Collections**

As required by the by-laws of the corporation, an annual financial and compliance audit by an independent accounting firm is performed. The Private Industry Council has strong controls in place to prevent disallowed costs. A documented process is in place for debt recovery which includes legal action upon exhausting all potential remedies.

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C.4. Management Information System

The Private Industry Council will collect participant information on hard copy forms at critical points of status change for individual participants. These are application, enrollment, activity change, termination and follow-up. All information will be verified by appropriate staff and then referred to data entry staff for input into an automated information system. Timely and accurate information will be provided via agreed upon media to the State.

C.5. Monitoring

The PIC will maintain administrative systems that will properly account for financial and program activities and will comply with Federal and State laws, rules, and regulations.

Internal systems and procedures will be reviewed on an on-going basis by PIC Board and staff.

The PIC will contract for services only with responsible organizations capable of executing the terms of the contract, accounting for funds, and complying with applicable laws, regulations and policies. A very thorough contractor monitoring system will be in place as well. Site visits of all contractors will be made a minimum of once during the contract and more often if possible, with frequent telephone contact.

Areas addressed in the visits include, but are not necessarily limited to:

- \* Are administrative, record-keeping and fiscal systems in place and functioning effectively?
- \* Does actual program performance meet planned performance?
- \* Is contractor in compliance with PIC policies and JTPA rules and regulations?
- \* Is the training program operated in compliance with the contract?

Monitoring results are shared with contractors and positive steps are taken to address issues that may have surfaced during the monitoring visit.

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## C.6. Annual Report

An annual report will be prepared and submitted to the State using the data available from the Management Information System. The report at a minimum will provide:

- \* a description of activities conducted during the program year
- \* pertinent data collected throughout the year reflecting specific participant information
- \* the extent to which the activities exceeded or failed to meet the respective performance standards

## D. COORDINATION

### D.1. Coordination with other Employment and Training Agencies

**Goal:** The PIC will establish positive working relationships with appropriate partners to leverage both financial and non-financial resources to sustain and enhance service levels and develop new alternatives.

Formal and informal agreements will be developed with other agencies to minimize duplication of services and maximize resources in order to effectively meet the needs of both JTPA trainees and local employers.

The following agencies are represented on The Private Industry Council Board:

- \* Carpenters Local 247 (Labor)
- \* Portland Community College (Education)
- \* Portland Public Schools (Education)
- \* Washington County Educational Service District
- \* Employment Division
- \* Vocational Rehabilitation
- \* Adult and Family Services
- \* Economic Development (Position not yet filled)

Coordination efforts for job development, supportive services, training programs and access to services are outlined as follows. Coordination with Adult and Family Services and the Corrections Division does not apply to Title III. Coordination with Childrens Services Division does not apply to Title IIA (3%) and Title III.



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a. Vocational Rehabilitation Division

- \* Written agreement addressing the coordination issues referenced above will be developed.
- \* Representation on The PIC Board
- \* Informal referral process will be utilized
- \* Periodic meetings among PIC contractor and VRD staff (Title III only).

b. Employment Division

- \* Written agreement addressing the coordination issues referenced above will be developed.
- \* Joint efforts in recruiting for customized training, projects, specific employers will be utilized.
- \* Financial agreements (Contracts) for recruitment, intake, eligibility, referral and other services will be negotiated as needed.
- \* Representation on The PIC Board

c. Local Educational Entities

- \* Formal and informal agreements with school districts addressing the coordination issues referenced above will be developed as appropriate.
- \* Representation on The PIC Board
- \* Financial agreements (Contracts) for training and services will be negotiated as appropriate.
- \* Dislocated Worker Program jointly operated by Mt. Hood Community College and Portland Community College (Title III only).

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d. Adult and Family Services Division

- \* Written agreement addressing the coordination issues referenced above will be developed.
- \* Representation on The PIC Board
- \* Agreement developed for AFDC New Jobs Program (Title IIA only)

e. Workers Compensation

- \* Informal agreement for referral for training and support services.

f. Corrections

- \* Financial and non-financial agreements will be developed to address coordination issues as appropriate.

g. Economic Development

- \* Formal and informal agreements will be developed with all appropriate City and County (Multnomah and Washington) economic development organizations to coordinate efforts relative to employment and training issues.
- \* Representation on The PIC Board

h. Senior Services Division

- \* Title V will be operated by The PIC
- \* Referrals as appropriate

i. Childrens Service Division

- \* Informal agreement to coordinate appropriate activities.

j. Apprenticeship and Training Programs

- \* Referral to Apprenticeship and Training Programs

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## k. Local Labor Organizations

- \* Informal referrals and agreements as needed
- \* Representation on The PIC Board
- \* Labor Liaison position furnished through Dislocated Worker Program to ensure labor input and union membership access to programs (Title III only)

## D.2. Coordination with other Private Industry Councils

The Private Industry Council will work with other PICs in this region to ensure joint planning and region-wide access to programs by employers and trainees. The Memorandum of Agreement attached on the next page is in place and has been adopted by the new Private Industry Council. A new coordination agreement between Clackamas, Washington and Multnomah Counties, and the City of Portland will be developed and in place by July 1, 1988.

## E. PERFORMANCE FACTORS AND ADJUSTMENTS

### E.1. Request for Waivers

The PIC is not requesting a waiver for the 15% participant support limitation established by the Job Training Partnership Act.

### E.2. PIC Established Non-quantifiable Goals

(SEE MISSION STATEMENT/VALUES AND PRIORITIES/GOALS)

MEMORANDUM OF AGREEMENT

**PURPOSE:** To provide policy and procedural guidance regarding coordination and service provision to the PMSA business community, and to participants residing in another SDA in order to;

1. Provide and assure equal access for all PMSA residents to training and employment opportunities.
2. To fulfill and respond to employer needs in an appropriate and timely fashion.

It is hereby agreed that:

Persons will be enrolled without regard for place of residency whenever they approach an SDA with or in regard to a situation where employment as an outcome is assured. (Examples: Direct job placements or OJT's.)

If a developmental process is needed, ie. Counseling, Career Exploration, Classroom training, etc., the person must return to their own jurisdiction unless special arrangements or negotiations have taken place between the involved SDAs.

In the event special arrangements or negotiations have taken place and the participant enters CRT or other developmental activity, the SDA that finances the participant will enroll the individual and be responsible for data collection and reporting.

It is further agreed that:

1. When an employer is contacted or contacts an SDA, but has a place of business in, or conducts business in such a way as to have impact on other SDAs, the following will prevail:
  - a. The SDA that had initial contact and established a working relationship with the employer or business will maintain primary responsibility for service provision to that employer or business unless otherwise arranged.
  - b. In order to cooperate and coordinate in service to the business community, the SDA with primary responsibility will contact other effected SDAs as appropriate ie., for business openings and multiple job orders, and arrange a cross referral system.
2. When in the course of normal job development and business community contact it is discovered that the effort is duplicative of that of another SDA, the secondary contact will give way to the primary contact and proceed with efforts to cooperate through staff-to-staff contact as appropriate.

AGREEMENT Page 2

It will also be all field person's responsibility to indicate, in the case of a duplicative contact, that a cooperative, rather than competitive relationship exists between PMSA SDAs.

Agreed to by this signing:

Mid-Willamette Jobs Council

PIC Chair: Ted Nolan 7/12/84  
Date  
Director: R E Hall 6/26/84  
Date

Multnomah-Washington Private  
Industry Council, Inc.

PIC Chair: Andrea Lewis 6/12/84  
Date  
Director: Verelia Roby 6/4/84  
Date

Portland Private Industry  
Council, Inc.

PIC Chair: [Signature] 7-31-84  
Date  
Director: James Cole 7-31-84  
Date

Private Industry Council of  
Clackamas County, Inc.

PIC Chair: Susan J. Stanley 5/31/84  
Date  
Director: Hilary Smith 5/31/84  
Date

Southwest Washington  
Private Industry Council

PIC Chair: \_\_\_\_\_  
Date  
Director: \_\_\_\_\_  
Date

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SECTION IV

SECTION IV

TITLE IIA

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## SECTION IV TITLE IIA

(SEE SECTION III OF THIS JOB TRAINING PLAN FOR GENERAL DESCRIPTION OF SERVICES AND MANAGEMENT SYSTEMS)

### A. SELECTION OF NON-ECONOMICALLY ELIGIBLE PARTICIPANTS

IIA Window: It is the policy of The PIC that up to 5% of Title IIA enrollees may be determined eligible for other than being economically disadvantaged. An individual documented as belonging to one of the following target groups must be identified prior to enrollment for each utilization of the window:

Displaced Homemaker  
Teenage Parent  
Older Worker (55+)  
Ex Offender  
School Dropout  
Limited Use of English Language  
Battered and Abused Women  
Lack of Work Experience  
Potential Dropout  
Homeless Individuals

The use of the 5% window is dependent upon a) identification of the barrier(s) prior to enrollment and b) individual approval of the 5% window by the President/Director of The PIC or his designee.

### B. EXEMPLARY YOUTH PROGRAMS

#### B.1. Activities

##### a. Pre-employment Skills Training (MIS CODE:09) individual and classroom training including:

- \* assessment, testing and counseling
- \* occupational career and vocational exploration
- \* job search assistance
- \* basic life skills training
- \* remedial education
- \* labor market information
- \* job-search skills training

Estimated Activity Duration : Average 4 weeks.

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- b. Try-out Employment (MIS CODE:17) is training (maximum 250 hours) primarily at a private sector work-site in a job for which the trainees would not normally be hired. Only economically disadvantaged youth currently enrolled in high school or in a GED preparation program, who have completed pre-employment skills training or its equivalent may participate in try-out employment, and have not recently held a regular or part-time summer job for more than 250 hours of paid employment.
- c. School-to-Work Transition Assistance (MIS CODE:15) is a training activity targeted to high school seniors and dropouts. Services may include:
  - \* job club
  - \* short-duration job search assistance
  - \* occupational information
  - \* job development and placement

Estimated Activity Duration: Average 4 weeks.

## C. TRAINING ACTIVITIES FOR 14 - 15 YEAR OLDS

Training Activities for 14-15 year olds as described in Section 205 of the Act are modified to allow participation in long-term pre-employment training programs as needed to address educational deficiencies.

Such modified programs are limited to school drop outs, youth with serious education deficiencies and youth at risk of dropping out of school. Activities provided under pre-employment training are limited to those listed in Section 205. The primary focus in these programs is basic education, remediation and life skills taught in conjunction with employment training.

Determination of need shall be made case by case and shall be documented in each trainee file. Documentation shall include a referral from the local school system, parent, Childrens Services Division, youth serving agency, juvenile court or other professional source, and shall identify the need for an alternative educational setting. Additional documentation shall include data on the trainee age and educational level completed, as well as pre-test scores indicating the trainee's actual educational ability.



