

ANNOTATED MINUTES

*Tuesday, April 28, 1992 - 9:30 AM
Multnomah County Courthouse, Room 602*

PLANNING ITEMS

Vice-Chair Sharron Kelley convened the meeting at 9:35 a.m., with Commissioners Pauline Anderson and Gary Hansen present, Chair Gladys McCoy excused, and Commissioner Rick Bauman arriving at 9:38 a.m.

- P-1 CS 4-92 **PLEASE NOTE: THE PUBLIC HEARING PREVIOUSLY SCHEDULED FOR THIS TIME IS HEREBY CANCELLED** in the Matter of the March 2, 1992 Planning Commission Decision to Approve, Subject to Conditions, a Requested Community Service Use Expansion for the American Hellenic Education Center Site, Located on Property at 32149 SE STEVENS ROAD, Due to Appellants Withdrawal of Their Notice of Review.

The Following April 6, 1992 Decisions of the Planning Commission are Reported to the Board of County Commissioners for Review and Acknowledgement by the Presiding Officer:

- P-2 CS 5-92 **DENIAL, BASED ON CERTAIN FINDINGS AND CONCLUSIONS,** of a Requested Community Service Use Designation for a Proposed Recreation Vehicle Campground and its Proposed Accessory Uses, for Property Located at 20505 NW MORGAN ROAD
- P-3 CU 6-92 **APPROVAL, SUBJECT TO CONDITIONS,** of a Conditional Use Request for Development of a 3.34 Acre Lot of Record with a Non-Resource Related Single Family Dwelling, for Property Located at 225 SE LUCAS ROAD

SCOTT PEMBLE EXPLANATION AND RESPONSE TO BOARD QUESTIONS FOR ITEMS P-1 THROUGH P-3. UPON MOTION OF COMMISSIONER ANDERSON, SECONDED BY COMMISSIONER HANSEN, IT WAS UNANIMOUSLY APPROVED THAT P-1 BE MOVED TO THE ACKNOWLEDGEMENT AGENDA. VICE-CHAIR KELLEY ACKNOWLEDGED MARCH 2, 1992 PLANNING COMMISSION DECISION, P-1 AND THE APRIL 6, 1992 PLANNING COMMISSION DECISIONS, P-2 AND P-3.

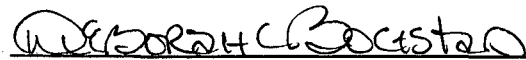
Commissioner Rick Bauman arrived at 9:38 a.m.

MR. PEMBLE ADVISED THE MSD GREENSPACES MASTERPLAN BRIEFING WILL BE SCHEDULED FOR TUESDAY, MAY 26, 1992.

VICE-CHAIR KELLEY ANNOUNCED THE MENTAL AND EMOTIONAL DISABILITIES SYSTEM REVIEW TASK FORCE REPORT BRIEFING IS RESCHEDULED FOR THURSDAY, APRIL 30, 1992, FOLLOWING THE REGULAR AGENDA.

There being no further business, the planning meeting was adjourned at 9:40 a.m.

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


Deborah L. Bogstad

*Tuesday, April 28, 1992 - 9:40 AM
Multnomah County Courthouse, Room 602*

AGENDA REVIEW

B-1 *Review of Agenda for Regular Meeting of April 30, 1992.*

R-8 **STAFF REQUESTED THAT A SECOND READING BE SCHEDULED FOR THURSDAY, MAY 14, 1992. DISCUSSION REGARDING USE OF EMERGENCY CLAUSE.**

R-9 **ADDITIONAL STAFF RESEARCH REQUESTED BY COMMISSIONER HANSEN.**

R-10 **STAFF REQUESTED REMOVAL FROM AGENDA PENDING FURTHER STUDY.**

R-11 **STAFF EXPLAINED THE BOARD MUST CONVENE AS THE BUDGET COMMITTEE ON THURSDAY FOR CONSIDERATION OF THIS ITEM.**

R-12 **BUDGET STAFF PRESENTATIONS REGARDING CURRENT AND NEXT FISCAL YEAR GENERAL FUND OUTLOOK AND CRITERIA OF CONTINGENCY REQUESTS R-12 THROUGH R-15. FOR R-12, DES STAFF REQUESTED TRANSFER FROM FACILITIES AND PROPERTY MANAGEMENT UTILITIES BUDGET INSTEAD OF CONTINGENCY.**

R-15 **STAFF DIRECTED TO LOOK FOR FUNDS WITHIN CHAIR'S BUDGET.**

*Tuesday, April 28, 1992 - 11:00 AM
Multnomah County Courthouse, Room 602*

BOARD BRIEFING

B-3 *Status Report of New Juvenile Detention Home Site and Floor Plans Based on Current Juvenile Justice Division Staffing Levels and Current Interworking Relations of Division Staff and Public Access. Presented by Bob Nilsen and Hal Ogburn.*

HAL OGBURN, BOB NILSEN AND DAVE BOYER

PRESENTATION AND RESPONSE TO BOARD QUESTIONS AND DISCUSSION. MR. BOYER TO PREPARE FINANCING DATA. MR. OGBURN TO PREPARE RESOLUTION REQUESTING APPROVAL OF ADDITIONAL BEDS FOR BOARD CONSIDERATION. MEETINGS TO BE SCHEDULED BETWEEN STAFF AND INDIVIDUAL COMMISSIONERS PRIOR TO NEXT BRIEFING.

*Thursday, April 30, 1992 - 9:30 AM
Multnomah County Courthouse, Room 602*

REGULAR MEETING

Vice-Chair Sharron Kelley convened the meeting at 9:38 a.m., with Commissioners Pauline Anderson, Rick Bauman and Gary Hansen present, and Chair Gladys McCoy excused.

REGULAR AGENDA

JUSTICE SERVICES

SHERIFF'S OFFICE

R-1 PROCLAMATION in the Matter of Proclaiming the Week of May 3-9, 1992 as "NATIONAL CORRECTIONS OFFICERS WEEK" in Multnomah County, Oregon

MAJOR TOM SLYTER INTRODUCED CORRECTIONS OFFICERS JACQUELINE JAMIESON AND CATHRYN LAMB AND READ PROCLAMATION. UPON MOTION OF COMMISSIONER BAUMAN, SECONDED BY COMMISSIONER ANDERSON, PROCLAMATION 92-62 WAS UNANIMOUSLY APPROVED.

DEPARTMENT OF HEALTH

R-3 PROCLAMATION in the Matter of Proclaiming the Week of May 4, 1992 as "NATIONAL NURSES WEEK" in Multnomah County, Oregon

COMMISSIONER BAUMAN MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF R-3. JAN SINCLAIR INTRODUCED ONA REPRESENTATIVES JOANNE MALLEY AND DIANE WITMARSH AND READ PROCLAMATION. MS. MALLEY COMMENTS. PROCLAMATION 92-63 UNANIMOUSLY APPROVED.

DEPARTMENT OF ENVIRONMENTAL SERVICES

R-4 PROCLAMATION in the Matter of Proclaiming the Week of May 3-9, 1992 as "BE KIND TO ANIMALS WEEK" in Multnomah County, Oregon

COMMISSIONER BAUMAN MOVED AND COMMISSIONER ANDERSON SECONDED, APPROVAL OF R-4. MIKE

OSWALD PRESENTATION. MR. OSWALD INTRODUCED MISS KELLY AND FRAN MANOS AND READ PROCLAMATION. PROCLAMATION 92-64 UNANIMOUSLY APPROVED.

NON-DEPARTMENTAL

- R-7 PROCLAMATION in the Matter of Proclaiming the Period of May 1 through May 9, 1992, as "COMMUNITY LAW WEEK" in Multnomah County, Oregon**

RANDY DUNCAN READ PROCLAMATION AND REPORTED ON ACTIVITIES PLANNED FOR COMMUNITY LAW WEEK. COMMISSIONER BAUMAN MOVED AND COMMISSIONER ANDERSON SECONDED, APPROVAL OF R-7. BOARD COMMENTS. PROCLAMATION 92-65 UNANIMOUSLY APPROVED.

DEPARTMENT OF SOCIAL SERVICES

- R-2 PROCLAMATION in the Matter of "FAMILY WEEK" for the Week of May 3, 1992**

PROCLAMATION READ. COMMISSIONER BAUMAN MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF R-2. COMMISSIONER ANDERSON COMMENTS. PROCLAMATION 92-66 UNANIMOUSLY APPROVED.

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-5 ORDER in the Matter of the Conveyance to the City of Portland Four Parcels of Road Fund Related Property Owned by the County, Adjacent to Former County Roads Previously Surrendered to the City of Portland and Authorizing the Chair of the Board to Execute the Deed for Road Purposes**

UPON MOTION OF COMMISSIONER HANSEN, SECONDED BY COMMISSIONER BAUMAN, ORDER 92-67 WAS UNANIMOUSLY APPROVED.

- R-6 Budget Modification DES #22 Requesting Authorization to Transfer \$2,931 from Recreation Fund Contingency to Park Services Division, Marine Facilities, Personal Services Line Items, to Allow for Accelerated Creation of a New Park Ranger Position in the Marine Facilities Section**

UPON MOTION OF COMMISSIONER HANSEN, SECONDED BY COMMISSIONER BAUMAN, R-6 WAS UNANIMOUSLY APPROVED.

NON-DEPARTMENTAL

- R-8 First Reading and Possible Adoption of an ORDINANCE Approving an Intergovernmental Agreement with the City of Portland for the Establishment and**

Operation of New Metropolitan Human Rights Commission and Declaring an Emergency

PROPOSED ORDINANCE READ BY TITLE ONLY. COPIES AVAILABLE. COMMISSIONER HANSEN MOVED AND COMMISSIONER BAUMAN SECONDED, APPROVAL OF THE FIRST READING AND ADOPTION. BOARD DISCUSSION CONCERNING NEED FOR EMERGENCY CLAUSE. CAROLYN MARKS BAX RESPONSE TO BOARD QUESTIONS. COMMISSIONER BAUMAN MOVED AND COMMISSIONER ANDERSON SECONDED, TO DELETE THE EMERGENCY CLAUSE PROVISION. BOARD COMMENTS. MOTION TO DELETE EMERGENCY CLAUSE FAILED, WITH COMMISSIONERS ANDERSON AND BAUMAN VOTING AYE, AND COMMISSIONERS HANSEN AND KELLEY VOTING NO. JOHN DuBAY AND MS. MARKS BAX RESPONSE TO BOARD QUESTIONS AND DISCUSSION. COMMISSIONER HANSEN'S MOTION TO SCHEDULE SECOND READING IN THREE WEEKS DIED FOR LACK OF SECOND. COMMISSIONER BAUMAN MOVED AND COMMISSIONER ANDERSON SECONDED, TO DELETE EMERGENCY CLAUSE PROVISION AND SCHEDULE SECOND READING IN THREE WEEKS. MOTION FAILED, WITH COMMISSIONERS ANDERSON AND BAUMAN VOTING AYE, AND COMMISSIONERS HANSEN AND KELLEY VOTING NO. BOARD COMMENTS. ORDINANCE 720 UNANIMOUSLY APPROVED.

NON-DEPARTMENTAL
MANAGEMENT SUPPORT

- R-9 *Second Reading and Possible Adoption of an ORDINANCE Relating to Benefits for Employees Not Covered by Collective Bargaining Agreement, and Amending Ordinance No. 534*

PROPOSED ORDINANCE READ BY TITLE ONLY. COPIES AVAILABLE. NO ONE WISHED TO TESTIFY. UPON MOTION OF COMMISSIONER HANSEN, SECONDED BY COMMISSIONER BAUMAN, ORDINANCE 721 WAS UNANIMOUSLY APPROVED.

- R-10 *Ratification of an Amendment to the Collective Bargaining Agreement Between Multnomah County, Oregon and the International Brotherhood of Electrical Workers Local 48, Authorizing Payment of a 3% Differential to Employees Assigned as Supervising Electricians*

UPON MOTION OF COMMISSIONER BAUMAN, SECONDED BY COMMISSIONER HANSEN, R-10 WAS UNANIMOUSLY TABLED.

(Recess as the Board of County Commissioners and convene as the Multnomah

- R-11 *RESOLUTION in the Matter of Accepting the Supplemental 1991-92 Budget and Preparing the Approved Supplemental Budget for Submittal to the Tax Supervising and Conservation Commission*

DAVE WARREN EXPLANATION. UPON MOTION OF COMMISSIONER ANDERSON, SECONDED BY COMMISSIONER BAUMAN, RESOLUTION 92-68 WAS UNANIMOUSLY APPROVED.

(Recess as the Multnomah County Budget Committee and reconvene as the Board of County Commissioners)

CONTINGENCY REQUESTS

- R-12 *Budget Modification DES #21 Requesting Authorization to Transfer \$25,000 from General Fund Contingency to Facilities and Property Management, to Upgrade the Courthouse Board Room Sound System*

COMMISSIONER HANSEN MOVED AND COMMISSIONER ANDERSON SECONDED, APPROVAL OF R-12. COMMISSIONER BAUMAN MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF SUBSTITUTE BUDGET MODIFICATION. MR. WARREN AND WAYNE GEORGE EXPLANATION. SUBSTITUTION UNANIMOUSLY APPROVED. DES #21 REVISED AUTHORIZING TRANSFER OF \$25,000 FROM THE FACILITIES UTILITIES BUDGET TO UPGRADE THE COURTHOUSE BOARD ROOM SOUND SYSTEM UNANIMOUSLY APPROVED.

- R-13 *Budget Modification MCHD #5 Requesting Authorization to Transfer \$4,683 from General Fund Contingency to Health Department, Corrections Health Budget, to Pay for the Addition of 1 FTE Health Assistant Beginning May 1, 1992*

COMMISSIONER HANSEN MOVED AND COMMISSIONER BAUMAN SECONDED, APPROVAL OF R-13. BOARD COMMENTS. BUDGET MODIFICATION UNANIMOUSLY APPROVED.

- R-14 *Budget Modification MCSO #17 Requesting Authorization to Transfer \$71,694 from General Fund Contingency to the Narcotics Forfeiture Budget, to Pay for a Lieutenant Position Beginning July 1, 1991, to be Paid for out of Forfeiture Revenue*

COMMISSIONER HANSEN MOVED, AND PASSING THE GAVEL, COMMISSIONER KELLEY SECONDED, TO SET R-14 OVER ONE WEEK. MOTION FAILED WITH COMMISSIONERS HANSEN AND KELLEY VOTING AYE, AND COMMISSIONERS BAUMAN AND ANDERSON VOTING NO. LARRY AAB RESPONSE TO BOARD QUESTIONS. COMMISSIONER BAUMAN'S MOTION TO REDUCE THE

AMOUNT REQUESTED DIED FOR LACK OF SECOND. BOARD COMMENTS AND DISCUSSION. BUDGET MODIFICATION APPROVED, WITH COMMISSIONERS ANDERSON, HANSEN AND KELLEY VOTING AYE, AND COMMISSIONER BAUMAN VOTING NO.

- R-15 *Budget Modification NOND #29 Requesting Authorization to Transfer \$1,867 from General Fund Contingency to the Chair's Office Budget, for Continued Funding of Intensified Association of Oregon Counties Land Use Efforts During 1992*

COMMISSIONER HANSEN MOVED AND COMMISSIONER ANDERSON SECONDED, APPROVAL OF R-15. MR. WARREN EXPLANATION. COMMISSIONER ANDERSON MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF SUBSTITUTE BUDGET MODIFICATION. BOARD COMMENTS. BUDGET MODIFICATION NOND #29a REVISED AUTHORIZING TRANSFER OF \$1,867 FROM PURCHASING PROFESSIONAL SERVICES UNANIMOUSLY APPROVED.

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-16 *PUBLIC HEARING and Request for Approval of an ORDER in the Matter of the Transfer of Tax Foreclosed Property to the CITY OF PORTLAND, OREGON for Public Park Purposes [Blythswood, Lot 49]*
- R-17 *PUBLIC HEARING and Request for Approval of an ORDER in the Matter of the Transfer of Tax Foreclosed Property to the CITY OF GRESHAM, OREGON for Public Park Purposes [Sec 16, 1S 3E, TL #102]*
- R-18 *PUBLIC HEARING and Request for Approval of an ORDER in the Matter of the Transfer of Tax Foreclosed Property to the CITY OF GRESHAM, OREGON for Public Park Purposes [Sec 17, 1S 3E, TL #156]*

NO ONE WISHED TO TESTIFY ON ITEMS R-16 THROUGH R-18. LARRY BAXTER EXPLANATION. UPON MOTION OF COMMISSIONER BAUMAN, SECONDED BY COMMISSIONER HANSEN, ORDERS 92-69, 92-70 AND 92-71 WERE UNANIMOUSLY APPROVED.


NON-DEPARTMENTAL

- R-19 *Request for Approval of The Private Industry Council Job Training Plan for the Service Delivery Area Comprised of Multnomah and Washington Counties and the City of Portland for the Period July 1, 1992 through June 30, 1994*

VICE-CHAIR KELLEY EXPLANATION. UPON MOTION OF COMMISSIONER HANSEN, SECONDED BY COMMISSIONER ANDERSON, R-19 WAS UNANIMOUSLY APPROVED.

There being no further business, the meeting was adjourned at 10:39 a.m.

OFFICE OF THE BOARD CLERK
for MULTNOMAH COUNTY, OREGON


Deborah L. Bogstad

Thursday, April 30, 1992 - 11:00 AM
Multnomah County Courthouse, Room 602

BOARD BRIEFING

B-1 *Mental and Emotional Disabilities System Review Task Force Report and Recommendations. Presented by Dr. Joseph Gallegos, Task Force Chair.*

CHAIR McCOY INTRODUCED KATHY MILLARD, KAREN BELSEY AND JOE GALLEGOS. MR. GALLEGOS, MS. BELSEY, LINDA REILLY, JERRY FRYE AND REX SURFACE PRESENTATION AND RESPONSE TO BOARD QUESTIONS. BOARD SOLICITED COMMENTS FROM INTERESTED PARTICIPANTS AS FOLLOWS: GARLINGTON CENTER DIRECTOR LIAM CALLAN; MOUNT HOOD MENTAL HEALTH PROGRAM SUPERVISOR DEB YOUNG; MENTAL HEALTH SERVICES WEST DIRECTOR JUNE DUNN; THE MIND EMPOWERED DIRECTOR GARRETT SMITH; AND CITIZEN ADVOCATE DOUG MONTGOMERY. MR. SURFACE REQUESTED BOARD ACCEPTANCE OF REPORT, TO BE PLACED ON MAY 7, 1992 AGENDA.



MULTNOMAH COUNTY OREGON

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

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

AGENDA

MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS

FOR THE WEEK OF

APRIL 27 - MAY 1, 1992

Tuesday, April 28, 1992 - 9:30 AM - Planning Items.Page 2
Tuesday, April 28, 1992 - 9:40 AM - Agenda ReviewPage 2
Tuesday, April 28, 1992 - 10:30 AM - Board Briefings.Page 2
Thursday, April 30, 1992 - 9:30 AM - Regular Meeting.Page 3

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

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

Tuesday, April 28, 1992 - 9:30 AM

Multnomah County Courthouse, Room 602

PLANNING ITEMS

- P-1 CS 4-92 PLEASE NOTE: THE PUBLIC HEARING PREVIOUSLY SCHEDULED FOR THIS TIME IS HEREBY CANCELLED in the Matter of the March 2, 1992 Planning Commission Decision to Approve, Subject to Conditions, a Requested Community Service Use Expansion for the American Hellenic Education Center Site, Located on Property at 32149 SE STEVENS ROAD, Due to Appellants Withdrawal of Their Notice of Review.

The Following April 6, 1992 Decisions of the Planning Commission are Reported to the Board of County Commissioners for Review and Acknowledgement by the Presiding Officer:

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- P-3 CU 6-92 APPROVAL, SUBJECT TO CONDITIONS, of a Conditional Use Request for Development of a 3.34 Acre Lot of Record with a Non-Resource Related Single Family Dwelling, for Property Located at 225 SE LUCAS ROAD

Tuesday, April 28, 1992 - 9:40 AM

Multnomah County Courthouse, Room 602

AGENDA REVIEW

- B-1 Review of Agenda for Regular Meeting of April 30, 1992.

Tuesday, April 28, 1992 - 10:30 AM

Multnomah County Courthouse, Room 602

BOARD BRIEFINGS

- B-2 Mental and Emotional Disabilities System Review Task Force Report and Recommendations. Presented by Dr. Joseph Gallegos, Task Force Chair. 30 MINUTES REQUESTED.
- B-3 Status Report of New Juvenile Detention Home Site and Floor Plans Based on Current Juvenile Justice Division Staffing Levels and Current Interworking Relations of Division Staff and Public Access. Presented by Bob Nilsen and Hal Ogburn. 30 MINUTES REQUESTED.

Thursday, April 30, 1992 - 9:30 AM

Multnomah County Courthouse, Room 602

REGULAR MEETING

REGULAR AGENDA

JUSTICE SERVICES

SHERIFF'S OFFICE

- R-1 PROCLAMATION in the Matter of Proclaiming the Week of May 3-9, 1992 as "NATIONAL CORRECTIONS OFFICERS WEEK" in Multnomah County, Oregon

DEPARTMENT OF SOCIAL SERVICES

- R-2 PROCLAMATION in the Matter of "FAMILY WEEK" for the Week of May 3, 1992

DEPARTMENT OF HEALTH

- R-3 PROCLAMATION in the Matter of Proclaiming the Week of May 4, 1992 as "NATIONAL NURSES WEEK" in Multnomah County, Oregon

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-4 PROCLAMATION in the Matter of Proclaiming the Week of May 3-9, 1992 as "BE KIND TO ANIMALS WEEK" in Multnomah County, Oregon
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NON-DEPARTMENTAL

- R-7 PROCLAMATION in the Matter of Proclaiming the Period of May 1 through May 9, 1992, as "COMMUNITY LAW WEEK" in Multnomah County, Oregon
- R-8 First Reading and Possible Adoption of an ORDINANCE Approving an Intergovernmental Agreement with the City of Portland for the Establishment and Operation of New Metropolitan Human Rights Commission and Declaring an Emergency

NON-DEPARTMENTAL

MANAGEMENT SUPPORT

- R-9 Second Reading and Possible Adoption of an ORDINANCE Relating to Benefits for Employees Not Covered by Collective Bargaining Agreement, and Amending Ordinance No. 534
- R-10 Ratification of an Amendment to the Collective Bargaining Agreement Between Multnomah County, Oregon and the International Brotherhood of Electrical Workers Local 48, Authorizing Payment of a 3% Differential to Employees Assigned as Supervising Electricians
- R-11 RESOLUTION in the Matter of Accepting the Supplemental 1991-92 Budget and Preparing the Approved Supplemental Budget for Submittal to the Tax Supervising and Conservation Commission

CONTINGENCY REQUESTS

- R-12 Budget Modification DES #21 Requesting Authorization to Transfer \$25,000 from General Fund Contingency to Facilities and Property Management, to Upgrade the Courthouse Board Room Sound System
- R-13 Budget Modification MCHD #5 Requestion Authorization to Transfer \$4,683 from General Fund Contingency to Health Department, Corrections Health Budget, to Pay for the Addition of 1 FTE Health Assistant Beginning May 1, 1992
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MULTNOMAH COUNTY OREGON

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RICK BAUMAN •	DISTRICT 3 •	248-5217
SHARRON KELLEY •	DISTRICT 4 •	248-5213
CLERK'S OFFICE •		248-3277

SUPPLEMENTAL AGENDA

Thursday, April 30, 1992 - 9:30 AM

Multnomah County Courthouse, Room 602

REGULAR MEETING

REGULAR AGENDA

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-16 PUBLIC HEARING and Request for Approval of an ORDER in the Matter of the Transfer of Tax Foreclosed Property to the CITY OF PORTLAND, OREGON for Public Park Purposes [Blythswood, Lot 49]
- R-17 PUBLIC HEARING and Request for Approval of an ORDER in the Matter of the Transfer of Tax Foreclosed Property to the CITY OF GRESHAM, OREGON for Public Park Purposes [Sec 16, 1S 3E, TL #102]
- R-18 PUBLIC HEARING and Request for Approval of an ORDER in the Matter of the Transfer of Tax Foreclosed Property to the CITY OF GRESHAM, OREGON for Public Park Purposes [Sec 17, 1S 3E, TL #156]

NON-DEPARTMENTAL

- R-19 Request for Approval of The Private Industry Council Job Training Plan for the Service Delivery Area Comprised of Multnomah and Washington Counties and the City of Portland for the Period July 1, 1992 through June 30, 1994

Thursday, April 30, 1992 - 11:00 AM

Multnomah County Courthouse, Room 602

BOARD BRIEFING

- B-1 Mental and Emotional Disabilities System Review Task Force Report and Recommendations. Presented by Dr. Joseph Gallegos, Task Force Chair. 30 MINUTES REQUESTED.

0201C/27/db
4/27/92

Meeting Date: APR 30 1992

Agenda No.: R-1

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: PROCLAMATION

BCC Informal _____ BCC Formal April 30, 1992
(date) (date)

DEPARTMENT Sheriff's Office DIVISION _____

CONTACT Bart Whelan TELEPHONE _____

PERSON(S) MAKING PRESENTATION Bart Whelan

ACTION REQUESTED:

☐ INFORMATIONAL ONLY

☐ POLICY DIRECTION

☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

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

PROCLAMATION in the Matter of Proclaiming the Week of May 3-9, 1992
as National Corrections Officers Week in Multnomah County, Oregon

*4/30/92 Second Original to Major Tom Slyter
5/4/92 copy to Bart Whelan*

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL Sheriff Bob Skipper

Or

DEPARTMENT MANAGER _____

(All accompanying documents must have required signatures)

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of Proclaiming the)
Week of May 3-9, 1992 as National)
Corrections Officers Week in)
Multnomah County, Oregon)

PROCLAMATION
92-62

WHEREAS, the Congress and the President of the United States have designated the Week of May 3-9, 1992 as National Corrections Officer Week; and

WHEREAS, the professional men and women who are Corrections Officers in Multnomah County, Oregon play an essential role in safeguarding the rights and freedoms of the citizens of Multnomah County; and

WHEREAS, the Corrections Officers of the Multnomah County Sheriff's Office are dedicated to providing a clean and humane environment to all those persons they are charged to house; and

WHEREAS, these professional men and women are rendering a dedicated service to their communities and have established for themselves and enviable and enduring reputation for preserving the rights and security of all citizens; and

NOW, THEREFORE, the Board of Commissioners of Multnomah County PROCLAIM May 3-9, 1992 to be Corrections Officers Week in Multnomah County, Oregon.

PROCLAIMED this 30th day of April , 1992.

MULTNOMAH COUNTY, OREGON

By Sharon K. McCoy
Gladys McCoy
Multnomah County Chair



Meeting Date: APR 30 1992

Agenda No.: R-2

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: Proclamation for "Family Week"

BCC Informal 4/28/92

(date)

BCC Formal 4/30/92

(date)

DEPARTMENT DSS

DIVISION SSD

CONTACT Gail McCornack

TELEPHONE 248-3565 (x2231)

PERSON(S) MAKING PRESENTATION Michael Morrissey

ACTION REQUESTED:

☐ INFORMATIONAL ONLY

☐ POLICY DIRECTION

☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

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

"Family Week Celebration" is a collaborative partnership of organizations and agencies throughout the Multnomah County area. This event celebrates the new and changing nature of families and the support systems that provide encouragement to children and youth. "Family Week Celebration" will include numerous activities sponsored by schools, businesses, social service agencies and religious organizations.

5/1/92 SECOND ORIGINAL to Michael Morrissey

5/4/92 COPY to Gary Smith

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL _____

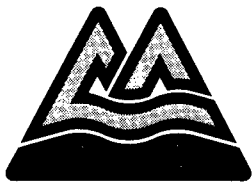
Or

DEPARTMENT MANAGER _____

Andy Craighead

(All accompanying documents must have required signatures)

MULTNOMAH COUNTY
OREGON
1992 APR 21 AM 11:04
CLERK OF COUNTY COMMISSIONERS



MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES
YOUTH PROGRAM OFFICE
426 S.W. STARK ST., SIXTH FLOOR
PORTLAND, OREGON 97204
(503) 248-3565
FAX NUMBER 248-3379

CHILDREN AND
YOUTH SERVICES
COMMISSION

MEMORANDUM

TO: Gladys McCoy, Chair
Multnomah County Board of County Commissioners

Via: Ardys Craghead, Interim Director *Ardys*
Department of Social Services

FROM: Gary Smith, Director *GWS*
Social Services Division

SUBJECT: Family Week Proclamation

DATE: April 20, 1992

Recommendation: It is recommended that the Proclamation for Family Week be signed in support of the local Family Week celebration and related events.

Analysis and Background: Family Week is a collaborative effort with local organizations and agencies designed to celebrate the varied and changing nature of families today. It begins on May 3rd, continues through May 10th and will culminate with Mothers Day.

Family Week has been coordinated with a multitude of local groups and businesses. The week will include local events at parks, churches and a multitude of school related activities. Area businesses have also helped to promote the weeks activities through corporate donations and public relations assistance.

The nature of families has and will continue to change over the years. A traditional family no longer consist of two parents and their children, instead our society is realizing that familiar support can come from numerous sources. Diversity is a core component to the celebration and Family Week has been developed with the values of diversity in mind.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON

In the matter of Family)
Week for the week of)
May 3, 1992)

PROCLAMATION
92-66

WHEREAS, The week of May 3 through May 10 is Family Week: and

WHEREAS, The family system of today is unique and different from the family system of years before; and

WHEREAS, One's family may be comprised of friends, work associates, church members, community members, or any set of people who believe in the value of the individual and support that person in a nurturing and familiar manner; and

WHEREAS, In the year 2000 we envision an extended family that has come together to embrace the concept of diversity and multi-cultural values; and

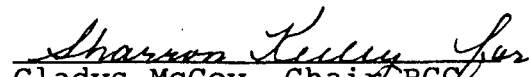
WHEREAS, The Family Week event has been developed as a collaborative community celebration; and

WHEREAS, We value our children and believe in the spirit of hope for their future.

THEREFORE, The Multnomah County Board of County Commissioners proclaims May 3, 1992 through May 10, 1992 as Family Week.

Dated this 30th day of April, 1992

MULTNOMAH COUNTY, OREGON


Gladys McCoy, Chair BCC
Multnomah County, Oregon


Lawrence Kressel, County Counsel
of Multnomah County



Meeting Date: APR 30 1992

Agenda No.: R-3

(Above space for Clerk's Office Use)

.....

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: Proclamation

BCC Informal _____
(date)

BCC Formal April 30, 1992
(date)

DEPARTMENT: Health

DIVISION: Administration

CONTACT: Billi Odegaard

TELEPHONE: 248-3674

PERSON(S) MAKING PRESENTATION Billi Odegaard and Representatives
from Oregon Nurses Association

ACTION REQUESTED:

☒ INFORMATION ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 - 10 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

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

In the matter of proclaiming the week of May 4, 1992 as "National
Nurses Week" in Multnomah County, Oregon

4/30/92 second original to Jan Sinclair
5/4/92 copy to Billi Odegaard

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL _____

Or

DEPARTMENT MANAGER Billi Odegaard

(All accompanying documents must have required signatures)

1992 APR 20 PM 3:10
MULTNOMAH COUNTY
OREGON

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of Proclaiming)
the Week of May 4, 1992 as)
"National Nurses Week" in)
Multnomah County, Oregon)
PROCLAMATION
92-63

WHEREAS, two million registered nurses in this country represent our nation's largest health care resource; and

WHEREAS, nurses care for America every day by providing high quality care, working toward access to health care services for all Americans and by promoting initiatives for national health care reform; and

WHEREAS, the American Nurses Association, which serves as the voice for the registered nurses of this country, and 55 other nursing organizations representing 800,000 registered nurses have issued "Nursing's Agenda for Health Care Reform;" and

WHEREAS, ANA calls for a major restructuring of our health care system to ensure access to quality care for all U.S. citizens and legal residents; and

WHEREAS, the demand for nursing services is greater than ever because of an aging America, the industry's ability to sustain life through increased technology, changes in the settings where health care is delivered, changes in health care financing and changing health care needs of today's consumers; and

WHEREAS, there is a projected need of 600,000 additional nurses during the next decade and more qualified nurses will be needed in the future to meet the increasingly complex needs of health care consumers in this community, and

WHEREAS, along with the American Nurses Association the Oregon Nurses Association has declared the week of May 4 as NATIONAL NURSES WEEK 1992 with the theme "Nurses: Shaping the Future of Health Care" in celebration of the ways in which nurses strive to provide high quality patient care and improve our health care system.

THEREFORE, IT IS HEREBY PROCLAIMED, that the Board of County Commissioners for Multnomah County, Oregon ask all residents of Multnomah County to join in celebrating the Week of May 4, 1992 as National Nurses Week and in honoring the nurses who care for all of us.

BE IT FURTHER PROCLAIMED, that the residents of Multnomah County celebrate nursing's accomplishments and efforts to improve our health care system and show our appreciation for the nation's nurses, not just during this week but at every opportunity throughout the year.

ADOPTED this 30th, day of April, 1992.

MULTNOMAH COUNTY, OREGON

By Sharon Kelley
Gladys McCoy, County Chair



Submit
4/20

Meeting Date: APR 30 1992

Agenda No.: R-4

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: Proclamation - Be Kind To Animals Week

BCC Informal _____ BCC Formal 4/30/92
(date) (date)

DEPARTMENT DES DIVISION Animal Control

CONTACT Mike Oswald TELEPHONE 248-4056

PERSON(S) MAKING PRESENTATION Mike Oswald

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 10 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

BRIEF SUMMARY (include statement of rationale for action requested, as well as personnel and fiscal/budgetary impacts, if applicable):
To have the Board's approval on the proclamation for Be Kind To Animals Week. In addition, the announcement of the 4th Annual Paw Print Ceremony.

Second
4/30/92 original to Mike Oswald
5/4/92 copy to Mike Oswald

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL _____

Or

DEPARTMENT MANAGER mb 

(All accompanying documents must have required signatures)

BOARD OF
COUNTY COMMISSIONERS
1992 APR 20 PM 3:10
MULTNOMAH COUNTY
OREGON

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of Proclaiming the Week)
of May 3-9, 1992 as Be Kind to Animals) PROCLAMATION
Week in Multnomah County, Oregon) 92-64

WHEREAS we have been endowed not only with the blessings and benefits of animals, including companionship and great pleasure in our daily lives, but also with a firm responsibility to protect these fellow creatures with whom we share the earth from need, pain, fear and suffering; and

WHEREAS we recognize that teaching attitudes of kindness, consideration and respect for all living things through humane education in the schools and community helps to provide the basic values on which a humane and civilized society is built; and

WHEREAS the people in Multnomah County are deeply indebted to their animal control agency, other humane organizations and veterinarians for their invaluable contribution in caring for lost and unwanted animals, instilling humane values in our children through humane education programs, and promoting a true working spirit of kindness and consideration for animals in the minds and hearts of all people; and

WHEREAS the year 1992 marks the Seventy-Seventh Anniversary of the American Humane Association's "Be Kind to Animals Week", a celebration co-sponsored by Multnomah County Animal Control, the Oregon Humane Society and the veterinarian community to observe the philosophy of kindness to animals;

NOW THEREFORE the Board of County Commissioners, proclaim and pronounce the week of May 3-9, 1992, as "Be Kind to Animals Week"; and does encourage all our citizens to fully participate in all the events related thereto in this County.

Dated this 30th day of April, 1992.

MULTNOMAH COUNTY, OREGON



Sharon Kelley Jan
Gladys McCoy
Multnomah County Chair

Matthew O. Ryan
Matthew O. Ryan
Chair of the County Board

4/16

Meeting Date APR 30 1992
Agenda No.: R-5

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: Deed for Road Purposes Conveying Road Fund Property
to the City of Portland

BCC Informal _____ (date) _____ BCC Formal _____ (date) _____
DEPARTMENT Environmental Services DIVISION Transportation
CONTACT Bob Pearson TELEPHONE Ext. 3838
PERSON(S) MAKING PRESENTATION Bob Pearson

ACTION REQUESTED:

/ INFORMATIONAL ONLY / POLICY DIRECTION /X APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: YES

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

Deed for Road Purposes conveying four parcels of Road Fund related property in the vicinity of N.E. Marine Drive and N.E. 138th Avenue to the city of Portland. This transfer is in accordance with the Intergovernmental Agreement Order Authorizing Execution of Deed. DO NOT RECORD EXECUTED DEED. SEND IT TO KATHRYN HALL, RIGHT-OF-WAY SECTION OF CITY OF PORTLAND, BLDG. 106, ROOM 814.

5/4/92 copy & original Deed to Kathryn Hall; Copies to Bob Pearson
(If space is inadequate, please use other side)

SIGNATURES:

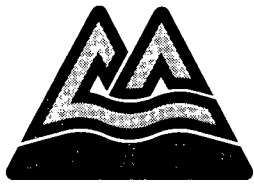
ELECTED OFFICIAL _____

Or

DEPARTMENT MANAGER *[Signature]*

(All accompanying documents must have required signatures)

1992 APR 26 PM 3:10
MULTNOMAH COUNTY
CLERK OF COUNTY
OREGON



MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES
TRANSPORTATION DIVISION
1620 S.E. 190TH AVENUE
PORTLAND, OREGON 97233
(503) 248-5050

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

April 10, 1992

Board of County Commissioners
606 Courthouse
1021 SW Fourth Avenue

RE: Conveyance of Four Parcels of Road Fund Related
Property Owned by Multnomah County to City of Portland

Dear Commissioners:

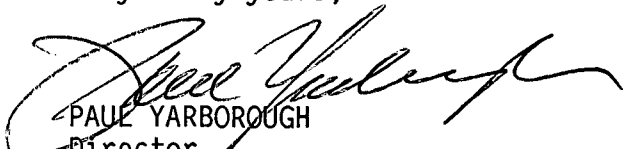
Multnomah County owns four parcels of land in the vicinity of N.E. Marine Drive and N.E. 138th Avenue, Road Fund related property adjacent to former county roads previously surrendered to the city of Portland.

Two (2) of the parcels contain the bicycle path along N.E. Marine Drive, and the area being conveyed to the city, and by agreement, is the city's responsibility. The city has also requested two (2) parcels for future road expansion.

Therefore, it is the recommendation of this department that the Board of County Commissioners authorize the execution of the Deed for Road Purposes, conveying the county's interest in those parcels to the city of Portland.

DO NOT RECORD THE EXECUTED DEED. It should be delivered to Kathryn Hall in the Right-of-Way Section of the city of Portland (Bldg. 106, Room 814).

Very truly yours,


PAUL YARBROUGH
Director
Dept. of Environmental Services

RLP/RTH/js
Encls.: Order/Deed for Road Purposes/Sketches

2183W

In the Matter of the Conveyance to)	ORDER 92-67
the City of Portland Four Parcels of)	
Road Fund Related Property Owned by)	NE MARINE DRIVE/ITEM NO. 87-194
the County, Adjacent to Former County)	NE MARINE DRIVE/ITEM NO. 91-37
Roads Previously Surrendered to the)	NE 138TH AVENUE/ITEM NO. 92-24
City of Portland and Authorizing the)	NE JARRETT STREET/ITEM NO. 92-25
Chair of the Board to Execute the)	
Deed for Road Purposes.)	

It appearing that as part of the Intergovernmental Agreement regarding the transition of urban services from the jurisdiction of Multnomah County to the city of Portland, properties owned by the county which were acquired as road fund related properties; and

ITEM NO. 87-194:

Beginning at a point of intersection of the east right-of-way line of N.E. 138th Avenue, No. 1804 (said line lying 25.00 feet east, when measured at right angles, of the centerline of said N.E. 138th Avenue), and the south right-of-way line of N.E. Marine Drive, No. 1469 (said line lying 30.00 feet south, when measured at right angles, of the centerline of said N.E. Marine Drive); thence S 80°47'30" E along said south right-of-way line of N.E. Marine Drive, a distance of 366.20 feet to a point of curvature; thence southeasterly on the arc of a 3,850.00 foot radius tangent curve to the left, through a central angle of 04°38', an arc distance of 311.34 feet (the chord bears S 83°06'30" E, 311.25 feet), to a point of tangency; thence S 85°25'30" E along said right-of-way line, a distance of 97.13 feet to the northeast corner of Lot 80, REYNOLDS MOUNTAIN VIEW, PLAT NO. 2, a recorded plat in Multnomah County, said corner being the northeast corner of that tract of land conveyed to Multnomah County by deed recorded November 4, 1964, in Book 163, Page 174, Deed Records of Multnomah County; thence south along the east line of Lot 80 and along the east line of said Multnomah County tract, a distance of 90.29 feet; thence N 85°25'30" W along a line that is parallel to and 120.00 feet south (when measured at right angles) of the centerline of said N.E. Marine Drive, a distance of 104.33 feet to a point of curvature; thence continuing northwesterly along said parallel line on the arc of a 3,940.00 foot radius tangent curve to the right, through a central angle of 04°38', an arc distance of 318.62 feet (the chord bears N 83°06'30" W, 318.53 feet) to a point of tangency; thence N 80°47'30" W along said line that is 120.00 feet south (when

measured at right angles) of the centerline of N.E. Marine Drive, a distance of 276.63 feet; thence S 25°15'11" W, a distance of 166.48 feet to a point on the north right-of-way line of N.E. Jarrett Street (as dedicated by deed recorded September 16, 1949, in Book 1358, Page 440, Deed Records of Multnomah County); thence N 80°47'30" W along said line, a distance of 8.00 feet to a point on the east right-of-way line of said N.E. 138th Avenue; thence north along said right-of-way line, a distance of 50.65 feet; thence S 80°47'30" E, a distance of 5.07 feet; thence north continuing along said east right-of-way line, a distance of 202.61 feet to the true point of beginning.

Containing 1.76 acres, more or less.

ITEM NO. 91-37:

A parcel of land situated in the southeast one-quarter of Section 14, T1N, R2E, W.M., Multnomah County, Oregon, described as follows:

Beginning at the intersection of the south right-of-way line of N.E. Marine Drive, No. 1469 (said line lying 30.00 feet southerly, when measured at right angles, of the centerline of N.E. Marine Drive), and the west right-of-way line of N.E. 138th Avenue, No. 1860 (said line lying 25.00 feet west, when measured at right angles, of the centerline of N.E. 138th Avenue); thence S 01°29'47" W along said west right-of-way line, a distance of 145.01 feet to a point; thence N 88°30'13" W, a distance of 31.09 feet to a point; thence N 39°31'07" W, 117.86 feet to a point on the south line of a 30 foot wide water line easement, said easement being conveyed to Parkrose Water District, by deed recorded October 22, 1964, in Book 155, Page 225, Deed Records of Multnomah County; thence N 78°00'37" W along said south line of water line easement, a distance of 745.84 feet; thence N 74°48'20" W continuing along said south line, a distance of 370.97 feet to a point on the west line of said Multnomah County tract; thence N 01°29'47" E along said west line, a distance of 89.75 feet to a point on said south right-of-way line of N.E. Marine Drive, No. 1469; thence S 74°28'13" E along said south right-of-way line, a distance of 682.65 feet to a point of curvature; thence continuing along said south right-of-way line southeasterly on the arc of a 1,175.92 foot radius tangent curve to the left, through a central angle of 04°49', an arc distance of 98.86 feet (the chord bears S 76°52'43" E, 98.83 feet) to a point of tangency; thence S 79°17'13" E along said south right-of-way line of N.E. Marine Drive, a distance of 448.94 feet to the true point of beginning.

Containing 2.26 acres, more or less.

ITEM NO. 92-24:

A parcel of land situated in the southeast one-quarter of Section 14, T1N, R2E, W.M., Multnomah County, Oregon, more particularly described as follows:

Commencing at the intersection of the south right-of-way line of N.E. Marine Drive, County Road No. 1469 (said line lying 30.00 feet southerly, when measured at right angles, of the centerline of N.E. Marine Drive), and the west right-of-way line of N.E. 138th Avenue, County Road No. 1860 (said line lying 25.00 feet west, when measured at right angles, of the centerline of N.E. 138th Avenue); thence S 01°29'47" W along said west right-of-way line, a distance of 175.01 feet to the southeast corner of that tract of land conveyed to Multnomah County by deed recorded March 9, 1965, in Book 246, Page 239, Deed Records of Multnomah County, Oregon, and the true point of beginning; thence N 88°30'13" W along the south line of said Multnomah County tract, a distance of 5.00 feet; thence N 01°29'47" E along a line that is parallel to and 30.00 feet westerly of said centerline of N.E. 138th Avenue, a distance of 30.00 feet; thence S 88°30'13" E, a distance of 5.00 feet to a point on the west right-of-way line of said N.E. 138th Avenue; thence S 01°29'47" W along said west right-of-way line of N.E. 138th Avenue, a distance of 30.00 feet to said southeast corner of Multnomah County tract and the true point of beginning.

Containing 150 square feet, more or less.

ITEM NO. 92-25:

A parcel of land situated in the southeast one-quarter of Section 14, T1N, R2E, W.M., Multnomah County, Oregon, more particularly described as follows:

Commencing at the intersection of the east right-of-way line of N.E. 138th Avenue, County Road No. 1804 (said east right-of-way line lying 20.00 feet east, when measured at right angles, of the centerline of said N.E. 138th Avenue), and the north right-of-way line of N.E. Jarrett Street (as dedicated by deed recorded September 16, 1949, in Book 1358, Page 440, Deed Records of Multnomah County, Oregon); thence S 80°47'30" E along said north right-of-way line, a distance of 8.00 feet to the true point of beginning; thence N 25°15'11" E, a distance of 10.41 feet; thence S 80°47'30" E along a line that is parallel to and 10.00 feet northerly of said north right-of-way line, a distance of 319.86 feet; thence southeasterly along the arc of a 4,090.00 foot radius tangent curve to the left, through a central angle of 02°54'02" (the chord of which bears S 82°14'30" E, a distance of 207.04 feet), an arc distance of 207.06 feet; thence south a distance of 10.06 feet to a point on said northerly right-of-way line of N.E. Jarrett Street; thence northwesterly along said northerly line, along the arc of a 4,100.00 foot radius non-tangent curve to the right, through a central angle of 02°54'58" (the chord of which bears N 82°14'58" W, a distance of 208.65 feet), an arc distance of 208.67 feet; thence N 80°47'30" W along said northerly line, a distance of 322.74 feet to the point of beginning.

Containing 5,292 square feet, more or less.

And the Board being at this time fully advised in the premises;

IT IS ORDERED, that Multnomah County execute said deed of conveyance before the Board this date, and that the County Chair be and she is hereby authorized and directed to execute the same on behalf of Multnomah County;

FURTHER ORDERED, that said executed deed be delivered to the Right-of-Way Section of the Department of Transportation for the City of Portland for acceptance and recording.

DATED this 30th day of April, 1992.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Sharron Kelley for
GLADYS McCOY/Chair
Sharron Kelley, Vice-Chair

APPROVED:

LARRY NICHOLAS, P.E.
County Engineer
for Multnomah County, Oregon

Larry E. Nicholas

REVIEWED:

LAURENCE KRESSEL
County Counsel
for Multnomah County, Oregon

John L. Dugay

JOHN L. DUGAY
Chief Asst. County Counsel

NE MARINE DRIVE/ITEM NO. 87-194,
NE MARINE DRIVE/ITEM NO. 91-37,
NE 138TH AVENUE/ITEM NO. 92-24,
NE JARRETT STREET/ITEM NO. 92-25
April 10, 1992

DEED FOR ROAD PURPOSES

MULTNOMAH COUNTY, a political subdivision of the state of Oregon, Grantor, conveys to the CITY OF PORTLAND, a municipal corporation of the state of Oregon, Grantee, as and for a street and highway for the benefit and use of the public, the following described certain real property:

ITEM NO. 87-194:

A parcel of land situated in the southeast one-quarter of Section 14, T1N, R2E, W.M., Multnomah County, Oregon, being more particularly described as follows:

Beginning at a point of intersection of the east right-of-way line of N.E. 138th Avenue, No. 1804 (said line lying 25.00 feet east, when measured at right angles, of the centerline of said N.E. 138th Avenue), and the south right-of-way line of N.E. Marine Drive, No. 1469 (said line lying 30.00 feet south, when measured at right angles, of the centerline of said N.E. Marine Drive); thence S 80°47'30" E along said south right-of-way line of N.E. Marine Drive, a distance of 366.20 feet to a point of curvature; thence southeasterly on the arc of a 3,850.00 foot radius tangent curve to the left, through a central angle of 04°38', an arc distance of 311.34 feet (the chord bears S 83°06'30" E, 311.25 feet), to a point of tangency; thence S 85°25'30" E along said right-of-way line, a distance of 97.13 feet to the northeast corner of Lot 80, REYNOLDS MOUNTAIN VIEW, PLAT NO. 2, a recorded plat in Multnomah County, said corner being the northeast corner of that tract of land conveyed to Multnomah County by deed recorded November 4, 1964, in Book 163, Page 174, Deed Records of Multnomah County; thence south along the east line of Lot 80 and along the east line of said Multnomah County tract, a distance of 90.29 feet; thence N 85°25'30" W along a line that is parallel to and 120.00 feet south (when measured at right angles) of the centerline of said N.E. Marine Drive, a distance of 104.33 feet to a point of curvature; thence continuing northwesterly along said parallel line on the arc of a 3,940.00 foot radius tangent curve to the right, through a central angle of 04°38', an arc distance of 318.62 feet (the chord bears N 83°06'30" W, 318.53 feet) to a point of

NE MARINE DRIVE/ITEM NO. 87-194,
NE MARINE DRIVE/ITEM NO. 91-37,
NE 138TH AVENUE/ITEM NO. 92-24,
NE JARRETT STREET/ITEM NO. 92-25
April 10, 1992
Page 2

tangency; thence N 80°47'30" W along said line that is 120.00 feet south (when measured at right angles) of the centerline of N.E. Marine Drive, a distance of 276.63 feet; thence S 25°15'11" W, a distance of 166.48 feet to a point on the north right-of-way line of N.E. Jarrett Street (as dedicated by deed recorded September 16, 1949, in Book 1358, Page 440, Deed Records of Multnomah County); thence N 80°47'30" W along said line, a distance of 8.00 feet to a point on the east right-of-way line of said N.E. 138th Avenue; thence north along said right-of-way line, a distance of 50.65 feet; thence S 80°47'30" E, a distance of 5.07 feet; thence north continuing along said east right-of-way line, a distance of 202.61 feet to the true point of beginning.

Containing 1.76 acres, more or less.

As shown on attached map marked EXHIBIT "A", and hereby made a part of this document.

ITEM NO. 91-37:

A parcel of land situated in the southeast one-quarter of Section 14, T1N, R2E, W.M., Multnomah County, Oregon, described as follows:

Beginning at the intersection of the south right-of-way line of N.E. Marine Drive, No. 1469 (said line lying 30.00 feet southerly, when measured at right angles, of the centerline of N.E. Marine Drive), and the west right-of-way line of N.E. 138th Avenue, No. 1860 (said line lying 25.00 feet west, when measured at right angles, of the centerline of N.E. 138th Avenue); thence S 01°29'47" W along said west right-of-way line, a distance of 145.01 feet to a point; thence N 88°30'13" W, a distance of 31.09 feet to a point; thence N 39°31'07" W, 117.86 feet to a point on the south line of a 30 foot wide water line easement, said easement being conveyed to Parkrose Water District, by deed recorded

NE MARINE DRIVE/ITEM NO. 87-194,
NE MARINE DRIVE/ITEM NO. 91-37,
NE 138TH AVENUE/ITEM NO. 92-24,
NE JARRETT STREET/ITEM NO. 92-25
April 10, 1992
Page 3

October 22, 1964, in Book 155, Page 225, Deed Records of Multnomah County; thence N 78°00'37" W along said south line of water line easement, a distance of 745.84 feet; thence N 74°48'20" W continuing along said south line, a distance of 370.97 feet to a point on the west line of said Multnomah County tract; thence N 01°29'47" E along said west line, a distance of 89.75 feet to a point on said south right-of-way line of N.E. Marine Drive, No. 1469; thence S 74°28'13" E along said south right-of-way line, a distance of 682.65 feet to a point of curvature; thence continuing along said south right-of-way line southeasterly on the arc of a 1,175.92 foot radius tangent curve to the left, through a central angle of 04°49', an arc distance of 98.86 feet (the chord bears S 76°52'43" E, 98.83 feet) to a point of tangency; thence S 79°17'13" E along said south right-of-way line of N.E. Marine Drive, a distance of 448.94 feet to the true point of beginning.

Containing 2.26 acres, more or less.

As shown on attached map marked EXHIBIT "B", and hereby made a part of this document.

ITEM NO. 92-24:

A parcel of land situated in the southeast one-quarter of Section 14, T1N, R2E, W.M., Multnomah County, Oregon, more particularly described as follows:

Commencing at the intersection of the south right-of-way line of N.E. Marine Drive, County Road No. 1469 (said line lying 30.00 feet southerly, when measured at right angles, of the centerline of N.E. Marine Drive), and the west right-of-way line of N.E. 138th Avenue, County Road No. 1860 (said line lying

NE MARINE DRIVE/ITEM NO. 87-194,
NE MARINE DRIVE/ITEM NO. 91-37,
NE 138TH AVENUE/ITEM NO. 92-24,
NE JARRETT STREET/ITEM NO. 92-25
April 10, 1992
Page 4

25.00 feet west, when measured at right angles, of the centerline of N.E. 138th Avenue); thence S 01°29'47" W along said west right-of-way line, a distance of 175.01 feet to the southeast corner of that tract of land conveyed to Multnomah County by deed recorded March 9, 1965, in Book 246, Page 239, Deed Records of Multnomah County, Oregon, and the true point of beginning; thence N 88°30'13" W along the south line of said Multnomah County tract, a distance of 5.00 feet; thence N 01°29'47" E along a line that is parallel to and 30.00 feet westerly of said centerline of N.E. 138th Avenue, a distance of 30.00 feet; thence S 88°30'13" E, a distance of 5.00 feet to a point on the west right-of-way line of said N.E. 138th Avenue; thence S 01°29'47" W along said west right-of-way line of N.E. 138th Avenue, a distance of 30.00 feet to said southeast corner of Multnomah County tract and the true point of beginning.

Containing 150 square feet, more or less.

As shown on attached map marked EXHIBIT "C", and hereby made a part of this document.

ITEM NO. 92-25:

A parcel of land situated in the southeast one-quarter of Section 14, T1N, R2E, W.M., Multnomah County, Oregon, more particularly described as follows:

Commencing at the intersection of the east right-of-way line of N.E. 138th Avenue, County Road No. 1804 (said east right-of-way line lying 20.00 feet east, when measured at right angles, of the centerline of said N.E. 138th Avenue), and the north right-of-way line of N.E. Jarrett Street (as dedicated by deed recorded September 16, 1949, in Book 1358, Page 440, Deed Records of Multnomah County, Oregon); thence S 80°47'30" E along said north right-of-way

NE MARINE DRIVE/ITEM NO. 87-194,
NE MARINE DRIVE/ITEM NO. 91-37,
NE 138TH AVENUE/ITEM NO. 92-24,
NE JARRETT STREET/ITEM NO. 92-25
April 10, 1992
Page 5

line, a distance of 8.00 feet to the true point of beginning; thence N 25°15'11" E, a distance of 10.41 feet; thence S 80°47'30" E along a line that is parallel to and 10.00 feet northerly of said north right-of-way line, a distance of 319.86 feet; thence southeasterly along the arc of a 4,090.00 foot radius tangent curve to the left, through a central angle of 02°54'02" (the chord of which bears S 82°14'30" E, a distance of 207.04 feet), an arc distance of 207.06 feet; thence south a distance of 10.06 feet to a point on said northerly right-of-way line of N.E. Jarrett Street; thence northwesterly along said northerly line, along the arc of a 4,100.00 foot radius non-tangent curve to the right, through a central angle of 02°54'58" (the chord of which bears N 82°14'58" W, a distance of 208.65 feet), an arc distance of 208.67 feet; thence N 80°47'30" W along said northerly line, a distance of 322.74 feet to the point of beginning.

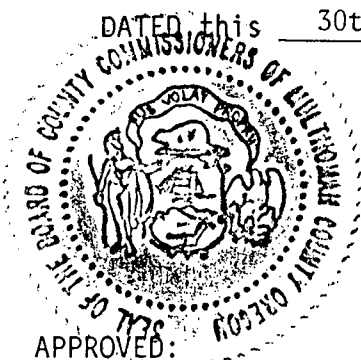
Containing 5,292 square feet, more or less.

As shown on attached map marked EXHIBIT "D", and hereby made a part of this document.

The true and actual consideration for this conveyance is \$0.00.

NE MARINE DRIVE/ITEM NO. 87-194,
NE MARINE DRIVE/ITEM NO. 91-37,
NE 138TH AVENUE/ITEM NO. 92-24,
NE JARRETT STREET/ITEM NO. 92-25
April 10, 1992
Page 6

DATED this 30th day of April, 1991.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Sharron Kelley for
GLADYS McCOY/Chair
Sharron Kelley, Vice-Chair

Larry F. Nicholas
LARRY F. NICHOLAS, P.E.
County Engineer
for Multnomah County, Oregon

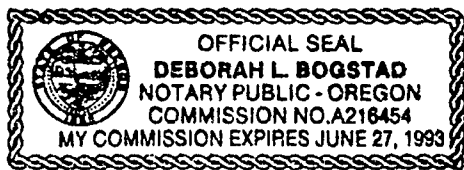
REVIEWED:

LAURENCE KRESSEL
County Counsel
for Multnomah County, Oregon

John L. DuBay
JOHN L. DuBAY
Chief Asst. County Counsel

STATE OF OREGON County of Multnomah

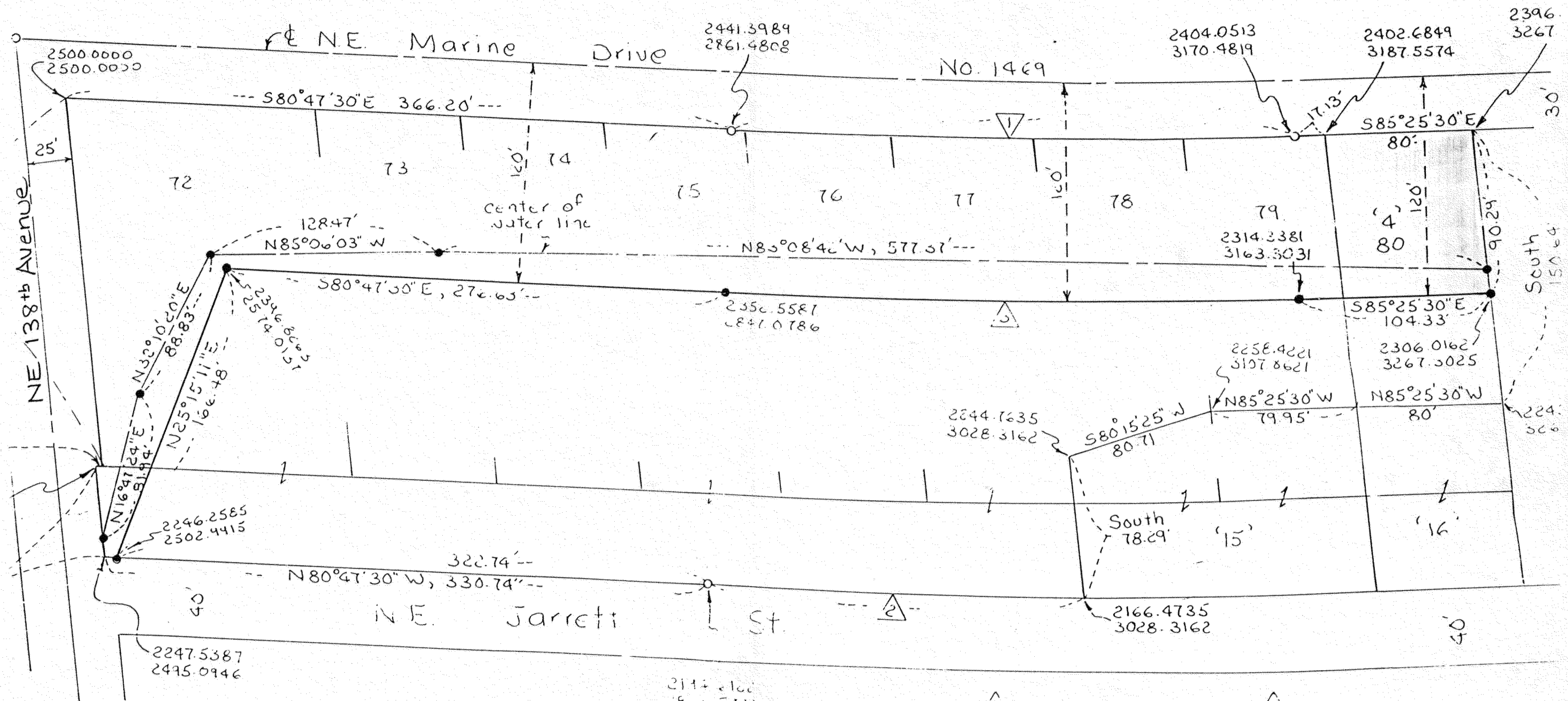
SIGNED BEFORE ME April 30, 1992, personally appeared
Sharron Kelley, who, being sworn, stated that she is the Vice-
Chair of the Board of County Commissioners, Multnomah County, Oregon, and that this
instrument was voluntarily signed in behalf of said County by authority of its
Board of County Commissioners.



