

ANNOTATED MINUTES

Tuesday, May 7, 1991 - 9:30 AM
Multnomah County Courthouse, Room 602

BOARD BRIEFING

1. Update on the Implementation of Early Periodic Screening and Diagnosis (EPSDT) Activities, Including Number of Children and Types of Problems Identified and Treated to Date and Projected for the Future. Presented by Mary Lou Hennrich and Others. (9:30 - 10:15 AM TIME CERTAIN)
-

Tuesday, May 7, 1991 - 10:30 AM
Multnomah County Courthouse, Room 602

AGENDA REVIEW

2. Review of Agenda for Regular Meeting of May 9, 1991
 - R-2 CHAIR McCOY TO LOOK INTO COMMISSIONER HANSEN'S SUGGESTION THAT THE RESOLUTION CONTAIN A DATE FOR THE COMMITTEE TO REPORT BACK TO THE BOARD.
 - R-4 COUNTY COUNSEL DIRECTED TO INCORPORATE A PORTION OF COMMISSIONER BAUMAN'S SUGGESTED LANGUAGE INTO A REVISED RESOLUTION TO BE SUBMITTED FOR BOARD CONSIDERATION PRIOR TO THURSDAY'S MEETING.
 - R-6 COMMISSIONER KELLEY SUGGESTED THAT THE PLANNING AND BUDGET OFFICE BE DIRECTED TO REVIEW THE ACCURACY OF FUTURE AGENDA ITEMS WITH BUDGETARY IMPACT PRIOR TO BOARD CONSIDERATION.
-

Thursday, May 9, 1991 - 9:30 AM
Multnomah County Courthouse, Room 602

REGULAR MEETING

CONSENT CALENDAR

DEPARTMENT OF HUMAN SERVICES

- C-1 Ratification of Amendment No. 1 to the Intergovernmental Agreement Between Multnomah County and the State of Oregon Health Sciences University Microbiology Laboratory Providing Services to the County's Sexually Transmitted Disease Clinic

APPROVED.

- C-2 Ratification of Amendment No. 9 to the Intergovernmental Agreement Between the State of Oregon, Department of Human Resources, State Community Services and Multnomah County Adding Petroleum Violation Escrow-Exxon Funds to Provide

DEPARTMENT OF HUMAN SERVICES - continued

Weatherization Services for Low Income Households

APPROVED.

- C-3 Ratification of Amendment No. 10 to the Intergovernmental Agreement Between the State of Oregon, Department of Human Resources, State Community Services and Multnomah County Adding Community Service Block Grant/Low Income Energy Assistance Transfer Funds to Provide Client Assistance Services for Low Income Households

APPROVED.

REGULAR AGENDA

NON-DEPARTMENTAL

- R-1 PROCLAMATION in the Matter of Proclaiming May as AMERICAN WETLANDS MONTH in Multnomah County

PROCLAMATION 91-63 APPROVED.

- R-2 RESOLUTION in the Matter of Supporting Consolidation of Portland Business License Fee System and County Business Income Tax and the Creation of a Joint Implementation Committee to Carry Out Consolidation

RESOLUTION 91-64 APPROVED.

JUSTICE SERVICES

SHERIFF'S OFFICE

- R-3 PROCLAMATION in the Matter of Proclaiming May 15, 1991 as PEACE OFFICERS MEMORIAL DAY, and May 13-17, 1991 as POLICE WEEK in Multnomah County, Oregon

PROCLAMATION 91-65 APPROVED.

COMMUNITY CORRECTIONS

- R-4 RESOLUTION in the Matter of Unifying Community Corrections Under Option I (Continued from May 2, 1991)

TESTIMONY HEARD. RESOLUTION 91-66 APPROVED AS AMENDED.

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-5 ORDER in the Matter of Acceptance of a Deed from Richard D. Schacht and Sue Schacht, Conveying said Deed to Multnomah County for Road Purposes (Hogan Road County Road No. 4974 South of Palmquist Road)

ORDER 91-67 APPROVED.

DEPARTMENT OF GENERAL SERVICES

R-6 In the Matter of a Request for Approval of Proposed
Services to Laid Off County Employees

APPROVED.

0142C/1-3/dr



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

MAY 6 - 10, 1991

- Tuesday, May 7, 1991 - 9:30 AM - Board Briefing. Page 2
- Tuesday, May 7, 1991 - 10:30 AM - Agenda Review. Page 2
- Thursday, May 9, 1991 - 9:30 AM - Regular Meeting. Page 2

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

- Thursday, 10:00 PM, Channel 11 for East and West side subscribers
- Friday, 6:00 PM, Channel 27 for Paragon Cable (Multnomah East) subscribers
- Saturday 12:00 PM, Channel 21 for East Portland and East County subscribers

Tuesday, May 7, 1991 - 9:30 AM

Multnomah County Courthouse, Room 602

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AGENDA REVIEW

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Multnomah County Courthouse, Room 602

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- C-2 Ratification of Amendment No. 9 to the Intergovernmental Agreement Between the State of Oregon, Department of Human Resources, State Community Services and Multnomah County Adding Petroleum Violation Escrow-Exxon Funds to Provide Weatherization Services for Low Income Households
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REGULAR AGENDA

NON-DEPARTMENTAL

- R-1 PROCLAMATION in the Matter of Proclaiming May as AMERICAN WETLANDS MONTH in Multnomah County

NON-DEPARTMENTAL - continued

- R-2 RESOLUTION in the Matter of Supporting Consolidation of Portland Business License Fee System and County Business Income Tax and the Creation of a Joint Implementation Committee to Carry Out Consolidation

JUSTICE SERVICES

SHERIFF'S OFFICE

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COMMUNITY CORRECTIONS

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DEPARTMENT OF ENVIRONMENTAL SERVICES

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DEPARTMENT OF GENERAL SERVICES

- R-6 In the Matter of a Request for Approval of Proposed Services to Laid Off County Employees



CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 103631

Amendment # 1

<p>CLASS I</p> <p><input type="checkbox"/> Professional Services under \$10,000</p>	<p>CLASS II</p> <p><input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption)</p> <p><input type="checkbox"/> PCRB Contract</p> <p><input type="checkbox"/> Maintenance Agreement</p> <p><input type="checkbox"/> Licensing Agreement</p> <p><input type="checkbox"/> Construction</p> <p><input type="checkbox"/> Grant</p> <p><input type="checkbox"/> Revenue</p>	<p>CLASS III</p> <p><input checked="" type="checkbox"/> Intergovernmental Agreement</p> <p>C-1 May 9, 1991</p>
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Contact Person Brame Phone x2670 Date 4/16/91

Department Human Services Division Health Bldg/Room 160/2

Description of Contract Amendment #1 to the contract for the provision of vaginal cultures for yeast infection. (100) to (200) cultures for female clients in the County's Sexually Transmitted Disease Clinic.

RFP/BID # _____ Date of RFP/BID _____ Exemption Exp. Date _____

ORS/AR # _____ Contractor is MBE WBE QRF

Contractor Name OHSU Microbiology Laboratory

Mailing Address 3181 S.W. Sam Jackson Park Rd.
Portland, Or. 97201-3098

Phone 494-8909

Employer ID # or SS # 93-0692164

Effective Date Upon execution

Termination Date June 30, 1991

Original Contract Amount \$ _____

Amount of Amendment \$ _____

Total Amount of Agreement \$ Requirements

REQUIRED SIGNATURES:

Department Manager Duan Gussafae

Purchasing Director
(Class II Contracts Only) [Signature]

County Counsel [Signature]

County Chair/Sheriff [Signature]

\$7.50 per culture. Send invoice to County when 200th specimen is tested or contract expires.

Payment Term

Lump Sum \$ _____

Monthly \$ _____

Other \$ _____

Requirements contract - Requisition required

Purchase Order No. _____

Requirements Not to Exceed \$ 5000.00

Date 4/16/91

Date _____

Date 4-22-91

Date 5/1/91

MULTNOMAH COUNTY RECORDS
1991 MAY 24 10 46 AM
COUNTY CLERK

VENDOR CODE			VENDOR NAME						TOTAL AMOUNT		\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND	
01.	156	010	0870			6110		0300		Requirements		
02.												
03.												

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

INSTRUCTIONS FOR COMPLETING CONTRACT APPROVAL FORM

1. **CLASS I, CLASS II, CLASS III** - Check off appropriate class of contract in one of the three columns on the top of the form.
2. **CONTRACT #** - To be issued by designated person in each Division or call Purchasing to get a number.
3. **AMENDMENT #** - Sequential numbering to original contract as changes are made and approved.
4. **DESCRIPTION OF CONTRACT** - Summary of product purchased or services to be performed. Note if an amendment or extension.
5. **RFP/BID #** - Enter number if contract is a result of RFP/Bid selection process.
6. **DATE RFP/BID** - Enter date of RFP/Bid public opening.
7. **EXEMPTION EXPIRATION DATE** - Enter exemption expiration date from competitive bidding granted by BCC or the Chair.
8. **ORS/AR#** - Refer to Oregon Revised Statutes and/or Administrative Rule #, when applicable.
9. **CONTRACTOR IS MBE, WBE, QRF** - Check appropriate box if contractor is certified as an MBE, WBE, or QRF (Qualified Rehabilitation Facility).
10. **CONTRACTOR NAME, MAILING ADDRESS, PHONE** - Enter current information.
11. **EMPLOYEE ID# OR SS#** - Enter employee federal ID# or Social Security # if contractor is an individual.
12. **EFFECTIVE DATE** - Date stated on contract to begin services.
13. **TERMINATION DATE** - Date stated on contract to terminate services.
14. **ORIGINAL CONTRACT AMOUNT** - Enter amount of original contract.
15. **AMOUNT OF AMENDMENT** - Enter amendment or change order amount only, if applicable.
16. **TOTAL AMOUNT OF AGREEMENT** - Enter original amount of contract. If this is an amendment or change order, please include original amount and amended amount.
17. **PAYMENT TERMS** - Designate payment terms by checking appropriate box and entering dollar amount.
18. **REQUIREMENTS CONTRACT - Requisition Required** - Check this box to note that a purchase order will be issued to initiate payment.
19. **PURCHASE ORDER #** - Enter number of purchase order to be issued. If number is not known, enter "PO will be issued."
20. **REQUIREMENTS NOT TO EXCEED** - List the estimated dollar amount of requirements contracts.
21. **REQUIRED SIGNATURES** - To be completed as approved. Purchasing Director needs to sign all Class II contracts only.
22. **ACCOUNT CODE STRUCTURE** - Enter account code structure for the type of agreement; i.e., expense or revenue.
23. **LGFS DESCRIPTION** - Abbreviated description for Data Entry purposes.
24. **AMOUNT** - If total dollar amount is being split among different account numbers, indicate dollar amounts here.

Meeting Date: MAY 0 9 1991

Agenda No.: C-1

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: Amendment #1 to Intergovernmental Agreement with Oregon
Health Sciences University Microbiology Laboratory
BCC Informal _____ (date) BCC Formal _____ (date)

DEPARTMENT Human Services DIVISION Health

CONTACT Tom Fronk/Duane Zussy TELEPHONE _____

PERSON(S) MAKING PRESENTATION _____

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 minutes maximum

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):

Amendment to executed contract with OHSU Microbiology Lab to provide Trichomonas cultures of vaginal secretions from female patients of the STD Clinic. The changes involve: 1) additional boilerplate language explaining OHSU's relationship with the State and the State Board of Higher Education and 2) changing the execution date from January 14, 1991 to "execution".