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## D. YOUTH COMPETENCIES

D.1. Youth competencies established by the PIC as positive terminations include the following areas:

a. Pre-Employment and Work Maturity Skills which demonstrate successful completion and certification of identified specific competencies including:

### (1) Self Assessment

- \* Identify areas of employment interest.
- \* Identify individual aptitudes and abilities as they related to employment interest.
- \* Identify personal values and attitudes and how they related to the world of work.
- \* Identify and set employment/occupational goals and establish an individual employment plan to achieve these goals.

### (2) Job Search Skills

- \* Demonstrate an ability to complete a job application.
- \* Demonstrate an ability to identify and use resources as a part of the individualized employment plan.
- \* Demonstrate an ability to complete a job interview appropriately.
- \* Demonstrate an ability to make telephone contacts with employers.
- \* Develop written job search tools appropriate to the individual employment plan.

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(3) Work Maturity Skills

- \* Demonstrate an understanding of employer expectations.
  - \* Demonstrate knowledge of safety practices in the work and/or training environment.
  - \* Demonstrate a positive attitude in a work and/or training environment.
  - \* Demonstrate ability to follow directions and ask questions as needed.
  - \* Demonstrate appropriate communication skills with peers and supervisors.
  - \* Demonstrate appropriate punctuality and attendance.
  - \* Demonstrate appropriate problem solving skills and an understanding of choices and consequences.
- b. Basic Skills which demonstrate successful completion and certification of a two-year academic grade level increase in reading, computing or communication or completion of a GED.
- c. Job Specific Skills which demonstrate successful completion and certification of the performance of certain identified specific skills required for a particular job.

D.2. State Policy #105-04-004.7 Youth Competency Standards

The following competency standards will apply:

- a. All participants age 21 or under may be enrolled in a competency based program.
  - b. All participants will be assessed prior to enrollment to identify deficiencies.
  - c. Participants are placed within the competency area at the level indicated by the pre-test.
- \* Pre-employment/work maturity assessment may include a standardized test and/or a trainer/worksite supervisor appraisal.

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- \* Basic skill assessment will include results from a standardized test.
  - \* Job specific skill assessments may include specific skill evaluation measurements and/or trainer/worksite supervisor appraisal.
- d. Training activities are designed to teach the competencies in which the youth are deficient. A variety of media curriculum materials, individualized learning, self paced, multi-level instructional techniques are utilized to maximize learning.
  - e. Evaluation is designed to measure achievement of a competency area. Trainers use written examinations, oral examinations, and specific measurements designed for evaluating individual competencies in all three areas.
  - f. Achievement of competencies will be documented in each youth's file and certification of competency attainment will be made by either the PET Instructor/Trainer or work site supervisor, depending on the competency category.

## SECTION IV

**DRAFT**PERFORMANCE PLAN  
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## I. Participation and Termination Summary

PY'88

	TOTAL	ADULT WELFARE	ADULT	YOUTH
Total Participants	2999	437	1749	1250
Total Terminations	2187	328	1312	875
Total Entered Employments	1378	213	984	394
Total Positive Terminations	656	*	*	656
Average Wage At Placement	\$5.10	*	\$5.10	*

PY'89

Total Participants	2734	399	1595	1139
Total Terminations	1993	299	1196	797
Total Entered Employments	1091	194	897	359
Total Positive Terminations	598	*	*	598
Average Wage At Placement	\$5.10	*	\$5.10	*
Participant Carryover	741	100	399	342

\* Optional

## II. Performance Standards

PY'88

II-A Adults	PLAN	OPTIONAL PIC GOALS
Entered Employment Rate	68%	75%
Welfare Entered Employment Rate	56%	65%
Cost Per Entered Employment	\$4,500	\$3,000
Average Wage at Placement	\$4.91	\$5.10

PY'89

PLAN	OPTIONAL PIC GOALS
68%	75%
56%	65%
\$4,500	\$3,000
\$4.91	\$5.10

## II-A Youth

Youth Employability Enhancement Rate	30%	30%
Entered Employment Rate	45%	45%
Cost Per Positive Termination	\$4,900	\$3,000
POSITIVE TERMINATION RATE	75%	75%

30%	30%
45%	45%
\$4,900	\$3,000
75%	75%

## II-A Follow-Up

Employment Rate	60%	60%
Welfare Employment Rate	50%	50%
Average Weekly Earnings	\$ 177.00	\$ 177.00
Average Weeks Worked	8	8

60%	60%
50%	50%
\$ 177.00	\$ 177.00
8	8

## SECTION IV

**DRAFT**EXPENDITURE PLAN  
PY'88

FUND SOURCE	NFA LEVELS			NFA LEVELS		
	ALLOCATION	ADMIN.	PROGRAM	ALLOCATION	ADMIN.	PROGRAM
1. Title II-A (76%)	\$4,963,170	\$ 744,476	\$4,218,694	\$4,466,853	\$ 670,029	\$3,796,824
2. Carry In	\$ 175,000	\$ --	\$ 175,000	\$ 220,000	\$ --	\$ 220,000
3. Total Available	\$5,138,170	\$ 744,476	\$4,393,694	\$4,686,853	\$ 670,029	\$4,016,824
4. Planned Costs	\$4,918,170	\$ 744,476	\$4,173,694	\$4,485,853	\$ 670,029	\$3,815,824
a. Adult Costs	\$2,950,902	\$ 446,686	\$2,504,216	\$2,691,512	\$ 402,017	\$2,289,495
b. Training	XXXXXXXXXX	XXXXXXXXXX	\$2,166,147	XXXXXXXXXX	XXXXXXXXXX	\$1,980,413
c. Part. Supt.	XXXXXXXXXX	XXXXXXXXXX	\$ 338,069	XXXXXXXXXX	XXXXXXXXXX	\$ 309,082
d. Youth Costs	\$1,967,268	\$ 297,790	\$1,669,478	\$1,794,341	\$ 268,012	\$1,526,329
e. Training	XXXXXXXXXX	XXXXXXXXXX	\$1,477,488	XXXXXXXXXX	XXXXXXXXXX	\$1,350,801
f. Part. Supt.	XXXXXXXXXX	XXXXXXXXXX	\$ 191,990	XXXXXXXXXX	XXXXXXXXXX	\$ 175,528
5. Planned Carry Out	\$ 220,000	\$ --	\$ 220,000	\$ 201,000	\$ --	\$ 201,000

Line 1: Indicate the allocation, administrative contribution, and program levels for the respective program years.

Line 2: Indicate the carry in by total, administrative contribution, and program level for the respective program years. Those SDAs which choose not to track administration by title need not attribute carry in administration by title.

Line 3: Total the two lines above by allocation, administration, and program for respective program years.

Line 4: Indicate the planned expenditures by total, administration, and program for the respective years. Those SDAs which choose not to track administration by title need only indicate total program expenditures.

a. Indicate planned adult costs by total, administration, and program. Those SDAs which choose not to track administration by title need only indicate program costs for adults.

b. Indicate the planned adult training costs.

c. Indicate the planned adult participant support costs.

d. Indicate planned youth costs by total, administration, and program. Those SDAs which choose not to track administration by title need only indicate program costs for youth.

e. Indicate the planned youth training costs.

f. Indicate the planned youth participant support costs.

Line 5: Indicate planned carry out by total, administration, and program. Planned carry out equals the remainder of total available less planned costs. Those SDAs which choose not to track administration by title need only to indicate program carry out.

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SECTION V

SECTION V

INCENTIVE FUND

SECTION V

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PY'87 Incentive (6%) Funds

It is the Service Delivery Area's (SDA) option to keep Incentive funds  
- separate from Title II-A - 78%. If you elect to keep 6% funds separate from  
- 78% funds, then you will need to complete a Job Training Plan modification and  
report participant outcomes and financial information separately.

If you elect to merge the 6% funds into your 78% funds, no separate narrative  
or reporting will be required, but the participant outcomes and costs will be  
included in the calculation of Title II-A - 78% performance standards. These  
calculations are to be included in Section IV of the Job Training Plan.

If you elect to track 6% funds separately, 70 percent of the funds must be  
spent on training and 30 percent of the funds may be spent on combined  
administrative and participant support costs. Should you choose this option,  
a program narrative must be submitted as part of your job training plan.

Please indicate below which option your SDA will follow.

  X   Include the Incentive Award in Title II-A - 78%

       Incentive Award to be tracked separately, narrative enclosed or  
submitted previously

  30%   Administrative percent to be attributed to this program

  
Signature

  3-2-88    
Date

  Dennis Cole, President    
Typed Name

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SECTION VI

SECTION VI

TITLE IIA (8%) EDUCATION COORDINATION



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SECTION VII

TITLE IIA (3%) OLDER WORKERS

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SECTION VII

TITLE IIA (3%) OLDER WORKERS

NARRATIVE

A. GOALS AND OBJECTIVES

The goal of The PIC in serving the Older Worker population needs is to utilize all available resources to provide a comprehensive approach that can meet a broad variety of needs. In addition to 3% dollars, The PIC will use its Title V grants and regular IIA funds to support a total program effort.

B. OUTREACH AND COORDINATION ACTIVITIES

B.1. Recruitment

In addition to the recruitment strategies found in Section III. General Description of Services and Management Systems, the following additional outreach activities will be undertaken:

- \* targeted newspaper advertisements placed in local papers for recruitment of older workers;
- \* participation in Coalition for Older Worker Employment (COWE) to promote the program and develop stronger links with other Older Worker programs.

B.2. Coordination with Community Service Employment Programs

The PIC has two Title V contracts, one with the State of Oregon Senior Services Division and one with the National Council on the Aging, Inc. Integration of services from both Title IIA (3%) and Title V (SCSEP) has been increasing so that eligible applicants, 55 and over, may benefit from services available in each program. Dual or continuous enrollment allows the older worker to participate in work experience/training as well as specialized classroom training and may move from one to another as required by the Individual Training Plan.

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C. PARTICIPANT ASSESSMENT AND SELECTION

C.1. Assessment for Program Participation

See Section III of this Job Training Plan for general assessment activities.

C.2. Participant Selection/Target Groups

See Section III of this Job Training Plan for selection process. No target groups for local selection have been identified.

D. PARTICIPANT TRAINING ACTIVITIES

D.1. Planned Activities

See Section III. General Description of Services and Management Systems for planned activities and descriptions.

D.2. Pre-employment and Training Activities

Most participants will receive a special pre-employment training module that is designed to teach communication and social skills needed to succeed on a job. This training is designed with major input from employers and was implemented based on comments and needs of local employers. In addition, some participants will receive more in depth job search training and other pre-employment skills as needed.