Deborah L. Bogstad
Notary Public for Oregon
My Commission expires 6/27/93

AN

① $R = 3850.00$
 $D =$
 $\Delta = 4^{\circ}38'$
 $L = 311.34'$
 $C = S83^{\circ}06'30''E, 311.25'$

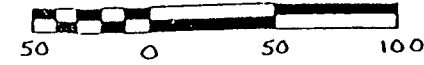


\triangle
 $R = 4100.00'$
 $D =$
 $\angle = 2^\circ 54' 51''$
 $\angle = 208.25'$
 $\angle = 208.25'$
 $\angle = 208.25'$

\triangle
 $K = 3940.00'$
 $C =$
 $\Delta = 4^\circ 38'$
 $\dots 318.60'$
 $\dots 118^\circ 06' 30" W$
 318.53

EXHIBIT "B"
SE 1/4, Sec. 14, T1N, R2E

MULTNOMAH COUNTY
Dept. of Environmental Services
S.E. 1/4 Sec. 14, 1N2E Sept, 1988



△
R=1175.92'
D=4°49'
L=98.86'
C=S76°52'43"E, 98.83'
No 1469

△
R=5774.58'
D=0.9922°
Δ=6°15'40"
L=631.03'
C=N74°53'25"W
630.71'

△
R=204.18
D=28.0614°
Δ=32°38'04"
L=116.30'
C=N55°51'20"W
114.73'

Reynolds Mountain View
Plat No. 2
69

NE 138th AVE

NE Marine Drive

bicycle path

driveway

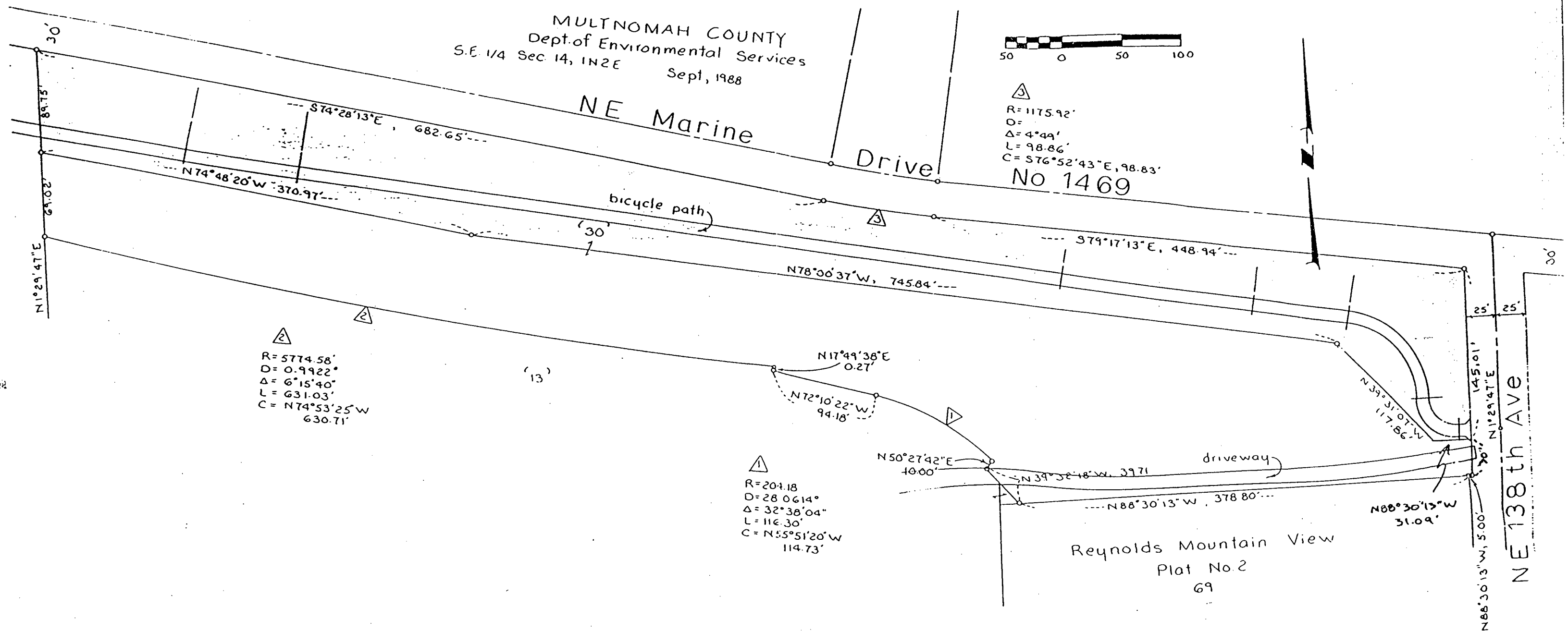
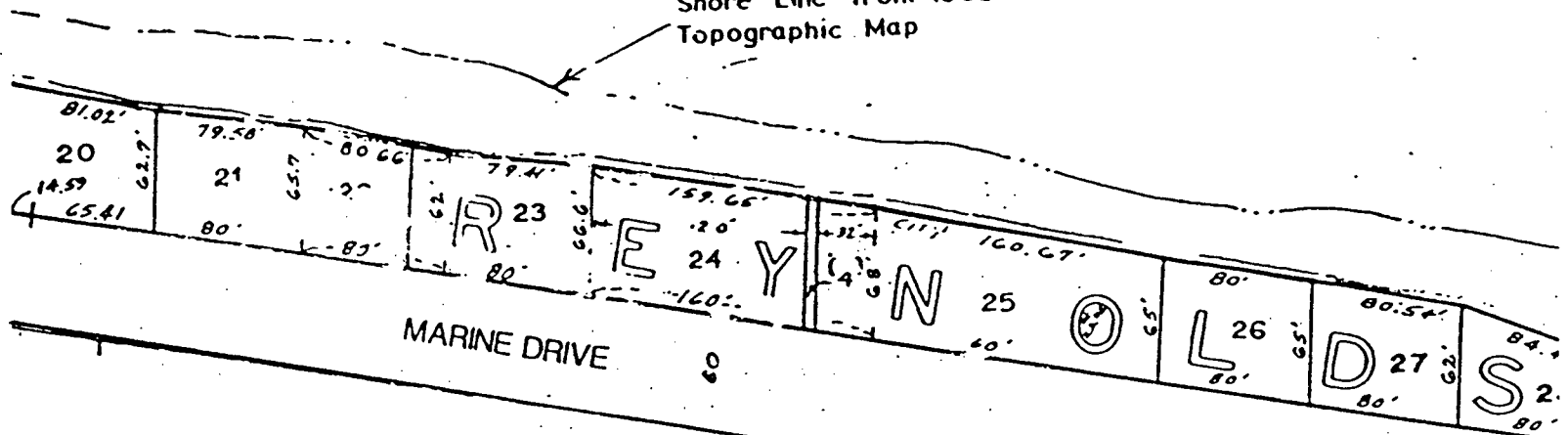


EXHIBIT 'C'

Shore Line from 1963
Topographic Map



5' DEDICATION

183.80' 200' EAST

69

2

400' EAST

68

NO.

400' EAST

NE 138TH AVE

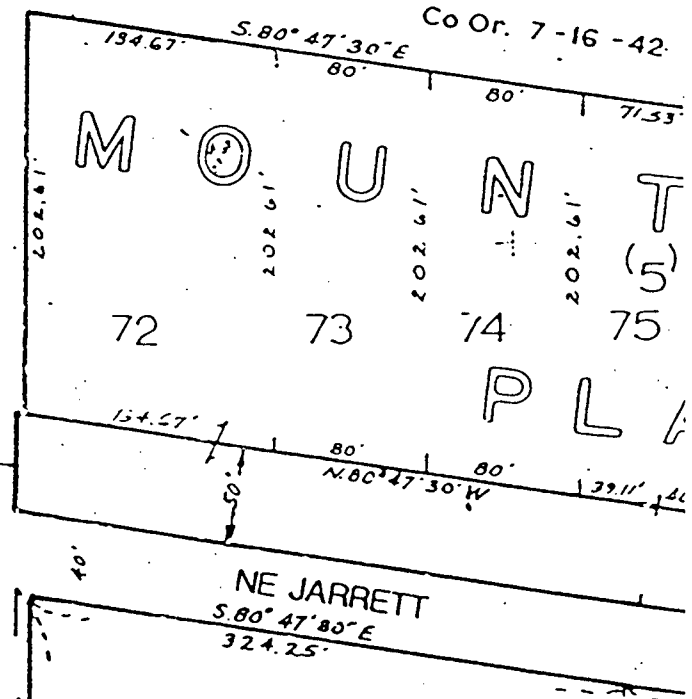
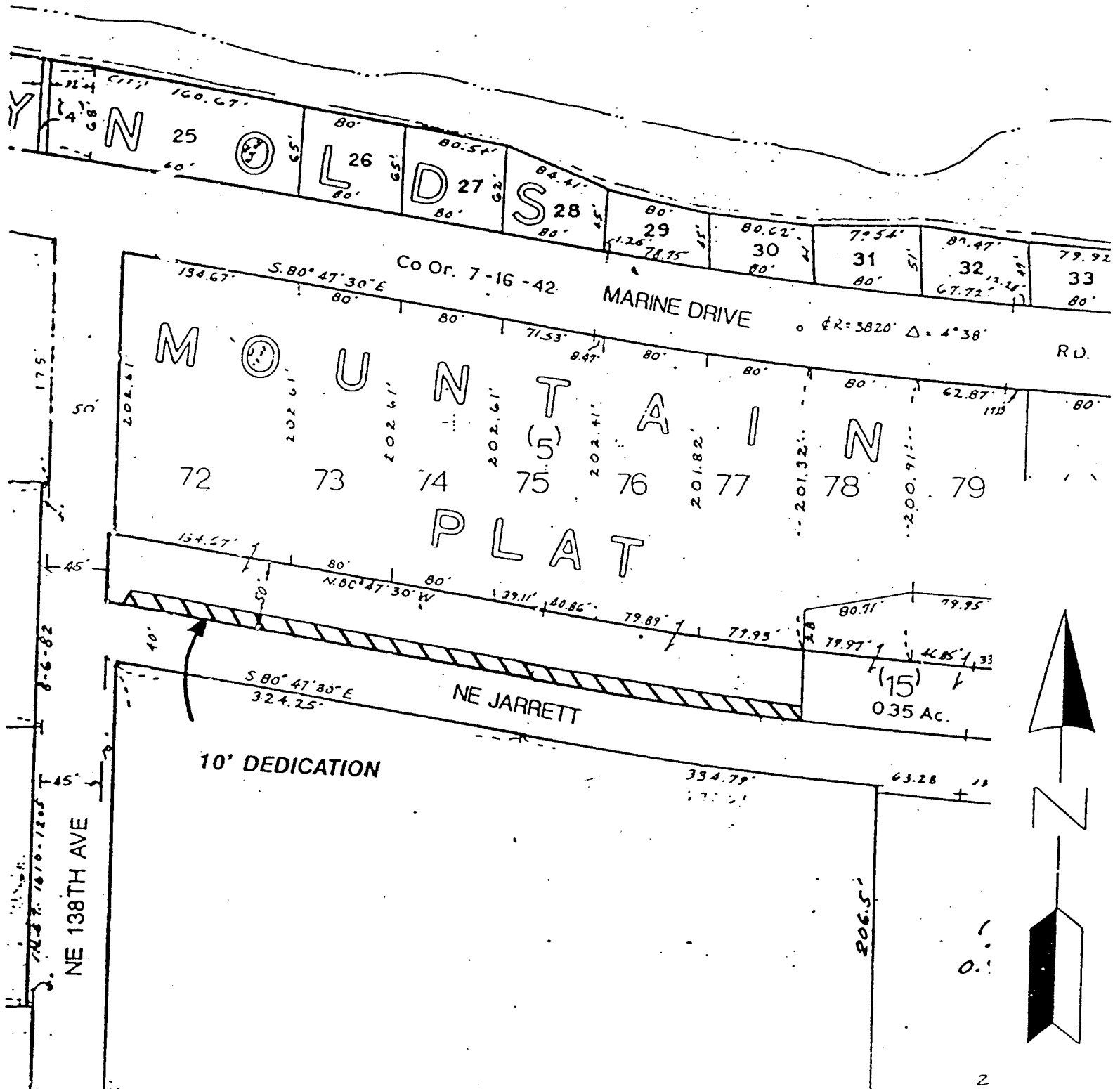


EXHIBIT 'D'

Line from 1963
Graphic Map



BUDGET MODIFICATION NO. DES #22(For Clerk's Use) Meeting Date APR 30 1992
Agenda No. R-6REQUEST FOR PLACEMENT ON THE AGENDA FOR April 30, 1992

(Date)

DEPARTMENT Environmental ServicesDIVISION Park ServicesCONTACT C. CieckoTELEPHONE 248-5050*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Charles Ciecko/Dan Kromer

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Proposed Budget Modification to allow for accelerated creation of new Park Ranger position in Marine Facilities Section.

(Estimated Time Needed on the Agenda)

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

Proposed budget modification to transfer \$2,931 from the Recreation Fund Contingency to Park Services Division, Marine Facilities, Personal Services line items for the accelerated creation and recruitment of one new Park Ranger position to offset additional workload generated by the completion of Chinook Landing Marine Park.

An unusually early spring and associated higher than expected use of the new facility necessitates this request. Approval will also allow Park Services Division to fill the new position on June 1, 1992, rather than July 1, 1992.

Of the total requested (\$2,931), \$1,863 is for base, \$493 is for fringe, and \$575 is for insurance.

REVENUE IMPACT (Explain revenues being changed and the reason for the change)

The majority of the costs associated with the new position will be offset by user fees from the new facility.

CONTINGENCY STATUS (to be completed by Finance/Budget)

Recreation Contingency before this modification (as of _____)
(Specify Fund) (Date)

After this modification

Originated By

Date

Charles Ciecko4/14/92

Budget Analyst

Date

Shawn Mordwen4/20/92

Board Approval

Dorothy C. Boast

Department Manager

Date

Paul Yarbrough/bhw4/15/92

Personnel Analyst

Date

S. Ayers4-20-92

Date

4/30/92MULTICOUNTY
1992 APR 30 PM 3:10
CLERK OF COUNTY OF
OREGON

PERSONNEL DETAIL FOR BUD MOD NO. DES #22

5. ANNUALIZED PERSONNEL CHANGES (Compute on a full year basis even though this action affects only a part of the fiscal year.)

		Annualized		
FTE Increase (Decrease)	POSITION TITLE	BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)
1.0 FTE	Parks Ranger	22,362	Fringe Ins. 5916 / 6900	35,172
	TOTAL CHANGE (ANNUALIZED)	22,362	5916 / 6900	35,172

6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (calculate costs or savings that will take place within this fiscal year; these should explain the actual dollar amounts being changed by this Bud Mod.)

		C u r r e n t F Y		
Full Time Positions, Part-Time, Overtime, or Premium	Explanation of Change	BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)
.08	Park Ranger	1,863	493/ 575	2,931

- CHANGE OF PLANS -

PLEASE PRINT LEGIBLY!

MEETING DATE 4/30/92

NAME ~~BILL CONWELL~~ Randy Duncan

ADDRESS 121 SW Salmon, #1600
STREET

CITY ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM # _____

SUPPORT _____ OPPOSE he'll read
SUBMIT TO BOARD CLERK proc

Meeting Date: APR 30 1992

Agenda No.: R-7

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: PROCLAMATION

BOARD BRIEFING: _____ (date) _____ REGULAR MEETING 4/30/92 _____ (date)

DEPARTMENT Nondepartmental DIVISION County Chair's Office

CONTACT Delma Farrell TELEPHONE X-3308

PERSON(S) MAKING PRESENTATION Ernest Bootsma, Multnomah County Bar Association
Young Lawyers Section

ACTION REQUESTED:

☐ INFORMATIONAL ONLY

☐ POLICY DIRECTION

☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

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

IN THE MATTER OF PROCLAIMING THE PERIOD OF MAY 1, 1992 THROUGH MAY 9, 1992
AS COMMUNITY LAW WEEK IN MULTNOMAH COUNTY, OREGON

4/30/92 Second
ORIGINAL to
RANDY RUNCAL
5/4/92 copy to
Delma Farrell

MULTNOMAH COUNTY
OREGON

1992 APR 23 11:37

CLERK OF
COUNTY COMMISSIONERS

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL *Madge McCarty*

Or

DEPARTMENT MANAGER _____

(All accompanying documents must have required signatures)

In the Matter of PROCLAIMING the Period of)
May 1 through May 9, 1992, as COMMUNITY LAW WEEK) PROCLAMATION
in Multnomah County, Oregon) 92-65

Sharon Kiley for
Gladys McCoy
Multnomah County Chair



Meeting Date: APR 30 1992

Agenda No.: R-8

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT An ordinance approving an intergovernmental agreement with the
City of Portland for the establishment and operation of new
Metropolitan Human Rights Commission and declaring an emergency
BOARD BRIEFING April 28, 1992 REGULAR MEETING April 30, 1992

DEPARTMENT Non-Dept. DIVISION Commissioner Kelley

CONTACT Carolyn Marks Bax TELEPHONE x2738

PERSON(S) MAKING PRESENTATION Commissioner Kelley

ACTION REQUESTED:

☐ INFORMATIONAL ONLY

☐ POLICY DIRECTION

☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 30 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

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

In the fall of 1991, the City of Portland and the County convened a task force to study MHRC and make recommendations on what, if any changes, would enable it to most effectively meet the needs of the metropolitan area in the 1990's. The Board of Commissioners and City Council heard and discussed the task force recommendations on February 10, 1992. After reviewing the recommendations and MHRC history, the development of a new Metropolitan Human Rights Commission with the outlined rights and responsibilities appears to be in the best interest of the community.

Personnel and budget from the current commission will transfer to the new commission. The 1992-93 FY budget is consistent with the new responsibilities (If space is inadequate, please use other side) and organization.

5/4/92 copies to ordinance

Distribution List; copies to Sharon

ELECTED OFFICIAL

SIGNATURES:

Sharon Kelley (YA)

Or

DEPARTMENT MANAGER

(All accompanying documents must have required signatures)

1992 APR 23 PM 2:57
MULTIPLIPLY
OREGON

**METROPOLITAN HUMAN
RELATIONS COMMISSION
TASK FORCE REPORT
TO
PORTLAND CITY COUNCIL
AND
MULTNOMAH COUNTY BOARD
OF COMMISSIONERS**

FEBRUARY 1992

**METROPOLITAN HUMAN RELATIONS COMMISSION
TASK FORCE**

Adriana Cardenas: Program Manager Governor's Commission on Agricultural Labor

Bernie Guisto: Councilor, City of Gresham

Donnie Griffin: Director Corporate Communications/Community Affairs
US West Communications

Raleigh Lewis: Administrator Civil Rights Division Bureau of Labor
and Industries

Michael Marcus: Judge, Multnomah County District Court

Rodney Page: Executive Director, Ecumenical Ministries

Russell Peyton: First Executive Director of MHRC

Sam Pierce: Executive Director, Minority Youth Community Action
Program, Inc.

Gayle Preston: Chair, Richmond Neighborhood Association

Donna Redwing: Executive Director of Lesbian Community Project

Emanuel Rose: Rabbi, Temple Beth Israel

Laurie Sitton: Chair of City/County Advisory Committee on the
Disabled (CCACD)

Joan Smith: Public Utilities Commissioner for the State of Oregon

Ramona Soto-Rank: Board of Directors, American Indian Association

Chareundi Van Si: Coordinator, Unaccompanied Refugee Minors,
CSD Metro Regional Office

Becki Wherli: Executive Director, Portland/Multnomah Commission on
Aging (PMCOA)

(1/17/92)

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METROPOLITAN HUMAN RELATIONS COMMISSION TASK FORCE

INTRODUCTION

"We value an open and friendly community that is free from bigotry and intimidation. We value a community that welcomes and respects the individuality, unique talents, and contributions of all people regardless of age, race, gender, ethnicity, sexual orientation, religion, physical or mental ability, or financial means."

This expression of values, taken from the Portland Future Focus Plan, reflects our growing awareness of the need for the people who live and work in the metropolitan area to accept and value the differences found among us. The City of Portland and Multnomah County established the Metropolitan Human Relations Commission (MHRC) as a reflection of their commitment to address problems whose sources are prejudice, bigotry, ignorance, and lack of understanding between groups. In the years since the MHRC was established, rapidly changing attitudes and demographics have made work in human relations increasingly important to the quality of life in the metropolitan area. The links between the health of our people, the health of our economy and our ability to get along with one another have become clearer and clearer.

The Metropolitan Human Relations Commission Task Force, found these values expressed our concerns and vision for the future of Portland and Multnomah County. If we are to come anywhere close to success in making real the Future Focus Goal: "To embrace and celebrate diversity and eliminate bigotry, enhancing our sense of community," we must insure that resources are available to support a body that can make a major contribution towards that goal. The Task Force has, through its recommendations presented the City and County with ideas of what that body should do and how it should function. Leadership, resource coordination, civil rights advocacy and education, and enforcement of the City's new civil rights ordinance are duties we propose as the purview of the new Metropolitan Human Rights Commission. Regardless of what we call it, the City and County need a body to carry out the work of a Metropolitan Human Relations Commission, to provide leadership, as we work towards realizing our collective vision.

The Task Force recognizes that we are recommending a significant increase in funding for the new MHRC. We believe we have made recommendations that will truly meet future needs of Multnomah County and the challenge of Future Focus. Our recommendations for funding are based on what we believe will actualize the City's and County's commitment to the safety and well being of all of the people in the City of Portland and Multnomah County, especially those who are targets of discrimination and bigotry.

MHRC MISSION STATEMENT: The Metropolitan Human Relations Commission believes in the dignity and worth of all human beings. MHRC's mission is to foster mutual understanding and respect, and to protect the human rights of all economic, religious, ethnic, racial, national origin, disability, age, sex, and sexual orientation groups in Multnomah County.

BACKGROUND

In 1950, the Portland Inter-Group Relations Commission was formed to act as an advisory committee to the Mayor on issues of multi-cultural relations in Portland. Then in 1969, Multnomah County and the City of Portland joined forces through a cooperative agreement to establish a centralized agency to promote better human relations and discourage discrimination. This partnership enabled the group, which became known as the Metropolitan Human Relations Commission, to significantly expand its activities. The Commission was charged with the following responsibilities:

Securing mutual understanding and respect among economic, religious, ethnic, and social groups;

Conciliating inter-group conflicts;

Conducting positive programs aimed at improving inter-group understanding.

Twenty two years later, the charge reads as though it was just written, expressing an urgent need for promoting better human relations in the metropolitan area. Over the years, MHRC has made significant contributions to human relations in our community. Its primary tools have been the commitment and expertise of its members and staff to advocate for human rights through research, public information and education. Its decades of work are epitomized by what MHRC's first Executive Director, Russell Peyton, fondly calls, "the sweet voice of reason". The Commission has served as the human relations liaison between citizens and both county and city government for two plus decades under the original charge and organization without occasion to revisit those original goals and objectives.

In the 1990-1991 MHRC annual report, Chairwoman Carolyn Leonard, begins her letter From the Chair with the statement, "These are troubled times in which we live!". Community leaders and public officials are acutely aware of increasing acts of racist, homophobic and sexist violence, as well as organized efforts to promote insidious discrimination. In the fall of 1991, Portland adopted a civil rights ordinance which expands local protection against discrimination to include sexual orientation and source of income as well as federally protected classes. Portland must now decide what agency should be given responsibility to enforce compliance with the ordinance for these two locally protected classes. MHRC has requested that enforcement powers be added to their responsibilities.

The City must also consider what role MHRC should assume to implement the Action Steps in Portland's Future Focus Diversity Plan. And, as 1992 ushers the American Disabilities Act into effect, the City County Advisory Committee on the Disabled (CCACD) will likely experience greater demand for its technical assistance, compliance monitoring and advocacy. Collectively, these factors create a critical opportunity to reexamine what we as a community need our Commission to be and what structure and resources MHRC will require to effectively respond to these needs.

TASK FORCE COMPOSITION, CHARGE, AND PROCESS

Throughout September 1991 the Mayor, County Chair and the City and County's MHRC liaison Commissioners Gretchen Kafoury and Sharron Kelley discussed the idea of creating a task force to study MHRC and make recommendations on what, if any changes, would enable MHRC to most effectively meet the demands of the 90's. Towards the end of the month, Mayor Clark and Chair McCoy appointed a task force that reflects the diversity of the community,

On October 4, 1991 Chair McCoy, City Commissioner Kafoury and County Commissioner Kelley met with the Metropolitan Human Relations Commission Task Force to present their charge. Chair McCoy appointed Raleigh Lewis to chair the task force and Gayle Preston agreed to serve as vice chair. After reviewing the background information and noting that now, more than ever, the community needs a strong human relations agency, Chair McCoy issued the following charge as a basis for the task force review:

1. Is the MHRC mission statement sufficiently broad and inclusive to encompass the needs and goals of our community?

What changes, if any, do you recommend?

2. As currently constructed:
Can the MHRC organizational structure, budget, staff and program provide the community with an appropriate level of leadership and service?

What changes, if any, do you recommend?

3. As currently constructed can the MHRC:
Carry out the Action Steps called for in the Future Focus Diversity Plan?

4. As currently constructed can the MHRC:
Act as the enforcement authority for the City of Portland's Civil Rights Ordinance?

If the answer is "no", what changes need to be made in order to make MHRC a viable option for this responsibility?

Prior to this introductory meeting, Commissioners Kafoury and Kelley interviewed MHRC Commissioners and asked for their individual responses to these questions. A summary of the responses was given to the task force.

After discussing the exigency of their charge, task force members agreed to meet weekly through the end of 1991. They spent the first few weeks interviewing ex-MHRC commissioners, previous directors, the current MHRC chair and vice chair, a previous MHRC chair and a member of the CCACD. Following work sessions to review the interviews, the task force divided into two committees to address the issues of Future Focus and enforcement. The committees met independently for two weeks and presented the task force with detailed recommendations. In mid-December the task force began making its final recommendations regarding MHRC's mission statement, organization, staff and budget in relationship to the task forces recommendations regarding Future Focus and enforcement. The task force was diligent in its task and focused on developing recommendations that would result in effective, inclusive and broad based service to the community.

The Metropolitan Human Relations Task Force will present its recommendations to the City of Portland and Multnomah County Commissioners at a joint meeting on February 11, 1992.

RECOMMENDATIONS FROM THE TASK FORCE

RECOMMENDATION: Change the name of the commission from: the Metropolitan Human Relations Commission to: the Metropolitan Human Rights Commission.

Rationale: It is important to indicate to residents that the MHRC has been given new responsibilities and is moving in a new direction.

RECOMMENDATION: Leave the MHRC mission statement as is except for changing the word sex to gender.

Rationale: The word gender is more definitive, it is also less likely to be misunderstood when sexual harassment and gender harassment may be at issue.

RECOMMENDATION: Assign the MHRC enforcement authority as outlined in the MHRC Task Force Enforcement subcommittee report attached. This recommendation would not effect current negotiations between the City and the Oregon Bureau of Labor and Industries (BOLI). The recommendation is for MHRC to assume enforcement responsibilities at the end of the City's contract with BOLI.

Rationale: Placing enforcement authority with MHRC would provide direct City Council accountability for effectiveness, as well as send a strong message that the City is willing and able to address discrimination.

RECOMMENDATION: Assign to the MHRC the duties and responsibilities related to the Future Focus Plan as delineated in the attached MHRC Task Force, Future Focus Subcommittee report.

Rationale: The City of Portland completed a major planning effort based on community input and a high level of citizen participation. It seems particularly appropriate for the MHRC to assume much of the responsibility for implementing portions of the Future Focus Diversity Action Plan as indicated.

RECOMMENDATION: Increase the number of Commissioners serving on the MHRC from fifteen to twenty one.

Rationale: The increase would allow for a "mix" of commissioners (see recommendation re board composition) and more people to carry out the mission of MHRC.

RECOMMENDATION: Remove the MHRC from the Office of Neighborhood Associations, have the Mayor of Portland and the Multnomah County Chair serve as the Commissioners in Charge, and not delegate MHRC to the portfolios of other commissioners.

Rationale: The challenging work of the MHRC requires the support and visibility gained from being in the Mayor's and the County Chair's portfolio.

RECOMMENDATION: Keep the appointing authority for the Commission as is, with ten appointments made by the Mayor of Portland and ten by the County Chair and one appointed by the MHRC.

Rationale: The Task Force feels that increased, direct involvement and support of the Mayor and County Chair for the MHRC, including selection of board members, is critical to its success.

RECOMMENDATION: Ask all current MHRC commissioners to resign, allowing any who wish to reapply for appointment to do so.

Rationale: This Task Force recommendation is consistent with the recommendation of changing the name of the MHRC to indicate a change in direction and responsibilities. Current commissioners have devoted much time and energy to the MHRC and the City and County must recognize and appreciate the work they have done.

RECOMMENDATION: Require that all new MHRC commissioners be trained regarding the responsibilities of Commission membership and in the history, goals and objectives of the MHRC.

Rationale: This training will assist commissioners in carrying out the duties and responsibilities of the MHRC. It will also help them to work as a team.

RECOMMENDATION:

Assign the same jurisdiction for the new Metropolitan Human Rights Commission as that of the Metropolitan Human Relations Commission, instruct the new MHRC to return to Portland and Multnomah County in 1995 with a plan for the regional (Metro, Washington and Clackamas Counties) operation of the MHRC.

Rationale:

Discrimination and hate crimes know no boundaries, need for an MHRC extends beyond the limits of Portland and Multnomah County. The plan must show each governing body's financial contribution to a regional MHRC.

RECOMMENDATION:

Structure the MHRC so that committees are issue based and encourage other members of the community to serve on subcommittees.

Rationale:

The MHRC Task Force concurs with the Future Focus recommendation that MHRC focus on one or two broad research issues, one or two broad advocacy issues and hold one or two broad based events per year. Such an approach would lend external focus and direction to the MHRC instead of having much of its energy focused on committees internal to the organization.

RECOMMENDATION:

Require the MHRC to hold annual meetings to set its yearly agenda and involve other interested community groups in the process. This same group should perform a six month check regarding progress on the agenda.

Rationale:

This would insure community involvement in both setting and monitoring the MHRC agenda.

RECOMMENDATION:

Evaluate annually, the effectiveness and efficiency of the new MHRC as advocate and enforcement agent, based on specific goals and objectives developed each year. The City and County should be responsible for evaluations each year, (evaluation of enforcement would start one year after its implementation).

Rationale:

Annual evaluations help insure that MHRC programs are effective and efficient in responding to the needs of the community, and in the development and use of resources.

RECOMMENDATION: **Locate MHRC offices on the ground floor of the Portland Building.**

Rationale: Higher visibility, easier accessible to local officials, easy access for the public, and freedom from a potentially intimidating environment: the Portland Building's offices.

RECOMMENDATION: **Insure that the MHRC reflect the diversity of the community as much as possible. Suggested consideration in the composition of the Commission:**

Individual Appointees:

Commitment to Diversity	Have time and energy
**Tied to Organizations	Diversity of Skills
Geographically Representative	Communications
Some High visibility leaders	Administration
Some activists	Legal/enforcement
Tied to community	knowledge

Overall Commission Composition:

Public Sector	Private Sector
Not For Profit	Racial Groups
Gender Balance	Religious Groups
Sexual Orientation	Disabled Representation
Age Range	

Rationale: The MHRC should reflect as much as possible the diversity of the community. Also, it is important to involve affected groups in designing projects and responding to issues. Representatives of affected groups sometimes lack the resources and "clout" to quickly get things done, which is why it is also important to have representation from visible leadership who may be unable to make the same time commitment as others but have clout.

**** People tied to organizations are not necessarily a formal representative of the organization. Commissioners should have the ability to make decisions and act freely without having to "check with their board/group". The idea is for people to be connected to groups with whom they talk about ongoing MHRC activities the group may want to support, or in which the group may want to be involved.**

RECOMMENDATION:

Staff the new Metropolitan Human Rights Commission as follows:

1 Director; 1 Diversity Coordinator (Future Focus); 1 Disability Coordinator; 1 Intake person & 1 Investigator for Enforcement; 1 Full Time receptionist (for the office); Two positions either clerical or staff assistant, one each to be determined by the MHRC director and the Disability Project Coordinator.

Rationale:

In addition to being human rights advocates and educators for City and County residents, this TASK FORCE has recommended assigning MHRC additional responsibilities, i.e., enforcing civil rights and implementing parts of the Future Focus Plan. It is important to recognize that the City County Advisory Committee on the Disabled (CCACD) is also part of MHRC and responsible for implementing Federal Requirements under the new Americans With Disabilities Act, (with which the City and County must comply).

RECOMMENDATION:

Allocate approximately \$450,000 as budget for the new MHRC, reflecting the costs of more staff, services and supplies not including the costs of testers or hearings officers. The figure includes enforcement costs which would not be needed until the 93-94 budget cycle.

Rationale:

We recognize the significant increase in the MHRC budget should this recommendation be implemented. This recommended budget is directly related to recommended staffing which in turn is directly related to program recommendations. The task force feels strongly that if the work of the MHRC is to be done properly then the organization must be properly funded and staffed.

RECOMMENDATION:

Add to the qualifications called for in the current description of the job of MHRC Executive Director, i.e., the requirements that the person have experience working with federal agencies, experience fundraising and grantwriting and have knowledge of quasi-judicial process.

Rationale:

Two of the additional qualifications would help insure the Director's ability to carry out enforcement responsibilities of the organization. The third (grantwriting and fundraising) would enhance funding for MHRC special projects.

RECOMMENDATION:

Appoint the first Chair of the new MHRC. The Mayor and County Chair should agree on the appointment of the Chair and work with the current liaison commissioners to appoint the new board. Immediately upon acceptance of these recommendations, MHRC staff should be moved under the City Commissioner in charge.

Rationale:

The Task Force wishes to reemphasize its belief that the involvement of the Mayor and County Chair is critical if a viable commission is to be established. The recommended criteria should be attended carefully in the selection of commission members if the MHRC is to be able to carry out the responsibilities of enforcement and implementing portions of the Future Focus Plan. The Task Force believes moving the staff under the City Commissioner in charge will provide some stability and direction for staff in the interim.

**MHRC TASK FORCE
ENFORCEMENT COMMITTEE RECOMMENDATIONS**

There is a general misconception that human rights advocacy and civil rights enforcement are separate and distinct functions. In practice, they are inseparable.

Advocacy activities range from education and rallies, that may or may not be response driven, to a strategized, progressive enforcement response, that may or may not involve litigation. Enforcement is an integral part of the advocacy continuum. It is the piece that makes the general public and those with disregard for civil rights sit up and take notice. Whether conducting workshops on unlearning racism, seminars on fair housing or a media events to publicize imposition of significant fines and punitive damages for violating civil rights, the ultimate objective is the same - to bring about a positive change in cultural attitudes. And although pursuit of that goal may be a long road, enforcement hastens the route to several objectives of that goal: it earns public credibility for the agency charged with advocacy; it encourages victims to report and work with the agency toward that goal; and even when it does not change the values and attitudes of violators, it results in marked changes in behavior and practices.

There appears to be an underlying concern that delegating enforcement authority to the agency charged with advocating for human rights may somehow bias the enforcement procedure or lead to a perception of bias. Although staff and Commissioners may share common values regarding human rights, there is no inherent conflict in the agencies ability to process a complaint, conduct an impartial staff investigation and make an objective determination that the evidence does or does not support the allegations. Quite similarly, judges are likely to hold common values based upon their knowledge and respect for the law, however, the public never considers that these values indicate a conflict of interest or alter the judges ability to offer an objective and fair trial. By implementing a model such as the one the committee proposes on the attached flow chart, the only formal decision made by MHRC staff would be whether or not there is sufficient evidence that probable cause exists.

MHRC is the appropriate agency to enforce the City's civil rights ordinance. Placing enforcement authority with MHRC would provide direct City Council accountability for effectiveness, as well as send a strong message that the City is willing and able to address discrimination and hate. The value of a civil rights ordinance is a function of how well it serves victims of discrimination and the City has a vested interest in making its ordinance effective. Claimants need timely, specific relief (i.e. job reinstatement, housing availability) not an ordeal that rubs salt into the wound due to delay and uncertainty. The key is

developing a process that can respond to this need and the enforcement committee believes that their proposed model would enable MHRC to respond quickly, accurately and cost efficiently, without the burden of backlog that BOLI operates under. The enforcement committee members agree that there is no point in pursuing enforcement unless it gets people what they need as quickly as possible. A few well publicized successful claims would greatly increase the credibility of MHRC and encourage residents to call for civil rights assistance and advocacy.

There are three basic component to enforcement models.

1. Means for the complaint to arrive - intake/screen.
2. Means for initial investigation to determine probable cause that violation occurred - investigation.
3. Means for the complaint to be mediated and/or heard - resolve.

The attached flow chart depicts the committee's proposal which is outlined below.

PROCEDURE

1. MHRC would provide intake and screening services
2. Contracted testers would be dispatched within 24 hours, if appropriate - (testers can provide irrefutable proof, which can expedite investigation and save money at later stages)
3. Respondent notified of complaint after testers complete work. MHRC investigator conducts formal investigation to compliment testing or when testing is not beneficial, i.e. discriminatory practices.
4. MHRC staff makes a determination whether or not probable cause exists. If there is no substantial evidence the claim is dismissed. If there is substantial evidence, the claimant is referred to a pool of private attorneys, willing to represent claimants on contingent fee basis. Both sides receive the same file from MHRC and MHRC is no longer an active participant in the proceedings.
5. If the claimant chooses to pursue mediation rather than adjudicative advocacy MHRC could contract for mediation services as suggested in the MHRC's proposal.
6. Claimants and respondents could choose to pursue either administrative or judicial tracks, however, a request by either party to take the judicial track would take precedence. Both tracks could coexist until a hearing begins in one.
7. Administratively routed cases would be heard by a City hearings officer (utilizing current staff or contracting).
8. Judicially routed cases would proceed to Federal or State Court. Appeals would be made to respective Court of Appeals.

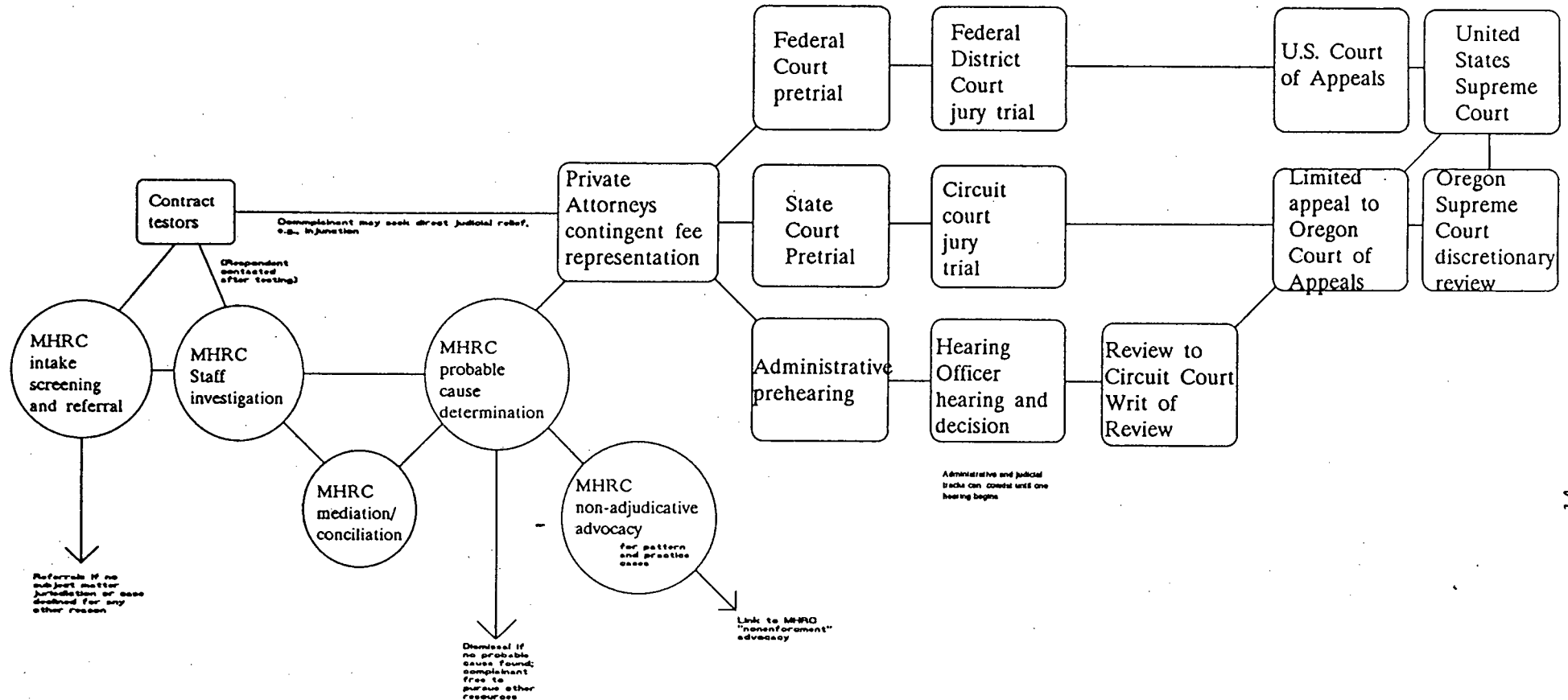
Angela Kane's MHRC enforcement proposal estimates that one new intake and one new investigation staff would be sufficient to process the anticipated number of complaints - currently, MHRC

receives 400 calls per year, estimate of 50 to be referred to mediation and 10 to proceed to hearings. Costs for enforcement staff and mediation services, excluding hearings officer and testing services, are estimated at an additional \$85,700 per year. If MHRC develops procedures and remedies which meet State and Federal equivalency requirements, MHRC would be entitled to receive State and Federal monies for cases involving respectively protected classes.

The committee strongly recommends that MHRC utilize testers to make a quick determination of probable cause in appropriate complaints. The Fair Housing Council of Oregon has already contacted the city with a proposal to provide testing services.

In summary, the enforcement committee stresses that enforcement is an integral and critical part of advocacy and there is no conflict in delegating enforcement authority to the agency charged with "fostering mutual understanding and respect, and to protect the human rights of all economic, religious, ethnic, racial, national origin, disability, age, sex and sexual orientation groups in Multnomah County". MHRC is the best agency to enforce the city's civil rights ordinance and development of a process that serves victims of discrimination swiftly and appropriately is imperative.

MHRC Enforcement Flow Chart



FAIR HOUSING COUNCIL OF OREGON

2600 S.E. BELMONT, SUITE A

PORTLAND, OR 97214

(503) 230-0239

1-(800)-424-FAIR

Donna Torrez Butler
Director

November 7, 1991

Commissioner Mike Lindberg
City of Portland
1220 SW 5th Avenue
Portland, OR 97204

RE: Fair Housing Testing for New Civil Rights Ordinance

Dear Commissioner Lindberg:

As your office begins the process of contracting with the Bureau of Labor and Industries (BOLI) for enforcement services for Title 23 of the City Code, we wish to inform you of our interest in providing testing support services for complainants.

Testing evidence has been proven to be the most effective tool in proving discrimination complaints in housing. Testing is an investigative technique used to check the validity of bonafide allegations of civil rights violations. In a typical scenario, pairs of individuals, or "testers" (alike in every respect except the variable being tested) pose as homeseekers or rental applicants to determine the nature and extent of discrimination. This tester pair is sent to the same sales agent or property manager named in the complainant's allegation.

A possible example of testing services under the new Civil Rights Ordinance could be: A single female feels she has been discriminated against because the rental agent told her that her she could not have a unit because her court decreed alimony was simply not "reliable" income. She contacts the Oregon Bureau of Labor and Industries (BOLI) to explain her problem. After listening to her complaint, BOLI will contact the Fair Housing Council of Oregon (FHCO) to conduct a test by sending out a pair of trained investigators, one female who says she is receiving alimony payments and another who states she is employed. After their separate contacts with the housing provider, the testers complete detailed, factual reports which are then analyzed by FHCO Staff. Test results are then forwarded to BOLI investigative staff for inclusion in their preliminary investigative report.

Despite being a relatively new organization, the Fair Housing Council of Oregon has had numerous successes with its testing

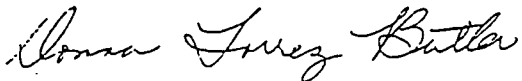
Commissioner Mike Lindberg Letter
November 7, 1991
Page Two

program. In a recent Multnomah County case, an African-American woman received a \$15,000 out of court settlement from a realty company. The woman's complaint was quickly settled after her attorney, Charles Merton, submitted testing evidence provided by the FHCO, to the respondent's attorneys.

The Fair Housing Council of Oregon was incorporated as a private, non-profit corporation one year ago and operated under a contract with Oregon Legal Services Corporation in 1990-1991. During our first year of operation, we received 192 bonafide housing discrimination complaints; conducted 81 tests; and found evidence of discrimination in 28 of these cases. We will be receiving a U.S. Department of Housing and Urban Development grant during 1992-93 to conduct education and outreach services state-wide. The FHCO will begin a new one-year contract with Oregon Legal Services for testing services early in 1992.

Commissioner Lindberg, I look forward to hearing from you or your staff about this proposal. Please feel free to contact me at 230-0239. I believe the Fair Housing Council of Oregon can play an instrumental role in the provision of civil rights protections to Portland's citizens. Enclosed you will find a brochure which explains our testing program.

Sincerely,



Donna Torrez Butler
Director

enclosure

cc: Madelyn Wessel, Deputy City Attorney
Kathleen Sadaat, Commissioner Kafoury's Office
Raleigh Lewis, BOLI

REPORT OF MHRC TASK FORCE
FUTURE FOCUS SUBCOMMITTEE

The task of the subcommittee was to review the Future Focus Plan Document, placing an emphasis on the Diversity Action Plan, and comment - propose a role for MHRC.

DIVERSITY ACTION PLAN

F.F. Action Items

Proposed MHRC Role

Research &
Reporting

MHRC should serve as the central location for the collection of research conducted or compiled locally as serve as the linkage to organizations seeking data.

MHRC should conduct research on 1 or 2 broad issues per year where it can be determined that adequate research is either non-existent nor being conducted by another group locally. A broad issue would be one facing more than one ethnic group or protected class.

MHRC should document hate crimes.

Marketing & Special
Events

MHRC should support the efforts of other organizations through volunteer or staff time, formal co-sponsorship, financial or in-kind contributions.

MHRC should take the lead role in pulling together a coalition of organizations to work on 1 or 2 broad based events each year that focus on an issue that impacts the quality of life of many ethnic groups and/or members of protected classes.

MHRC TASK FORCE
FUTURE FOCUS
Page 2

Education, Training
Information, Mediation

MHRC should serve as a central clearinghouse by maintaining a current list of training opportunities, educational resources and mediation services and provide information to the public on issues of diversity.

MHRC should identify gaps in information/training and encourage other organizations to meet those needs.

Monitoring Affirmative
Action

MHRC should monitor City and County progress in meeting affirmative action goals and provide technical assistance to help local government implement changes.

Advocacy, Networking

MHRC should identify and maintain periodic contact with all organizations working locally to celebrate and ensure the acceptance of diversity in our community.

MHRC should advise the City and County on policies, ordinances and laws regarding their consistency and fairness.

MHRC should select one or two broad advocacy issues per year, develop goals and proactive strategies to effect change.

MHRC should establish the capacity to mobilize individuals and groups towards a rapid, organized, community response to major incidents which demonstrate bigotry and intimidation.

Leadership Development

MHRC should take responsibility for developing leadership within its own organization.

MHRC should establish a small mentorship program to develop community leadership.

NOTE: MHRC should recommend that specific steps for addressing the issues of sexual orientation, the disabled and the aged be included in the Diversity Action Plan. MHRC should assist in the development and implementation of those steps.

RESPONSES TO OTHER FUTURE FOCUS ACTION PLANS:

EDUCATION

Gender & Ethnic
Awareness to Teachers

MHRC should influence school systems in the area of diversity, especially community based primary prevention education. (Education sec. 6.1 & 6.2)

LEADERSHIP

Assure diverse
Participation in
Leadership activities

MHRC should assist in the evaluation of outreach to groups by community organizations, promote outreach where organizations unsuccessful

MHRC should assist with appointments to commissions through a MHRC development program.

CRIME

Training in cultural
and social differences
for all City & County
Employees

MHRC should assist with the development of training and location of resources for training

Crisis response services
for hate crimes

MHRC should assist in the development of a crisis response system to respond to hate crimes and develop a better working relationship with the law enforcement agencies

MANAGING REGIONAL GROWTH

Overall response to issue

MHRC should help recruit, train and recommend people to serve on Neighborhood Coalition Boards, MHRC person should be on oversight committees for Education, Leadership and Crime.

1/16/92

METROPOLITAN HUMAN RELATIONS COMMISSION BUDGET PROJECTIONS

CURRENT BUDGET: FY 1991-92 **TOTAL** **\$217,750**

Total Personal Services	\$150,136
Professional Services (Contract)	\$31,136
Printing and Distribution	\$7,600
Communication Services (Phones)	\$2,462
Facilities Services (PDX Bldg. \$15.92 sq.ft.)	\$14,272
Fleet Services (local travel)	\$518

* Please note that totals are not actual sums of items listed. A number of items, e.g. supplies, insurance are not itemized.

Currently MHRC has three staff: an interim manager, a disabilities program coordinator, and a secretary. ONA consolidated the Disabilities Program budget into the general MHRC budget. The Task Force has recommended that the Disabilities Program have separate and distinct budget.

The task force report also recommends several new positions. A Diversity Coordinator to implement the Future Focus Diversity Plan, a support staff position for the Diversity Program, a support staff person for the Disabilities Program, and two enforcement positions.

Although the task force recommends that MHRC be given enforcement authority, the City of Portland is currently entering into contracts with the Bureau of Labor and Industry (BOLI) and the Fair Housing Council of Oregon that will be in effect through the end of the next fiscal year, June 1993. Additional MHRC staff for enforcement (one intake and one investigator) are recommended for inclusion in the FY 1993-94 budget.

* New and increased items are in bold.

ESTIMATED FY 1992-93 BUDGET:

MHRC Executive Director (entry level)	\$50,000
Secretary Clerk 2	\$28,000
Professional Services	\$31,000
Printing and Distribution	\$7,600
Communication Services	\$2,500
Facilities Services (increased space)	\$25,000
Local Travel	\$500
Commission Training	\$3,000

DIVERSITY PROGRAM:

Diversity Coordinator	\$36,000
Secretary Clerk 2	\$28,000
Printing and Distribution	\$3,800
Fund for assisting/partnership projects	\$10,000

Estimated Total (w/o Disabilities Program) **\$240,000**

DISABILITIES PROGRAM BUDGET FY 1992-93:

Disabilities Coordinator (senior)	\$47,000
Secretary Clerk 2	\$28,000
Printing and Distribution	\$3,800
Facilities Services	\$5,000
Communications Services	\$500
Local Travel	\$250
Misc. Project Operations	\$1,200
<u>Estimated Total</u>	<u>\$95,000</u>

ENFORCEMENT BUDGET FY 1993-94:

Enforcement Intake Staff	\$35,000
Investigator	\$44,000
Mediation Services (\$20/hr. X 50)	\$5,000
Hearings Officer (\$100/hr., 10 cases)	\$10,000
Testing Services (\$200-\$250 test)	\$10,000
Printing and Distribution	\$4,000
Communications Services	\$1,000
Local Travel	\$300
<u>Estimated Total</u>	<u>\$115,000</u>

* The contracts for enforcement of the City's ordinance with BOLI and the Fair Housing Council of Oregon are being completed at this time. These contracts do not include legal costs for cases which proceed to hearings. The next 17 months will help determine an average for the number of complaints filed, the number of claims that are dismissed or determined to show probable cause, the number of cases that are testable and the proportion of cases that proceed to conciliation or hearings. Cities of similar size with similar ordinances report about 50 cases that can be conciliated and approximately 10 that go on to hearings.

The information we have at this time is that for the remainder of FY 1991-92 BOLI will receive \$10,000 and the Fair Housing Council of Oregon will receive \$2,000. The contract with BOLI for FY 1992-93 will be for \$25,000 and the contract with the Fair Housing Council of Oregon will be for \$10,000.

SUMMARY

The Metropolitan Human Relations Commission Task Force, established by the City of Portland and Multnomah County to review the Metropolitan Human Relations Commission and make recommendations to the City and Multnomah County, has completed its task. The sixteen member Task Force has (as a whole or in subcommittees) with few exceptions met 2 to 2 1/2 hours weekly since October 11, 1991. The questions we were asked to address and our responses form the heart of this report. The structure for our review was provided in the form of four questions to which we have given our best responses. We provide here a summary of our responses to those questions.

Q1: Is the MHRC mission statement sufficiently broad and inclusive to encompass the needs and goals of our community? What changes, if any, do you recommend?

A1: We have recommended changing one word in the mission statement. We discussed the statement in light of our recommendations on Future Focus implementation and Enforcement Authority for the MHRC and found the mission statement adequate.

Q2: As currently constructed can the MHRC organizational structure, budget, staff and program provide the community with an appropriate level of leadership and service: What changes, if any do you recommend?

A2: NO: Our recommendations range from increasing the size of the board and insuring a viable "mix" of board members to recommending that the MHRC responsibilities be expanded to include Enforcement and Future Focus implementation because we believe the City and Multnomah County are in need of these functions and that a **Metropolitan Human Rights Commission** can best meet the need. The provision of an appropriate level of leadership and service to the community is directly related to an appropriate level of staff for the MHRC.

Q3: As currently constructed can the MHRC carry out the Action steps called for in the Future Focus Diversity Plan?

A3: NO: Existing staff is not adequate to respond to the Future Focus plan and related recommendations made by this body. Please see the Future Focus subcommittee report and staff and budget recommendations.

Q4: As currently constructed can the MHRC act as the enforcement Authority for the City of Portland's Civil Rights Ordinance?

A4: NO: Existing staff is not adequate to allow the MHRC to act as enforcement agent for the City's new Civil Rights Ordinance. Please see the Enforcement subcommittee report and staff and budget recommendations.

CONCLUSION;

In a time when our Metropolitan Area is battling the image of one which thrives on hatred and bigotry we cannot afford to be without a body which carries out the functions of an MHRC. In a time when people of good will are looking for ways to combat that hatred and bigotry, we cannot afford to be without the leadership of a body which does advocacy and education. In a time when it is an economic imperative that we learn to live with one another, we cannot afford to have the Future Focus Diversity Plan poorly implemented or ignored. The elected officials of the City and the County must decide to give priority to the overall issue of human rights and support that priority, not only by providing dollars but by being directly involved in the effort. We are a citizen body which has done its best to recommend that which we believe best for the City of Portland and Multnomah County. We have taken our task seriously and respectfully ask that you take our responses in an equally serious manner. Thank you for the opportunity to serve.

APPENDIX

Metropolitan Human Relations Commission

City/County Advisory Committee on the Disabled

RECEIVED

OCT 07 1991

COMMISSIONER OF
PUBLIC UTILITIES

October 7, 1991

TO: Kathleen Saadat

FROM: Jan Campbell *JC*

SUBJECT: METROPOLITAN HUMAN RELATIONS TASK FORCE

Enclosed are materials that I would like to share with the MHRC Task Force. I believe it is important that they know the role of the Disability Project and The City/County Advisory Committee on the Disabled.

Thanks much.

JC

A-1

1120 S.W. Fifth Avenue
Room 516
Portland, Oregon 97204-1989
(503) 796-5136
(503) 796-5393/TDD



Multnomah County



City of Portland

CITY OF PORTLAND

ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR:

HANDICAPPED PROGRAM COORDINATOR

y:

This is program and planning and coordination work. The employee will develop plans and programs designed to address local handicapped accessibility problems using Federal funds. Responsibilities include coordinating programs designed to ensure accessibility and equal opportunity for the disabled; scheduling and attending public forums to discuss issues relevant to handicapped services; providing information to City/County Commissioners and staff regarding handicapped assistance issues; and monitoring program-generated data and information to evaluate program performance and agency compliance. The Handicapped Program Coordinator will also be responsible for obtaining and providing information about handicapped legislation, regulations and any changes in legislation and regulations.

Metropolitan Human Relations Commission

Multnomah County • City of Portland

FRAMEWORK AND GUIDELINES FOR TRANSFERRING AND INCORPORATING THE HANDICAPPED ASSISTANCE PROJECT INTO MHRC'S ORGANIZATIONAL STRUCTURE

I OBJECTIVES

To formally incorporate the Handicapped Assistance Project within MHRC operations while making provisions for flexibility and latitude in the carrying out of the Handicapped Assistance Project's mission.

II PURPOSE

To provide a more appropriate organizational context and support system for the Handicapped Assistance Project within the City/County structure.

III RATIONALE

The City of Portland and the County of Multnomah have committed themselves and are required by certain federal laws to address themselves to advertent and inadvertent discrimination against the handicapped in local government processes. These processes often prevent handicapped citizens from having fair access to government services or employment.

Under the leadership of the Mayor on the City side and the former Board Chairman on the County side, projects to address the needs of the handicapped were planned and initiated. After approximately a year's worth of program development, it became evident that the handicap project would be more appropriately accommodated within a human rights advocacy organization like MHRC rather than under an administrative and management office. It was further agreed that since the County and the City both had to address similar issues in this regard, a joint City/County agency as host would be a mutually beneficial arrangement.

This document proposes guidelines for articulating the Handicapped Assistance Project into MHRC and identifies sources of authority relationships and procedures toward effecting that purpose.



CITY/COUNTY ADVISORY COMMITTEE ON THE DISABLED

PURPOSE:

The City/County Advisory Committee on the Disabled (CCACD) is responsible for advising the City and County regarding matters relating to federal, state, and local laws which affect the disabled community.

RESPONSIBILITIES:

1. Study and make written recommendations on the City's/County's efforts to achieve program accessibility and barrier-free facilities in compliance with Sec. 504, subpart C, Program Accessibility.
 - a. Evaluate existing policies and practices in relation to Federal Regulations prohibiting discrimination on the basis of disability.
 - b. Advise the City/County in modifying policies and practices that do not meet Federal requirements, including the removal of architectural barriers.
 - c. Monitor City's/County's efforts to determine where architectural barriers exist.
 - d. Recommend steps to provide alternative services or programs when architectural barriers cannot be immediately removed.
 - e. Recommend methods to ensure that persons with auditory or visual impairments are informed of programs and services provided for them by the City/County.
2. Study and make recommendations for appropriate steps to achieve equal employment opportunities for the disabled.
 - a. Study equal employment opportunity policies and programs as they relate to disabled individuals.
 - b. Consult with City/County in determining appropriate remedial steps to eliminate the effects of any discrimination that resulted from adherence to those policies and practices.

- c. Recommend employment criteria which would not eliminate disabled individuals from employment opportunity solely because of their disability.
 - d. Recommend modifications to work environments that limit accessibility to the work site, thus limiting employment opportunities for the disabled person.
 - e. Recommend to City/County ways to effectively increase community awareness of job opportunities available to the disabled population.
3. Compliance with subpart A, Section 34.6 (1) of Sec. 504 of the Rehabilitation Act of 1973 (Self-Evaluation Procedures) will be carried out on a yearly basis. To determine the results of City/County efforts to comply with Sec. 504, a self-evaluation of current policies and practices must be conducted in consultation with the City/County Advisory Committee on the Disabled.

The self-evaluation report must:

- a. Summarize review of policies and procedures;
 - b. Assess modifications that have been made to policies and practices which did not meet 504 standards;
 - c. Review efforts to correct effects of any past discrimination on the basis of disability;
 - d. Recommend remedial steps to eliminate effects of former discriminatory practices.
4. Educate the community regarding the disabled.
- a. Produce and moderate a weekly radio show.
 - b. Conduct forums and workshops.
 - c. Present an annual Sonya Hilton Award to a person or organization who has demonstrated commitment to the human rights of the disabled, either voluntarily or professionally.

JOB RELATED JOB DESCRIPTION
FOR

Analyst: Barnes
Date: 05/83

HANDICAP PROGRAM COORDINATOR - 0877
Class Title & Job Class Number

DOMAINS & TASKS

- A. PROGRAM AND PLANNING FOR HANDICAP ASSISTANCE TITLE V, SECTION 503/504 OF THE REHABILITATION ACT OF 1973. Develops plans and program designed to address local handicap accessibility problems using Federal funds.
1. Reviews current Federal, State and local guidelines to ascertain the impact of changes upon programs within the City and County.
 2. Develops and recommends programs which address the accessibility situation of handicapped persons and adhere to Federal guidelines in order to obtain appropriation funded by all Federal departments empowered to give Federal financial assistance.
 3. Plans, monitors and organizes activities within program area and authority.
 4. Prepares and submits reports to appropriate authorities for approval.
- B. COORDINATION OF SERVICES. Coordinates programs designed to ensure accessibility and equal opportunity for the handicapped population.
1. Develops and maintains working relationship with public and private sectors.
 2. Develop "Handicap Assistance" resource directory, to be utilized as a referral document.
 3. Schedule and attend public forums, community organizations, and private and non-profit agencies to discuss issues relevant to Handicap Services.
 4. Formulate a unification of goals and objectives; evaluation and assessment of programs performance and recommendations for corrective action.
 5. Provide information to City/County Commissioners and staff regarding Handicap Assistance related ordinances to address any misunderstanding and/or apprehension and to ensure passage of ordinances.
- C. MONITOR PROGRAM PERFORMANCE AND COMPLIANCE. Monitors program-generated data and information to evaluate program performance and agency compliance.
1. Establish system of monitoring program performance.
 2. Monitors and maintains program compliance in adherence to Federal regulations and guidelines.
 3. Conducts on-site monitoring visits to assess program performance and to determine compliance with contractual and applicable federal regulations.
 4. Prepares program recommendations and corrective action based on research and analysis.

A-6

DES: Frequency

D = Daily Q = Quarterly
W = Weekly SA = Semi-annually
M = Monthly Y = Yearly

Importance - If the task is not performed or if this task is performed poorly, how damaging will the consequences normally be to the public, and/or the agency?

Mi = Minor : Very little damage

I = Important : Moderate damage

C = Critical : Considerable damage

HANDICAP PROGRAM COORDINATOR - 0877
Class Title & Job Class Number

DOMAINS & TASKS

- D. PROGRAM CORRESPONDENCE. Provides and obtains information about Handicap legislation, regulations and changes.
1. Corresponds with representatives of Federal agencies in order to obtain clarification of guidelines and regulations and provide information about program activities.
 2. Corresponds with public service agencies in the Portland area in order to explain policies, procedures and regulations.

DES: Frequency

D = Daily Q = Quarterly
W = Weekly SA = Semi-annually
M = Monthly Y = Yearly

Importance - If the task is not performed or if this task is performed poorly, how damaging will the consequences normally be to the public, and/or the agency?

Mi = Minor : Very little damage
I = Important : Moderate damage
C = Critical : Considerable damage

Pa

IV

GUIDELINES

A. Source of Authority

By City Council action during the budget process, the Handicapped Assistance Project was administratively transferred from the Office of Management Services to MHRC.

B. Proposed Action

1. In accepting administrative responsibility for the Handicapped Assistance Project as delegated by City Council and County Board, it is the understanding and intention of MHRC to accept authority and responsibility for the following:
 - a. Program accountability -- assure that the use of resources, personnel, and funds to accomplish the purposes the City Council has intended; and to fulfill program objectives agreed to by City Council, County Board, and MHRC.
 - b. Fiscal accountability -- the administration and management of the relevant project funds.
 - c. The administration and supervision of project personnel.
2. The Handicapped Assistance Project will be accountable for:
 - effective program planning
 - annual submission of program objectives
 - quarterly program review
 - timely reporting on progress and problems

A. The Handicapped Advisory Committee will assist the Project staff in the following areas:

- setting priorities for expenditures of City and County funds which are designated to improve physical access to City and County buildings.
- previewing and reviewing all City and County projects targeted for the handicapped and providing validation for these projects that meet the Committee's criteria.
- providing technical assistance to the City and County Affirmative Action Offices in assuring compliance with Federal laws in employment for the handicapped.
- appoint one member to be a liaison between the MHRC Board and the Advisory Committee.
- prepare an annual program with goals, objectives, and performance measures to be included in MHRC's overall program goals.
- seek MHRC's concurrence on program activities not contained in the annual program.

B. This Committee shall operate under the following organizational guidelines:

- vacancies and replacements on the Committee will be filled by the Project Committee with ratification by the MHRC.
- the Committee will elect its own Chairperson for one-year terms of office; no person shall serve as Chairperson for more than two consecutive terms.

MHRC TASK FORCE

NOTES FROM OCTOBER 11, 1991

PRESENT: ,Raleigh Lewis, Chair; Gayle Preston, Vice-Chair;
M. Marcus; R. Page; A. Cardenas; E. Rose; R. Peyton; D. Griffin;
B. Wehrli; S. Pierce; D. Red Wing.

I. DISCUSSION AND QUESTIONS RE BACKGROUND

READING: There was a question about the difference between an Accounting Unit and a Reporting Unit, staff said they would research the answer. Rabbi Rose said he felt the need for more basic information on the history of the MHRC. Becky Wehrli asked if the MHRC used available training through such agencies as United way in the training of MHRC Commissioners, the answer was not at this time. There were requests to have copies of recent City Club recommendations re MHRC distributed to the Task Force Members.

II. HUMAN RELATIONS GROUPS/OTHER CITIES:

Information from Human Rights/Relations groups in Alaska, Eugene and Washington D.C. were distributed. Rabbi Rose again raised the issues of the need for more basic information. The absence of information on Seattle was noted and a request made for same. It was noted that Cleveland Ohio had been recommended for review as a good example of this kind of group. The sense of the groups seemed to be that more information on the local MHRC was needed before discussion on other cities.

III. DISCUSSION ON APPROACH: Brief discussion re what are the issues that MHRC should address, what should MHRC be? No conclusions were drawn. Next was discussed whether to interview individuals to get a better idea of what the thinking is re MHRC. A motion was made by Michael Marcus and seconded by Rodney Page to hold interviews to hear people re MHRC.

During discussion of the motion, Becky Wehrli said she would like to hear a range of people, from those who support the MHRC to those who are non-supportive. Gayle Preston, expressed her wish to have Luis, Carolyn and Janet brought into the discussion early. The motion was passed unanimously. Beck Wehrli moved that the Task Force try to talk first with Carolyn Leonard, Jan Campbell, John Heflin, Janette Pai, Luis Machorro and Darryl Tukufu, and that another community person be found to talk with the Task Force. This motion passed unanimously.

