

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

STRATEGIC PLANNING COMMITTEE

AGENDA

ALL COMMITTEE MEETING

February 19, 1987

Room 602 - County Courthouse - 1:30 p.m.

1. Discussion of the new Management Analysis Team, how they can be used in future budget and planning sessions
2. Possibility of a resource person available to all agencies whose specific function would be to look for public and private funding for various programs.
3. Days and Times for future meetings of all committees (Suggestion has been made that committee meet once a month on alternating Wednesdays)
4. Review time schedule proposal for County Work Plan
5. Discussion of Development of Budget Format

PLENARY PLANNING COMMITTEE

MINUTES

February 19, 1987

Present: Gladys McCoy, Chair; Commissioner Caroline Miller; Commissioner Gretchen Kafoury; Commissioner Polly Casterline; Commissioner Pauline Anderson; Fred Pearce, Sheriff; Scott Clement representing Human Services; Paul Yarborough, DES Director; Deke Olmsted, DJS Director; Jewel Lansing, Acting DGS Director; Dave Warren, Budget Director; Duane Kline, Finance Director.
Excused: Betsy Skloot, Michael Schrunk; Merlin Reynolds.

Issues Discussed:

5-year Plan
Proposed Time Schedule for County Work Plan
Meeting Dates
Development of Budget Format
Resource person for coordinating revenue sources
Management Team Analyst job duties

Decisions

- 1) 5-year Plan will be developed by and started July 1, 1987
- 2) Proposed Time Schedule will be taken by Committee members to their staff for input and recommendations regarding the proposal and have a report ready by the next Plenary Committee Meeting.
- 3) Next Plenary Committee Meeting scheduled for March 5, 1987 at 2:00 p.m. in Room 602 of the County Courthouse. Agenda - Time Schedules for County Work Plan.
- 4) KNOW YOUR COUNTY MONTH will be celebrated in September, 1987. This month will honor County Employees. Affirmative Action progress reports from Departments will be due to the Board in September.

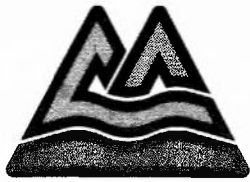
(A proposed change to the County Plan was suggested - on Page 4 (A) WHAT - [Implement] Report on updated Affirmative Action Plan; [Implement] Report on long range data processing plan; and [Develop] Report on update of quarterly [management reporting process] Work Plans.

5) 1988/89 Work Plans due in October, 1987.

6) Budget Document will place all information for each Department together rather than separating line items out.

7) Budget Analysts will present an annual draft work plan including policies and procedures to the Commissioners within a week. Anyone needing the assistance of budget analysts may call either George Brower (5434) or Thien Hung Palmer (6642). When studies are being made of departments or offices they will be notified when the studies are being implemented in order to avoid duplication or maximize coordination of efforts.

BJ
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N O T I C E

PLENARY COMMITTEE MEETING

(Finance, Intergovernmental Relations, and Strategic Planning Committees)

March 5, 1987

Room 602 - County Courthouse

2:00 P.M.

A G E N D A

1. Set Timelines for County Work Plan activities.



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PLENARY PLANNING COMMITTEE

MINUTES

March 5, 1987

Present: Gladys McCoy, Chair; Commissioner Caroline Miller; Commissioner Gretchen Kafoury; Commissioner Polly Casterline; Commissioner Pauline Anderson; Sally Anderson, Sheriff's Office; Scott Clement and Billie Odegaard, representing Human Services; Paul Yarborough, DES Director; Deke Olmsted, DJS Director; Jewel Lansing, Acting DGS Director; Duane Kline, Finance Director; Michael Schrunk; Merlin Reynolds, CIC Director.
Absent: David Warren, Budget Director.

Issues Discussed from DGS & DES:

Discussion and approval of DGS changes to Timelines for County Plans
Discussion of ongoing programs
Update of RFP process and procedures
Update of Administrative procedures
Work Plans vs Management Plans
Identifying Management/Legislative processes
Centralized/Decentralized program delivery process
Programmatic/"0" based budgeting process
Hazardous materials programs
Affirmative Action Programs
Smoking Policy
Impact of Annexation Court Decision
Meeting Dates
Public Information Officer recommendations