D.3. Occupations/Industries Targeted for Training

The PIC will target industries and occupations for training that show potential for continued job growth. This targeting will be aimed at industries with jobs that pay at least \$5.00 per hour and offer benefit packages to employees.

E. PARTICIPANT SUPPORT

E.1,2. Types of Participant Support, Training Incentives, and Determination of Need.

See Section III. General Description of Services and Management Systems.

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E.3. Mechanisms for Cost Sharing with other Agencies

Cost sharing for older workers participating in both Title V and IIA (3%) may be done in various ways. A contract may be written with vendor classroom training costs paid from Title IIA (3%) with wages for the participant/enrollee paid from Title V. Some OJT contracts may be paid by both Titles with specific percentages from each. Preparation for unsubsidized employment may include work experience assignments paid by Title V, followed by additional services funded by Title IIA (3%) enabling the older worker to become more competitive in the job market.

F. ADDITIONAL MANAGEMENT SYSTEMS

F.1. Data Sources for Planning Information/Variance from Title IIA (78%) Performance Goals

No alternative data sources of planning information has been used to set service levels.

The cost per entered employment has been set at \$3,500. This differs from the Title IIA (78%) cost per entered employment of \$3,000. Reasons for this variance include:

- \* Recruitment costs are higher. Older workers must be actively sought out. Many of those contacted are not able to benefit from the services offered or are limited in their participation due to physical limitations and/or social security benefit regulations. As a result, the ratio of people contacted to those enrolled is greater than for the 78% program. Accordingly, recruitment is more extensive and on-going.
- \* The economically disadvantaged older worker not only experiences but exhibits increased barriers to employment. As a result, services to address barriers are often more intensive and last longer than for other adults receiving Title IIA services.
- \* Age discrimination in the workplace is real. Job placement often takes longer for the older worker.

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F.2. Additional Management Systems

No additional management systems will be utilized.

F.3. Fixed Price Contracts

Fixed price contracts may be used in the delivery of service to participants.

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SECTION VIII

TITLE IIB SUMMER YOUTH EMPLOYMENT AND TRAINING

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SECTION IX

TITLE IIIA FORMULA

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SECTION IX

TITLE IIIA FORMULA

A. DESCRIPTION OF SERVICES

The Dislocated Worker Program is operated through a contracting system. The contractor is responsible for recruitment and selection of trainees.

A.1. Participant Selection

In addition to the participant selection activities previously described in Section III of this Job Training Plan, the following activities will be undertaken specifically for Title IIIA:

a. Recruitment

Potentially eligible persons are informed of the program through advertisements and public service notices in the local media, presentations at businesses experiencing lay-offs or plant closures, referrals from organized labor and from a variety of agencies providing service to this group including: Division of Vocational Rehabilitation, the Employment Division, Portland and Mt. Hood Community Colleges and Adult and Family Services Division.

b. Selection for the Program

The Dislocated Worker Program serves residents of neighboring SDA's on a limited basis in accordance with an "Open Access Agreement" to be negotiated among The PIC, Clackamas and Willamette PIC's.

Additionally, Washington State residents may also be served through the program with the concurrence of the appropriate JTPA service provider.

c. Selection for Activities

In addition to eligibility screening, program applicants attend a 2-3 hour orientation session. The orientations are held throughout the service delivery area and include a thorough description of services available to dislocated workers.



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Following the orientation, an assessment is conducted. The assessment includes a thorough examination of the participant's goals, and current life circumstances. In addition, the assessment may include the use of aptitude tests, skills and learning inventories. If the assessment indicates the applicant's ability to benefit from available services, the applicant is enrolled in the Dislocated Worker Program.

A.2. Participant Support

See Section III of this Job Training Plan for the types of support services to be provided.

Needs based payments (as defined in JTPA law) will not be provided to trainees.

B. DESCRIPTION OF CRITERIA USED TO IDENTIFY DISLOCATED WORKERS

The Private Industry Council's Dislocated Worker Program serves individuals who meet the following definitions:

- \* Have been terminated or laid off or who have received a notice of termination or lay-off from employment, are eligible for or have exhausted their entitlement to employment compensation, and are likely to return to their previous industry or occupation (PL 97-300) or;
- \* Have been terminated, or who have received a notice of termination of employment, as a result of any permanent closure of a plant or facility (PL 97-300) or;
- \* Are long-term unemployed and have limited opportunities for employment or reemployment in the same or a similar occupation in the area in which such individuals reside, including any older individuals who may have substantial barriers to employment by reason of age (PL 97-300) or;
- \* Were self-employed (including farmers) and are unemployed as a result of general economic conditions in the community in which they reside or because of natural disasters (PL 97-300).

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C. OCCUPATIONS/INDUSTRIES TARGETED FOR ASSISTANCE

Occupations/industries targeted for assistance in the program are:

- \* those with an unemployment rate of 7.5% or higher in the service delivery area. These occupations are identified by the Oregon State Employment Division through "Oregon Program Planning System Occupation Demand File List." This list is updated at least annually.

- \* Plant closures within the SDA.

D. SOURCES FOR MATCHING FUNDS

Source for matching funds include 50% of Unemployment Insurance Benefits as well as certain match sources provided by Mt. Hood Community College through The Private Industry Council's contract for The Dislocated Worker Program. Formulas and methodologies used to establish value claimed are specified in the contract between The Private Industry Council and Mt. Hood Community College.

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## SECTION IX

PERFORMANCE PLAN  
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## I. Participation and Termination Summary

PY'88

	TOTAL
Total Participants	287
Total Terminations	287
Total Entered Employments	215
Total Positive Terminations	*
Average Wage At Placement	* \$7.00

PY'89

	TOTAL
Total Participants	257
Total Terminations	257
Total Entered Employments	193
Total Positive Terminations	*
Average Wage At Placement	* \$7.00
Participant Carryover	-0-

\*Optional

## II. Performance Goals

PY'88

	PLAN	OPTIONAL PIC GOALS
Entered Employment Rate	68%	75%
Cost Per Entered Employment	\$4,500	\$3,000

PY'89

PLAN	OPTIONAL PIC GOALS
68%	75%
\$4,500	\$3,000

SECTION IX

EXPENDITURE PLAN

PY'88

PY'89

FUND SOURCE	NFA LEVELS			NFA LEVELS		
	ALLOCATION	ADMIN.	PROGRAM	ALLOCATION	ADMIN.	PROGRAM
1. Title III-A	\$644,400	\$ 96,660	\$547,740	\$579,960	\$ 86,994	\$492,966
2. Carry In	--	--	--	--	--	--
3. Total Available	\$644,400	\$ 96,660	\$547,740	\$579,960	\$ 86,994	\$492,966
4. Planned Costs	\$644,400	\$ 96,660	\$547,740	\$579,960	\$ 86,994	\$492,966
a. Training	XXXXXXXXXX	XXXXXXXXXX	\$503,740	XXXXXXXXXX	XXXXXXXXXX	\$453,466
b. Part. Supt.	XXXXXXXXXX	XXXXXXXXXX	\$ 44,000	XXXXXXXXXX	XXXXXXXXXX	\$ 39,500
5. Planned Carry Out	--	--	--	--	--	--
6. Match	\$515,520	XXXXXXXXXX	XXXXXXXXXX	\$463,968	XXXXXXXXXX	XXXXXXXXXX

- Line 1: Indicate the allocation, administrative contribution, and program levels for the respective program years.
- Line 2: Indicate the carry in by total, administrative contribution, and program level for the respective program years. Those SDAs which choose not to track administration by title need not attribute carry in administration by title.
- Line 3: Total the two lines above by allocation, administration, and program for respective program years.
- Line 4: Indicate the planned expenditures by total, administration, and program for the respective years. Those SDAs which choose not to track administration by title need only indicate total program expenditures.
- a. Indicate planned training costs.
- b. Indicate the planned adult participant support costs.
- Line 5: Indicate planned carry out by total, administration, and program. Planned carry out equals the remainder of total available less planned costs. Those SDAs which choose not to track administration by title need only to indicate program carry out.
- Line 6: Indicate the planned amount of match to be generated for this fund source during the respective program years.

Comments:

GRANT # 7887011 & 7897011  
PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL  
SECTION X

SECTION X

TITLE IIIR RAPID RESPONSE

12/83

GRANT # 7887011 & 7897011  
PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL  
SECTION XI

SECTION XI

TITLE IIID NATIONAL DISCRETIONARY

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PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL  
SECTION XII

SECTION XII

TITLE IV-C VETERANS

7887011

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THE PRIVATE INDUSTRY COUNCIL  
SECTION XIII

SECTION XIII

ADMINISTRATIVE COST POOL (ACP)



## SECTION XIII

## EXPENDITURE PLAN

GRANT # 7887011 & 7897011  
 PY '88-89 JOB TRAINING PLAN  
 THE PRIVATE INDUSTRY COUNCIL  
 SECTION XIII, PAGE 1 OF 2

PY'88				PY'89			
FUND SOURCE	NFA LEVELS			ALLOCATION	NFA LEVELS		PROGRAM
	ALLOCATION	ADMIN.	PROGRAM		ADMIN.	PROGRAM	
-1. Admin. Cost Pool	XXXXXXXXXX	\$1,385,385	XXXXXXXXXX	XXXXXXXXXX	\$1,246,845	XXXXXXXXXX	XXXXXXXXXX
2. Carry In	XXXXXXXXXX	-0-	XXXXXXXXXX	XXXXXXXXXX	-0-	XXXXXXXXXX	XXXXXXXXXX
3. Total Available	XXXXXXXXXX	\$1,385,385	XXXXXXXXXX	XXXXXXXXXX	\$1,246,845	XXXXXXXXXX	XXXXXXXXXX
4. Planned Costs	XXXXXXXXXX	\$1,385,385	XXXXXXXXXX	XXXXXXXXXX	\$1,246,845	XXXXXXXXXX	XXXXXXXXXX
5. Planned Carry Out	XXXXXXXXXX	-0-	XXXXXXXXXX	XXXXXXXXXX	-0-	XXXXXXXXXX	XXXXXXXXXX

Line 1: Total all contributions to the administrative cost pool from new allocations.

Line 2: Total all the contributions of carry in ACP. This number may be equal to or less than the ACP carry out from the prior year. SDAs which choose not to track administration by title must indicate the ACP carry in here.

Line 3: Total the two lines above.

Line 4: Indicate the amount planned to be spent.

Line 5: Indicate the amount planned to be carried over into the next program year.

Optional: Enter any comments necessary to explain the entries on this form.