Next the Task Force discussed talking with Commissioners Kelley and Kafoury to determine the issues that led to them writing to the MHRC and to get information on what they see as problems that need resolution. Rabbi Rose moved the Task Force ask to meet with Kelley and Kafoury: passed unanimously. Wehrli and Rose volunteered to talk to commissioners.

Task Force members generated questions for the people to be interviewed and asked staff to mail them to those people. Interviews will be scheduled as: 10' presentation, 10' questions and answer. The questions to be asked follow:

- 1) Re MHRC what has and has not worked and why? What do you mean by worked?
- 2) What do you see as the weaknesses/strengths of MHRC?
- 3) What is your perception of the community image of MHRC?
- 4) What are the issues that MHRC should address?
- 5) Do you know why the MHRC structure was changed from an office with several employees to one that contracted out for most of its research work?

C. Marks Bax, K. Saadat

Interview Schedule - October 18, 1991

4:00 p.m. Cathy Siemens, Community Activist

4:30 p.m. Carolyn Leonard, MHRC Chair

5:00 p.m. Luis Machorro, past MHRC Interim Director, past MHRC
Commissioner,

5:30 p.m. John Heflin, past MHRC Chair

REMINDER: MHRC Task Force meetings will be held in room C of the
Portland Building, Fridays, 4 p.m. - 6 p.m.

Thank you for asking me to share my thoughts with you regarding MHRC.

Should the Metropolitan Human Relations Commission exist? My answer is a resounding yes. I have been associated with MHRC for approximately 11 years and when functioning effectively, the commission can be a very forceful body in bringing awareness of human rights issues to the public as well as uniting that awareness with governmental bodies. MHRC is funded through city and county budgets and is accountable to them for their projects. Therefore, it is imperative that this unity occurs.

However, over the last five or six years the commission has been plagued by conflicts with the executive directors and among the commissioners themselves. An excessive amount of time has been consumed with administrative and personnel issues rather than the true work of the commission.

During my association with the metropolitan human relations commissions most of the strengths were in the early 1980s. Some of those were:

1. More of a camaraderie among the commissioners.
2. A staff, of I believe 5, that could more accessible to the public and the commissioners. I feel the commission was better represented in the community at this time just by the fact there were more bodies and could be more places at once.
3. The commissioners would help with projects initiated by the City/County Advisory Committee on the Disabled with very little prompting.
4. They recognized those in the community who volunteered on commission subcommittees and shared their beliefs regarding equal human rights. They were honored at a banquet once a year.
5. The staff and the commissioners appreciated each other and interacted on a positive level.
6. Jan Campbell, who has been the staff support of CCACD throughout all this change, has been a very visible force throughout the community regarding issues that affect the lives of people with disabilities. Through this continuity and her guidance, CCACD has thrived despite the many problems MHRC may or may not have had. She has also been the continuity of MHRCS goals as she served as interim director several times.
7. The Peyton awards banquet. This is an opportunity for members of the community and governmental offices to gather together with a common goal, recognizing diversity and equal human rights.

8. The MHRC newsletter. This is a valuable tool to disseminate information regarding human rights to the community. I think the newsletter was at its best both visually and content wise while Paulette Peynet was editor and Jeanette Pai was Executive Director.
9. One of the main exceptions to the strengths being primarily in the early 1980s was the tenure of Jeanette Pai as executive director of MHRC. She, with a handful of MHRC commissioners, interfaced with the community in such a way that MHRCs credibility was at an all time high. Community members wanted to volunteer to work with MHRC through these efforts. A good example of this was the overwhelming attendance at the Summit on Malicious Harassment. There were approximately 500 people from the community but I can only remember seeing 3 commissioners in attendance.

This leads me to, what I feel, are the weaknesses of MHRC.

1. There are and have been strong personality conflicts, especially, over the last few years, among the commissioners themselves. This creates very dysfunctional group dynamics.
2. The executive director and the commission have not solidified as a unit for several years.
3. The commission has no enforcement power once it has made recommendations to the City and County.
4. At some point in the mid 1980s it was decided to decrease the staff of MHRC and, instead, rely on independent contractors. I remember this being a budget decision--MHRC could get more services for the same amount of dollars. Contractors would not accrue benefits and would be hired for a specific task. However, I feel that the reduction in staff has been to the detriment of the commission. Contractors are focused on their specific project and do not necessarily vocalize the mission of MHRC while in the community. This has, in turn, watered down the perception of MHRC in the community.
5. At the present time, MHRC has no credibility in the community. The interactions that had been established when Jeanette Pai was executive director have all but disappeared.

To make MHRC "work" again I think the following things need to happen. The term "work" as I use it is to fulfill the mission statement of the commission, have the commissioners and the staff working as one, and the interactions with the commission, community and government be a positive one regarding equal human rights.

1. Have all the current commissioners resign and start fresh. Some commissioners have done this within the last year in an effort to put the commission back on track. I think there needs to be a diversity among the commissioners; but, at the same time, I feel that the commissioners should be willing to initiate projects, participate in project implementation and see it through to fruition. This should not be the sole responsibility of the staff.
2. The commissioners need to be visible in the community. I do not just mean having hearings such as this one where they sit up on a podium and the people are "audience" but working side by side with people of the community to uphold human rights. A good example of this was the way Bernie Giusto and Mike Lindberg participated in meetings, rallies, and social events of the Anti-violence Project, a committee founded as a result of the Summit meeting combating malicious harassment.
3. Have the MHRC newsletter become a stronger vehicle by it being delivered to every address in the county to let people know about the work and mission of the commission. It needs to maintain the quality and readability that was present under Paulette Peynet's editorship as well as have current news, not always what has happened.
4. Since I listed more staff as a strength, it will come as no surprise that I believe an adequate staff can spread the word about MHRC while accomplishing specific tasks.
5. Obtain enforcement power from City Council and County Commissioners to see that recommendations made be carried out. A good example are the recommendations made in the Equal Employment Opportunity reports made to the city and county. It is important that the community know that they are not just words on a page but that the recommendations will actually be implemented.
6. Have more of a round table forum with the community for commission meetings rather than the usual podium/audience format. This will create a more "equal" interaction. Also meeting in the community would be a positive step. The meetings of MHRC do not always have to be in the Portland Building downtown.
7. Hire an executive director and let that person be responsible for administration of the commission and supervision of the support staff. The commissioners should be more focused on the mission of the commission not administrative matters.

8. The committees of the commission need to be more issue oriented rather than arbitrary titles such as research. I think the public would more readily understand the issues and possibly be more willing to volunteer their time and/or money. This needs to be followed by action from commissioners, implementation from commissioners and evidence of projects completed.
9. Some type of ongoing training needs to be initiated that would help commissioners appreciated cultural differences among the commissioners themselves as well as different cultures throughout the community. Hopefully through this training they would become a model to the community as a body that appreciates others' viewpoints and diversity.
10. Re-institute a banquet honoring the people that have volunteered their time over the past year to fulfilling MHRCs mission. CCACD has done this annually to honor the folks that have helped them and have invited MHRC commissioners. Participation from commissioners varied. However, initiation of such an event has not come from MHRC in the last 5 or 6 years.

As a component of MHRC, I feel I must address the issue of the City/County Advisory Committee on the Disabled. When I first became a member of CCACD the committee had its own budget. In the early 1980s MHRC and CCACD's budget was combined. This combined services during a time of budgetary crunch.

Since that time the committee has received a salary for the project coordinator, minimal secretarial support, office space and limited supplies. It was not until 3 years ago that we started receiving a budget for the projects of the committee. Until that time we tried to accomplish our goals by volunteer efforts and in-kind donations as well as a grant written by Jan Campbell that was approved and funded. Needless to say, until that point, some of our vision was lost to budgetary constraints.

During the past several years as MHRC has been in turmoil, it has been advantageous for us that we have had the continuity of Jan Campbell as our staff liaison. I have felt that the committee has been treated as an orphan without a true home by the commission but at the end of each year, they were very willing to list CCACD's completed projects among their accomplishments. As MHRC has fumbled and fallen, CCACD has survived because of the members tenacity and Jan's encouragement. It is very hard to maintain a positive image of CCACD in the community when the parent organization you are affiliated with is floundering. Even now, the committee is being held in limbo, the only working body of MHRC.

I now think we are at a crossroads. I feel MHRC needs to exist but my commitment to CCACD is much stronger. The community is very much aware of the mission of the committee and its activities. There is a cohesiveness that I believe should not be broken. However, since one of the primary duties of the project coordinator and the committee is compliance issues, I think there are better spots for CCACD rather than under the umbrella of MHRC.

I am not sure that the committee could stand on its own as a commission; although its track record would certainly support that. The idea of being housed in the affirmative action office of the city and/or county seems a good marriage. We would then have more enforcement power than now and be focusing on the major goal of the committee, a barrier free environment for persons with disabilities. I feel that we could still coordinate some ventures with MHRC due to our common goal of equal human rights, but CCACDs mission is much broader based.

My recommendation for CCACD is that it definitely exist but be housed under a different umbrella such as affirmative action.

I hope I have answered all or most of your questions and thank you again for the opportunity to speak.

MHRC TASK FORCENOTES FROM NOVEMBER 1, 1991

PRESENT: Raleigh Lewis, Chair; Gayle Preston, Vice Chair; B. Guisto, R. Peyton, S. Pierce, D. Redwing, E. Rose, R. Soto Rank, B. Wehrli

ABSENT: D. Griffin, M. Marcus, R. Page, L. Sitton, J. Smith, C. Van-Si

1. DISCUSSION RE CONDUCTING ADDITIONAL INTERVIEWS: There was general agreement that the Task force had heard significant background information during interviews. Although Jeanette Pai was not available for the October interviews, the group received word that she would likely be available November 8th and several members expressed interest in hearing her views. Rabbi Rose moved that Jeanette be invited to meet with the Task Force and Adrianna Cardenas seconded his motion. The motion passed unanimously.

MHRC Commissioner, Nathan Cogan, was present and asked if the Task Force was planning on receiving testimony from MHRC Commissioners other than the Chair, Carolyn Leonard and Vice Chair, Janet Chandler. The group went over the list of those interviewed thus far, Cathy Siemens, ex-MHRC Commissioner; Luis Machorro, ex-MHRC Commissioner and previous Interim Director; John Heflin, ex-MHRC Chair; and Kitty Purser, CCACD. Mr. Cogan was asked if he would like to address the Task Force. He expressed his belief that the role of MHRC should be expanded in many areas, particularly enforcement, and pointed out that enhanced responsibilities and enforcement would require a more adequate budget. He estimated that MHRC could carry out their enforcement proposal with a total budget of not more than \$500,000.

2. DISCUSSION ON HOW TO PROCEED WITH CHARGE: Raleigh Lewis suggested that in the interest of time, the four components of the charge be delegated to committees. He recommended either two or four committees, adding that Task Force members could sit on more than one committee, depending on their interests. Becky Wehrli responded that they had been asked to look at functional issues and structural issues and offered that she did not think it was possible to analyze the issues in isolation. Bernie Guisto requested that Task Force members have an opportunity to share their individual perceptions at some point and Rabbi Rose suggested that they look for common perceptions gathered from the interview process. Because MHRC once had a very positive role in the community, Russell Peyton encouraged the group to explore what went wrong and what factors caused the changes. There was agreement that there was much to be done if the Task Force was to complete its charge by the end of the year, and the group moved forward with Ramona Soto Rank's proposal that they begin by examining the adequacy of the MHRC mission statement as a basis for future discussion.

3. CHARGE QUESTION 1: IS THE MHRC MISSION STATEMENT SUFFICIENTLY BROAD AND INCLUSIVE TO ENCOMPASS THE NEEDS AND GOALS OF OUR COMMUNITY?

WHAT CHANGES, IF ANY, DO YOU RECOMMEND?:

The Metropolitan Human Relations Commission believes in the dignity and worth of all human beings. MHRC's mission is to foster mutual understanding and respect, and to protect the human rights of all economic, religious, ethnic, racial, national origin, disability, age, sex and sexual orientation groups in Multnomah County.

It was generally agreed that the current MHRC Mission Statement was sufficient to cover the range of community needs and MHRC responsibilities, including the possibility of enforcement. Bernie Guisto stressed that his experience in law enforcement has demonstrated that the charge to protect implies and necessitates enforcement responsibilities.

Adrianna Cardenas moved that the current mission statement, with the change of sex to gender, be accepted. Gayle Preston seconded the motion and it passed unanimously.

4. CHARGE QUESTION 2: AS CURRENTLY CONSTRUCTED: CAN THE MHRC ORGANIZATIONAL STRUCTURE, BUDGET, STAFF AND PROGRAM PROVIDE THE COMMUNITY WITH AN APPROPRIATE LEVEL OF LEADERSHIP AND SERVICE?

WHAT CHANGES, IF ANY, DO YOU RECOMMEND?

The Task Force opened discussion related to the second question in their charge. Reference was made to interviewees' comments regarding a less than full compliment of commissioners being appointed, difficulties regarding attendance at regular MHRC meetings and maintenance of committee structure without sufficient membership and attendance. Becky Wehrli stated that 21 members might provide MHRC with a more appropriate level of commissioners to pursue community outreach and maintain a critical level of volunteer investment. It was suggested that mechanisms for filling vacancies and for removing non-attending, non-functioning commissioners need to be developed as do clear operating procedures.

Ramona Soto Rank moved that the MHRC be expanded to 21 members. The motion was seconded by Becky Wehrli and passed unanimously.

The group deferred budget discussions until the work of the commission has been defined.

Considerable discussion took place regarding the selection of the MHRC Executive Director and appointment of the Chair. MHRC's Executive Director is filled through a Civil Service process which City Personnel and the Director of the Office of Neighborhood Associations oversee and coordinate with MHRC. MHRC interviews the five top scoring applicants and recommends which candidate they prefer ONA to hire. Becky Wehrli commented that as long as MHRC is in good standing with the community, the Commissioner-in-Charge would honor their recommendation.

The MHRC Chair is elected by the commission body.

Several members of the Task Force felt that there needs to be some separation of power, with either the Chair of the Executive Director being appointed by the Commissioner-in-Charge. Concern was expressed that having the Executive Director hired by the Commissioner-in-Charge might cause split loyalties or political maneuvering. Others believed that this may improve the commission/staff working relationship by increasing the commissioners' respect for the Executive Director's professional expertise and perhaps encourage greater budgetary support from the Commissioner-in-Charge. No conclusions were reached.

Staff will provide the Task Force with an analysis of alternative models used by other commissions.

MEETING REMINDER: FRIDAY, NOVEMBER 8, 1991, 4 PM - 6 PM
PORTLAND BUILDING, SECOND FLOOR, ROOM C

B-12

HUMAN RIGHTS COMMISSION MODELS

CITY	COMM. SIZE	APPT. BY	STAFF	ENFORCEMENT #comp/yr	BUDGET	POP. OF AREA	ADVOCACY	EDUCATION	EXEC.DIR.	ADDITIONAL INFORMATION OFFERED BY HRD STAFF
ANCHORAGE	9	Mayor, confirmed by assembly	8 (4 invest)	yes 180-200 workshare w/state city bdry	450-500K	220,200	Yes Dir. and Comm. Staff	Yes	Comm. Hires exempt	Can supeona, administer oaths Comm. chair elected by Comm Computer Volunteer - 1 wk. per qtr.
TACOMA	15	City Council	10.5 no Comm. staff	yes 200-250	500K	170,000	Yes	Yes	Appt. by City Mgr exempt	Human Rights Dept. 1. Investigations 2. Women's Rights 3. Community Educ. Comm. meets 2x/mo.- works on current issues
EUGENE	14 + 1 city councilor	City Council	1.5	yes 2-5	114,000	110,000	Yes majority of work informal mediation	Yes forums celebrations	Appt. by City Mgr formal process-not civil service	Volunteers - 30 appt. by City Council 15 Human Rights Comm. 15 straight committee work 1.5 volunteers from Univ. of OR, Lane C.C.
SEATTLE	15	7 Mayor 7 Council 1 HRC	HRD - 36 Enforce for State HRC - 2	yes 1500 - 1800	1.7 mil	enforce-ment State-wide	Yes HRC does	Yes	Appt. by Mayor exempt	Commission elects officers Purpose-to investigate, study, act to identify and relieve prolems of human rights Recommend policy, implementing legislation



DISTRICT COURT OF THE STATE OF OREGON
for MULTNOMAH COUNTY

DEPARTMENT NUMBER 12

1021 SOUTHWEST FOURTH AVENUE
PORTLAND, OREGON 97204

MICHAEL H. MARCUS

(503) 248-3250

JUDGE

Raleigh Lewis
Civil Rights Division
Bureau of Labor and Industries
State Office Building
Fourth Floor
Portland OR 97201

October 28, 1991

Re: MHRC Task Force Issues; Speaker

Dear Raleigh:

As I mentioned at our last meeting, I will not be able to attend all (or most) of our next task force meeting. I write to suggest that we invite Eugene's Human Rights Analyst, Greg Rickhoff (687 5177), to address the task force. I spoke at length with Greg today. His long tenure in the human rights business, his rich experience with Eugene's Human Rights Council, and his practical insights should be very helpful to our task force in answering the questions which face us.

I also propose for discussion by the task force the following issues:

1. Which, if any, of the following enforcement devices are essential to an effective and credible human rights agency:
 - a) High-visibility, adversarial, civil penalty/punitive damage oriented administrative or judicial litigation capacity?
 - b) Rapid response public safety (police, sheriff, district attorney), testers (through ##), mediation, and temporary court order (lawyers) capacity?
2. Is capacity for focused educational impact compromised or promoted by capacity for meaningful enforcement?
3. Is community credibility compromised or promoted by visible enforcement?

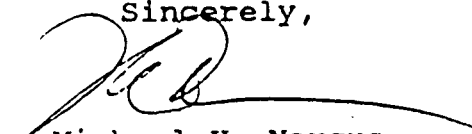
4. Can all constituent communities harmoniously share one agency? If so, what structural elements are necessary?

5. Assuming a human rights agency should have enforcement capacity, should the same agency be charged with enforcement against private and public entity/official respondents?

6. Assuming a human rights agency should have enforcement capacity, what structural elements are necessary to give it sufficient autonomy from political control?

For convenience, I have sent a copy of this letter to Carolyn Marks-Bax with a request that she provide sufficient copies for the members of the task force.

Sincerely,



Michael H. Marcus

cc: Carolyn Marks-Bax

MHRC TASK FORCE

MEETING NOTES: MEETING OF 11/8/91

Task Force Members Present: Cardenas; Lewis, Marcus, Page, Peyton, Pierce, Preston, Rose, Sitton, Smith, Wehrli

Task Force Members Absent: Guisto, Griffin, Red Wing, Soto Rank, Van-Si

- I. Report from Becky Wehrli and Rabbi Rose on their interviews with Commissioners Kelley and Kafoury: See notes attached.
- II. Discussion on approach to developing response to charge and making recommendations to the City of Portland and Multnomah County. B. Wehrli **made a motion** to have two subcommittees; the first to work on the issues presented in the Future Focus planning document as they relate to MHRC and the second to work on the issue of what it would take for the MHRC to assume the responsibility for enforcement **and** to have staff develop a matrix of information that will allow Task Force members to compare similar commissions, including information on funding, staffing, functions etc. Rabbi Rose **seconded** the motion. Discussion on the motion raised some questions to be addressed: 1) Would enforcement and advocacy be at conflict in one agency? (to be answered by Enforcement subcommittee); 2) What is MHRC's role in implementing the Americans with Disabilities Act? (to be answered by both subcommittees; 3) If enforcement and advocacy are not in conflict but on a continuum, where is MHRC on that continuum? 4) Where are the resources to make the changes in MHRC? The motion **passed** by unanimous vote.
- III. Assignments: Future Focus Subcommittee Chair: Becky Wehrli, other members: Rose, Cardenas, Sitton, Peyton. Enforcement Subcommittee Chair: Bernie Guisto, other members, Pierce, Page, Marcus, Preston. Staff will call absent members to find their committee preference.
- IV. Jeannette Pai spoke to the Task Force and passed out notes. In addition to comments in notes she raised issues related to clarifying the relationship of MHRC to the City of Portland; whether or not CCACD should be placed with Affirmative Action; consequences of having an Executive Director not hired by the Commissioners; the

for the MHRC to have a clear sense of direction; she commented that her inclination was to suggest reducing the size of the Commission in order to make it easier to get everyone going in the same direction. (a copy of her notes is attached)

Subcommittee meetings:

ENFORCEMENT: 4:00 PM, 11/15/91 ROOM 418 COUNTY COURTHOUSE
FUTURE FOCUS: 3:30 PM, 11/15/91 ROOM C PORTLAND BUILDING

NEXT FULL MEETING OF TASK FORCE: 3:30 PM 12/06/91 ROOM C PORTLAND BLDG.

MHRC Comments
Jeannette Pai

Mission of MHRC: to work toward the improvement of intergroup relations in Multnomah County/City of Portland. This translates into the following:

1. Advocacy/Community Organizer: call attention and take lead in addressing human rights issues using various approaches i.e. forums, media attention, marches, etc.
2. Mediation: function as a mediator between parties on human rights issues e.g. meeting called by MHRC between the Portland Opera, community members, and city/county officials regarding the casting of opera.
3. Coalition Builder: work to bring groups/individuals together to provide a united front and to facilitate collaboration on human rights issues.
4. Assist Grass Roots Organizations: provide technical assistance, information, share networks, and provide seed money to organizations/efforts related to human rights issues.
5. Monitor Affirmative Action Performance of City/County and Juvenile Justice System as per ordinance. Should be handled internally, not through contractors to provide consistency.
6. Liaison between Community and County Board and City Council, Civic Organizations, and governmental offices. Develop positive relationship with law enforcement agencies.
7. Provide Education on Issues: speakers bureau, printed material etc.

Priority Issues:

1. Bias Crimes
2. Oregon Citizens Alliance
3. Minority Youth in Public School System (in County, not just Portland)
4. Affirmative Action
5. AIDS Education
6. Develop Immediate Response Mechanism
7. Provide education on current issues.

***Emphasis should be on action and education. Secondary importance on research. Research should be done only as it serves to further efforts to education or advocate.*

Structural/Policy Changes:

1. Reduce number of commissioners to 9-11 people.
2. Representation must be balanced based on gender, race, ethnic origin, religion. It also must be balanced based on geographic area i.e. East County, North, Southwest etc. The issues vary dramatically based on area.

3. Commissioners must represent grass roots activists as well as high profile business/community leaders. People must be willing to take risks. More effective methods of outreach to business community can be developed e.g. funding for Summit.
4. Shorter term limitations for commissioners.
5. Absentee policy must be followed.
6. Periodic review of Commissioners should be done by appointing jurisdictions. Priorities of City/County may change need to check to see if Commissioners are responsive.
7. There are too many housekeeping Committees. Personnel and budget work can all be handled by the Executive Committee when necessary. Majority of issues need to go to full commission or ad hoc committees. Historically there has been too much power held by the Executive Committee.
8. Committees need to be focused on issues i.e. housing, bias crimes, etc. Community members would become involved in issue based committees.
9. By Laws need to be re-worked. They currently reflect historical power struggles.
10. Until stability is achieved the Executive Director should be hired by the City/County, or at least with close supervision. Currently it is too easy for Commissioners to attempt to manipulate staff by holding their jobs over their heads.
11. Lines of communication must be clarified i.e. what information goes to who.
12. Staff/Commissioner relationship must be clarified. There has been too much micro-management. Commission sets policy. Staff must be allowed to implement. Commissioners to not have time or expertise.
13. Staff need to feel valued.
14. CCACD must have a budget. There autonomy and effectiveness needs to be recognized by MHRC. If MHRC will not actively support CCACD there is no reason for CCACD to stay under MHRC. CCACD has long been a respected and strong force on disability issues. MHRC has not acknowledged CCACD's success. CCACD should not be put in a vulnerable position by being connected with MHRC.

Things to Do:

1. Commission meetings should occur in the community during the evening.
2. Community needs to be pulled into commission activities through issue focused committees.
3. Commissioners and staff must be present in the community at activities and meetings.
4. Commissioners could be asked to serve as liaison to "x" number of community organizations.
5. A small amount of money should be set aside to serve as seed money for community based organizations for start-up, programs, publications etc.
6. Review Community Speakout and Summit information. They outline community priorities. Or do new speakouts.
7. Re-activate Anti-Violence Project and the businesses who were pulled into the effort.
8. Interface with the Future Focus recommendations.
9. Response mechanism needs to be developed.
10. Be a leader in pulling together a coalition to counter the OCA efforts. The movement needs leadership from a non-gay/lesbian organization.

DEC 11 1991

MHRC TASK FORCE
NOTES FROM DECEMBER 6, 1991 MEETING

PRESENT: Raleigh Lewis, Chair; Gayle Preston, Vice Chair;
A. Cardenas, B. Giusto, D. Griffin, R. Peyton, S. Pierce, D. Red
Wing, E. Rose, L. Sitton, J. Smith, R. Soto Rank, C. Van-Si,
B. Wehrli

ABSENT: M. Marcus, R. Page

Task Force Chair, Raleigh Lewis, announced that today's discussion would focus on the Future Focus Subcommittee Report and that discussion of the Enforcement Subcommittee Report would be delayed until December 13, 1991.

1. DISCUSSION RE CITIZEN INVOLVEMENT COMMITTEE CBAC REPORT: There was a brief discussion of the CBAC report comments concerning MHRC staffing and budget issues. The MHRC Chair, Carolyn Leonard and previous Interim Director, Luis Machorro were interviewed by the CBAC and expressed concerns about staffing, budget and support from the City and County. Discussion was set aside until the Task Force tackles structural and budgetary recommendations.

2. REVIEW AND DISCUSSION ON THE FUTURE FOCUS SUBCOMMITTEE REPORT: Future Focus Subcommittee Chair, Becky Wehrli, presented an oral summary of the subcommittee report, pointing out that their task was to review the Future Focus document with primary emphasis on the Diversity Action Plan. In addition to reviewing the recommendations in the written report, Ms. Wehrli stressed the subcommittee's emphasis on having MHRC build its capability to network with the community, formally and informally. For example, representatives from community organizations might be part of the Commission composition and/or MHRC might have a small pool of funds to assist other groups in carrying out their activities. Ms. Wehrli highlighted the report's suggestion that MHRC serve as a clearinghouse for education and training, identifying gaps and encouraging appropriate community organizations to fill the needs. (This recommendation is based upon models used in child sexual abuse and drug awareness education.) The Future Focus Plan does not cover implementation of the American Disabilities Act and the subcommittee felt this was a major shortcoming that needs to be addressed. There was general agreement that the workplan inherent in the future focus subcommittee report was very appropriate for MHRC, but that further discussion regarding structure, staff and budget would be needed. Task Force members agreed to set aside such discussion until the Enforcement Subcommittees report and recommendations have been reviewed at the December 13, 1991 Task Force meeting. Staff was asked to provide the Task Force with MHRC's response to the Future Focus Plan, as well as information on other human relation commission models. Donnie Griffin seconded Gayle Preston's motion that the Future Focus Subcommittee recommendations be tentatively accepted, until the Task Force reviews the additional information. The motion passed unanimously.

3. ENFORCEMENT SUBCOMMITTEE REPORT: Bernie Giusto, Enforcement Subcommittee Chair, outlined the scope of the subcommittee discussions in three areas: Enforcement as advocacy, whether MHRC is the most appropriate agency for enforcement of the City's Civil Rights Ordinance, and the components of a successful enforcement model. He reiterated that discussion of the subcommittee report will be delayed until the December 13, 1991 Task Force meeting when Michael Marcus will be able to participate.

The meeting adjourned at 4:50 p.m.

NEXT MEETING: FRIDAY, DECEMBER 13, 1991, 3:30 P.M. - 5:30 P.M. AT THE PORTLAND BUILDING, SECOND FLOOR, ROOM C.

MHRC TASK FORCE MEETING NOTES
DECEMBER 13, 1991

PRESENT: Chair Raleigh Lewis, Vice Chair Gayle Preston, B. Giusto, D. Griffin, M. Marcus, R. Page, R. Peyton, E. Rose, L. Sitton, J. Smith, R. Soto Rank, B. Wehrli

ABSENT: A. Cardenas, S. Pierce, D. Redwing, C. Van-Si

1. ENFORCEMENT SUBCOMMITTEE REPORT AND DISCUSSION: Subcommittee Chair, Bernie Guisto, introduced the subcommittee and stressed two points: 1) the subcommittee felt strongly that if enforcement responsibilities were given to MHRC that the enforcement process must be timely and effective, and 2) an MHRC enforcement process must be buffered from political pressures and utilizing testers would enhance the objective, investigation process. (Please refer to the subcommittee report for more information on testers and process recommendations.)

Michael Marcus presented the subcommittee's recommendations. He noted that the subcommittee dealt with the question, "Should the same body that is the Human Rights Commission be the enforcement agency?", which is very different than responding to whether or not the current MHRC should be the enforcement agency. The subcommittee members, Bernie Giusto, Michael Marcus, Gayle Preston and Sam Pierce agreed that enforcement responsibilities belong in the MHRC office. In addition to the rationale presented in the report, Judge Marcus offered the following examples of compatibility between enforcement functions and MHRC's advocacy, education and research functions:

1. Oppressed populations are frequently alienated from the system and the enforcement agency would need to build credibility and trust within its constituent communities. It makes good sense to co-locate enforcement with the agency building networks with constituency groups likely to be victims of discrimination.
2. Successful enforcement could generate substantial public interest and participation in MHRC activities.
3. Analysis of discrimination complaints could be an accurate monitor of attitudes and behaviors within the community and might help MHRC focus its workplan and projects on predominant community needs.

Although the subcommittee felt there was absolutely no conflict of interest inherent in having MHRC staff doing objective intake and investigative activities, Judge Marcus did concede the possibility of alienating the professional colleagues of those who were penalized for discriminatory behavior. (e.g. Members of landlord/property management organizations) He encouraged the task force to acknowledge that generating flak is a natural consequence

of doing something tangible to curtail discrimination.

The Task Force reviewed the proposed enforcement model flow chart. Judge Marcus explained that testers could be dispatched within 24 hours, resulting in a timely determination of probable cause and gathering critical information that other methods of investigation cannot duplicate. Such information can provide almost irrefutable proof of discrimination and provides a major incentive for private attorneys to handle the case on a contingent fee basis. Testing is designed to duplicate complainant's personal characteristics (income, employment history, etc.) except for the factor believed to be the basis of discrimination (race, age, etc.).

In the subcommittee's proposed model, MHRC referral to mediation/conciliation would only be available prior to determination of probable cause.

The task force discussed developing a process and protections which could be determined by HUD to be equivalent to those used by the Federal government to enforce civil rights for federally protected classes. Equivalency would allow the agency to receive federal dollars for administering such procedures. Although the City's ordinance provides protection for sexual orientation and source of income, these are not federally protected classes and cases would not be eligible for federal dollars.

Russell Peyton stated his preference that MHRC continue its historical precedence of friendly advocacy through the "voice of friendly reason" and leave enforcement to a separate agency.

Becky Wehrli shared her serious reservations about combining advocacy and enforcement. She asked "How would MHRC respond to an outrageous act of discrimination that required the agency to simultaneously conduct a probable cause investigation and stage a response rally?" Judge Marcus replied that as long as the attorney who handles the case does not use the response rally as a fact to prove the complainant's claim, there is no conflict in MHRC pursuing the two distinct functions. Ms. Wehrli offered the following questions for discussion:

1. Would existing testers from the Fair Housing Coalition need additional training to test for other discrimination? Would MHRC need to train a pool of testers?
2. Who would MHRC contract with to provide mediation?
3. How would MHRC recruit private attorneys?

Judge Marcus responded:

1. The current scope of testers needs to be further explored.
2. The subcommittee did not discuss who would provide mediation, however, MHRC's enforcement proposal suggests contracting with the City's Neighborhood Mediation Office.
3. It is becoming financially attractive for attorneys to handle civil rights cases now that the punitive damages cap has been eliminated. Testing makes cases far less troublesome to develop and more likely to be successful. If a pool of attorneys is "handed" the "easy" cases, it would give MHRC some leverage to require the pool to handle "difficult" (non-testable) cases.

Joan Smith asked why the City Attorney's office would not represent claimants and Judge Marcus noted that it would be too costly and very politically complicated.

The recommendation to place enforcement responsibilities in MHRC was partially based on the subcommittee's belief that BOLI has a backlog and does not use testers. Judge Marcus stressed that cases which can be investigated through testing should not be assigned to an agency which does not do testing. There was a comment (and staff does not know if it was facetious) that the more difficult non-testable cases could be handled by BOLI and MHRC could handle testable cases.

Raleigh Lewis took a few moments to briefly describe BOLI's Civil Rights Division. BOLI handles civil rights complaints statewide and deals with approximately 3000 complaints per year. The Bureau contracts with HUD (to handle cases within 60 days) and with OSHA (to handle complaints within 90 days). Other complaints are resolved within one year. They see that people of color are not only discriminated against in housing, employment, etc. they still find it difficult to find attorneys to represent them.

Ramona Soto Rank moved that the task force receive the report of the enforcement committee, subject to further reflection, response and action in relation to the other review committee report and research. Joan Smith seconded the motion which passed unanimously.

The Chair, Raleigh Lewis, encouraged task force members to come prepared on December 20th. He suggested that they be sure to read the City Club report on MHRC, the MHRC's Enforcement Proposal and take a few minutes to review the task force charge.

Next Meeting: December 20th, Portland Building, 2nd fl., rm. C

3:30-5:30 p.m.
B-23

MHRC TASK FORCE NOTES

DECEMBER 20, 1991

MEMBERS PRESENT: R. Lewis, Chair; G. Preston, Vice-Chair;
A. Cardenas; R. Lewis; M. Marcus; R. Peyton; S. Pierce;
D. Red Wing; L. Sitton; J. Smith; B. Wehrli

MEMBERS ABSENT: B. Giusto, R. Page, E. Rose, R. Soto Rank,
C. Van-Si

The task force used the four questions from their charge to frame discussion regarding the structure and responsibilities of MHRC. Several items were discussed and final recommendations determined, however, the bulk of issues/ideas presented require further discussion. For the purpose of creating working notes, resolved items have been separated from unresolved items. Below, you will find a summary of completed items, followed by a summary of unresolved items (questions/suggestions). The structure of the summary is based upon the four task force charge questions.

RESOLVED ITEMS:

Question 1 - Is the MHRC mission statement sufficiently broad and inclusive to encompass the needs and goals of our community? What changes, if any, do you recommend?

The task force answered Question 1 affirmatively with the recommendation to change the word sex to gender.

Question 2 - As currently constructed: Can the MHRC organizational structure, budget, staff and program provide the community with an appropriate level of leadership and service? What changes, if any, do you recommend?

As currently constructed, the task force answered no.

The task force reaffirmed its previous recommendation to increase the MHRC from 15 to 21 members.

It was agreed that MHRC should use an issue based committee structure as opposed to the function based committee structure they currently use. The Future Focus subcommittee report recommends that MHRC focus on one or two broad research issues, one or two broad advocacy issues and one or two broad based events per year. The report strongly encouraged greater networking with the community and the task force supported recruiting Future Focus Group members and community representatives to serve on MHRC committees.

Task force members supported Becky Wehrli's suggestion that MHRC be located in a storefront office.

UNRESOLVED ITEMS:

Question 2 - As currently constructed: Can the MHRC organizational structure, budget, staff and program provide the community with an appropriate level of leadership and service?
What changes, if any, do you recommend?

* Issues regarding Question 2 will be impacted by the task force recommendations on Questions 3 and 4.

1. What is an appropriate level of staff?
2. What is an adequate budget for MHRC to function effectively?
3. What jurisdiction(s) should MHRC serve? (e.g. City, City/County, Regional)
4. To whom should MHRC be organizationally accountable? (e.g. Mayor, Mayor/Co. Chair, liaison commissioner)
5. Should the current MHRC members be asked to resign?
6. Who should be recruited to serve on the commission or committees? Should there be specific slots to represent diversity and organizational affiliations including the Diversity Plan Focus Group? Should recruitment be weighted toward individuals ability to devote "time and work" and/or their ability to contribute "expertise and credibility"?
7. Who should appoint Commissioners?
8. Who should have the authority to hire and fire the executive director?
9. What are the general qualifications for the executive director?
10. Should MHRC's name be changed? What would be an appropriate name to represent recommended functions?
11. What is the appropriate role for the City/Co. Advisory Committee on Disabled? Should CCACD have commission status?

Question 3 - As currently constructed can the MHRC: Carry out the Action Steps called for in the Future Focus Diversity Plan?
If the answer is "no" what changes need to be made in order for the Action Steps to be carried out?

The task force committee response to the Diversity Action Plan calls for MHRC to monitor City and County progress in meeting affirmative action goals and assigns MHRC a significant coordinating role in conducting and compiling local research, documenting hate crimes, serving as a clearinghouse for education/training/mediation services, leadership development and networking and advocacy.

1. What is an appropriate level of staff to carry out the recommendations of the task force's future focus committee?
2. What is an adequate budget for MHRC to carry out the recommended Diversity Plan activities?
3. Who should be recruited to serve as an MHRC commissioner/committee member responsible for implementing the Diversity Plan?
4. What are the specific qualifications for the executive director, relevant to implementing the Diversity Plan recommendations?
5. What jurisdiction(s) should MHRC serve through recommended Diversity Plan activities? (City, City/Co., Regional)
6. Should MHRC exist without an enforcement role?

Question 4 - As currently constructed can the MHRC: Act as the enforcement authority for the city of Portland's Civil Rights Ordinance?
If the answer is "no", what changes need to be made in order to make MHRC a viable option for this responsibility?

The task force recognized that the current MHRC structure is not adequate to serve as the enforcement authority and pointed out that it would take time for changes to be implemented and a newly reconstituted agency to get up to speed. However, after discussing enforcement at length, the task force concluded that MHRC should have enforcement responsibility for testable cases. There was one dissenting vote. It was noted that BOLI was likely to serve as the interim enforcement agency and that the need is possibly too great, and methods of resolution so broad, that the community may be best served by multiple, cooperating agencies.

Raleigh Lewis pointed out the significant cost and staffing needs to handle cases for all federally protected classes. The task force's enforcement committee budget and staff recommendations were based on MHRC's projections for handling only sexual orientation and source of income discrimination, with other complainants being referred to BOLI.

1. What is an appropriate level of staff to carry out the recommendations of the task force's enforcement committee?
2. What is an adequate budget for MHRC to carry out the recommended enforcement activities?
3. Who should be recruited to serve as an MHRC commissioner/committee member if MHRC has enforcement responsibilities?
4. What are the specific qualifications for the executive director, relevant to enforcement responsibilities?
5. What should the enforcement staff structure be? How can the functions be separated to allow for MHRC to be politically buffered? (e.g. contacting with testers)

MHRC TASK FORCE NOTES

January 3, 1992

MEMBERS PRESENT: Cardenas; Gusito; Griffin; Lewis; Peyton; Preston; Red Wing; Rose; Sitton; Smith; Soto Rank; Wehrli

MEMBERS ABSENT: Marcus; Page; Pierce; Van-Si

Discussion started with consideration of the rationale to be used for the recommendations made in the 12/20/91 meeting. Griffin moved, Soto-Rank seconded motion to accept the rationale presented for changing "sex" to "gender" in the MHRC mission statement. Passed Unanimously.

Wherli moved, Cardenas seconded move to accept the rationale for recommending an increase in the number of MHRC Commissioners from 15 to 21. The motion passed with Peyton and Soto-Rank voting against the motion.

Wherli and Cardenas moved and seconded to accept the rationale for the next two items, i.e., Issue Based Committee structure and locating MHRC on the ground floor of the Portland Building. Both passed unanimously.

There was a motion to recommend that all current MHRC Commissioners be asked to resign. The motion carried. Sitton voted against and Preston abstained.

The question was raised as to whether geographic boundaries of MHRC responsibility should be expanded. Griffin moved/Soto-Rank seconded motion that recommendation be that jurisdiction remain the same at this time but that MHRC instructed to return in 1995 with a plan for the regional (Metro, Washington & Clackamas Counties) operation of the MHRC. Motion passed with Smith and Peyton voting against.

There was some discussion on the minimal level of staffing for MHRC. The discussion was set aside for a more in-depth discussion of the City/County Advisory Committee on Disabilities (CCACD) and its needs. Wherli moved/Soto-Rank seconded motion to recommend that CCACD be separate from MHRC with its own commission status. They saw a need to have greater visibility for the new

Americans With Disabilities Act (ADA) and greater focus on ADA/CCACD and the issues they address. Argument against was that politically it might be better if they remained together. When asked what she thought, Jan Campbell, Director of the City's Disability Project, responded that the needs are to fund projects and project staff, with MHRC commissioners being more vocal regarding the budget and the CCACD having some autonomy in developing and selecting projects. It was noted that the Project used to have its own budget which gave it some degree of autonomy. The motion failed 6-5, Cardenas, Griffin, Lewis, Peyton, Preston, Sitton voted against.

The discussion on overall staffing level resumed. Wherli moved /Guisto seconded the motion to recommend a minimal staff level of 7 FTE. Further discussion pointed out the need for more clerical support. The motion was amended to recommend 8 FTE as follows:

1 Director;

1 Diversity Coordinator (Future Focus);

1 Disability Coordinator;

1 Intake person for Enforcement;

1 Investigator for Enforcement;

1 Full Time receptionist (for the office);

Two positions either clerical or staff assistant, one each to be determined by the MHRC /director and the Disability Project Coordinator. The motion Passed. Griffin voted against.

Guisto raised the issue of dollars being needed for a Hearings Officer, Testers and some City Attorney time. There was short discussion on the priority placed on MHRC and the importance of giving the MHRC what it needs to do its work. If the work is to be done properly then the organization must be properly staffed. Recommendations for staffing are linked to recommendations for program and if there is an increase in workload, additional staff will be required. Based on the recommendations above, Bax and Saadat were asked to prepare a draft budget for discussion at the next meeting.

Griffin moved/Cardenas seconded a motion to recommend that MHRC be accountable only to the Mayor of Portland and the Multnomah County Chair and not be delegated to other commissioners. Discussion focused on whether this would provided the desired accountability if there happened to be a Mayor or Chair that was not interested in the MHRC. It was pointed out that sometimes there is greater support and effectiveness if a very interested commissioner is in charge than might happen with an official who has many, many things on his/her plate. The motion passed. Wehrli, Cardenas, Rose and Preston voted against.

The motion to recommend changing the name from the Metropolitan Human Relations Commission to the Metropolitan Human Rights Commission passed. Wehrli, Cardenas, Peyton and Preston voted against. The intent of the name change is to help residents perceive that there has been a change in the responsibilities of the organization.

The motion to recommend that the appointing authority be kept as is, i.e., 10 appointments by Mayor, 10 appointments by County Chair and 1 appointed by MHRC, passed. Cardenas, Smith and Peyton voted against the motion. Rabbi Rose observed that some people may not want to serve with the enforcement connection.

There was lengthy discussion on the kinds of people that should be recruited to serve on the Commission. There was some thought that a certain number of slots should be identified for organizations representing specific groups, (Asian, Black, Native American, Hispanic, Jewish, Lesbian/Gay, Disabled), without naming specific organizations so that members can be rotated. In summary, to the extent possible, the Commission should reflect the diversity of the community. Recommendations for Commission Composition follow:

Individual Appointees:

Tied to Community
Geographically Representative
Some High Status/Leaders
Some Activists
Committment to Diversity

Tied to Organizations
Have Time and Energy
Diversity of Skills
Communication
Administration
Legal/Enforcement
Knowledge

Overall Commission Composition:

Public Sector
Not For Profit
Gender Balance
Sexual Orientation
Age
City Commissioner

Private Sector
Racial Groups
Religious & Non-Religious Groups
Disability
County Commissioner

Ordinance No. 164709

Prohibit discrimination in housing, employment and public accommodations on the basis of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation or source of income and provide for enforcement.
(Ordinance; add Title 23, Chapter 1)

The City of Portland Ordains:

Section 1. The Council finds:

1. The just-completed Portland Future Focus study identifies a compelling need to value the diversity of Portland's population and affirm the City's unwillingness to tolerate discrimination, bigotry or violence against its citizens.
2. Unlike many cities across the United States, Portland's municipal code currently lacks explicit civil rights protections prohibiting discrimination in the areas of employment, housing and public accommodations.
3. Oregon law does not clearly prohibit discrimination on the basis of sexual orientation and source of income at the present time.
4. Evidence presented to Council demonstrates that discrimination based on sexual orientation and source of income exists in the City of Portland.
5. The importance of affirming the City's commitment to civil rights and equal opportunity generally, as well as the need to safeguard basic rights of individuals who currently lack protections under state law, make creation of a civil rights code for the City imperative.
6. It is anticipated that enforcement of the new code, drafted in reference to the Oregon Revised Statutes, will initially be undertaken through a contractual arrangement with the Oregon Bureau of Labor and Industries ("BOLI"), however a variety of circumstances could lead to changes in the enforcement scheme.

NOW, THEREFORE, the Council directs:

- a. Title 23 of the City Code is amended by adding a new Title 23, Civil Rights, Chapter 1 as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

ORDINANCE No.

- b. If material alterations are made to the sections of the Oregon Revised Statutes which are referenced in Chapter 1 of Title 23 of the code, the City Attorney shall draft new code sections for City Council consideration to ensure that the intent of Council as expressed in this ordinance shall be fulfilled.
- c. Should enforcement of all or a part of Chapter 1 of Title 23 of the code become advisable through some entity other than BOLI, the City Attorney shall draft new code sections for City Council consideration to ensure that the intent of Council as expressed in this ordinance shall be fulfilled.
- d. The City Attorney shall study and advise Council what alterations of Chapter 1 of Title 23 of this code would be necessary in order to meet U.S. Department of Housing and Urban Development guidelines on "substantial equivalency."
- e. The enforcement provisions contained in section 23.01.080 (A) through (D) of Chapter 1 of Title 23 of the code shall not be utilized until enforcement arrangements have been completed.

Passed by the Council,
Commissioner Mike Lindberg
MWessel:ts madelyn.wrk\civord.,10-1-91

BARBARA CLARK
Auditor of the City of Portland
By

Deputy

EXHIBIT A

Title 23 Civil Rights

Chapter 23.01

23.01.010 Policy

It is the policy of the City of Portland to eliminate discrimination based on race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation or source of income. Such discrimination poses a threat to the health, safety and general welfare of the citizens of Portland and menaces the institutions and foundation of our community.

23.01.020 Intent

The City Council finds that discrimination on the basis of sexual orientation and source of income exists in the City of Portland and that state law does not clearly prohibit such discrimination. It is the intent of the Council, in the exercise of its powers for the protection of the public health, safety, and general welfare and for the maintenance of peace and good government, that every individual shall have an equal opportunity to participate fully in the life of the City and that discriminatory barriers to equal participation in employment, housing, and public accommodations be removed.

23.01.030 Definitions

A. "Sexual Orientation" - actual or supposed male or female homosexuality, heterosexuality or bisexuality.

B. "Source of Income" - the means by which a person supports himself or herself and his or her dependents, including but not limited to money and property from any occupation, profession or activity, from any contract, settlement or agreement, from federal or state payments, court-ordered payments, gifts, bequests, annuities, life insurance policies, and compensation for illness or injury, but excluding any money or property derived in a manner made illegal or criminal by any law, statute or ordinance.

C. All other terms used in this ordinance are to be defined as in Oregon Revised Statutes Chapter 659.

23.01.040 Exceptions

A. The prohibitions in this Chapter against discriminating on the basis of sexual orientation do not apply:

1. to the leasing or renting of a room or rooms within an individual living unit which is occupied by the lessor as his or her residence;

2. to dwellings with not more than two individual living units where one of the units is owner occupied;

3. to space within a church, temple, synagogue, religious school, or other facility used primarily for religious purposes.

B. The prohibitions in this Chapter against discriminating on the basis of source of income do not prohibit:

1. inquiry into and verification of a source or amount of income;

2. inquiry into, evaluation of, and decisions based on the amount, stability, security or creditworthiness of any source of income;

3. screening prospective purchasers and tenants on bases not specifically prohibited by this chapter or state or federal law;

4. refusal to contract with a governmental agency under 42 U.S.C. §1437f(a) "Section 8". A written statement containing the reason or reasons therefor should be sent to the City Attorney's Office, Room 315, 1220 SW 5th Avenue, Portland, Oregon 97204.

23.01.050 Discrimination in Employment Prohibited

A. It shall be unlawful to discriminate in employment on the basis of an individual's race, religion, color, sex, national origin, marital

status, age if the individual is 18 years of age or older, or disability, by committing any of the acts made unlawful under the provisions of ORS 659.030 and 659.425.

B. In addition, it shall be unlawful to discriminate in employment on the basis of an individual's sexual orientation, source of income or familial status, by committing against any such individual any of the acts already made unlawful under ORS 659.030 when committed against the categories of persons listed therein.

23.01.060 Discrimination in Selling, Renting, or Leasing Real Property Prohibited

A. It shall be unlawful to discriminate in selling, renting, or leasing real property on the basis of an individual's race, religion, color, sex, national origin, marital status, familial status, or disability, by committing any of the acts made unlawful under the provisions of ORS 659.033 and 659.430.

B. In addition, it shall be unlawful to discriminate in selling, renting, or leasing real property on the basis of an individual's sexual orientation, source of income, or age if the individual is 18 years of age or older except as is excluded in ORS 659.033 subsection 6 (a) and (b), by committing against any such individual any of the acts already made unlawful under ORS 659.033 when committed against the categories of persons listed therein.

23.01.070 Discrimination in Places of Public Accommodation Prohibited

A. It shall be unlawful to discriminate in public accommodations on the basis of an individual's race, religion, color, sex, national origin, marital status, age if the individual is 18 years of age or older, or disability, by committing any of the acts made unlawful under the provisions of ORS 659.037, 659.425, or ORS 30.670 to 30.685.

B. In addition, it shall be unlawful in public accommodations to discriminate on the basis of an individual's sexual orientation, source of income or familial status, by committing against any such individual any of the acts already made unlawful under ORS 659.037 or ORS 30.670 to 30.685

when committed against the categories of persons listed therein.

23.01.080 Enforcement and Administration

A. Enforcement of all or any part of this Chapter shall be governed by the procedures established in ORS Chapter 659. Rules adopted by the City Attorney pursuant to section 23.01.090 of this Chapter may also be used to implement enforcement and administration of this Chapter.

B. Any person claiming to be aggrieved by an unlawful employment practice under this Chapter may file a complaint with the Commissioner of the Bureau of Labor and Industries under procedures established in ORS 659.040, and any person claiming to be aggrieved by an unlawful practice under this Chapter relating to selling, renting or leasing real estate or discrimination in public accommodations, may file a complaint with the Commissioner under procedures established in ORS 659.045.

C. The Commissioner may then proceed and shall have the same enforcement powers under this Chapter, and if the complaint is found to be justified the complainant shall be entitled to the same remedies, under ORS 659.050 to 659.085 as in the case of any other complaint filed under ORS 659.040 or 659.045.

D. Any order issued by the Commissioner of the Bureau of Labor and Industries under this Chapter shall be viewed as one issued by a hearings officer employed by the City within the meaning of ORS 46.045 (3) and shall be fully enforceable by the City.

E. Any person claiming to be aggrieved by an unlawful discriminatory act under the provisions of this code shall have a cause of action in any court of competent jurisdiction for damages and such other remedies as may be appropriate, unless such person has filed a complaint hereunder with the Oregon Bureau of Labor and Industries, as is described more particularly in ORS 659.095 and 659.121. The court may grant such relief as it deems appropriate, including, but not limited to, such relief as is provided in ORS 659.121.

23.01.090 Authority of City Attorney to Adopt Rules

A. The City Attorney is hereby authorized to adopt rules, procedures and forms to assist in the implementation of the provisions of this Chapter.

B. Any rule adopted pursuant to this section shall require a public review process. Not less than ten nor more than thirty days before such public review process, notice shall be given by publication in a newspaper of general circulation. Such notice shall include the place, time, and purpose of the public review process and the location at which copies of the full text of the proposed rules may be obtained.

C. During the public review, a designee of the City Attorney shall hear testimony or receive written comment concerning the proposed rules. The City Attorney shall review the recommendation of his or her designee, taking into consideration the comments received during the public review process, and shall either adopt the proposal, modify it or reject it. If a substantial modification is made, additional public review shall be conducted, but no additional notice shall be required if such additional review is announced at the hearing at which the original comments are received.

D. Unless otherwise stated, all rules shall be effective upon adoption by the City Attorney and shall be filed in the office of the City Auditor.

E. Notwithstanding paragraphs (b) and (c) of this section, an interim rule may be adopted without prior notice upon a finding that failure to act promptly will result in serious prejudice to the public interest or the interest of the affected parties. The finding shall state the specific reasons for such prejudice. Any rule adopted pursuant to this paragraph shall be effective for a period of not longer than 180 days.

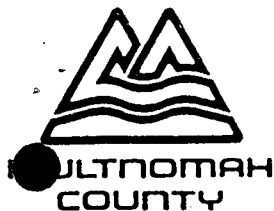
23.01.100 Construction

This Chapter shall be broadly construed, consistent with its remedial purpose.

23.01.110 Severability of Provisions

If any part or provision of this Chapter, or application thereof to any person or circumstance, is held invalid, the remainder of this Chapter and the application of the provision or part thereof, to other persons not similarly situated or to other circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this Chapter are severable.

madelyn.wrk\civord.a



Citizen Involvement Committee

2115 SE MORRISON

PORTLAND, OREGON 97214

248-3450

RECEIVED

NOV 22 1991

COMMISSIONER OF
PUBLIC UTILITIES

November 18, 1991

MEMORANDUM

To: MHRC Task Force Members
County Commissioners
City Commissioners

From: Gloria Fisher
Office of Citizen Involvement

Re: CBAC report

The Non-Departmental Citizen Budget Advisory Committee is a committee of seven citizens which reviews organizations that fall under the county's Non-Departmental category and makes program and budget recommendations to the Board of County Commissioners.

The CBAC has interviewed the Chair and former Acting Director of the Metropolitan Human Relations Commission and is forwarding the enclosed report to you, MHRC and city and county commissioners.

We are enclosing reports of the previous three years so you will understand the Non-Departmental CBAC's long-term interest in the Commission.

NON-DEPARTMENTAL CBAC REPORT ON
METROPOLITAN HUMAN RELATIONS COMMISSION

October 26, 1991

This report is issued by the Non-Departmental Citizen's Budget Advisory Committee, which is one of the system of CBAC's established under the Citizen's Involvement Committee (CIC) to provide citizen guidance to The County Commissioners' Budget and Policy making. It is intended to help formulate the County's position on MHRC, and the CBAC requests that it also be forwarded to the MHRC Task Force as knowledgeable Citizen input in keeping with the purpose of the CIC and CBAC process.

As part of its continuing work, the Multnomah County Non-Departmental CBAC recently met with Luis Machorro and Caroline Leonard to learn more about MHRC's problems and challenges. Here is a summary of observations and some recommendations based upon these meetings:

Carolyn Leonard candidly described problems and disagreements with some elected officials regarding the operation of MHRC. A few of the specific issues she addressed were:

- The need for adequate staffing and suitable office space. The current situation is not conducive to MHRC's accomplishing its missions.
- The question of employing the key staff of MHRC as contract employees to keep operating costs of MHRC low.
- The dilemma of trying to remain an effective, trusted and low profile mediator and research entity, while also providing leadership on human rights issues.
- The politics of MHRC, including the recent public criticism launched by an elected official which resulted in establishment of the commission to study MHRC.
- The inability of the Board to act cohesively.
- The suggestion of moving MHRC under the oversight of one of Portland City Commissioners.

Luis offered an analysis of the organizational problems and the need for over-arching policy direction. Specifically, he described the following problems.

- A need for adequate staffing to accomplish the variety MHRC's missions.
- A need for consistent Board level priority setting and policy direction.
- The problem of narrow interests expressed through the Board causing inefficiency and an inability to focus and follow through.

Summary: To the CBAC members, these problems seemed to fall into two broad categories. The first are public policy issues regarding MHRC's purpose and the appropriate structure to maximize its effectiveness. The second are problems preventing effective directorship from the Board. They are not the same, but they are interrelated.

MHRC is constituted as an independent entity, supported by both the City of Portland and Multnomah County. Its Board is appointed in part by both, and its funding comes from both. Each provide a liaison person to link the MHRC to the two government bodies. Apparently because of MHRC's organizational difficulties, it has come under attack for not

becoming visible enough, and for failure to lead effectively.

The failure of boards to provide effective leadership is a common problem when they are composed predominantly of individuals strongly committed to specific and narrow aspects of an organization's mission, inexperienced directors, and/or boards that are simply too large. It is predictable that such boards will have great difficulty in setting policy, providing direction, and giving broad guidance for that organization. Boards are supposed to broaden the view, define the mission, and ensure that adequate resources are in place for its accomplishment. They are not supposed to act as issue lobbyists.

Recommendations:

1. DECIDE TO "FISH OR CUT BAIT."

The County must decide whether the mission of MHRC is worthy or not. If the decision is that MHRC is not worth the cost of doing it right, then the County should stop supporting it altogether. If the decision is that it is worthy, as this Committee believes it is, then The City and County should make the needed commitments to ensure that it becomes as effective as it can. For the citizens and taxpayers sake, it is better to take the former option than to merely toy with the latter while raising hopes and wasting resources.

The following recommendations assume that the decision is to continue MHRC.

2. LEAVE MHRC AS AN INDEPENDENT ENTITY.

The CBAC agrees that MHRC has not been as effective as it should be, however, the Committee believes the reasons have little to do with lack of political oversight, or with it becoming a "runaway Commission" as has been suggested. Can a Commission that is by definition an independent entity, "runaway?" It might seem so to an official who is unable to get it to respond to their issue, but MHRC was not chartered to act at the direction of elected City or County Officials, but rather at the direction of its Board. If the Board is failing to direct adequately, then that should be corrected as described below.

We believe strongly that MHRC was correctly constituted as an independent entity to accomplish the important mission of improving human relations in Multnomah County and the City of Portland. The following are some of the reasons for it remaining an independent entity which we think are important and should not be ignored.

- MHRC's mission is directed at a community larger than either the legal boundaries of the City of Portland or Multnomah County.

- MHRC's independence from "politicking" (as opposed to policy making) gives it a special standing that should not be lightly tossed off.

- Placing MHRC under any City or County Commissioner would severely politicize MHRC, make it a probable target of political campaign attacks for each re-election

cycle for that Commissioner, and destroy MHRC's ability, in the long run, to become as effective as it otherwise can. The role of Liaison, does not create the same degree of problem that Commissioner "oversight" or "administration" would.

If a reconstitution is in truly in order, since MHRC's issues are really metropolitan area wide, its base should be broadened as widely as possible, and certainly not narrowed to the legal boundaries of the City of Portland.

The County should strongly oppose any move, no matter how well intentioned, to further politicize or parochialize MHRC in the mistaken expectation of making it more effective.

3. CHANGE THE STRUCTURE OF MHRC'S BOARD TO REFLECT A BROADER BASE AND TO ENSURE HIGH CALIBER DIRECTORSHIP.

As mentioned above, one principal reason for MHRC's failure to be effective, we believe results from a selection and nomination process that produces an overly narrow, constituent based Board.

Good directors and good boards don't just happen because people with strong commitments and shared values come together. People are not born with the skills to analyze, strategize, and move from thinking about the specific and immediate towards the abstract. In fact, we are by our evolutionary nature creatures that survived by moving from the abstract to quick and decisive action. This has important implications for directing organizations.

Directors have to learn how to direct through experience, mentoring, and formal training. It is best to have only a few people with very narrow and parochial interests on the Board, because they tend to move the issues from planning, strategy and evaluation towards specific tactics and objectives. This tends to derail the organization and undermines executive management's effectiveness. The smaller the organization, and the less its resources, the more disruptive weak directorship is.

MHRC's Board should be modeled after that of other successful organizations which have "outside" directors on the Board. These are people from unrelated fields with little specific knowledge about the technical workings of the organization or its executive mechanisms. They bring organizational skills and stabilizing objectivity to the organization. They require clear statements of overall purpose and goals, logical and consistent policy making to effectuate those goals, reporting by and interactive dialogue with the executive staff regarding how well they are achieving the objectives of the plan, reminders about goals and plans when executive staff begins to wander, and suggestions for executive staff drawn from other areas of human endeavor that have relevance but may not be otherwise considered. They also provide a networking ability into the broader community for the good of the organization.

Specifically, the makeup of the Board should represent a good cross section of the community's formal and informal power base, include experienced "outside directors", and

include a small but effective representation from the "constituencies". In addition, the Board should not be overly large since large boards also suffer difficulty in setting policy and directing effectively. If the input and involvement of more people is desired on various issues, that should not be accomplished by adding people to the Board. Instead, a smaller Board with a more effective system of task forces or advisory groups should be established. Board members should receive training regarding effective directorship.

4. PROVIDE MHRC ADEQUATE STAFF AND SUPPORT TO ACCOMPLISH ITS MISSION.

The Committee does not know whether the suggestion that MHRC convert to contract employees in order to lower operating expense through avoidance of fringe benefits cost is true or not. If it is, it exemplifies the other reason for MHRC's ineffectiveness. The CBAC thinks that if MHRC is to be funded at all, then it should be funded adequately, and certainly in compliance with the letter and spirit of State Laws regarding employment. Even if it were possible for MHRC to somehow legally follow this suggestion, it would be seen as a crippling hypocrisy running directly to MHRC's credibility. How could the City or County or MHRC Board speak about human relations issues, while using loopholes to deny its own employees the basic health insurance and other standard public employee benefits?

More importantly, there is a "coded message" implicit in this kind of idea that says this work is unimportant enough to only require a visible statement, but not important enough to adequately support the people doing the work. The attitude, that a token gesture is enough, is the same attitude that has kept MHRC from having the needed resources to accomplish its job even if it had good directorship.

Again, the County and City should either do it right, or not waste money making an ineffective show.

5. FINALLY, (A RECOMMENDATION FOR MHRC STAFF AND BOARD): LEARN TO USE THE MEDIA EFFECTIVELY.

Given the limited resources of MHRC it seems essential to find ways to maximize the leverage of MHRC as a catalyst organization. We sensed uneasiness with the notion of constructive use of media by MHRC.

MHRC needs to recognize the need for, understand the legitimacy of, and learn how to use the various instruments of media and communications more effectively. After all, MHRC's real mission is not to change tangible things, but to change ideas. Racial and sexual prejudice and discrimination are not animate objects, they are ideas. These ideas are taught and acquired in a variety of ways, and they are reinforced by amplifying fear and uncertainty.

We all readily accept the power of the media when it comes to selling tangibles. We are fully aware that it is possible to create a very compelling marketing image about an

object, that often far exceeds the reality of the object itself. Exactly the same is true for ideas. Media is neither good, nor evil. It is a tool, like a hammer. Just as a hammer can be used to build or as weapon to destroy, so the media be used to amplify prejudice or to diminish it. It is how the tool is used, not the fact of its use, that is good or bad.

If the fundamental task of MHRC, in the long run, is to change attitudes and ideas rather than to create things or organizations, then media, in all its various aspects represents one of the most effective and powerful tools available to it. Instead of shying away from it, MHRC should embrace and learn how to use it.

The best way to explore the possibilities in this area is to interact with people like the Portland Ad Council and get their professional assistance in developing a coordinated media plan.

NONDEPARTMENTAL CITIZEN BUDGET ADVISORY COMMITTEE
BUDGET RECOMMENDATIONS - 1990-1991

The following is the final report of the Non-Departmental Citizen Budget Advisory Committee. The recommendations are based on interviews of the organizations concerning their programs and projections, since we have not received copies of the budgets at this time. Our final report will be submitted at an appropriate time during the budget process.

Metropolitan Human Relations Commission

The Metropolitan Human Relations Commission has a very important role to play during this time of rising reported hate crimes. We also note that the City of Portland's affirmative action goals are not being met and that Multnomah County is deficient in minority employees at the higher levels. MHRC's new director has strengthened the program is establishing relationships with the county's citizens through an outreach program. We welcome the Commission's more pro-active effort and its higher visibility in the community.