Decisions

- 1) DGS Timeline Changes approved. (See attached pages 4, 6, 7)
Timeline Changes approved. (See attached page 5)
Timelines approved and completed 3/19/87.
- 2) Ongoing programs will be dropped from Timeline Schedule and included in Department Work Plans. Those dropped from the Schedule are:
 - 1) Implement updated Affirmative Action Plan.
 - 2) Conduct periodic evaluation of selected programs.
 - 3) Maintain program to assist injured employees in returning to work (Light Duty)
 - 4) Improve work place safety by eliminating identified hazards. Paul Yarborough reported the asbestos removal program is nearly completed, but other hazardous materials programs will be ongoing and monitored by DES.
 - 5) Identify specific opportunities to accomplish affirmative action goals. Departments will continue to fill vacancies by complying with affirmative action goals regarding hiring and to identify other opportunities where the County can lead in meeting these goals.
- 3) Scott Clement will work with committees on preparing updated RFP processes and procedures.
- 4) Committee is working on update of Administrative Procedures and should be making recommendations to DGS director soon. This is a duty of the DGS Director.
- 5) Chair will be preparing clarification of roles for management vs legislative responsibilities.
- 6) DGS will work on recommendations regarding programatic and "0" based budgeting for the next budget cycle.
- 7) Chair will work on Smoking Policies recognizing the need for Employee Relations to discuss with bargaining units.
- 8) Paul Yarborough, DES Director, reported if the Annexation Court Decision returns roads to the County, the plan is to contract out the work. Commissioner Miller will share the Peter Kasting, ex-Assistant County Counsel, memo on "what if and what to do" with Mr. Yarborough for review.

Public Information Officer recommendations (see attached)

NEXT MEETING DATE: March 19, 1987 - 1:30 - 3:30 p.m. Room 602 County Courthouse.

Agenda: Complete timelines for Countywide Work Plan. Each Department will be more definitive about dates in their own Work Plans.

PUBLIC INFORMATION PLAN PRESENTATION
March 5, 1987

Chair Gladys McCoy wants residents to understand Multnomah County government. There is broad agreement with this goal. In order to inform residents of the role of county government and to let them know how well it is working, the county should follow a coordinated Communications Plan which can be evaluated and improved.

The Communications Plan will be designed and implemented by representatives from each department, coordinated through the Chair's office. Each department should also include a brief statement of its communication goal or goals in the annual work plan. Procedures concerning public information in the Administrative Procedures Manual are being re-affirmed (particularly numbers 1101 and 1102). These procedures already stipulate that the Chair reviews all news releases and news conferences. In addition, the county will follow the Visual Identification Program when producing signs and printed material.

The first project of the Communications Plan is "Know Your County Month" in September of 1987. After a brief statement of goals is made, the public information coordinators will propose activities, and, after the activities are approved, they will implement the activities. The departments will conduct their own events under the coordination of the Chair.

By Mike Dolan, Public Information Officer

A. <u>WHAT</u>	<u>WHEN</u>	<u>WHO</u>
Promote quality management of County programs	July	
<u>HOW</u>		
Develop Work Plans for 1987/88	July	Chair/All Depts.
Involve employees in development of objectives	July - Sept.	
Inform employees about completed objectives	Sept. 1987	
Communicate objectives to County employees effectively	Sept.	All Depts./Pub. Info. Officer/C.I.C
Report on implementation of updated Affirmative Action Plan	Sept. 1987	All Departments
Update long-range DP Plan (including report on projects underway)	Sept. - Nov. 1987	DGS/DP Management Committee
Implement long-range data processing plan	Nov. 1987	
Chair to present "State of County" message to BCC semi-annually	Jan. & July	Dept. Hds./Mgmt. Analysts
Simplify Request For Proposal contracting procedures and work with user advisory group to develop simplified procedures	July (draft revision) October	DGS/All Departments Management Analysts
Improve County's financial reporting system. Convene meeting of users to get Sheriff on LGFS (include budget and accounting issues)	August 1987	DGS/All Departments/ Finance Committee
Analyze and discuss the implications of centralized/decentralized mgmt. support services	Sept. to December 1987	DGS/Finance Committee/ Plenary Committee
Adopt County plan for 1988-89. (Completed)	July	Strategic Planning Committee/BCC
Develop 5-year plan for County government.	July	Strategic Planning Committee/BCC

B. WHAT

WHEN

WHO

Changes in countywide services.

HOW

Allocate County resources to emphasize
Countywide Services (Develop ordinance reaffirming Resolution A).

Complete municipal service transition activities and review level of services	July	Chair/Sheriff/DES (will depend on Ct. Decision)
Complete Marine Drive segment of 40 Mile Loop	July	DES
Evaluate feasibility of a mid-county multi-service center	July	DHS/DES
Contract with developers to build and operate a golf course and recreation vehicle campground at Blue Lake Park.	July	DES
Recommend a plan to deal with the jail space issue.	July 1987	Sheriff/DJS Legislature
Open a Work Release/Restitution Center.	2/19/87	Sheriff
Provide a plan to resolve the issue of funding the Library.	3/11/87	Strategic Planning Committee Chair/BCC/Elections

C. WHAT

Enhance public understanding of and access to County services.