5/13/91 originals to Herman Beame (160/2)

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL _____

Or

DEPARTMENT MANAGER Duane Zussy

(All accompanying documents must have required signatures)

BOARD OF
COUNTY COMMISSIONERS
1991 APR 30 AM 9:52
MULTI-COUNTY
OREGON



MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES
HEALTH DIVISION
426 S.W. STARK STREET, 2ND FLOOR
PORTLAND, OREGON 97204
(503) 248-3406

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

MEMORANDUM

TO: Gladys McCoy, County Chair

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

FROM: *Belle* Odegaard, Director, Health Division

DATE: March 28, 1991

SUBJECT: Amendment #1 to Intergovernmental Agreement With Oregon Health Sciences University Microbiology Laboratory

Recommendation: The Health Division and Department of Human Services recommend County Chair approval and Board ratification of this amendment to the Intergovernmental Agreement with Oregon Health Sciences University for the period upon execution to and including June 30, 1991.

Analysis: The Oregon Health Sciences University fully executed an agreement with Multnomah County to provide trichomonas cultures of vaginal secretions of patients from the Sexually Transmitted Disease Clinic. Upon execution the Oregon Health Sciences University added boilerplate language to the contract which more clearly explains the university's relationship with the state of Oregon and the State Board of Higher Education. The portion of the opening contract paragraph was changed from "Oregon Health Sciences University" to read "State of Oregon, acting by and through the State Board of Higher Education, for and on behalf of University Hospital of the Oregon Health Sciences University." Also, the effective date of the contract was changed from January 14, 1991 to "execution." The changes are mutually agreeable to OHSU and Multnomah County program staff.

Background: On March 7, 1991, Oregon Health Sciences University proposed that the amendments be made directly to the original contract and initialed by appropriate county personnel, but county contract procedures require that a complete amendment be fully executed by the county.



CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

Contract # 103631

MULTNOMAH COUNTY OREGON

Amendment # 1

<p>CLASS I</p> <input type="checkbox"/> Professional Services under \$10,000	<p>CLASS II</p> <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<p>CLASS III</p> <input checked="" type="checkbox"/> Intergovernmental Agreement <p style="text-align: center;">RATIFIED</p> <p style="text-align: center;">Multnomah County Board of Commissioners</p> <p style="text-align: center;">C-1 <u>May 9, 1991</u></p>
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Contact Person Brame Phone x2670 Date 4/16/91

Department Human Services Division Health Bldg/Room 160/2

Description of Contract Amendment #1 to the contract for the provision of vaginal cultures for yeast infection. (100) to (200) cultures for female clients in the County's Sexually Transmitted Disease Clinic.

RFP/BID # _____ Date of RFP/BID _____ Exemption Exp. Date _____

ORS/AR # _____ Contractor is MBE WBE QRF

Contractor Name OHSU Microbiology Laboratory

Mailing Address 3181 S.W. Sam Jackson Park Rd.
Portland, Or. 97201-3098

Phone 494-8909

Employer ID # or SS # 93-0692164

Effective Date Upon execution

Termination Date June 30, 1991

Original Contract Amount \$ _____

Amount of Amendment \$ _____

Total Amount of Agreement \$ Requirements

\$7.50 per culture. Send invoice to County when 200th specimen is tested or contract expires.

Payment Term

Lump Sum \$ _____

Monthly \$ _____

Other \$ _____

Requirements contract - Requisition required.

Purchase Order No. _____

Requirements Not to Exceed \$ 1,500.00

REQUIRED SIGNATURES:

Department Manager Duane Zungge

Date 4/16/91

Purchasing Director
(Class II Contracts Only)

Date _____

County Counsel [Signature]

Date 4-22-91

County Chair/Sheriff [Signature]

Date 5/9/91

VENDOR CODE			VENDOR NAME						TOTAL AMOUNT	\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND
01.	156	010	0870			6110		0300		Requirements	
02.											
03.											

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

AMENDMENT NO 1 TO
MULTNOMAH COUNTY AGREEMENT

THIS AMENDMENT TO AGREEMENT made and entered into as of the ___ day of _____, 1991, by and between MULTNOMAH COUNTY, (hereinafter "COUNTY"), and the State of Oregon, acting by and through the State Board of Higher Education, for and on behalf of University Hospital of the Oregon Health Sciences University, (hereinafter "CONTRACTOR").

W I T N E S S E T H:

WHEREAS, the COUNTY and CONTRACTOR are parties to a certain Agreement for the period January 14, 1991 to and including June 30, 1991, entitled Agreement Between Multnomah County, and Oregon Health Sciences University.

WHEREAS, the parties mutually desire to amend said Agreement in the manner hereinafter set forth;

NOW, THEREFORE, the parties agree as follows:

Amend first paragraph to read:

THIS INTERGOVERNMENTAL AGREEMENT is made and entered into this 14th day of January, 1991, by and between MULTNOMAH COUNTY, a political subdivision of the State of Oregon (hereinafter referred to as "COUNTY"), and the State of Oregon, acting by and through the state Board of Higher Education, for and on behalf of University Hospital of the Oregon Health Sciences University, (hereinafter referred to as "STATE").

Amend section 1. TERM to read:

The term of this Agreement shall be from execution, to and including June 30, 1991, unless sooner terminated under the provisions hereof.

IN WITNESS WHEREOF, the parties have caused this Amendment to Agreement to be executed by their duly authorized officers the date first hereinabove written.

OREGON HEALTH SCIENCES UNIVERSITY
State of Oregon, Acting By and Through
the State Board of Higher Education on
Behalf of University Hospital of the
Oregon Health Sciences University,
(hereinafter referred to as "STATE:).

By: _____
William C. Neland
Associate Vice President
Administration and Finance

Date: _____

93-6001786-W
Federal I.D. Number

MULTNOMAH COUNTY, OREGON

By: Gladys McCoy
Gladys McCoy, County Chair

Date: 5/9/91

HEALTH DIVISION

By: Billi Odegaard
Billi Odegaard, Director

Date: 4/3/91

HEALTH DIVISION

By: Ronna Cassidy
Program Manager

REVIEWED:

Date: 4-2-91

LAURENCE KRESSEL, County Counsel
for Multnomah County, Oregon

By: [Signature]

Date: 4-22-91



CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 102731

Amendment # 9

<p>CLASS I</p> <input type="checkbox"/> Professional Services under \$10,000	<p>CLASS II</p> <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<p>CLASS III</p> <input checked="" type="checkbox"/> Intergovernmental Agreement Revenue <p>C-2 MAY 9, 1991</p>
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Contact Person Cilla Murray (Nancy Culver) Phone 248-3646 Date April 18, 1991

Department Human Services Division Aging Services Bldg/Room B161/3rd Floor

Description of Contract Amendment adds Petroleum Violation Escrow (PVE) funds for weatherization services.

RFP/BID # _____ Date of RFP/BID _____ Exemption Exp. Date _____

ORS/AR # _____ Contractor is MBE WBE QRF

Contractor Name State Community Services

Mailing Address 1158 SE Chemeketa St., N.E.
Salem, OR 97310

Phone 1-378-4729

Employer ID # or SS # _____

Effective Date January 1, 1991

Termination Date March 31, 1991

Original Contract Amount \$ 2,120,799

Amount of Amendment \$ 32,065

Total Amount of Agreement \$ 2,779,450

Latest Total, Amendment #8 2,779,450

Payment Term

Lump Sum \$ _____

Monthly \$ _____

Other \$ Reimbursement

Requirements contract - Requisition required.

Purchase Order No. _____

Requirements Not to Exceed \$ _____

BOARD OF COUNTY COMMISSIONERS
 1991 JUN - 7 PM 2:06
 MULTNOMAH COUNTY OREGON

REQUIRED SIGNATURES:

Department Manager [Signature]

Purchasing Director (Class II Contracts Only) [Signature]

County Counsel [Signature]

County Chair/Sheriff [Signature]

Date 4-22-91

Date _____

Date 4.22.91

Date 5/7/91

VENDOR CODE			VENDOR NAME							TOTAL AMOUNT	\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	Revenue Code	AMOUNT	INC/ DEC IND
01.	156	010	1730						2077 PVE		\$32,065	
02.												
03.												

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING CANARY - INITIATOR PINK - CLERK OF THE BOARD GREEN - FINANCE

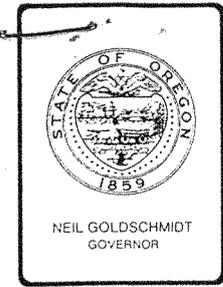
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10. **CONTRACTOR NAME, MAILING ADDRESS, PHONE** - Enter current information.
11. **EMPLOYEE ID# OR SS#** - Enter employee federal ID# or Social Security # if contractor is an individual.
12. **EFFECTIVE DATE** - Date stated on contract to begin services.
13. **TERMINATION DATE** - Date stated on contract to terminate services.
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16. **TOTAL AMOUNT OF AGREEMENT** - Enter original amount of contract. If this is an amendment or change order, please include original amount and amended amount.
17. **PAYMENT TERMS** - Designate payment terms by checking appropriate box and entering dollar amount.
18. **REQUIREMENTS CONTRACT - Requisition Required** - Check this box to note that a purchase order will be issued to initiate payment.
19. **PURCHASE ORDER #** - Enter number of purchase order to be issued. If number is not known, enter "PO will be issued."
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23. **LGFS DESCRIPTION** - Abbreviated description for Data Entry purposes.
24. **AMOUNT** - If total dollar amount is being split among different account numbers, indicate dollar amounts here.

DATE PRINTED: 07-Apr-91

CONTRACT APPROVAL FORM SUPPLEMENT
 ASD COMMUNITY ACTION PROGRAM, FY 1990-91
 CONTRACTOR:STATE COMMUNITY SERVICES (CAFSSCS7)
 MOD 9
 REVENUE CONTRACT

LINE	FUND	AGENCY	ORG	REV	LGFS	DESCRIPTION	CONTRACT	MOD 1	MOD 2	MOD 3	MOD 4	MOD 5	MOD 6	MOD 7	MOD 8	MOD 9	MOD 10	TOTAL
				CODE			AMOUNT											
01	156	010	1730	2071	CSBG		\$354,506											354,506
	156	010	1730	2071	CSBG		114,817								4,500			119,317
02	156	010	1730	2072	LIEAP		196,844							4,677				201,521
03	156	010	1730	2073	LIEAP WX		230,081											230,081
	156	010	1730	2073	LIEAP WX		180,063							118,516				298,579
04	156	010	1730	2077	PVE - WX			198,424					241,111			32,065		471,600
05	156	010	1730	2090	USDOE - WX		151,683				16,286							167,969
	156	010	1730	2090	USDOE - WX		75,841											75,841
06	156	010	1730	2092	OPIE		96,014											96,014
07	156	010	1730	2095	CSBG HOMELESS		43,991											43,991
08	156	010	1730	2394	SHAP		510,566		(43,530)									467,036
09	156	010	1730	2087	CSBG XFER		164,578											164,578
10	156	010	1730	2090	USDOE WX		1,815					1,000						2,815
11	156	010	1730	2094	ESGP					85,602								85,602
																		0
							\$2,120,799	\$198,424	(\$43,530)	\$85,602	\$16,286	\$1,000	\$241,111	\$123,193	\$4,500	\$32,065	\$0	\$2,779,450



Department of Human Resources

Contract #00255-9

OFFICE OF THE DIRECTOR

State Community Services

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

AMENDMENT OF AGREEMENT

The Agreement between the State of Oregon, Department of Human Resources, State Community Services and,

Multnomah County
Department of Human Services
426 SW Stark, 7th Floor
Portland, OR 97204

RECEIVED
MAY 16 1991
STATE COMMUNITY SERVICES PROGRAM

hereinafter referred to as "subgrantee" is amended as follows:

Program dollars for Petroleum Violation Escrow Funds are added to the contract in the amount of \$32,065 under cost center 641-1-20-16-47-91.