We believe that in order to fulfill its role, which includes monitoring city and county employment practices and making recommendations for change; accepting, investigating and mediating human rights violations and conflicts; and public education, MHRC requires reorganization.

1. MHRC should be administered by Multnomah County, in the non-departmental area. This would take the administration of the Commission out of the City bureau and make it the independently operating commission that it was planned to be. This would take the Commission out of bureau politics and place it in the position to make recommendations to the cities and the county.
2. MHRC should have staff necessary to carry out its function. Contracting for human/civil rights services fails in that the contractor does not have an investment in the agency or its mission, there is not adequate follow-up, some information on which the contract is based is not available to MHRC, the director does not have administrative control over the contracts, funds cannot be transferred among functions. We recommend that staff be provided to carry out all of MHRC's previously contracted projects.

3. We support the request for additional staff.
4. We recommend that immediate steps be taken to renegotiate the intergovernmental agreement to share costs with the City of Portland, the City of Gresham, the other cities within Multnomah County and Multnomah County.

Multnomah County Citizen Involvement Committee

The Non-Departmental CBAC supports the request of the Citizen Involvement Committee for additional funds to expand its staff and outreach/education component. This will enable the CIC to more fully carry out its mission: to inform citizens concerning citizen involvement in Multnomah County, to advocate for meaningful and timely involvement opportunities for citizens in Multnomah County, and to integrate citizens into decision making processes of Multnomah County.

We support the addition of a full time person for community education/training and outreach and increases in printing and mailing budgets, as well as increasing the secretarial position to full time. The full budget request is \$181,751.

Commissioner's Budgets

We encourage the development of a pay scale for the "staff assistants" in the Commissioner's and Chair's offices so that these employees will be paid on an equitable basis depending on experience, expertise and performance. The current system allows for persons with substantially the same experience and duties to receive greatly disparate rates of pay.

Metropolitan Arts Commission:

We strongly encourage this commission to decentralize its services which are congregated in downtown Portland. We realize the importance of the locating the major cultural institutions downtown and encouraging their use by all county residents. However, we believe all neighborhoods should benefit from the encouragement of both participatory and spectator arts so that they will become an integral part of the community. Decentralization of the arts would also discourage the perception that art is for the elite. We commend the Commission for its programs designed to introduce youth to the arts and encourage the expansion of arts participation for all ages and all ethnic communities.

Very few art objects are located east of the Willamette and we note that no art objects were located at the newly developed Hollywood business district or along rebuilt Division Street. Every neighborhood has a suitable site and, with encouragement and guidance, could develop projects. The mural on Martin Luther King Boulevard is an excellent example.

MHRC Task Force

Board Members and Interested Parties:

While it is true that ensuring social justice is the responsibility of our elected officials, it is also true that it is the responsibility of our citizenry. As a society, it is critical that we move away from the concept that governmental bodies must bear the onus of curing social ills. In the matter of human relations, the response to the evils of hate crimes and bigotry is most properly addressed in the hearts and minds of informed and committed citizens. The values of social justice, then, would be upheld and represented by our governing bodies.

With this in mind, we strongly feel that such an entity as the MHRC must continue its mission and pursue it as a primarily volunteer agency with strong community ties. The grassroots activism, which lies as yet untapped in our neighborhoods, is the key to a successful implementation of human rights.

In consideration of this, we believe the following guidelines must be carefully considered in grappling with the issue of the future of the MHRC:

1. A clear mission statement with a written, formal action plan stating specific goals and directions is vitally important.
2. It is recommended that the MHRC report directly to the Mayor's office and the Co-Chair rather than a specific Commissioner in charge of a bureau, as is now the case.
3. A clear statement of board member responsibilities must be developed. Along with this, a decision must be made regarding the enforcement of board procedures and expectations. Members who cannot work within the mission of the board must be removed. The proper authority to do this must be designated.
4. MHRC must be given adequate support both in resources and visibility. While much activism will, by the nature of its mission, be volunteer and grassroots, there must be a paid staff who feel supported and are empowered by our elected officials. Money and appropriate media attention are important support tools.
5. Enforcement tools must be developed and delegated, i.e., an effective civil rights ordinance and adequate staff to examine issues of bigotry and hate crimes and properly channel these issues. MHRC might well consider expanding to include in its mission the development of a civil rights office charged with demonstrating a clear legal commitment to the entire process of guaranteeing the rights of all citizens.

6. Outreach and education needs to occur. This goes beyond a passive stand of just being a government body, sitting downtown with an acronym, and must be instead an active entity which has a clear plan of community involvement (see 1 above).
7. MHRC can be a body which would be available to mediate in intergroup conflicts and take a proactive stance where human and civil rights issues and conflicts arise.
8. Greater and more visible victim advocacy is needed. The victims of hate crimes must not be left to feel they are alone and disempowered.

In closing, the operation of MHRC must not be allowed to become part of any political ball game or personal agenda on the part of any person or body. Perhaps some fresh faces or more involvement with citizens working at a community level would prevent this. Hate crimes and bigotry are not the proper forum for political or personal aggrandizement -- as we must all agree.

Once again, this is a problem where citizens must be invited in and asked to participate. It is our quality of life, our neighborhoods and our self respect which is on the line here. MHRC can help us, guide us, and teach us, but we need to roll up our sleeves and do the job ourselves.

Fighting hate crimes is both our right and responsibility. In the end, we must remember the children of tomorrow. Bigotry and hatred are learned from adult role models. Let's work together to change the model.

Sincerely yours,

Terry Nichols Mary Nichols
Support Committee for Southeast
Anti-Racism Task Force

Gail Ora

RECEIVED

SEP 09 1991

COMMISSIONER OF
PUBLIC UTILITIES

September 6, 1991

Commissioner Gretchen Kafoury
City of Portland
1220 S.W. Fifth Avenue
Portland, Oregon 97204

REFERENCE: Task Force on Metropolitan Human Relations Commission Review

Dear Commissioner Kafoury:

I'm greatly heartened to know that you and Multnomah County Chairwoman McCoy will be appointing a Citizens Task Force to review the organization and mandate of the Metropolitan Human Relations Commission.

Needless to say, If the Commission is going to survive, it must take a hard, comprehensive self-evaluation into its processes, procedures and output.

As a Portland citizen, past Commission staff member and concerned individual, I wish to provide some observations to you in your difficult task ahead. Difficult, because of the many divergent interests that have historically plagued the Commission. However, we need such a group.

The Review Task Force may wish to concentrate on the goal of the organization and its legal mandate. It is my feeling that the goal and structure of the Metropolitan Human Relations Commission may have outlived its utility.

Additionally, the MHRC should be an accounting unit and not a reporting unit. The change from an accounting unit to a reporting unit implemented in 1986 severely damaged the effectiveness of the group. By subsuming this body under the Office of Citizens Commissions, the group became demoralized.

From an organizational development perspective, the MHRC should report directly to the Mayor of Portland and the County Executive. Commission members should be appointed by the group after consultations and deliberations. The Executive Director, however, should be appointed by an external committee, constituted specifically for this purpose and with the concurrence of the Mayor and County Executive.

Staff should continue to be hired through the present Civil Service process.

Programs and activities should not be contracted to outside bodies. Although an argument could be made about the cost effectiveness of this procedure, a more salient point can be made, that contracting out MHRC activities and programs decreases the authority of the group and does not allow the staff to feel proprietary about the work of the group.

The City of Portland should also endeavor to place the Police Investigations Auditing Committee within the MHRC organization. It should appoint the Affirmative Action Officer of the City and County (now merged) to sit as an ex-officio member of the Commission. This will greatly enhance the visibility and the credibility of the AA/EEO programs and bring expertise to the Commission in its AA/EEO evaluation charge.

Additionally, Fair Housing activities being conducted by other City entities should be placed within the MHRC organization. This does not require any changes in fund allocation, but simply the staff and the activities.

The MHRC needs to be provided with an integrated investigatory component. The organization needs to be seen as more than just a paper pushing enterprise. This will present problems of where to limit these responsibilities and how to draft an ordinance to create these responsibilities.

The beauty of the MHRC having investigatory powers can be seen in the concept that if the organization is provided through a legal mandate with investigatory powers, then it can become a referring agency of the Equal Employment Commission and thus generate its own dollars for this activity. Presently, the Bureau of Labor and Industries receives approximately \$420 per case. There is no reason why the MHRC cannot become a referring agency.

Another strategy that needs to be utilized perhaps across all the citizen boards, committees or commissions; is the training of present and future citizen commissioners. Perhaps the City/County could implement a system by which all those individuals being appointed to volunteer bodies can be provided with a series of well planned and delivered workshops on duties, responsibilities and how to work collaborative in citizen bodies. The present ad-hoc system allows too many individuals to bring their own private agendas to the group impacting negatively on the organization.

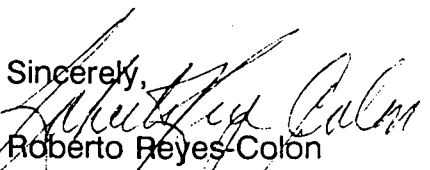
The tenure of the group members should be limited to one four year term with a four year waiting period before an individual could again be appointed.

I know that the Task Force will have its hands full. I wish you and Chairwoman McCoy good luck in these efforts.

Continued good health and success.

With warm regards.

Sincerely,


Roberto Reyes-Colon
4218 S.W. Primrose Street
Portland, Oregon 97219-5232



CITY OF

PORTLAND, OREGON

DEPARTMENT OF PUBLIC WORKS

Earl Blumenauer, Commissioner
1220 S.W. 5th, 4th Floor
Portland, OR 97204
(503) 248-5577

RECEIVED

MAILED 10 10:15 AM

March 13, 1987

PM
10:15 AM

TO: Metropolitan Human Relations Commission

FROM: Earl Blumenauer

Enclosed herewith is a copy of the report of the Management Review Project on the Metropolitan Human Relations Commission. This report summarizes the evaluation work that I am conducting for all the bureaus, offices and commissions assigned to me. We have already discussed this project at your commission meetings and at your executive committee meetings. I appreciate your individual and collective assistance in this management review project and more generally in my efforts to understand the policies, priorities and work products of the Metropolitan Human Relations Commission.

This report has helped me focus on the important role that the Commission plays in our local society. I hope it will help us together focus our energy on assuring that the Commission provides effective leadership in human rights advocacy.

In the course of our evaluation, we developed three alternative management structures, which are described in this report and which I discussed at your meeting Monday, March 9. Please examine each of these options carefully to determine which would be most effective in providing the support you need to achieve your work priorities. As you make your assessment, you may define a combination or variation that is better suited to your Commission process and the nature of the Commission's role than any of the three here listed. Your judgement in this area is more developed than mine, and I will rely on your counsel.

The Commission and its commitment to human rights serve a fundamental need which I am dedicating to preserving. I look forward to a joint effort with you and a productive working relationship with each of you and all of you.

cc with enclosure:
Reymundo Marin
Rachel Jacky

DEPARTMENT OF PUBLIC WORKS
MANAGEMENT REVIEW PROJECT

METROPOLITAN HUMAN RELATIONS COMMISSION

March 12, 1987
Joan H. Smith
Project Consultant

MANAGEMENT REVIEW PROJECT
METROPOLITAN HUMAN RELATIONS COMMISSION

Review Project: purpose, method

The purpose of this project was to gather information about the current and future operation of various programs and services of the Metropolitan Human Relations Commission (MHRC). The information is to be used in the budget decision-making process and to assist the Commissioner of Public Works in managing the bureaus assigned to him.

In order to do the assessment, the consultant discussed the scope of the project with Commissioner Blumenauer and wrote a work plan reviewed and approved by his executive assistant. The work included identification of interested constituencies; review of minutes, reports, and commission materials; and personal interviews. (See Attachment A.) This report summarizes recommendations to the commissioner and MHRC based on assessment of the information gathered in the course of the project.

MHRC Operational Issues

The city and the county each contribute half of the MHRC budget. Recent and anticipated budget constraints required a re-evaluation of how MHRC operates and what it can do in a time of fiscal constraint. All those interviewed affirmed that the need continues for a strong voice for human rights. The issue then is how the commission can be most effective for the funds available, how it can improve its productivity, and how it can measure its productivity. While many of those interviewed spoke highly of the MHRC awards program and the first meeting of the Task Force on Racial and Religious Violence, they also pointed to a greater need for focus and advocacy. (See summary of MHRC activities in Attachment B.) The commission itself has spent considerable time on internal efforts to organize itself more effectively and set goals. The commission has the right and responsibility to adjust its operations to meet its goals, to perform effectively, and to accommodate reduced resources.

The Current Budget Proposal and Options

In an effort to address the issues of less money and the need for measurable results, the following budget proposal has been made (city only): \$100,000 as a base budget with an addition of a \$19,853 held in reserve for refugee issues. The commission has the authority to assess where its priorities should be and where it can be most effective by choosing one of the options described below. Once an option is chosen, the commission will submit a work plan by June 1 and quarterly progress reports to the Human Resources Coordinator.

Option A

MHRC develops a work program identifying its priorities and measure of productivity. It uses its budget to contract with qualified individuals and community groups to accomplish its programs and provide service. For example, it may contract for the awards program logistics or a seminar bringing together community leaders to discuss a topic of critical interest. The commission may also use its budget to grant money to community organizations which have programs or provide services in MHRC priority areas. MHRC continues its advocacy role through its monthly agendas, resolutions, and committee work. The commission hires no permanent staff.

Option B

MHRC develops a work program identifying its priorities and measure of productivity. It hires a professional to administer its contracts and grants, and a clerical to assist in correspondence, meeting arrangements and minutes. It uses the remainder of its budget as described in Option A to contract with community organizations or offer grants for programs, services, and support of advocacy efforts.

Option C

MHRC develops work program identifying its priorities and measure of productivity. It retains whatever portion of current staff can be supported within fiscal constraints. The commission continues its advocacy role, and relies on the staff to carry out the commissioner's work program. Key elements of the work program may be eliminated if the level of staff that can be funded is insufficient to achieve the entire work program.

Prepared by: Joan H. Smith
March 12, 1987

Attachment A

MANAGEMENT REVIEW PROJECT:
Metropolitan Human Relations Commission

Interviews: The following individuals were interviewed in the course of this project by the commissioner, his staff or the consultant.

Art Alexander
Nick Barnett
Marlene Bayless Mitchell
Representative Margaret Carter
Herb Cawthorne
Carol Edmo
Orcilia Forbes
Vikki Freeman
Sid Galton
John Heflin
Ron Herndon
Al Jamison
Michael Jans
Sid Lezak
Keeston Lowery
Ed Marihart
Jose Mata
Kris Olson Rogers
Rodney Page
Manny Rose
Kathleen Saadat
Ollie Smith
Dan Steffey
Beverly Stein

REPORTS & PROJECTS

7-84: None

8-84: None

9-84: Meeting with Mary Wendy Roberts to finalize CRD study update. A major project is the "modified diploma"--study its use and impact. Ongoing project of updating report on PPS suspensions, expulsions and dropouts.

10-84: Continue ongoing project of Statement on Interpretation/Translation in Court System.

11-84: None

12-84: Modified Criteria for Selecting & Recommending Commission Appointments and created new section: Nomination of Chairperson. Developed 85-86 committee goals.

1-85: Packages included in the budget for: A. Research & Advocacy, B. Handicapped, C. Fair Housing, D. CHRB/New Horizons. MHRC to take the lead in implementing the Fair Housing Testing Program. Planning to establish a data base.

2-85: None

EVENTS

7-84: Organize MHRC potluck and Peyton Awards luncheon.

8-84: Organize Peyton Awards banquet. Re. info to organize a forum with Southeast Asian community for Sept/October.

9-84: Sponsor Second Cross-Cultural Workshop on Southeast Asian Refugees. Co-sponsorship requested by United Way for a Hispanic Workshop. Continue Peyton Awards planning.

10-84: Oregon Multicultural Education Association Conference in January (co-sponsorship?). CCACD to establish the Sonja Hilton Award. Continue Peyton Awards planning.

11-84: Participated in Affirmative Action workshop sponsored by Portland Federal Executive Board.

12-84: None

1-85: Peyton Awards Banquet held. The most successful ever hosted!

2-85: None

EVENTS MONITORED

7-84: None

8-84: CCACD toured and monitored Justice Center and Performing Arts Center for handicapped access.

9-84: Recommendations given on handicapped access to Justice Center and Performing Arts Center. County Self-evaluation.

10-84: CCACD monitoring County Self-evaluation for handicapped access. Liason with Jewish community re: homecoming at Lincoln HS scheduled on Jewish holiday.

11-84: State Handicapped Division proposal from Department of Human Resources. MHRC is fiscal agent for Community Housing Resource Board of HUD (CHRB).

12-84: Providing testimony for Multnomah County ordinance prohibiting sexual preference discrimination.

1-85: Johnnie Bell appointed to New Horizons Task Force on CHRB. Nitina Chavan to represent MHRC at OMRA conference.

2-85: Independent Living Center and the Civil Rights Restoration Bill.

OFFICE/STAFF ISSUES

7-84: Parking situation in Portland Building.

8-84: Changes made in the Executive Committee. Establish co-chairs in Equal Justice Committee. MHRC vacancies since Dec 83.

9-84: Resignation of Linda Johnson. Nomination of Thanh Hai Vominh. Monitoring MHRC budget.

10-84: Develop formal nomination procedure. Resignation of Donny Adair and Angelica Chathan. MHRC formally oppose ballot measures #2, #7 and #8. Committee established to evaluate Executive Director. Staff retreat planned.

11-84: Nominating Committee evaluating procedures for: prospective commissioners, MHRC chair, evaluation and reappointment of commissioners. MHRC out of travel funds.

12-84: Time lines and goals listed as important evaluation tools. Requested more input on budget issues. Request more operational funds.

1-85: Desire more Asian representatives on MHRC and more diversity. Budget request for staff increased from \$128,021 to \$176,646--new clerical and transportation. Thanh Hai Vominh resigned.

2-85: Newsletter guidelines and policies prepared. MHRC is aggressively lobbying City for budget increase.

REPORTS & PROJECTS

8-85: Study of entire PIIAC appeals to be conducted by the Equal Justice Committee.

9-85: None

10-85 None

11-85: Equal Justice Committee working on INS report and PIIAC evaluation. Employment Committee has had difficulty obtaining information for evaluating PPIC youth programs.

12-85: Report on INS delayed. Working on phone survey with CHERB for housing discrimination against women with children.

1-86: None

2-86: None

3-86: None

EVENTS

8-85: MHRC co-sponsor the Independent Living Conference in September.

9-85: Press conference protesting Year of the Dragon. Tubman Essay Awards expanded to four middle schools. East County Fair Housing Workshop. Co-promotion of Project Reach-- a multicultural program in East County.

10-85: Co-sponsor Conference on the Homeless (Nov 85) with Ecumenical Ministries of Oregon (EMO).

11-85: Peyton Awards banquet and Tubman essays discussed.

12-85: None

1-86: None

2-86: Request to co-sponsor the Ricky Sherover-Marcuse workshops, specifically "Unlearning Racism: Celebrating and Building Multicultural Alliances." Commission voted to develop criteria for co-sponsorship of events. MHRC to become the 28th sponsor of "Women in the Year 2000" conference. Dapo Sobomohin planned OMRA conference, which is a spin-off of MHRC.

3-86: None

EVENTS MONITORED

8-85: Monitoring PIIAC.

9-85: Citizens requested MHRC protest the movie Year of the Dragon for its racist portrayal of Asians. Continue monitoring the Police use of excess force.

10-85: Monitoring INS use of Police Data System files-- possibility of harrassment of Hispanic community.

11-85: None

12-85: Maintain INS request for Police Data System files.

1-86: None

2-86: None

3-86: None

OFFICE/STAFF ISSUES

8-85: Work/study position with P60 discussed. Concern over the policy setting ability of the Executive Committee.

9-85: Debate over MHRC policy of protesting films, and possible link to censorship.

10-85: Name changed from Peyton Awards to MHRC Awards Luncheon. Continue solicitation of businesses for prospective members.

11-85: Discussion of criteria for evaluation of Executive Director. Role of the City and County in MHRC.

12-85: Adopted gay/lesbian rights policy statement. Awards luncheon planning. Tri-Commissions meeting.

1-86: Discussion of City FY 86-87 budget. Approved the revised evaluation form for the Executive Director.

2-86: Request by S. Galton to be reassigned committees. Commissioner Little felt that "there was no way to evaluate the Executive Director's performance due to the internal organization and direct line of responsibility as it relates to the programs." Voted to evaluate and recommend methods for staffing committees and MHRC functions. Michael Benjamin nominated. Debate over process of selection and role of Executive Committee in nomination of members. Problem of Nomination Committee not meeting prior to MHRC meeting.

3-86: Election of Commissioner Heflin to Vice-Chair.

REPORTS & PROJECTS

10-86: Cross-cultural training with the Police Bureau to become an ongoing program.

11-86: None

12-86: Five meeting rooms in City Hall and the Portland Building hve been equipped with facilities for the hearing impaired through the efforts of CCACD. CCACD also working on access to local buildings and transportation facilities.

EVENTS

10-86: Office strategic planning workshop for office orientation and goal setting.

11-86: None

12-86: None

EVENTS MONITORED

10-86: Parade permit ordinance that might make it financially difficult for small organizations to hold rallies and parades. Problem facing downtown churches and lack of access during Sunday morning road races. Student in East County having to prove citizenship to enter school.

11-86: INS presentation to Commission concerning INS goals and actions--likely due to prior harassment of Hispanics by off duty INS agents.

12-86: None

OFFICE/STAFF ISSUES

10-86: By-law revisions adopted. MHRC Awards luncheon being planned for January. Possibility of MHRC being named in a lawsuit arising out of the Women in the Year 2000 Conference.

11-86: Committee Chair elections. Nomination of Commissioners for reappointment.

12-86: Re-election of MHRC Chair and Vice-Chair. Peyton Award winners and banquet plans approved. Discussion of new meeting time.

ORDINANCE FACT SHEET

Ordinance approving an intergovernmental agreement with the
Ordinance Title: City of Portland for the establishment and operation of new
Metropolitan Human Rights Commission and declaring an
emergency.

Give a brief statement of the purpose of the ordinance (include the rationale for adoption of ordinance, description of persons benefited, other alternatives explored):

The County and City of Portland convened a task force in the fall of 1991 to make recommendations on what, if any, changes would enable MHRC to most effectively meet the needs of the metropolitan area in the 1990's. Review of MHRC's history, the task force recommendations and community comment has resulted in the proposal of a new Metropolitan Human Rights Commission with the outlined rights and responsibilities to better serve the community.

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

The City of Portland is adopting a similar ordinance to authorize signing the IGA.

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

NA

What is the fiscal impact, if any?

NA - Funds from the current commission will transfer to the new commission.

(If space is inadequate, please use other side)

SIGNATURES:

Person Filling Out Form: _____

Planning & Budget Division (if fiscal impact): _____

Department Manager/Elected Official: Sharon Kelley

INTERGOVERNMENTAL AGREEMENT

FOR

CREATION OF METROPOLITAN HUMAN RIGHTS COMMISSION

BETWEEN

CITY OF PORTLAND, OREGON AND MULTNOMAH COUNTY, OREGON.

This Agreement is entered into by and between the City of Portland, Oregon (CITY) and Multnomah County, Oregon (COUNTY).

RECITALS:

- A. The CITY is a municipal corporation of the State of Oregon and the COUNTY is a political subdivision of the State of Oregon.
- B. The CITY enters into this Agreement pursuant to the authority granted by Section 2-105(a)4 of its City charter as well as ORS Chapter 190. The COUNTY enters into this Agreement pursuant to the authority granted by Section 2.10 of its charter and ORS Chapter 190.
- C. The CITY and the COUNTY first created a "Metropolitan Human Relations Commission" ("MHRC") on December 30, 1969.
- D. In the Fall of 1991, the CITY and the COUNTY agreed to create a task force to study the MHRC and to make recommendations on what, if any changes, would enable it to most effectively meet the needs of the metropolitan area in the 1990's.
- E. On February 10, 1992, the Portland City Council and the Board of Multnomah County Commissioners met in an informal session to hear and discuss the report from the MHRC Task Force.

- F. After careful consideration of the Task Force recommendations, the history and operations of the MHRC, the Future Focus Plan, and the needs and concerns of the CITY, the COUNTY, and the greater region, the CITY and COUNTY wish to create a new entity to be called the METROPOLITAN HUMAN RIGHTS COMMISSION and to arrange their mutual rights and responsibilities in relation thereto.

NOW, THEREFORE, IT IS HEREBY AGREED between the CITY and the COUNTY as follows:

TERMS:

- 1) The former Metropolitan Human Relations Commission ("MHRC") and all prior agreements, understandings, bylaws, guidelines, and ordinances relating thereto are hereby abolished, repealed or terminated as of the effective date of this Agreement.
- 2) Terms of office for commissioners of the Metropolitan Human Relations Commission are terminated as of the effective date of this Agreement.
- 3) A new METROPOLITAN HUMAN RIGHTS COMMISSION is hereby created with the structure, purpose, mission, membership, staff, procedures and administrative structure described in the MHRC BYLAWS, Exhibit A hereto, and diagrammatically presented in MHRC Table of Organization, Exhibit B hereto.
- 4) Funds in the 1991/92 budget for the Metropolitan Human Relations Commission shall be transferred to the Metropolitan Human Rights Commission.
- 5) Funding agreements for the 1992/93 fiscal year are currently being finalized between the parties hereto.

- 6) For each fiscal year hereafter, the Metropolitan Human Rights Commission shall submit to the CITY and the COUNTY by January 31, a budget request for the Commission.
- 7) By May 15, the CITY and the COUNTY shall approve a budget.
- 8) The CITY shall fund 60% of the yearly budget for the Metropolitan Human Rights Commission and shall be entitled to appoint nine (9) of the members thereto.
- 9) The COUNTY shall fund 40% of the yearly budget for the Metropolitan Human Rights Commission and shall be entitled to appoint six (6) of the members thereto.
- 10) The CITY shall be the fiscal agent for the Metropolitan Human Rights Commission. All payments on behalf of the commission shall be disbursed in accordance with CITY policies.
- 11) Revisions to the yearly budget of the Metropolitan Human Rights Commission may be made by affirmative vote of the Portland City Council and the Multnomah County Commission.
- 12) The CITY and the COUNTY will consider any change in funding and proportional membership appointments if other jurisdictions request formal participation in the Metropolitan Human Rights Commission.
- 13) Nothing in this Agreement shall obligate either party to expend funds in excess of funds available to it.
- 14) This Agreement shall terminate ninety days after an affirmative vote for termination of either the Portland City Council or the Multnomah County Commission.

- 15) EFFECTIVE DATE of this Agreement shall be upon its execution by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by duly authorized representatives as of the date of their signatures.

CITY OF PORTLAND, OREGON

APPROVED AS TO FORM:

J. E. Bud Clark
Mayor

Date: _____

By _____
City Attorney

MULTNOMAH COUNTY

APPROVED:

Gladys McCoy, Chair
Board of County Commissioners

Date: _____

By _____
County Counsel

madelyn.wrk\mhrciga

BYLAWS OF THE METROPOLITAN HUMAN RIGHTS COMMISSION
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ARTICLE I
METROPOLITAN HUMAN RIGHTS COMMISSION
("MHRC", "COMMISSION")

SECTION 1. **MISSION & PURPOSE**

The Metropolitan Human Rights Commission believes in the dignity and worth of all human beings. MHRC's mission is to foster mutual understanding and respect, and to protect the human rights of all persons in the City of Portland and Multnomah County regardless of socioeconomic status, religion, ethnicity, race, national origin, disability, age, gender, and sexual orientation.

The Metropolitan Human Rights Commission is organized to help citizens and government in the City of Portland and Multnomah County to achieve the goal of embracing and celebrating diversity, eliminating bigotry, and enhancing a sense of community.

SECTION 2. **MEMBERSHIP, APPOINTMENT, TERM OF OFFICE,**
VACANCIES

- A. Membership. The Metropolitan Human Rights Commission of 15 members shall be constituted of three (3) Officers: Chairperson ("Chair"), Vice-Chairperson ("Vice-Chair"), and Secretary; and twelve (12) Commissioners.
- (1) Nine (9) members shall be appointed by the Mayor of the City of Portland and six (6) members shall be appointed by the Chair of the Multnomah County Commission. The Chairperson of the Commission shall be appointed jointly by the Mayor and the County Chairperson.
- (a) Elected public officials, and employees of the City of Portland ("the City") and Multnomah County ("the County") may not serve on the Commission.
- (b) No Commission member may receive funds directly, or be an employee of an agency that receives funds, from the Commission.
- (c) The Portland City Council and Multnomah County Commissioners shall ratify through ordinance the respective appointments of the Mayor and County Chairperson.
- (2) Members shall serve at the pleasure of the appointing authority.

Members shall be expected to conduct themselves throughout their term of office in a manner consistent with the goals and purposes of the Commission and shall perform the duties and responsibilities as set forth in these Bylaws.

(3) The Mayor and County Chairperson may appoint such ex officio members as they deem advantageous to accomplishing the mission of the Commission, said ex officio members to be without vote on the Commission.

B. Terms of office for all members shall be for three (3) years except for initial appointments to the Commission. Members may serve no more than two consecutive three-year terms. Terms of office shall be staggered to provide continuity of membership on the Commission. Initial appointments and terms of office shall be made as specified in "Appendix 1" attached hereto.

C. Vacancy in office.

(1) A vacancy on the Commission shall exist:

- (a) upon expiration of a completed term of office;
- (b) upon formal written resignation of a Commission member;
- (c) upon removal of a member from office;
- (d) because of violation of the prohibition in Section 2, A (1)(b) regarding receipt of funds;
- (e) when a member files as a candidate for any public office or accepts compensated employment within the City or County government.
- (f) If the vacancy is the result of a completed term of office, the appointing authority shall name an individual to serve for a full term of office. In the case of resignation or removal from office the appointment shall be for the remaining unexpired term. If the time remaining in the term of office created by the vacancy is five (5) months or less, the appointment to fill the vacancy may be for the remaining unexpired term plus three years.

(2) A Commissioner may be presumed to have vacated his or her position as Commissioner and the appointing authority may fill the vacancy for one or more of the following reasons:

- (a) A Commission member has missed three (3) consecutive regularly scheduled meetings of the full Commission; however, the

Chair may excuse the absence of a member for good cause.

(b) A Commission member has misused or misappropriated funds of the Commission.

(c) A Commission member has failed to perform the duties of office as specified in these Bylaws.

(3) The Commission may recommend to the Mayor and County Chair the names of prospective Commission members from among the membership of the Issue Committees and the community. The Chair and Executive Director (see Article III, *infra*.) shall from time to time advise the Mayor and County Chair with respect to the needs for talent, expertise, and diversity on the Commission.

SECTION 3. OFFICERS

- A. General. The officers of the Commission shall consist of a chairperson, a vice-chairperson and a secretary. All officers shall serve one year terms effective immediately following the Annual Meeting. The chairperson may be reappointed to one consecutive term. The vice-chairperson and secretary shall be elected by the Commission from among its members at the Annual Meeting of the Commission. All officers shall serve until their successors are elected or, in the case of the chairperson, appointed. In addition to the duties set forth below, each officer shall also perform such other duties as may be prescribed by the Commission.
- B. Chairperson. The Chairperson shall preside at all meetings of the Commission and the Executive Committee, shall be ex officio member of all committees, and shall perform such other duties as are usually incident to such office.
- (1) The Chairperson shall assist the Mayor and County Chair in the selection and annual performance evaluation of an Executive Director for the Commission.
- (2) The Chairperson shall maintain regular communication with the Mayor and County Chair and shall be the principal spokesperson for the MHRC.
- C. Vice-Chairperson. The Vice-Chairperson, in the absence of the Chairperson, shall perform the duties of the Chairperson. The Vice-Chairperson shall have general oversight responsibilities for the Issue Committees created under Article II, Section 2 of these bylaws.

- (1) The Vice-Chair shall annually appoint, and the Commission shall confirm, the chairpersons of the Issue Committees.
- D. Secretary. The Secretary shall keep and authenticate the records of the Commission, shall keep minutes on actions taken at any regular, special, or emergency meeting of the Commission, and shall assist the Chairperson in conducting meetings of the Commission as described in Section 5 herein.

SECTION 4. RESPONSIBILITIES OF THE COMMISSION

The Metropolitan Human Rights Commission shall:

- A. Develop and implement policies and positions of the MHRC consistent with its mission and purpose;
- B. Establish and maintain dialogue with the broad range of community and cultural groups operating in the City and the County;
- C. Conduct public meetings, hearings, and special events as required to determine the issues, problems, and needs facing Portland and Multnomah County residents in the areas of human rights and cultural diversity;
- D. Based upon a foundation of public dialogue, establish annual goals for the Commission and approve and direct the annual work plans and activities of the Issues Committees;
- E. Issue and present to the Portland City Council, Multnomah County Commission and the citizens an Annual Report and a six-month progress report of the activities and accomplishments of the Commission;
- F. Approve the Commission's annual budget and work program and submit both to the Portland City Council and Multnomah County Commission by January 31 of each year;
- G. Recommend to the City and the County programs, policies and actions which would further the goals of human rights, diversity and cultural harmony in the community;
- H. The Commission may delegate any non policy-making authority to Commission committees and staff as required to accomplish the mission and goals of the MHRC.

SECTION 5. MEETINGS OF THE COMMISSION

- A. The Commission shall hold four regular meetings, once each quarter; and in addition shall hold an Annual Meeting in September. Special meetings may be held as necessary.
- (1) Twelve (12) members shall constitute a quorum; eight (8) of those members present shall constitute a voting majority for purposes of conducting business at any meeting of the Commission.
 - (2) Special meetings of the Commission may be called by agreement of the Executive Committee; provided, however, that a regular Commission meeting is not scheduled within 30 days of the requested special meeting date.
 - (3) Emergency meetings of the Commission may be called under procedures authorized in a special Crisis Response Plan approved annually by the Commission.
 - (4) The fiscal year of the Commission shall be July 1 to June 30.
- B. The Commission shall conduct business according to Roberts Rules of Order, Rev. unless otherwise expressly noted in the bylaws and shall conduct meetings and maintain records in compliance with Oregon laws governing public meetings and public records.

SECTION 6. EXPENDITURE OF FUNDS

Neither the Commission nor its individual members shall have authority to expend or encumber funds budgeted to the Commission. All disbursements of funds shall be made by the Executive Director with the oversight of the Mayor or the Mayor's designee and according to established budget and accounting policies and practices of the fiscal agent, which shall be the City of Portland. However, the Commission or its Executive Committee may request of the Executive Director that funds be expended or encumbered to accomplish the work program of the Commission as approved in the annual budget.

ARTICLE II. COMMITTEES

SECTION 1. EXECUTIVE COMMITTEE

- A. The purpose of the Executive Committee shall be to conduct the business of the MHRC between regularly scheduled meetings of the full Commission, as expressly authorized by the Commission.

- B. Members of the Executive Committee shall be eight (8): the MHRC Chair, Vice-Chair, and Secretary, the chairs of the three Issue Committees, plus two (2) MHRC Commissioners-at-large. The Commission shall at its Annual Meeting elect from among its members the two Commissioners to serve on the Executive Committee.
- C. Responsibilities:
The Executive Committee shall:
- (1) Meet monthly; additional meetings may be called by the Chair or any three members of the Committee;
 - (2) Monitor the work program and timetable of the Issues Committees;
 - (3) Receive, approve, and monitor an annual plan for staffing MHRC committees and activities and assisting the Commission in accomplishing its mission, goals and activities;
 - (4) Prepare the agendas for the full Commission meetings;
 - (5) As authorized by the full Commission, make decisions or act on behalf of the Commission;
 - (6) Administer a "crisis response plan" approved by the Commission;
 - (7) Review new issues, information or community requests and forward to the Commission for action.
- D. Operations and Limitations:
- (1) Authorization to act on behalf of the Commission must be obtained through a motion duly seconded and passed by a majority of the full Commission at a regularly scheduled or special Commission meeting.
 - (2) Six (6) members shall constitute a quorum; five (5) of those members must agree before any action is taken.
 - (3) Minutes of Executive Committee meetings shall be kept and reported in writing to the full Commission within ten (10) days of each Executive Committee meeting.
 - (4) A regular monthly meeting time and place shall be set by the MHRC Chairperson; changes from this schedule may be made with 7 days written advance notice.
 - (5) The Executive Committee may not take positions or issue statements or reports except as authorized by the Commission, nor may it change any policy or directive of the Commission.

SECTION 2. ISSUE COMMITTEES

- A. Established. Three issue-oriented standing committees are created in the following areas:
- (1) Hate Crimes Monitoring and Response
 - (2) Future Focus Diversity Action Plan Implementation
 - (3) Civil Rights, Affirmative Action, and Disability Project Monitoring and Response
- B. Responsibilities of Issue Committees shall be:
- (1) To assist the Commission to seek out community views and encourage community dialogue to identify the issues, problems and needs in their respective issue area;
 - (2) To develop and submit to the full Commission an annual work plan to accomplish goals and conduct activities that respond to identified needs;
 - (3) To assist the Commission in bringing groups and individuals together to build coalitions and facilitate collaborations on human rights issues;
 - (4) To assist the Commission to develop leadership in the community in the areas of cultural understanding and human rights advocacy;
 - (5) To produce and submit to the Commission an annual report and semi-annual progress report of their activities.
- C. Members of Issues Committees shall be appointed by the Commission. Membership should reflect the diversity of the community and the interests of groups affected by the issues, and include age, gender, and geographic balance. The Commission shall determine the appropriate size and term of office of each Issue Committee, and shall approve any sub-committees established within the Issue Committees. Committee members shall include the following:
- (1) A Chair, who shall be a Metropolitan Human Rights Commission member but not an officer;
 - (2) At least one (1) other Commission member but not an officer;
 - (3) Neighborhood, ethnic, religious, community, and business groups;
 - (4) Other human rights and human relations organizations in the community;
 - (5) Interested citizens from the community at large.
 - (6) The Commission may appoint such ex officio members as they deem advantageous to accomplishing the work program of the

committees, said ex officio members to be without vote on the committees.

- D. Procedures. Issue Committees shall establish regular meetings and operating guidelines and procedures as appropriate to accomplishing their work program.

ARTICLE III. STAFF

SECTION 1. EXECUTIVE DIRECTOR

- A. Employment. An Executive Director of the Commission shall be hired as an employee of the City of Portland.
- (1) The Mayor, in consultation with the Chair of the Multnomah County Commission and Chairperson of the MHRC, shall determine the qualifications, develop the job description, and appoint an Executive Director for the Commission in accordance with City of Portland personnel policies and procedures.
- (2) Authority to discipline or terminate employment of the Executive Director rests with the Mayor.
- B. Performance and Evaluation. The Mayor, County Chair and MHRC Chair shall annually evaluate the performance of the Executive Director.
- (1) The performance of the Director shall be evaluated based on execution of a staffing plan submitted by the Director and approved by the Executive Committee.
- (2) MHRC members who object to the performance of the Executive Director shall address their concerns to the MHRC Chair, who shall promptly make those objections known to the Director. Such objections may be raised by the MHRC Chair during the performance evaluation, or at any time with the Mayor if, in the judgment of the Chair, a substantial problem exists in the Director's performance of his or her duties and responsibilities.
- C. Duties and Responsibilities.
- (1) The Director shall be the chief executive officer of the Commission and shall have supervisory authority over the staff and offices assigned to the Commission by the budgeting authorities. The Director shall execute the programs and policies of the Commission according to a staffing plan submitted in

- writing annually to and approved by the Executive Committee.
- (2) The duties and responsibilities of the Executive Director shall be specified in the job description for the position and shall be reviewed and revised

as deemed necessary by the Mayor in consultation with the MHRC Chair and the Chairperson of the Multnomah County Commission.

SECTION 2. OTHER STAFF

- A. The Commission shall have other clerical and professional staff as authorized in the budget approved by the City and County. Staff shall be employees of the City of Portland. Neither the Commission nor its individual members shall direct the activities of the staff; however, staff shall perform their duties in accordance with a staffing plan developed by the Executive Director and approved by the Executive Committee.
- B. The Executive Director shall prepare job descriptions and establish personnel policies and grievance procedures in accordance with accepted practices of the City of Portland Bureau of Personnel Services.

ARTICLE IV. BYLAW AMENDMENTS

- A. The Bylaws may be amended by affirmative vote of the Portland City Council and Multnomah County Commission. Such amendments shall be by non-emergency ordinance or resolution.
- (1) The Commission may recommend Bylaw amendments to the City Council and County Commission where such amendments have been discussed at the Annual Meeting or at any regularly scheduled meeting of the Commission and affirmatively acted upon by a majority of the Commission.

Adopted:

City of Portland

Ordinance/Resolution # _____, (____)

Multnomah County

Ordinance/Resolution # _____, (____)

APPENDIX 1

APPOINTMENTS AND TERMS OF OFFICE METROPOLITAN HUMAN RIGHTS COMMISSION

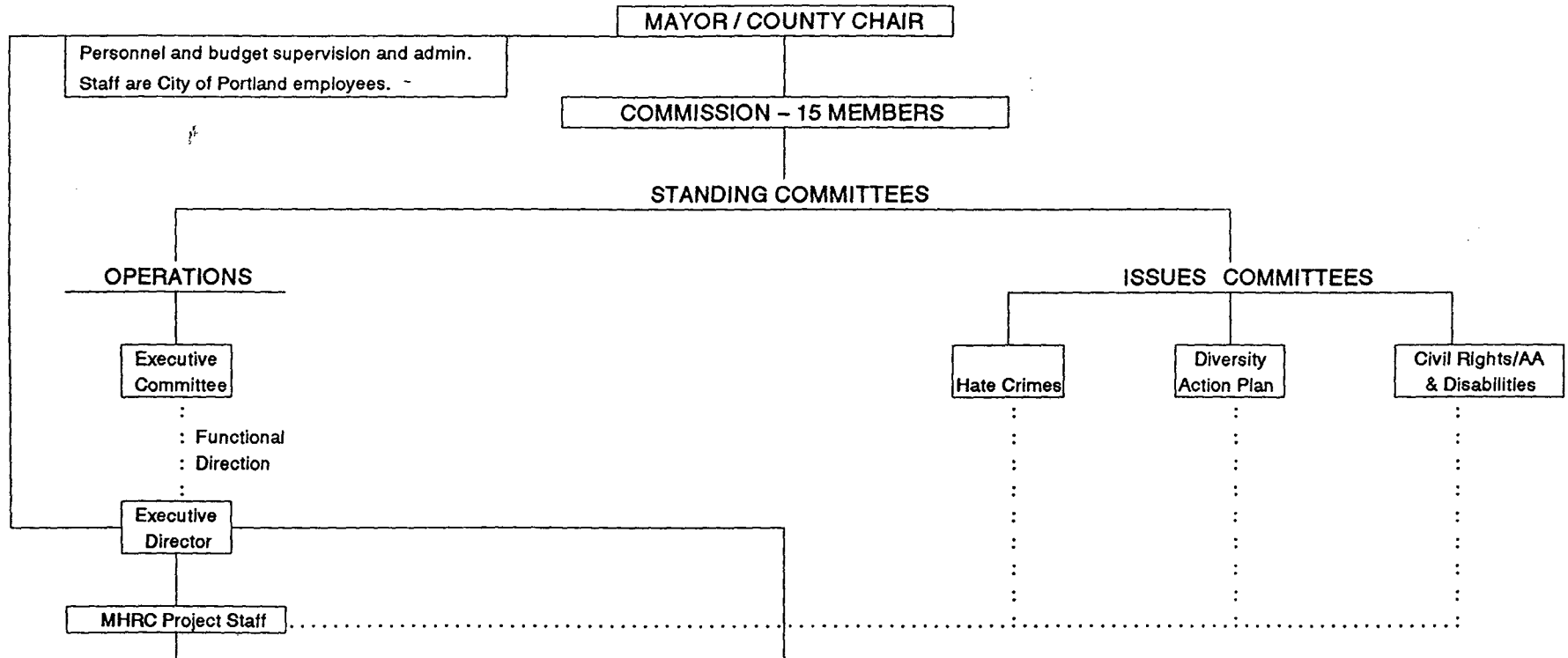
Mayor, City of Portland: Appoints nine (9) members

Board Chair, Multnomah County: Appoints six (6) members

<u>Position # & Appointing Authority</u>	<u>Initial Term of Office</u>	<u>Term of Office et. sequential</u>
#1 County	6/1/92 - 9/93	9/93 - 9/96
#2 County	6/1/92 - 9/93	9/93 - 9/96
#3 City	6/1/92 - 9/93	9/93 - 9/96
#4 City	6/1/92 - 9/93	9/93 - 9/96
#5 City	6/1/92 - 9/93	9/93 - 9/96
#6 County	6/1/92 - 9/94	9/94 - 9/97
#7 County	6/1/92 - 9/94	9/94 - 9/97
#8 City	6/1/92 - 9/94	9/94 - 9/97
#9 City	6/1/92 - 9/94	9/94 - 9/97
#10 City	6/1/92 - 9/94	9/94 - 9/97
#11 County	6/1/92 - 9/95	9/95 - 9/98
#12 County	6/1/92 - 9/95	9/95 - 9/98
#13 City	6/1/92 - 9/95	9/95 - 9/98
#14 City	6/1/92 - 9/95	9/95 - 9/98
#15 City	6/1/92 - 9/95	9/95 - 9/98

Note: Terms of office are staggered. The initial appointments to Positions 1-5 are for one- year terms. Initial appointments to Positions 6-10 are for two-year terms. Initial appointments to Positions 11-15 are for three-year terms. Upon expiration of initial terms of office, all reappointments (et. seq.) would be for three-year terms.

MHRC TABLE OF ORGANIZATION
(And Suggested Initial Functions And Responsibilities)



Functions & Responsibilities

1. Support & assist Commission and Issues Committees as described in annual staffing plan & assigned by Executive Director.
2. Maintain repository of information for public use, as directed.
3. Conduct research & prepare reports.
4. Attend community meetings.
5. Assist in organizing committee & community meetings.

1. Hire & supervise MHRC staff. Prepare & direct plan for staff support of Issues Committees & MHRC projects.
2. Manage the MHRC office & maintain official records of MHRC.
3. Prepare and administer MHRC budget and contracts.
4. Represent Commission at public & community meetings.
5. Attend all meetings of Commission & Executive Committee; staff to Executive Committee.

6. Assist the Commission in accomplishing its mission and goals:
 - a. Organize annual meeting & awards presentation.
 - b. Assist appointing authorities in filling vacancies on Commission.
 - c. Prepare leadership development & training plan for MHRC.
 - d. Conduct annual training for new Commission members.
 - e. Prepare & administer communications & outreach plan for Commission.
 - f. Build & maintain ties with community groups.
 - g. Recommend members for Issues Committees.
 - h. Forward requests for assistance & action received from organizations & individuals in the community.
 - i. Inform Commission of developments & activities relevant to the work of the Commission.

MHRC TABLE OF ORGANIZATION

MAYOR / COUNTY CHAIR

Commission = 15 Members Quorum = 12
3 Officers (Chair, Vice-Chair, Secretary) 12 Commissioners Ex-Officio as named by City & County

STANDING COMMITTEES (authority & responsibility delegated by MHRC)

OPERATIONS

EXECUTIVE COMMITTEE (8)

Chair quorum-6
Vice-Chair
Secretary
Issues Comm. Chairs (3)
Commissioner-at-Large (2)

Functions & Responsibilities

1. Meet at least monthly.
2. Monitor activities of staff & budget.
3. Monitor work program & timetables of standing committees.
4. Prepare agendas for full Commission mtgs.
5. As authorized by full Commission, make decisions for the Commission, between regularly scheduled Commission meetings.
6. Review new issues & information or community requests for Commission action.
7. Administer "crisis response" plan as authorized by Commission.

Limitations

1. Authorization to act on behalf of Commission shall be in the form of a motion, in advance, duly seconded & passed by a majority (8) of the full Commission at a regularly scheduled or special Commission meeting.
2. Six members shall constitute a quorum; five of those members must agree before any action is taken.
3. Minutes shall be kept and reported in writing to the full Commission within 10 days of each Executive Committee meeting.
4. A regular monthly meeting time & place shall be set; changes from this schedule may be made with 7 days' written advance notice.
5. The Executive Committee may not take positions or issue statements or reports unless authorized to do so by the full Commission, nor may it change any policy or directive of the Commission.

HATE CRIMES MONITORING

Chair (Commissioner)
Members
-At least 1 other Com'r
-Neighborhood & Community members
-ex-officio:
MHRC Chair
County Chair designee
Mayor designee
ONA Crime Prev. Coord.
Police Bureau
District Attorney

Recommended

Functions & Responsibilities

1. Monitor & document hate crimes.
2. Develop the capacity to mobilize individuals & groups anywhere in MHRC's jurisdiction toward a rapid, organized community response to major incidents which demonstrate bigotry and intimidation.
3. Monitor & evaluate media coverage & portrayal of bias crimes.
4. Prepare "Hate Crimes" section of annual report & 6-month progress report.
5. Develop neighborhood-based network for reporting & resolving disputes leading to potential criminal behavior. Work directly with the City's Neighborhood Mediation Project & the Police Bureau & County Sheriff.
6. In cooperation with police, prosecution, courts, & corrections, develop a community-based diversion program for non-felony first offenders convicted under ORS intimidation statutes.

ISSUES COMMITTEES

DIVERSITY ACTION PLAN

Chair (Commissioner)
Members
-At least 1 other Com'r
-Neighborhood & Community members
-School District Reps.
-ex-officio:
MHRC Chair
Future Focus staff
Others
ONA staff

Recommended

Functions & Responsibilities

1. Lead coalition of community organizations to hold 1 or 2 events a year that focus on improving the quality of life for ethnic groups and members of protected classes.
2. Identify and maintain contact with all organizations working locally to celebrate and ensure the acceptance of diversity in our community.
3. Identify gaps in cultural diversity training & information & assist other organizations in meeting those needs.
4. Assist school districts with development of diversity training and anti-bias curricula.
5. In cooperation with neighborhood & community groups, develop, promote, & conduct anti-racism & cultural diversity training programs throughout community.

Functions & Responsibilities

1. Meet quarterly, plus annual & special meetings.
2. Approve annual work plan & direct activities of Issues Comm
3. Conduct public meetings, hearings & events to determine community needs & values with respect to human rights, diversity & cultural understanding.
4. Build community coalitions & help mediate disputes between community groups.
5. Approve Commission budget submission to City & County.
6. Approve all MHRC reports & publications.
7. Commission may delegate to staff and committees any non-policy responsibility.

CIVIL RIGHTS/AA/DISABILITIES

Chair (Commissioner)
Members
-At least 1 other Com'r
-Neighborhood & Community members
-CCACD Reps.
-ex-officio:
MHRC Chair
City/County AA Director
City Attorney designee

City/Cnty Adv.
Committee on
Disabled

Recommended

Functions & Responsibilities

1. Monitor City & County progress in administering civil rights ordinances, including the BOLI enforcement & Fair Housing contracts.
2. Monitor City & County progress in meeting affirmative action goals.
3. Conduct annual public hearings to establish record for asserting the existence of discrimination & bias in the community.
4. Review City & County policies, ordinances & laws for consistency & fairness under civil rights laws. Recommend changes to Commission for inclusion in annual & 6-month reports.
5. Monitor & advocate the work of The Disability Project & the City/County Advisory Committee on the Disabled.

EXHIBIT B
PAGE 2 of 2

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. 720

An ordinance approving an intergovernmental agreement with the City of Portland for the establishment and operation of new Metropolitan Human Rights Commission and declaring an emergency.

Multnomah County ordains as follows:

Section 1. Purpose

A. In the Fall of 1991, the City of Portland (City) and the County agreed to create a Task Force to study the Metropolitan Human Relations Commission (MHRC) and to make recommendations on what, if any changes, would enable it to most effectively meet the needs of the metropolitan area in the 1990's.

B. On February 10, 1992, the Portland City Council and the Board of County Commissioners met in an informal session to hear and discuss the report from the MHRC Task Force.

C. After careful consideration of the Task Force recommendations, the history and operations of the MHRC, the Future Focus Plan, and the needs and concerns of the City, the County and the greater region, the City and County wish to create a new entity to be

04/23/92:1

1 called the Metropolitan Human Rights Commission and to arrange
2 their mutual rights and responsibilities in relation thereto.

3
4 D. Representatives of the City and County have developed an
5 intergovernmental agreement to establish the Rights Commission and
6 allocate responsibilities for funding it. The Agreement includes
7 detailed Bylaws governing the mission, membership and operation of
8 the Commission.

9
10 Section 2. Approval of Intergovernmental Agreement and Bylaws

11 The Intergovernmental Agreement for creation of the
12 Metropolitan Human Rights Commission, including the Bylaws
13 governing the mission, membership and operation of the Rights
14 Commission (May 21, 1992), are hereby approved.

15
16 This Ordinance, being necessary for the health, safety, and
17 welfare of the people of Multnomah County, an emergency is
18 declared, and the Ordinance shall take effect upon its execution by
19
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04/23/92:1

1 the County Chair, pursuant to Section 5.50 of the Charter of
2 Multnomah County.

3
4 ADOPTED this 30th day of April, 1992, being
5 the date of its first reading before the Board of County
6 Commissioners of Multnomah County, Oregon.



7
8 Sharron Kelley
9 Gladys McCoy, Chair
10 Multnomah County, Oregon

11
12 By [Signature]
13 Laurence Kressel, County Counsel
14 For Multnomah County, Oregon
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04/23/92:1

Meeting Date: ~~APR 23 1992~~ APR 30 1992

Agenda No.: ~~X-9~~ R-9

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: Tri-Met Bus Pass program for exempt employees

BCC Informal _____ (date) _____ BCC Formal _____ (date) _____

DEPARTMENT Nondepartmental DIVISION Employee Services

CONTACT Curtis Smith TELEPHONE 248-5015

PERSON(S) MAKING PRESENTATION _____

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 10 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

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

Change monthly bus pass subsidy for participating exempt employees from \$15 to \$21. In 1990-91, the County subsidized the entire cost of the pass. In 1991-92, the County reduced the subsidy to \$15, the maximum non-taxable benefit allowable by the Internal Revenue Service. IRS has now raised that amount to \$21.

*5/4/92 copies to ordinance
Distribution list and Curtis Smith*

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL _____

Or

DEPARTMENT MANAGER *[Signature]* _____

(All accompanying documents must have required signatures)

1992 APR 14 AM 11:14
CLERK OF
COUNTY COMMISSIONERS
MULTI-NOMINATING COUNTY
OREGON

ORDINANCE FACT SHEET

Ordinance Title: An Ordinance relating to benefits for employees not covered by collective bargaining agreement and amending Ord. No. 534.

Give a brief statement of the purpose of the ordinance (include the rationale for adoption of ordinance, description of persons benefited, other alternatives explored):

Modify Tri-Met Bus Pass Program provision to reflect current Internal Revenue Service regulations on the taxable status of certain employee benefits.

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

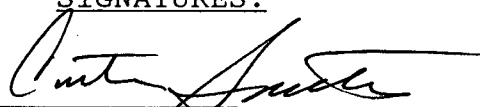
What has been the experience in other areas with this type of legislation?

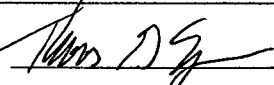
What is the fiscal impact, if any?

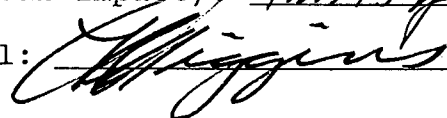
Current Board policy is to pay \$15 of the monthly cost of the pass for each participating exempt employee; this Ordinance raises the subsidy to \$21 per month. If all 151 current participants continue to participate in 1992-93, the increased cost will be \$10,872.

(If space is inadequate, please use other side)

SIGNATURES:

Person Filling Out Form: 

Planning & Budget Division (if fiscal impact): 

Department Manager/Elected Official: 

1 BEFORE THE BOARD OF COUNTY COMMISSIONERS

2 FOR MULTNOMAH COUNTY, OREGON

3 ORDINANCE NO. 721

4 An ordinance relating to benefits for employees not
5 covered by collective bargaining agreement, and amending
6 Ordinance No. 534.

7 Multnomah County ordains as follows:

8 Section I. Findings.

9 (A) Ordinance No. 534 adopted salary rates and
10 benefits for employees not covered by collective bargaining
11 agreement.

12 (B) The Board has determined that it is necessary to
13 amend the previously adopted Fringe Benefit Summary to reflect
14 current Internal Revenue Service regulations on the taxable
15 status of certain employee benefits.

16 Section II. Repeal.

17 Ordinance No. 534, Exhibit B, Tri-Met Bus Pass Program
18 is hereby repealed.

19 Section III. Substitute Provision.

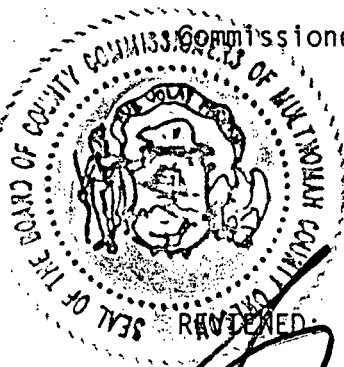
20 The following substitute provision is hereby adopted:

21 "TRI-MET PASS PROGRAM

22 Subject to agreement with Tri-Met, each exempt
23 employee may receive a Tri-Met monthly pass which
24 entitles that employee to ride Tri-Met buses and light
25

1 rail on regularly scheduled routes. Effective July 1,
2 1992, the County shall contribute \$21 per month toward
3 the cost of each pass."

4 ADOPTED this 30th day of April, 1992,
5 being the date of its second reading before the Board of County
6 Commissioners of Multnomah County, Oregon.



7
8 By Sharon Kelley Gar
9 Gladys McCoy, Chair
10 MULTNOMAH COUNTY, OREGON

11
12 Laurence Kressel
13 Laurence Kressel, County Counsel
14 of Multnomah County, Oregon

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Meeting Date: APR 30 1992

Agenda No.: R-10

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: Amendment of Electricians Agreement

AGENDA REVIEW/
BOARD BRIEFING

(date)

REGULAR MEETING April 30, 1992

(date)

DEPARTMENT Office of the Chair

DIVISION Labor Relations

CONTACT Darrell Murray

TELEPHONE X2595

PERSON(S) MAKING PRESENTATION Darrell Murray

ACTION REQUESTED:

☐ INFORMATIONAL ONLY

☐ POLICY DIRECTION

☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: X

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

This is an amendment of the County-Local 48 Collective Bargaining Agreement authorizing payment of a 3% differential to employees assigned as supervising electricians.

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL

Or

DEPARTMENT MANAGER

(All accompanying documents must have required signatures)

CLERK OF
COUNTY COMMISSIONERS
1992 APR 14 AM 11:17
MULTI-UNITARY COUNTY
OREGON

Apr. 9, 92

Contract Amendment

I. Parties

The parties to this contract amendment are Multnomah County, Oregon (hereinafter "County") and the International Brotherhood of Electrical Workers Local 48 (hereinafter "Union").

II. Recitals

WHEREAS, the County and Union are parties to a 1988-91 collective bargaining agreement which was extended by mutual agreement through June 30, 1992; and,

WHEREAS, Union represents electricians employed by the County to perform a variety of maintenance and electrical installation work; and,

WHEREAS, Oregon law requires that performance of electrical installations by County electricians be supervised by a person licensed as a Supervising Electrician; and,

WHEREAS, such supervision has heretofore been performed by a County employee exempt from the bargaining unit; and,

WHEREAS, said employee retired and was not replaced due to budget reductions; and,

WHEREAS, the County is desirous of ensuring that compliance with state law is maintained in the performance of electrical installations;

NOW, THEREFORE, the parties agree as follows:

III. General Terms, Additional Duties, and Consideration

Section 1. If an exempt employee is not available to perform such duties or if it is otherwise deemed by the County convenient to do so, the County may assign the functions of a licensed supervising electrician to employees assigned as Leadworker/Chief Electronic Technician PROVIDED such employees possess the required Supervising Electrician license.

Section 2. Employees simultaneously assigned to perform duties as Leadworker/Chief Electronic Technician and Supervising Electrician pursuant to Section 1 above shall hereafter receive a differential for all hours worked in such simultaneous assignment equal to three percent (3%) of straight-time Electrician/Electronic Technician wages, in addition to the eight and six-tenths percent (8.6%) differential he or she would normally receive for serving as Leadworker/Chief Electronic Technician.

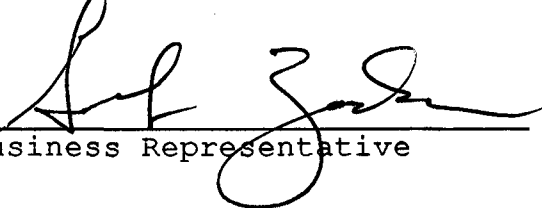
Section 3. The terms of sections 1 and 2 above shall be added to Addendum A of the parties' 1988-92 collective bargaining agreement as new sections.

Section 4. The written terms of this instrument constitute the entire agreement between the parties.

Done this April 2 day of _____, 1992.

For the Union:

For the County:




Business Representative

Gladys McCoy, County Chair

Reviewed:

Negotiated:

Laurence Kressel
County Counsel



Darrell Murray
Deputy Labor Relations Manager

By 

Deputy County Counsel



MULTNOMAH COUNTY OREGON

GLADYS MCCOY
COUNTY CHAIR

EMPLOYEE SERVICES
FINANCE
LABOR RELATIONS
PLANNING & BUDGET
RISK MANAGEMENT

(503) 248-5015
(503) 248-3312
(503) 248-5135
(503) 248-3883
(503) 248-3797

(503) 248-5170 TDD

PORTLAND BUILDING
1120 S.W. FIFTH, 14TH FLOOR
P.O. BOX 14700
PORTLAND, OREGON 97214


PURCHASING, CONTRACTS
& CENTRAL STORES

(503) 248-5111

2505 S.E. 11TH, 1ST FLOOR
PORTLAND, OREGON 97202

MEMORANDUM

TO: Vice-Chair Sharron Kelley

FROM: Darrell Murray, Deputy Labor Relations Manager 

DATE: April 28, 1992

SUBJECT: Agenda Item R-10/Week of April 27 - May 1, 1992

I request on behalf of the Labor Relations Division that agenda item R-10 be removed from the agenda for April 28 and 30. This will permit review of administrative details. I anticipate that the item will be resubmitted at a later date in the near future. Thank you.

c: Besty Williams
Craig Calkins
Tom Guiney
Deb Rogers

Date Submitted 4/13/92

Meeting Date 4/30/92
Agenda No. R-11

REQUEST FOR PLACEMENT ON THE AGENDA

Subject Supplemental Budget No. 2, 1991-92

Informal Only

Formal Only 4/30/92

DEPARTMENT Nondepartmental

DIVISION Planning & Budget

CONTACT Dave Warren

TELEPHONE 248-3822

Brief Summary

SITTING AS THE BUDGET COMMITTEE

Approve and forward Supplemental Budget No. 2, 1991-92 to Tax Supervising. The Supplemental Budget includes C.O.P.'s to refinance issues used to purchase the Mead Building and the Gill Building and record additional receipts in the Tax Title Fund.

Action Requested:

☐ Information Only ☐ Preliminary Approval ☐ Policy Direction ☒ Approval

Estimated Time Needed on Agenda

IMPACT:

☐ Personnel
☐ Fiscal/Budgetary -
☐ General Fund
☐ Other

5/4/92 certified copy to P&B for
TAX Sup's copy to P&B

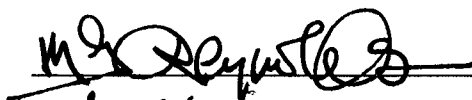
SIGNATURES

Department Manager

Budget/Personnel

County Counsel

Other


David C. Warren
Lt

CLERK OF
COUNTY COMMISSIONERS
1992 APR 21 AM 11:04
MULTNOMAH COUNTY
OREGON

MULTNOMAH COUNTY, OREGON

BOARD OF COUNTY COMMISSIONERS
GLADYS McCOY
PAULINE ANDERSON
GARY HANSEN
RICK BAUMAN
SHARRON KELLEY

PLANNING & BUDGET
PORTLAND BUILDING
1120 S.W. FIFTH - ROOM 1400
P. O. BOX 14700
PORTLAND, OR 97214
PHONE (503)248-3883

TO: The Oregonian
FROM: Dave Warren, Budget Manager
DATE: April 13, 1992
SUBJECT: Public Notice of Budget Hearing

Please run the following public notice in the Oregonian once, April 16, 1992.