Comments:

DRAFT

SECTION XIII

ADMINISTRATIVE COST POOL (ACP)

	PY'88	PY'89	Total
Total ACP Costs	<u>\$1,385,385</u>	<u>\$1,246,845</u>	<u>\$2,632,230</u>

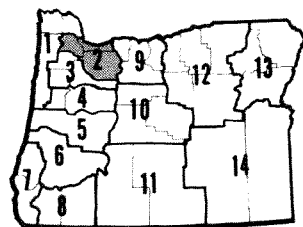
ACP Backup

A.	1. Total PY'88 Carryin		<u>- 0 -</u>
B.	1. Total PY'88 II-A Contribution	<u>\$820,573</u>	
	2. Total CY'88 II-B Contribution	<u>369,692</u>	
	3. Total PY'88 III-A Contribution	<u>96,660</u>	
	4. Total PY'87 Incentive Cont. (If applicable)	<u>98,460</u>	
	5. Total PY'88 Incentive Cont. (If applicable)	<u>-</u>	
	6. Total PY'88 III-D Cont.	<u>-</u>	
	7. PY'88 Subtotal		<u>\$1,385,385</u>
C.	1. Total PY'89 II-A Contribution	<u>\$738,515</u>	
	2. Total CY'89 II-B Contribution	<u>332,722</u>	
	3. Total PY'89 III-A Contribution	<u>86,994</u>	
	4. Total PY'87 Incentive Cont. (If applicable)	<u>-</u>	
	5. Total PY'88 Incentive Cont. (If applicable)	<u>88,614</u>	
	6. Total PY'89 III-D Cont.	<u>-</u>	
	7. PY'89 Subtotal		<u>\$1,246,845</u>
D.	1. Total PY'88 and PY'89 ACP Contributions A1 + B7 + C6 = D1		<u>\$2,632,230</u>
E.	1. PY'89 ACP Carryout D.1. - Total ACP Costs = E.1.		<u>- 0 -</u>

GRANT # 7887011 & 7897011  
PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL  
SECTION XIV

SECTION XIV

BUSINESS EMPLOYMENT OUTLOOK (BEO)



## Executive Summary

# BUSINESS & EMPLOYMENT OUTLOOK

Program Year 1988 &amp; 1989

■ Washington ■ Multnomah Counties (*less City of Portland*)

REGIONAL ECONOMIST • JOHN STONE • 1407 S.W. 4th AVE., PORTLAND OR 97201 • (503) 229-5746

## 1 Geographic Description

The Portland Primary Metropolitan Statistical Area (PMSA) is located in the northwest portion of Oregon. The Portland PMSA is situated at the confluence of the Willamette and Columbia Rivers and includes Clackamas, Multnomah, Washington and Yamhill counties. For more than 30 years, the

Portland labor market included Clark County, Washington, along with the three Oregon counties of Clackamas, Multnomah and Washington. In 1983, Oregon's Yamhill County was integrated into the Portland labor market and Clark County, Washington was deleted from it.

## 2 Population

The combined population of Clackamas, Multnomah, and Washington counties, i.e., District 2, expanded rapidly during the 1970s, rising 19.5% from 878,676 in 1970 to 1,050,418 in 1980. In contrast, the City of Portland dropped 11,800 between 1970 and 1980.

Recession conditions in the early 1980s abruptly altered population growth trends in Oregon and District 2. Although Oregon's population fell 4,550 from mid-1981 to mid-1982, the population of Clackamas, Multnomah, and Washington counties actually rose 7,300. However, when the recession finally took its toll, the population of the three major counties of the Portland PMSA dropped 10,800 between mid-1982 and mid-1983.

Pre-recession growth trends returned after the recession. Population of the three major counties expanded 10,300 to 1,068,800 by mid-1984, 9,200 to

1,078,000 by mid-1985, and rose another 9,700 to 1,087,700 by mid-1986. The area's population is expected to grow an additional 24,250 to reach 1,111,950 by early 1989.

An expanding annexation program has recently altered the City of Portland's static population picture. Largely due to annexations, Portland's population expanded 33,160 from a low of 365,000 in mid-1983 to 398,160 by mid-1986 and is expected to grow another 68,600 to 466,800 by early 1989.

### JTPA Planning Categories

Tables were developed for JTPA planning categories or target groups for Clackamas County, the City of Portland, and the Multnomah-Washington Private In-

POPULATION ESTIMATES OF OREGON AND COUNTIES

Area	1980	1983	1984	1985	1986	Program Year 1/ 1988 Projected	Percent Change 1980-1986	1986 Rank
City of Portland	368,139	365,000	371,500	379,000	398,160	466,800	-	-
Oregon	2,633,156	2,635,000	2,660,000	2,675,800	2,659,500	2,712,650	1.0	
Clackamas	241,911	243,600	246,300	248,200	248,200	253,700	2.6	4
Multnomah	562,647	557,500	562,300	561,800	566,200	571,200	0.9	1
Washington	245,860	257,400	260,200	268,000	273,300	287,050	11.2	2

1/ Program year 1988 refers to the period July 1988 through June 1989. The population projections for PY1988 reflect the mid-point, i.e. January 1989.

Sources: "Population Estimates of Oregon Counties and Incorporated Cities," Center for Population Research and Census, Portland State University.  
Population projections from Research & Statistics Section, Oregon Employment Division (PY1988).

## JTPA TITLE II-A \*/

	General Population (All Ages)							Total	Percent
	0-13	14-15	16-21	22-54	55-64	65+			
Total	84,870	10,241	30,161	197,761	35,273	33,144	391,450	100	
% of All Ages	21.7	2.6	7.7	50.5	9.0	8.5	100.0		
Male	43,410	5,570	16,604	96,429	16,374	18,239	196,626	50	
Female	40,005	4,810	13,922	100,997	17,005	18,085	194,824	50	
White	77,210	9,470	27,981	183,827	34,251	32,425	365,164	93	
Black	730	46	186	1,290	197	21	2,469	1	
Am. Ind.	578	71	242	1,286	112	94	2,383	1	
Asian	2,860	288	679	6,084	450	342	10,103	3	
Spanish	3,336	351	1,025	5,040	245	246	10,242	3	
Other	156	15	48	235	17	17	488	0	

## JTPA TITLE II-A \*/

	Economically Disadvantaged (Age 14+)						Total	Percent
	14-15	16-21	22-54	55-64	65+			
Total	1,070	5,824	21,258	4,602	7,779	40,533	100.0	
% of All Ages	2.6	14.4	52.4	11.4	19.2	100.0		
Male	557	2,468	8,862	1,876	3,193	16,990	41.9	
Female	513	3,356	12,395	2,726	4,586	23,543	58.1	
White	934	5,136	18,696	4,368	7,555	36,688	90.5	
Black	13	69	357	88	15	540	1.3	
Am. Ind.	20	77	278	26	36	437	1.1	
Asian	48	220	951	75	93	1,389	3.4	
Spanish	53	323	974	47	80	1,478	3.6	
Other	0	0	0	0	0	0	0.0	

## JTPA TITLE II-A \*/

	Economically Disadvantaged High School Dropouts		AFDC Recipients		AFS Jobs Participants	
	Number	Percent	Number	Percent	Number	Percent
Total	8,136	100.0	2,357	100.0	940	100.0
Male	2,849	35.0	330	14.0	148	15.7
Female	5,287	65.0	2,027	86.0	792	84.3
14-15	0	0.0	276	11.7	0	0.0
16-21	1,317	16.2	745	31.6	53	5.6
22-54	2,518	31.0	1,330	56.4	879	93.5
55-64	887	10.9	4	0.2	8	0.9
65+	3,414	42.0	2	0.1	0	0.0
White	7,102	87.3	2,122	90.0	847	90.1
Black	75	0.9	79	3.4	40	4.3
Am. Ind.	106	1.3	20	0.8	9	1.0
Asian	207	2.5	50	2.1	8	0.9
Spanish	647	7.9	86	3.6	36	3.8
Other	0	0.0	0	0.0	0	0.0

\*/ Totals may not balance exactly due to rounding.

## JTPA TITLE III \*/

	All UI Recipients		Unemployed 15+ Weeks		Unemployed 8+ Weeks	
	Number	Percent	Number	Percent	Number	Percent
Dislocated Workers						
Total	21,154	100.0	5,282	100.0	10,485	100.0
Male	12,936	61.2	3,140	59.4	6,391	61.0
Female	8,218	38.8	2,142	40.6	4,094	39.0
No Job Tenure Requirement						
Unemployed Only	5,240					
Unemployed & Reemployed	12,990					
One Year Job Tenure						
Unemployed & Reemployed	6,640					
16-21	694	3.3	115	2.2	275	2.6
22-54	18,536	87.6	4,642	87.9	9,227	88.0
55-64	1,735	8.2	469	8.9	880	8.4
65+	189	0.9	56	1.1	104	1.0
White	19,101	90.3	4,709	89.1	9,415	89.8
Black	782	3.7	259	4.9	386	3.7
Am. Ind.	588	2.8	153	2.9	314	3.0
Asian	87	0.4	34	0.6	65	0.6
Spanish	461	2.2	96	1.8	226	2.2
Other	135	0.6	32	0.6	78	0.7

dustry Council (Washington and Multnomah counties minus the City of Portland). Although the three major counties of the Portland PMSA will have about 41% of Oregon's total population in PY 1988, they will account for a smaller proportion of most of the major JTPA target groups.

Within the three major counties of the Portland PMSA, there will be marked differences in the

degree of hardship. The City of Portland will have a disproportionately large share of most major JTPA target groups. This is due to such factors as the high concentration of minority groups in Portland who often have major educational and/or other handicaps. In addition, the affluent communities which surround the City of Portland have a disproportionately large share of the area's middle class, higher income families.

### 3 Labor Force Status & Skills

The civilian labor force of the Portland metropolitan area experienced wrenching changes during the opening years of the 1980s. The 1980-82 recession period saw unemployment in the Portland PMSA reach levels not seen since before World War II. Although strong U.S. economic recovery began in late 1982, the recovery was much slower in the Portland labor market.

Unemployment in the three major counties of the Portland PMSA amounted to 56,600 in 1983 for a

jobless rate of 9.7%. Slow growth of the Portland economy after the recession gradually reduced the annual average jobless rate for District 2 to 8.0% in 1984, 7.3% in 1985, and 7.1% in 1986. Although initial forecasts called for only moderate growth of economic activity in 1987, the year turned out to be much better than expected. The jobless rate for 1987 should fall to about 5.3% from 7.1% in 1986. The jobless rate is expected to dip moderately to 5.2% in 1988 and then rise to 5.9% in 1989 as the pace of economic activity slows.