	SCS Program	FFY	ADMIN	PROGRAM	Contract Period	
					From	To
Existing Contract Amt.	PVE EXXON	91	-0-	-0-		
Change in Contract Amt.	PVE EXXON	91	-0-	32,065		
New Contract Amount	PVE EXXON	91	-0-	32,065	010191	033191

This amendment shall be effective from the effective date of the contract or the condition stated in this amendment. All other provisions of the original agreement remain in effect.

Agreed:

Approved:

James W. Council
Signature of Director

Gustavo Wilson
State Community Services
Gustavo Wilson, Acting Director

4-18-91
Date

5/28/91
Date

Gladys McCoy
Signature of the Board Chair

5/9/91
Date

Reviewed by Contract Manager *CS* Date 2-4-91

00255-9/gs/
02-01-91

Agreed:

By William King
Program Manager

4/15/91
Date

Reviewed:

Laurence B. Kressel
Multnomah County Counsel

By Laurence B. Kressel

4.22.91
Date

sign/wp

Meeting Date: MAY 09 1991

Agenda ^{No:} C-2
Date: _____

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

Subject: State Omnibus Contract Amendments 9 and 10

BCC Informal: _____ BCC Formal: _____
Date Date

DEPARTMENT: Human Services DIVISION: Aging Services/Comm.Action

CONTACT: Cilla Murray/Bill Thomas TELEPHONE: 248-3646

PERSON(S) MAKING PRESENTATION: Duane Zussy/Jim McConnell

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL

ESTIMATED TIME NEEDED ON AGENDA: 5 minutes

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

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

Aging Services Division/Community Action Program requests approval of amendments #9 and #10 to the State Community Services Omnibus Contract. Amendment #9 increases Petroleum Violation Escrow weatherization funds by \$32,065; amendment #10 increases the federal Community Services Block Grant/Low Income Energy Assistance Program Transfer funds, which are used for services to increase client self sufficiency, by \$89,744 and adds \$14,616 in Low Income Energy Assistance Program funds to pay for eligibility determinations and intake for energy assistance for low income households.

*7/13/91 originals to 101/380
Cilla Murray*

SIGNATURES:

ELECTED OFFICIAL: _____

OR

DEPARTMENT MANAGER: *Duane Zussy/ac*
(All accompanying documents must have required signatures)

scsa/wp
1/90

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1991 APR 30 AM 8:52



MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES
AGING SERVICES DIVISION
AREA AGENCY ON AGING
421 S.W. 5TH, 3RD FLOOR
PORTLAND, OREGON 97204
(503) 248-3646
TDD: 248-3683

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

MEMORANDUM

TO: Gladys McCoy, County Chair

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

FROM: Jim McConnell, Director *Jim McConnell*
Aging Services Division

DATE: April 18, 1991

SUBJECT: State Community Services Omnibus Contract Amendment #9

Retroactive Status: This revenue contract amendment with the State Community Services is retroactive to January 1, 1991, the date set by the State. The contract amendment was not received until mid February, 1991. Processing has been delayed pending completion of DHS Budget Modification #31, which appropriated the funds, and receipt of pending additional revenue contract amendments from the State in order to coordinate processing of these amendments through the County.

Recommendation: The Aging Services Division/Community Action Program recommends Board of County Commissioner approval of the attached revenue contract amendment #9, for the period January 1, 1991 through March 31, 1991.

Analysis: The State Community Services Omnibus contract amendment #9 adds \$32,065 in Petroleum Violation Escrow-Exxon funds to the Community Action budget. These funds pay for weatherization services for low income households. This action increases the Omnibus contract from \$2,747,385 to \$2,779,450.

Background: The Omnibus contract period runs July 1, 1990 through June 30, 1991; this amendment is effective for the period January 1, 1991 through March 31, 1991. The funds are included in the County Budget through DHS Budget Modification #31.

scsz/wp



CONTRACT APPROVAL FORM
(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 102731

Amendment # 9

<p align="center">CLASS I</p> <input type="checkbox"/> Professional Services under \$10,000	<p align="center">CLASS II</p> <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<p align="center">CLASS III</p> <input checked="" type="checkbox"/> Intergovernmental Agreement Revenue <p align="center">RATIFIED Multnomah County Board of Commissioners C-2 MAY 9, 1991</p>
---	---	--

Contact Person Cilla Murray (Nancy Culver) Phone 248-3646 Date April 18, 1991

Department Human Services Division Aging Services Bldg/Room B161/3rd Floor

Sms Description of Contract Amendment adds Petroleum Violation Escrow (PVE) funds for weatherization services.

RFP/BID # _____ Date of RFP/BID _____ Exemption Exp. Date _____

ORS/AR # _____ Contractor is MBE WBE QRF

Contractor Name State Community Services
 Mailing Address 1158 SE Chemeketa St., N.E.
Salem, OR 97310
 Phone 1-378-4729
 Employer ID # or SS # _____
 Effective Date January 1, 1991
 Termination Date March 31, 1991
 Original Contract Amount \$ 2,120,799
 Amount of Amendment \$ 32,065
 Total Amount of Agreement \$ 2,779,450

Latest Total, Amendment #8 = \$2,747,385

Payment Term

Lump Sum \$ _____

Monthly \$ _____

Other \$ Reimbursement

Requirements contract - Requisition required.

Purchase Order No. _____

Requirements Not to Exceed \$ _____

REQUIRED SIGNATURES:

Department Manager *Duane Zumy*

Purchasing Director
(Class II Contracts Only) _____

County Counsel *[Signature]*

County Chair/Sheriff *[Signature]*

Date 4-22-91

Date _____

Date 4.22.91

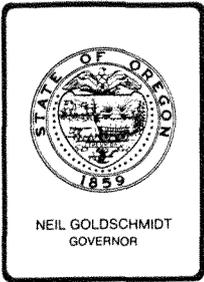
Date 5/1/91

VENDOR CODE			VENDOR NAME						TOTAL AMOUNT \$		
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION Revenue Code	AMOUNT	INC/DEC IND
01.	156	010	1730						2077 PVE	\$32,065	
02.											
03.											

DATE PRINTED: 07-Apr-91

CONTRACT APPROVAL FORM SUPPLEMENT
 ASD COMMUNITY ACTION PROGRAM, FY 1990-91
 CONTRACTOR:STATE COMMUNITY SERVICES (CAFSSCS7)
 MOD 9
 REVENUE CONTRACT

LINE	FUND	AGENCY	ORG	REV	LGFS	DESCRIPTION	CONTRACT	MOD 1	MOD 2	MOD 3	MOD 4	MOD 5	MOD 6	MOD 7	MOD 8	MOD 9	MOD 10	TOTAL	
				CODE			AMOUNT												
01	156	010	1730	2071	CSBG		\$354,506												354,506
	156	010	1730	2071	CSBG		114,817								4,500				119,317
02	156	010	1730	2072	LIEAP		196,844							4,677					201,521
03	156	010	1730	2073	LIEAP WX		230,081												230,081
	156	010	1730	2073	LIEAP WX		180,063							118,516					298,579
04	156	010	1730	2077	FVE - WX			198,424					241,111			32,065			471,600
05	156	010	1730	2090	USDOE - WX		151,683				16,286								167,969
	156	010	1730	2090	USDOE - WX		75,841												75,841
06	156	010	1730	2092	OPIE		96,014												96,014
07	156	010	1730	2095	CSBG HOMELESS		43,991												43,991
08	156	010	1730	2394	SHAP		510,566		(43,530)										467,036
09	156	010	1730	2087	CSBG XFER		164,578												164,578
10	156	010	1730	2090	USDOE WX		1,815					1,000							2,815
11	156	010	1730	2094	ESGP					85,602									85,602
							\$2,120,799	\$198,424	(\$43,530)	\$85,602	\$16,286	\$1,000	\$241,111	\$123,193	\$4,500	\$32,065	\$0	\$2,779,450	



Department of Human Resources
OFFICE OF THE DIRECTOR
State Community Services

Contract #00255-9

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

The Agreement between the State of Oregon, Department of Human Resources, State Community Services and,

Multnomah County
 Department of Human Services
 426 SW Stark, 7th Floor
 Portland, OR 97204

hereinafter referred to as "subgrantee" is amended as follows:

Program dollars for Petroleum Violation Escrow Funds are added to the contract in the amount of \$32,065 under cost center 641-1-20-16-47-91.

	SCS			Contract Period		
	Program	FFY	ADMIN	PROGRAM	From	To
Existing Contract Amt.	PVE EXXON	91	-0-	-0-		
Change in Contract Amt.	PVE EXXON	91	-0-	32,065		
New Contract Amount	PVE EXXON	91	-0-	32,065	010191	033191

This amendment shall be effective from the effective date of the contract or the condition stated in this amendment. All other provisions of the original agreement remain in effect.

Agreed:

Approved:

James McConnell
 Signature of Director

State Community Services
 Gustavo Wilson, Acting Director

4-18-91
 Date

 Date

Gladys McCoy
 Signature of the Board Chair

5/9/91
 Date

Reviewed by Contract Manager *[Signature]* Date 2-4-91

00255-9/gs/
 02-01-91

Agreed:

By 
Program Manager

4/15/91
Date

Reviewed:

Laurence B. Kressel
Multnomah County Counsel

By 

4-22-91
Date

sign/wp



CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 102731

Amendment # 10

CLASS I	CLASS II	CLASS III
<input type="checkbox"/> Professional Services under \$10,000	<input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Intergovernmental Agreement Revenue C-3 May 9, 1991

Contact Person Cilla Murray (John Pearson) Phone 248-3646 Date April 18, 1991

Department Human Services Division Aging Services Bldg/Room B161/3rd Floor

Description of Contract Amendment adds CSBG/LIEAP Transfer funds for community action and self-sufficiency services, and low income Energy Assistance funds for energy assistance eligibility determinations and intakes.

RFP/BID # _____ Date of RFP/BID _____ Exemption Exp. Date _____

ORS/AR # _____ Contractor is MBE WBE QRF

Contractor Name State Community Services
Mailing Address 1158 Chemeketa St., N.E.
Salem, Oregon 97310

Phone 1-378-4729

Employer ID # or SS # NA

Effective Date July 1, 1990

Termination Date June 30, 1991

Original Contract Amount \$2,120,799

Amount of Amendment \$ 104,360

Total Amount of Agreement \$ 2,883,810

Latest total, Amendment #9 = \$2,779,450

Payment Term

Lump Sum \$ _____

Monthly \$ _____

Other \$ Reimbursement

Requirements contract - Requisition required.