If you have any questions, please call me at 248-3822.

NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposed supplemental budget for Multnomah County for the fiscal year July 1, 1991 to June 30, 1992 will be held at the Multnomah County Courthouse in room 602 during the regular meeting of the Multnomah County Board of Commissioners at 9:30 a.m. on April 30, 1992. The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document to be approved by the budget committee may be inspected or obtained on or after April 27, 1992 at the Clerk of the Board's office between the hours of 9:00 a.m. and 5:00 p.m.

The supplemental budget is for the purpose of recording revenue from the sale of Certificates of Participation in the amount of \$13.4 million to retire existing Certificates of Participation and to record unanticipated revenue in the Tax Title Fund from sale of tax foreclosed properties.

Bill to:

Multnomah County Budget Office
1120 S.W. Fifth, 14th Floor
P. O. Box 14700
Portland, OR 97214

Delma →
Is this date going to be ok as far as the BCC's attendance is concerned ??

DCW

1992 APR 14 AM 11:11
COUNTY CLERK
MULTNOMAH COUNTY
OREGON

RESOLUTION
BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the matter of accepting the Supplemental
1991-92 Budget and preparing the Approved
Supplemental Budget for submittal to the
Tax Supervising and Conservation Commission

)
) RESOLUTION
) 92-68
)

WHEREAS, the above-entitled matter is before the Board sitting as the Budget Committee under ORS Ch. 294 to consider approval of the Multnomah County Supplemental Budget for the fiscal year July 1, 1991 to June 30, 1992; and

WHEREAS, on April 30, 1992 the Board of County Commissioners, sitting as the Budget Committee, received the proposed supplemental budget document in compliance with ORS Ch. 294.480; and

WHEREAS, this supplemental budget is required to account for the unbudgeted 1991-92 revenues contained therein;

THEREFORE BE IT RESOLVED, that the 1991-92 Supplemental Budget is approved and the Division of Planning and Budget shall forward the approved 1991-92 Supplemental Budget to the Tax Supervising and Conservation Commission.

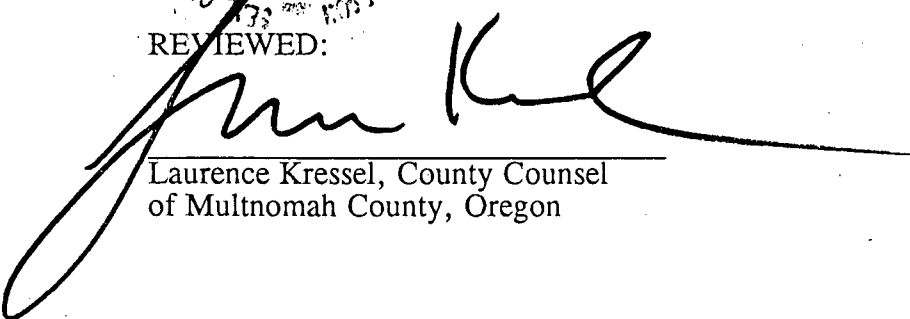


Adopted this 30th day of April, 1992

BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON

By Sharon Kelly for
Gladys McCoy, Chair

REVIEWED:


Laurence Kressel, County Counsel
of Multnomah County, Oregon

SUPPLEMENTAL BUDGET 2

1991-92

MULTNOMAH COUNTY



SUPPLEMENTAL BUDGET MESSAGE

THE DOCUMENT

The document consists of three sections:

1. The budget message explaining the reasons for the changes proposed,
2. A section of detailed estimate sheets and descriptions for those actions resulting in changes in expenditures,
3. A financial summary showing the resources and requirements being changed by fund,

REASONS FOR CHANGES

1. Sales of foreclosed properties have exceeded the budgeted estimates by more than 10%. To correctly appropriate the shares belonging to the taxing districts requires this supplemental budget action.
2. There is an opportunity to call Certificates of Participation issued during periods when interest rates were higher and reissue them at lower rates, saving ongoing costs.

This opportunity was not anticipated prior to the adoption of the 1991-92 budget. The increase will be in excess of 10% of the total expenditures in the Capital Lease Retirement Fund and will require adoption of a Supplemental Budget.

Tax Title Land Sales Fund (158)

The Tax Title Fund records the proceeds from sale of tax foreclosed properties. In accordance with ORS, the County charges against these proceeds the costs of administering the tax foreclosure program, the costs of sale, and the costs of maintaining the properties until they are sold. Once these costs have been covered, the balance of the proceeds is distributed to the various taxing districts in accordance with their percentage of the total current year total property tax levy.

During this fiscal year, sales of foreclosed properties may exceed the budgeted estimates by as much as \$1,000,000. This Supplemental Budget increases appropriations based on the additional sales revenue so that the County can properly distribute these additional proceeds to the taxing districts.

Capital Lease Retirement Fund (225)

Multnomah County proposes to take advantage of low interest rates to refinance and retire outstanding C.O.P.'s. The Supplemental Budget is necessary to:

1. record receipts from sale of Certificates of Participation (\$ 13,346,000),
2. pay costs of issuing the C.O.P.'s (\$ 300,000),

Supplemental Budget Message
April 1992

3. authorize expenditures to retire three outstanding C.O.P. issues:

- ▶ the 1988 issue to purchase the Gill Building (\$ 3,480,000 outstanding),
- ▶ the 1989 issue to construct clinics and an evidence warehouse (\$ 5,556,000 outstanding),
- ▶ the 1990 issue to purchase the Mead Building (\$ 4,010,000 outstanding).

Certain issue costs can be spread over both the C.O.P.'s to retire existing C.O.P.'s (shown in this Supplemental Budget) and the C.O.P.'s for construction of a Juvenile Facility (shown in the 1992-93 Approved Budget). This will reduce the total cost of issue. The estimated savings from issuing both sets of C.O.P.'s together will be \$ 50,000.

AGENCY: (030) Environmental Services

FUND (158) Tax Title Land Sales Fund

FACILITIES MANAGEMENT

The Tax Title Fund records the proceeds from sale of tax foreclosed properties. In accordance with ORS, the County charges against these proceeds the costs of administering the tax foreclosure program, the costs of sale, and the costs of maintaining the properties until they are sold. These costs are shown as a service reimbursement to the General Fund, object code 7500, Other Internal Service Reimbursement.

The remaining balance of the proceeds is distributed to the various taxing districts in accordance with their percentage of the total current year total property tax levy. This distribution is recorded in object code 6060, Pass-Through Payments.

Sales of foreclosed properties are expected to increase the amount available to pass through to taxing districts by \$1,000,000.

AGENCY: (030) Environmental Services
 ORGANIZATION: (5600) Facilities Management

FUND: (158) Tax Title Land Sales

OBJECT DETAIL	1991-92 ADOPTED	THIS ACTION	1991-92 REVISED
5100 PERMANENT	0	0	0
5200 TEMPORARY	0	0	0
5300 OVERTIME	0	0	0
5400 PREMIUM PAY	0	0	0
5500 FRINGE	0	0	0
DIRECT PERSONAL SERVICES	0	0	0
5550 INS BENEFITS	0	0	0
TOTAL PERSONAL SERVICES	0	0	0
6050 COUNTY SUPPLEMENTS	0	0	0
6060 PASS THROUGH PAYMENTS	240,452	1,000,000	1,240,452
6110 PROFESSIONAL SERVICES	0	0	0
6120 PRINTING	0	0	0
6130 UTILITIES	0	0	0
6140 COMMUNICATIONS	0	0	0
6170 RENTALS	0	0	0
6180 REPAIRS & MAINTENANCE	0	0	0
6190 MAINTENANCE CONTRACTS	0	0	0
6200 POSTAGE	0	0	0
6230 SUPPLIES	0	0	0
6270 FOOD	0	0	0
6310 EDUCATION & TRAINING	0	0	0
6320 CONFERENCES & CONVENTIONS	0	0	0
6330 TRAVEL	0	0	0
6520 INSURANCE	0	0	0
6530 EXTERNAL D.P.	0	0	0
6550 DRUGS	0	0	0
6580 CLAIMS PAID/JUDGEMENTS	0	0	0
6610 AWARDS & PREMIUMS	0	0	0
6620 DUES & SUBSCRIPTIONS	0	0	0
7810 PRINCIPAL	0	0	0
7820 INTEREST	0	0	0
DIRECT MATERIALS AND SERVICES	240,452	1,000,000	1,240,452
7100 INDIRECT COSTS	0	0	0
7150 TELEPHONE	0	0	0
7200 DATA PROCESSING	0	0	0
7300 MOTOR POOL	0	0	0
7400 BUILDING MANAGEMENT	0	0	0
7500 OTHER INTERNAL SERVICES	311,848	0	311,848
7550 LEASE PAYMENTS TO C.L.R.F.	0	0	0
7560 MAIL/DISTRIBUTION	0	0	0
INTERNAL SERVICE REIMBURSEMENTS	311,848	0	311,848
TOTAL MATERIALS AND SERVICES	552,300	1,000,000	1,552,300
8100 LAND	0	0	0
8200 BUILDINGS	0	0	0
8300 OTHER IMPROVEMENTS	0	0	0
8400 EQUIPMENT	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0
TOTAL DIRECT BUDGET	240,452	1,000,000	1,240,452
TOTAL EXPENDITURES	552,300	1,000,000	1,552,300

OBJECT DETAIL	1991-92 ADOPTED	THIS ACTION	1991-92 REVISED
5100 PERMANENT	0	0	0
5200 TEMPORARY	0	0	0
5300 OVERTIME	0	0	0
5400 PREMIUM PAY	0	0	0
5500 FRINGE	0	0	0
DIRECT PERSONAL SERVICES	0	0	0
5550 INS BENEFITS	0	0	0
TOTAL PERSONAL SERVICES	0	0	0
6050 COUNTY SUPPLEMENTS	0	0	0
6060 PASS THROUGH PAYMENTS	0	0	0
6110 PROFESSIONAL SERVICES	22,000	100,000	122,000
6120 PRINTING	0	0	0
6130 UTILITIES	0	0	0
6140 COMMUNICATIONS	0	0	0
6170 RENTALS	0	0	0
6180 REPAIRS & MAINTENANCE	0	0	0
6190 MAINTENANCE CONTRACTS	0	0	0
6200 POSTAGE	0	0	0
6230 SUPPLIES	0	0	0
6270 FOOD	0	0	0
6310 EDUCATION & TRAINING	0	0	0
6320 CONFERENCES & CONVENTIONS	0	0	0
6330 TRAVEL	0	0	0
6520 INSURANCE	0	0	0
6530 EXTERNAL D.P.	0	0	0
6550 DRUGS	0	0	0
6580 CLAIMS PAID/JUDGEMENTS	0	0	0
6610 AWARDS & PREMIUMS	0	0	0
6620 DUES & SUBSCRIPTIONS	0	0	0
7810 PRINCIPAL	2,413,471	7,490,168	9,903,639
7820 INTEREST	1,212,551	0	1,212,551
DIRECT MATERIALS AND SERVICES	3,648,022	7,590,168	11,238,190
7100 INDIRECT COSTS	0	0	0
7150 TELEPHONE	0	0	0
7200 DATA PROCESSING	0	0	0
7300 MOTOR POOL	0	0	0
7400 BUILDING MANAGEMENT	0	0	0
7500 OTHER INTERNAL SERVICES	0	0	0
7550 LEASE PAYMENTS TO C.L.R.F.	0	0	0
7560 MAIL/DISTRIBUTION	0	0	0
INTERNAL SERVICE REIMBURSEMENTS	0	0	0
TOTAL MATERIALS AND SERVICES	3,648,022	7,590,168	11,238,190
8100 LAND	0	0	0
8200 BUILDINGS	0	0	0
8300 OTHER IMPROVEMENTS	0	0	0
8400 EQUIPMENT	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0
TOTAL DIRECT BUDGET	3,648,022	7,590,168	11,238,190
TOTAL EXPENDITURES	3,648,022	7,590,168	11,238,190

AGENCY: (050) Nondepartmental

FUND: (225) Capital Lease Retirement Fund

CAPITAL LEASE RETIREMENT FUND

The Supplemental Budget authorizes retirement of three C.O.P. issues, the balance of the \$4,335,168 which financed the purchase and remodeling of the J.K. Gill Building, the balance of the \$6,606,047 which financed the two health clinics, the Eschbach property at the Hansen Building site, and a warehouse, and the balance of the \$4,185,000 which financed the purchase and remodeling of the Mead Building.

The 1992-93 estimated payments from the Capital Lease Retirement Fund for these issues would be:

Gill Bldg. Issue	\$ 396,965
Clinics/Warehouse Issue	791,540
Mead Bldg. Issue	457,302
 TOTAL	 \$ 1,645,807

After the refinancing, the annual payment amount will be approximately \$ 1,356,000.

91xx Schedule 12

Issue Date: June 15, 1992 (estimate)
Amount: \$13,346,000
Effective Interest Rate: 7.30% (estimate)

Fiscal Year	Principal	Interest	Total
1993	381,369	974,258	1,355,627
1994	409,209	946,418	1,355,627
1995	439,081	916,546	1,355,627
1996	471,134	884,493	1,355,627
1997	505,527	850,100	1,355,627
1998	542,430	813,197	1,355,627
1999	582,027	773,599	1,355,626
2000	624,515	731,111	1,355,626
2001	670,105	685,522	1,355,627
2002	719,023	636,604	1,355,627
2003	771,511	584,115	1,355,626
2004	827,832	527,795	1,355,627
2005	888,263	467,363	1,355,626
2006	953,107	402,520	1,355,627
2007	1,022,684	332,943	1,355,627
2008	1,097,339	258,287	1,355,626
2009	1,177,445	178,182	1,355,627
2010	<u>1,263,399</u>	<u>92,228</u>	<u>1,355,627</u>
 TOTAL	 \$ 13,346,000	 11,055,281	 24,401,281

OBJECT DETAIL	1991-92 ADOPTED	THIS ACTION	1991-92 REVISED
5100 PERMANENT	0	0	0
5200 TEMPORARY	0	0	0
5300 OVERTIME	0	0	0
5400 PREMIUM PAY	0	0	0
5500 FRINGE	0	0	0
DIRECT PERSONAL SERVICES	0	0	0
5550 INS BENEFITS	0	0	0
TOTAL PERSONAL SERVICES	0	0	0
6050 COUNTY SUPPLEMENTS	0	0	0
6060 PASS THROUGH PAYMENTS	0	0	0
6110 PROFESSIONAL SERVICES	22,000	300,000	322,000
6120 PRINTING	0	0	0
6130 UTILITIES	0	0	0
6140 COMMUNICATIONS	0	0	0
6170 RENTALS	0	0	0
6180 REPAIRS & MAINTENANCE	0	0	0
6190 MAINTENANCE CONTRACTS	0	0	0
6200 POSTAGE	0	0	0
6230 SUPPLIES	0	0	0
6270 FOOD	0	0	0
6310 EDUCATION & TRAINING	0	0	0
6320 CONFERENCES & CONVENTIONS	0	0	0
6330 TRAVEL	0	0	0
6520 INSURANCE	0	0	0
6530 EXTERNAL D.P.	0	0	0
6550 DRUGS	0	0	0
6580 CLAIMS PAID/JUDGEMENTS	0	0	0
6610 AWARDS & PREMIUMS	0	0	0
6620 DUES & SUBSCRIPTIONS	0	0	0
7810 PRINCIPAL	2,413,471	13,046,000	15,459,471
7820 INTEREST	1,212,551	0	1,212,551
DIRECT MATERIALS AND SERVICES	3,648,022	13,346,000	16,994,022
7100 INDIRECT COSTS	0	0	0
7150 TELEPHONE	0	0	0
7200 DATA PROCESSING	0	0	0
7300 MOTOR POOL	0	0	0
7400 BUILDING MANAGEMENT	0	0	0
7500 OTHER INTERNAL SERVICES	0	0	0
7550 LEASE PAYMENTS TO C.L.R.F.	0	0	0
7560 MAIL/DISTRIBUTION	0	0	0
INTERNAL SERVICE REIMBURSEMENTS	0	0	0
TOTAL MATERIALS AND SERVICES	3,648,022	13,346,000	16,994,022
8100 LAND	0	0	0
8200 BUILDINGS	0	0	0
8300 OTHER IMPROVEMENTS	0	0	0
8400 EQUIPMENT	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0
TOTAL DIRECT BUDGET	3,648,022	13,346,000	16,994,022
TOTAL EXPENDITURES	3,648,022	13,346,000	16,994,022

SUPPLEMENTAL BUDGET 2, 1991-92
FINANCIAL SUMMARY

FUND 158 TAX TITLE LAND SALES TRUST FUND				
RESOURCE DESCRIPTION		1991-92 Current	This Action	1991-92 Revised
030	Environmental Services			
5600	Facilities Management			
	1050 Sale of Foreclosed Property	400,000	1,000,000	1,400,000
	2773 City of Portland reimbursement	29,000	0	29,000
	2774 City of Gresham reimbursement	5,800	0	5,800
	5000 Interest on investments	17,500	0	17,500
	5010 Interest on charges	100,000	0	100,000
TOTAL RESOURCES - FUND 158		552,300	1,000,000	1,552,300

REQUIREMENTS SUMMARY		1991-92 Current	This Action	1991-92 Revised
EXPENDITURES				
030	Environmental Services			
	Materials & Services	552,300	1,000,000	1,552,300
Subtotal Expenditures		552,300	1,000,000	1,552,300
TOTAL REQUIREMENTS - FUND 158		552,300	1,000,000	1,552,300

FUND 225 CAPITAL LEASE RETIREMENT FUND				
RESOURCE DESCRIPTION		1991-92 Current	This Action	1991-92 Revised
050	Nondepartmental			
9090	Capital Lease Retirement			
	0500 Beginning Working Capital	1,643,152	0	1,643,152
	5000 Interest on Investments	94,295	0	94,295
	6600 Service Reimbursement - General Fund	1,741,900	0	1,741,900
	7601 Cash Transfer from General Fund	40,000	0	40,000
	7606 Cash Transfer from Serial Levy Fund	1,300,000	0	1,300,000
	7740 Certificates of Participation	0	13,346,000	13,346,000
TOTAL RESOURCES - FUND 225		4,819,347	13,346,000	18,165,347

REQUIREMENTS SUMMARY		1991-92 Current	This Action	1991-92 Revised
EXPENDITURES				
050	Nondepartmental			
	Materials & Services	3,648,022	13,346,000	16,994,022
Subtotal Expenditures		3,648,022	13,346,000	16,994,022
UNAPPROPRIATED BALANCE		1,171,325	0	1,171,325
TOTAL REQUIREMENTS - FUND 225		4,819,347	13,346,000	18,165,347

Ben Buisman
4/28/92



MULTNOMAH COUNTY, OREGON

GENERAL FUND OUTLOOK

April 27, 1992

CURRENT FISCAL YEAR 1991-92

Revenues The 1992-93 Proposed Budget has an estimate for 1991-92 revenues of \$137.4 million, (within \$0.2 million of our January 14th forecast). As of this date we have revised that slightly. Our current estimate, taking into consideration receipts through March, is for 1991-92 revenues to total \$137.7 million.

Expenditures With three-quarters of the year past, we expect the County to spend \$130.5 million from the General Fund in 1991-92, nearly 95% of revenues.

The difference between 1991-92 revenues and expenditures, \$7.2 million, will be carried over to the 1992-93 budget as Beginning Working Capital (BWC).

NEXT FISCAL YEAR 1992-93

The 1992-93 Proposed and Approved Budgets used \$147.5 million as a 1992-93 General Fund target. With third quarter data 1991-92 revenue and expenditure data now available and further clarification of some revenue sources (reduced BWC from increased Q3 spending estimates, adjustments to INS & Federal Marshal jail-bed revenues), the Budget office current estimate for General Fund revenues is ~~\$145.7~~ 146.6 million. The change is almost entirely due to a change in Beginning Working Capital (BWC) projection due to a an increased spending estimate for 1991-92, leaving less to carry over for next year. Revenue estimate and third-quarter spending projections are attached.

The Budget office will continue to monitor revenue projections and current-year expenditures prior to budget adoption in late June. BIT-receipt data is beginning to come from Salem. We expect an updated property value change estimate from A & T

in early May. We will make one more 1991-92 expenditure estimate to apply to the 1992-93 BWC calculation. Anticipated changes in insurance and PERS rate data will modify 1992-93 expenditure levels.

BEYOND 1992-93

It is very likely Multnomah County's General Fund will lose, by action of the State government, some or all of its share of the State-collected Cigarette Tax (\$1.1 million) and Liquor Revenue Sharing (\$1.2 million) funding. Video-poker receipts (\$1.0 million) are also subject to cuts as the State struggles to find replacement revenues for school funding.

Other cuts in State (and matching Federal) revenues received in other Funds will be apparent. About \$43 million in direct State funding and \$30 million in State funding with Federal matching revenues will be reviewed by the Legislature beginning in January. A 20% loss has been suggested, about \$15 million.

Property taxes from the current Library Serial Levy (\$9.0 million) and Jail Serial Levy (\$11.7 million) will not be available beyond the 1992-93 fiscal year.

Planning and Budget
a

GENERAL FUND REVENUES

REVENUE TITLE	ADOPTED 1991-92	REVISED 1991-92	FORECAST 1991-92	LOWEST PROJ 1992-93	RECOMMENDED 1992-93	HIGHEST PROJ 1992-93
05 BWC	9,592,871	6,856,305	6,856,305	7,171,101	7,171,101	9,452,272
10 TAXES						
Property Tax	64,357,257	69,903,865	69,961,246	74,355,496	75,010,737	78,002,054
Non L Tax	0	49,500	235,751	235,751	1,022,891	1,022,891
Excise Tax	5,925,000	5,925,000	5,569,021	5,780,644	5,808,489	5,903,162
Income Tax	25,616,397	19,737,506	19,556,397	18,223,540	18,311,322	19,312,037
SUBTOTAL:	95,898,654	95,615,871	95,322,415	98,595,431	100,153,439	104,240,144
20 I/G REVENUE						
Federal Sources	6,698,783	7,202,410	6,546,495	6,452,693	7,207,728	7,188,242
State Sources	5,630,254	5,676,634	5,676,634	4,655,001	4,655,001	4,830,810
Federal & State	0	0	0	0	0	0
Local Sources	488,791	488,791	531,631	542,264	542,264	542,264
SUBTOTAL:	12,817,828	13,367,835	12,754,760	11,649,958	12,404,993	12,561,316
30 LICENSES & PERMITS						
Licenses	1,141,003	1,152,878	1,210,511	1,325,253	1,340,330	1,340,330
Permits	101,707	101,707	75,000	77,535	92,475	92,535
SUBTOTAL:	1,242,710	1,254,585	1,285,511	1,402,788	1,432,805	1,432,865
40 SERVICE CHARGES						
Health	274,732	274,732	280,131	579,573	579,581	579,581
Public Safety	1,272,993	1,378,493	1,529,111	1,491,187	1,491,187	1,491,187
Parks	0	0	0	0	0	0
Planning	60,500	60,500	75,500	63,520	75,500	81,238
Environmental	0	0	750	0	0	0
Purchasing	40,407	40,407	20,162	21,365	21,365	21,365
Facility Management	1,586,194	1,586,194	1,439,525	1,342,625	1,604,343	1,604,343
Assessment & Taxation	1,389,300	1,809,300	1,737,800	1,221,300	1,221,300	1,221,300
Elections	971,763	971,763	458,320	350,000	949,913	949,913
Court Fees	361,269	361,269	303,576	364,235	364,235	364,235
Miscellaneous	135,330	135,330	168,000	168,000	168,000	168,000
SUBTOTAL:	6,092,488	6,617,988	6,012,875	5,601,805	6,475,424	6,481,162
50 INTEREST	1,477,740	1,477,740	1,140,500	1,000,000	1,053,360	1,200,000
60 OTHER SOURCES						
Sales	55,193	55,193	63,922	39,659	39,659	39,659
Fines/Forfeitures	1,063,000	1,163,000	1,573,735	970,200	1,023,900	1,023,900
Dividends/Ref	0	0	0	0	0	0
Service Reimbursements	9,848,971	10,204,521	10,204,521	13,608,950	15,875,956	15,875,956
Other Miscellaneous	26,500	26,500	26,971	0	11,500	0
Nongovernmental Grants	7,576	62,987	62,987	8,000	3,100	8,000
SUBTOTAL:	11,001,240	11,512,201	11,932,136	14,626,809	16,954,115	16,947,515
70 FINANCE SOURCES						
Cash Transfers	2,288,120	2,380,296	2,380,296	945,162	945,162	945,162
SUBTOTAL:	2,288,120	2,380,296	2,380,296	945,162	945,162	945,162
GENERAL FUND TOTAL:	140,411,651	139,082,821	137,684,799	140,993,053	146,590,398	153,260,436

FY 1991-92 GENERAL FUND EXPENDITURE FORECASTS

	Personal Services	Materials & Services	Cash Transfers	Capital Outlay	TOTAL
HUMAN SERVICES					
YTD 3/31/92					0
Adopted	10,165,968	1,854,305	26,720,016	140,115	38,880,404
Current Appropriation	10,410,427	1,837,268	25,500,303	144,875	37,892,873
Forecast Spending	10,131,800	1,799,000	25,022,094	144,875	37,097,769
Forecast %	97.32%	97.92%	98.12%	100.00%	97.90%
COMMUNITY CORRECTIONS					
YTD 3/31/92					0
Adopted	3,265,163	439,250	1,181,051	8,588	4,894,052
Current Appropriation	2,628,896	371,556	1,172,194	8,588	4,182,334
Forecast Spending	2,499,130	385,529	1,172,194	8,588	4,065,441
Forecast %	85.02%	103.76%	100.00%	100.00%	97.21%
DISTRICT ATTORNEY					
YTD 3/31/92	4,703,343	438,272	153,482	25,277	5,320,374
Adopted	6,864,967	655,190	302,988	17,500	7,840,645
Current Appropriation	6,826,932	727,096	302,988	53,375	7,910,391
Forecast Spending	6,701,998	669,473	302,988	53,375	7,727,834
Forecast %	98.17%	92.07%	100.00%	100.00%	97.69%
SHERIFF					
YTD 3/31/92	21,014,563	3,744,448	70,213	88,632	24,917,856
Adopted	29,463,637	5,617,898	1,696,449	107,247	36,885,231
Current Appropriation	28,730,288	5,752,445	150,733	111,247	34,744,713
Forecast Spending	27,874,054	5,630,131	138,448	118,897	33,861,530
Forecast %	97.37%	97.87%	91.85%	106.86%	97.46%
ENVIRONMENTAL SVCS					
YTD 3/31/92	8,998,757	8,171,573	1,039,761	881,420	19,091,511
Adopted	6,061,508	9,190,662	137,145	1,855,956	17,245,271
Current Appropriation	13,146,070	13,136,596	1,053,261	2,088,267	29,424,194
Forecast Spending	12,434,181	12,103,769	1,039,761	2,088,267	27,666,008
Forecast %	94.58%	92.14%	98.72%	100.00%	94.02%
LIBRARY					
YTD 3/31/92			0		0
Adopted			5,102,028		5,102,028
Current Appropriation			4,202,028		4,202,028
Forecast Spending			4,202,028		4,202,028
Forecast %	0.00%	0.00%	100.00%	0.00%	100.00%
GENERAL SERVICES					
YTD 3/31/92	0	0	0	0	0
Adopted	10,644,305	5,499,010	0	244,042	16,387,357
Current Appropriation	0	0	0	0	0
Forecast Spending	0	0	0	0	0
Forecast %	0.00%	0.00%	0.00%	0.00%	0.00%
NONDEPARTMENTAL					
YTD 3/31/92	4,243,156	4,716,484	1,246,691	50,927	10,257,258
Adopted	3,153,268	8,108,916	1,278,880	81,714	12,622,778
Current Appropriation	5,910,481	8,095,164	1,402,525	111,465	15,519,635
Forecast Spending	5,760,294	8,418,804	1,402,525	111,465	15,693,088
Forecast %	97.46%	104.00%	100.00%	100.00%	101.12%
CONTINGENCY/BALANCE					
YTD 3/31/92			0		0
Adopted			799,751		799,751
Current Appropriation			4,053,157		4,053,157
Forecast Spending			200,000		200,000
Forecast %			4.93%		4.93%
TOTAL GENERAL FUND					
YTD 3/31/92	38,959,819	17,070,777	2,510,147	1,046,256	59,586,999
Adopted	69,618,816	31,365,231	37,218,308	2,455,162	140,657,517
Current Appropriation	67,654,194	29,920,125	37,837,189	2,517,817	137,929,325
Forecast Spending	65,501,457	29,006,736	33,480,038	2,525,467	130,513,698
Forecast %	96.82%	96.95%	88.48%	100.30%	94.62%

MULTNOMAH COUNTY, OREGON

BOARD OF COUNTY COMMISSIONERS

GLADYS McCOY

PAULINE ANDERSON

GARY HANSEN

RICK BAUMAN

SHARRON KELLEY

PLANNING & BUDGET

PORTLAND BUILDING

1120 S.W. FIFTH - ROOM 1400

P. O. BOX 14700

PORTLAND, OR 97214

PHONE (503)248-3883

TO: Board of County Commissioners

FROM: David Warren, Budget Manager *DCW*

DATE: April 27, 1992

SUBJECT: April 30 Contingency Requests

On April 30, 1992 you will have four requests for transfer from General Fund Contingency. They total \$103,244. A list is attached. One of the requests (HD 5) appears to meet the new criteria established by the Board for Contingency use. It appears that the remainder could be absorbed within existing legal appropriations or fail to meet other criteria.

During this fiscal year, the following program budget modifications have changed the size of Contingency:

DHS 40	(419,922)	Staffing JDH unit 3.
DES 12	64,502	Savings from DGS reorganization
DES 13	(26,967)	Parking for elected officials
NOND 3	(2,500)	Support for AOC/LOC - State revenue process
NOND 8	193,420	Savings from DGS reorganization
NOND 17	(26,967)	Hispanic coordinator position
DCC 6	(53,347)	Probation Officers
NOND 18	(4,769)	CIC employee benefits and hours
NOND 22	(16,139)	Facilitation for Youth Task Force
NOND 24	(1,520)	Hearing equip. for public meetings
MCSO 12	(13,190)	Cost of Multnomah Falls fire
MCSO 14	(6,563)	Child abuse investigation training
MCSO 15	(25,000)	Burglary forfeitures account
MCSO 16	(28,900)	D.A.R.E. supplies
MCSO 18	(13,856)	DNA identification clerical FTE
DES 15	(267,226)	Renovate Donald E. Long Home
DES 17	(71,500)	Tualatin Basin water quality
DHS 47	(32,700)	Central City Concern sobering project
NOND 27	(21,838)	Elected officials' salaries

The April 24 Contingency amount is \$3,373,438.

c Ginnie Cooper
Ardys Craghead
Hank Miggins
Billi Odegaard

Merlin Reynolds
Mike Schrunk
Bob Skipper
Paul Yarborough

attachment

BOARD OF
COUNTY COMMISSIONERS
1992 APR 27 AM 10:28
MULTNOMAH COUNTY
OREGON

APRIL 30, 1992 CONTINGENCY REQUESTS

Health Dept 5 Corrections Health - DNA Identification Staffing \$ 4,683

The State has required that all persons brought into custody on sex-crime charges be processed to identify their DNA. Contingency Bud Mod MCSO 18, in December, transferred \$13,856 to the Sheriff's Office to process the additional paperwork required by the law. This request will add a Health Assistant to perform blood draws.

As an unanticipated expenditure necessary to fulfill a legislative mandate, this request meets Board criteria for Contingency use.

MCSO 17 Sheriff - Lieutenant Position in Narcotics Forfeitures Unit \$71,694

This request is for the addition of a Lieutenant position in the Forfeitures Unit. Unbudgeted forfeitures revenue is anticipated to cover this cost. A similar request (for \$35,907) was presented in December. The Sheriff's Office was directed by the Board to find some way other than a Contingency transfer to deal with the position.

The Sheriff's Office requested the Board not to include revenues from prior years unspent forfeiture receipts in the 1991-92 Budget. Amendment MCSO 12 removed these revenues from the Budget. The revenue is not unanticipated and therefore fails to meet the Board's criteria for Contingency use.

This request does not appear to meet the Board's criteria for Contingency use.

DES 21 Facilities Management - Upgrade Board Room Sound System \$25,000

This request would allow upgrading the Board Room sound system including ADA requirements, new microphones and press feeds.

The costs of the request appear to be within the capacity of Facilities Management to absorb. The Board might approve the project and transfer appropriations within Facilities Management to cover the cost.

This request does not appear to meet the Board's criteria for Contingency use.

NOND 29 Chair - AOC Land Use Assessment \$1,867

This request funds Multnomah County's proportionate share of the "voluntary assessment" from AOC for intensified monitoring of land use legislation and rule making. This is intended by AOC to be a continuing program.

The Chair's Office Materials & Services budget is not sufficient to absorb this additional cost. The Board might choose to require other Nondepartmental organizations to absorb the cost rather than use Contingency.

Because other Nondepartmental appropriations may exist, this request does not appear to meet the Board's criteria for Contingency use.

MULTNOMAH COUNTY, OREGON

BOARD OF COUNTY COMMISSIONERS
GLADYS McCOY
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PLANNING & BUDGET
PORTLAND BUILDING
1120 S.W. FIFTH - ROOM 1400
P. O. BOX 14700
PORTLAND, OR 97214
PHONE (503) 246-3883

TO: County Managers and Staff
FROM: Dave Warren, Budget Manager *DCW*
DATE: March 31, 1992
SUBJECT: QUARTERLY CONTINGENCY REQUESTS

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
APR - 1 AM 9 58

The second "quarterly" General Fund Contingency requests will go to the Board of County Commissioners next month. I believe the Board will review them on April 23, 1992.

Contingency requests are due in the Planning & Budget Division by April 9, 1992. Planning & Budget will forward them to the Chair's Office for placement on the agenda. The Board will review them at the Informal Board Meeting April 21 and vote on them at the Formal Board Meeting on the following Thursday.

** FOR 4/28 & 4/30*

To bring a contingency request before the Board you need to complete:

*BCC meetings
4/1/92 per Delma*

- a regular Bud Mod form (as always), and
- a "Request for General Fund Contingency Transfer" form explaining why the requested transfer could not be foreseen or absorbed within existing appropriations, and the reason for the transfer. A copy of this form is attached.

By resolution, the Board has limited contingency funding to

- a) emergency situations which, if left unattended, will jeopardize the health and safety of the community,
- b) unanticipated expenditures that are necessary to keep a previous public commitment or fulfill a legislative mandate or can be demonstrated to result in significant administrative or programmatic efficiencies,

c) expenditures covered by unanticipated revenues not classifiable as grants.

Planning & Budget will advise the Chair's Office as to which category covers each contingency request or if the request does not seem to fit any of the required categories. If you have any questions about this procedure, contact your budget analyst before April 9, 1992.

As a further note, I believe the following are the likely dates for the remaining quarterly contingency processes for 1991-92.

Fourth Quarter

Due in Planning & Budget - June 2, 1992

Chair's Office for Agenda Placement - June 9, 1992

Board Informal - June 16, 1992

Board Formal - June 18, 1992

attachment

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. _____ 2. Amount requested from General Fund Contingency: \$ _____

3. Summary of request:

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? _____ If so, when? _____
If so, what were the circumstances of its denial?

5. Why was this expenditure not included in the annual budget process?

6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Departmental sources of funds available?

7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

8. This request is for a (Quarterly _____, Emergency _____) review.

9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information or comments you feel helpful.

Signature of Department Head/Elected Official

Date

BUDGET MODIFICATION NO. DES 21 Revised

(For Clerk's Use) Meeting Date APR 30 1992
Agenda No. R-12

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR _____

(Date)

DEPARTMENT Environmental Services

DIVISION Facilities & Property Management

CONTACT F. Wayne George

TELEPHONE 248-3322

* NAME(S) OF PERSON MAKING PRESENTATION TO BOARD F. Wayne George/Craig Calkins

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Transfer within Facilities for upgrading Courthouse Board Room sound system.

(Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION

(Explain the changes this Bud Mod makes. What budget does it increase? What do 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

This budget modification transfers \$25,000 from the Facilities Utilities budget to upgrade the Courthouse Board Room sound system with new state-of-the-art equipment, including upgrades for A.D.A. requirements, new remote microphones and additional press feeds.

3. REVENUE IMPACT

(Explain revenues being changed and reason for the change)

4. CONTINGENCY STATUS

(to be completed by Budget & Planning)

_____ Fund Contingency before this modification (as of _____) \$ _____
Date
After this modification \$ _____

Originated By

Date

Department Director

Date

Plan/Budget Analyst

Date

Employee Services

Date

Board Approval

Date

BUDGET MODIFICATION NO DES 21

EXPENDITURE

TRANSACTION EB GM []

TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY _____

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		100	030	5620			6130			(25,000)		Utilities
				5631			8200			25,000		Buildings
TOTAL EXPENDITURE CHANGE										0	0	

REVENUE

TRANSACTION EB GM []

TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY _____

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
TOTAL REVENUE CHANGE										0	0	

BUDGET MODIFICATION NO. DES #21(For Clerk's Use) Meeting Date APR 30 1992
Agenda No. R-12**1. REQUEST FOR PLACEMENT ON THE AGENDA FOR** _____

(Date)

DEPARTMENT Environmental Services**DIVISION** Facilities & Property Management**CONTACT** F. Wayne George**TELEPHONE** 248-3322***NAME(s) OF PERSON MAKING PRESENTATION TO BOARD** F. Wayne George/Craig Calkins**SUGGESTED****AGENDA TITLE** (to assist in preparing a description for the printed agenda)

Contingency transfer for upgrading Courthouse Board Room sound system.

(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**

This budget modification transfers \$25,000.00 from General Fund contingency to Facilities & Property Management to upgrade the Courthouse Board Room sound system with new state-of-the-art equipment, including upgrades for A.D.A. requirements, new remote mics and additional press feeds.

RECEIVED
CLERK'S OFFICE
1992 APR 22 PM 4:28
MULTI-NOVATION COUNTY
OREGON**3. REVENUE IMPACT** (Explain revenues being changed and the reason for the change)**4. CONTINGENCY STATUS** (to be completed by Finance/Budget)(Specify Fund) Contingency before this modification (as of _____) \$ _____
(Date)

After this modification \$ _____

Originated By

Date

Budget Analyst

Date

Board Approval

Department Manager

Personnel Analyst

Date

Date

Date

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. _____ 2. Amount requested from General Fund Contingency: \$ 25,000.00
3. Summary of request: Request is for upgrading the Courthouse Board Room sound system by replacing all equipment no longer functioning and updating old functioning equipment with new state-of-the-art equipment.

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? _____ If so, when? _____
If so, what were the circumstances of its denial?

N/A

5. Why was this expenditure not included in the annual budget process? Due to the analysis of relocating the Board room to another building we did not address the problem until after present fiscal budget approved.
6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Departmental sources of funds available? No additional Capital Improvement Funds available.
7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account. N/A Only "payback" will be fewer complaints and better understanding of Board proceedings.

8. This request is for a (Quarterly _____, Emergency _____) review.
9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information or comments you feel helpful.

Paul Yarbrough
Signature of Department Head/Elected Official

4/7/92
Date



MULTNOMAH COUNTY, OREGON

BOARD OF COUNTY COMMISSIONERS

GLADYS McCOY
PAULINE ANDERSON
GARY HANSEN
RICK BAUMAN
SHARRON KELLEY

PLANNING & BUDGET

PORTLAND BUILDING
1120 S.W. FIFTH - ROOM 1400
P. O. BOX 14700
PORTLAND, OR 97214
PHONE (503)248-3883

TO: Dave Warren, Budget Manager
FROM: Shaun Coldwell, Budget Analyst *SC*
DATE: April 9, 1992
SUBJECT: CONTINGENCY BUD MOD DES #21

I have reviewed the budget modification submitted by Facilities Management, DES #21. This is a request for a transfer from contingency of \$25,000 for the upgrade of the Courthouse Board Room sound system.

This request does not meet the contingency guidelines set forth in the Board's contingency resolution. The situation outlined on the budget modification is not an emergency situation, is not necessary to keep a previous public commitment, etc., and is not covered by unanticipated revenues. Furthermore, I believe that this amount could be absorbed within the current Facilities Management appropriation, if it does merit Board approval.

c: Paul Yarborough
Betsy Williams
F. Wayne George

APR 30 1992

BUDGET MODIFICATION NO. MCHD 5

(For Clerk's Use) Meeting Date:

Agenda No.: R-131. REQUEST FOR PLACEMENT ON THE AGENDA FOR April 23, 1992DEPARTMENT Health
CONTACT Tom Fronk/Kathy PageDIVISION Corrections Health
TELEPHONE ext. 3674NAME OF PERSON MAKING PRESENTATION TO BOARD Billi Odegaard

SUGGESTED AGENDA TITLE (To assist in preparing a description for the printed agenda:

Budget Modification MCHD 5 transfers \$4,683 from Contingency to Health Department/Corrections Health budget to pay for the addition of 1.0 FTE to do blood draws related to DNA fingerprinting.

5 minutes (ESTIMATED TIME NEEDED ON THE AGENDA)

2. DESCRIPTION OF MODIFICATION

[x] Personnel changes detailed on attached sheet.

New State legislation requires that DNA identification be completed on all persons brought into custody on sex crime charges. DNA fingerprinting is achieved through a blood test.

This modification will transfer \$4,683 from Contingency to the Health Department's Corrections Health budget to pay for the cost of a 1.0 FTE Health Assistant beginning May 1, 1992.

This position will allow the Health Department to assist the Sheriff's Office in minimizing the cost of blood draws necessitated by this legislation.

3. REVENUE IMPACT (Explain revenues being changed and the reason):

1992 APR 30 PM 4:28
 CLERK OF
 COUNTY COMMISSIONERS
 CLERK
 MULTNOMAH COUNTY
 OREGON

4. CONTINGENCY STATUS Decreases General Fund Contingency by \$4,683

Originated by: <u>Tom Fronk</u>	Date: <u>4/10/92</u>	Department Director: <u>Billi Odegaard Tom</u>	Date: <u>4/10/92</u>
Finance/Budget: <u>Walter Jones</u>	Date: <u>4/13/92</u>	Employee Relations: <u>Susan</u>	Date:
Board Approval: <u>Deborah L. Garske</u>	Date: <u>4/30/92</u>		

EXPENDITURE TRANSACTION EB [] GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD _____ BUDGET FISCAL YEAR _____

DOCUMENT NUMBER	ACTION	FUND	AGENCY	ORG	OBJECT CODE	CURRENT AMOUNT	REVISED AMOUNT	INCREASE (DECREASE)	SUBTOTAL	DESCRIPTION
		100	015	0951	5100			2,950		Permanent
		100	015	0951	5500			237		Fringe
		100	015	0951	5550			651		Insurance
		100	015	0951	6230			845		Supplies
									4,683	TOTAL CORRECTIONS HEALTH
		100	050	9120	7700			(4,683)		Contingency
		400	040	7015	7140			651		Insurance
TOTAL EXPENDITURE CHANGE								651		

REVENUE TRANSACTION RB [] GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD _____ BUDGET FISCAL YEAR _____

DOCUMENT NUMBER	ACTION	FUND	AGENCY	ORG	REVENUE SOURCE	CURRENT AMOUNT	REVISED AMOUNT	INCREASE (DECREASE)	SUBTOTAL	DESCRIPTION
		400	040	7015	6602			651		Service Reimb from F/S
TOTAL REVENUE CHANGE								651		

PERSONNEL DETAIL FOR BUDGET MODIFICATION MCHD 5

5. ANNUALIZED PERSONNEL CHANGES		Compute on a full year basis even though this action affects part of the fiscal year.			
		ANNUALIZED			
FTE	POSITION TITLE	BASE PAY	FRINGE	INSURANCE	TOTAL
					0
1.00	Health Assistant	17,445	3,632	3,842	24,919
					0
					0
					0
					0
					0
1.00	TOTAL CHANGE (ANNUALIZED)	17,445	3,632	3,842	24,919

6. CURRENT YEAR PERSONNEL CHANGES		Calculate costs or savings that will take place within this fiscal year; these should explain the actual dollar amounts changed on the budget modification.			
		CURRENT YEAR			
FTE	POSITION TITLE	BASE PAY	FRINGE	INSURANCE	TOTAL
					0
					0
0.17	Health Assistant	2,950	237	651	3,838
					0
					0
					0
0.17	TOTAL CURRENT YEAR CHANGE	2,950	237	651	3,838

REQUEST FOR GENERAL FUND CONTINGENCY

1. Attachment to Bud Mod No. MCHD #5 2. Amount requested from General Fund Contingency: \$ 4,683

3. Summary of request:

Funds will be used to pay for 1.0 FTE Health Assistant to perform blood draws.

In this way, the Sheriff's Office can comply with the new State law requiring DNA identification.

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? No If so, when? _____
If so, what were the circumstances of its denial?

5. Why was this expenditure not included in the annual budget process?

The need was not anticipated.

6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Department sources of funds available?

All Sheriff's Office and Health Department units are budgeted at operating levels.

7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

Inmates can be charged \$20.00 for the blood draw. We collected \$845 between 10/1/91 and 3/31/92. This will offset the contingency request for supplies.

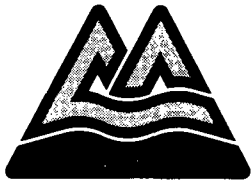
8. This request is for a (Quarterly X, Emergency) review

9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information of comments you feel helpful.

Billi Odegard
Signature of Department Head/Elected Official

4/10/92
Date



MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES
HEALTH DIVISION
426 S.W. STARK STREET, 8TH FLOOR
PORTLAND, OREGON 97204
(503) 248-3674
FAX (503) 248-3676

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

MEMORANDUM

TO: Gladys McCoy
Multnomah County Chair

VIA: Billi Odegaard, Director *Billi Odegaard*
Health Department

FROM: Suzanne Kahn *SK*
Health Department

DATE: April 9, 1992

SUBJECT: Recommendation to Approve a Contingency Request for the Health Department

RECOMMENDATION: That the Board of County Commissioners consider and approve Budget Modification MCHD #5, transferring funds from the contingency account to Corrections Health to support the Sheriff's Office in performing mandated DNA identification.

ANALYSIS AND BACKGROUND: The State passed new legislation requiring DNA identification of all persons brought into custody on sex crime charges. The requirement of the Sheriff is that blood must be drawn for testing before an inmate is released or placed on probation. The Health Department is requesting a 1.0 FTE Health Assistant to draw the blood on behalf of the Sheriff's Office.

This position will allow Corrections Health to expand hours that blood can be drawn. In this way, the Sheriff can comply with the legislation while minimizing transportation and outside hospital costs, and not detaining persons in jail.

Presently, persons needing DNA profiling who are to be released from custody or placed on probation must either be transported to a lab or a hospital, or held in custody until the Corrections Health Lab Technician is available. The majority of releases are in the late afternoon or early evening. As a short term solution, an unbudgeted temporary employee was hired to be available for late afternoon and early evening blood draws.

For accreditation, the American Medical Association requires that evidence collection be performed separately from direct health care. Therefore, our direct service providers, nurses, are not able to do specimen collection.

The law allows the County to charge inmates for the blood draw. The current fee is \$20.00. Based on collections to date, we estimate that we will collect \$1,120 this fiscal year. This should offset the increased supply costs associated with this service.

FINANCIAL IMPACT: This budget modification transfers funds from the Contingency Account to Corrections Health. It allows the Sheriff's Office to minimize costs in meeting the legal requirement of establishing a DNA profiling data base.

BUDGET MODIFICATION NO. 250 #17 (Revised)

(For Clerk's Use) Meeting Date APR 30 1992
Agenda No. R-14

REQUEST FOR PLACEMENT ON THE AGENDA FOR _____

(Date)

DEPARTMENT Sheriff's Office

DIVISION Enforcement

CONTACT Larry Aab

TELEPHONE 251-2489

*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD _____

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Budget modification transferring \$71,694.00 to the narcotics forfeiture budget to pay for the cost of a lieutenant position, to be paid for out of forfeiture revenue.

(Estimated Time Needed on the Agenda)

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

This modification will add \$71,694.00 to the narcotics forfeiture budget to pay for the cost of a lieutenant position beginning 7/1/91. Revenue will be raised through forfeitures to cover the cost of this position.

1992 APR 22 PM 4:23
MULTNOMAH COUNTY
OREGON

REVENUE IMPACT (Explain revenues being changed and the reason for the change)

CONTINGENCY STATUS (to be completed by Finance/Budget)

Contingency before this modification (as of _____) \$ _____
(Specify Fund) (Date)
After this modification \$ _____

Originated By

Date

Department Manager

Date

Budget Analyst

Date

Personnel Analyst

Date

Board Approval

Date

Deborah C. Boustan

4/30/92

BUDGET FY.

[illegible]

BUDGET FY

TOTAL REVENUE CHANGE	6,467		TOTAL REVENUE CHANGE
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PERSONNEL DETAIL FOR BUD MOD NO. _____

5. ANNUALIZED PERSONNEL CHANGES (Compute on a full year basis even though this action affects only a part of the fiscal year.)

		Annualized			
FTE Increase (Decrease)	POSITION TITLE	BASE PAY Increase (Decrease)	Increase (Decrease) Fringe	Ins.	TOTAL Increase (Decrease)
1	Lieutenant	48,316	16,911	6,467	71,694
	TOTAL CHANGE (ANNUALIZED)				

6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (calculate costs or savings that will take place within this fiscal year; these should explain the actual dollar amounts being changed by this Bud Mod.)

		Current FY			
Permanent Positions, Temporary, Overtime, or Premium	Explanation of Change	BASE PAY Increase (Decrease)	Increase (Decrease) Fringe	Ins.	TOTAL Increase (Decrease)
Permanent	Add 1 FTE Lieutenant	48,316	16,911	6,467	71,694

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. _____ 2. Amount requested from General Fund Contingency: \$ 71,694

3. Summary of request:

Transfer of funds from contingency to the narcotics forfeiture budget to pay for the cost of a lieutenant position beginning 7/1/91.

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? no If so, when? _____
If so, what were the circumstances of its denial?

5. Why was this expenditure not included in the annual budget process?

The need for the position was not anticipated.

6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Departmental sources of funds available?

This expenditure will be covered by forfeiture revenue.

7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

All expenditures will be covered by forfeiture revenues.

8. This request is for a (Quarterly _____, Emergency _____) review.

9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information or comments you feel helpful.

Signature of Department Head/Elected Official _____

_____ Date

REQUEST TO CREATE/RECLASSIFY A POSITION

1. List the proposed duties of the position (please do not copy from the class specification):

a. See attached description & organization chart.

b.

c.

d.

Use the reverse side or attach additional sheets, if needed.

2. State the proposed classification title:

Lieutenant

3. Is this a new position? ☒ YES ☐ NO To be funded from SEDE money.

4. If this is an existing position, state the name of the incumbent:

5. Proposed effective date of change: 2/15/92

Hiring Manager: Robert Skipper/Janet Jaron

Date: 2/3/92 Dept/Div: Sheriff's Office/Services

EMPLOYEE RELATIONS DIVISION USE ONLY

Action: ☒ Approved as submitted

☐ Approved for classification title

☐ Denied (for Reclassification Requests only)

Analyst Name Shirlee Robertson Date 2-24-92

Manage the Investigative and Special Investigative Units, including Intelligence and Gun Ordinance implementation and monitoring. These two units consist of 6 Sgts., 1 Scientific Investigator, 13 Deputies, 1 Investigative Technician and 3 clerical positions.

Assign, direct, monitor and evaluate work through first-line supervisors.

Investigate and coordinate complaints regarding employees; review and recommend disposition.

Interact within the Agency and with other agencies within the criminal justice system to coordinate activity, answer questions, resolve problems.

Serve as the Sheriff's representative in the community.

Administer SEDE and investigative funds.

Review use-of-force reports and complete related investigations.

Oversee emergency operations involving one of subordinate Units.

Identify and obtain necessary vehicles and equipment for approved operations.

BUDGET MODIFICATION NO. NOND 29 a (revised)

(For Clerk's Use) Meeting Date APR 30 1992

Agenda No. R-15

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR 4/30/92

(Date)

DEPARTMENT Nondepartmental

DIVISION Chair/Purchasing

CONTACT Fred Neal/Dave Warren

TELEPHONE 3308 / 3822

* NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Fred Neal / Dave Warren

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Authorizes payment of AOC voluntary Land Use assessment, originally requested from General Fund Contingency. Substitutes transfer from Purchasing Professional Services anticipated to be unspent

(Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION

(Explain the changes this Bud Mod makes. What budget does it increase? What do 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

3. REVENUE IMPACT

(Explain revenues being changed and reason for the change)

4. CONTINGENCY STATUS

(to be completed by Budget & Planning)

Fund Contingency before this modification (as of _____)

\$ _____

Date

After this modification

\$ _____

Originated By

Delma Farrell

Date

4/30/92

Department Director

Gladys McCreight

Date

4/30/92

Plan/Budget Analyst

David C. Warren

Date

4/29/92

Employee Services

Date

Board Approval

Deborah Boastao

Date

4/30/92

TRANSACTION EB GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD _____ BUDGET FY _____

[illegible]

TRANSACTION EB GM []	TRANSACTION DATE	ACCOUNTING PERIOD	BUDGET FY
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Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
TOTAL REVENUE CHANGE										0	0	

BUDGET MODIFICATION NO. NOND 29

(For Clerk's Use) Meeting Date APR 30 1992
Agenda No. R-15

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR _____

(Date)

DEPARTMENT Nondepartmental

DIVISION County Chair's Office

CONTACT Fred Neal

TELEPHONE X-3308

*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Fred Neal

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Contingency Budget Modification for AOC voluntary land use assessment.

(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

Increases Chair's Office Dues Organization 9208 by \$1867 for continued funding of intensified AOC land use efforts during 1992.

BOARD OF
COUNTY COMMISSIONERS
1992 APR 22 PM 4:25
MULTI-COUNTY
OREGON

3. REVENUE IMPACT (Explain revenues being changed and the reason for the change)

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

(Specify Fund) Contingency before this modification (as of _____) \$ _____
(Date)

After this modification \$ _____

Originated By

Date

Department Director

Date

Finance/Budget

Date

Employee Relations

Date

Board Approval

Date

TRANSACTION EB []

GM []

TRANSACTION DATE

ACCOUNTING PERIOD

BUDGET FY ..

Document Number	Action	Fund	Agency	Organi- zation	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Sub- Total	Description
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[illegible]

REVENUE

TRANSACTION RB []

GM []

TRANSACTION DATE_

ACCOUNTING PERIOD

BUDGET FY: _____

Document Number	Action	Fund	Agency	Organi- zation	Activity	Reporting Category	Revenue Source	Current Amount	Revised Amount	Increase (Decrease)	Sub- Total	Description
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[illegible]

0543B/7-85

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. NOND 29 2. Amount requested from General Fund Contingency: \$ 1867

3. Summary of request:

County's proportionates hare of Association of Oregon Counties (AOC)
voluntary land use assessment

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? yes If so, when? 89/90 FY
If so, what were the circumstances of its denial?

Not Denied

5. Why was this expenditure not included in the annual budget process?

Began as one time only voluntary assement, will now be continuing
program to fund AOC intensified staff effort on land use

6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Departmental sources of funds available?

7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

8. This request is for a (Quarterly XX, Emergency) review.

9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information or comments you feel helpful.


Signature of Department Head/Elected Official

4/8/92
Date

February 25, 1992

GLADYS McCOY
MULTNOMAH COUNTY CHAIR
1021 S.W. 4th, ROOM 134
PORTLAND, OREGON 97204
2/28/92

TO: All County Courts and Boards of Commissioners

FROM: *Robert Cantine*
Robert Cantine, Executive Director

SUBJECT: Land Use Assessment

We have prepared the enclosed billing statement to reflect your county's proportionate share of the voluntary assessment established by the AOC Board of Directors to continue funding the intensified staff effort on land use during 1992. Please complete and return the response form on the lower half of the enclosed billing statement. Your early response would be very helpful in preparing our revenue projections for the program.

This is the third year of the program since its inception in 1990. The program has a record of outstanding accomplishment in representing county interests in land use planning matters in the legislature and with LCDC. This coming year the land use program will be focusing on such issues as secondary lands (Joint Interim Committee on Land Use), coordination of land use and water, and monitoring and responding to hearings and rule proposals of LCDC.

Attached is information on the work accomplished during 1991, program objectives for 1992, and a schedule showing calculation of the assessment for each county, and a billing statement for your county.

Please complete and return the response form on the lower half of the enclosed billing statement. Your early response would be very helpful in preparing our revenue projections for the program.

As the initial and subsequent billing notices have indicated, this is intended to be a continuing program. I would encourage you to be sure that you include next years payment in your upcoming budget for FY92-93.

Thank you for your consideration.

cc: County Planning Directors

Enclosures: Bill statement
1991 Program Accomplishments
1992 Program Objectives
Assessment Calculation Schedule

*9/1/92 Suep
Stm.*

Association of Oregon Counties

LAND USE PROGRAM
ASSESSMENT FORMULA

County	Population (uninc.) 1990	Assessment per capita @ 3 cents	Acreage (private lands)	Assessment per 100 acres @ 3 cents	Adjusted Assessment \$300/\$3,000
Baker	4,432	\$133	933,813	\$280	\$413
Benton	22,364	671	340,306	102	773
Clackamas	158,316	4,749	636,447	191	3,000
Clatsop	12,450	374	462,349	139	513
Columbia	20,265	608	383,635	115	723
Coos	24,010	720	724,812	217	937
Crook	8,665	260	929,738	279	539
Curry	12,310	369	402,775	121	490
Deschutes	47,205	1,416	408,766	123	1,539
Douglas	54,660	1,640	1,603,325	481	2,121
Gilliam	630	19	745,747	224	300
Grant	2,835	85	1,139,888	342	427
Harney	2,710	81	1,426,445	428	509
Hood River	11,280	338	95,474	29	367
Jackson	59,035	1,771	574,669	172	1,943
Jefferson	9,285	279	693,361	208	487
Josephine	44,185	1,326	391,040	117	1,443
Klamath	37,535	1,126	1,689,359	507	1,633
Lake	4,225	127	1,164,275	349	476
Lane	98,970	2,969	1,301,606	390	3,000
Lincoln	17,280	518	397,782	119	637
Linn	35,371	1,061	890,307	267	1,328
Malheur	11,810	354	1,541,299	462	816
Marion	73,415	2,202	494,711	148	2,350
Morrow	3,505	105	1,124,049	337	442
Multnomah	60,285	1,809	192,753	58	1,867
Polk	15,330	460	417,245	125	585
Sherman	760	23	478,469	144	300
Tillamook	13,480	404	255,469	77	481
Umatilla	19,370	581	1,538,312	461	1,042
Union	6,265	188	673,649	202	390
Wallowa	2,900	87	862,382	259	346
Wasco	9,385	282	911,639	273	555
Washington	149,669	4,490	396,343	119	3,000
Wheeler	660	20	834,655	250	300
Yamhill	21,675	650	383,881	115	765
TOTALS	1,076,527	\$32,295	27,440,775	\$8,230	\$36,837

OVERVIEW OF THE LAND USE SPECIALIST'S EFFORTS IN 1991

The activities of the Land Use Specialist were guided by a work program identifying 12 tasks. For this overview the tasks are summarized under two headings: LCDC and the Legislature. From January through August the land use specialist was a half-time effort. The remainder of the year was one-quarter time.

Activities associated with LCDC:

The Land use specialist represented AOC at all regular LCDC meetings and many advisory committee meetings. This included: (1) serving on an LCDC work group advising a consultant developing a expedited land use review and appeal process for major public facilities, (2) serving on a work group reviewing the urban growth management study and a follow-up task force evaluating proposals for improving management of urbanizing lands, (3) serving on an LCDC technical advisory committee for the Farm/Forest study, (4) monitoring development of the Transportation rule, and (5) coordinating county input during LCDC review of the DOGAMI state agency coordination program.

Activities associated with the legislature:

Before the session began Senate leadership convened rural land use planning interests. The intent was to develop a single bill addressing secondary lands, rural communities, urban reserve areas and stronger right to farm provisions. However, several different bills emerged, none of which resembled the secondary lands proposal developed by LCDC. Senate Bill 91, which would have placed greater restrictions on primary lands and establish inflexible criteria for identifying secondary lands was rejected by the House.

The land use specialist reviewed all land use bills, coordinated testimony, and negotiated changes consistent with AOC positions. A report on land use legislation was provided to all counties following the session. Over 100 bills dealt with some facet of land use. Two dozen bills passed that directly or indirectly relate to county land use programs.

Significant progress was made in addressing the four AOC land use priorities: (1) a workable periodic review process, (2) improve state agency technical support particularly in planning for Goal 5 resources, (3) changes in land use decision definitions and procedures, and (4) restoration of full funding for local government planning grants in the LCDC budget.

Periodic Review. A new two phase periodic review process was established - phase one being an evaluation of the adequacy of the existing plan and development of a work program to make needed changes, and phase two representing the completion and review of work program tasks. LCDC will establish a schedule for

review. No plan can be scheduled sooner than 4 years nor later than 10 years from termination of the previous periodic review. Local governments that have not submitted a proposed order under existing periodic review statutes must follow the new procedures; others have the option of completing the process under existing requirements or converting to the new process. Amendment of plans to comply with new or amended goals, rules and statutes is not a part of periodic review.

State agency coordination. DOGAMI was directed to amend its rules to provide for coordination with local land use plans and regulations during the review an issuance of most permits. When a county requests, the time allowed for DOGAMI to issue permits for aggregate operations is extended to 165 days to allow the county to make the land use decision. Conditions and requirements imposed by DOGAMI subsequent to issuance of a local permit must be compatible with the requirements of the local permit. DOGAMI is directed to provide technical assistance to local government during preparation of land use plans and regulations.

Land Use Decisions. The definition of land use decision was amended to exclude a decision which: 1) is made under land use standards which do not require interpretation or the exercise of policy or legal judgement; 2) approves or denies a building permit issued under clear and objective land use standards; 3) is a limited land use decision; or 4) determines final engineering design, construction, operation, maintenance, repair or preservation of a transportation facility authorized by and consistent with the comprehensive plan and land use regulations.

"Limited land use decision" includes decisions within an urban growth boundary regarding a subdivision or partition or review based on discretionary standards that regulate the physical characteristics of a use permitted outright, including but not limited to site and design review. It may also apply to aggregate resource uses permitted under Goal 5 provisions in EFU zones. There are special notification procedures; but a hearing or any appeal, other than directly to LUBA, need not be provided, and the scope of review before LUBA is limited.

The definition of "permit" in ORS 215.402 is amended to delete limited land use decisions, decisions which determine the appropriate zoning classification for a particular use on land within a UGB, and decisions which determine final engineering design, construction operation, maintenance, repair or preservation of a transportation facility consistent with the plan and land use regulations.

LCDC Budget. Money was appropriated from the General Fund to the Department of Land Conservation and Development for biennial expenses. The legislature approved a \$8,267,006 budget. The general fund authorization for planning grants increased to \$1,962,005. The emergency board approved an additional \$288,000 for planning grants to implement urban growth management programs. A budget note gives weighted preference in the distribution of these special grant funds to cities and counties with special planning requirements under the Transportation Planning Rule.