HOW

Achieve agreement with the Board of County Commissioners on an improved budget format to increase understanding of County programs.

Develop and implement plans to improve effectiveness of public information.
Identify where Depts. "interface" with the public determine problem areas and plan to improve.

Locate two more Aging Services branch offices at senior centers.

Consolidate refugee health services with the Westside Clinic in the Gill Building.

Semi-annual Report Citizen Involvement Committee including plans for improvement

WHEN

August
to
October 1987

July (draft)
Sept. 1987

July

July

Jan. and
July

WHO

DGS/Finance Committee
CIC/Budget Planning
Committee

All Departments/Public
Information Officer

DHS

DHS

Citizen Involvement
Committee

D. WHAT

Promote County employee health, development and job satisfaction and enhance services to and recognition of employees

HOW

WHEN

WHO

Promote implementation of smoke-free
County facilities and develop a cessation program

April

DGS/Strategic
Planning Committee

Ascertain whether a strategy for addressing the
problem of training employees in English as a second
language is necessary.

July to
November

DGS/Employee Relations

Update plan and recommendations for
employee development and present budgetary plan to
chair.

August

DGS/All Departments

FINAL DRAFT

PROPOSED TIMELINES AND AMENDMENTS

FOR

PLAN

FOR

MULTNOMAH COUNTY GOVERNMENT

1987 - 1988

ADOPTED BY BOARD OF COUNTY COMMISSIONERS
DECEMBER 23, 1986

MISSION

Multnomah County's mission is to plan, finance and deliver services to all citizens and properties in the County. These services must be delivered effectively and efficiently, and distributed fairly in a manner that promotes public confidence in government.

GUIDING PRINCIPLES

Provide Equity and Fairness in the Delivery of Countywide Services.

Provide Cost Effective, Responsive Services.

Improve the General Health, Safety, and Well-being of County Citizens with an emphasis on those services that are preventive in nature.

Assure Continuity of Vital Public Services.

Achieve Equity and Stability in Taxation.

Encourage Citizen Involvement in County Government.

Achieve Broad Citizen Support for County Services.

Provide Equality in Employment Opportunity.

Improve Employee Efficiency, Productivity and Satisfaction.

Promote Excellence.

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Simplify Request For Proposal contracting procedures and work with user advisory group to develop simplified procedures	July (draft revision) October	DGS/All Departments Management Analysts
Analyze and discuss the implications of centralized/decentralized mgmt. support services	Sept. to December 1987	DGS/Finance Committee/Plenary Committee
Adopt County plan for 1987-88. (Completed)	July	Strategic Planning Committee/BCC
Complete 4-year plan for County government.	June 1988	Strategic Planning Committee/BCC
Implement improved social service contract monitoring system	Sept.	DHS

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WHEN

WHO

Changes in countywide services.

HOW

Allocate County resources to emphasize
Countywide Services (Develop ordinance reaffirming Resolution A).

Complete municipal service transition activities and review level of services	July	Chair/Sheriff/DES (will depend on Ct. Decision)
Complete Marine Drive segment of 40 Mile Loop	July	DES
Complete plans/strategies for feasible mid-county client service center	July 1987	DHS/DES/Chair
Contract with developers to build and operate a golf course and recreation vehicle campground at Blue Lake Park.	July	DES
Recommend a plan to deal with the jail space issue.	July 1987	Sheriff/DJS Legislature
Provide a plan to resolve the issue of funding the Library.	3/11/87	Strategic Planning Committee Chair/BCC/Elections

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August
to
October 1987

July (draft)
Sept. 1987

July

Jan. and
July

WHO

DGS/Finance Committee
CIC/Budget Planning
Committee

All Departments/Public
Information Officer

DHS

Citizen Involvement
Committee

D. WHAT

Promote County employee health, development and job satisfaction and enhance services to and recognition of employees

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Promote implementation of smoke-free
County facilities and develop a cessation program

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DGS/Strategic
Planning Committee

Ascertain whether a strategy for addressing the
problem of training employees in English as a second
language is necessary.

July to
November

DGS/Employee Relations

Update plan and recommendations for
employee development and present budgetary plan to
chair.

August

DGS/All Departments

E. WHAT

Review and define the funding and service delivery roles of various levels of government.