## RESIDENT LABOR FORCE, UNEMPLOYMENT AND EMPLOYMENT, ANNUAL AVERAGES, 1/

## Clackamas, Multnomah, and Washington Counties 2/

	1984	1985	1986	1987 3/	1988 3/	1989 3/
CIVILIAN LABOR FORCE	569,200	567,400	580,200	587,500	592,700	598,100
UNEMPLOYMENT	45,300	41,600	41,400	31,400	31,100	35,100
Percent of Labor Force	8.0	7.3	7.1	5.3	5.2	5.9
TOTAL EMPLOYMENT	523,900	525,800	538,800	556,100	561,600	563,000

1/ Includes employed and unemployed individuals 16 years and older by place of residence. Data are adjusted for multiple job-holding and commuting. Includes nonagriculture wage and salary, self-employed, unpaid family workers, domestics, agriculture and labor disputants.

2/ Does not include Yamhill County.

3/ Projections made July 1987.

Source: Research and Statistics Section, Oregon Employment Division.

## 4 Industrial Analysis

### General Economic Analysis

Nonfarm wage and salary employment is the best measure of economic trends in the Portland PMSA. Wage and salary employment grew continuously during the 1970s, with the major exception of the 1974-75 recession. During the last four years of the 1970s, wage and salary employment grew by 20,000 or more each year.

The early 1980s were marked by deep recession. Wage and salary employment in the Portland PMSA edged up 2,700 in 1980, but then dropped 9,900 in 1981. Nonfarm wage and salary employment fell an additional 24,000 in 1982, the largest annual loss of employment in the Portland labor market since World War II.

The U.S. 1981-82 recession came to a close in late 1982, and a gradual economic recovery got underway. Average annual wage and salary employment amounted to 483,500 for 1983. The 1983 upsurge carried over strongly into 1984; wage and salary employment increased 23,300 to an annual average of 506,800 for the year. Wage and salary employment grew 12,100 to 518,900 in 1985 and added an additional 9,700 in 1986 to reach a level of 528,600. While considerable growth in wage and salary employment has occurred since the recession, the growth has been very uneven, with nonmanufacturing activities accounting for almost all of the increase.

Initial forecasts called for only moderate growth of economic activity in 1987. However, it was clear by mid-year that actual growth had far exceeded original expectations. The revised mid-year forecast called for Portland PMSA wage and salary employment to increase 18,000 to 546,600 for 1987. Portland's wage and salary employment is expected to grow about 15,100 between 1987 and 1988 to reach a level of 561,700. However, wage and salary employment is projected to increase only 9,900 to 571,600 in 1989 as various imbalances develop in the economy. Even this pro-

jection could turn out to be too optimistic; the possibility of a major economic downturn during the forecast period clearly cannot be ruled out.

### Industry Employment

Trends in industry employment in the Portland PMSA have paralleled those for Oregon as a whole. Manufacturing, as a percentage of total nonfarm wage and salary employment, has declined over time due to increased productivity. This increased efficiency makes it possible to produce more goods with fewer workers. In recent years, increased competition from low-cost foreign producers has also tended to limit growth of U.S. and Portland manufacturing activity and employment. In addition, growth of real per capita income has permitted consumers to devote a growing share of their income to services, rather than necessities such as food, clothing, and shelter.

As a result of the upward trend in real per capita income over most of the period since World War II, growth of employment has generally been greatest in nonmanufacturing industries such as trade, finance-insurance-real estate, and services. Nonmanufacturing activities will continue to account for a majority of all new job openings in the wage and salary sector during the years ahead. This is due both to the absolute size of the nonmanufacturing sector, which employs more than 80% of all nonfarm wage and salary workers, and the more rapid growth expected of most nonmanufacturing industries.

The industrial structure of employment in the Portland PMSA has a direct bearing on the source and type of job opportunities that will be available in the future. Nonmanufacturing industries will account for a majority of all of the job openings in 1988 that meet JTPA training requirements. Furthermore, a large proportion of all expected job openings in nonmanufacturing activities will be concentrated in the trade and services industries which together account for about half of all wage and salary employment in the Portland PMSA.

## 5 Occupational Analysis

### Occupational Structure

Every person that works in an industry also works at a particular occupation. Production, construction, operatives, and maintenance occupations (126,000 workers) constituted the largest occupational group in District 2 in 1985, accounting for about one-fourth of all wage and salary employment. The professional/technical and the clerical/administrative support occupations each had over 100,000 workers in 1985 and each accounted for roughly one-fifth of all wage and salary employment in District 2. Agriculture, forestry, and fishing, with a total employment of only about 7,400 workers in 1985, made up the smallest occupational group.

### Target Occupations

The Oregon Employment Division has prepared lists of occupations which are suitable for training under the Job Training Partnership Act (JTPA). Occupations were chosen on the basis of whether (1) a person could be trained in six months or

less, although a longer period was considered for some occupations; (2) the occupation had high employment and a large number of job openings per year; and (3) the occupation had a relatively good demand/supply relationship.

A large proportion of the occupations that were selected as target occupations for possible JTPA training are in the clerical, sales, and service fields. While these occupations are common to all major industries (with the exception of a lack of sales occupations in government), they tend to be most highly concentrated in the trade, finance, and service industries. Many of the targeted occupations - such as bartender, kitchen helper, waiter/waitress, and sales clerk - do not require specialized training to obtain employment. There are numerous private and/or public institutions in the Portland PMSA which offer training for those occupations - such as cosmetologist, stenographer, typist, or bookkeeper - that do require specialized skills of one type or another as a prerequisite for obtaining employment.

EAST MULTNOMAH-WASHINGTON COUNTY-CLUSTER 2  
Labor Market Data for Selected High Turnover Occupations

				Portland Labor Market ****				
				Key Industries	***	Portland		
Occupation	SVP * Train. Time	1987 Estimated Entry Wage	1988 Estimated Employment	SIC Key ** Industries of New Hires	Potential Annual New Hires	1988 Projected Employ.	1988 @ Proj. New Openings	1988 Proj. # Unem.
Bartenders	Short-1 mo	\$4.12 + tips	1,360	581, 701, 799, 862 (99%)	6,576	4,320	186	269
Combined Food Prep/Serv	Short-1 mo	\$3.39/hr	2,960	581, 821 (96%)	12,353	8,753	311	104
Cooks: Restaurant	6 mos-4 yrs	\$4.34/hr	1,172	581, 701, 799 (98%)	5,143	3,378	172	353
Cooks: Short Order	6 mos-1 yr	\$3.97/hr	201	581, 701 (93%)	874	580	18	47
Counter Attends, Food Ser	Short-3 mos	\$3.55/hr + Tips	448	581, 783 (88%)	2,357	1,590	23	41
Dining Rm & Cafet Attnds	Short-1 mo	\$3.52/hr + Tips	1,143	581, 596, 701, 799, 805 (95%)	4,907	3,350	86	85
Food Preparation Workers	Short-3 mos	\$3.66/hr	1,442	581, 596, 701, 799, 801 (91%)	5,552	1,590	23	41
Hairdressers & Cosmetol	1-2 yrs	\$3.65/hr + Tips	581	531, 723 (96%)	1,284	1,662	67	53
Hosts & Hostesses, Rest/Lo	1-2 yrs	\$3.86/hr	343	581, 701 (98%)	1,415	934	45	26
Janitors & Cleaners	Short-1 mo	\$4.27/hr	2,382	581, 651, 734, 736, 805, 82, 866 (75%)	8,687	9,206	802	580
Maids & Hsekeeping Clnrs	Short-1 mo	\$3.67/hr	798	701, 736, 805, 806 (85%)	2,571	2,713	194	90
Nurse Aides/Orderlies/Att	3-6 mos	\$4.11/hr	1,653	736, 805 (90%)	5,563	4,560	258	167
Receptionists/Info Clerks	6 mos-1 yr	\$4.71/hr	1,327	736, 80, 82 (51%)	3,606	5,027	215	594
Salespersons: Parts	6 mos-2 yrs	\$4.61/hr	619	501, 508, 55 (80%)	1,407	2,084	70	49
Salespersons: Retail	1 mo-1 yr	\$3.81/hr + Comm	7,369	53, 54, 56, 59 (79%)	24,091	23,186	1,376	818
Sales Reprs: Non-Tech	3 mos-2 yrs	\$10.93/hr + Comm	2,172	50, 51, 562 (65%)	4,382	7,319	350	512
Tellers	6 mos-1 yr	\$4.88/hr	419	602, 612, 614 (97%)	935	2,672	36	77
Waiters & Waitresses	1-3 mos	\$3.45/hr + Tips	2,628	581, 701, 799, 864 (97%)	11,369	7,668	222	465

\* SVP, specific vocational preparation time, listed in the Dictionary of Occupational Titles 1977 Ed. Time required to learn the techniques, acquire the information, and develop the facility for average job performance. Includes both classroom and on-the-job training.

@ Projected new openings due to industry growth and labor force separations including death, retirement, and disability. Does not include openings due to other types of turnover.

\*\* Industries where most of the new hires are likely to occur. The % refers to the % of total new hires accounted for by the industries listed. The Standard Industrial Classification (SIC) two and three digit codes are provided. See the SIC two digit list for industry titles in Appendix. For three or four digit industry titles, see the 1972 SIC manual which classifies establishments by their primary economic activity determined by the principal product or service.

\*\*\* Potential new hires estimates the annual number of job openings for an occupation that will occur excluding rehires. Use data as an indicator of the impact of occupational turnover on demand by comparing new hires with the projections of new openings for 1988. The new hires rate was calculated by applying 1986 industry new hire rates for District 2 to the occupational employment in those industries. Not all occupations turn over at the same rate within an industry. However, most of the occupations listed probably turn over by at least the industry average.

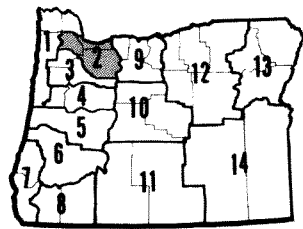
\*\*\*\* Includes Clackamas, Multnomah, and Washington counties.

## 6 Income & Wages

Information on income and earnings can be used to assess the economic well-being of an area. The 1980 Census found that the State of Oregon had a median family income of \$20,028 in 1979. Washington County (\$24,820) had the highest median family income of any county in Oregon, while Clackamas County (\$23,572) ranked in second place. Multnomah County (\$20,464) had the fifth highest median family income of any Oregon county.

Per capita personal income is an income measure that excludes the effects of population changes and thus allows comparisons to be made over time and between areas with different populations. It is total personal income divided by total population. Between 1975 and 1984, nominal per capita personal income rose 116.9% (from \$5,958 to \$12,924) in Clackamas County; 92.4% (from \$6,930 to \$13,334) in Multnomah County; and 128.0% (from \$6,114 to \$13,938) in Washington County. Washington County had the highest per capita personal income of any Oregon County in 1984, while Multnomah County ranked fourth and Clackamas County was in sixth place.