PROPOSED 1992 WORK PROGRAM

LAND USE SPECIALIST

1. Represent AOC at all regular and special LCDC meetings. Analyze agenda packet, coordinate/present testimony on all issues of interest to counties (secondary lands, issues raised in Curry County Court Case, urban growth management, etc.)
2. Monitor Joint Interim Committee on Land Use, coordinate testimony and present AOC position on issues of interest to counties.
3. Monitor LCDC, state agency or legislative task forces addressing land use issues (e.g. urban growth management task forces) and ensure county interests are adequately represented.
4. Coordinate review and comment on state agency land use coordination programs, and state agency rule-making that affects county land use programs.
5. Staff AOC Land Use Committee. Coordinate committee agenda and policy issues with AOC staff.
6. Obtain County Planning Directors input on issues of interest to AOC. Coordinate AOC land use positions with AOC affiliate associations.
7. Respond to individual county commissioners, planners and county counsels with specific questions on the state land use program.

[CS #92 4/28
Am. De. Clinic
10/Per Cir. Site
on the Rec.]

DATE SUBMITTED _____

(For Clerk's Use)
Meeting APR 30 1992
Agenda No. R-16

REQUEST FOR PLACEMENT ON THE AGENDA

SUBJECT: REQUEST FOR TRANSFER OF TAX FORECLOSED PROPERTY TO
THE CITY OF PORTLAND UNDER PROVISIONS OF MULTNOMAH
COUNTY ORDINANCE 672

INFORMAL ONLY* _____ FORMAL ONLY _____

DEPARTMENT Environmental Services DIVISION Facilities & Property Management

CONTACT Larry Baxter TELEPHONE 248-3590

*NAME(S) OF PERSON(S) MAKING PRESENTATION TO BOARD Larry Baxter

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

1. On April 16, 1992, Order 92-54, the Board of County Commissioners ordered a public hearing to consider the request by the City of Portland, Oregon to transfer the following property for public park purposes under the provisions of MULTNOMAH COUNTY ORDINANCE 672.

2. LEGAL DESCRIPTION: BLYTHSWOOD, LOT 49

3. TAXES OWED WHEN DEEDED TO COUNTY: \$0.00

4. COSTS INCURRED IN MANAGING PROPERTY: \$0.00

5. MARKET VALUE, 1991/92 TAX ROLL: \$1,000.00

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 10 MINUTES

IMPACT:

PERSONNEL

5/6/92 originals & copy
to Larry Baxter

☒ FISCAL/BUDGETARY

☒ General Fund

☒ Other Tax Title Fund

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER:

Paul Yarbrough

BUDGET/PERSONNEL: _____

COUNTY COUNSEL: (Ordinances, Resolutions, Agreements, Contracts) _____

OTHER Facilities & Property Management *R/Wherst*

BOARD OF
COUNTY COMMISSIONERS
1992 APR 27 AM 9:48
MULTNOMAH COUNTY
OREGON

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of the Transfer of Tax)
Foreclosed Property to the CITY OF PORTLAND,) ORDER 92-69
OREGON for Public Park Purposes)

It appearing that heretofore Multnomah County acquired the real property hereinafter described through the foreclosure of liens for delinquent taxes, and that under the provisions of ORS 271.220, THE CITY OF PORTLAND, OREGON has requested transfer of the following property to be used and continue to be used for public park purposes by THE CITY OF PORTLAND, OREGON:

BLYTHSWOOD
LOT 49

It further appearing that after hearing objections to the transfer as by law required, it is determined that it is for the best interest of the county that the transfer be made and that a deed be given;


NOW, THEREFOR, it is hereby ORDERED that the Chair of the Multnomah County Board of County Commissioners execute a deed conveying to THE CITY OF PORTLAND, OREGON the above described real property situated in the County of Multnomah, State of Oregon.

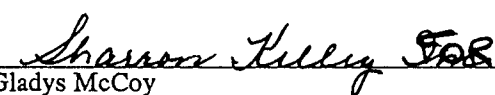
PROVIDED that said property shall be used and continue to be used by THE CITY OF PORTLAND, OREGON, for a public purpose in the State of Oregon and should the property cease to be used for a public purpose, title shall revert to Multnomah County.

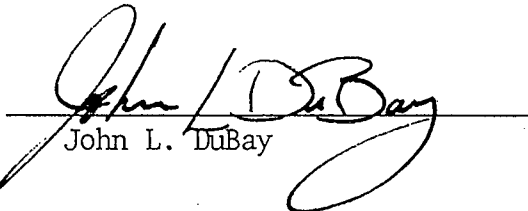
Dated at Portland, Oregon this 30 day of April, 1992.



BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON

REVIEWED: 
Laurence Kressel, County Counsel
for Multnomah County, Oregon


Gladys McCoy
Multnomah County Chair


John L. DuBay

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to THE CITY OF PORTLAND, OREGON, a governmental body in the State of Oregon, Grantee, the following described real property situated in the County of Multnomah, State of Oregon:

BLYTHSWOOD
LOT 49

Provided that said property shall be used and continue to be used by THE CITY OF PORTLAND, OREGON for a public purpose in the State of Oregon and should the property cease to be used for a public purpose, title shall revert to Multnomah County.

The true and actual consideration paid for this transfer, stated in terms of dollars is NONE.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES.

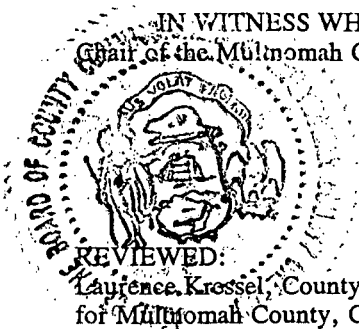
Until a change is requested, all tax statements shall be sent to the following address:

1120 SW 5TH AVE
PORTLAND, OR 97204-1972

IN WITNESS WHEREOF, MULTNOMAH COUNTY has caused these presents to be executed by the Chair of the Multnomah County Board of County Commissioners heretofore entered of record.

4/30/92.

BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON



Sharon Kelley for
Gladys McCoy
Multnomah County Chair

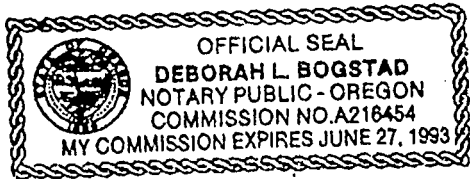
By *John L. DuBay*
John L. DuBay

STATE OF OREGON)
) ss
COUNTY OF MULTNOMAH)

On this 30th day of April, 1992, before me, a Notary Public in and for said County and State, personally appeared Sharron Kelley, Vice-Chair, Multnomah County Board of Commissioners, to me personally known, who being duly sworn did say that said instrument was signed and sealed on behalf of said County by authority of the Multnomah County Board of Commissioners, and that said instrument is the free act and deed of said County.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed by official seal the day and year first in this, my certificate, written.

Deborah L. Bogstad
Notary Public for Oregon
My Commission expires: 6/27/93



DATE SUBMITTED _____

(For Clerk's Use)
Meeting Date APR 30 1992
Agenda No. R-17

REQUEST FOR PLACEMENT ON THE AGENDA

SUBJECT: REQUEST FOR TRANSFER OF TAX FORECLOSED PROPERTY TO
THE CITY OF GRESHAM UNDER PROVISIONS OF MULTNOMAH
COUNTY ORDINANCE 672

INFORMAL ONLY* _____ FORMAL ONLY _____

DEPARTMENT Environmental Services DIVISION Facilities & Property Management

CONTACT Larry Baxter TELEPHONE 248-3590

*NAME(S) OF PERSON(S) MAKING PRESENTATION TO BOARD Larry Baxter

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

1. On April 16, 1992, Order 92-55, the Board of County Commissioners ordered a public hearing to consider the request by the City of Gresham, Oregon to transfer the following property for public park purposes under the provisions of MULTNOMAH COUNTY ORDINANCE 672.

2. LEGAL DESCRIPTION: SEC 16, 1S 3E, TL #102 2.00 ACRES

3. PROPERTY LOCATION: SW BLAINE AVE, GRESHAM

4. TAXES OWED WHEN DEEDED TO COUNTY: \$2,032.23

5. COSTS INCURRED IN MANAGING PROPERTY: \$0.00

6. MARKET VALUE, 1991/92 TAX ROLL: \$4,100.00

[] INFORMATION ONLY [] PRELIMINARY APPROVAL [] POLICY DIRECTION [X] APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 5 MINUTES

IMPACT:

PERSONNEL

[X] FISCAL/BUDGETARY

[X] General Fund

[X] Other Tax Title Fund

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER:

BUDGET/PERSONNEL:

COUNTY COUNSEL: (Ordinances, Resolutions, Agreements, Contracts)

OTHER Facilities & Property Management

1992 APR 27 AM 9:40
MULTNOMAH COUNTY
OREGON
CLERK OF
COUNTY COMMISSIONERS

5/6/92 originals and copy to
Larry Baxter

Paul Yarbrough / bkw

R. Phelan

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of the Transfer of Tax)
Foreclosed Property to THE CITY OF GRESHAM,) ORDER 92-70
OREGON for Public Park Purposes)

It appearing that heretofore Multnomah County acquired the real property hereinafter described through the foreclosure of liens for delinquent taxes, and that under the provisions of ORS 271.220, THE CITY OF GRESHAM, OREGON has requested transfer of the following property to be used and continue to be used for public park purposes by THE CITY OF GRESHAM, OREGON:

SEC 16, 1S 3E
TL #102 2.00 ACRES
(SEE ATTACHED EXHIBIT A)

It further appearing that after hearing objections to the transfer as by law required, it is determined that it is for the best interest of the county that the transfer be made and that a deed be given;

NOW, THEREFOR, it is hereby ORDERED that the Chair of the Multnomah County Board of County Commissioners execute a deed conveying to THE CITY OF GRESHAM, OREGON the above described real property situated in the County of Multnomah, State of Oregon.

PROVIDED that said property shall be used and continue to be used by THE CITY OF GRESHAM, OREGON, for a public purpose in the State of Oregon and should the property cease to be used for a public purpose, title shall revert to Multnomah County.

Witness my hand and the seal of said County at Portland, Oregon this 30 day of April, 1992.

BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON



REVIEWED:
Laurence Kressel, County Counsel
for Multnomah County, Oregon

Sharon Kelly
Gladys McCoy
Multnomah County Chair

John L. DuBay
John L. DuBay

EXHIBIT A

99316-1020

A TRACT OF LAND SITUATED IN THE EAST $\frac{1}{4}$ OF SECTION 16, TOWNSHIP 1 SOUTH, RANGE 3 EAST OF THE WILLAMETTE MERIDIAN, IN THE CITY OF GRESHAM, COUNTY OF MULTNOMAH, STATE OF OREGON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST ONE QUARTER CORNER OF SAID SECTION 16; THENCE SOUTH $89^{\circ} 15' 40''$ WEST 824.81 FEET TO A POINT ON THE WEST LINE OF A 50.00 FOOT PUBLIC ROAD; THENCE SOUTH $22^{\circ} 28' 20''$ EAST, ALONG THE WEST LINE OF SAID PUBLIC ROAD, 87.10 FEET TO THE TRUE POINT OF BEGINNING FOR THIS DESCRIPTION; THENCE CONTINUING SOUTH $22^{\circ} 28' 20''$ EAST 19.84 FEET; THENCE ALONG A 425.00 FOOT RADIUS CURVE TO THE RIGHT, THE CHORD OF WHICH BEARS SOUTH $9^{\circ} 58' 20''$ EAST 183.97 FEET, A DISTANCE OF 185.44 FEET; THENCE SOUTH $2^{\circ} 31' 40''$ WEST 17.56 FEET; THENCE LEAVING SAID WEST LINE OF ROAD SOUTH $89^{\circ} 15' 40''$ WEST 444.97 FEET; THENCE NORTH $1^{\circ} 55' 50''$ EAST 217.78 FEET; THENCE NORTH $89^{\circ} 15' 40''$ EAST 398.96 FEET TO THE POINT OF BEGINNING.

DEED D92702

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to THE CITY OF GRESHAM, OREGON, a governmental body in the State of Oregon, Grantee, the following described real property situated in the County of Multnomah, State of Oregon:

SEC 16, 1S 3E
TL #102 2.00 ACRES
(SEE ATTACHED EXHIBIT A)

Provided that said property shall be used and continue to be used by THE CITY OF GRESHAM, OREGON for a public purpose in the State of Oregon and should the property cease to be used for a public purpose, title shall revert to Multnomah County.

The true and actual consideration paid for this transfer, stated in terms of dollars is NONE.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES.

Until a change is requested, all tax statements shall be sent to the following address:

1333 NW EASTMAN PARKWAY
GRESHAM, OR 97030-3813

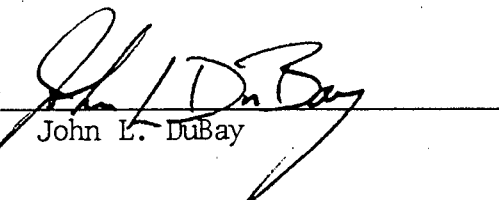
IN WITNESS WHEREOF, MULTNOMAH COUNTY has caused these presents to be executed by the Chair of the Multnomah County Board of County Commissioners heretofore entered of record.

4/30/92

BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON


Gladys McCoy
Multnomah County Chair

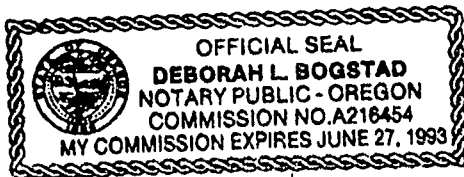
REVIEWED:
Laurence Kressel, County Counsel
for Multnomah County, Oregon

By 
John L. DuBay

STATE OF OREGON)
) ss
COUNTY OF MULTNOMAH)

On this 30th day of April, 1992, before me, a Notary Public in and for said County and State, personally appeared Sharron Kelley, Vice-Chair, Multnomah County Board of Commissioners, to me personally known, who being duly sworn did say that said instrument was signed and sealed on behalf of said County by authority of the Multnomah County Board of Commissioners, and that said instrument is the free act and deed of said County.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed by official seal the day and year first in this, my certificate, written.



Deborah L. Bogstad
Notary Public for Oregon
My Commission expires: 6/27/93

DATE SUBMITTED _____

(For Clerk's Use)
Meeting Date APR 30 1992
Agenda No. R18

REQUEST FOR PLACEMENT ON THE AGENDA

SUBJECT: REQUEST FOR TRANSFER OF TAX FORECLOSED PROPERTY TO
THE CITY OF GRESHAM UNDER PROVISIONS OF MULTNOMAH
COUNTY ORDINANCE 672

INFORMAL ONLY* _____ FORMAL ONLY _____
DEPARTMENT Environmental Services DIVISION Facilities & Property Management
CONTACT Larry Baxter TELEPHONE 248-3590
*NAME(s) OF PERSON(s) MAKING PRESENTATION TO BOARD Larry Baxter

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

1. On April 16, 1992, Order 92-55, the Board of County Commissioners ordered a public hearing to consider the request by the City of Gresham, Oregon to transfer the following property for public park purposes under the provisions of MULTNOMAH COUNTY ORDINANCE 672.

2. LEGAL DESCRIPTION: SEC 17, 1S 3E, TL #156 0.38 ACRES

3. TAXES OWED WHEN DEEDED TO COUNTY: \$3,513.08

4. COSTS INCURRED IN MANAGING PROPERTY: \$0.00

5. MARKET VALUE, 1991/92 TAX ROLL: \$14,100.00

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 5 MINUTES

IMPACT:

PERSONNEL

☒ FISCAL/BUDGETARY

☒ General Fund

☒ Other Tax Title Fund

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Paul Yarbrough / bka

BUDGET/PERSONNEL: _____

COUNTY COUNSEL: (Ordinances, Resolutions, Agreements, Contracts) _____

OTHER Facilities & Property Management R. Phelan

BOARD OF
COUNTY COMMISSIONERS
1992 APR 27 AM 9:40
MULTNOMAH COUNTY
OREGON

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of the Transfer of Tax)
Foreclosed Property to THE CITY OF GRESHAM,) ORDER 92-71
OREGON for Public Park Purposes)

It appearing that heretofore Multnomah County acquired the real property hereinafter described through the foreclosure of liens for delinquent taxes, and that under the provisions of ORS 271.220, THE CITY OF GRESHAM, OREGON has requested transfer of the following property to be used and continue to be used for public park purposes by THE CITY OF GRESHAM, OREGON:

SEC 17, 1S 3E
TL #156 0.38 ACRES
(SEE ATTACHED EXHIBIT A)

It further appearing that after hearing objections to the transfer as by law required, it is determined that it is for the best interest of the county that the transfer be made and that a deed be given;

NOW, THEREFOF, it is hereby ORDERED that the Chair of the Multnomah County Board of County Commissioners execute a deed conveying to THE CITY OF GRESHAM, OREGON the above described real property situated in the County of Multnomah, State of Oregon.

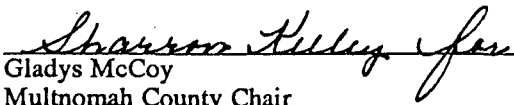
PROVIDED that said property shall be used and continue to be used by THE CITY OF GRESHAM, OREGON, for a public purpose in the State of Oregon and should the property cease to be used for a public purpose, title shall revert to Multnomah County.

Dated at Portland, Oregon this 30 day of April, 1992.



REVIEWED
Laurence Kressel, County Counsel
for Multnomah County, Oregon

BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON


Gladys McCoy
Multnomah County Chair

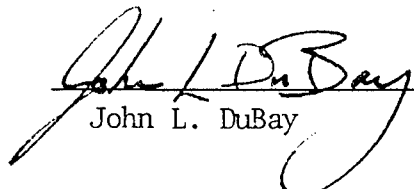

John L. DuBay

EXHIBIT A

99317-1560

A TRACT OF LAND IN THE NORTHWEST ONE QUARTER OF SECTION 17, TOWNSHIP 1 SOUTH, RANGE 3 EAST OF THE WILLAMETTE MERIDIAN, IN THE CITY OF GRESHAM, COUNTY OF MULTNOMAH, STATE OF OREGON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE INTERSECTION OF THE NORTHERLY LINE OF POWELL VALLEY ROAD WITH THE EAST LINE OF THE E. GIESE DLC, WHICH POINT BEARS SOUTH $0^{\circ} 19' 30''$ WEST A DISTANCE OF 607.56 FEET FROM THE NORTHEAST CORNER OF SAID DLC; THENCE EASTERLY ALONG THE NORTHERLY LINE OF POWELL VALLEY ROAD ON THE ARC OF A 352 FOOT RADIUS CURVE TO THE LEFT, THROUGH A CENTRAL ANGLE OF $14^{\circ} 42' 45''$ A DISTANCE OF 90.39 FEET (THE CHORD BEARS NORTH $89^{\circ} 15' 22''$ EAST 80.94 FEET) TO A POINT OF TANGENCY, THENCE ALONG SAID NORTHERLY LINE NORTH $81^{\circ} 54'$ EAST A DISTANCE OF 260.56 FEET TO THE SOUTHWEST CORNER OF THAT TRACT OF LAND CONVEYED TO MATHIAS M. KELLER AND JAMES ROSENCRAUSE BY DEED RECORDED APRIL 25, 1972 IN BOOK 852 PAGE 1636 MULTNOMAH COUNTY DEED RECORDS; THENCE NORTH $7^{\circ} 48'$ EAST A DISTANCE OF 126.83 FEET ALONG THE WEST LINE OF SAID MATHIAS & ROSENCRAUS TRACT TO THE POINT OF BEGINNING OF THE PARCEL HEREIN TO BE DESCRIBED; THENCE NORTH $77^{\circ} 26' 57''$ WEST A DISTANCE OF 155 FEET TO THE EASTERLY LINE OF THE PORTLAND TRACTION COMPANY RAILROAD (FORMERLY THE OREGON WATER POWER & RAILWAY COMPANY); THENCE NORTHEASTERLY AND EASTERLY ALONG SAID PORTLAND TRACTION CO. RAILROAD RIGHT OF WAY TO THE NORTHWEST CORNER OF SAID MATHIAS & ROSENCRAUS TRACT; THENCE SOUTH $7^{\circ} 48'$ WEST ALONG SAID WESTERLY LINE TO THE POINT OF BEGINNING.

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to THE CITY OF GRESHAM, OREGON, a governmental body in the State of Oregon, Grantee, the following described real property situated in the County of Multnomah, State of Oregon:

SEC 17, 1S 3E
TL #156 0.38 ACRES
(SEE ATTACHED EXHIBIT A)

Provided that said property shall be used and continue to be used by THE CITY OF GRESHAM, OREGON for a public purpose in the State of Oregon and should the property cease to be used for a public purpose, title shall revert to Multnomah County.

The true and actual consideration paid for this transfer, stated in terms of dollars is NONE.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES.

Until a change is requested, all tax statements shall be sent to the following address:

1333 NW EASTMAN PARKWAY
GRESHAM, OR 97030-3813

IN WITNESS WHEREOF, MULTNOMAH COUNTY has caused these presents to be executed by the Chair of the Multnomah County Board of County Commissioners heretofore entered of record.

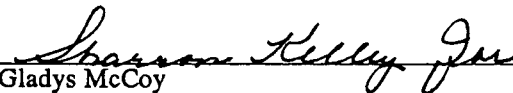
4/30/92

BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON

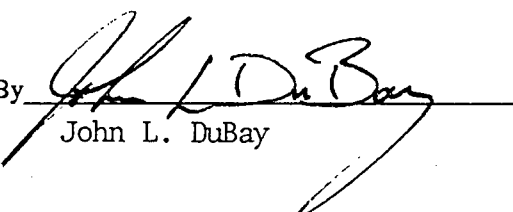


REVIEWED

Laurence Kressel, County Counsel
for Multnomah County, Oregon


Gladys McCoy
Multnomah County Chair

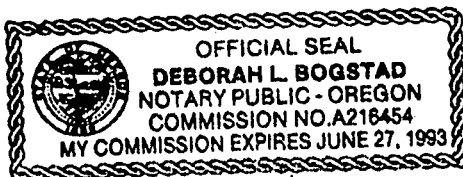
By


John L. DuBay

STATE OF OREGON)
) ss
COUNTY OF MULTNOMAH)

On this 30th day of April, 1992, before me, a Notary Public in and for said County and State, personally appeared Sharron Kelley, Vice-Chair, Multnomah County Board of Commissioners, to me personally known, who being duly sworn did say that said instrument was signed and sealed on behalf of said County by authority of the Multnomah County Board of Commissioners, and that said instrument is the free act and deed of said County.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed by official seal the day and year first in this, my certificate, written.



Deborah L. Bogstad
Notary Public for Oregon
My Commission expires: 6/27/93

Meeting Date: APR 30 1992

Agenda No.: R-19

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: Job Training Plan Approval -Private Industry Council

BOARD BRIEFING: _____ (date) REGULAR MEETING 4/30/92 (date)

DEPARTMENT Nondepartmental DIVISION County Chair's Office

CONTACT Howard Klink TELEPHONE X-3308

PERSON(S) MAKING PRESENTATION Greg White, Dennis Cole, Private Industry Council

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

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

Request for Board approval of Private Industry Council 1992-1993 Job Training Plan of Service, in accordance with Agreement between The Private Industry Council and the governments of Multnomah County, Washington County and the City of Portland.

Copy of Plan available from Office of the Board Clerk

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL

Maddy McCoy

Or

DEPARTMENT MANAGER _____

(All accompanying documents must have required signatures)

1992 APR 27 AM 9:48
MULTNOMAH COUNTY
OREGON

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, 1992 through June 30, 1994

For more information contact:

**Dennis Cole, President
The Private Industry Council, Inc.
720 S.W. Washington, Suite 250
Portland, OR 97205
(503) 241-4600**

Job Training Plan
for the Service Delivery Area
known as The Private Industry Council, Inc. (TPIC)

We the undersigned do hereby approve and submit this Job Training Plan for
Title(s) II and III.

TPIC will be the subrecipient under this Plan. TPIC will be the
Administrative Entity under this Plan. TPIC will be the Substate Grantee under
this Plan. The length of this Plan will be 7/1/92 through 6/30/94.

We assure that all activities entered into by the subrecipient with funds provided
under this Plan will be subject to the attached assurances 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 County
Commissioners Multnomah County

(Signature) (Date)

Bonnie Hays
Chair, Board of Commissioners
Washington County

(Signature) (Date)

Bill Scott
Board Chair, The Private
Industry Council, Inc.

Accepted on behalf of the State of Oregon:

(Signature) (Date)

(Name and Title)

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for the Service Delivery Area
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Submitted on behalf of the Private Industry Council and local elected officials
for this Service Delivery Area.

J.E. "Bud" Clark 92.4.9 Gladys McCoy 5/1/92
(Signature) (Date) (Signature) (Date)

J.E. "Bud" Clark
Mayor, City of Portland

Gladys McCoy
Chair, Board of County
Commissioners Multnomah County

Bonnie L. Hays 4.30.92 William C. Scott 4/30/92
(Signature) (Date) (Signature) (Date)

Bonnie Hays
Chair, Board of Commissioners
Washington County

William C. Scott
(Bill Scott)
Board Chair, The Private
Industry Council, Inc.

Accepted on behalf of the State of Oregon:

(Signature) (Date)

(Name and Title)

SECTION I

Private Industry Council

THE PRIVATE INDUSTRY COUNCIL
Portland, Oregon

Board Member Roster - 1992

PRIVATE SECTOR

LOLITA BURNETTE (503/238-5529)
Owner
Achievement Architects-----
1925 S.E. 60th Street
Portland, Oregon 97215

REX BYBEE, Board Secretary/Treasurer (503/256-5224)
Industrial Laundry Service
Chief Executive Officer
143221 N.E. Sandy Blvd. (P.O. Box 301219)
Portland, OR 97230

PHIL CONTI (503/286-5372)
CEO and General Manager
LWO Corporation
3841 N. Columbia (P.O. Box 17496)
Portland, OR 97217

ED COOPER (503/282-0612)
Owner
People of Every Stripe
3006 N.E. 11th Avenue
Portland, OR 97212

JIM MCALLISTER, Board Vice Chair (503/287-0577)
President
MCA Company
2410 N.E. Hancock
Portland, OR 97212

CHERYL NICKERSON (503/671-2666)
Employee Relations Manager
NIKE, Inc.
One Bowerman Drive
Beaverton, Oregon 97005

The Private Industry Council
Board of Directors

2

MARY ZOE PETERSEN (503/667-2424)
Co-Owner
Gresham Optical
24900 S.E. Stark, Suite 101
Gresham, OR 97030

VERN RYLES (503/239-3792)
President
Poppers Supply Company
340 S.E. Seventh Avenue
Portland, Oregon 97214

BILL SCOTT, Board Chair (503/233-5871)
President
Pacific Development, Inc.
825 N.E. Multnomah, Suite 1275
Portland, OR 97232

DAVID THAYER (503/648-5236)
Owner
Thayer Optical
1075 S.E. Baseline Rd.
Hillsboro, Oregon 97124

LIZ WARMAN (503/667-8733)
Public Relations
The Boeing Company
19000 N.E. Sandy Blvd. (P.O. Box 20487)
Portland, OR 97230

SHARON WYLIE (503/666-1859)
Private Consultant
1265 S.E. Roberts Road
Gresham, OR 97030

The Private Industry Council
Board of Directors

3

LABOR

HAROLD (Rick) ADAMS
Business Manager
Carpenters Local 247
2205 N. Lombard Street
Portland, OR 97217

(503/289-9632)

EDUCATION

PAUL KREIDER
President
Mt. Hood Community College
26000 S.E. Stark Street
Gresham, OR 97030

(503/667-7211)

FRANK MCNAMARA
Manager, Intergovernmental Relations
Portland Public Schools
501 N. Dixon Street (P.O. Box 3107(97208-3107))
Portland, OR 97227

(503/249-2000)

DANIEL MORIARTY
President
Portland Community College
12000 S.W. 49th Avenue
Portland, OR 97219

(503/244-6111)

EMPLOYMENT DIVISION

JERRY FUGERE
Manager, North Portland Branch
Oregon State Employment Division
30 N. Webster, Suite E
Portland, Oregon 97217

(503/280-6004)

VOCATIONAL REHABILITATION

BRET WESTWOOD
Branch Manager
Vocational Rehabilitation Division
3945 S.E. Powell Blvd.
Portland, OR 97202

(503/731-3210)

The Private Industry Council
Board of Directors

4

COMMUNITY BASED ORGANIZATIONS

LAZARO (Larry) SANCHEZ (503/245-2600)
Program Manager
Oregon Human Development Corporation
9620 S.W. Barbur Blvd., Suite 110
Portland, OR 97219

GINA WOOD (503/1-373-1283)
Regional Coordinator
Oregon Community Children and
Youth Services Commission
8040C S.W. Brookridge
Portland, OR 97225

WELFARE

JEAN STRYKER (503/229-5236)
Adult and Family Services
1430 S.W. Broadway
Portland, OR 97201

ECONOMIC DEVELOPMENT

JAN BURRESON (503/823-3316)
Director, Economic Development
Portland Development Commissions
1120 S.W. Fifth Avenue, 11th Floor
Portland, Oregon 97204

The Private Industry Council
Board of Directors

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LOCAL ELECTED OFFICIALS

GRETCHEN KAFOURY (503/823-3026)
Commissioner, City of Portland
City Hall, Room 211
1220 S.W. Fifth Avenue
Portland, OR 97204

SHARRON KELLEY (503/248-5213)
Commissioner, Multnomah County
Multnomah County Courthouse, Room 606
1021 S.W. Fourth Avenue
Portland, OR 97204

LINDA PETERS (503/648-8681)
Commissioner, Washington County
Washington County Administration Office, Room 300
155 North First Street
Hillsboro, OR 97124

Mailing Address:

LINDA PETERS (503/249-2000
Research & Evaluation Dept. x225
Portland Public Schools
501 N. Dixon (P.O.Box 3107(97208-3107))
Portland, OR 97227

THE PRIVATE INDUSTRY COUNCIL, INC.

Board Membership by Jurisdiction and Industrial Demographics

<u>Juris-</u> <u>diction</u>	<u>Pos-</u> <u>ition</u>	<u>PIC</u> <u>Member</u>	<u>Term</u> <u>Expires</u>	<u>Industrial</u> <u>Demographics</u>
Multnomah	1.	Wylie, Sharon	June 30, 1994	Private Sector
All	2.	Vacant	June 30, 1994	Education
Portland	3.	Lolita Burnette	June 30, 1994	Private Sector
All	4.	Dan Moriarty	June 30, 1994	Education
Washington	5.	Bybee, Rex	June 30, 1994	Private Sector
Portland	6.	Scott, Bill	June 30, 1994	Private Sector
Portland	7.	Ryles, Vern	June 30, 1994	Private Sector
Portland	8.	Conti, Phil	June 30, 1994	Private Sector
All	9.	Kreider, Paul	June 30, 1994	Education
Portland	10.	Cooper, Ed	June 30, 1992	Private Sector
All	11.	Fugere, Jerry	June 30, 1992	Employment Division
Portland	12.	Vacant	June 30, 1992	Private Sector
All	13.	Westwood, Bret	June 30, 1992	Vocational Rehabilitation
Multnomah	14.	Warman, Liz	June 30, 1992	Private Sector
Portland	15.	Vacant	June 30, 1992	Private Sector
All	16.	Wood, Gina	June 30, 1992	Community Based Organization
All	17.	Stryker, Jean	June 30, 1992	Adult & Family Services
All	18.	McNamara, Frank	June 30, 1992	Education
All	19.	Adams, Rick	June 30, 1993	Labor
Washington	20.	Nickerson, Cheryl	June 30, 1993	Private Sector
Washington	21.	Vacant	June 30, 1993	Private Sector
Multnomah	22.	Petersen, Mary Zoe	June 30, 1993	Private Sector
Washington	23.	Vacant	June 30, 1993	Private Sector
All	24.	Sanchez, Larry	June 30, 1993	Community Based Organization
Washington	25.	Thayer, David	June 30, 1993	Private Sector
Portland	26.	McAllister, Jim	June 30, 1993	Private Sector
All	27.	Burreson, Jan	June 30, 1993	Economic Development
Portland	28.	Kafoury, Gretchen	N/A	Local Elected Official
Multnomah	29.	Kelley, Sharron	N/A	Local Elected Official
Washington	30.	Peters, Linda	N/A	Local Elected Official

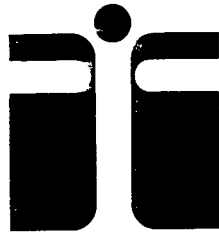
PY 92-93 JOB TRAINING PLAN

Changes in TPIC Board Membership

<u>Position</u>	<u>Member</u>	<u>Jurisdiction</u>
2	Vacant - Lee Christiansen resignation	Education
3	Lolita Burnette replaced Jim Johnson	C/P Private Sector
7	Vern Ryles replaced Steve Shain	C/P Private Sector
9	Paul Kreider filled newly created Education position	Education
11	Jerry Fugere replaced Bev Lutz	Employment Division
12	Vacant - Gail Hill resignation	C/P Private Sector
13	Bret Westwood replaced Jesse Kappel	Vocational Rehabilitation
14	Liz Warman replaced Gussie McRobert	M/Co. Private Sector
15	Humberto Reyna resignation	C/P Private Sector
16	Gina Wood replaced Robert Stuva	Community Based Org.
17	Jean Stryker replaced Bea Brooks	Adult & Family Services
20	Cheryl Nickerson replaced Andy Jordan	W/Co. Private Sector
21	Vacant - Richard Small resignation	W/Co. Private Sector
23	Vacant - Tim Weyer resignation	W/Co. Private Sector
25	David Thayer replaced Connie Thiessen	W/Co. Private Sector
27	Jan Burreson appointed to fill Economic Development position vacated by Paul Krieder when new Education position created	Economic Development
28*	Gretchen Kafoury	C/P Commissioner
29*	Sharron Kelley	M/Co. Commissioner
30*	Linda Peters	W/Co. Commissioner

* Three (3) new positions created to accommodate local elected officials appointments.

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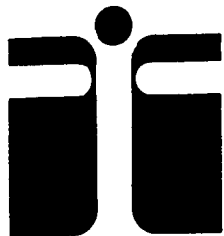


The Private Industry Council

Serving Multnomah and Washington Counties and the City of Portland

MISSION STATEMENT

To promote individual self-sufficiency
and a skilled workforce by eliminating barriers to
productive employment.



The Private Industry Council

Serving Multnomah and Washington Counties and the City of Portland

THE PRIVATE INDUSTRY COUNCIL

YOUTH PROGRAM PURPOSE/GOALS

PROGRAM YEAR 1992

MISSION: To promote individual self-sufficiency and a skilled workforce by eliminating barriers to productive employment.

PURPOSE: The purpose of The PIC's Youth Program is to assist low income youth in developing self-sufficiency skills that will lead to the attainment of individual education goals and productive 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 utilize diminishing resources for maximum impact on low income targeted populations:
 - * African American, Hispanic, Native American, Asian
 - * Dropouts
 - * Potential Dropouts
 - * Welfare Recipients
3. To further the development and implementation of long-term preventive strategies for low income, at-risk youth.
4. 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.

h:92goals.yth



The Private Industry Council

Serving Multnomah and Washington Counties and the City of Portland

THE PRIVATE INDUSTRY COUNCIL

ADULT PROGRAM PURPOSE AND GOALS

PROGRAM YEAR 1992-1993

MISSION: To promote individual self-sufficiency and a skilled workforce by eliminating barriers to productive employment.

PURPOSE: The purpose of TPIC's Adult Program is to provide effective employment and training strategies and services for low income and dislocated worker adults that lead to self-sufficiency through productive employment.

GOALS: To accomplish this purpose the goals of the Adult Program will be:

1. To utilize diminishing resources for maximum impact on targeted populations:
 - African Americans, Hispanics, Native Americans, Asians
 - Dropouts
 - Welfare Recipients
 - Older Workers
 - Dislocated Workers
2. To provide appropriate comprehensive services which will remove barriers to long-term employment and self-sufficiency.
3. To develop and implement strategies that ensure a coordinated approach to case management.
4. To sustain and create strategic partnerships and to pursue and to leverage additional resources to enhance the program's capacity to accomplish its goals and to meet TPIC's mission.

SECTION II

General Description of Services and Management Systems

SECTION II

General Description of Services and Management Systems

Background: The purpose of this section is to present an overview of the service and management systems of all JTPA programs administered by the subrecipient.

A. Description of Services

1. **Description of how The Private Industry Council, Inc. will address the following State Job Training Coordinating Committee (SJTCC) goals:**

a. **Increase access/services to job training for those "Most in Need" and who can benefit from training.**

The Private Industry Council, Inc. (TPIC) has been carrying out two efforts which will better enable the attainment of these goals. The first is the development of a service model which provides a common understanding of purpose and methods of providing job training services throughout the SDA. This model defines and targets services to address barriers to self-sufficiency faced by those served by the Council, and was created with providing services to participants facing the multiple barriers of the hard-to-serve in mind.

In the service model, participant needs, as assessed, guide service selection, support service provision, activities and curricula to ensure that all services are related and focused on employability development. Support services and case management are provided on an individual basis, when appropriate, throughout program involvement. All training activities are competency based. Self-sufficiency plans are used as tools to provide a sequence of services throughout program participation, including the 13-week follow-up period.

The second effort is a cooperative community planning process directed at several population segments determined by the TPIC Board of Directors to merit special attention in the provision of services. These groups are (so far in the process) in-school and out-

of-school youth, welfare recipients, and the homeless. All contain within them hard-to-serve segments, such as teen parents, minorities, those with low basic skills, dropouts, etc. The outcome of this process will be to reassess the needs of the various populations, to identify gaps in services provided, to investigate current "best practices", to involve other service providers in a collaborative way, and to improve TPIC services to these populations.

i) Description of the methodology for determining the "Most in Need".

The Private Industry Council will target its services to individuals who meet the four following criteria:

1. Low income by family size, using JTPA guidelines
2. Fall within The Private Industry Council's Board of Directors established target populations
3. Have barriers to self-sufficiency in at least two of the following four skill areas:
 - a. Basic skills
 - b. Life skills
 - c. Vocational skills
 - d. Work skills
4. Can benefit from program services and can reach self-sufficiency within 18 months if an adult, or can stay in school and reach graduation if an in-school youth.

The TPIC service model specifically defines hard-to-serve ("most in need") as those participants who are severely deficient in basic skills (read from fourth to eighth grade at entry) and who may also lack work skills and life skills which create barriers to self-sufficiency.

ii) Description of in measurable terms how access and services for the Most in Need will be increased.

Because of continued reductions in JTPA resources, TPIC services in general will not be increased. TPIC will continue to exist in a mode of program contraction; fewer participants will be served. However, in order to maintain program quality, individual participants will be, for the most part, hard-to-serve ("most in need") and will receive more intensive services.

Access for all TPIC participants will be improved by expanding the role of the direct service locations: Downtown (Older worker access), East County Employment and Training Center (ECETC), North East Employment and Training (NEET), South East Employment and Training (SEET), and the Youth Employment Institute (YEI). All these direct service locations increase access by serving specific populations, either geographical or target groups. (Please see the answer to question iii, below, for more information about the services provided at these locations.) Access for the hard-to-serve to TPIC contracted programs will be increased by requiring the provision of services to the hard-to-serve in individual contracts.

Further access will be provided through the flexible outreach and recruitment strategies identified in the service model. These strategies differ among areas and populations and include the inter-agency referral process, advertising, and word of mouth. Of all TPIC adult participants to be served under this plan, it is expected that at least 80% will be "hard-to-serve" as defined above. At least 95% of the youth participants will be hard-to-serve.

iii) Identification of programs that will address the service needs of the Most in Need. Description of how the program(s) will address these needs.

As can be seen from the percentages of hard-to-serve outlined above, all TPIC programs serve significant numbers of the "Most in Need." As

examples, the following are outlines of the services at the TPIC direct service locations, with emphasis on the services provided to the hard-to-serve. Please note that many programs, also serving mostly the hard-to-serve, will be subcontracted.

East County Employment and Training Center

The East County Employment and Training Center (ECETC) will provide comprehensive employment and training services to families, not just individuals in East Multnomah County. By assisting both adult and youth family members in a holistic fashion, staff will address barriers not otherwise evident.

Services will be targeted to Hispanic adults and parents of youth participating in The Private Industry Council's Summer Training and Education Program (STEP), as well as other East Multnomah County residents. Some activities will involve both adults and youth, while others will be separate. Some services will be offered at night to accommodate working people. Career assessment, basic skills improvement, job skills training, job search assistance and job placement services will be provided. Referrals to other community resources will maximize the limited financial resources available. Referrals to Steps to Success, the area's welfare reform project, will be made when appropriate. The State of Oregon Employment Division will provide a staff person to connect participants with available jobs.

Northeast Employment and Training

The Private Industry Council's Northeast Employment and Training (NEET) center will provide counseling, job training, job referral and basic skills improvement to residents of North and Northeast Portland. These services will be targeted to welfare recipients and African American males ages 22 and above. NEET staff will continue to use a unique approach to assist persons with multiple barriers to

productive employment, including little or no work experience, drug addiction, alcoholism, prostitution and mental health problems. Many participants will be high school dropouts with poor math and reading skills and low self-esteem.

Partnerships will allow NEET staff to provide a comprehensive approach to job training. Oregon's Employment Division will have a staff member on site to refer participants to available jobs. Adult and Family Services will coordinate benefits. Contracts may be developed with providers in the community to provide classes at the center for math and reading improvement, high school completion, and job skill training to NEET participants. Staff will work with local agencies to coordinate services to trainees needing drug and alcohol assistance programs, mental health services, vocational training, housing and other aid to remove barriers to successfully holding a job.

Older Worker Training Program

The Private Industry Council will serve residents of Washington, Multnomah and Clackamas Counties who are age 55 or over through its Older Worker Training Program. Program participants will include low-income older people interested in pursuing a new career, as well as those who have never worked before. Services will be offered at The Private Industry Council's downtown office. Some services may be subcontracted as well.

This comprehensive program will offer basic skills, job search assistance, paid work experience, job placement and retention services. The individualized services will allow participants to set goals and plan their careers, identify marketable skills and develop a job search plan that matches their qualifications to employers' needs. They also will receive the opportunity to build confidence, sharpen job search techniques and learn new skills. These services will be funded only partially through the Job Training Partnership Act.

Southeast Employment and Training

The Southeast Employment and Training (SEET) center is located in the Hawthorne residential district, making job training easily accessible to the area's disadvantaged people. Services will be especially targeted to low-income adults living in inner-Southeast Portland. While SEET does not target a specific hard-to-serve population, most participants have multiple barriers to employment and are considered hard-to-serve. Program participants will take part in activities that are tailored to meet their needs, including pre-employment training, life skill training, career exploration, job placement and retention services, and referral to other job training opportunities. Introductory computer classes will also be offered at the center.

Southeast Employment and Training is collocated with Southeast Uplift, a community-based organization that provides services to area residents and the 24 Southeast Portland neighborhood associations. Because many people who access Southeast Uplift's services also will be eligible for SEET's services, the goal is to provide holistic services to help people reach self-sufficiency.

Youth Employment Institute

The Private Industry Council's Youth Employment Institute (YEI) will provide comprehensive education and training services for out-of-school youth, tailored to address their barriers to self-sufficiency. These barriers include poverty, racial bias, substance abuse, basic skills deficits and low self-esteem. Some participants will be involved with gangs or at risk of becoming gang members. Others will be ex-offenders, teen parents and high school dropouts. All will be economically disadvantaged.

YEI staff will offer individual assessment and planning to provide training appropriate to each participant's needs. Services will include basic

skills improvement and high school completion, vocational exploration, life skills, work experience, and employment enhancement. All training will be designed to remediate skill deficits and strengthen positive work and study habits.

The goals of returning to school or securing full-time, unsubsidized employment for out-of-school youth will be accomplished with the cooperation of local businesses, Portland Public Schools, the City of Portland, and community organizations.

b. Increase or maintain use of comprehensive assessment results to identify training needs and develop individual participant training plans.

TPIC's service model calls for an assessment of applicant strengths and weaknesses in order to direct participants to the particular services or projects most appropriate to their individual circumstances. Part of this assessment is to determine what each person desires to obtain and what led the individual to the program. Assessment is the gathering and evaluation of information related to a participant's basic skill proficiency, work readiness, occupational skill proficiency, life circumstances, employment barriers, interests and career goals. Assessment is on-going throughout program participation.

Assessment results are used for beginning the development of a specific self-sufficiency plan which identifies attainable goals within a defined timeline which the participant can achieve in order to meet his or her self-sufficiency goal. Additional barriers become evident as people are served long term.

Assessment is tied directly to all other program activities, including the self-sufficiency plan, the curriculum, job placement and other activities. This connection helps us build in a progressive fashion on what we know about each person. Participants receive instruction which is measured, individualized and intensive, self-paced, competency based, functional and work related. This continuum begins with assessment.

c. Description (in measurable terms) of how the SDA will support the Oregon Benchmarks that the Workforce Quality Council and the SJTCC is emphasizing:

i) Percentage of high school students enrolled in vocational and technical education programs:

TPIC has no program with the specific goal of enrolling high school students in vocational programs. However, it is the goal of TPIC in-school programs to keep at risk youth in school so that they can take advantage of the education and training programs offered by the schools.

ii) Percentage of 25-year-olds with a certificate granted in non-baccalaureate education and training programs:

In order to help meet this goal, TPIC will enroll 840 adults in IIA education and training activities. Youth are encouraged to complete school and enroll in training. TPIC carries out short-term vocational training and develops linkages with educational institutions and financial aid programs. These training and education programs are an important means to help realize the goal of long-term employment.

iii) Completion of at least one year of post-secondary education and training (this benchmark refers to adult education):

TPIC plans to enroll at least 15% of adults in IIA basic skills education. GED programs and basic skills upgrade programs operated by TPIC are a significant step in preparation for employment.

iv) Completion of certified apprenticeship program:

TPIC has developed and is expanding linkages with apprenticeship programs. Participants are referred according to assessed needs. A representative of organized labor will be housed at the NEET center to facilitate entrance into apprenticeships. Linkages are also especially strong in the Title III program.

- v) **Percentage of work force that has received at least 20 hours of education related to work skills and knowledge within the past 12 months:**

In dealing with employers, TPIC staff encourages ongoing training for employees. TPIC takes into account employer commitment to training when making job placements and providing retention services.

- vi) **Percentage of employer payroll dedicated to training and education:**

Please see answer to v., above.

- vii) **Percentage of displaced workers reemployed within 24 months and earning at least 90% of previous income:**

The TPIC Dislocated Worker Program, operated through a subcontract with Mt. Hood Community College, has the expressed goal of assuring the re-employment of dislocated workers within 12 months.

TPIC also has the goal of reemployment at at least the wage of the last job, through the counseling and training the program provides. The actual achievement of this goal is difficult, considering that dislocated workers are changing careers, and depends upon many factors, such as the labor market at the time of placement. TPIC's current average wage at placement in the Dislocated Worker Program is \$8.66, which is an estimated 65% of the average last wage received. For those participants not placed at or above the last wage received, the presence of a career ladder and opportunity for advancement are a part of the job placement decision.

- viii) **Prose Literacy understands text information:**

TPIC provides basic skills and GED training; this ~~is at the~~ "basic" level or below. All enrollees are assessed as to basic skills level. TPIC either directly provides or refers to training.

ix) Document Literacy (can understand and use graphs, text, maps, etc.)

Please see viii, above.

x) Quantitative Literacy (can understand math and apply it):

Please see viii, above.

There are a number of additional benchmarks, not selected for emphasis by the Workforce Quality Council and the SJTCC, which are perhaps more relevant to components of TPIC's services to the hard-to-serve. These are:

Benchmarks 7, 8, 9, 10, 11, and 12, dealing with Healthy Babies and Toddlers

TPIC's teen parent and alternative education have a direct relationship on this area. In addition, the Youth Employment Institute has child care and parenting skills training available.

Benchmark 14, Success in School; Parts d. and e., Eleventh Grade and Baccalaureate

TPIC In-school programs, such as STEP, have a positive effect on at risk youth, enabling them to stay in school and to graduate. The measurable JTPA outcomes for the success of these programs are Remained in School, Returned to School, and High School Completion.

Benchmarks 18 and 19, Health and Fitness, Percentage of students free from drugs; part b., Eleventh grade

TPIC in-school programs contain effective life skills instruction and other strategies to assist students in remaining drug-free.

Benchmark 25, High school graduation rate

TPIC in-school programs have the measurable JTPA outcome of High School Completion.

Benchmark 29, High school completion for adults

TPIC's adult programs provide basic skills training for participants who are assessed as needing the training, with the measurable goal of attaining a GED.

Benchmark 58, Economic Participation of minority populations; Income per capita as a percentage of Oregon Median

TPIC targets a high percentage of minorities in its employment training and placement programs, and this SDA has the highest minority population in Oregon. As a consequence, TPIC is making a substantial contribution to the achievement of this benchmark.

Benchmark 62, Civic and Occupational Participation of Minority Populations; Employment of minorities in historically underrepresented occupations

In addition to the points made for Benchmark 58, above, TPIC carries out employer education and consistently advocates for the employment of minorities in historically underrepresented occupations and has had considerable success in this area.

2. Description of the program design, including:

a. Outreach and recruitment procedures.

In order to create/maintain a regular participant outreach system which includes contractor and centralized recruitment, information will be disseminated to 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 such as the Homeless.
- b. **The participant referral, assessment (including skill levels, occupational abilities, and educational, training, employment, and social service needs), and activities selection process for program participation (including the selection of non-economically disadvantaged individuals and any barriers to employment used in the selection process).**

Orientation

Orientation for all potential trainees will be held at convenient locations throughout the Service Delivery Area prior to eligibility determination, including The Private Industry Council's offices, Contractor and Employment Division Sites.

Applicants will receive general information on all TPIC programs, eligibility and entrance requirements. Those who appear eligible and appropriate for current training options, will be referred to eligibility determination interviews. Applicants who are ineligible or would not benefit at this time will be referred to alternative resources.

Selection

Eligible applicants are selected for programs after a basic assessment which evaluates the following areas:

- * BASIC SKILLS, including reading 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 the barriers to employment identified during the initial assessment process. Contractor and in-house program trainers will do their own program assessment to ensure that applicants who are selected are most in need and able to benefit.

- c) Title III estimated length of enrollment differs for each of its major activities: retraining and readjustment. The estimated average enrollment length for retraining services is 26 weeks. The estimated average enrollment length for readjustment services is 13 weeks. The cost per Title III participant is \$3,171.

4. Identification of the major occupational areas in which training will take place:

TPIC will use the Business and Employment Outlook, employer surveys, and employer needs including the Annual Industry review by the Portland Development Commission to identify those occupations in high demand and accessible to the population served. Individual trainee needs, as assessed, also are used.

5. Description of any special efforts or programs for special adult populations:

Low income minorities

Black males -- Northeast Employment Training Center (NEET)

Hispanic families -- Washington County Consortium and MHCC skill training (bilingual vocational training), East County Employment and Training Center (ECETC)

Adult Offenders

Willamette Employment Resource Center (WERC)

Older Workers

Older Worker Training Program, Center for Urban Education Computer Skill Training

6. Description of any special efforts or programs for special youth populations:

Low income minorities

Hispanic families -- Washington County Consortium and MHCC skill training (bilingual vocational training), East County Employment and Training Center (ECETC),

Selection Of Non-Economically Eligible Participants

IIA Window: In a few instances the following target groups may not meet the economically disadvantaged guideline. Therefore it is the policy of TPIC that up to 5% of Title IIA enrollees may be determined eligible for other reasons than being economically disadvantaged.

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 Individual

The use of the 5% window is dependent upon a) identification of the barrier (s) to employment prior to enrollment and b) individual approval of the 5% window by the President of TPIC or his/her designee.

3. Identification of the estimated length of enrollment and estimated training cost per participant for adult and youth programs for Titles II-A and adult programs for Title III:

- a) Title II estimated length of enrollment is separated into each of its major activities: youth, adult, and older worker training programs. The estimated average enrollment length for adult training programs is 6 months. The cost per II-A 78% adult participant is \$2,176.

The estimated average enrollment length for youth training programs are two years for in-school youth; and 6 months for out-of-school youth. The cost per II-A 78% youth participant is \$1,214.

- b) The estimated average enrollment length for the older worker training program is six months. The cost per II-A 3% older worker participant is \$1,510.

Youth in Careers and Culture Program (YCCP),
Washington County Alternative Schools

Native American Youth -- YCCP

Minority Youth -- Partnership Program, Youth
Employment Institute (YEI)

At risk youth -- Out of school and dropouts

Youth Employment Institute (YEI), Oregon Human
Development Corporation (OHDC), Project YESS,
Washington County Alternative Schools, Mentor Program

At risk youth -- In school

Summer Education and Training Program (STEP), Mentor
Program, OHDC

Teen Parents

Partners in Vocational Opportunity Training (PIVOT),
YEI

The Private Industry Council targets its youth programs to
four groups of youth identified in the Youth Program Goals.
These are: dropouts, potential dropouts, minorities, and
welfare recipients.

Examples of these targeted efforts for dropouts, potential
dropouts, and minorities include:

- a) Dropouts: Youth Employment Institute Out-of-School
Program.

This program, operated directly by The Private
Industry Council, targets services to drop-out youth
who may also be minorities or welfare recipients. The
Youth Employment Institute offers basic skills
training including GED preparation, pre-employment
training and job specific skills training, job
placement, support services, and transition services.
All services are offered on-site.

- b) Potential Dropouts: The Summer Training and Education Program (STEP).

The STEP Program is a year-round program targeted to potential dropouts who may also be minorities or welfare recipients. The STEP Program is operated directly by The Private Industry Council in Portland and East Multnomah County and is operated in Washington County through subcontracting with youth-serving agencies or school districts. During the summer months, the STEP Program provides an intensive six to seven week program including a half day of basic skills remediation, pre-employment and job specific skills training and life skills development, coupled with a half day of subsidized work experience. During the school year, retention services are offered including tracking of grades, attendance and disciplinary referrals, counseling, tutoring, and recreational activities.

- c) Minorities:

Several programs targeted to Hispanic and Native American youth are subcontracted through youth serving agencies in the City of Portland and in Washington County. Welfare recipients are also targeted by these programs. One of these is a program targeted to in-school Hispanic youth which offers a summer work experience where youth are placed as tutors in a summer school program for other Hispanic youth coupled with school retention services provided during the school year with a culturally-specific focus. A second program offers a culturally-specific curriculum with work experience and job sampling provided during the summer months and school retention services provided during the school year.

In addition, TPIC targets Hispanic youth in the East County STEP (direct service) program. YEI serves a high percentage of African American youth.

7. Description of any incentive payment system utilized for participants:

Title 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 be paid an incentive payment.

8. Exemplary youth program designs; identification of modifications to the designs to accommodate local conditions:

Such modified programs are limited to school drop-outs, youth with serious education deficiencies and youth at risk of dropping out of school. Activities provide 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, Children's 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 trainees age and educational level completed, as well as pre-test scores indicating the trainee's actual educational ability.

9. Youth Employment Competencies

- a. Indication of the competency areas (i.e., Pre-Employment/Work Maturity, Basic Skills, Job Specific Skills) that will be utilized.
- b. List of the specific competencies (measurable competency statements only) which will be taught in each competency area (Pre-Employment/Work maturity, Basic Skills, Job Specific Skills) that will be utilized, including the levels of achievement required by the PIC to attain a competency completion in each competency area.

a) and b)

Youth competencies established by The Private Industry Council as positive terminations may include the following areas:

(1) Pre-Employment and Work Maturity Skills which demonstrate successful completion and certification of identified specific competencies including:

(a) 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 relate to the world of work.
- * Identify and set employment/occupational goals and establish an individual employment plan to achieve these goals.

(b) 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.

(c) 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 appropriate communication skills with peers and supervisors.
 - * Demonstrate appropriate punctuality and attendance.
 - * Demonstrate appropriate problem solving skills and an understanding of choices and consequences.
- (2) Basic Skills/Workskills achieve a minimum of five (5) point upgrade as determined by the workskills pre and post assessments.
- (a) GED or Basic Skill competency are identified in the trainee's Self Sufficiency Plan as part of the trainees overall occupational goal.
- (3) Job Specific Skills which demonstrate successful completion and certification of the performance of certain identified specific skills required for a particular job.

Please see attachment II-A to this section for further youth competency information.

c. Description of the assessment process used to determine and document:

1) participant deficiencies at program entry

TPIC utilizes a combination of personal interviews and academic pre-testing for in-school youth, academic achievement is documented with

testing and through school records. Out-of-school youth are tested using BASIS and/or Workskills.

A Self Sufficiency Plan which documents barriers in relationship to the trainees occupational goal is developed within two weeks of program entry.

2) progress during the program, and

- (a) Self-sufficiency Plan with a minimum of two updates per program year.
- (b) Checklist for specific competency areas, such as interview application, cold call, etc.
- (c) Work Maturity evaluation by trainer/employer.
- (d) Basic Skills are measured through bench mark testing.

3) the level of competence (achievement) attained at program completion

- (a) Standardized post-tests for pre-employment training, basic skills, and GED attainment.
- (b) Employer evaluation for work maturity and job specific skills.
- (c) competency checklist.

d. Description of how the Youth Employment Competencies (YEC) are managed and the location of the responsibility within the program.

Primary responsibility for the management of the YEC system resides with the Youth Program Managers. A competency development team is responsible for research and writing of the competency system. They provide training to subcontractors and The Private Industry Council staff in pre-employment training, basic skills, and job specific competencies.

The Private Industry Council's Program Liaisons and Program Supervisors are responsible for providing curriculum advice and monitoring of files. Program Liaisons and Supervisors also provide technical assistance in helping subcontractors meet plan goals and reporting requirements.

Each subcontract/program is responsible for reporting competency completions to MIS. MIS records positive terminations and program objectives met.

e. Description of the ongoing process to evaluate and refine the YEC systems and identify the location of the responsibility within the program.

The Competency Development Team and Program Managers meet periodically to evaluate, re-evaluate, and update competency materials. The complete competency system is approved by The Private Industry Council Board, when the plan JTPA plan is approved or updated. One Program Manager is designated as the primary contact with the State Job Training Partnership Administration.

10. Employment competencies that will be used in adult programs.

Through The Private Industry Council's service model process adult employment competencies are being developed.

11. The organization's goals for:

- a. The training of women in non-traditional employment.
- b. The training related placement of women in non-traditional employment and apprenticeships.

a) and b)

TPIC will undertake efforts to ascertain current levels of service to women in non-traditional employment.

TPIC will begin planning targeted training programs for women in non-traditional employment.

12. How the goals for training and placing women in non-traditional employment will be accomplished.

TPIC will participate in the Statewide effort to establish a data base for use in planning for the training and placement of women in non-traditional employment.

TPIC will identify and continue to strengthen partnerships and collaboration with local training programs for women in non-traditional occupations.

B. Participant Support

1. The types of participant support services that will be made available to participants.

- * Needs based payments (Exception: Title III)
- * Child Care
- * Medical, dental, optical
- * Tools, clothing, uniforms, cutifications, licenses
- * Emergency assistance
- * Transportation
- * Relocation assistance (Title III only)
- * Retention services

2. Description of the system for determining who will receive, and the amount of, needs based payments and/or supportive services. (Title II programs only)

System for Determining Support

POLICY: Supportive Services provide assistance to The Private Industry Council (TPIC) 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 TPIC only when no other resources are available.
- * Supportive Services costs must be reasonable.
- * Supportive Services must be equitable; trainees must have equal access to these services.

No applicant will be denied service from TPIC because of the need for support services as defined in this policy.

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 that which would be provided if on welfare will be eligible for needs based 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 forms of income 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 manager.

C. Employment Generating Services

Description of any Employment Generating Services activities and/or types of economic development activities not involving the training of participants.

TPIC does not plan to do any employment generating activities that do not involve the training of participants.

D. Follow-Up

1. Description of the procedure(s) for the collection of post program participant data:

- a. The terminee populations for which interviews will be attempted. (i.e., 100 percent of a II-A Adult Terminees, 100 percent of II-A Adult Welfare Terminees, etc.)

Population. The Private Industry Council attempts to contact 100% of trainees in the following categories for post program follow-up:

- (1) Title II-A Adults;
- (2) Title II-A Adult Welfare;
- (3) Title III All Trainees; and
- (4) Title II-A Youth, ages 16 and older out of school (not required by State of Oregon or DOL)

- b. Who will be responsible for the oversight and/or collection of follow-up data.

Supervision. Post Program Follow-up is supervised by the MIS supervisor and in turn by, the Information Systems and Compliance Manager. A Follow-up Interviewer does the actual terminee contact.

- c. The method(s) and/or procedure(s) that will be used to:

- 1) Notify participants of subsequent post program contact and requirements.

Trainees are notified at the time of the intake interview, and are reminded of post program contact at the exit interview (see Follow-up Flow Chart Narrative).

- 2) Identify/select appropriate terminees to be contacted.

A Follow-up Master list is generated by The Private Industry Council's Management Information

System for a specific termination week. A pre notification letter is then sent (see Follow-up flow Chart Narrative) notifying terminees of the pending follow-up contact.

3) Contact, record, and enter data for subsequent transmission to the State host system (how, when, where).

Beginning the 14th week, telephone contact is attempted with all terminees. Attempts to contact terminees continue through the 17th week and may include use of a second letter, either asking the terminee to call or complete a mail questionnaire.

At the end of the 17th week after termination, Survey Coding forms and Call records are grouped by termination week and turned over to the Coordinator. A final tally sheet is completed for the group. Group and overall contact statistics are compiled and reviewed.

At 18 weeks after termination, follow-up data is turned over to data entry to be entered into the MIS system.

4) Record and maintain information regarding participant contacts and contact attempts.

All post program follow-up documents are maintain in a filing system that is indexed by the program year and by the week of termination. This information includes pre-notification letters, code sheets, and call records.

E. Management Systems

1. Attached are copies of the following:

- a. Organizational charts for the administrative entity, subrecipient, and PIC structure (including committees).**

See attachment II to this section.

- b. Organizational chart which illustrates the relationship between the administrative entity, subrecipient, PIC and LEOs.

See attachment II-B to this section.

F. Service Deliverer Selection

- 1. Brief description of the process(es) used by the subrecipient to identify and contract with service deliverers and subcontractors, including:

- a. Which State authorized procurement procedure is utilized.

TPIC's procurement will comply with OMB circular A-110, Attachment O.

- b. The method for assuring arms-length negotiation of contracts and proposal review which verifies and documents the reasonableness of proposed costs and, as appropriate, the competition for awards.

All PIC service deliverer selection transactions will provide for open and free competition. Services will be selected whenever possible through competitive solicitation, i.e., a Request For Proposals (RFP) process to obtain the best possible price and/or service. TPIC's competitive bid process will ensure that programs will meet TPIC's standards and are not duplicating programs already in existence. Appropriate businesses, training agencies, labor organizations, community-based organizations and education institutions will be notified of RFPs.

- (1) If an RFP is utilized for service deliverer selection, an Open Request For Proposals will be advertised and will be open throughout the Program year as the primary source for selecting service deliverers.

- (2) When appropriate, additional Requests For Proposals may be advertised for specific program 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 procurement at specific times.
- (4) A non-competitive negotiation process has been established for instances where non-competitive service deliverer selection is the appropriate alternative.
- (5) All proposals will be evaluated, rated against criteria established by TPIC, and analyzed for reasonableness of cost.
- (6) A proposal evaluation panel composed of TPIC staff will make recommendations to the PIC's president and/or Board of Directors for final approval of procurement source and contract negotiation. Each staff person on the evaluation committee will be asked to declare any conflict of interest that they may have with a potential contractor.

2. **Description of how primary consideration will be given to agencies or organizations with demonstrated performance and the method used to assess demonstrated performance of service providers related to the achievement of performance goals and standards, cost, quality of training and characteristics of participants.**

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:

- a) The primary consideration in selecting agencies or organizations to deliver services will be their effectiveness in delivering comparable services based on demonstrated performance.

- b) Appropriate education agencies in the SDA will be given the opportunity to provide educational services unless TPIC demonstrates that alternative agencies or organizations would be more effective or would have greater potential to enhance participants' occupational and career growth.
- c) TPIC will not fund any occupational skills training program unless the level of skills provided in the program is in accordance with The PIC's guidelines.