Purchase Order No. _____

Requirements Not to Exceed \$ _____

BOARD OF COUNTY COMMISSIONERS
1991 MAY 31 AM 10:42
MULTNOMAH COUNTY OREGON

REQUIRED SIGNATURES:

Department Manager [Signature]

Purchasing Director
(Class II Contracts Only)

County Counsel [Signature]

County Chair/Sheriff [Signature]

Date 4/22/91

Date _____

Date 4.22.91

Date 3/2/91

VENDOR CODE			VENDOR NAME						TOTAL AMOUNT	\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND
01.	156	010	1730						2071-CSBG/LIEAP	\$89,744	
02.	156	010	1730						2072 LIEAP	\$14,616	
03.											

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING CANARY - INITIATOR PINK - CLERK OF THE BOARD GREEN - FINANCE

INSTRUCTIONS FOR COMPLETING CONTRACT APPROVAL FORM

1. **CLASS I, CLASS II, CLASS III** - Check off appropriate class of contract in one of the three columns on the top of the form.
2. **CONTRACT #** - To be issued by designated person in each Division or call Purchasing to get a number.
3. **AMENDMENT #** - Sequential numbering to original contract as changes are made and approved.
4. **DESCRIPTION OF CONTRACT** - Summary of product purchased or services to be performed. Note if an amendment or extension.
5. **RFP/BID #** - Enter number if contract is a result of RFP/Bid selection process.
6. **DATE RFP/BID** - Enter date of RFP/Bid public opening.
7. **EXEMPTION EXPIRATION DATE** - Enter exemption expiration date from competitive bidding granted by BCC or the Chair.
8. **ORS/AR#** - Refer to Oregon Revised Statutes and/or Administrative Rule #, when applicable.
9. **CONTRACTOR IS MBE, WBE, QRF** - Check appropriate box if contractor is certified as an MBE, WBE, or QRF (Qualified Rehabilitation Facility).
10. **CONTRACTOR NAME, MAILING ADDRESS, PHONE** - Enter current information.
11. **EMPLOYEE ID# OR SS#** - Enter employee federal ID# or Social Security # if contractor is an individual.
12. **EFFECTIVE DATE** - Date stated on contract to begin services.
13. **TERMINATION DATE** - Date stated on contract to terminate services.
14. **ORIGINAL CONTRACT AMOUNT** - Enter amount of original contract.
15. **AMOUNT OF AMENDMENT** - Enter amendment or change order amount only, if applicable.
16. **TOTAL AMOUNT OF AGREEMENT** - Enter original amount of contract. If this is an amendment or change order, please include original amount and amended amount.
17. **PAYMENT TERMS** - Designate payment terms by checking appropriate box and entering dollar amount.
18. **REQUIREMENTS CONTRACT** - Requisition Required - Check this box to note that a purchase order will be issued to initiate payment.
19. **PURCHASE ORDER #** - Enter number of purchase order to be issued. If number is not known, enter "PO will be issued."
20. **REQUIREMENTS NOT TO EXCEED** - List the estimated dollar amount of requirements contracts.
21. **REQUIRED SIGNATURES** - To be completed as approved. Purchasing Director needs to sign all Class II contracts only.
22. **ACCOUNT CODE STRUCTURE** - Enter account code structure for the type of agreement; i.e., expense or revenue.
23. **LGFS DESCRIPTION** - Abbreviated description for Data Entry purposes.
24. **AMOUNT** - If total dollar amount is being split among different account numbers, indicate dollar amounts here.

DATE PRINTED: 07-Apr-91

CONTRACT APPROVAL FORM SUPPLEMENT
 ASD COMMUNITY ACTION PROGRAM, FY 1990-91
 CONTRACTOR: STATE COMMUNITY SERVICES (CAFSSCS7)
 MOD #10
 REVENUE CONTRACT

LINE	FUND	AGENCY	ORG	REV	LGFS	DESCRIPTION	CONTRACT	MOD 1	MOD 2	MOD 3	MOD 4	MOD 5	MOD 6	MOD 7	MOD 8	MOD 9	MOD 10	TOTAL
				CODE			AMOUNT											
01	156	010	1730	2071	CSBG		\$354,506											354,506
	156	010	1730	2071	CSBG		114,817											119,317
02	156	010	1730	2072	LIEAP		196,844							4,677	4,500		14,616	216,137
03	156	010	1730	2073	LIEAP WX		230,081											230,081
	156	010	1730	2073	LIEAP WX		180,063							118,516				298,579
04	156	010	1730	2077	PVE - WX			198,424					241,111			32,065		471,600
05	156	010	1730	2090	USDOE - WX		151,683				16,286							167,969
	156	010	1730	2090	USDOE - WX		75,841											75,841
06	156	010	1730	2092	OPIE		96,014											96,014
07	156	010	1730	2095	CSBG HOMELESS		43,991											43,991
08	156	010	1730	2394	SHAP		510,566		(43,530)									467,036
09	156	010	1730	2087	CSBG XFER		164,578										89,744	254,322
10	156	010	1730	2090	USDOE WX		1,815					1,000						2,815
11	156	010	1730	2094	ESGP					85,602								85,602
																		0
							\$2,120,799	\$198,424	(43,530)	\$85,602	\$16,286	\$1,000	\$241,111	\$123,193	\$4,500	\$32,065	\$104,360	\$2,883,810



Department of Human Resources

OFFICE OF THE DIRECTOR

State Community Services

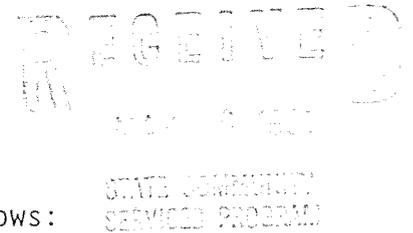
207 PUBLIC SERVICE BUILDING, SALEM, OREGON 97310 PHONE (503) 378-4729

AMENDMENT OF AGREEMENT

Contract #00255-10

The Agreement between the State of Oregon, Department of Human Resources, State Community Services and,

Multnomah County
Department of Human Services
426 SW Stark, 7th Floor
Portland, OR 97204



hereinafter referred to as "subgrantee" is amended as follows:

Program dollars from the Community Services Block Grant transfer fund (CSBG-TFR-90) are added to the agreement in the amount of \$89,744.

<u>SCS</u> <u>PROGRAM</u>	<u>FFY</u>	<u>ADMIN</u>	<u>PROGRAM</u>	<u>From</u>	<u>To</u>	<u>Cost Center</u>
CSBG-TFR	90	-0-	89,744	070190	063091	641-1-20-12-40-90

This amendment shall be effective from the effective date of the contract or the condition stated in this amendment. All other provisions of the original agreement remain in effect.

Agreed:

Approved:

James H. Connell
Signature of Director

Gustavo Wilson
State Community Services
Gustavo Wilson, Acting Director

4-18-91

5/28/91

Date

Date

Gladys McInry
Signature of the Board Chair

Date

5/9/91

Reviewed by Contract Manager

CS

Date

3-18-91

00255-10/gs/
03-18-91



Department of Human Resources

OFFICE OF THE DIRECTOR

State Community Services

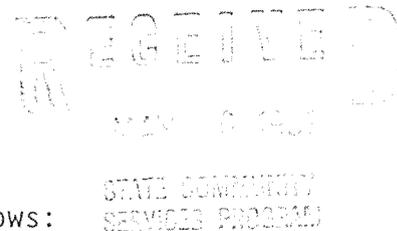
207 PUBLIC SERVICE BUILDING, SALEM, OREGON 97310 PHONE (503) 378-4729

Contract #00255-10

AMENDMENT OF AGREEMENT

The Agreement between the State of Oregon, Department of Human Resources, State Community Services and,

Multnomah County
Department of Human Services
426 SW Stark, 7th Floor
Portland, OR 97204



hereinafter referred to as "subgrantee" is amended as follows:

Program dollars from the Community Services Block Grant transfer fund (CSBG-TFR-90) are added to the agreement in the amount of \$89,744.

<u>SCS</u> <u>PROGRAM</u>	<u>FFY</u>	<u>ADMIN</u>	<u>PROGRAM</u>	<u>From</u>	<u>To</u>	<u>Cost Center</u>
CSBG-TFR	90	-0-	89,744	070190	063091	641-1-20-12-40-90

This amendment shall be effective from the effective date of the contract or the condition stated in this amendment. All other provisions of the original agreement remain in effect.

Agreed:

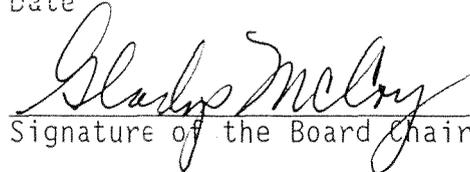
Approved:


Signature of Director


State Community Services
Gustavo Wilson, Acting Director

4-18-91
Date

5/28/91
Date


Signature of the Board Chair

5/9/91
Date

Reviewed by Contract Manager GS Date 3-18-91

00255-10/gs/
03-18-91

Agreed:

By 
Program Manager

4/15/91
Date

Reviewed:

Laurence B. Kressel
Multnomah County Counsel

By 

4.22.91
Date

sign/wp

This amendment shall be effective from the effective date of the contract or the condition stated in this amendment. All other provisions of the original agreement remain in effect.

Agreed:

Approved:

James W. Council
Signature of Director

Gustavo Wilson
State Community Services
Gustavo Wilson, Acting Director

4-18-91
Date

6/28/91
Date

Gladys McCoy
Signature of the Board Chair

5/9/91
Date

Reviewed by Contract Manager CS

Date 3-18-91

Agreed:

William D. [Signature]
Aging Services Division
Program Manager

4/15/91
Date

Reviewed:

Laurence B. Kressel
Multnomah County Counsel

[Signature] 4-22-91
Date

Meeting Date: MAY 0 9 1991

Agenda ^{No:} C-3
Date: _____

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

Subject: State Omnibus Contract Amendments 9 and 10

BCC Informal: _____ BCC Formal: _____

Date

Date

DEPARTMENT: Human Services

DIVISION: Aging Services/Comm.Action

CONTACT: Cilla Murray/Bill Thomas

TELEPHONE: 248-3646

PERSON(S) MAKING PRESENTATION: Duane Zussy/Jim McConnell

ACTION REQUESTED:

INFORMATIONAL ONLY

POLICY DIRECTION

APPROVAL

ESTIMATED TIME NEEDED ON AGENDA: 5 minutes

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

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

Aging Services Division/Community Action Program requests approval of amendments #9 and #10 to the State Community Services Omnibus Contract. Amendment #9 increases Petroleum Violation Escrow weatherization funds by \$32,065; amendment #10 increases the federal Community Services Block Grant/Low Income Energy Assistance Program Transfer funds, which are used for services to increase client self sufficiency, by \$89,744 and adds \$14,616 in Low Income Energy Assistance Program funds to pay for eligibility determinations and intake for energy assistance for low income households.

5/13/91 ORIGINALS to 161/340 Cella Murray

SIGNATURES:

ELECTED OFFICIAL: _____

OR

DEPARTMENT MANAGER: Duane Zussy
(All accompanying documents must have required signatures)

scsa/wp
1/90

1991 APR 30 AM 8:52
MULTI-COUNTY
OREGON
CLERK OF COUNTY



MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES
AGING SERVICES DIVISION
AREA AGENCY ON AGING
421 S.W. 5TH, 3RD FLOOR
PORTLAND, OREGON 97204
(503) 248-3646
TDD: 248-3683

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

MEMORANDUM

TO: Gladys McCoy, County Chair

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

FROM: Jim McConnell, Director *Jim McConnell*
Aging Services Division

DATE: April 18, 1991

SUBJECT: State Community Services Omnibus Contract Amendment #10

Retroactive Status: This revenue contract amendment (in two parts) with the State Community Services is retroactive to July 1, 1990, the date set by the State. The contract amendment documents were received at the end of March and beginning of April, 1991.