The level of personal income of residents of the Portland PMSA is closely related to wage and salary trends. The June 1986 Area Wage Survey for the Portland, Oregon-Washington Metropolitan Area (compiled by the Bureau of Labor Statistics of the U.S. Department of Labor) found that wages and salaries for the four broad occupational categories covered by the study rose slowly during the 12 months ending June 1986. Straight-time earnings of computer-related occupations grew by 5.5% between June 1985 and June 1986. Wages of clerical workers rose 4.3% over the prior year. Hourly earnings of unskilled plant workers were 1.5% higher in June 1986 than a year earlier. Average straight-time pay of skilled maintenance workers in the Portland area edged up 0.8% between June 1985 and June 1986. This was the smallest annual increase in 14 years and was far less than the 7.0%-to-13.0% annual gains that were regularly achieved by skilled maintenance workers during the inflationary period between May 1972 and June 1982.



## Executive Summary

# BUSINESS & EMPLOYMENT OUTLOOK

Program Year 1988 &amp; 1989

## ■ City of Portland

REGIONAL ECONOMIST • JOHN STONE • 1407 S.W. 4th AVE., PORTLAND OR 97201 • (503) 229-5746

## 1 Geographic Description

The Portland Primary Metropolitan Statistical Area (PMSA) is located in the northwest portion of Oregon. The Portland PMSA is situated at the confluence of the Willamette and Columbia Rivers and includes Clackamas, Multnomah, Washington and Yamhill counties. For more than 30 years, the

Portland labor market included Clark County, Washington, along with the three Oregon counties of Clackamas, Multnomah and Washington. In 1983, Oregon's Yamhill County was integrated into the Portland labor market and Clark County, Washington was deleted from it.

## 2 Population

The combined population of Clackamas, Multnomah, and Washington counties, i.e., District 2, expanded rapidly during the 1970s, rising 19.5% from 878,676 in 1970 to 1,050,418 in 1980. In contrast, the City of Portland dropped 11,800 between 1970 and 1980.

Recession conditions in the early 1980s abruptly altered population growth trends in Oregon and District 2. Although Oregon's population fell 4,550 from mid-1981 to mid-1982, the population of Clackamas, Multnomah, and Washington counties actually rose 7,300. However, when the recession finally took its toll, the population of the three major counties of the Portland PMSA dropped 10,800 between mid-1982 and mid-1983.

Pre-recession growth trends returned after the recession. Population of the three major counties expanded 10,300 to 1,068,800 by mid-1984, 9,200 to

1,078,000 by mid-1985, and rose another 9,700 to 1,087,700 by mid-1986. The area's population is expected to grow an additional 24,250 to reach 1,111,950 by early 1989.

An expanding annexation program has recently altered the City of Portland's static population picture. Largely due to annexations, Portland's population expanded 33,160 from a low of 365,000 in mid-1983 to 398,160 by mid-1986 and is expected to grow another 68,600 to 466,800 by early 1989.

### JTPA Planning Categories

Tables were developed for JTPA planning categories or target groups for Clackamas County, the City of Portland, and the Multnomah-Washington Private Industry Council (Washington and Multnomah counties

POPULATION ESTIMATES OF OREGON AND COUNTIES

Area	1980	1983	1984	1985	1986	Program Year 1/ 1988 Projected	Percent Change 1980-1986	1986 Rank
City of Portland	368,139	365,000	371,500	379,000	398,160	466,800	-	-
Oregon	2,633,156	2,635,000	2,660,000	2,675,800	2,659,500	2,712,650	1.0	
Clackamas	241,911	243,600	246,300	248,200	248,200	253,700	2.6	4
Multnomah	562,647	557,500	562,300	561,800	566,200	571,200	0.9	1
Washington	245,860	257,400	260,200	268,000	273,300	287,050	11.2	2

1/ Program year 1988 refers to the period July 1988 through June 1989. The population projections for PY1988 reflect the mid-point, i.e. January 1989.

Sources: "Population Estimates of Oregon Counties and Incorporated Cities," Center for Population Research and Census, Portland State University.  
Population projections from Research & Statistics Section, Oregon Employment Division (PY1988).



## JTPA TITLE II-A \*/

	General Population (All Ages)						Total	Percent
	0-13	14-15	16-21	22-54	55-64	65+		
Total	81,725	10,979	34,850	227,229	37,174	74,842	466,800	100.0
% of All Ages	17.5	2.4	7.5	48.7	8.0	16.0	100.0	
Male	41,068	5,334	16,673	115,345	16,807	26,896	222,123	47.6
Female	40,657	5,645	18,177	111,885	20,367	47,947	244,677	52.4
White	60,714	8,213	27,460	192,400	33,982	68,415	391,185	83.8
Black	10,568	1,328	3,582	16,063	1,761	3,545	36,847	7.9
Am. Ind.	979	127	419	1,865	152	305	3,847	0.8
Asian	5,862	837	2,310	11,461	954	1,921	23,345	5.0
Spanish	3,132	429	986	5,063	310	624	10,545	2.3
Other	469	45	93	378	15	31	1,032	0.2

## JTPA TITLE II-A \*/

	Economically Disadvantaged (Age 14+)					Total	Percent
	14-15	16-21	22-54	55-64	65+		
Total	1,964	10,444	36,712	6,007	20,164	75,291	100.0
% of All Ages	2.5	13.5	47.5	7.8	26.1	97.3	
Male	777	4,043	15,920	1,514	5,738	27,958	37.1
Female	1,187	6,401	20,792	4,493	14,426	47,333	62.9
White	1,241	7,302	27,015	5,015	17,154	57,728	76.7
Black	395	1,570	5,397	694	2,047	10,103	13.4
Am. Ind.	43	180	512	39	134	908	1.2
Asian	183	968	2,386	175	567	4,219	5.7
Spanish	103	424	1,403	83	282	2,275	3.0
Other	0	0	0	0	0	0	0.0

## JTPA TITLE II-A \*/

	Economically Disadvantaged High School Dropouts		AFDC Recipients		AFS Jobs Participants	
	Number	Percent	Number	Percent	Number	Percent
Total	20,978	100.0	4,583	100.0	1,983	100.0
Male	7,468	35.6	952	21.0	257	13.0
Female	13,510	64.4	3,621	79.0	1,726	87.0
14-15	0	0.0	759	16.6	1	0.1
16-21	2,570	12.3	1,549	33.8	120	6.1
22-54	6,524	31.1	2,246	49.0	1,810	91.3
55-64	2,847	13.6	26	0.6	51	2.6
65+	9,037	43.1	3	0.1	-1	0.1
White	16,191	77.2	2,040	44.5	949	47.9
Black	2,790	13.3	1,605	35.0	795	40.1
Am. Ind.	407	1.9	114	2.5	47	2.4
Asian	795	3.8	742	16.2	162	8.2
Spanish	795	3.8	82	1.8	30	1.5
Other	0	0.0	0	0.0	0	0.0

\*/ Totals may not balance exactly due to rounding.

## JTPA TITLE III \*/

		All UI Recipients		Unemployed 15+ Weeks		Unemployed 8+ Weeks		
<u>Dislocated Workers</u>		<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>	
		<b>Total</b>	32,195	100.0	8,813	100.0	20,776	100.0
No Job Tenure Requirement		Male	21,027	65.3	5,696	64.6	13,599	65.5
Unemployed Only	8,740	Female	11,168	34.7	3,118	35.4	7,178	34.5
Unemployed & Reemployed	16,090							
		16-21	855	2.7	124	1.4	505	2.4
One Year Job Tenure		22-54	28,240	87.7	7,748	87.9	18,247	87.8
Unemployed & Reemployed	8,230	55-64	2,784	8.6	850	9.6	1,847	8.9
		65+	317	1.0	91	1.0	177	0.9
		White	27,779	86.3	7,511	85.2	18,152	87.4
		Black	1,663	5.2	619	7.0	1,058	5.1
		Am. Ind.	560	1.7	157	1.8	326	1.6
		Asian	383	1.2	106	1.2	254	1.2
		Spanish	1,339	4.2	279	3.2	699	3.4
		Other	471	1.5	141	1.6	288	1.4

minus the City of Portland). Although the three major counties of the Portland PMSA will have about 41% of Oregon's total population in PY 1988, they will account for a smaller proportion of most of the major JTPA target groups.

Within the three major counties of the Portland PMSA, there will be marked differences in the degree of hardship. The City of Portland will

have a disproportionately large share of most major JTPA target groups. This is due to such factors as the high concentration of minority groups in Portland who often have major educational and/or other handicaps. In addition, the affluent communities which surround the City of Portland have a disproportionately large share of the area's middle class, higher income families.

### 3 Labor Force Status & Skills

The civilian labor force of the Portland metropolitan area experienced wrenching changes during the opening years of the 1980s. The 1980-82 recession period saw unemployment in the Portland PMSA reach levels not seen since before World War II. Although strong U.S. economic recovery began in late 1982, the recovery was much slower in the Portland labor market.

Unemployment in the three major counties of the Portland PMSA amounted to 56,600 in 1983 for a

jobless rate of 9.7%. Slow growth of the Portland economy after the recession gradually reduced the annual average jobless rate for District 2 to 8.0% in 1984, 7.3% in 1985, and 7.1% in 1986. Although initial forecasts called for only moderate growth of economic activity in 1987, the year turned out to be much better than expected. The jobless rate for 1987 should fall to about 5.3% from 7.1% in 1986. The jobless rate is expected to dip moderately to 5.2% in 1988 and then rise to 5.9% in 1989 as the pace of economic activity slows.

## RESIDENT LABOR FORCE, UNEMPLOYMENT AND EMPLOYMENT, ANNUAL AVERAGES, 1/

## Clackamas, Multnomah, and Washington Counties 2/

	1984	1985	1986	1987 3/	1988 3/	1989 3/
CIVILIAN LABOR FORCE	569,200	567,400	580,200	587,500	592,700	598,100
UNEMPLOYMENT	45,300	41,600	41,400	31,400	31,100	35,100
Percent of Labor Force	8.0	7.3	7.1	5.3	5.2	5.9
TOTAL EMPLOYMENT	523,900	525,800	538,800	556,100	561,600	563,000

1/ Includes employed and unemployed individuals 16 years and older by place of residence. Data are adjusted for multiple job-holding and commuting. Includes nonagriculture wage and salary, self-employed, unpaid family workers, domestics, agriculture and labor dispartants.