3. Description of how community based organizations will be given proper consideration in the selection process.

Proper consideration will be given to community-based organizations as service providers, through the point system used in the evaluation process Request for Proposals. The point system utilized by The Private Industry Council can give community based organizations up to 5 additional points in the proposal evaluation process.

4. Description of the procedures used to ensure that facilities or services already available through federal, State, and local sources will not be duplicated unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the SDA's performance goals.

Though coordination with service providers on the federal, state and local level The Private Industry Council is able to stay abreast of the type of services available throughout the SDA, and is able to identify service providers that provide similar services. The Private Industry Council also maintains an extensive listing of services providers that are issued Request For Proposals (RFP) during contractor selection. Using these two processes (coordination and RFP listings) The Private Industry Council can insure that service already being delivered are not duplicated.

5. Fixed-unit price contracts (FUPCs) to be used in the delivery of services, including the specific program titles to which FUPCs will apply.

The Private Industry Council may utilize fixed-unit price contracting in Title II and Title III programs. These agreements will comply with all applicable federal policies

and regulations, and with the State policies on FUPC. Service delivers may be selected through a competitive process or through The Private Industry Council approved non-competitive service provider selection process.

G. Fiscal Control

Description of the fiscal management system. This information includes:

- 1. The process used to initiate, manage, and approve disbursement of JTPA funds.**

Fiscal Management System

The objective of the fiscal management system is to maintain adequate controls as described in the comprehensive Fiscal Procedures Manual. The Controller has oversight responsibilities over this system.

All obligations/disbursements of funds must have at least supervisory/manager level approval. Expenditures of \$300 or more require the approval of the President. Management is furnished monthly fiscal reports (or at other intervals on request) to enable them to detect coding errors, manage cost limitations and program income.

- 2. The identification of the unit that receives funds from the State.**

The Accounting Department of The Private Industry Council prepares the drawdown and accounts for the receipt of JTPA funds.

- 3. The identification of the unit that is responsible for the disbursement of funds.**

The Accounting Department of The Private Industry Council disburses all funds through the accounts payable function. Adequate separation of duties exists to ensure good internal control over the receipt and disbursement of cash.

4. Whether the subrecipient is required to follow local budget and accounting laws.

The Private Industry Council is a private non-profit corporation and therefore is not subject to statutory budgetary and accounting requirements. However, The Private Industry Council is subject to an annual independent audit and to governmental accounting regulations. In order to be in compliance with these external reviews, The Private Industry Council's accounting records are maintained in accordance with generally accepted accounting standards (promulgated by the AICPA) and receive an unqualified opinion from external auditors conducting reviews in accordance with generally accepted auditing standards and governmental auditing standards issued by the Comptroller General of the United States.

5. A description of audit, audit resolution, and debt collection procedures.

Audit resolution procedures:

Findings in audits generally revolve around the following issues: unallowable costs, undocumented costs, unapproved costs and unreasonable costs. Determining if questioned costs have been incurred involves a great deal of judgment on the part of the auditor. This judgment is clearly shaped by the documentation being reviewed in order to reach a determination of the nature of the cost. If the auditor suspects a questioned cost, The Private Industry Council will research the issue and furnish all relevant documentation available to support the cost and resolve the issue.

It is unlikely that any unreasonable costs would be incurred because of the high level of management review of all of the costs exceeding \$300. These managers have in depth experience operating JTPA programs and understand what is reasonable within the confines of the program rules.

It is unlikely that any internally unapproved costs would be incurred due to the level of experience of the accounts payable and payroll personnel, the multiple reviews of documentation supporting the issuance of any check and the multiple post-issuance (but prior release) reviews of both accounts payable and payroll check runs.

That any costs could be approved internally but be unapproved costs within the context of the program rules and regulations is also unlikely. This is prevented by the level of expertise of the management approving costs, through our account numbering system which is designed to accommodate only approved elements of costs for programs and through our monthly review of data to detect and correct errors before they would become an audit issue.

It is unlikely that any undocumented costs would be incurred due to the highly integrated processes in place. From eligibility determination through final payment, there are checks and balances throughout our systems to ensure proper documentation is in place.

If The Private Industry Council is unable to satisfy an auditor as to the reasonableness and appropriateness of a cost and/or our systems through proper documentation, we would have a questioned cost.

Debt collection:

Through prudent selection of funding sources and partners in service delivery The Private Industry Council has never had a debt collection problem. The Private Industry Council does not extend credit. It has made some minor advances to contractors who would otherwise not be able to provide services. The contract language has specifically provided for these advanced sums to be charged ratably over the life of the contract and this has worked well.

Regarding disallowed contractor costs, The Private Industry Council policy is to recover any amounts paid from subsequent billings due. Regarding ineligible participants discovered subsequent to the incurrence of expenses, the expenses have been transferred to non-JTPA funds upon discovery.

If a situation did warrant it, The Private Industry Council would take whatever action was necessary to recover sums owed to it.

6. **A description of procedures for managing cost limitations, including those related to Economic Dislocation and Worker Adjustment Assistance (EDWAA) Act needs-related payments/support services and retraining services.**

See part #1 of this section. The Private Industry Council has developed a special account numbering system to track the required cost categories related to EDWAA (or other special requirements). This produces reports compared with a budget developed in conformity to the specific cost category limitations which enables us to monitor compliance to the rules and regulations surrounding the cost limitations. These reports are produced monthly and/or on request.

- a. **Description of agency cost pooling of EDWAA administrative funds, and how administrative cost limits are managed.**

The Private Industry Council allocates ACP back to funds in relation to their contribution to the ACP within the limitations set by the granting agencies, including EDWAA administrative funds.

7. **A description of procedures for managing program income.**

Subcontractors are required to utilize generally accepted fund accounting procedures to track actual project expenditures necessary to achieve contract goals, and shall report such expenditures to The Private Industry Council at or before the contract close-out date. Such accounting may include any project-related costs; however, The Private Industry Council reserves the right to discount any costs not included within the negotiated line-item cost basis of fixed unit price contracts. If contract revenues exceed actual expenditures, the difference cannot be spent without advance Private Industry Council approval.

The Private Industry Council has not experienced any program income beyond that earned by subcontractors. The Private Industry Council's monthly reporting system would identify program income, should it exist, and it would then be managed as prescribed in State Policy 123-6-5-3.15. The financial system has the capability to track the program income to ensure it would be spent within the time and purpose constraints, or returned.

H. Participant Records

1. Description of the eligibility determination process, including:

a. The agency responsible for eligibility determination and completion of Eligibility Determination Forms;

The Private Industry Council is responsible for eligibility determination and completion of all eligibility forms for the entire SDA.

In addition to performing eligibility determination at TPIC offices, TPIC's eligibility unit also determines the eligibility of applicants throughout the SDA at various intake and service delivery sites.

b. How information on eligibility is verified and the agency responsible for verifying it, including the type of eligibility determination system used (quarterly, upfront);

The Private Industry Council will verify eligibility items at the 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. Services may be provided to income eligible homeless individuals who cannot prove residency within the Service Delivery Area as allowed by amendments to Section 4(8) of the JTPA.

A ten percent (10%) random sample of all new JTPA enrollees will be verified each quarter in accordance with State JTPA policy.

For quarterly verification, self-certification will only be acceptable after attempts 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.

- c. **A description of how barriers to employment will be documented, if non-economically disadvantaged individuals will be served**

The Private Industry Council identifies the existence of barriers to employment of non-economically disadvantaged individuals by obtaining (when possible) documentation from the best source available to establish the specific barrier, i.e., students in danger of dropping out of school will have their specific condition verified by a school district; or handicapping conditions verified by an agency that serves handicapped populations, etc. Only under extreme conditions might a non-economically disadvantaged individual be self certified for services.

- d. **The process utilized to assure the timely and accurate receipt of data when eligibility determination or service delivery is subcontracted.**

The Private Industry Council will determine the eligibility of those persons referred by the subcontractor, on a pre-arranged schedule. At the completion of the eligibility interview, the applicant and the subcontractor will receive a copy of the TPIC Certification Status Form, indicating the applicant's current eligibility status. If all applicant eligibility documentation is available at the time of the eligibility interview, the applicant file will be completed and forwarded for review and entry into TPIC's MIS system. If applicant eligibility documentation is incomplete, the TPIC Certification Status Form will indicate what documentation is needed to complete the eligibility determination.

The subcontractor will receive official eligibility determination notification from The Private Industry Council within ten (10) calendar days of the completed eligibility determination interview. At no time should trainees receive JTPA service before eligibility has been determined.

I. Monitoring

1. Description of the monitoring procedures, including:

a. **Methods of timely performance, fiscal and compliance monitoring for internal activities and for subcontractors.**

Internal systems and procedures will be monitored by the Management Team on a continual basis at weekly meetings. Action items are recorded and final approval documented. The Board Committees and Full Board also monitor and approve Policies and Procedures and internal system as appropriate at monthly meetings.

TPIC 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 thorough contractor monitoring system will be in place as well. Site visits of all contractors will be made by TPIC's staff 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 TPIC 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.

b. Corrective action procedures including the timely resolution of identified problems.

Subcontracts requiring corrective action are notified in writing within specific timelines identified for the completion of corrective action. The Private Industry Council staff work with the subcontractor to follow through and complete corrective action plans with a timely manner by providing any necessary technical assistance throughout the corrective action plan implementation.

2. Description of how PIC members and LEOs are involved in monitoring the program.

PIC members review the results of monitoring on a quarterly basis through regular reports. The normal committee process allows time for careful consideration of monitoring reports through a formal process.

LEOs are informed of The Private Industry Council's programs through informal and formal contact. LEOs also are given quarterly reports and may provide comments where appropriate.

J. Procedures for Preparation and Submission of an Annual Report

1. The following information will be provided to the State as required by Section 104(b)(10) of the Act by:
 - a. a description of activities conducted during the program year
 - b. pertinent data collected throughout the year reflecting specific participant information
 - c. The extent to which the activities exceeded or failed to meet the respective performance standards.

The report will include all State/DOL required data elements and will conform to the required State data/reporting format.

K. Coordination

The following agencies are represented on The Private Industry Council, Inc.. Board of Directors which shares in the planning and development of this plan prior to approval:

- * Carpenters Local 247 (Labor)
- * Portland Community College (Education)
- * Mount Hood Community College (Education)
- * Portland Public Schools (Education)
- * Employment Division
- * Vocational Rehabilitation Division
- * Adult and Family Services
- * Oregon Human Development Corporation
- * Oregon Community Children and Youth Services
Commission
- * Portland Development Commission (Economic Development)

1. Description of methods of coordination with each of the below listed agencies/programs:

Vocational Rehabilitation Division

Access to Services: Meetings as appropriate written information on services provided by both agencies; established procedures for eligibility determination; joint planning. TPIC has a non-JTPA funded program serving older workers with disabilities.

Training Programs: cross referral to appropriate training activities.

Supportive Services: information agreement to share in the cost of supportive services on a case-by-case basis.

Job Development: topical meetings as appropriate; joint planning on behalf of material clients; informal information sharing.

Employment Division

Access to Services: meetings as needed; referral; written materials; joint planning. Stationing of Employment Division personnel at job training sites.

Training Programs: referral to training activities.

Supportive Services: none.

Job Development: joint efforts in recruiting for customized training for large employers and special projects; financial agreement for Title III (formal contract) for job placement services, and non-financial agreement for job placement services.

State Department of Education

Access to Services: 8% program for Hispanic Educational Alternatives; in-school programs interact with Department of Education programs for at-risk youth.

Training Programs: Grant from ODE of 8% funds for Hispanic Educational Alternatives in Hillsboro; interact with other in-school programs

Supportive Services: provided in Hispanic Alternatives program

Job Development: Entered Employment an outcome in above-referenced grant

Adult and Family Services Division, including coordination with JOBS programs

Access to Services: monthly meetings; staff liaison; information packets; established procedures for eligibility determination and tracking; joint planning; May be financial agreements for JOBS program staff.

Training Programs: skill training slots set aside; basic skills available.

Supportive Services: share resources as appropriate.

Job Development: joint marketing; collaborative projects.

Veteran Programs

Access to Services: Coordinate with all veterans organizations directly and through Homeless Veterans Reintegration Project.

Training Programs: Cross referral to services.

Supportive Services: Share resources as appropriate.

Job Development: Coordinate through planning team.

Post Secondary Education (including Community Colleges)

Access to Services: formal and informal agreements for recruitment; information packets; formal and informal meetings; agreements with Mt. Hood and Portland Community Colleges.

Training Programs - formal and informal: contracts with community colleges to provide comprehensive services for Title III and IIA adults and youth.

Job Development: joint planning; shared resources; collaboration with Mt Hood Community College, Employment Service, Adult and Family Services and TPIC to provide these services for welfare pilot project.

Workers' Compensation Division

Access to Services: some referral.

Training Programs: some referral if appropriate.

Supportive Services: do not coordinate.

Job Development: do not coordinate.

Corrections Department

Access to Services: staff liaison; established procedures or recruitment and eligibility through contractual arrangements.

Training Programs: contract for services (youth directly with Multnomah County Court) adult contractor collaborates with Corrections.

Supportive Services: shared where appropriate.

Job Development: technical assistance; joint planning.

Drug Treatment and Counseling Programs

Access to Services: Referral, information sharing with appropriate provider.

Training Programs: Referral to various recovery programs.

Supportive Services: Pay for treatment as appropriate, if reasonable.

Job Development: Some co-case management with referral agencies.

Agencies Providing Services to the Homeless

Access to Services: Administer Homeless Veteran Reintegration Program with Stewart McKinney Funds; provide counseling/self marketing skills to Portland Impact Homeless Project; encourage referrals from agencies serving homeless who are stabilized enough to utilize services.

Training Programs: All services available.

Supportive Services: Supportive Services shared with Portland Impact, Homeless Veteran Program, and Outside-In.

Job Development: Joint planning, shared resources

Local Economic Development Agencies

Access to Services: JobNet, Work Force Development Strategy (First Source Agreements).

Training Programs: customized training packages developed; joint planning, Working closely with Portland Development Commission.

Supportive Services: not applicable.

Job Development: Collaboration with JobNet a comprehensive labor exchange program and the Workforce Development Strategy which includes first source hiring agreements both administered by the Portland Development Commission.

Senior Services Programs

Access to Services: staff liaison; quarterly meetings; recruitment and referral; established procedures for eligibility determination and tracking.

Training Programs: Title V program operated by TPIC.

Supportive Services: share resources where appropriate.

Job Development: planning as appropriate.

Oregon State Dislocated Worker Program (Lottery and Diversion Funds)

Access to Services: TPIC will receive the lottery and diversion funds from OEDD for Choices and Options and Lottery Training for dislocated workers. The TPIC subcontractor for Title III will be utilized for program operation. Dislocated workers may be enrolled in Title III as appropriate.

Training Programs: Choices and Options and referral to occupational training.

Job Development: Referral to Employment Division and/or utilization of Title III resources if appropriate.

Children's Services Division

Access to Services: information sharing; meetings scheduled as necessary.

Training Programs: access through Court to basic skills at Youth Institute.

Supportive Services: resources shared where appropriate.

Job Development: as appropriate.

Apprenticeship & Training Programs

Access to Services: information packets; referral as appropriate. Currently exploring opportunities for expanded access through Northwest Oregon Labor Council and the Columbia Pacific Building Trade Council.

Training Programs: referral.

Supportive Services: As needed.

Job Development: Planning as appropriate.

Title V (of the Older Americans Act) Programs, such as Green Thumb

Access to Services: Staff liaison, quarterly meetings, recruitment and referral, eligibility determination and tracking, in-house program with cross-referral.

Training Programs: National Council on the Aging and State of Oregon Senior and Disabled Services Division programs. Special program for disabled older workers.

Supportive Services: share resources as appropriate.

Job Development: joint planning, shared resources.

Other Locally Selected Agencies

Secondary Schools

Access to Services: agreements to refer dropouts to Youth Employment Institute for GED; school liaisons; joint agreements with community colleges.

Training Programs: a variety of training programs for at-risk youth with resources shared.

Local Labor Organizations

Access to Services: through Title III - labor liaison; established procedures for eligibility determination; joint planning.

Training Programs: joint collaboration with Title IIA, Title III and Portland Community College on training programs as appropriate.

Supportive Services: shared resources.

Job Development: joint planning.

2. **TPIC shares a single labor market with other SDAs. Description of the steps to ensure coordination of the following activities:**

Early in JTPA, the service delivery areas in the Portland metropolitan area entered into a Memorandum of Agreement for coordinating services. Since that time, two of the service delivery areas consolidated into a single Private Industry Council. JobNet Agreement has been signed by Employment Training and Business Services and The Private Industry Council, current efforts are being made to expand this agreement throughout the PSMA. At present, regional planning has been vested in the Regional Workforce Quality Committee. TPIC will participate on the RWQC to address all issues.

a. assessment of needs and problems in the labor market that form the basis for program planning,

SDAs use common planning data. SDAs are contacted for problem solving. The process has been developed to accept referrals from other SDAs if resources and needs are appropriate.

b. provisions to ensure that program participants in each SDA will have access to skill training and employment opportunities throughout the entire labor market,

RWQC planning will be utilized. The basis for the development of an agreement which includes all SDAs located within the PMSA is 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.

The residence requirement is waived when appropriate.

c. coordinated or joint implementation of job development, placement and employer outreach.

TPIC's objective in pursuing regional planning will be to establish a procedure which will outline job development, placement and employer outreach in a manner that will insure a smooth single point of contact for employers in need of JTPA services.

3. Description of how your agency will address the following SJTCC goal:

a. Coordinate JTPA training activities with Oregon Economic Development Department (OEDD) efforts including:

1. Workforce 2000 II (pilot site supporting education reform)

TPIC works with all area high schools. In some high schools, including Roosevelt (Pilot Site) TPIC carries out in-school programs such as Bridge or STEP which are mutually supportive of

Workforce 2000 II. If more funding is added to the program, TPIC is already working with non-funded applicants whose sites may be added.

2. Targeted Training

TPIC regularly analyzes which industries and careers are most appropriate for its trainees to fulfill the mission of individual self-sufficiency. Certain industries which provide appropriate opportunities are then targeted.

3. Regional Strategies

The primary regional strategy for the Portland metropolitan area is the Oregon Convention center. TPIC is a member of the Advisory Committee on the Development of Economic Opportunities which reports periodically to the Exposition-Recreation Committee. TPIC continues to work with the training and hiring of JTPA-eligible people for this project.

The Private Industry Council utilizes the data made available by the State Employment Service (BEO) and has regular contact with the OEDD's contact to coordinate economic development activities.

L. Waivers and Special Conditions (Title II Programs)

1. Process for making exceptions to the residency requirement.

A limited percentage of enrollees (less than 5%) will be granted residency waivers when the applicant would benefit from training opportunities that are not available in the applicant's SDA of residence.

2. No waiver to the participant support cost limitation is being requested.

M. Public Notice

A copy of the public notice announcement for the Job Training Plan review process is attached as Attachment II-C.

N. **Assurances**

Attached by State staff

O. **Statement of Concurrence**

A signed copy of the signature page is attached to the beginning of this Plan.

P. **Program Summary**

Program Summaries for Titles II and III are included in the submission of the Job Training Plan.

Q. **Demographic Service Plan**

A copy of the demographic service plan for Title II-A, form #90-04 is attached as required.

R. **Certification Regarding Lobbying**

A copy of form #92-08 (combining Title II-A and III) is attached as required.

S. **Disclosure of Lobbying Activities**

A copy of form #92-09 (combining Title II-A and III) is attached as required.

T. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, Lower Tier Covered Transactions**

N/A

DEMOGRAPHIC SERVICE PLAN

TITLE: II-A

PY' '92

PY' '93

A.

DEMOGRAPHICS			INCIDENCE IN ELIGIBLE POPULATION	ALTERNATIVE DATA	PLANNED SERVICE LEVEL
S E X	Male		39%		39%
	Female		61%		61%
A G E	14-21		21%		40%
	22-54		52%		56%
	55 & Over		28%	*1	4%
R A C E	White (Not Hispanic)		81%	*2	47%
	Black		9%		27%
	Hispanic		4%		12%
	Amer. Ind/ Alaskan Native		1%		2%
	Asian/Pacific Islander		5%		5%
*	Jobs (AFDC)		3%		25%
	High School Dropouts		23%		30%
O T H E R					

DEMOGRAPHICS			INCIDENCE IN ELIGIBLE POPULATION	ALTERNATE DATA	PLANNED SERVICE LEVEL
S E X	Male		39%		39%
	Female		61%		61%
A G E	14-21		21%		40%
	22-54		52%		56%
	55 & Over		28%	*1	4%
R A C E	White (Not Hispanic)		81%	*2	47%
	Black		9%		27%
	Hispanic		4%		12%
	Amer. Ind/ Alaskan Native		1%		2%
	Asian/Pacific Islander		5%		5%
*	Jobs (AFDC)		3%		25%
	High School Dropouts		23%		30%
O T H E R					

- B. Indicate the data source(s) used for the establishment of planned services levels.
 C. Describe how the alternative data meets the criteria established for determining statistical reliability.
 D. Provide justification and rationale for adjustments to the BEO Planning Table(s).

ATTACHMENT II-A

TPIC EMPLOYMENT TRAINING COMPETENCIES
Pre-Employment and Work Maturity

<u>Competency</u>	<u>Indicators</u>
Primary Job Skills	
1. Identify specific skills for one occupation, including tasks and technical functions.	1. <u>Entry/Continuum/Exit Level:</u> Trainee will choose one job/occupation for specific skill training/exploration, and be able to identify tasks and technical functions appropriate to specific job.

TPIC EMPLOYMENT TRAINING COMPETENCIES
Pre-Employment and Work Maturity

<u>Competency</u>	<u>Indicators</u>
Secondary Job Specific Skills	
2. Demonstrate understanding and proficiency of secondary job specific skills.	2. <u>Entry/Continuum/Exit Level:</u> Trainee will demonstrate understanding and proficiency for a specific job including: 2a. Set up procedures 2b. Safety measures 2c. Work related terminology 2d. Record keeping 2e. Paper work formats 2f. Tools 2g. Equipment and materials 2h. Breakdown and clean-up routines.

TPIC EMPLOYMENT TRAINING COMPETENCIES
Pre-Employment and Work Maturity

Competency

Indicators

Job Knowledge

3. Research, observe and track job knowledge during work/training.

3. **Entry/Continuum/Exit Level:**
Trainee will research, observe and track job information while employed or attending vocational training.

TPIC PRE-EMPLOYMENT TRAINING WORK MATURITY COMPETENCIES

<u>Competency Area</u>	<u>Indicators</u>	<u>Benchmark</u>	<u>Assessment Method</u>
Making Career Decisions			
1. Aptitudes and Abilities	The participant will identify aptitudes/abilities correctly.		Pre or Post Test
Entry Level		Given a list of aptitudes/abilities the participant will correctly identify at least seven which apply to him/herself.	
Continuum Level		The participant will identify two career choices. Seven aptitudes/abilities for each career choice will be identified.	
2. Career Specific Skills	The participant will identify correctly specific skill areas required for career interests.		Pre or Post Test
Entry Level		The participant will identify three career interests and list five skills needed to successfully do each job.	

<u>Competency Area</u>	<u>Indicators</u>	<u>Benchmark</u>	<u>Assessment Method</u>
Continuum Level		For both career choices identified in competency area #1, the participant will identify seven skills required to successfully do each job.	
3. Values and Attitudes	The participant will correctly identify values and attitudes for specific career interests.		Pre or Post Test
Entry Level		The participant will identify correctly seven values and attitudes for a cashier position at a fast food restaurant.	
Continuum Level		The participant will identify correctly seven values and attitudes for the two career choices identified in competency area #1.	

Using Labor Market Information

1. Labor Market Information Sources	The participant will demonstrate competence in the use of labor marker information by identifying requirements for specific careers or jobs.		Pre or Post Test
Entry Level		The participant will identify five sources of employment information. Using three job listings from the Want Ads, the participant will	

<u>Competency Area</u>	<u>Indicators</u>	<u>Benchmark</u>	<u>Assessment Method</u>
Continuum Level		then identify three skills or qualities required to be qualified for each job with 100% accuracy.	
		The participant will complete three Career Research Worksheets with 100% accuracy.	
Preparing Resumes, Thank You Letters, Cover Letters			
1. Written Job Search Tools	The participant will demonstrate the ability to complete correctly written job search tools.		Pre or Post Test
Entry Level		The participant will complete a Resume Worksheet with 100% accuracy.	
Continuum Level		The participant will write a Resume, a Thank You Letter and a Cover Letter with 100% accuracy.	
Completing Applications			
1. Applications	The participant will demonstrate the ability to complete accurately applications for employment.		Pre or Post Test
Entry Level		The participant will complete one sample job application with 100% accuracy.	

<u>Competency Area</u>	<u>Indicators</u>	<u>Benchmark</u>	<u>Assessment Method</u>
------------------------	-------------------	------------------	--------------------------

Continuum Level

The participant will complete two retail job applications with 100% accuracy.

Interviewing Skills

1. Cold Calling

The participant will demonstrate the ability to complete cold calls successfully.

Pre or Post Test

Entry Level

The participant will complete the telephone script with 100% accuracy.

Continuum Level

The participant will complete three mock calls while being rated by the trainer/advocate. The participant will demonstrate competence in four out of the five areas on the Checklist for a mock telephone call.

2. Mock Interviews

The participant will demonstrate the ability to complete job interviews successfully.

Pre or Post Test

Entry Level

The participant will complete at least one mock job interview. The participant will demonstrate competence in 11 out of the 15 items on the Checklist for a mock interview.

Competency Area

Indicators

Benchmark

Assessment Method

Continuum Level

The participant will complete at least one mock job interview. The participant must demonstrate competence in 14 out of the 15 items on the Checklist for a mock interview.

Demonstrating Positive Attitudes/Behavior

1. Attitudes/Behavior

The participant will:

- a. Demonstrate interest & enthusiasm
- b. Be courteous and cooperative
- c. Demonstrate concern for equipment & property
- d. Follow site safety rules
- e. Maintain work area in a neat & orderly fashion
- f. Show Initiative
- g. Accept unpleasant tasks

Pre or Post Test

Entry Level

The participant will demonstrate competence in four out of the five items **a - e** as listed under Indicators.

Continuum Level

The participant will demonstrate competence in six out of the seven items **a - g** as listed under Indicators.

Competency Area

Indicators

Benchmark

Assessment Method

Exhibiting Good Interpersonal Relations

1. Interpersonal Relations

The participant will:

- a. Communicate with others in a friendly manner
- b. Avoid discussing personal matters on the job
- c. Follow notification procedures when late/absent
- d. Work effectively with other trainees and workers
- e. Work independently when appropriate
- f. Deal with criticism in a positive manner
- g. Seek feedback regarding performance

Pre or Post Test

Entry Level

The participant will demonstrate competence in four out of the five items **a - e** as listed under Indicators.

Continuum Level

The participant will demonstrate competence in six out of the seven items **a - g** as listed under Indicators.

Completing Tasks Effectively

1. Task Completion

The participant will:

- a. Follow oral and written instructions
- b. Begin work promptly & follows work schedule

Pre or Post Test

Competency Area

Indicators

Benchmark

Assessment Method

- c. Demonstrate knowledge of job duties and training expectations
- d. Complete assigned tasks at an acceptable rate
- e. Do work carefully and correctly
- f. Ask questions when unclear
- g. Adapt to changes in work/training environment

Entry Level

The participant will demonstrate competence in four out of the five items **a - e** as listed under Indicators.

Continuum Level

The participant will demonstrate competence in six out of the seven items **a - g** as listed under Indicators.

Presenting Appropriate Appearance

1. Appropriate Appearance

The participant will identify correctly appropriate dress and grooming standards for specific work/training/classroom activities.

Pre or Post Test

Entry Level

The participant will be appropriately dressed and groomed 90% of the time while in a work/training/classroom setting.

Continuum Level

The participant will be appropriately dressed and groomed 100% of the time while in a work/training/classroom setting.

Competency Area

Indicators

Benchmark

Assessment Method

Being Consistently Punctual

1. Punctuality

The participant will be on time to work/
training/class.

Pre or Post Test

Entry Level

The participant will be on time 90%
of the time to work/training/class.

Continuum Level

The participant will be on time 95%
of the time to work/training/class.

Maintaining Regular Attendance

1. Attendance

The participant will maintain regular
attendance at work/training/class.

Pre or Post Test

Entry Level

The participant will attend work/
training/class 90% of the time.

Continuum Level

The participant will attend work/
training/class 95% of the time.

Basic Skills Competency Index

Reading Comprehension for Employment

1.0 Skill Domain: Looking Up Information

1.1	Alphabetizing	R-1
1.2	Finding Pages	R-2
1.3	Using the Dictionary	R-3
1.4	Reading the Telephone Book	R-4
1.5	Reading the Yellow Pages	R-5
1.6	Reading Procedures Manuals	R-6
1.7	Reading Classified Ads	R-7
1.8	Reading Job Ads	R-8
1.9	Reading Schedules	R-9
1.10	Reading and Interpreting Tables and Charts	R-10

2.0 Skill Domain: Reading Signs, Symbols, and Labels

2.1	Reading Abbreviations	R-11
2.2	Reading Safety Warnings	R-12
2.3	Reading Transportation Signs and Symbols	R-13
2.4	Reading International Signs and Symbols	R-14
2.5	Reading Labels on Food Packages	R-15
2.6	Reading Clothing Labels	R-16
2.7	Reading Product Labels	R-17
2.8	Reading Pharmaceutical Product Labels	R-18
2.9	Reading Labels on Equipment and Machinery	R-19

3.0 Skill Domain: Filling Out Forms and Applications

3.1	Completing a Job Application	R-20
3.2	Completing Education/Training Applications	R-21
3.3	Completing a Telephone Message Form	R-22
3.4	Completing Employment Forms	R-23
3.5	Completing Order Forms	R-24

4.0 Skill Domain: Understanding Financial and Legal Documents

4.1	Understanding Contracts/Agreements	R-25
4.2	Understanding Utility Bills	R-26
4.3	Understanding Personal Bills	R-27
4.4	Understanding Warranties and Service Agreements	R-28
4.5	Understanding Financial Forms	R-29

5.0 Skill Domain: Following Directions

5.1	Reading Written Work Instructions	R-30
5.2	Reading Directions on a Test	R-31
5.3	Reading Directions in Job Ads	R-32
5.4	Determining Sequential Events/Items	R-33

6.0 Skill Domain: Problem Solving

6.1	Identifying Work-related Problems, Potential Solutions, Barriers to Solutions, and People to be Involved in Creating Solutions	R-34
6.2	Prioritizing Work/Life Tasks	R-35
6.3	Grouping and Categorizing	R-36
6.4	Scheduling/Ordering Events	R-37

Math Computations for Employment

1.0 Skill Domain: Computations

1.1 Adding Whole Numbers	M-1
1.2 Subtracting Whole Numbers	M-2
1.3 Multiplying Whole Numbers	M-3
1.4 Dividing Whole Numbers	M-4
1.5 Adding Common Fractions	M-5
1.6 Subtracting Common Fractions	M-6
1.7 Multiplying Common Fractions	M-7
1.8 Dividing Common Fractions	M-8
1.9 Adding Decimals	M-9
1.10 Subtracting Decimals	M-10
1.11 Multiplying Decimals	M-11
1.12 Dividing Decimals	M-12

2.0 Skill Domain: Estimates

2.1 Making Approximations by Rounding Numbers	M-13
2.2 Finding Averages of Whole Numbers and Decimal Numbers	M-14
2.3 Finding Ratios	M-15
2.4 Making Approximations	M-16

3.0 Skill Domain: Concepts

3.1 Converting Fractions to Decimals and Decimals to Fractions	M-17
3.2 Changing Percents to Decimals and Percents to Decimals	M-18
3.3 Determining Percentages	M-19
3.4 Plotting and Interpreting Graphs	M-20

4.0 Skill Domain: Measurements

4.1 Demonstrating Knowledge of the Metric System	M-21
4.2 Changing Units of Measure	M-22
4.3 Using Measuring Instruments	M-23
4.4 Recognizing Simple Plane Geometric Figures	M-24
4.5 Finding Perimeters	M-25
4.6 Finding Rectangular Areas	M-26
4.7 Recognizing Common Solid Geometric Figures	M-27

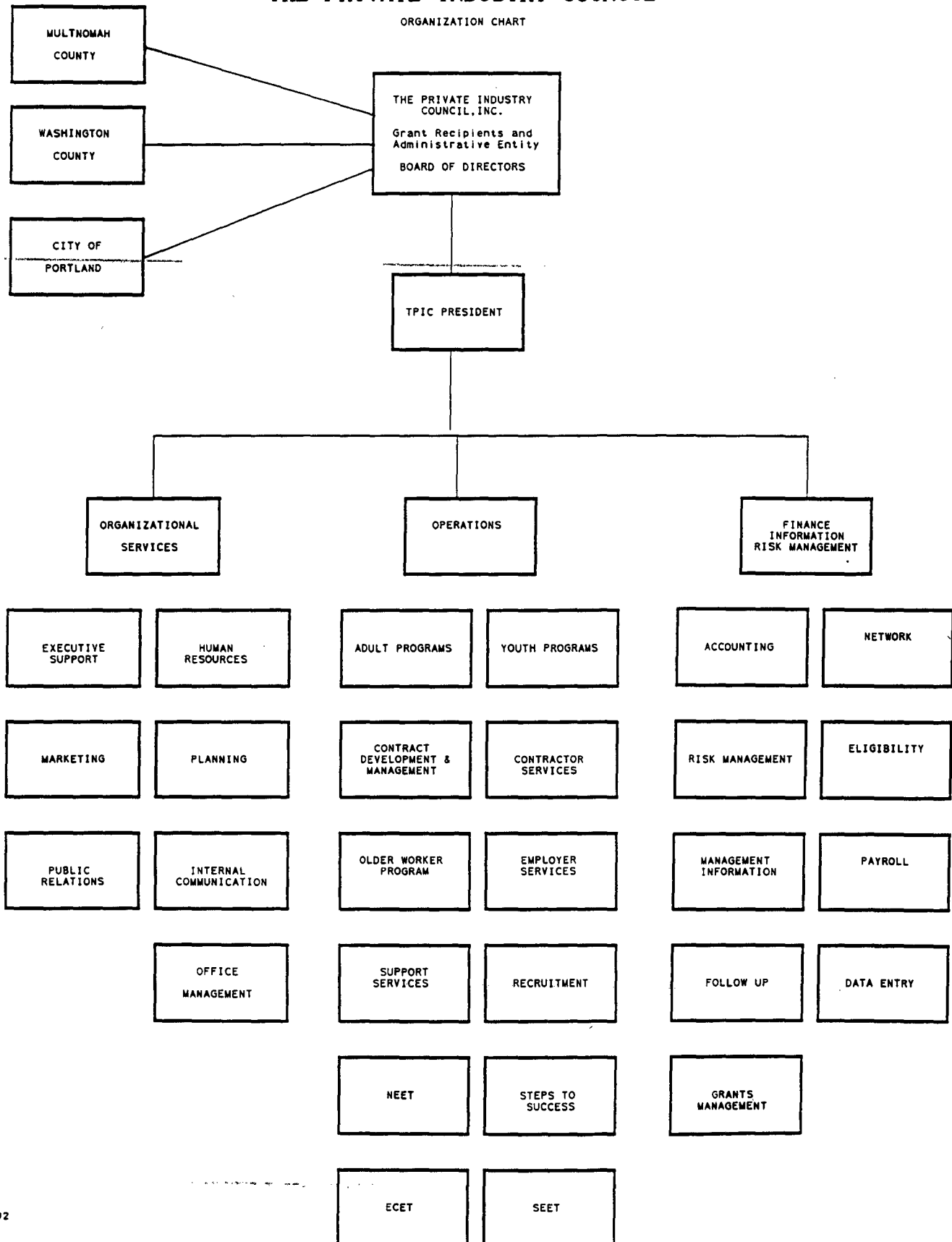
5.0 Skill Domain: Problem Solving

5.1 Solving Rate, Time and Distance Problems	M-28
5.2 Analyzing Tasks	M-29
5.3 Allocating Time	M-30
5.4 Making Change	M-31
5.5 Balancing a Cash Drawer	M-32
5.6 Inventorying Goods or Stock	M-33
5.7 Allocating Money	M-34
5.8 Calculating Wages and Deductions	M-35
5.9 Making a Bank Deposit	M-36
5.10 Balancing Bank Statements	M-37
5.11 Using Comparative Shopping Skills	M-38
5.12 Determining Weight and Measure	M-39
5.13 Telling Time	M-40
5.14 Comparing the Cost of Cash and Credit Purchases	M-41

ATTACHMENT II-B

THE PRIVATE INDUSTRY COUNCIL

ORGANIZATION CHART



SECTION III

Title II-A (78%)

SECTION III

Title II-A (78%)

The general description of services and management systems for this program are located in Section II of this Job Training Plan. Additional information specific to this title is included in this Section.

A. Identify training activities to be provided to 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.

B. PIC established Goals and Objectives for the program, if different from those described in the Private Industry Council section of this plan.

TPIC has not established any goals or objectives outside those established in Section II of this plan. TPIC will utilize performance standards established by the United States Department of Labor.

C. Description of any variances from the general description of Services and Management Systems in Section II.

Services provided under this section will not vary for services described in Section II of this plan.

D. Attached are copies of the following forms for this program:

1. Performance Plan, form 90-02
2. Expenditure Plan, form 90-01

PERFORMANCE PLAN

TITLE: II-A 78%

I. Participation and Termination Summary

PY' (CY) '92	TOTAL	ADULT WELFARE	ADULT	YOUTH
A. Total Participants	1,855	281	840	1,015
B. Total Terminations	1,328	208	622	706
C. Total Entered Employments	652	114	423	229
D. Total Youth Enhancement Terminations	444			444
E. Participant Carryover	527	73	218	309

PY' (CY) '93	TOTAL	ADULT WELFARE	ADULT	YOUTH
A. Total Participants	1,855	281	840	1,015
B. Total Terminations	1,328	208	622	706
C. Total Entered Employments	652	114	423	229
D. Total Youth Enhancement Terminations	444			444
E. Participant Carryover	527	73	218	309

II. Performance Standards (Goals)

	PY' (CY) '92	
A. Adults (Title III-E)	STANDARD	PLAN
Entered Employment Rate		
B. Youth (Title II-A)		
Entered Employment Rate	45%	45%
Employability Enhancement Rate	33%	63%
C. Follow-up (Title II-A)		
Adult Employment Rate	62%	62%
Adult Welfare Employment Rate	51%	51%
Adult Average Weekly Earnings	\$228	\$228
Average Welfare Weekly Earnings	\$207	\$207

	PY' (CY) '93	
	STANDARD	PLAN
	45%	45%
	33%	63%
	62%	62%
	51%	51%
	\$228	\$228
	\$207	\$207

III. Other Measurable Performance Goals/Standards (including State Council goals/standards and PIC established goals/standards)

	GOAL/STANDARD	PLAN

	GOAL	PLAN

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92-02.PL:02/92

EXPENDITURE PLAN

TITLE II-A 78%

PY' (CY) : <u>92</u>				PY' (CY) : <u>'93</u>		
FUND SOURCE	ALLOCATION	ADMIN.	PROGRAM	ALLOCATION	ADMIN.	PROGRAM
1. (TITLE) II-A 78%	2,865,119	429,768	2,435,351	2,865,119	429,768	2,435,351
2. Title II-A (6%)						
3. Carryin	194,038	0	194,038	194,038	0	194,038
4. Total Available	3,059,157	429,768	2,629,389	3,059,157	429,768	2,629,389
5. Planned Costs	3,059,157	429,768	2,629,389	3,059,157	429,768	2,629,389
A. Adult Costs	1,827,459	257,861	1,569,598	1,827,459	257,861	1,569,598
1. Training			1,334,158			1,334,158
2. Part. Supt.			235,440			235,440
B. Youth Costs	1,231,698	171,907	1,059,791	1,231,698	171,907	1,059,791
1. Training			900,822			900,822
2. Part. Supt.			158,969			158,969
C. Ec. Disad. Costs (8%)						
6. Planned Carryout	0	0	0	0	0	0
7. MATCH (8%)						

SECTION IV

Title II-A (3%) Older Worker Employment and Training Program

SECTION IV

Title II-A (3%) Older Worker Employment and Training Program

The general description of service and management systems is found in Section II of this Job Training Plan. Information specific to this program is contained in this Section.

- A. **Identification of any PIC established goals and objectives for the program, if different from those described in Section I of this plan. Description of the local strategies for your SDA for increasing services to older workers in PY '92-93.**

The Private Industry Council has not established any goals or objectives outside those established in Section II of this plan. TPIC has consistently met or exceeded all performance standards and goals for services to older workers.

- B. **Description of the system for providing training and placement of older individuals in employment opportunities with private businesses.**

The following forms of job development assistance will be available to participants in the Older Worker Employment and Training Program:

1. Pre employment training seminars which include training on self-marketing techniques, information interviewing applications resumes, interview preparation, and taped mock interviews. Seminars will be targeted to the needs and issues of older workers.
2. Participation in The Private Industry Council's Job Club activities which includes:
 - * Follow-up and practical application of the material covered in pre employment training.
 - * Resume preparation.
 - * Referral to appropriate job orders coming to the marketing unit directly from local employers or from Job Net.
 - * Access to job club resources which include: career guidance materials, phone bank, typewriters, word

processing stations, labor market information, job openings, newspaper want ads.

- * Trainees will be screened for possible placement in private sector employment.

3. Skill training.

The Private Industry Council will provide a variety of skill training options to older workers to prepare for jobs which meet their needs in accordance with the industries identified by OEDD and the State Employment Service.

4. Private Sector Linkages.

Ongoing linkages with private sector employers are developed by The Private Industry Council through active relationships with Portland Development Commission, Chambers of Commerce throughout the SDA and the Employment Service job listings. Staff will actively work to educate employers about the benefits of hiring older workers.

C. **Description of any variances from the general description of Services and Management Systems in Section II.**

Coordination (II, K., 1.) with the Children's Services Division does not apply to Title II-A 3%.

D. **Attached are copies of the following forms for this program:**

1. Performance Plan, form 90-02
2. Expenditure Plan, form 90-01

PERFORMANCE PLAN

TITLE: II-A 3%

I. Participation and Termination Summary

PY' (CY) '92	TOTAL	ADULT WELFARE	ADULT	YOUTH
A. Total Participants	73		73	
B. Total Terminations	50		50	
C. Total Entered Employments	33		33	
D. Total Youth Enhancement Terminations	N/A		N/A	
E. Participant Carryover	23		23	

PY' (CY) '93	TOTAL	ADULT WELFARE	ADULT	YOUTH
A. Total Participants	73		73	
B. Total Terminations	50		50	
C. Total Entered Employments	33		33	
D. Total Youth Enhancement Terminations	N/A		N/A	
E. Participant Carryover	23		23	

II. Performance Standards (Goals)

A. Adults (Title III-E)	PY' (CY)	STANDARD	PLAN
Entered Employment Rate			
B. Youth (Title II-A)			
Entered Employment Rate			
Employability Enhancement Rate			
C. Follow-up (Title II-A)			
Adult Employment Rate			
Adult Welfare Employment Rate			
Adult Average Weekly Earnings			
Average Welfare Weekly Earnings			

PY' (CY)	STANDARD	PLAN

III. Other Measurable Performance Goals/Standards (including State Council goals/standards and PIC established goals/standards)

	GOAL/STANDARD	PLAN
ENTERED EMPLOYMENT	55%	65%

GOAL	PLAN
55%	65%

0352.FRM:03/01/92

92-02.PL:02/92

EXPENDITURE PLAN

TITLE II-A 3%

PY' (CY) : '92				PY' (CY) : '93		
FUND SOURCE	ALLOCATION	ADMIN.	PROGRAM	ALLOCATION	ADMIN.	PROGRAM
1. (TITLE) II-A 3%	110,197	16,530	93,667	110,197	16,530	93,667
2. Title II-A (6%)						
3. Carryin	0	0	0	0	0	0
4. Total Available	110,197	16,530	93,667	110,197	16,530	93,667
5. Planned Costs	110,197	16,530	93,667	110,197	16,530	93,667
A. Adult Costs	110,197	16,530	93,667	110,197	16,530	93,667
1. Training			79,617			79,617
2. Part. Supt.			14,050			14,050
B. Youth Costs						
1. Training						
2. Part. Supt.						
C. Ec. Disad. Costs (8%)						
6. Planned Carryout	0	0	0	0	0	0
7. MATCH (8%)						

SECTION VII

Administrative Cost Pool (ACP)

SECTION VII - Administrative Cost Pool (ACP)

EXPENDITURE PLAN

PY' 92PY' 93

FUND SOURCE	ALLOCATION	ADMIN.	PROGRAM	ALLOCATION	ADMIN.	PROGRAM
1. Admin. Cost Pool		655,158			655,158	
2. Carryin		20,100			20,100	
3. Total Available		675,258			675,258	
4. Planned Costs		675,258			675,258	
5. Planned Carryout		0			0	

Line 1: Enter the total of all contributions to the administrative cost pool from new allocations.

Line 2: Enter the total of all the contributions of carryin ACP.

Line 3: Enter the total of lines 1 and 2.

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:

First Year

A.	1.	PY' 92 Carryin (Annual Settlement)	<u>20,100</u>	
		a. Title II-B Carryin	<u>20,100</u>	est.
		b. Other Carryin	<u>0</u>	
B.	1.	PY' 92 II-A 78% and 6% Incentive Award Contribution	<u>429,768</u>	
		a. 78% Contribution	<u>429,768</u>	
		b. 6% Incentive Award Contribution	<u>0</u>	
	2.	PY' 92 II-A (3%)	<u>16,530</u>	
	3.	PY' 92 II-A (6%) Contribution	<u>0</u>	
	4.	Total PY' 92 II-A (8%) Contribution	<u>0</u>	
	5.	CY' 92 Title II-B Contribution	<u>208,860</u>	
	6.	PY' 92 Subtotal [excluding carryin]	<u>655,158</u>	
C.	1.	PY' 92 Total Contribution		<u>675,258</u>

Second Year

D.	1.	PY' 93 Carryin (Annual Settlement)	<u>20,100</u>	
		a. Title II-B Carryin	<u>20,100</u>	
		b. Other Carryin	<u>0</u>	
E.	1.	PY' 93 II-A 78% and 6% Incentive Award Contribution	<u>429,768</u>	
		a. 78% Contribution	<u>429,768</u>	
		b. 6% Incentive Award Contribution	<u>0</u>	
	2.	PY' 93 II-A (3%)	<u>16,530</u>	
	3.	PY' 93 II-A (6%) Contribution	<u>0</u>	
	4.	PY' 93 II-A (8%) Contribution	<u>0</u>	
	5.	CY' 93 Title II-B Contribution	<u>208,860</u>	
	6.	PY' 93 Subtotal [excluding carryin]	<u>655,158</u>	
F.	1.	PY' 93 Total Contribution		<u>675,258</u>
G.	1.	Total PY' 92 and PY' 93 Contributions [A.1. + B.6. + E.6. = G.1.]		<u>1,350,516</u>
	2.	Total PY' 92 and PY' 93 Planned ACP Expenditures		<u>1,350,516</u>
H.	1.	PY' 93 ACP planned carryout [G.1. - G.2. = H.]		<u>0</u>

I. Breakout of PY' 92 carryin by title (A.1.)

<u>0</u>	II-A (78%)	<u>0</u>	II-A (8%)
<u>0</u>	II-A (3%)		
<u>0</u>	II-A (6%)		

J. Breakout of PY' 93 carryin by title (D.1.)

<u>0</u>	II-A (78%)	<u>0</u>	II-A (8%)
<u>0</u>	II-A (3%)		
<u>0</u>	II-A (6%)		

- K. 1. CY'92 Title II-B carryin 0
for Calendar Year plan 10/1/91 - 9/30/92
2. CY'93 Title II-B carryin 0
for Calendar Year plan 10/1/92 - 9/30/93

SECTION VIII

**Title III Employment and Training Assistance
for Dislocated Workers (EDWAA)**

SECTION VIII

Title III Employment and Training Assistance for Dislocated Workers (EDWAA)

- A. Description of the process used to coordinate with and inform and the State JTPA Administration Dislocated Worker Unit regarding any actual or potential WARN or non-WARN layoffs and closures.**

The State JTPA Administration notifies TPIC and the Dislocated Worker Project (DWP), TPIC's contracted Title III service provider, of all WARN notices received and TPIC does the same. When TPIC or DWP receives a notice of any non-WARN layoffs or closures that might warrant DWU involvement, TPIC or DWP notifies the State DWU and the State DWU does the same. The process involves either mail, fax or telephone messages.

- 1. Description of how the response to a plant closure or mass layoff will be coordinated in the absence of any involvement by the State Dislocated Worker Unit (DWU).**

The State Dislocated Worker Project provides an immediate response to a plant closure or mass layoff. The DWP will contact the appropriate members of the local Workforce Redevelopment Committee which is made up of members representing the Employment Division offices, TRA/TAA, labor, economic development, education, TPIC and both County governments. The WRC also meets regularly to review substate closure and layoff activities, resolved delivery concerns and plan appropriate responses. The State TRA/TAA coordinator and the State DWU coordinator sit on this committee.

- 2. Description of the process for ascertaining the availability of resources for providing services recommended by rapid response teams for eligible dislocated workers within your area.**

The Private Industry Council will provide Rapid Response services in a manner appropriate with procedures established by the State JTP Administration. Current funding will be allocated to address plant closures. If funding is insufficient, The Private Industry Council will work with the State JTPA to apply for funds or to assist in making funds available to the service provider. All Rapid

Response services will be coordinated with the State's Dislocated Worker Unit.

B. Description of the system for responding expeditiously to worker dislocation where the rapid response assistance required by Section 314(b) of the JTPA is inappropriate, including worker dislocation in sparsely populated areas. The system may include (but is not limited to):

1. Development and delivery of widespread outreach mechanisms;

The Private Industry Council maintains a continual capacity to outreach via partnerships with organized labor, community colleges and the State Employment Division. The Private Industry Council maintains an extensive network of business and industry contacts. The Private Industry Council and Oregon Economic Development Department maintain active outreach networks. The Private Industry Council maintains high visibility in the community-at-large via the media and among human service providers through strong coordination efforts. The capacity to provide early intervention services enables direct services to companies and workers in transition.

2. Provision of financial evaluation and counseling (where appropriate) to assist in determining eligibility for services and the types of services needed;

Brief one-on-one screening at the time of the orientation session will identify financial and counseling needs as well as other types of services needs. If eligible and interested in services, the worker will be placed on a waiting list for the assessment workshop.

3. Initial assessment and referral for further basic adjustment and training services; and

Brief one-on-one screening at orientations enable project staff to meet with interested individuals. If eligible, dislocated workers will be put on a list for services as available. Individuals are informed of any special Trade Adjustment Act (TAA) services, and/or referred to other appropriate services.

4. Establishment of regional centers for the purpose of providing such outreach, assessment, and early readjustment assistance.

The Private Industry Council serves the Multnomah and Washington Counties Sub-state area. Due to the population density and economic activity, The Private Industry Council is able to maintain the dislocated workers services as a discrete service for the Title III population. The Private Industry Council is willing to cooperate in the establishment of regional centers. Our ability to cooperate will depend on the availability of funds. The number and location of additional sub-state area offices depends on the availability of funds and demonstrated need. If other grant opportunities surface, The Private Industry Council will consider additional offices.

C. Description of the services and activities to be provided by your program for dislocated workers in your substate area. Included in the description are the following areas:

1. The provision of early intervention services prior to enrollment.

The provision of early intervention services correspond to rapid response services and the orientation sessions.

2. The provision of basic readjustment services in accordance with Section 314(c) of the JTPA;

(a) the procedures to assess participants' current education skill levels and occupational abilities;

The participants are tested with a variety of tests which may include BASIS, COPS/CAPS, Meyers-Briggs, depending on their individual needs. There also are a variety of self-assessment instruments and exercises presented in the initial assessment/job search workshops.

(b) procedures to assess participants' needs, including educational, training, employment, and social services;

The initial assessment/job search workshops are conducted in order to assess and assure that participants' needs, including educational, training,

employment and social services, are met. One-on-one EDP development sessions with trainer/counselors provide additional information necessary to assure quality in the services selected and to move towards successful performance.

(c) number of planned enrollments to receive basic readjustment services;

The number of planned enrollments to receive basic readjustment services is 220.

3. The provision of retraining services in accordance with Section 314(d) of the JTPA;

Retraining services are provided in accordance with Section 314(d) of the JTPA and include but are not limited to classroom training, occupational skill training, relocation, basic and remedial education, literacy and English for non-English speakers, entrepreneurial training and customized training directly related to appropriate employment opportunities.

(a) number of planned enrollments for retraining services;

The number of planned enrollments for retraining services is 187.

4. The provision of needs-related payments in accordance with Section 314(d) of the JTPA, including a description of the system for determining who will receive needs-related payments.

N/A

D. Description of the processes used to identify, select, and verify the eligibility of program participants.

TPIC maintains an eligibility unit which functions in the same way for Title II as it does for all other titles.

E. Identification and description of any PIC established goals and objectives for the dislocated worker program.

The Private Industry Council meet with performance standards established by the State of Oregon.

- F. Description of the procedures, consistent with section 107, for selecting service providers which take into account past performance in job training or related activities, fiscal accountability, and ability to meet performance standards.

There is no deviation from the procedures described in Section II.F of the JTPA.

- G. Description of the coordination with the following programs, services, and systems that facilitate services to participants. Indication of whether a financial agreement is in place:

1. Description of any local coordination of dislocated worker programs with the Employment Service/Unemployment Insurance, including the following:

- a. Description of the process and procedures which have been set up in the substate area to assure effective communication. The description should include the exchange of information regarding demand occupations for retraining and access to vocational educational programs by JTPA participants as well as representation on each other's decision or policy boards.

The Workforce Redevelopment Committee, comprised of members representing the Employment Division and its TRA/TAA staff, as well as other important substate agencies and interests, meet regularly to share information regarding layoffs, closures and potential business openings and job creation. Frequent informal communication related to closures, layoffs or individual companies or clients occurs among all the players when needed and within existing confidentiality policies. Information regarding demand occupations for retraining is obtained from the State Employment Division. The Employment Service/Unemployment Insurance do not have vocational education programs available for JTPA participants. One of the five local Employment Office managers is designated to serve on TPIC's Board. TPIC Board has review responsibility for the Wagner-Peyser Plan of Service and provides input on local decisions and policies in this way. In addition, the Dislocated

Workers Project subcontracts with the Employment Division for one staff person who is located at the Project site.

- b. **Description of how the substate area will disseminate information to potential dislocated workers regarding the local availability of program services and training activities.**

The Dislocated Workers Project will contact employers when they learn of potential layoffs and request a meeting to inform potential dislocated workers of the services. If a meeting is denied, distribution of brochures is urged. The Dislocated Workers Project and TRA/TAA representatives from the local Employment Offices respond as a "rapid response" team to WARN notices, along with the State DWU coordinator, to offer services and to encourage management to allow information to be given to potential dislocated workers prior to layoffs and closures. Local Unemployment Insurance and TRA/TAA staff have information to provide to laid off workers about services. The Project mails service information to workers who have been collecting UI for eight weeks or more through an arrangement with the Employment Division.

- c. **Description of how dislocated workers will be identified and referred to the appropriate organization from any point of entry into the Employment Service, Unemployment Insurance, or the JTPA systems.**

The Private Industry Council will identify and refer dislocated workers to Title III services through the eligibility determination process. Due to the contractual relationship and ongoing partnership with the Employment Division, as well as their significant involvement on the WRC, E.D employees are made aware of the Dislocated Worker Program and are able to refer dislocated workers to the program.

- d. **Description of the local process for notification of plant closure or layoffs to the Oregon Employment Division central office and the JTPA Administration. Identification of staff and their responsibilities in this process.**

The TPIC Program Liaison assigned to the Dislocated Worker Program or the Contract Manager will be responsible for notifying the JTPA Administration of plant closures or layoffs via phone calls or facsimile transmission. The service deliverer also will notify the State JTPA and TPIC of closures or mass layoffs that they know about. Local Office Managers from the Employment Division will be responsible for notifying their central office.

2. **Description of the process for involving labor organizations in the development and implementation of services for dislocated workers;**

A labor liaison, under subcontract with AFL-CIO's Community Services is located at the DWP site. The Northwest Oregon Labor Council reviews program activities and direction. The Private Industry Council coordinates with specific local unions when applicable due to specific closures.

3. **Description of coordination with LEOs and PICs in the dislocated worker programs;**

Local Elected Officials approve all appointments to The Private Industry Council's Board of Directors, sit on the Board as voting members, review and approve the Job Training Plan, set policy and provide oversight of all programs, including the Dislocated Worker Program.

4. **Description of coordination with local government in the delivery of WARN notifications to your agency;**

Local units of government are requested to forward WARN notices to both The Private Industry Council office and the Dislocated Workers Unit (DWU) at the State Job Training Partnership Administration. The Private Industry Council has agreed to keep these organizations informed as to the services provided to the dislocated workers.

5. **Description of coordination with JTPA Title II programs; e.g., basic skills/literacy training, job club activities, etc.;**

During orientations and outreach, JTPA Title II services are presented as options to low income individuals not eligible for EDWAA services. Development of customized training enables Title II participants to access training slots unused by dislocated workers and vice versa. All partners/contractors of TPIC maintain a variety of communications through various methods that have developed over the last eight (8) years, which keep the partners/contractors/TPIC staff in contact.

6. **Description of any other coordination efforts/agreements utilized in the delivery of services to dislocated workers (if not addressed in Section II), including veteran's programs.**

N/A

- H. **Description of the EDWAA/TAA coordination and indicate if your substate area has an EDWAA/TAA local coordination agreement. Your local EDWAA/TAA Coordination Agreement may be attached and referenced. The following are addressed:**

An EDWAA/TAA local coordination agreement is in place. Please see attachment.

1. **Description of how Title III services and TAA services will be coordinated so as to avoid fragmented delivery of services to eligible dislocated workers;**

Title III services and TAA services are coordinated through the WRC and through close cooperation with the TRA/TAA staff, both locally and at the state level. The TRA/TAA state staff contracts with the Dislocated Worker Project to provide assessment workshops for TAA eligible individuals. In these ways, staff have become comfortable working with each other and fragmented delivery of services is avoided.

2. **Description of coordination of the intake, referral, and assessment processes;**

Individuals who are TAA eligible may have already received JTPA intake and assessment. This information, with their permission, is passed on to the TAA case manager to assure planning continuity when they begin to receive TAA

services. If the person has been enrolled in JTPA, staff will decide mutually if the individual should return to JTPA at the end of training or receive Employment Division placement services. When employed, the TAA staff will inform DWP. If the person became eligible for TAA prior to JTPA participation, the person will not be enrolled in JTPA and will become a TAA trainee until employed inasmuch as the training benefits are greater than JTPA's. Because of the close working relationships developed between TRA/TAA and DWP staff, individuals can be referred easily to the services deemed most beneficial to them.

- 3. Description of how decisions will be made to maximize the financial and programmatic resources of both programs regarding services to the dislocated worker based on the assessment;**

If an individual is TAA eligible and wants to access training services, TAA services will be provided. If the assessment indicates that JTPA has a service or a special training that is needed by an individual and it cannot be provided through TAA, contact will be made with DWP and resources negotiated within the limits of the budget and staff resources.

- 4. Discussion of how the progress of a mutual or shared client will be monitored through the training process;**

For mutual clients, the case managers will communicate with each other in the most beneficial way - telephone, personal visits - throughout the training process. The case management responsibility rests with the TAA staff person through placement unless it's decided that JTPA would have greater success at placement for the individual. Because of the contractual obligations of DWP to TPIC for placement, DWP may prefer to provide the placement services for a mutual client. However, because of the close relationship of TRA/TAA to DWP, there is little likelihood of a client getting lost in any cracks; "cracks" have been minimized.

- 5. For needs related payments available to participants, describe the coordination/integration with Trade Adjustment Assistance (TAA) benefits.**

N/A

6. Description of efforts at coordination of placement services after training;

ED computers are located on site at the DWP office. DWP or ED will provide placement services as appropriate.

7. Discussion of how and when evaluation of the effectiveness of EDWAA/TAA coordination activities in the substate area will be done, including how the evaluation results are used and any changes made to your EDWAA/TAA agreement as a result of this evaluation.

Effectiveness will be assessed at periodic meetings of the agencies and the WRC and problems will be resolved by and among the involved staff.

I. Description of the system for assuring an 85 percent accrued expenditure rate. Include procedures used to assure timely submission of billings from subcontractors.

The subcontractor will be required to submit billings and verifiable accrual information on a monthly basis. TPIC Operations and Finance staff will review monthly submissions as well as quarterly reports to assure compliance. Program improvement plans will be implemented if expenditures fall below the required expenditure rate or if billings are not timely.

J. Description of the system utilized for issuing certificates of continuing eligibility. Indicate if certificates of continuing eligibility issued by other Substate Grantees (both within Oregon and by other states) will be redeemed in your substate area.

In accordance with State Policy 123.6.5.4.11 Certificates of Continuing Eligibility may be issued to eligible dislocated workers.

The Private Industry Council does not redeem CCEs from other Substate Grantees.

K. Description of services to be provided to displaced homemakers, including:

1. How such service will be integrated into ongoing programs and activities under Title III;

No services for Displaced Homemakers under Title III are planned. Mount Hood and Portland Community Colleges maintain Carl Perkins funded displaced homemaker programs throughout the SDA.

2. The mechanism for managing the number of displaced homemakers served to ensure that the delivery of services to displaced workers will not be adversely affected.

Displaced Homemaker will not be served through The Private Industry Council's Title III programs (Please see part D, #1).

L. Description of any variances from the general services and management systems in Section II.

Coordination (II, K., 1.) with Adult and Family Services, with the Children's Services Division and with the Corrections Division does not apply to Title III.

M. Information showing the amount of EDWAA funds supporting substate staff and EDWAA staffing levels of your organization.

Approximately \$66,716 will support 1.85 program FTE.

N. Waiver:

1. Indication of whether if the substate area is applying reapplying for a waiver of the fifty percent requirement for retraining services.

The Private Industry Council will reapply for a waiver of the 50% requirement for retraining services.

2. Two EDWAA expenditure plans are attached: (1) one plan reflecting the waiver request; and (2) a non-waiver expenditure plan.

- O. Attached are copies of the following forms for this program:
1. Performance Plan
 2. EDWAA Expenditure Plan (one plan for each program year)
 3. Demographic Service Plan
- P. A Program Summary for this program has been completed.