Recommendation: The Aging Services Division/Community Action Program recommends Board of County Commissioner approval of the attached revenue contract amendment #10, for the period July 1, 1990 through June 30, 1991.

Analysis: The State Community Services sent two Omnibus contract amendments #10 for County processing. Amendment #10a adds \$89,744 in Community Service Block Grant/Low Income Energy Assistance Transfer (CSBG/LIEAP Transfer) funds to the Community Action budget. These funds pay for contracted services designed to increase client self-sufficiency, such as case management, child care, and transitional housing for homeless people. Amendment #10b adds \$14,616 in Low Income Energy Assistance Program (LIEAP) funds to pay for contracted eligibility determinations and intakes for low income households to receive assistance with their utility bills. Amendment #10 increases the Omnibus contract from \$2,779,450 to \$2,883,810.

Background: The CSBG/LIEAP Transfer and the LIEAP intake funds are included in the County Budget. The funds will be passed through to contracts through separate action.

scs10z/wp



CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 102731

Amendment # 10

CLASS I	CLASS II	CLASS III
<input type="checkbox"/> Professional Services under \$10,000	<input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Intergovernmental Agreement Revenue <div style="text-align: center;">RATIFIED</div> <div style="text-align: center;">Multnomah County Board of Commissioners</div> <hr/> C-3 May 9, 1991

SMS Contact Person Cilla Murray (John Pearson) Phone 248-3646 Date April 18, 1991
Department Human Services Division Ageing Services Bldg/Room B161/3rd Floor
Description of Contract Amendment adds CSBG/LIEAP Transfer funds for community action and self-sufficiency services, and low income Energy Assistance funds for energy assistance eligibility determinations and intakes.

RFP/BID # _____ Date of RFP/BID _____ Exemption Exp. Date _____
ORS/AR # _____ Contractor is MBE WBE QRF

Contractor Name State Community Services
Mailing Address 1158 Chemeketa St., N.E.
Salem, Oregon 97310
Phone 1-378-4729
Employer ID # or SS # NA
Effective Date July 1, 1990
Termination Date June 30, 1991
Original Contract Amount \$ 2,120,799
Amount of Amendment \$ 104,360
Total Amount of Agreement \$ 2,883,810

Latest total, Amendment #9 = \$2,779,450

Payment Term
 Lump Sum \$ _____
 Monthly \$ _____
 Other \$ Reimbursement
 Requirements contract - Requisition required.
Purchase Order No. _____
 Requirements Not to Exceed \$ _____

REQUIRED SIGNATURES:

Department Manager *Quane Zussly*
Purchasing Director _____
(Class II Contracts Only)
County Counsel *[Signature]*
County Chair/Sheriff *[Signature]*

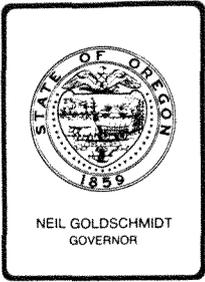
Date 4/22/91
Date _____
Date 4.22.91
Date 5/9/91

VENDOR CODE			VENDOR NAME						TOTAL AMOUNT \$		
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION Revenue Code	AMOUNT	INC/DEC IND
01.	156	010	1730						2071-CSBG/LIEAP	\$89,744	
02.	156	010	1730						2072 LIEAP	\$14,616	
03.											

DATE PRINTED: 07-Apr-91

CONTRACT APPROVAL FORM SUPPLEMENT
 ASD COMMUNITY ACTION PROGRAM, FY 1990-91
 CONTRACTOR:STATE COMMUNITY SERVICES (CAFSSCS7)
 MOD #10
 REVENUE CONTRACT

LINE	FUND	AGENCY	ORG	REV	LGFS	DESCRIPTION	CONTRACT	MOD 1	MOD 2	MOD 3	MOD 4	MOD 5	MOD 6	MOD 7	MOD 8	MOD 9	MOD 10	TOTAL
				CODE			AMOUNT											
01	156	010	1730	2071	CSBG		\$354,506											354,506
	156	010	1730	2071	CSBG		114,817								4,500			119,317
02	156	010	1730	2072	LIEAP		196,844						4,677				14,616	216,137
03	156	010	1730	2073	LIEAP WX		230,081											230,081
	156	010	1730	2073	LIEAP WX		180,063						118,516					298,579
04	156	010	1730	2077	PVE - WX			198,424					241,111			32,065		471,600
05	156	010	1730	2090	USDOE - WX		151,683				16,286							167,969
	156	010	1730	2090	USDOE - WX		75,841											75,841
06	156	010	1730	2092	OPIE		96,014											96,014
07	156	010	1730	2095	CSBG HOMELESS		43,991											43,991
08	156	010	1730	2394	SHAP		510,566		(43,530)									467,036
09	156	010	1730	2087	CSBG XFER		164,578										89,744	254,322
10	156	010	1730	2090	USDOE WX		1,815					1,000						2,815
11	156	010	1730	2094	ESGP					85,602								85,602
																		0
							\$2,120,799	\$198,424	(\$43,530)	\$85,602	\$16,286	\$1,000	\$241,111	\$123,193	\$4,500	\$32,065	\$104,360	\$2,883,810



Department of Human Resources

OFFICE OF THE DIRECTOR

State Community Services

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

Contract #00255-10

AMENDMENT OF AGREEMENT

The Agreement between the State of Oregon, Department of Human Resources, State Community Services and,

Multnomah County
 Department of Human Services
 426 SW Stark, 7th Floor
 Portland, OR 97204

hereinafter referred to as "subgrantee" is amended as follows:

Funding for the Community Services Block Grant-Homeless Program (CSBG-H-90) is reduced in Administration by \$6,599 and increased in Program by \$6,599. The total contract amount under cost center 641-1-20-12-50-91 is \$43,991.

Funding for the Low Income Energy Assistance Program (LIEAP-91) is increased by \$371,810, from \$2,522,851 to \$2,894,661 under cost center 641-1-20-12-39-91.

	SCS Program	FFY	ADMIN	PROGRAM	Contract From	Period To
Existing Contract Amt.	CSBG-H	91	6,599	37,392		
Change in Contract Amt.	CSBG-H	91	(6,599)	6,599		
New Contract Amount	CSBG-H	91	-0-	43,991	100190	063091
Existing Contract Amt.	LIEAP	91	201,521	2,321,330		
Change in Contract Amt.	LIEAP	91	14,616	357,194		
New Contract Amount	LIEAP	91	216,137	2,678,524	110190	063091

00255-10/gs/1
 02-20-91

This amendment shall be effective from the effective date of the contract or the condition stated in this amendment. All other provisions of the original agreement remain in effect.

Agreed:

Approved:

Jeanette Connell
Signature of Director

State Community Services
Gustavo Wilson, Acting Director

4-18-91
Date

Date

Gladys McInry
Signature of the Board Chair

5/9/91
Date

Reviewed by Contract Manager CS

Date 3-18-91

Agreed:

Walter Brown
Aging Services Division
Program Manager

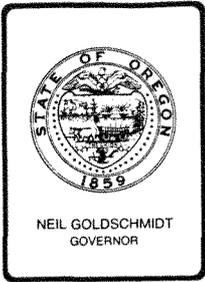
4/15/91
Date

Reviewed:

Laurence B. Kressel
Multnomah County Counsel

L. Kressel
Date 4.22.91

00255-10/gs/2
02-20-91



Department of Human Resources

Contract #00255-10

OFFICE OF THE DIRECTOR

State Community Services

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

AMENDMENT OF AGREEMENT

The Agreement between the State of Oregon, Department of Human Resources, State Community Services and,

Multnomah County
Department of Human Services
426 SW Stark, 7th Floor
Portland, OR 97204

hereinafter referred to as "subgrantee" is amended as follows:

Program dollars from the Community Services Block Grant transfer fund (CSBG-TFR-90) are added to the agreement in the amount of \$89,744.

<u>SCS</u>				<u>From</u>	<u>To</u>	<u>Cost Center</u>
<u>PROGRAM</u>	<u>FFY</u>	<u>ADMIN</u>	<u>PROGRAM</u>			
CSBG-TFR	90	-0-	89,744	070190	063091	641-1-20-12-40-90

This amendment shall be effective from the effective date of the contract or the condition stated in this amendment. All other provisions of the original agreement remain in effect.

Agreed:

Approved:

James H. Council
Signature of Director

State Community Services
Gustavo Wilson, Acting Director

4-18-91

Date

Date

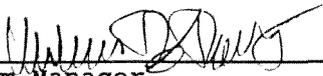
Gladys McLean
Signature of the Board Chair

Date 5/9/91

Reviewed by Contract Manager GS Date 3-18-91

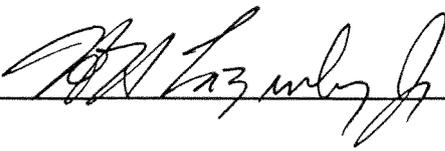
00255-10/gs/
03-18-91

Agreed:

By  11/15/91
Program Manager Date

Reviewed:

Laurence B. Kressel
Multnomah County Counsel

By  9.22.91
Date

sign/wp

Meeting Date: MAY 09 1991

Agenda No.: R-1

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: Proclaiming May as American Wetlands Month in Multnomah County

AGENDA REVIEW/
BOARD BRIEFING May 7, 1991 REGULAR MEETING May 9, 1991
(date) (date)

DEPARTMENT Non-Departmental DIVISION Comm. Anderson

CONTACT Jean Bucciarelli TELEPHONE x6216

PERSON(S) MAKING PRESENTATION Pauline Anderson

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: May 1991 is American Wetlands Month and all Multnomah County residents are asked to join in acknowledging, protecting and valuing our wetland resources.