<u>HOW</u>	<u>WHEN</u>	<u>WHO</u>
Support regional funding and management of convention, trade and spectator facilities.	Ongoing	Strategic Planning Committee/BCC/Chair
Promote study of regional approaches to: A. Library B. Parks C. Adult correction services D. Emergency Ambulance Services E. Basic Emergency Needs F. Willamette River Bridges G. Extension Service	Ongoing	Chair/BCC/Intergovernmental Relations Committee
Promote legislation to make the State responsible for all sentenced felons.	Legis. Package Ongoing	Chair/BCC/Sheriff/ DJS/Intergovernmental Relations Committee
Promote full State funding of community services for the chronically mentally ill.	Legis. Package Ongoing	Chair/BCC/DHS/Intergovernmental Relations Committee
Promote increased state funding for the medically needy.	Legis. Package Ongoing	Chair/BCC/DHS/Intergovernmental Relations Committee
Analyze and evaluate consolidation of Multnomah County's and Portland's Community Action Agencies.	Oct.	Chair/Intergovernmental Relations Committee/DHS

F. WHAT

Improve delivery of vital services through coordinated intergovernmental response.

<u>HOW</u>	<u>WHEN</u>	<u>WHO</u>
Implement an intergovernmental agreement to provide a coordinated emergency response plan.	July & Ongoing	Chair/Intergovernmental Relations Committee
Complete intergovernmental agreements for East County road maintenance services consortium.	July	DES

G. WHAT

Provide necessary human services with an emphasis on disease and disability prevention.

HOW

WHEN

WHO

Develop programs to prevent serious chronic diseases caused by the use of tobacco or alcohol.

July

DHS

Expand mental health crisis services for indigents with no other source of care.

Ongoing

DHS

Conclude a County plan for AIDS services, treatment and education.

July

DHS

Conclude decisions regarding restructuring of the ambulance system to provide rate and medical facilities

Sept.

Chair/DHS

H. WHAT

Assure optimum use and efficiency of County land and buildings.

HOW

WHEN

WHO

Develop building standards.

July

DES

Develop a Work Plan for a 5 year space projection
To consider:

July

DES/Strategic
Planning Committee

Complete a Capital Facilities Plan

Dec.

DES/Strategic Planning Committee

Make decision on acquisition of Gill Bldg.

May

DES/DGS/DHS/BCC
Strategic Planning & Finance
Committees

I. WHAT

Maintain a Countywide law enforcement presence.

HOW

Maintain level of patrol in rural and unincorporated areas at not less than 1986-87 level pending completion of annexations of urbanized areas.

Transfer remaining deputies to City of Portland in accordance with annexations and Intergovernmental agreements

WHEN

July

Ongoing

WHO

Sheriff

Sheriff/BCC

J. WHAT

Provide leadership for adequate services for youth.

HOW

WHEN

WHO

Define the roles of the County in providing services relative to other governments (State and Federal), the schools and the private sector.

July

BCC/DHS/DJS

Develop a County service delivery plan.

July
1988

Chair/Strategic
Planning Committee

Develop and implement strategies to address serious youth problems.

(all the following to be completed by 1992)

A. Expand the number of school based teen health clinics.

DHS/BCC/Chair

B. Enhance preventive health, mental health and dental programs.

DHS

C. Shorten the response and referral time for youth served by the Juvenile Department.

DJS/Circuit Court

Create a Youth Division within DHS

July
1987

Chair/BCC

K. WHAT

Protect and promote the County Natural Resources.

HOW

WHEN

WHO

Update County Comprehensive Plan in conformance
with State requirements.

July
1988

DES



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N O T I C E

PLENARY COMMITTEE MEETING

(Finance, Intergovernmental Relations, and Strategic Planning Committees)

March 19, 1987

Room 602 - County Courthouse

1:30 - 3:30 P.M.

A G E N D A

1. Completion of Setting Timelines for County Work Plan activities.

(NOTE: Committee Members to bring suggestions for changes to
Proposed Time Guidelines with copies for other members.(20)



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N O T I C E

PLENARY SESSION - STANDING COMMITTEES

Room 602 - County Courthouse

October 28, 1987

Members: Gladys McCoy, Chair; Commissioner Pauline Anderson; Commissioner Caroline Miller; Commissioner Gretchen Kafoury; Commissioner Polly Casterline; Sheriff Fred Pearce; Michael Schrunck, District Attorney; Paul Yarborough, DES Director; Linda Alexander, DGS Director; Duane Zussy, DHS Director; Merlin Reynolds, CIC Director. Hank Miggins, Chair's Office; Dave Warren, Budget Manager; Anne Kelly Feeney, Auditor, Dave Boyer, Finance Manager

A G E N D A

9:30 A.M. - 11:00 A.M.

1. Joint Meeting - Strategic Planning, Intergovernmental Relations, and Finance Committees

- a) Intergovernmental Agreements
- b) Employee Membership Dues

11:00 A.M.- 12:00 P.M.

Strategic Planning Committee

1. Review November Work Plans - All Departments

Next Meeting - Plenary Session - October 28 at 9:30 a.m. - Room 602 County Courthouse with Strategic Planning meeting 11:00 -12:00

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