PERFORMANCE PLAN

TITLE: III-EDWAA

I. Participation and Termination Summary

PY' (CY) '92	TOTAL	ADULT WELFARE	ADULT	YOUTH
A. Total Participants	220		220	
B. Total Terminations	200		200	
C. Total Entered Employments	136		136	
D. Total Youth Enhancement Terminations				
E. Participant Carryover	20		20	

PY' (CY) '93	TOTAL	ADULT WELFARE	ADULT	YOUTH
A. Total Participants	220		220	
B. Total Terminations	200		200	
C. Total Entered Employments	136		136	
D. Total Youth Enhancement Terminations				
E. Participant Carryover	20		20	

II. Performance Standards (Goals)

PY' (CY) '92	STANDARD	PLAN
A. Adults (Title III-E)		
Entered Employment Rate	64%	68%
B. Youth (Title II-A)		
Entered Employment Rate		
Employability Enhancement Rate		
C. Follow-up (Title II-A)		
Adult Employment Rate		
Adult Welfare Employment Rate		
Adult Average Weekly Earnings		
Average Welfare Weekly Earnings		

PY' (CY) '93	STANDARD	PLAN

III. Other Measurable Performance Goals/Standards (including State Council goals/standards and PIC established goals/standards)

GOAL/STANDARD	PLAN

GOAL	PLAN

EXPENDITURE PLAN
TITLE III-EDWAA
PY 1992 Substate Plan
WITHOUT WAIVER

	PROGRAM	ADMIN	TOTAL PLAN EXPENDED
I. A. Carry-in	66,564	11,747	78,311
B. PY'91 Allocation	630,971	111,348	742,319
C. Total Available	697,536	123,095	820,630
II. Quarter Ending September 30, 1991:			
A. Basic Readjustment Services (Excl. Supportive Services)	29,748		29,748 0
B. Retraining Services	59,496		59,496
C. Needs-Related Payment and Supportive Services	11,899		11,899 0
D. Administration		17,849	17,849
E. Total	101,143	17,849	118,991
III. Quarter Ending December 31, 1991:			
A. Basic Readjustment Services (Excl. Supportive Services)	53,341		53,341 0
B. Retraining Services	106,682		106,682
C. Needs-Related Payment and Supportive Services	21,336		21,336 0
D. Administration		32,005	32,005
E. Total	181,359	32,005	213,364
IV. Quarter Ending March 31, 1992:			
A. Basic Readjustment Services (Excl. Supportive Services)	53,341		53,341 0
B. Retraining Services	106,682		106,682
C. Needs-Related Payment and Supportive Services	21,336		21,336 0
D. Administration		32,005	32,005
E. Total	181,359	32,005	213,364
V. Quarter Ending June 30, 1992:			
A. Basic Readjustment Services (Excl. Supportive Services)	37,954		37,954 0
B. Retraining Services	75,908		75,908
C. Needs-Related Payment and Supportive Services	15,182		15,182 0
D. Administration		22,772	22,772
E. Total	129,044	22,772	151,817
VI. Planned Carry-out	104,631	18,464	123,095
GRAND TOTAL	697,536	123,095	820,631

EXPENDITURE PLAN
TITLE III-EDWAA
PY 1992 Substate Plan
WITH WAIVER

	PROGRAM	ADMIN	TOTAL PLAN EXPENDED
	-----	-----	-----
I. A. Carry-in	66,564	11,747	78,311
B. PY'91 Allocation	630,971	111,348	742,319
C. Total Available	697,536	123,095	820,630
II. Quarter Ending September 30, 1991:			
A. Basic Readjustment Services (Excl. Supportive Services)	47,597		47,597 0
B. Retraining Services	35,697		35,697
C. Needs-Related Payment and Supportive Services	17,849		17,849 0
D. Administration		17,849	17,849
E. Total	101,143	17,849	118,991
III. Quarter Ending December 31, 1991:			
A. Basic Readjustment Services (Excl. Supportive Services)	85,346		85,346 0
B. Retraining Services	64,009		64,009
C. Needs-Related Payment and Supportive Services	32,005		32,005 0
D. Administration		32,005	32,005
E. Total	181,359	32,005	213,364
IV. Quarter Ending March 31, 1992:			
A. Basic Readjustment Services (Excl. Supportive Services)	85,346		85,346 0
B. Retraining Services	64,009		64,009
C. Needs-Related Payment and Supportive Services	32,005		32,005 0
D. Administration		32,005	32,005
E. Total	181,359	32,005	213,364
V. Quarter Ending June 30, 1992:			
A. Basic Readjustment Services (Excl. Supportive Services)	60,727		60,727 0
B. Retraining Services	45,545		45,545
C. Needs-Related Payment and Supportive Services	22,772		22,772 0
D. Administration		22,772	22,772
E. Total	129,044	22,772	151,817
VI. Planned Carry-out	104,631	18,464	123,095
GRAND TOTAL	697,536	123,095	820,631

EXPENDITURE PLAN
TITLE III-EDWAA
PY 1993 Substate Plan
WITH WAIVER

	PROGRAM	ADMIN	TOTAL PLAN EXPENDED
	-----	-----	-----
I. A. Carry-in	66,564	11,747	78,311
B. PY'91 Allocation	630,971	111,348	742,319
C. Total Available	697,536	123,095	820,630
II. Quarter Ending September 30, 1991:			
A. Basic Readjustment Services (Excl. Supportive Services)	47,597		47,597 0
B. Retraining Services	35,697		35,697
C. Needs-Related Payment and Supportive Services	17,849		17,849 0
D. Administration		17,849	17,849
E. Total	101,143	17,849	118,991
III. Quarter Ending December 31, 1991:			
A. Basic Readjustment Services (Excl. Supportive Services)	85,346		85,346 0
B. Retraining Services	64,009		64,009
C. Needs-Related Payment and Supportive Services	32,005		32,005 0
D. Administration		32,005	32,005
E. Total	181,359	32,005	213,364
IV. Quarter Ending March 31, 1992:			
A. Basic Readjustment Services (Excl. Supportive Services)	85,346		85,346 0
B. Retraining Services	64,009		64,009
C. Needs-Related Payment and Supportive Services	32,005		32,005 0
D. Administration		32,005	32,005
E. Total	181,359	32,005	213,364
V. Quarter Ending June 30, 1992:			
A. Basic Readjustment Services (Excl. Supportive Services)	60,727		60,727 0
B. Retraining Services	45,545		45,545
C. Needs-Related Payment and Supportive Services	22,772		22,772 0
D. Administration		22,772	22,772
E. Total	129,044	22,772	151,817
VI. Planned Carry-out	104,631	18,464	123,095
GRAND TOTAL	697,536	123,095	820,631

EXPENDITURE PLAN
TITLE III-EDWAA
PY 1993 Substate Plan
WITHOUT WAIVER

	PROGRAM	ADMIN	TOTAL PLAN EXPENDED
	-----	-----	-----
I. A. Carry-in	66,564	11,747	78,311
B. PY'91 Allocation	630,971	111,348	742,319
C. Total Available	697,536	123,095	820,630
II. Quarter Ending September 30, 1991:			
A. Basic Readjustment Services (Excl. Supportive Services)	29,748		29,748 0
B. Retraining Services	59,496		59,496
C. Needs-Related Payment and Supportive Services	11,899		11,899 0
D. Administration		17,849	17,849
E. Total	101,143	17,849	118,991
III. Quarter Ending December 31, 1991:			
A. Basic Readjustment Services (Excl. Supportive Services)	53,341		53,341 0
B. Retraining Services	106,682		106,682
C. Needs-Related Payment and Supportive Services	21,336		21,336 0
D. Administration		32,005	32,005
E. Total	181,359	32,005	213,364
IV. Quarter Ending March 31, 1992:			
A. Basic Readjustment Services (Excl. Supportive Services)	53,341		53,341 0
B. Retraining Services	106,682		106,682
C. Needs-Related Payment and Supportive Services	21,336		21,336 0
D. Administration		32,005	32,005
E. Total	181,359	32,005	213,364
V. Quarter Ending June 30, 1992:			
A. Basic Readjustment Services (Excl. Supportive Services)	37,954		37,954 0
B. Retraining Services	75,908		75,908
C. Needs-Related Payment and Supportive Services	15,182		15,182 0
D. Administration		22,772	22,772
E. Total	129,044	22,772	151,817
VI. Planned Carry-out	104,631	18,464	123,095
GRAND TOTAL	697,536	123,095	820,631

DEMOGRAPHIC SERVICE PLAN

TITLE: III-EDWAA

PY' '92

A.

DEMOGRAPHICS			INCIDENCE IN ELIGIBLE POPULATION	ALTERNATE DATA	PLANNED SERVICE LEVEL
SEX	Male		66%		66%
	Female		33%		33%
AGE	14-21		3%		3%
	22-54		88%		88%
	55 & Over		9%		9%
RACE	White (Not Hispanic)		85%		85%
	Black		5%		5%
	Hispanic		4%		4%
	Amer. Ind/ Alaskan Native		1%		1%
	Asian/Pacific Islander		4%		4%
*	Jobs (AFDC)				
*	High School Dropouts				
OTHER					

PY' '93

DEMOGRAPHICS			INCIDENCE IN ELIGIBLE POPULATION	ALTERNATE DATA	PLANNED SERVICE LEVEL
SEX	Male		66%		66%
	Female		33%		33%
AGE	14-21		3%		3%
	22-54		88%		88%
	55 & Over		9%		9%
RACE	White (Not Hispanic)		85%		85%
	Black		5%		5%
	Hispanic		4%		4%
	Amer. Ind/ Alaskan Native		1%		1%
	Asian/Pacific Islander		4%		4%
*	Jobs (AFDC)				
*	High School Dropouts				
OTHER					

B. Indicate the data source(s) used for the establishment of planned services levels.

C. Describe how the alternative data meets the criteria established for determining statistical reliability.

D. Provide justification and rationale for adjustments to the BEO Planning Table(s).

DEMOGRAPHIC SERVICE PLAN

TITLE: III - EDWAA

PY' 92

A.

DEMOGRAPHICS			INCIDENCE IN ELIGIBLE POPULATION	ALTERNATIVE DATA	PLANNED SERVICE LEVEL
SEX	Male		66%		66%
	Female		33%		33%
AGE	14-21		3%		3%
	22-54		88%		88%
	55 & Over		9%		9%
RACE	White (Not Hispanic)		85%		85%
	Black		5%		5%
	Hispanic		4%		4%
	Amer. Ind/ Alaskan Native		1%		1%
	Asian/Pacific Islander		4%		4%
*	Jobs (AFDC)				
	High School Dropouts				
OTHER					

PY' 93

DEMOGRAPHICS			INCIDENCE IN ELIGIBLE POPULATION	ALTERNATE DATA	PLANNED SERVICE LEVEL
SEX	Male		66%		66%
	Female		33%		33%
AGE	14-21		3%		3%
	22-54		88%		88%
	55 & Over		9%		9%
RACE	White (Not Hispanic)		85%		85%
	Black		5%		5%
	Hispanic		4%		4%
	Amer. Ind/ Alaskan Native		1%		1%
	Asian/Pacific Islander		4%		4%
*	Jobs (AFDC)				
	High School Dropouts				
OTHER					

B. Indicate the data source(s) used for the establishment of planned services levels.

C. Describe how the alternative data meets the criteria established for determining statistical reliability.

D. Provide justification and rationale for adjustments to the BEO Planning Table(s).

ATTACHMENTS

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS
WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative:
Dennis Cole, President

Signature

Date

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,
AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all* subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all* subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

<u>The Private Industry Council, Inc.</u>	FORMULA
<u>Grantee/Contractor Organization</u>	<u>JTPA TITLE II & III - PY 1992</u>
	<u>Program/Title</u>

Dennis Cole, President
Name and Title of Authorized Signatory

Signature

Date

*Note: In these instances, "All," in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

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:

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.

- 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.

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.

E. Severability

If any portion of this Agreement is held invalid by order of an administrative agency or 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:

[Signature]

For City of Portland:

J. Bud Clark

For The Private Industry Council:

Charles D. McClellan

[Signature]

picleo.agt

WITNESSED AS TO FORM

[Signature]

ATTORNEY

Meeting Date: APR 28 1992 APR 30 1992

Agenda No.: B-2 B-1

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: Mental and Emotional Disabilities System Review Task Force Report to BCC
AGENDA REVIEW/
BOARD BRIEFING _____ (date) _____ REGULAR MEETING Thursday, April 30, 1992 (date)

DEPARTMENT Non-departmental DIVISION Chair's Office

CONTACT Kathy Millard TELEPHONE 248-3308

PERSON(S) MAKING PRESENTATION Dr. Joseph Gallegos, Task Force Chair

ACTION REQUESTED:

☒ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☐ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 30 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

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

The MED System Review Task Force will present a set of recommendations to the BCC regarding Multnomah County's mental and emotional disabilities system. The task force was formed and given this charge as a result of decisions the BCC made at an all day work session October 23, 1991.

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL Gladys McCarty

Or

DEPARTMENT MANAGER _____

(All accompanying documents must have required signatures)

April 21, 1992

Commissioner Gladys McCoy
Multnomah County Chair
1120 S.W. Fifth Avenue, Room 1410
Portland, Oregon 97204

Dear Commissioner McCoy:

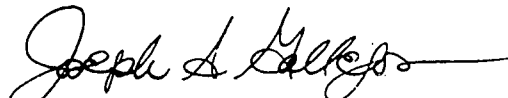
On behalf of the Mental and Emotional Disabilities (MED) System Review Task Force, I am pleased to submit this final report for Board approval. The cornerstone of our recommendations is a planning process which includes two coordinating groups and assures participation in decision making by all mental health system partners (MED staff, community subcontract providers, and consumers.)

MED system participants have already reviewed and responded to a draft report. This final report incorporates feedback from these discussions. One area over which there is disagreement is the County role in the provision of direct mental health services. Contrary to MED staff and consumers interviewed by the task force, some community providers feel that the provision of direct services by County personnel is inappropriate and/or too costly. The task force is not convinced of the accuracy of this position and continues to stand behind the recommendation.

The task force based its rationale for this recommendation upon the principle that central management is usually more efficient and cost effective at meeting consumer needs, and upon the fiscal wisdom of directly operating those services which must be paid for by the County according to statutory mandate. The task force acknowledges this recommendation was made without substantive cost-benefit data regarding the present arrangement and the recommended alternative. The Board may choose to undertake such an analysis prior to implementing this recommendation.

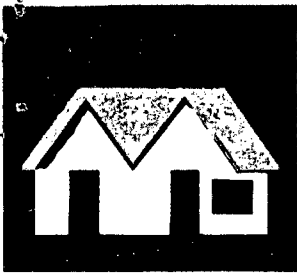
We strongly believe all recommendations, if implemented, will do much to assist the County in achieving a mental health system which operates in a cost-effective and equitable manner, and one which will also be capable of responding with similar qualities to future developments in the mental health field.

Sincerely,



Joseph S. Gallegos, Ph.D.
Chair, MED System Review Task Force

cc: Board of County Commissioners



**GARLINGTON
CENTER**
N/NE Community
Mental Health, Inc.

4950 N.E. Martin Luther King Jr. Blvd.
Portland, Oregon 97211
Telephone (503) 249-0066
FAX (503) 249-8235

Ernest Estes
President

Theresa Williams-Stoudamire
Vice-President

Rosemary Anderson
Secretary

Rev. James Faulkner
Treasurer

Liam Callen, PhD
Executive Director

Evaluation of MED System Task Force Report

Rating the five sets of recommendations: by Liam Callen, Executive Director

1. **Board Endorsements. Grade: B**

Excellent recommendations, but if I were a member of B.C.C., I would want policy alternatives rather than a single set of recommendations.

2. **Program Office Roles. Grade: D**

These avoid the issue of Social Service division leadership and the children's program administrative role, thereby suggesting that all problems are in the adult MED program office.

3. **Coordinated Planning. Grade: A**

Excellent. These insist that providers, as well as other interested groups, have a formal role in strategic planning and operations planning. In recent years providers have been excluded from this process.

4. **Contract Clarification. Grade: C**

Apparently the Task Force uncovered a lot of dissatisfaction with the RFP - contracting process. Unfortunately the recommendations have no teeth

5. **County Direct Services. Grade: F**

Principles are stated by which it can be determined whether the county should directly operate services. The principles are confusing and very unclear. Secondly recommendations are made that the county assume direct operation of the ICP program and the Dammasch liaison program. Ironically, no parallel recommendations are made about county divesting itself of direct services to children.

The ICP and Dammasch liaison recommendations are unplanned recommendations. They may very well increase cost and decrease access. They have not had provider input in their formulation. In fact, when these issues have been fairly examined in the past, it has always been decided to leave ICP and Dammasch liaison with the quadrant agencies, where the county insisted they go in the first place.

Recommendations to the Board:

It would be ludicrous for the B.C.C. to accept a report that recommends improved planning and also recommends some unplanned system changes. Reject this report pending revision of Part 5 or else adopt the report but table part 5 pending review by the strategic and operations planning bodies to be created by this report.

**MENTAL AND EMOTIONAL DISABILITIES
SYSTEM REVIEW TASK FORCE REPORT
TO
THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS**

APRIL 1992

MENTAL AND EMOTIONAL DISABILITIES SYSTEM REVIEW
TASK FORCE

Anne Kelly Feeney

Loaves and Fishes Centers, Inc.
Executive Director

Gerald Frey, Ph.D.
Co-chair

Portland State University
School of Social Work, Associate
Professor of Social Policy and
Administration

Joseph S. Gallegos, Ph.D.
Chair

University of Portland
Associate Professor, Director of
Social Work and Gerontology

Lititia Kirk, LCSW

Psychotherapist/Private Practice
The First Americans Adoptions

James Mason

Portland State University
Regional Research Institute, Research
and Training Center on Family Support
and Children's Mental Health, Project
Director of Multi-Cultural Initiative

Linda Reilly

Oregon Family Support Network
Mental Health Advisory Committee,
Multnomah County

Chareundi Van-Si, MSW

Children's Services Division
Metro Regional Office, Coordinator of
Unaccompanied Refugee Minors Program

Staff:

Kathy Millard, Office of the County Chair, Commissioner Gladys McCoy
Karen Belsey, Office of County Commissioner Rick Bauman

MED SYSTEM REVIEW TASK FORCE REPORT

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Appendices

- A. Letters to System Participants Inviting Responses
- B. List of Respondents
- C. Summary of Responses
- D. Documents Reviewed
- E. Glossary

EXECUTIVE SUMMARY

On October 23rd, 1991 the Board of County Commissioners (BCC) held an all day work session to learn about and discuss the issues impacting the Mental and Emotional Disabilities (MED) system. As a result of testimony and discussion, the Board recommended the formation of a task force to develop recommendations that would clarify roles and responsibilities within the MED system.

The seven member task force met once a week for three and a half months. During that time they met with local MED system participants, solicited written input from them, and gathered information about national research related to mental health systems.

As a result of the input received, it became clear that there is disagreement in the MED system about the roles, responsibilities, and authority of the various system players.

The task force also became aware that local and national trends may bring further disruption to the MED system. Issues such as continued Measure 5 cuts, the Department of Human Resources (DHR) reorganization, the Oregon Basic Health Plan, the State shift toward block grant funding, and the increased support for managed care need to be carefully monitored and integrated into future planning.

While it is clear that several adjustments to the system are necessary, the task force believes many changes will best come from within the system. The task force has developed a series of recommendations delineating basic roles and responsibilities of system participants, which are intended to lay the framework for future dialogue and growth.

These recommendations, for the most part, relate to the broad MED system. The programs for childrens mental health and adult mental health have become independent. In some areas they are operating, developing, and evolving along different programatic paths. However, the task force recommends that both programs adhere to the same continuity of policy, operation, and organization wherever possible. We further recommend that the Office of Child and Adolescent Mental Health Service continue to work towards implementation of recommendations set forth September 1991 by the Child and Adolescent Mental Health Planning Group; and a similar advisory board, like that suggested in this report for the adult system, be organized for childrens mental health.

SUMMARY OF RECOMMENDATIONS

1. Board Endorsements

- A. The Board of County Commissioners should endorse several basic principles which set forth their position as the mental health authority; their commitment to contract for most mental health services; their commitment to appropriate, culturally relevant, quality services; their belief in consumer involvement in all levels of the service system; and their investment in strategic planning for the MED system.

2. MED Administration and Program Office Roles

- A. The MED Program Office should serve the following specific functions within the MED system: assess community needs; coordinate planning; manage contracts; provide technical assistance; provide specific mental health services; generate resources; and advocate for and encourage the development of services for unserved populations.
- B. The MED Administration should evaluate and clarify staff roles and lines of authority to improve coordination with community subcontract providers and the Board of County Commissioners.
- C. The MED Program Office and MED Advisory Council should prepare an annual system status report for the Board of County Commissioners.
- D. The MED Program Office should work with community subcontract providers to present an annual system update and receive feedback from system participants.

3. Coordinated Planning

- A. A systemwide Strategic Planning Body should be established for the MED system by expanding the existing Mental and Emotional Disabilities Advisory Council and including community subcontract providers.
- B. The Board of County Commissioners should provide ongoing funds to the MED Program Office for contracting with an independent facilitator skilled in mediation and strategic planning to direct MED Advisory Council meetings.
- C. An MED Operations Group should be established which meets monthly to address day-to-day problem issues of the MED Program Office and community subcontract providers.

4. Contract Clarification

- A. Requests for Proposals (RFPs) should be issued every 3-6 years for services in the MED system.
- B. Contracts should spell out clear detailed performance standards, performance measurements, and outcomes that have been jointly agreed upon by the MED Program Office and the selected community subcontract provider.
- C. Contracts should be finalized and distributed by the outset of the fiscal year.
- D. Each community subcontract provider should be assigned a single liaison from the adult MED Program Office who is responsible for facilitating and clarifying contract requirements for that agency.
- E. A mutually agreed upon process for amending or modifying contracts must be developed and included in all contracts so that the rights and responsibilities of the respective parties are clear and explicit.
- F. A consistent method must be developed for awarding, monitoring, and evaluating service contracts across divisions and departments.

5. County Direct Services

- A. Given the County's fiscal and statutory obligation for coverage of the Involuntary Commitment Process, the County should assume direct operation of this program.
- B. The County should assume direct operation for Dammasch State Hospital liaison functions which contribute to managing Multnomah County's bed utilization.
- C. Methods must be developed to monitor and evaluate the County's performance in these service capacities.

The task force believes these recommendations will improve and clarify the operations of the MED system. Members urge system participants to use the opportunities created by these recommendations to build a more effective MED system; and urge the Board of County Commissioners to encourage system participants to use the strategic planning process and the operations group as vehicles for addressing concerns.

These recommendations are a first step toward resolving some of the current issues impacting the MED system. Since the system is in a constant state of flux, it could benefit from a review of this nature every ten years.

The ultimate aim of the MED system is quality service to the consumer. As financial resources diminish, there is an intensified struggle for control over the limited dollars and authority to decide who receives service. The MED System Review Task Force hopes these recommendations can provide greater clarity for members of the system so their attention and efforts can be focused on service to clients.

BACKGROUND

On October 23, 1991 the Board of County Commissioners held an all day work session to learn about and discuss issues affecting the current operation of the Mental and Emotional Disabilities system. The need for this session arose from concerns raised by system participants about the system's structure and operation.

The concerns of community subcontract providers were articulated in a June 12, 1991 "Critical Issues" white paper to the Board of County Commissioners and a subsequent paper in September 1991. The County's MED Administration responded to the white paper, set forth the County's position, and further articulated the concerns between the administration and community subcontract providers. The concerns were based upon differing views concerning the authority, roles, and responsibilities of various organizations, and accessibility of services in the decade old decentralized service system.

Prior to the 1980's, for the most part, the County ran its own mental health program. In the early 1980's, following the introduction of David Lawrence's White Paper recommending the reorganization of the Department of Human Services and the decentralization of MED services, the community based quadrant system was developed. In today's decentralized system, there are six core service agencies that provide basic mental health services to the eligible priority one adult clients in their geographic areas. The County MED Program Office administers smaller contracts with an additional 30 agencies for specialized services.

According to the Lawrence paper, the role of the County, after 1980, was to assess community problems, identify response capabilities, monitor contracts, generate resources, and operate only those direct services that the office could provide "well and uniquely." Community subcontract providers were meant to assume responsibility for development, maintenance, and management of direct service delivery.

In order to have the time and flexibility necessary to develop quality programs, the core service providers were granted a seven year exemption from the request for proposal (RFP) process. This exemption expires June 30, 1994.

Adjusting to the decentralized system and to the community's changing mental health needs has placed a strain on the MED system. In order to address some of the issues of concern and to clarify roles and responsibilities within the system, the BCC recommended the development of a special task force during its October 23, 1991 meeting. The Chair of the BCC convened the MED System Review Task Force on November 20, 1991.

PROCESS

The initial meeting of the MED task force was convened by the County Chair in late November 1991. Task force members selected Dr. Joseph Gallegos to serve as Chair and Dr. Gerald Frey to serve as Co-chair. The task force operated on a fairly quick time line, returning to the BCC with recommendations in late April 1992.

In an attempt to understand the differing views which exist concerning the MED system, the task force requested interested participants to submit brief papers expressing their thoughts on how a revised service system should be structured following a prescribed format (see Appendix A.) In addition to the structured responses, participants included introductions or summaries which gave an overall description of the system they envisioned.

System participants were encouraged to work on their papers together with others who share the same viewpoint, and to freely involve consumers, advocates, community residents and others impacted directly or indirectly by the MED system.

The task force met for 2-3 hours weekly and for one full day retreat. During that time members:

- * Reviewed and discussed research regarding mental health systems nationwide as well as materials generated by and about the local MED system;
- * Reviewed the response papers received from members of the MED service system;
- * Solicited additional information by inviting various system participants representing the State, County, community subcontract provider agencies, consumers and advocates to several task force meetings to discuss:
 - The State's changing role in the MED system;
 - The County's relationship with the State and the community subcontract providers;
 - Consumer concerns; and
 - Issues such as authority, management, planning, and direct services;
- * Prepared a draft document of recommendations regarding the system and potential changes to the system;
- * Solicited psychiatric review of draft recommendations; and
- * Prepared the final recommendations for a presentation to the BCC.

SUMMARY OF WRITTEN INPUT

In early December, letters were sent to MED system participant groups inviting them to submit their thoughts on how a revised service system should be structured. (A copy of this letter can be found in Appendix A.) Requests were sent to community subcontract providers, hospitals, advocates, consumers, and the County MED Program Office. Nineteen responses were received from the following groups:

- * 11 community subcontract providers
- * 1 community subcontract provider board of directors
- * 2 hospitals (one of which represented the views of 2 additional hospitals)
- * 4 advocate/consumer groups and individuals
- * 1 County MED Program Office

(A list of these respondents can be found in Appendix B.)

Within the responses there was significant difference of opinion concerning the way the current system is operating. As well, there was clear disagreement concerning who decides who gets treatment. Overall, differences were about authority, roles, and responsibilities in the existing system. Amidst these differences, there was agreement about areas requiring clarification and improvement. These included:

- * Systemwide planning
- * Communications
- * Definitions of roles and lines of authority within the MED Program Office
- * Definition of the overall role of the MED Program Office
- * Planning, management, and distribution of scarce resources
- * RFP and contracting procedures
- * Monitoring requirements and reduction of duplicated requirements
- * The County's role in direct services
- * The role of and need for gatekeeping and managed care
- * The future impact of Measure 5, the Oregon Basic Health Plan, and the upcoming reorganization of the Department of Human Resources on the MED service system

The basis of the task force's recommendations stem from the need to set in motion the mechanisms to resolve these issues. (A detailed summary of these responses can be found in Appendix C.)

TRENDS

It is important to recognize the current trends within the MED system which could impact the future delivery of services in Multnomah County. Although change can create confusion, concerns can be minimized through a strategic planning process involving system participants working together to address, advocate, and assist in implementing desired changes. Listed below are four current trends which could dramatically restructure the MED system in Multnomah County.

Measure Five: Financial decisions made by the State as a result of the property tax limitation will have a direct impact on the availability of mental health resources. The most dramatic example of this impact is the pending reduction of additional state hospital beds. The MED Program Office will need to closely monitor proposed cuts, inform the BCC of their potential impact, and plan for their effect. Every effort should be made to sustain MED funding and to advocate for moderation in such cuts.

State Department of Human Resources Reorganization: Although the details of the proposed administrative restructuring of DHR are far from finalized, the State's interest in creating planning service districts, distributing funds to counties through block grants, and having counties assume responsibilities previously held by the State will have far reaching implications - both administratively and fiscally.

Oregon Basic Health Plan: While there is still question as to whether the federal government will grant the waiver necessary to implement the Oregon Basic Health Plan and further question as to when the priorities list of psychiatric disorders will be folded into the plan, thought must be given to the impact this would have on the MED system. Under such a model, treatment for certain disorders would be reimbursable while others would not. Aside from restructuring service priorities, this model would call into question current contract agreements since services would be reimbursable on a case by case basis rather than on a program basis.

Managed Care: This concept has been adopted in major U.S. cities and is gaining in popularity as we enter the 90's. Mental health professionals continue to define the term differently. While managed care is based upon the use of utilization reviews, some suggest that its purpose is to examine service costs in order to further reduce costs, and others believe its purpose is to improve services with the funds available. Regardless of the specific definition, the central notion of managed care involves the development and management of a comprehensive system of care which caters to the individual consumer, a system uniquely different from the one we currently have.

RECOMMENDATIONS

These recommendations are directed toward the full range of system participants: from the BCC to the individual consumer. Throughout this continuum, it is essential that each participant recognize their role in the system and the responsibilities and rights that their role confers.

These recommendations, for the most part, relate to the broad MED system. The programs for childrens mental health and adult mental health have become independent. In some areas they are operating, developing, and evolving along different programatic paths. However, the task force recommends that both programs adhere to the same continuity of policy, operation, and organization wherever possible.

Some of these recommendations restate roles and responsibilities that have been acknowledged and endorsed in the past. The purpose of stating them here is to emphasize their importance and to reassert the seriousness with which they should be regarded in the MED system.

1. Board Endorsements

In order to clarify lines of authority and emphasize priorities in the Multnomah County MED system, it is essential that the Board of County Commissioners endorse the following basic positions.

- 1A. The Board of County Commissioners is the local Mental Health Authority and must assume a leadership role.
- 1B. The Board of County Commissioners has the ultimate decision making authority and implements that authority through its Mental and Emotional Disabilities Program Office.
- 1C. The MED system should continue to operate in such a way that most client services are provided in a decentralized manner through community subcontract providers.
- 1D. Quality service to the consumer is the central goal of the MED system. Services must be accessible, appropriate, and culturally relevant.
- 1E. Consumers should be active participants in all levels of the service system: from treatment planning to strategic planning.
- 1F. Strategic planning is an essential element of the MED service system and must include the full range of system participants.

2. MED Administration and Program Office Roles

In order to improve understanding in the MED system, it is important to delineate the unique functions that the MED Administration and Program Office must provide to keep the system in operation.

2A. The MED Program Office should serve the following functions in the MED system:

- * Assess the needs of the MED population in Multnomah County;
- * Coordinate systemwide planning;
- * Develop, issue, and monitor contracts, and evaluate the MED system, efficiently and effectively;
- * Provide technical assistance;
- * Provide those direct services which require countywide continuity and those for which community providers are not available, capable, or willing to provide;
- * Generate resources; and
- * Advocate for the development of services for unserved populations.

2B. The MED Administration should evaluate and clarify staff roles and lines of authority to improve planning, coordination, and communication with community subcontract providers and the Board of County Commissioners.

2C. The MED Program Office and the MED Advisory Council should prepare an annual report which is presented to the Board of County Commissioners regarding:

- * System Advances,
- * Ongoing Services,
- * Service Objectives and Service Outcomes,
- * Community Needs,
- * Community Involvement in System Development, and
- * Upcoming Trends.

2D. The MED Program Office should work with community subcontract providers to present an annual system update and receive feedback from consumers and community subcontract provider board members.

3. Coordinated Planning

Coordinated planning and structured communication among representatives of the MED system are critical to the successful operation of the MED system. Planning opportunities must be available to address not only long-term strategic issues but short term operational issues. Such planning efforts should involve the full range of interests in the MED system: from consumer to community subcontract provider.

While the MED Advisory Council and numerous review groups are currently affiliated with the MED Program Office, there is no single mechanism for a range of MED system participants to engage in planning. In the absence of such a mechanism there is little opportunity to identify agreed upon values, goals, and directions for the MED system. Such agreements should form the logical foundation of RFPs and contracts issued by the MED office.

- 3A. A systemwide strategic planning body should be established for the MED system by expanding the existing Mental and Emotional Disabilities Advisory Council. This committee should meet at least once a month.

Composition

The committee's new composition should be:

- * 3 consumers (1 of which should be a community subcontract staff person or board member)
- * 4 parents/advocates (1 of which should be a community subcontract staff person or board member)
- * 4 community subcontract providers including:
 - 2 core service agency representatives (board or staff)
 - 1 hospital representative
 - 1 non-core service agency representatives
- * 4 citizens (unaffiliated with community subcontract providers)
- * 2 law enforcement authorities:
 - 1 police department representative
 - 1 sheriff's department representative
- * 1 Housing Authority of Portland representative

The task force recommends that if and when a childrens MED planning group is developed, a representative of this group should serve on the MED Advisory Council.

Staffing

The MED Program Office should staff this committee.

Facilitation

The MED Program Office should secure an outside facilitator to direct these meetings on an ongoing and regularly scheduled basis. The committee should select a Chair to conduct committee business, chair the executive committee, and coordinate the development of the agenda.

Authority

The new MED Advisory Council will advise the MED Program Office and the Mental Health Advisory Committee.

Charge

As the MED system's strategic planning body, this committee should address the long term issues impacting the system.

Issues to address should include:

- * Development of a 5 year plan;
- * Development of an updated annual plan based on the 5 year plan;
- * Identification of changing needs of the target population;
- * Development of mechanisms to evaluate County services;
- * Evaluation of the ongoing need for the RFP;
- * Evaluation of the overall service system;
- * Review of the MED System Review Task Force recommendations two years following adoption; and
- * System responses to:
 - the Oregon Basic Health Plan,
 - continued cuts due to Measure 5,
 - the need for coordinated protective services, and
 - the growing trend toward managed care.

3B. The Board of County Commissioners should commit to providing ongoing funds to the MED Program Office for contracting with an independent facilitator skilled in mediation and strategic planning.

3C. An MED Operations Group should be established which meets monthly to address day-to-day problem issues of the MED Program Office and community subcontract providers. This committee should be structured so that any member of the MED service system is free to generate agenda items.

Composition

The committee's composition should be:

- * 3 MED staff
- * 3 community subcontract providers including:
 - 1 core service agency representative
 - 1 hospital representative
 - 1 non-core service agency representative
- * 1 advocate liaison from the MED Advisory Council.

Staffing

The MED Program Office should provide staffing for this committee.

Facilitation

The MED Program Office Manager should facilitate and chair this committee.

Authority

The Operations Group will advise the MED Program Manager and provide secondary advice to the MED Advisory Council.

Charge

This committee should serve as an ongoing problem solving group addressing administrative and procedural issues, and directing policy issues to the Strategic Planning Body.

Issues to address may include:

- * Creating flexibility in the RFP process;
- * Reducing duplication in monitoring and evaluation requirements;
- * Developing guidelines for contract amendment procedures; and
- * Addressing consumer access issues.

4. Contract Clarification

The contracts that exist between the MED Program Office and community subcontract providers are a valuable communication tool. Through legal agreement they should define roles and responsibilities and articulate expectations. Because contracts are a central element in the MED system, it is extremely important that the content of contracts be clear and explicit.

- 4A. RFPs should be issued every 3-6 years for services in the MED system.
- 4B. Contracts should spell out clear detailed performance standards, performance measurements, and outcomes that have been jointly agreed upon by the MED Program Office and the selected community subcontract provider. The basis for these expectations should be the system goals that are developed during the strategic planning process.
- 4C. Contracts should be finalized and distributed by the outset of the fiscal year.
- 4D. Each community subcontract provider should be assigned a single liaison from the adult MED Program Office who is responsible for facilitating and clarifying contract requirements for that agency.

While a single individual may not have all of the technical skills to monitor the fiscal and programmatic aspects of a contract, a single person can coordinate activities on behalf of the County, thereby improving communication between the MED Program Office and the community subcontract provider.

- 4E. A mutually agreed upon process for amending or modifying contracts must be developed and included in all contracts so that the rights and responsibilities of the respective parties are clear and explicit.
- 4F. A consistent method that reduces duplication of efforts must be developed for awarding, monitoring, and evaluating service contracts within the MED system and across other County Divisions.

Presently, processes for awarding and monitoring contracts can differ within the County. These methods differ further from those of other jurisdictions and other funding sources. Ultimately this results in cumbersome reporting for community subcontract provider agencies. Reduced duplication would enable community subcontract providers to devote greater attention to direct service delivery.

Efforts to reduce this duplication have begun on a program wide basis and should be integrated into the efforts of a proposed countywide contract review task force.

5. County Direct Services

As previously stated in the BCC endorsements, the County should continue to operate most client services in a decentralized manner through community subcontract providers. There are some services which the County should directly operate. These services fall into four categories:

- * Those for which the County must cover the cost, as mandated by State statute.
- * Those which can uniquely be provided by a centralized administration,
- * Those for which there is a potential loss of individual liberty, and
- * Those which are deemed necessary but which community providers are not available, capable, or willing to provide.

- 5A. Given the County's fiscal and statutory obligation for coverage of the Involuntary Commitment Process, the County should assume direct operation of this program.

The involuntary commitment process is activated when a mentally ill individual is placed in public custody. Once the client is on an involuntary hold, a precommitment investigation is held to determine the subsequent placement needs of the client.

While a client is being held awaiting placement, the County covers the cost of the clients involuntary hospital hold. This involuntary hold is not only costly, it is also the entryway to the most expensive form of treatment - hospitalization.

Given the County's contractual liability for coverage of institutional care, it is in the County's interest to see that a client is placed in the least restrictive environment as soon as possible.

There is a clear need for centralized coordination, not only to reduce the duration and number of involuntary holds, but to serve as a central contact point for community members trying to access this complex system.

- 5B. The County should assume direct operation for Dammasch State Hospital liaison functions which contribute to managing Multnomah County's bed utilization.

The Dammasch Liaison function is critical as the link between the state hospital and the community. The liaison position coordinates the transition from the hospital and the associated discharge treatment planning. Currently this function is managed by four core service agencies who assume responsibility for clients residing within their geographic areas. Contractual liability for the costs associated with the number of Multnomah County residents who enter Dammasch State Hospital nevertheless resides with the County.

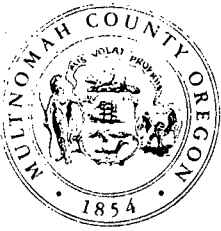
Essentially, the role of the liaison is to gatekeep the state hospital system, advocate for the client entering the community, and access community based services. While current liaisons coordinate discharge for those clients that their quadrant is able to serve, the lack of centralized coordination leaves some individuals unserved. The current configuration also leaves no single agent accountable for the size of the Multnomah County hospital population.

Toward the end of 1991 and continuing into calendar year 1992, the County has sent staff into Dammasch State Hospital to conduct concurrent case reviews and to speak with consumers. The MED Program Office has recently begun a process of out-stationing a Care Management Coordinator at Dammasch State Hospital two to three days a week to facilitate transition and treatment planning. The County's assumption of this direct responsibility is similar to what is already being done by other large counties in this state.

- 5C. Methods must be developed to monitor and evaluate the County's performance in these service capacities.

This may be done through the proposed strategic planning group or through another, independent, organization. Under any circumstance, it is important to maintain standards for monitoring across all programs.

APPENDICES



GLADYS McCOY, Multnomah County Chair

Room 1410, Portland Building
1120 S.W. Fifth Avenue
Portland, Oregon 97204
(503) 248-3308

APPENDIX A

LETTERS TO SYSTEM PARTICIPANTS INVITING RESPONSES

November 18, 1991

XXXXXX
XXXXXX
XXXXXX

Dear xxxxxx:

After much consideration, a format has been developed to address the MED system concerns. A task force will be convened this week consisting of seven individuals representing a culturally diverse cross-section of our community who are not affiliated with the MED system.

The task force will operate on a quick timeline, with plans to convene in late November and return to the Board of County Commissioners with recommendations by early March.

Once convened, the task force will solicit written input from MED system participants. These responses will reflect viewpoints about the future structure of the MED system. Responses will be due back to the task force by mid to late December. Members will review this material, gather additional information as needed, and make recommendations to the Board of County Commissioners by the beginning of March.

You will receive further information about the process and the role we would like you to play in the ensuing weeks.

While I realize there is a great deal of anxiety among the members of the MED service system concerning this process, I feel certain we can strengthen the system and better serve the consumers by clarifying some matters. To this end, I urge your continued involvement in this process.

Sincerely,

Gladys McCoy
Multnomah County Chair

GM:km



GLADYS McCOY, Multnomah County Chair

Room 1410, Portland Building
1120 S.W. Fifth Avenue
Portland, Oregon 97204
(503) 248-3308

November 29, 1991

XXXXXX
XXXXXX
XXXXXX

Dear xxxxxxx:

The MED System Review Task Force has convened to review and address the MED system concerns. A process has been developed to solicit input from interested system participants.

The task force invites your participation. Please consider the enclosed material. If you are interested in responding, follow the procedure as outlined and submit your written responses by January 13, 1992.

Thank you for considering this matter.

Sincerely,

Kathy Millard
Staff Assistant

A PROCESS TO DEFINE POLICY AND OPERATIONS FOR A HEALTHY MED SYSTEM

Introduction

On October 23rd the Board of County Commissioners (BCC) convened an all day work session to learn about and discuss the issues affecting the current operation of the MED system. As an outcome of the day's discussions, the Board recommended that the Chair's office appoint and convene a task force that will examine MED issues in greater depth.

To achieve that goal, a task force has been convened which will use MED system participants as resources. Though the composition of this task force and its procedure for addressing the MED system's issues differs from the ideas proposed by the BCC during the work session, this process attempts to address and resolve the uncertainties that remain.

Task Force Composition

The task force consists of 7 individuals representing a culturally diverse cross-section of our community who are knowledgeable, but not principally affiliated with the MED system. They are:

1. Jerry Frey, Ph.D., School of Social Work, Portland State Univ.
2. Anne Kelly Feeney, Executive Director, Loaves & Fishes
3. Joe Gallegos, Ph.D., Head of Social Services, Univ. of Portland
4. Lititia Kirk, MSW, Psycho-therapist/Private Practice
5. James Mason, ABD, Regional Research Institute, Ptld. State Univ.
6. Linda Reilly, Mental Health Advisory Committee, Citizen Member
7. Chareundi Van-Si, MSW, LCSW, Children's Services Division

The office of the County Chair convened the initial meeting of this group. Joe Gallegos was selected Chair and Jerry Frey, Co-chair by members of the task force.

Task Force Staffing

The task force will be staffed by two Multnomah County board staff assistants - Kathy Millard, Office of the County Chair, Commissioner Gladys McCoy and Karen Belsey, Office of County Commissioner Rick Bauman.

Task Force Timeline

The task force will operate on a quick timeline, convening in late November and returning to the BCC with recommendations by the beginning of March.

Task Force Scope

At the meeting of the 23rd, it became clear that there are important questions about policy implementation, with a major focus of the attention on 1) the roles and responsibilities of the system players which includes MED administration and the non-profit provider organizations, and 2) the manner in which policy is put into practice.

Task Force Charge

The task force must understand the differing views which exist concerning the MED system. Therefore, the task force requests interested participants to submit brief papers expressing their thoughts on how a revised service system should be structured following the format given in the "Written Response" section below. Upon receipt, the task force members will:

- review the response papers received from members of the MED service system,
- solicit input from respondents when necessary,
- seek additional information about the ideas expressed within the proposals if necessary, and
- bring recommendations regarding the system and potential changes to the system before the BCC for approval.

Written Response

The task force is requesting brief response papers which give an overview of how roles and responsibilities should be structured in a revised service system for persons with mental and emotional disabilities. Statements which give full scale operational plans are not being solicited. Responses should be:

- direct references to the goals and related practical issues listed on page 4 of this document,
- limited to one page per goal/practical issue,
- written using the attached response form (last page,) and
- written using the response format outlined below.

Format:

GOAL: State the goal that is being addressed.

PRACTICAL ISSUE:

State the practical issue related to this goal.

ROLES AND RESPONSIBILITIES:

- State viewpoint on how roles and responsibilities should be structured within a revised service system to achieve the above stated goal and address the practical issue.

POTENTIAL CONFLICTS:

- State the issues which may arise if these revisions are undertaken and the points for concern.

The following example of a Community Corrections issue further illustrates how members of the MED service system should format responses.

Example:

GOAL: Consistent, coordinated management of probationers and parolees residing in Multnomah County.

PRACTICAL ISSUE:

Cost containment, management authority & local accountability

ROLES & RESPONSIBILITIES:

- Transfer State parole and probation officers to the County's Department of Community Corrections (DCC.)
- Develop a case management system that coordinates the efforts of State and County parole officers, local agencies and other public safety officials.
- Combine the operations of community supervision with client intake, evaluation and referral to services.
- Provide integrated evaluation of treatment and supervision outcomes.
- Make the provision of community corrections services more accountable to local government policy makers and citizen advisory bodies.

POTENTIAL CONFLICTS:

- Potential loss of identity for State parole and probation officers transferred to the County.
- Potential diminished sense of freedom and flexibility for State parole and probation officers due to increased management and coordination by the DCC.
- Loss of State control and authority over some parole and probation activities may cause communication problems between DCC and State over who wants to do what.
- Potential competition for general fund resources between the DCC and other County departments because the transfer of parole and probation officers from the State makes the DCC larger and its needs greater.
- Potential morale problems and stress in the DCC due to the impact of change as employees adopt new and different systems.
- Adapting from a system of maintenance to more aggressive service delivery, i.e. rehabilitation service delivery vs. direct supervision, may be problematic as change occurs.

The following list of goals and practical issues have been compiled by Board staff from papers and testimony submitted to the BCC by MED system participants:

MED Goals and Practical Issues:

1. GOAL: Effective working relationship between MED administration and community-based non-profit agencies and hospitals.
PRACTICAL ISSUE:
Authority over planning
2. GOAL: Blended service delivery system.
PRACTICAL ISSUE:
Direct vs. indirect services by County
3. GOAL: Quality service - as it relates to both consumer satisfaction and service outcome.
PRACTICAL ISSUE:
Quality assurance
4. GOAL: Effective use of limited resources - both \$ and hospital beds.
PRACTICAL ISSUES:
Cost Containment & resource management
5. GOAL: Accountability for use of public funds - both for direct services and administrative costs.
PRACTICAL ISSUES:
Cost containment & reduced administrative duplication
6. GOAL: Equitable access and treatment for priority populations presenting similiar needs throughout the County.
PRACTICAL ISSUE:
Resource management
7. GOAL: Protection of community through system management.
PRACTICAL ISSUE:
Management authority (e.g., involuntary commitments, crisis management and emergency hospitalization)
8. GOAL: Fair and open fund allocation process.
PRACTICAL ISSUE:
RFP process
9. GOAL: Clear communication and support between MED adminstration and direct service providers that facilitates service delivery.
PRACTICAL ISSUE:
Information sharing
10. GOAL: System flexibility that accomodates changing community needs and changing funding mechanisms.
PRACTICAL ISSUE:
Upcoming OHI and State block grant

Additional Information

In addition to these structured responses, participants are also invited to include one to two pages of introduction or summary, which gives an overall description of the system envisioned and recommended on the response forms.

Length of response paper, including one page per goal/practical issue (10 pages maximum) and one or two pages of introduction or summary (2 pages maximum), should be no more than twelve pages.

Wherever possible, system participants who share the same viewpoint are encouraged to work together on their statements. They should feel free to involve consumers, advocates, community residents or others impacted directly or indirectly by the MED system.

If you have any questions about the response papers, call Kathy Millard, Staff Assistant, Office of Commissioner Gladys McCoy, 248-3308.

Response papers should be submitted no later than 4:00 p.m. on Monday, January 13, 1992 to:

Kathy Millard, Staff Assistant
Office of the County Chair
1120 S.W. Fifth Avenue, 14th Floor
Portland, Oregon 97204

MED SYSTEM REVIEW RESPONSE FORM

GOAL:

PRACTICAL ISSUE(S):

ROLES & RESPONSIBILITIES:

POTENTIAL CONFLICTS:

Name of respondent(s)

Return to:
Kathy Millard, Staff Asst.
Office of the County Chair
1120 S.W. 5th Ave., 14th Fl.
Portland, Oregon 97204

APPENDIX B

LIST OF RESPONDENTS

Albertina Kerr Centers - Christopher Krenk
Citizen Advocate - Arlene Wood
Citizen Advocate - Doug Montgomery
CODA, Inc. - Ann Uhler
Delauney Mental Health Center - Delores Morgan
Delauney Mental Health Center Board - Mark Williams
Garlington Center-N/NE Community Mental Health, Inc. - Liam Callan
Holladay Park Medical Center - Judy Estes Smith
Hoodview/Mt. Scott - Dennis Murphy
Mental Health Association of Oregon - Nellie Fox Edwards
Mental Health Services West - June Dunn
Metro Crisis Line - Laura Jeibmann
Morrison Center, Youth and Family Services - Orin Bolstad
Mt. Hood Community Mental Health Center - Roderick Calkins
Multnomah County Social Services Division - Rex Surface & Gary Smith
Oregon Consumer's Network, Inc. - Mary Byrkit
Oregon Health Sciences University - Dr. Joe Bloom
Portland Adventist Medical Center - Ed Cochrane
Providence Day Treatment Center - Sandi Carter
Ryles Center For Evaluation and Treatment - Maxine Stone
Southeast Mental Health Network, Inc. - John Parker

APPENDIX C

SUMMARY OF RESPONSES

(Numbers in parenthesis indicate number of responses received which made same point. Although some items are composites of individual responses, for the most part, the following responses reflect actual language used.)

Planning

County should play a more proactive and effective role in planning to create equitable access and treatment.

There should be processes to ensure all parties have a stake in system and meaningful participation.

County and providers need to develop a common mission and goals. (2)

There should be a cooperative process between County and providers including collaborative planning. (4)

Planning and decision making should involve consumers and advocates at both the County and provider level. (4)

Providers serving "children only" have a lesser role in planning and decision making than those who serve adult clients.

County should have collaborative relationship with providers while retaining ultimate authority in defined areas.

County should facilitate problem solving.

County should institute strategic planning process including policy review and prioritization which includes all mental health system players. (5)

A management expert with knowledge about mental health systems should be brought in for the planning process. (3)

County should work with justice system to address needs of incarcerated mentally ill.

County should prioritize services to children and youth along with services to adults.

Oregon legislature supports planning which continues the process of investing in community based care.

Administration

The County administration costs are redundant and excessive. (2)

Issues of control including imposing control on providers are primary with the County. (2)

The County represents an unnecessary extra layer of administration between the non-profits and the State.

The County needs leadership skilled in building coalitions.

The County administration is a hindrance to delivery of quality residential services.

Minimizing administrative functions for providers translates into increased dollars for direct service.

The County MED should be the final authority in the mental health system.

MED leadership is needed to acquire maximum resources for Multnomah County from the State. (2)

MED leaders must work with providers, not against them. Current relationship between SSD and contractors is adversarial.

County leadership is chaotic.

Focus is on fiscal monitoring.

There is a need for increased authority and service provision by County MED staff.

Let managers manage with clear guidelines, accountability with performance measures, and organizational flexibility.

The executive-administrative staff-advisory boards of the quadrants are duplicative ... unification would save dollars.

Multnomah County needs accountability at one source, one place where the buck stops.

Identify overlapping administrative areas to determine administrative/service duplication. Determine whether private or public sector is best suited to combine functions.

MED should educate public about mental health care, serve as advocate for the mentally ill.

BCC must clarify policy, give accurate directions to its staff and support their decision-making process.

County should establish a strong, central coordinating system.

County should reserve to itself the role of system management including planning, contracting, payments, monitoring, some licensing functions, data management, and managed care.

Communications

Concern has been expressed over the elimination of the monthly provider meeting as not being a way to encourage good communications. (3)

County changes policy without input from community subcontract providers.

Contradictory messages/directions are received from contract office, SSD, and MED office.

Decisions are announced or written into contracts by County that are contrary to prior assumed consensus, or are made and later rescinded without input. (3)

County chain of command is diffuse, not clear.

Communication is poor between the County's fiscal and clinical/program staff. (2)

There is poor communication between treating physicians and County's billing department. Too many bills are being denied.

Agreed upon training and procedures to be developed have not materialized.

Communications from the County are confusing as are messages sent through the County from the State. (3)

Communication within SSD is so slow that deadlines and opportunities are missed.

Contractors have aired grievances directly to BCC in an attempt to circumvent MED administration.

Lack of cooperation among quadrant agencies in Multnomah County leads to consumers not being served.

There should be a regular schedule for contractors and top level administrators to meet and resolve differences. If impasse, call in mediator with full power to resolve.

There is a need for communications by formal and informal means with all system players including contractors, consumers, potential providers, families, advocates, police, neighborhood organizations, and related social service providers.

Conflict often occurs when input has been respectfully considered, but a decision is made contrary to input.

RFP Process and Contracting

RFP process is costly, destabilizing, and inherently unfair. (2)

RFP process is cumbersome, tedious, time consuming, drawn out, ineffective. (4)

RFP process is unfair if County is provider of direct services.

Contracting process is weak, not timely, does not reflect desired outcomes.

County needs to define what it wants and what is fair funding level to attract providers.

RFP is a formality which slows down contracting process and causes uncertainty amongst provider agencies.

County refuses to submit its own contracts to RFP process.

Agencies which have contract funds should be offered some security to facilitate planning, staff retention, etc.

New services should not be put in place using funding already allocated to existing services.

RFP criteria must be clear and meaningful.

Dollars are allocated without due process; rules changed midstream.

Contracts received within a day or two of return deadline; not timely.

RFP process is valid mechanism for fund allocation. Application of process is fraught with poor communication, condensed timelines.

RFP process is an every five year threat. Contract monitoring should suffice.

State should contract directly with quadrant agencies and eliminate County layer of administration.

Enormously costly, should only be used when there is new money available.

Annual County compliance review should not duplicate information provided by federally required audits.

Effective service providers should receive funds without costly disruption while allowing into the system potential providers who could broaden scope of services.

Streamline paperwork demands of RFP process.

Monitoring

Providers have in place their own monitoring systems which are sufficient. County duplicates monitoring. (4)

The County has increased case management. Providers fear micro-management. (2)

The State also oversees provider agencies. Both State and County should not be involved in same monitoring process. (2)

County is not clear on desired outcomes.

County gets % of contract for administration but requires subcontractor to pay for audits and reports.

County unclear about utilization review goals - needs to have consulting psychiatrist's input to appropriateness of decisions regarding utilization procedures.

County should construct effective oversight mechanism to allow them to identify and correct problems.

Consumer feedback should come from consumers residing in area particular agency covers and be specific to that agency. (2)

Even state licensed psychologists are required by County to have review of qualifications.

Fiscal monitoring by the County is necessary. Clinical monitoring inappropriate. Best kept at the local level.

Fewer than half of the treatment plans have any reference to education or vocational goals, or to financial planning needs.

County should require subcontractors to develop and review more comprehensive treatment plans, providing advocacy services for consumers.

MED should enforce clinical and administrative standards of performance.

County should insure equal availability of services across County.

Peer review across providers might require less time from County staff and benefit participants.

Role Definition and Lines of Authority

There is a need for clarification of roles. It is unclear who has responsibility for specific activities and has decision-making authority. (8)

It is unclear who is the final decision maker for fiscal and clinical issues ... no one to make the binding decision.

A better definition of the relationship between hospitals and quadrant mental health centers is needed to enhance coordination.

Identify County strengths and provider strengths to define roles.

Direct Services

Direct services by County are more costly than contracting.

County has been hiring staff with degrees in service delivery, not planning and administration. Blended system not agreed upon. (2)

Children's services were expanded without RFP's. County has slowly begun to provide direct services without a planning process. (2)

If County provides direct services, who will monitor? (2)

County should restrict itself to administrative and evaluative functions. County should be the provider of last resort. (7)

County should stay out of direct services or take back all services.

County could be guilty of "creaming" if allowed to do direct services.

County should provide direct service for precommitment investigations and hospital discharge planning.

County should provide direct services:

- If they are cost effective.

- If there is potential loss of individual liberty.

- When consumers cannot or do not get what they need.

County should determine if after hours crisis, respite services, hospital liaison services could be handled in a consolidated manner.

County-wide Continuity, Gatekeeping, and Managed Care

The system is in need of central management.

The quadrant agencies should be able to hospitalize directly without County approval per or post hospitalization.

Consumers should have access to case management.

Case management should be available for high-risk clients.

There should be strong County control in allocating scarce resources.

Emergency, after hours, and weekend responses should be documented and services needed allocated equitably throughout the region.

Multnomah County needs a unified system to control ADP at State hospitals.

County staff need to have more central role in gatekeeping functions, e.g. involuntary commitment investigations, hospital admissions, discharge, protective services and assigning consumers to service and monitoring service.

The issue is gatekeeping; who will receive which services. The County should perform this function.

State hospital liaison should be provided by the central mental health authority.

The mental health authority should assign service providers once a patient is identified for discharge planning.

Acute care system needs centralized care management.

Effects of Measure 5, Oregon Health Plan, DHR Reorganization

These unknowns may affect planning and delivery of mental health services. Where will managed care be managed?

Without knowing more about these plans, it may not be a good time to contemplate changes in the MED system. (2)

More layers of government bureaucracy could be created.

Use Of Resources

The emergency holds and hospital beds are an issue between the County and the hospitals.

County employees are paid higher salaries so County is able to employ the most qualified staff through unfair competition.

If funds are limited, do not lessen the quality of treatment to the few in order to serve the masses a little.

County should develop standards for percent administrative overhead and productivity. (2)

Focus on fiscal advocacy to maximize State and federal funds available to consumers.

"Turf wars" among agencies result in poor allocation of resources.

Service providers want to continue business as usual despite needing to work together to minimize effects of monetary cuts.

Review consumers' need for restrictive or high cost services.

Require assignment of case manager for all persons ready to leave State hospital.

There will always be more individuals in need of services than funding will allow.

APPENDIX D

DOCUMENTS REVIEWED BY THE MED SYSTEM REVIEW TASK FORCE

Publications

- Psychosocial Rehabilitation Journal, Volume 12, #3. 1989. pp. 41-53.
"Implementing a Community Support System in an Urban Setting".
- Care of the Seriously Mentally Ill; A Rating of State Programs. 1990.
pp. 88-90.
- Hospital and Community Psychiatry, Volume 41, #11. November, 1990:
"Robert Wood Johnson Foundation Program On Chronic Mental
Illness: An Overview", pp. 1212-1216.
"Design for the National Evaluation of the RWJ Foundation
Program on Chronic Mental Illness", pp. 1217-1221.
"Form and Function of Mental Health Authorities at RWJ Foundation
Program Sites: Preliminary Observations", pp. 1222-1230.
- Select articles from RWJ InSites Journal:
"Consumer Driven Programs Gain Momentum", March/April, 1991.
"Cincinnati Introduces a Managed Care System", May/June, 1991.
"Changing Incentives in the Ohio Mental Health System",
August/September, 1991.

Multnomah County MED System Materials

- David Lawrence White Paper, 1980.
- Paul Ahr Report to the State Mental Health Division Director, 1/7/87.
- 1991-1993 Intergovernmental Agreement between State of Oregon and
Multnomah County #26-001, 5/10/91 for Community Mental Health
Services.
- Critical Issues White Paper prepared for the BCC by the Board of
Directors and Staff of Eight Community Mental Health Providers,
6/13/91.
- Response Paper, 9/23/91, from the Executive Directors of Eight
Community Health Agencies to Gary Smith's 6/17/91 Mental Health
Assessment Memo.
- Information packet distributed for 10/23/91 special session of the
Board of County Commissioners including:
History of Contracting in Human Services, Gerald Frey, 1991.
Comments of Barry Kast, State Mental Health Division.
- State memo regarding Questions, Issues, and Concerns about the
Multnomah County Acute Care System, 11/29/91 with accompanying
letter to Multnomah County Chair, 12/13/91.
- State Review of Multnomah County Non-residential Adult Mental Health
Services, 12/2/91.

Multnomah County MED Administration Materials

Memo from Gary Smith, Social Services Division (SSD), to Kathy Busse, 5/28/87, RE: Request for RFP exemption for Six Core Agencies.

Memo from Kathy Busse, Purchasing Director, to BCC, 6/1/87, RE: Exemption from Competitive RFP Process for Six Core Agencies.

Initial Multnomah County Crisis/Acute Care Plan, 3/12/90.

Multnomah County Crisis/Acute Care Plan, 5/8/90.

'89-91 Biennial Implementation Plan Addendum for Acute Care and the NIMH Grant.

Memo from Gary Smith, SSD, 6/17/91, RE: Mental Health Services Assessment.

Contract between Multnomah County and Mental Health Services West, 7/1/91.

Child and Adolescent Planning Group Recommendation to the Multnomah Board of County Commissioners, September, 1991.

Testimony to the BCC by Gary Smith, SSD, 10/23/91.

Questionnaire sent to MED community subcontract providers, RE: '91-93 MED Biennial Implementation Plan.

Multnomah County '91-93 Draft MED Biennial Implementation Plan.

Multnomah County MED Program Office response to the State's Acute Care System Concerns memo, 2/13/92.

Flow of Mental Health Funds diagrams developed by MED Program Office for MED System Review Task Force.

Correspondence

Letter from Sandra Meicher, Klamath County Mental Health Department Director, to Gary Smith, SSD, 7/11/91.

Letter from Ed Washington to Commissioner McCoy 11/18/91, RE: MHAC representation on MED System Review Task Force.

Letter from Dr. David Cutler, Oregon Health Sciences University, to Kathy Millard 12/11/91, 1/8/92, and 2/4/92, RE: Psychiatric representation on MED System Review Task Force.

Letter from Kathy Millard to Dr. Cutler 1/15/92, RE: Psychiatric input in task force process.

Letter from Mary Byrkit to Commissioner McCoy 12/13/91, RE: Consumer representation on MED System Review Task Force.

Letter from Kathy Millard to Mary Byrkit 1/3/92, RE: Consumer input in task force process.

Letter from June Dunn to Commissioner McCoy 1/31/92, RE: AMI newsletter.

Letter from Liam Callan to Joe Gallegos 3/17/92, RE: MED Task Force activities.

Letter from Kathy Millard to Dr. Stanley Sturgess 3/24/92, RE: Psychiatric input in task force process.

APPENDIX E

GLOSSARY

Terms

Acute Care System: A group of integrated, intense services that attend to the needs of individuals who are at risk of doing harm to themselves or others. Service components of the Multnomah County Acute Care System include: Metro Crisis and Transport, Ryles Center for Evaluation and Treatment, crisis respite beds, crisis and precommitment services, Community Treatment Services for Acute Care, emergency room services, emergency hold beds, and Dammasch State Hospital.

Advocates: People who actively support the cause of an individual (case advocacy) or group (class advocacy). Advocates often intervene in the service system on behalf of an individual or group to assure the best possible services are provided and obtained.

Case Management: The arrangement and delivery of coordinated services for individual clients.

Community Subcontract Provider: An agency which provides medical supervision, psychotherapy, and other services to people with emotional disorders.

Consumer: A person who seeks or receives mental health treatment services.

Core Service Agencies: S.E. Mental Health Network, Mental Health Services West, Garlington Center-N/NE Community Mental Health Center, Mt. Hood Community Mental Health Center, Delauney Mental Health Center, and Center for Community Mental Health.

Involuntary Commitment Process: Process by which a person who is allegedly mentally ill is involuntarily held, assessed for the severity of their crisis, and evaluated for their need to have a commitment hearing.

Managed Care: Authorization of services following evaluation of client needs. This utilization review is a control mechanism to ensure that clients receive services which are appropriate to their condition at the level which is most cost effective.

MED Administration: Also known as Social Services Division. Manages the State and Federally funded Mental Health Grant for MED, Alcohol and Drug, and Developmental Disabilities Program Office. Administration provides overall coordination and policy development including fiscal, contract process oversight, and internal County budget control. The Division Director is designated by the County Chair as the Mental Health Director of the Community Mental Health Program described in ORS 430.630. The statutorily mandated advisory group is the Mental Health Advisory Committee which represents the constituencies of all three mental health population groups.

MED Program Office: Manages the Multnomah County publicly funded mental health system including assessment of community needs, coordination of planning, management of contracts, provision of technical assistance, provision of specific direct mental health services, and advocacy/service development for unserved populations. The advisory group is the MED Advisory Council.

Priority One Clients: Individuals assessed by mental health professionals who are:

- * At immediate risk of hospitalization for the treatment of mental or emotional disturbances,
- * In need of continuing services to avoid hospitalization, or
- * Posing a hazard to the health and safety of themselves or others. (As defined in ORS 430.675)

Quadrant System: Service system designed to distribute services to clients according to geographic catchment areas.

System Participants: MED administration and program office, hospitals, community subcontract providers and their board of directors, consumers, families, and advocates.

Acronyms

BCC: Board of County Commissioners

DHR: Department of Human Resources (State of Oregon)

ICP: Involuntary Commitment Process

MED: Mental and Emotional Disabilities

NIMH: National Institute of Mental Health

RFP: Request for Proposals

RWJ: Robert Wood Johnson Foundation

SSD: Social Services Division