*5/13/91 copies to Commissioner Anderson
and copies to Charlie Cicco*

1991 MAY - 1 PM 4:55
BOARD OF COMMISSIONERS
MULTNOMAH COUNTY
OREGON

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL *Pauline Anderson*

Or

DEPARTMENT MANAGER _____

(All accompanying documents must have required signatures)



METROPOLITAN Greenspaces

SELECTED EARLY GREENSPACES TOURS

Apr 27 9:30 am

Hoyt Arboretum "Flowering Trees of Spring"

Meet at Hoyt Arboretum Tree House. Call Hoyt Arboretum, (503) 823-3655. No reservation needed. (2 hours; 1.5 miles)

Apr 28 1:00 pm

Jackson Bottom "Dedication of New Trail"

Call Jackson Bottom Project, City of Hillsboro, (503) 681-6100. No reservation needed. There will be several short walks after the dedication of the trail, followed by a longer walk in the area. (2 hours)

May 2, 5 6:30 pm & 9:00 am

Willamette River "'River of Life' Tour"

Meet at John Inskeep Environmental Learning Center. Call Jerry Herrmann, (503) 657-6959. Reservation required. Orientation meeting on May 2nd, followed by field trip on May 5th. Field trip will focus on natural & cultural history of the Willamette River (Oregon City To Sauvie Island). (2 hrs & 7 hrs; fee is \$75.00)

May 5 1:00 pm

Camassia Natural Area "Natural History Tour"

Meet at preserve entrance. Call The Nature Conservancy, (503) 228-9561. Reservation required. The wildflowers should be in bloom. Be prepared for wet trails & poison oak. Space is limited; call for reservation & directions. No pets, please. (1 to 2 hrs; 1 mile)

May 9 9:00 am

Forest Park "Service Project - Trail Maintenance"

Meet at Lower Macleay Park. Call Fred Nilsen, (503) 823-4492. Reservation required. Dress for the weather & rough work; bring gloves. Meet at Lower Macleay Park (2960 NW Upshur, under the Thurman bridge). Space is limited. (4 hours)

May 11 9:00 am

Fern Hill Marsh "A Wetland Walk"

Meet at parking lot of USA Treatment Plant. Call The Wetlands Conservancy, (503) 691-1394. No reservation needed. Bring waterproof boots. (1.5 hours; National Wetlands Month)

May 11 9:00 am

Forest Park "Service Project - Trail Maintenance"

Meet at Lower Macleay Park. Call Fred Nilsen, (503) 823-4492. Reservation required. Dress for the weather & rough work; bring gloves. Meet at Lower Macleay Park (2960 NW Upshur, under the Thurman bridge). Space is limited. (4 hours)

May 11 9:00 am

Leach Botanical Garden "Garden Tour"

Meet at the Manor House. Call Bonnie Brunkow at Leach Botanical Garden, (503) 761-9503. No reservation needed. (1.5 hours; 3/4 mile)

May 11 9:00 am

Marquam Nature Park "Service Project - Trail Maintenance"

Meet at the Shelter on Sam Jackson Park Road. Call Friends of Marquam Nature Park, (503) 246-6572. Reservation required. Help prepare the trails for summer use. Space limited. Bring gloves, water & snacks. Some tools provided; will need a few shovels, clippers or wheel barrows. (4 hours)

May 11 9:00 am

Minthorn Springs "A Wetland Walk"

Meet at 37th Ave entrance to Milwaukie Marketplace Mall. Call Mart Hughes, (503) 659-8509. No reservation needed. A short walk to observe a created wetland - a wetland mitigation site. (1 to 1.5 hrs; National Wetlands Month)

May 12 Morning

Heron Lakes Golf Course "Nesting Herons on Mothers Day"

Meet at parking lot by restrooms in East Delta Park. Call Oregon Dept of Fish & Wildlife, (503) 657-2000. Reservation required. (1.5 to 2 hrs; less than 1 mile; National Wetlands Month)

May 12 2:00 pm

Oxbow Park "Ancient Forest Hike"

Meet at Oxbow Park, Group Picnic Area A. Call Kathie or Genie at Multnomah County Parks, (503) 248-5151. Reservation required. (1.5 hrs; \$1/car)

METRO

ACTIVITIES AROUND OREGON

- Friday 5/3
Saturday 5/4 Eugene, Lane County, and Springfield Planning Commissions - Citizen Workshops on West Eugene Wetlands, Metropolitan Natural Resources and Industrial Lands Special Studies - Shilo Inn, 3350 Gateway, Springfield; Friday, May 3: 2:00-7:00 p.m., Saturday, May 4: 9:00-2:00 p.m. Contact Tim Bingham 687-4410.
- Saturday 5/4 Necanicum Estuary Park, Seaside - The North Coast Land Conservancy will be leading a tour to take a close look at the extraordinary salt-water systems typical of the northern Pacific coastline, 9:00-1:00 p.m. Contact Sunset Empire Parks and Recreation 738-3311.
- Thursday 5/9 World Affairs Council, Portland - John Sawhill, President of The Nature Conservancy, will be giving a lunch talk, "Conservation Choices in the 1990's" at the Portland Hilton, noon-1:30 p.m. Contact The Nature Conservancy 228-9561.
- Saturday 5/11 Fern Hill Marsh, Forest Grove - The Wetlands Conservancy will be giving a tour of the Fern Hill Marsh, 9:00 a.m. Contact The Wetlands Conservancy 691-1394.
- Saturday 5/11 Minthorn Springs, Milwaukie - A short walk to observe a created wetland. Contact Mart Hughes 659-8509.

Sunday 5/12 Open house, Finley National Wildlife Refuge, Contact 757-7236.

Sunday 5/12 Heron Lakes Golf Course, East Delta Park - "Nesting Herons on Mother's Day." Contact Oregon Department of Fish and Wildlife 657-2000.

Saturday 5/18 West Eugene Wetlands Tour - meet at the South Eugene High School Parking lot for a tour of the West Eugene Wetlands Conservation Plan area, 9:00 a.m. Contact Steve Gordon 687-4426.

Saturday 5/18 Hedges Creek Marsh Tour, Tualatin - The Wetlands Conservancy will be giving a tour of the marsh area, 9:00 a.m. Contact The Wetlands Conservancy 691-1394.

Friday 5/24 Tillamook Chamber of Commerce Meeting - Don Thompson, Wetland Wastewater Specialist, will be talking on Cannon Beach wastewater treatment system, noon. Contact Sallie Jacobson, State Parks, 842-5501.

celebrate American Wetlands Month

in Oregon



- Saturday 5/25 A Kiwanilong Adventure - Exploring the Waterways and Forests of the North Pacific Coast - The North Coast Land Conservancy will be leading a tour to explore a variety of habitats near the mouth of the Columbia River, 9:00 a.m.-noon. Contact Linda Newberry 681-6206 (w) or 436-1909 (h).
- Saturday 5/25 Wetlands Tour of South Slough National Estuarine Reserve, Charleston, 1:00-4:00 p.m. Explore the wetlands in the national estuarine reserve on a guided tour through the slough. Contact Marty Giles 888-5558.
- Thursday 5/30 Great Blue Heron Week Kickoff at Oaks Bottom Wildlife Refuge, Sellwood, 10:00 a.m. The event is the first of many in the Portland Metropolitan area celebrating Great Blue Heron Week, May 30-June 9. For more information on this event and others throughout the week, call Linda Robinson 245-1880.
- Friday 5/31 Malheur National Wildlife Refuge, Burns - As part of Oregon Chapter
 Saturday 6/1 Ducks Unlimited's annual meeting, there will be a dedication and tour
 Sunday 6/2 of the Double O Marsh project, 10:00 a.m. on May 31. Other tours on June 1 and 2. Contact Forest Cameron, Manager of Malheur NWR, 493-2612.

WETLANDS DISPLAYS

- Mark O. Hatfield Marine Science Center, Newport - Open daily from 10:00-4:00 p.m.
- Hillsboro Public Service Building, Washington County - A display of Jackson Bottom wetland restoration project, Monday-Friday from 8:00-5:00 p.m.
- Division of State Lands, 775 Summer Street NE, Salem - Monday-Friday from 8:00-5:00 p.m.

FILMS AND VIDEOS

- Division of State Lands - "Fabulous Wetlands" and "The Wetland Nightmare." Contact Bonnie Ashford for information on borrowing videos, 378-3805.
- Ducks Unlimited - Numerous films and videos of wetlands, waterfowl, and wildlife. Contact Ducks Unlimited Film Department, One Waterfowl Way, Long Grove, IL 60047.
- Mark O. Hatfield Marine Science Center, Newport - Films will be shown every weekend on wetlands. For more information on titles and times, call 867-0100.

CONTACT GROUPS FOR MORE INFORMATION ON WETLANDS

The Wetlands Conservancy	691-1394
Audubon Society of Portland	293-6855
The North Coast Land Conservancy	436-1909
METRO - Linda Robinson	245-1880
Portland Bureau of Environmental Services	
- Clean River Program	796-7740
The Nature Conservancy	228-9561
Jackson Bottom - Linda Newberry	681-6206
Ducks Unlimited	526-1034
Summer Lake Wildlife Management Area	943-3152
Oregon Dunes NRA - Mary Beth Moss	271-3611

For more information on American Wetlands Month, contact Emily Roth, Oregon Division of State Lands, 378-3805.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON

IN THE MATTER OF PROCLAIMING)
MAY AS AMERICAN WETLANDS MONTH) PROCLAMATION
IN MULTNOMAH COUNTY) 91-63

WHEREAS, between the mid-1950's and mid-1970's, over 11 million acres of wetlands disappeared in the lower 48 States; and

WHEREAS, an estimated 90% of the historic wetlands areas in the Portland Metropolitan area have vanished; and

WHEREAS, wetlands provide a critical habitat for a myriad of plants and animals; nearly 35% of all rare and endangered species, including the bald eagle and the peregrine falcon, are located in wetlands or dependent on wetlands; and

WHEREAS, wetlands improve water quality by filtering out pollutants and sediments; and

WHEREAS, wetlands serve as huge sponges which reduce flooding severity and maintain river and stream flows during dry periods; and

WHEREAS, wetlands replenish the aquifers; and

WHEREAS, wetlands add open space and diversity to urban scenes and provide opportunities for a variety of recreational pursuits including nature studies, bird-watching, canoeing, and hiking; and

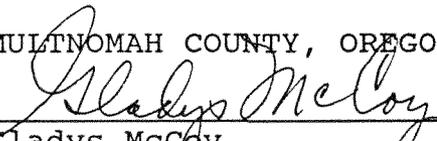
WHEREAS, with the Earth Day 1990 dedication of the Beggar's Tick Marsh, Multnomah County committed itself to active protection of our valuable wetlands; and

WHEREAS, the U.S. Environmental Protection Agency has declared May as American Wetlands Month; and

NOW, THEREFORE BE IT PROCLAIMED, that May 1991 is American Wetlands Month, and that all Multnomah County residents join in acknowledging, protecting and valuing our wetland resources.

DATED this 9th day of May, 1991

MULTNOMAH COUNTY, OREGON



Gladys McCoy
Multnomah County Chair



BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the matter of supporting consolidation of the County Business Income Tax and the City of Portland Business License Fee system and the creation of a joint implementation committee to carry out consolidation.

RESOLUTION
91-64

WHEREAS, the elected officials of the County and City of Portland are committed to more effective and efficient, less costly government in Portland and Multnomah County; and

WHEREAS, consolidating County and City of Portland services, wherever feasible and appropriate, is a vehicle for creating efficiencies and creating savings for taxpayers; and

WHEREAS, City of Portland Commissioner Bogle created the Business License Review Committee in late 1990 to review and make recommendations to clarify and improve elements of the Portland's City business license fee system; and

WHEREAS, a representative from Multnomah County participated in the deliberations of the Review Committee at the invitation of Commissioner Bogle; and

WHEREAS, the Review Committee reviewed both the City of Portland Business License Fee and the County Business Income Tax in assessing what changes might be appropriate for the City of Portland business licensing system; and

WHEREAS, the County's Citizen Involvement Committee (CIC) and the City of Portland's Budget Advisory Coordinating Committee (BACC) studied consolidation opportunities in County and City of Portland services and gave strong support to the consolidation of business license programs; and

WHEREAS, the Multnomah County Board of Commissioners and the Portland City Council support consolidation of the administration of the City of Portland business license and County business tax and support creation of a joint committee to oversee the implementation of this consolidation;

THEREFORE, BE IT RESOLVED that the Board of County Commissioners hereby declares its support for the consolidation of the administration of the County Business Income Tax and the City of Portland Business License Fee.

BE IT FURTHER RESOLVED that the Board of County Commissioners supports creation of a joint implementation committee and requests the County Chair to work with the appropriate City of Portland

officials to create the committee and oversee the completion of this consolidation.