2/ Does not include Yamhill County.

3/ Projections made July 1987.

Source: Research and Statistics Section, Oregon Employment Division.

## 4 Industrial Analysis

### General Economic Analysis

Nonfarm wage and salary employment is the best measure of economic trends in the Portland PMSA. Wage and salary employment grew continuously during the 1970s, with the major exception of the 1974-75 recession. During the last four years of the 1970s, wage and salary employment grew by 20,000 or more each year.

The early 1980s were marked by deep recession. Wage and salary employment in the Portland PMSA edged up 2,700 in 1980, but then dropped 9,900 in 1981. Nonfarm wage and salary employment fell an additional 24,000 in 1982, the largest annual loss of employment in the Portland labor market since World War II.

The U.S. 1981-82 recession came to a close in late 1982, and a gradual economic recovery got underway. Average annual wage and salary employment amounted to 483,500 for 1983. The 1983 upsurge carried over strongly into 1984; wage and salary employment increased 23,300 to an annual average of 506,800 for the year. Wage and salary employment grew 12,100 to 518,900 in 1985 and added an additional 9,700 in 1986 to reach a level of 528,600. While considerable growth in wage and salary employment has occurred since the recession, the growth has been very uneven, with nonmanufacturing activities accounting for almost all of the increase.

Initial forecasts called for only moderate growth of economic activity in 1987. However, it was clear by mid-year that actual growth had far exceeded original expectations. The revised mid-year forecast called for Portland PMSA wage and salary employment to increase 18,000 to 546,600 for 1987. Portland's wage and salary employment is expected to grow about 15,100 between 1987 and 1988 to reach a level of 561,700. However, wage and salary employment is projected to increase only 9,900 to 571,600 in 1989 as various imbalances develop in the economy. Even this pro-

jection could turn out to be too optimistic; the possibility of a major economic downturn during the forecast period clearly cannot be ruled out.

### Industry Employment

Trends in industry employment in the Portland PMSA have paralleled those for Oregon as a whole. Manufacturing, as a percentage of total nonfarm wage and salary employment, has declined over time due to increased productivity. This increased efficiency makes it possible to produce more goods with fewer workers. In recent years, increased competition from low-cost foreign producers has also tended to limit growth of U.S. and Portland manufacturing activity and employment. In addition, growth of real per capita income has permitted consumers to devote a growing share of their income to services, rather than necessities such as food, clothing, and shelter.

As a result of the upward trend in real per capita income over most of the period since World War II, growth of employment has generally been greatest in nonmanufacturing industries such as trade, finance-insurance-real estate, and services. Nonmanufacturing activities will continue to account for a majority of all new job openings in the wage and salary sector during the years ahead. This is due both to the absolute size of the nonmanufacturing sector, which employs more than 80% of all nonfarm wage and salary workers, and the more rapid growth expected of most nonmanufacturing industries.

The industrial structure of employment in the Portland PMSA has a direct bearing on the source and type of job opportunities that will be available in the future. Nonmanufacturing industries will account for a majority of all of the job openings in 1988 that meet JTPA training requirements. Furthermore, a large proportion of all expected job openings in nonmanufacturing activities will be concentrated in the trade and services industries which together account for about half of all wage and salary employment in the Portland PMSA.

## 5 Occupational Analysis

### Occupational Structure

Every person that works in an industry also works at a particular occupation. Production, construction, operatives, and maintenance occupations (126,000 workers) constituted the largest occupational group in District 2 in 1985, accounting for about one-fourth of all wage and salary employment. The professional/technical and the clerical/administrative support occupations each had over 100,000 workers in 1985 and each accounted for roughly one-fifth of all wage and salary employment in District 2. Agriculture, forestry, and fishing, with a total employment of only about 7,400 workers in 1985, made up the smallest occupational group.

### Target Occupations

The Oregon Employment Division has prepared lists of occupations which are suitable for training under the Job Training Partnership Act (JTPA). Occupations were chosen on the basis of whether (1) a person could be trained in six months or

less, although a longer period was considered for some occupations; (2) the occupation had high employment and a large number of job openings per year; and (3) the occupation had a relatively good demand/ supply relationship.

A large proportion of the occupations that were selected as target occupations for possible JTPA training are in the clerical, sales, and service fields. While these occupations are common to all major industries (with the exception of a lack of sales occupations in government), they tend to be most highly concentrated in the trade, finance, and service industries. Many of the targeted occupations - such as bartender, kitchen helper, waiter/ waitress, and sales clerk - do not require specialized training to obtain employment. There are numerous private and/or public institutions in the Portland PMSA which offer training for those occupations - such as cosmetologist, stenographer, typist, or bookkeeper - that do require specialized skills of one type or another as a prerequisite for obtaining employment.

**CITY OF PORTLAND-CLUSTER 2**  
**Labor Market Data for Selected High Turnover Occupations**

Occupation	SVP * Train. Time	Portland Labor Market ****						
		1987 Estimated Entry Wage	1988 Estimated Employment	Key Industries		Portland		
				SIC Key ** Industries of New Hires	Potential Annual New Hires	1988 Projected Employ.	1988 @ Proj. New Openings	1988 Proj. # Unem.
Bartenders	Short-1 mo	\$4.12 + tips	2,352	581, 701, 799, 862 (99%)	6,576	4,320	186	269
Combined Food Prep/Serv	Short-1 mo	\$3.39/hr	4,652	581,821 (96%)	12,353	8,753	311	104
Cooks: Restaurant	6 mos-4 yrs	\$4.34/hr	1,777	581,701,799 (98%)	5,143	3,378	172	353
Cooks: Short Order	6 mos-1 yr	\$3.97/hr	303	581,701 (93%)	874	580	18	47
Counter Attends, Food Ser	Short-3 mos	\$3.55/hr + Tips	976	581,783 (88%)	2,357	1,590	23	41
Dining Rm & Cafet Attnds	Short-1 mo	\$3.52/hr + Tips	1,883	581,596,701,799,805 (95%)	4,907	3,350	86	85
Food Preparation Workers	Short-3 mos	\$3.66/hr	2,271	581,596,701,799,801 (91%)	5,552	1,590	23	41
Hairdressers & Cosmetol	1-2 yrs	\$3.65/hr + Tips	813	531,723 (96%)	1,284	1,662	67	53
Hosts & Hostesses, Rest/Lo	1-2 yrs	\$3.86/hr	488	581,701 (98%)	1,415	934	45	26
Janitors & Cleaners	Short-1 mo	\$4.27/hr	5,490	581,651,734,736,805,82,866 (75%)	8,687	9,206	802	580
Maids & Hsekeeping Clnrs	Short-1 mo	\$3.67/hr	1,605	701,736,805,806 (85%)	2,571	2,713	194	90
Nurse Aides/Orderlies/Att	3-6 mos	\$4.11/hr	2,227	736,805 (90%)	5,563	4,560	258	167
Receptionists/Info Clerks	6 mos-1 yr	\$4.71/hr	3,020	736,80,82 (51%)	3,606	5,027	215	594
Salespersons: Parts	6 mos-2 yrs	\$4.61/hr	1,259	501,508,55 (80%)	1,407	2,084	70	49
Salespersons: Retail	1 mo-1 yr	\$3.81/hr + Comm	12,785	53,54,56,59 (79%)	24,091	23,186	1,376	818
Sales Reps: Non-Tech	3 mos-2 yrs	\$10.93/hr + Comm	4,421	50,51,562 (65%)	4,382	7,319	350	512
Tellers	6 mos-1 yr	\$4.88/hr	1,984	602,612,614 (97%)	935	2,672	36	77
Waiters & Waitresses	1-3 mos	\$3.45/hr + Tips	4,071	581,701,799,864 (97%)	11,369	7,668	222	465

\* SVP, Specific Vocational Preparation time, listed in the Dictionary of Occupational Titles 1977 Ed. Time required to learn the techniques, acquire the information, and develop the facility for average job performance. Includes both classroom and on-the-job training.

@ Projected new openings due to industry growth and labor force separations including death, retirement, and disability. Does not include openings due to other types of turnover.

\*\* Industries where most of the new hires are likely to occur. The % refers to the % of total new hires accounted for by the industries listed. The Standard Industrial Classification (SIC) two and three digit codes are provided. See the SIC two digit list for industry titles in Appendix. For three or four digit industry titles, see the 1972 SIC manual which classifies establishments by their primary economic activity determined by the principal product or service.

\*\*\* Potential new hires estimates the annual number of job openings for an occupation that will occur excluding rehires. Use data as an indicator of the impact of occupational turnover on demand by comparing new hires with the projections of new openings for 1988. The new hires rate was calculated by applying 1986 industry new hire rates for District 2 to the occupational employment in those industries. Not all occupations turn over at the same rate within an industry. However, most of the occupations listed probably turn over by at least the industry average.

\*\*\*\* Includes Clackamas, Multnomah, and Washington counties.

## 6 Income & Wages

Information on income and earnings can be used to assess the economic well-being of an area. The 1980 Census found that the State of Oregon had a median family income of \$20,028 in 1979. Washington County (\$24,820) had the highest median family income of any county in Oregon, while Clackamas County (\$23,572) ranked in second place. Multnomah County (\$20,464) had the fifth highest median family income of any Oregon county.

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GRANT # 7887011 & 7897011  
PY '88-89 JOB TRAINING PLAN  
THE PRIVATE INDUSTRY COUNCIL  
ATTACHMENT 1

ATTACHMENT 1

ASSURANCES

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SECTION II

ASSURANCES

- I. This Job Training Plan is entered into between the Governor of the State of Oregon hereinafter referred to as "State" and The Private Industry Council hereinafter be referred to as the Recipient for the purpose of carrying out the provisions of Public Law Numbers 97-300 and 99-570, the Job Training Partnership Act (JTPA), as amended.
- II. The Recipient and the State hereby assure that they will fully comply with the requirements of the JTPA; rules and regulations issued under the JTPA; U.S. Department of Labor policies promulgated under the JTPA; applicable sections of the Wagner-Peyser Act, all applicable federal, State and local statutes; all Oregon Administrative Rules promulgated by the Economic Development Department of the State of Oregon; and the Oregon Job Training Partnership Administration Policy and Procedures Manual. Furthermore, the Recipient hereby assumes any and all financial responsibility for all JTPA funds received pursuant to this agreement to the extent allowed by the Oregon Constitution and/or local government charter. All JTPA funds received under this agreement shall be administered and managed in accordance with the rules, regulations, policies and statutes listed above. This document shall be governed by and construed in accordance with the laws of the State of Oregon.

It is further understood that all funding is contingent on the availability of federal funds and continued federal and State authorization for program activities, and that this plan is subject to amendment or termination due to lack of funds or authorization. The State shall promptly provide the recipient with notice of any funding or regulatory changes.