ADOPTED this 9th day of May, 1991.



By Gladys McCoy
Gladys McCoy, Chair
Multnomah County, Oregon

REVL

By Laurence Kressel
Laurence Kressel, County Counsel
For Multnomah County, Oregon

04/30/91:1

Meeting Date: MAY 09 1991

Agenda No.: R-3

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: PROCLAMATION DECLARING POLICE WEEK.

BCC Informal _____ (date) BCC Formal 5/9/91 (date)

DEPARTMENT SHERIFF'S OFFICE DIVISION LAW ENFORCEMENT

CONTACT BART WHALEN TELEPHONE 251-2463

PERSON(S) MAKING PRESENTATION CHIEF DEPUTY RANDY AMUNDSON

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 3 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 TO BE READ AT FORMAL BOARD MEETING ^{5/13/91 original to BART WHALEN via Debra Farrell}
ON MAY 9, 1991 AND A BRIEF STATEMENT FROM
MCSO REPRESENTATIVE. DATES OF POLICE WEEK ARE
MAY 13-17 & POLICE OFFICERS MEMORIAL DAY IS MAY 15.
- thank you -

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL Bob S. Schipper

OR

DEPARTMENT MANAGER _____

BOARD OF
COUNTY COMMISSIONERS
MULNOMAH COUNTY
OREGON
1991 MAY -2 PM 2:42

(All accompanying documents must have required signatures)

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of PROCLAIMING)
May 15, 1991 as PEACE OFFICERS MEMORIAL DAY,) PROCLAMATION
and May 13-17, 1991 as POLICE WEEK in)
Multnomah County, Oregon) 91-65

WHEREAS the Congress and the President of the United States have designated May 15, 1991 as PEACE OFFICERS MEMORIAL DAY, and the week in which it falls as POLICE WEEK; and

WHEREAS the members of the Multnomah County Sheriff's Office play an essential role in safeguarding the rights and freedoms of the citizens of Multnomah County; and

WHEREAS it is important that all citizens know and understand the duties and responsibilities of their Sheriff's Office and that the members of the Sheriff's Office recognize their duty to serve all the citizens of Multnomah County, the State of Oregon and the United States of America; and

WHEREAS in the line of duty, these dedicated public employees often place their own safety and well-being in jeopardy; and

WHEREAS the Multnomah County Sheriff's Office continues to be a modern and scientific law enforcement agency which unceasingly provides a vital public service; and

NOW THEREFORE, the Board of County Commissioners of Multnomah County hereby PROCLAIMS the week of May 13-117, 1991 as POLICE WEEK; and

BE IT FURTHER PROCLAIMED, that May 16, 1991 will be observed as PEACE OFFICERS MEMORIAL DAY in honor of those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of their duty.

PROCLAIMED this _____ 9th _____ day of _____ May _____, 1991.

MULTNOMAH COUNTY, OREGON

By Gladys McCoy
Gladys McCoy
Multnomah County Chair



1

DATE

5/9/91

NAME

Jean DeMaster f Burnside Projects

ADDRESS

1211 SW Main

STREET

Portland OR

97205

CITY

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM #

R-4

SUBJECT

Cuts to Burnside Projects Community Connections Contract

FOR

X

AGAINST

PLEASE PRINT LEGIBLY!

2

DATE

5/9/91

NAME

Ellen Elliff

ADDRESS

3300 NE 41st

STREET

Portland

97212

CITY

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM #

R-4

SUBJECT

Pool & Probation

FOR

X

AGAINST

PLEASE PRINT LEGIBLY!

Meeting Date: ~~MAY 0 2 1991~~ ~~MAY 0 9 1991~~

Agenda No.: ~~R-6~~ R-4

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: Resolution Unifying Community Correction/Accepting Modified CCA Plan

BCC Informal April 30, 1991 BCC Formal May 2, 1991
(date) (date)

DEPARTMENT Community Corrections DIVISION Administration

CONTACT Robert A. Jackson TELEPHONE 248-3701

PERSON(S) MAKING PRESENTATION Robert A. Jackson

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 45 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 Department of Community Corrections recommends that Multnomah County assume full managerial responsibility for community correction in Multnomah County (Option I). The Community Corrections Plan has been modified to show the integration of supervision, treatment, and sanctions that would occur under Option I. Copies of the modified Community Corrections Plan and the Option Analysis have been distributed.

5/9/91 copies to CAREY HARKAWAY
5/13/91 copy to DCC

BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1991 APR 23 PM 1:12

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL _____

Or

DEPARTMENT MANAGER Robert A. Jackson

(All accompanying documents must have required signatures)

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of Unifying Community
Corrections Under Option I

)
)

RESOLUTION

WHEREAS, Multnomah County and the State of Oregon currently share management responsibility for community corrections; and

WHEREAS, the County wishes to create the fully integrated system to deliver community corrections services possible under Option I; and

WHEREAS, Option I will allow a unification and integration of sanctions, treatment and supervision into a single system capable of providing more efficient, economical and effective community corrections services; and

WHEREAS, more than 80% of the felons sentenced in Multnomah County are put on probation it is vital to public safety that Community Corrections function efficiently and effectively; and

WHEREAS, effective and efficient responses to the offender population are furthered by unified community corrections management with a shared mission and vision; and

WHEREAS, Multnomah County has made a substantial investment in community corrections programs that will be enhanced by the assumption of full managerial control of the supervision components now managed by the State; and

WHEREAS, Option I will improve both community accountability and the local control of resources spent locally to provide community corrections services; and

WHEREAS, sufficient resources are available to maintain a credible community corrections program under Option I; and

WHEREAS, Option I will enable the County to provide unified and effective managerial support for line parole and probation officers; and

WHEREAS, in unifying Community Corrections under Option I, the County's ability to build its continuum of services is improved; and

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners hereby approves the revised Multnomah County Community Corrections Plan and directs the Director of the Department of Community Corrections to enter into negotiations with the Oregon Department of Corrections on a intergovernmental agreement regarding the details of Multnomah County assuming full Option I status as of July 1, 1991.

ADOPTED this _____ day of _____, 1991.

MULTNOMAH COUNTY, OREGON

By _____
Gladys McCoy
Multnomah County Chair

REVIEWED;
LAURENCE KRESSEL, COUNTY COUNSEL
for Multnomah County, Oregon

By Sandra Duffy

4-30-91
Handout #1
R-6
Agenda Review

<u>Program Area</u>	<u>1990-91</u>	<u>1991-92</u>	<u>Change</u>
Substance Abuse			
Outpatient	\$186,000	\$167,000	-\$19,000
Residential	789,000	1,636,000	+847,000
Sex Abuse Treatment	26,000	90,000	+64,000
Psychological Services	10,000	100,000	+90,000
Employment Services	140,000	120,000	-20,000
Case Management	198,000	105,000	-93,000
Women's Services			
Our New Beginnings	149,022	149,022	0
Volunteers of America	239,000	0	-239,000
Transitional Prog Ctr	0	120,000	+120,000
Transitional Housing	50,000	65,000	+15,000
Prostitution Alternatives	0	80,000	+80,000

BUDGET ANALYSIS

4-30-91
Handout #2
R-6
Agenda Review

The table on this page contains the latest figures available from the State Department of Corrections. These figures show the amount Multnomah County would receive in field services allocation as an Option II county. The chart also shows the DOC's estimate of biennial probation fee collections. The expenditure section of the chart shows how the State would propose to allocate the funds available.

Revenues & Suggested Allocations
from Department of Corrections at Option II

REVENUES	
Field Services Allocation	\$11,553,000
Probation Fees	594,347
TOTAL REVENUES	\$12,147,347
EXPENDITURES	
Personnel Services	\$10,230,606
M&S/Capital Outlay	1,916,741
TOTAL COSTS	\$12,147,347

The next table entitled Proposed Use of State Funds & Probation Fees indicates how the Multnomah County Department of Community Corrections proposes to allocate State funds received as an Option I County.

Revenues

The Department of Corrections estimate of probation fee collections for the current biennium is based upon last biennium's budget estimate. As discussed elsewhere in this analysis, actual collections have been considerably greater than the estimate. Actual collections for the 1989-91 biennium are estimated to be more than \$870,000. The probation fee figure in the chart is based on an anticipated 25% increase over the projected collections for 1989-91 biennium taking the following factors into consideration: (1) documented increased collection rates experienced by Option I counties when the moneys are retained to support local programs, (2) the current County probation fee billing and collection system that have enabled us to collect nearly 60% of the assessed amount.

In an Option I status, Multnomah County would also be eligible for almost \$400,000 annually in sanction bed and intermediate sanction money. Total revenues available are, therefore, almost \$1.3 million greater as an Option I county.

Expenditures

In seeking to determine the fiscal feasibility of an Option I recommendation, a number of State budgeting practices caused concern. First, the State budgets for personnel at a medium step level. In many counties, this presents no problem, however, in Multnomah County, with nearly one half of its probation officers at the top step, the amounts initially budgeted are insufficient to cover costs for the entire biennium. The usual DOC practice is to make adjustments during the biennium.

The second concern is indirect costs. The State Department of Corrections provides substantial administrative support for its employees in Multnomah County. Unfortunately, Oregon's Community Corrections Act does not provide for the transfer of those administrative overhead expenditures to counties assuming management of community corrections. Both of these concerns will be topics of discussion and accommodation during the negotiations of the intergovernmental agreement preceding the transfer to Multnomah County.

The table also shows that actual costs of assuming management responsibility which have been identified by a variety of County managers will be substituted for an indirect rate for 1991-92. The Department of Community Corrections indirect rate would then be recalculated for 1992-93 based on the experience of the first year of the biennium.

The Department of Community Corrections looks to additional recognition by the State of real costs to be included in the intergovernmental agreement as well as tighter fiscal controls over all its budgets to produce the savings required to provide the full array of supervision, sanctions, and services we will need in the coming biennium.

Proposed Use of State Funds & Probation Fees
Option I 1991-93 Biennium

REVENUES	1991-92	1992-93	1991-93 Biennium
Field Services Allocation	5,776,500	5,776,500	11,553,000
Probation Fees	546,875	546,875	1,093,750
Sanction Beds*	309,472	309,472	618,944
Intermediate Sanctions*	90,454	90,455	180,909
TOTAL REVENUES	6,723,301	6,723,302	13,446,603
EXPENDITURES			
Personnel	6,024,323	5,999,514	12,023,837
Material & Supplies	560,000	560,500	1,120,500
Capital	25,800	25,900	51,700
TOTAL EXPENDITURES	6,610,123	6,585,914	13,196,037
INDIRECTS	200,000 Actual Costs	427,477 Est. @ 6.5%	627,477
TOTAL COSTS	6,810,123	7,013,391	13,823,514
Savings (M&S/Other)	(188,460)	(188,451)	(376,911)
ACTUAL REQUIREMENTS	6,621,663	6,824,940	13,446,603

*Sanction bed and intermediate sanction revenues will be used for dedicated purposes enabling the use of an equivalent amount of enhancement grant revenues to supplement field services operations.