- III. This Job Training Plan, entered into between the State and the Recipient, establishes the conditions which the Recipient will adhere to in the performance of its responsibilities.

This assurance section is composed of this first page and those articles which follow.

Article I Program Description

- A. The Recipient is authorized to undertake the work and services detailed in this Plan, and any amendments or modifications thereto.
- B. The Recipient agrees to operate the program described in this Plan in accordance with the policies and rules of the State.
- C. The Recipient has full authority to implement and manage the delivery of all services within the terms of this Plan.

## Article II. Program Requirements

- A. The Recipient will ensure that no member of any council under JTPA:
- (1) Shall cast a vote on the provision of services by that member (or any organization which that member directly represents); or vote on any matter which would provide direct financial benefit to that member, or Section 141(f).
  - (2) Shall cast a vote on any matter which would provide indirect financial benefit to that member without declaring a conflict of interest prior to the vote.
- B. The Recipient, by the execution of this Plan, waives all exemptions based on its incorporation status as a meeting body under Oregon Public Meeting Law (ORS 192.620) and agrees to conduct meetings pursuant to Oregon's Public Meeting Law (ORS 192.610 through 192.690) and the regulations promulgated pursuant to that law.
- C. The Recipient, by the execution of this Plan, waives all exemptions it may have for compliance with Oregon's Open Records Law ORS 192.410 through 192.500 based on its incorporation status. The Recipient hereby agrees to comply with Oregon's Open Records Law and the rules and regulations promulgated thereto.
- D. Training provided with funds made available under this Plan shall be only for occupations for which there is a demand in the area served or in another area to which the participant is willing to relocate, and consideration in the selection of training programs may be given to training in occupations determined to be in sectors of the economy which have a high potential for sustained demand or growth. [Section 141(d)(1)]
- E. No currently employed worker shall be displaced by any participant including partial displacement such as a reduction in the hours of nonovertime work, wages, or employment benefits. No program shall impair existing contracts for services or collective bargaining agreements, except that no program under this Act which would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned. No participant shall be employed or job opening filled when any other individual is on layoff from the same or any substantially equivalent job, or when he employer has terminated the employment of any regular employee or otherwise reduced its work force with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized under this Act. No jobs shall be created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals. [Section 143(b)(1)(2)(3)(4)]
- F. The Recipient assures that no funds will be used to assist, promote, or deter union organizing. Where a labor organization represents a substantial number of employees who are engaged in

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similar work or training in the same area as that proposed to be funded under this Act, an opportunity shall be provided for such organization to submit comments with respect to such proposal. [Section 143(c)]

- G. All laborers and mechanics employed by contractors or subcontractors in any construction, alteration, or repair, including painting and decorating, of projects, buildings, and works which are federally assisted under this Act, shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary in accordance with the Act of March 3, 1931 (40 U.S.C. 276a-276a-5), popularly known as the Davis-Bacon Act. The provisions of this subsection shall not apply to a bona fide trainee in a training program under this JTPA. The provisions of Section 167(a)(4) of the Act apply to such trainees. [Section 143(d)]

### Article III. Records Maintenance

- A. The Recipient shall keep records that are sufficient to document the preparation of reports required by this Act and to permit the tracing of funds to a level of expenditure adequate to ensure that the funds have been spent in compliance with JTPA and all applicable State policies. [Section 165(a)(1)]
- B. The State, the Department of Labor, and their agents will have access to all records and reports pertaining to the administration of this Plan. [Section 163(b)]
- C. The Recipients will include a clause in all subagreements giving the State, the Department of Labor and their agents access to all records and reports pertaining to the administration of all subagreements under this agreement. [ORS 192.410-500]

### Article IV. Monitoring and Evaluation

The Recipient shall monitor and document monitoring of its authorized subagreements to ensure that all assurances and standards set by the State, Department of Labor, and Recipient are followed. [Section 164(e)(2)]

### Article V. Management Information Systems

The Recipient shall maintain a management information system, in accordance with guidelines prescribed by the State, designed to facilitate the uniform compilation and analysis of programmatic and financial data, necessary for reporting, monitoring, and evaluating purposes. [Section 165(c)]

### Article VI. Bonding and Insurance

- A. The Recipient shall have insurance or evidence of self-insurance for professional liability resulting from errors, omissions, or negligent acts of its officers, employees or agents.

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- B. The Recipient will ensure that it and its subcontractors carry insurance appropriate for business under Oregon law, including motor vehicle insurance, property, tort, etc.
  - C. The Recipient shall ensure that every officer, director, agent, contractor, or employee authorized to:
    - (1) receive or deposit JTPA funds; or
    - (2) issue financial documents, checks, or other instruments of payment of program costs, is bonded to provide protection against loss.
  - D. The Recipient shall insure all JTPA property in accordance with the State policy on property. [State policy 105-04-003.10]

Article VII. Nondiscrimination, Equal Opportunity, Affirmative Action

- A. For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975, on the basis of handicap under Section 504 of the Rehabilitation Act, on the basis of sex under Title IX of the Education Amendments of 1972, or on the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964, programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving federal financial assistance. [Section 167(a)(1&2) [ORS 243.305]]
- B. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any such program because of race, color, religion, sex, national origin, age, mental or physical handicap, application for Worker's Compensation benefits, political affiliation or belief, marital status, expunged juvenile record or association with any person of a particular race, color, sex, national origin, marital status, age or religion. [Section 167(a)(1&2)] [ORS 243.305]

Article VIII. Worksite Standards and Safety

Health and safety standards established under State and federal law, otherwise applicable to working conditions of employees, shall be equally applicable to working conditions of participants. [Section 143(a)(2)]

Article IX Workers' Compensation

To the extent that a State workers' compensation law is applicable, workers' compensation benefits in accordance with such law shall be available with respect to injuries suffered by participants. To the extent that such law is not applicable, each Recipient of funds under this Plan shall secure insurance coverage for injuries suffered by such participants during program activities. [Section 143(a)(3)]



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Article X. Grievance Procedures

The Recipient agrees to comply with the rules, policies and procedures adopted by the State concerning grievances and complaints, detailed in the State's Policy Manual and Oregon Administrative Rules.

Article XI. Accounting System

- A. The Recipient will maintain all accounting systems and internal controls necessary to meet applicable standards established by the American Institute of Certified Public Accountants and the State. [Section 164(a)(1)]
- B. The Recipient assures that all subcontractors meet the pertinent fiscal management standards of these assurances based on type of subcontract.
- C. The Recipient will have audits performed as described in State Policy 105-04-005.10. [Section 164(e)(2)(D)]
- D. The Recipient will be responsible for an annual settlement of all funds received under this Plan. Each source of funds will be reconciled separately. The State agrees to allow the recipient to amend this settlement based on audits accepted by the State.

Article XII. Total Obligations

- A. Funds shall be distributed and expended as indicated on the Budget contained in this Plan or approved modification.
- B. The execution of this document does not constitute an obligation of funds to the Recipient. Such obligations shall be assumed in Notices of Fund Availability.

Article XIII Payment

The Recipient acknowledges that the amount of allowable expenditures provided by this agreement is limited to that amount authorized by the Notice of Fund Availability.

Article XIV Disallowed Costs

Disallowed costs incurred under this Plan and subagreements resulting from violations of or failure to comply with federal, State or local laws and regulations and this Plan are not allowable Job Training Partnership expenses and must be repaid to the State by the Recipient pursuant to the State policies. [Section 164(e)(2)(D)] [Section 104(b)(9)] [State Policy 105-04-005.11]

Article XV Recovery

The Recipient will take aggressive steps to recover any disallowed costs. The Recipient will document its efforts to recover any misspent funds. [Section 164(e)(2)(d)]

#### Article XVI Allowable Costs

- A. The Recipient agrees to incur expenses for only those costs which are in compliance with JTPA and the terms of this Plan.
- B. Cost allocation plans of multi-federally funded Recipients must be approved by the cognizant federal agency.

#### Article XVII Use of Funds

Funds provided under this Act shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from federal, State, or local sources, unless this Plan establishes that the alternative services or facilities would be more effective or more likely to achieve performance goals. [Section 141(h)]

#### Article XVIII Liability for Own Actions

- A. The Recipient assumes liability for its actions and the actions of its subcontractors under this Plan. The Recipient and its subcontractors will hold harmless the Governor, State of Oregon and Economic Development Department employees from any actions undertaken by a Recipient under this Plan to the extent permitted by Oregon Constitution/Local Government Charter.
- B. If the Federal Government or the State demands repayment of funds from the Recipient as a result of the Recipient's, its agent's, subgrantee's or subcontractor's violations of JTPA, JTPA Rules and Regulations or the provisions of this Plan, the Recipient agrees to repay such funds to the State pursuant to the time period established for repayment by the resolution process and in accordance with other related State policies. [Section 164(e)(2)(D)]

#### Article XIX Termination and Modification

- A. The other sections and subsections of this Plan and any modifications thereto are subordinate to these assurances. If there is a conflict between other sections or subsections of the Plan and these assurances, these assurances will prevail.
- B. This Plan will terminate at the end of the Plan period without notice of any type to the Recipient.
- C. If any provision of this Plan shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision thereof.
- D. The Recipient may propose modifications to this Plan pursuant to the State's instructions for modifications.
- E. Changes or modifications to the terms and conditions of this Plan will be in writing as an amendment to this Plan.

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- F. The Recipient acknowledges and agrees that changes requiring unilateral modifications to this Plan may be necessary, both in program design and funding, due to new or revised federal and/or state legislation, and that any such changes which are necessary shall be incorporated into this Plan.



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

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GLADYS McCOY • Chair • 248-3308  
PAULINE ANDERSON • District 1 • 248-5220  
GRETCHEN KAFOURY • District 2 • 248-5219  
CAROLINE MILLER • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE McGARVIN • Clerk • 248-3277

March 24, 1988

Commissioner Gretchen Kafoury  
1021 SW Fourth  
Portland, OR

Dear Commissioner Kafoury:

Be it remembered, that at a meeting of the Board of County Commissioners held March 24, 1988, the following action was taken:

In the matter of approving a draft Private )  
Industry Council plan giving description of ser- )  
vices and management systems that PIC will submit )  
to the State for approval R-13)

Commissioner Kafoury explained this action requests Board approval of the latest PIC plan, and that there are no major changes: however there are increased resources for youth employment, and increased focus on services for single women head of households in this plan. She moved, duly seconded by Commissioner Anderson, and it is unanimously

ORDERED that said Plan be approved.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin  
Jane McGarvin  
Clerk of the Board

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