02-May-91

5-2-91
Regular Meeting
Handout # 1
R-6

PROBATION FEE COLLECTIONS

COUNTY	TOTAL CASE LOAD	%	87-89 NIJ	89-91	89-91	% OF POTENTIAL
			STUDY % OF ALLOCATION	BUDGETED REVENUES	PROJECTED REVENUES	
MULTNOMAH	9,900	30.00%	5.30%	\$542,037	\$875,000	22-27%
WASHINGTON	2,488	25.00%	17.30%	\$523,800	\$775,872	60-65%
CLACKAMAS	2,000	27.00%	24.70%	\$528,392	\$577,842	65-70%

R-4
5/7/91
HANDOUT

ARLENE M. COLLINS

P. O. BOX 3392
PORTLAND, ORE. 97208

May 7, 1991

To: Chair McCoy and Multnomah County Commissioners

From: Arlene Collins, President, AFSCME Local 88

Subject: Option 1

First, I would commend to you the editorial in this morning's Oregonian. I have spoken with some of your aides with the very same questions about present and future financing.

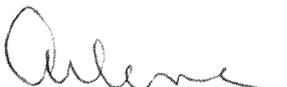
Strangely enough, both the Local and the Portland Chamber of Commerce have the same concerns about the Community Corrections Department. For example, I would suggest that you ask the leadership of that department why they believe that money is no problem, when the elected leadership know that it is a problem. I would refer you to statements made by Department Head Robert Jackson at a staff meeting for the above department.

We believe that money is a problem. We believe that state financing of any program at the local level is problematical at best. It is hard for me to believe that Parole and Probation programs will continue to receive full funding when new jails do not have funding.

There are too many questions left unanswered. We believe that many more answers are needed before you can make an informed decision.

Thank you for your consideration.

In unity,


Arlene Collins

/ac

BOARD OF
COUNTY COMMISSIONERS
1991 MAY - 7 AM 8:36
MULTNOMAH COUNTY
OREGON

R-4
5/7/91
HANDOUT

137.285 Retained rights of felon; regulation of exercise. ORS 137.275 to 137.285 do not deprive the Director of the Department of Corrections, or the director's authorized agents, of the authority to regulate the manner in which these retained rights of convicted persons may be exercised as is reasonably necessary for the control of the conduct and conditions of confinement of convicted persons in the custody of the Department of Corrections. [1975 c.781 §3; 1979 c.284 §116; 1987 c.320 §33]

(Unitary Assessment)

137.290 Unitary assessment; amount; waiver. (1) In all cases of conviction for the commission of a crime, violation or infraction, excluding parking violations, the trial court, whether a circuit, district, justice or municipal court, shall impose upon the defendant, in addition to any other monetary obligation imposed, a unitary assessment under this section. The unitary assessment shall also be imposed by the circuit court and county court in juvenile cases under ORS 419.476 (1)(a). The unitary assessment is a penal obligation in the nature of a fine and shall be in an amount as follows:

- (a) \$45 in the case of a felony.
- (b) \$35 in the case of a misdemeanor.
- (c) \$10 in the case of any offense punishable only by a fine.

(2) The court in any case may waive payment of the unitary assessment, in whole or in part, if, upon consideration, the court finds that payment of the assessment or portion thereof would impose upon the defendant a total monetary obligation inconsistent with justice in the case. In making its determination under this subsection, the court shall consider:

(a) The financial resources of the defendant and the burden that payment of the unitary assessment will impose, with due regard to the other obligations of the defendant; and

(b) The extent to which such burden can be alleviated by allowing the defendant to pay the monetary obligations imposed by the court on an instalment basis or on other conditions to be fixed by the court. [1987 c.905 §1]

Note: 137.290 to 137.305 were enacted into law by the Legislative Assembly but were not added to or made a part of ORS chapter 137 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

Note: Sections 6 and 7, chapter 844, Oregon Laws 1989, Provide:

Sec. 6. Section 39, chapter 905, Oregon Laws 1987, is amended to read:

Sec. 39. Chapter 905, Oregon Laws 1987, takes effect on July 1, 1991. It shall apply only to persons con-

victed of or granted diversion from offenses committed on or after that date and to moneys ordered to be paid as a result of such conviction or diversion. The provisions of chapter 905, Oregon Laws 1987, do not apply to persons convicted of or granted diversion from offenses committed before July 1, 1991. Such persons may be prosecuted on and after July 1, 1991, as if chapter 905, Oregon Laws 1987, had not been enacted, and the disposition of moneys ordered paid by such person shall be as if chapter 905, Oregon Laws 1987, had not been enacted. [1987 c.905 §39; 1989 c.844 §6]

Sec. 7. Chapter 905, Oregon Laws 1987, is repealed July 1, 1991. [1989 c.844 §7]

137.293 All monetary obligations constitute single obligation on part of convicted person. All fines, costs, assessments, restitution, compensatory fines and other monetary obligations imposed upon a convicted person in a circuit, district, justice or municipal court, shall constitute a single obligation on the part of the convicted person. The clerk shall subdivide the total obligation as provided in ORS 137.295 according to the various component parts of the obligation and shall credit and distribute accordingly, among those subdivisions, all moneys received. [1987 c.905 §2]

Note: See notes under 137.290.

137.295 Categories of monetary obligations; order of crediting moneys received. (1) When a defendant convicted of a crime, violation or infraction in the circuit, district, justice or municipal court, or allowed diversion in such a case, makes a payment of money to be credited against monetary obligations imposed as a result of that conviction or diversion, the clerk shall distribute the payment as provided in this section.

(2) There are four categories of monetary obligations. The categories are as follows:

(a) Category 1 consists of compensatory fines under ORS 137.101.

(b) Category 2 consists of restitution as defined in ORS 137.103 and restitution under ORS 419.582.

(c) Category 3 consists of the unitary assessment imposed under ORS 137.290 and those fines, costs, forfeited bail and other monetary obligations payable to the state or to the General Fund of the state in criminal and quasi-criminal cases for which moneys the law does not expressly provide other disposition.

(d) Category 4 consists of monetary obligations imposed upon the defendant as a result of the conviction, but which do not fall under category 1, category 2 or category 3 of the obligation categories. These include, but are not limited to, fines and other monetary obligations that the law expressly directs be paid to any agency, person or political subdivision of the state, and any

other obligation to reimburse for payment of a reward under ORS 131.897.

(3) So long as there remains unpaid any obligation under category 1, the clerk shall credit toward category 1 all of each payment received.

(4) After the total obligation has been credited under category 1, then so long as there remains unpaid any obligation under both categories 2 and 3, the clerk shall credit toward each such category 50 percent of each payment received.

(5) The clerk shall monthly transfer the moneys credited under category 1 and under category 2 to the victims for whose benefit moneys under that category were ordered paid. The clerk of a circuit or district court shall monthly transfer the moneys credited under category 3 as directed by the State Court Administrator for deposit in the State Treasury to the credit of the Criminal Fine and Assessment Account established under ORS 137.300. The clerk of a justice or municipal court shall monthly transfer the moneys credited under category 3 to the Department of Revenue as provided in ORS 305.830.

(6) When the entire amount owing for purposes of either category 2 or category 3 has been credited, further payments by the defendant shall be credited by the clerk entirely to the unpaid balance of whichever of those categories remains unpaid, until such time as both category 2 and category 3 have been entirely paid.

(7) When category 1, category 2 and category 3 have been entirely paid and any obligation remains owing under category 4, the clerk shall credit further payments by the defendant to the obligations under category 4 and shall monthly transfer the moneys so received to the appropriate recipient, giving first priority to counties and cities entitled to revenues generated by prosecutions in justice and municipal courts and giving last priority to persons entitled to moneys as reimbursement for reward under ORS 131.897. [1987 c.905 §3]

Note: See notes under 137.290.

137.300 Criminal Fine and Assessment Account. The Criminal Fine and Assessment Account is established in the General Fund of the State Treasury. All moneys in the account are appropriated continuously to be distributed by the Department of Revenue as provided in ORS 137.303. The department shall keep a record of moneys transferred into and out of the account. The department shall report monthly to the Attorney General the amount of moneys received from the state courts in each county and from each city court. [1987 c.905 §6]

Note: See notes under 137.290.

137.303 Distribution of moneys from account. The Department of Revenue is responsible for assuring that moneys in the Criminal Fine and Assessment Account are properly distributed and shall distribute the moneys monthly according to the following formula:

(1) 19.3913 percent of moneys in the account shall be transferred to the Police Standards and Training Account established under ORS 181.690.

(2) 9.1000 percent of moneys in the account shall be transferred to the Criminal Injuries Compensation Account established under ORS 147.225.

(3) 0.1408 percent of moneys in the account shall be transferred to the Boating Safety, Law Enforcement and Facility Account established under ORS 830.140.

(4) 5.1997 percent of moneys in the account shall be transferred to the Intoxicated Driver Program Fund established under ORS 813.270.

(5) 0.0770 percent of moneys in the account shall be transferred to the State Highway Fund established under ORS 366.505, to be used and expended for purposes designated by the Oregon Transportation Commission pursuant to ORS 802.110.

(6) 2.8644 percent of moneys in the account shall be transferred to the State Highway Fund established under ORS 366.505, to be used and expended as are other state highway funds.

(7) 0.0644 percent of moneys in the account shall be transferred to the State Parks and Recreation Department Fund.

(8) 0.1362 percent of moneys in the account shall be transferred to the Motor Vehicle Records Account established under ORS 802.150.

(9) 2.1388 percent of moneys in the account shall be transferred to the Motor Vehicles Division and is continuously appropriated to the division for administrative expenses.

(10) 0.9822 percent of moneys in the account shall be transferred to the State Wildlife Fund established under ORS 496.300.

(11) 58.0659 percent of moneys in the account shall be transferred to the General Fund to be used for general governmental expenses.

(12) 1.8372 percent of the moneys in the account shall be reserved to be distributed as provided in ORS 137.305. [1987 c.905 §7; 1989 c.904 §49]

Note: See notes under 137.290.

07-May-91

DEPARTMENT OF COMMUNITY CORRECTIONS
 OPTION I 1991-93 BIENNIUM
 FISCAL FEASIBILITY ANALYSIS

	FY 91-92		FY 92-93		BIENNIUM	
	DCC	Bud Office	DCC	Bud Office	DCC	Bud Office
REVENUES						
Field Services Allocation	5,776,500	5,777,000	5,776,500	5,777,000	11,553,000	11,554,000
Probation Fees	546,875	547,000	546,875	547,000	1,093,750	1,094,000
COLA Contingency		203,000		203,000	0	406,000
Sanction Beds*	309,472	309,000	309,472	309,000	618,944	618,000
Intermediate Sanctions*	90,454	90,000	90,455	90,000	180,909	180,000
TOTAL REVENUES	6,723,301	6,926,000	6,723,302	6,926,000	13,446,603	13,852,000
EXPENDITURES						
Personnel	6,108,323	6,108,000	5,999,514	6,108,000	12,107,837	12,216,000
Possible COLA - 4%		244,000		244,000	0	488,000
Material & Supplies	585,500	585,000	585,500	585,000	1,171,000	1,170,000
Capital	25,800	26,000	25,900	26,000	51,700	52,000
TOTAL EXPENDITURES	6,719,623	6,963,000	6,610,914	6,963,000	13,330,537	13,926,000
INDIRECTS	200,000	200,000	428,207	451,087	628,207	651,087
TOTAL COSTS	6,919,623	7,163,000	7,039,121	7,414,087	13,958,744	14,577,087
Savings(M&S/Other)	(196,322)	(237,000)	(315,819)	(488,087)	(512,141)	(725,087)
ACTUAL REQUIREMENTS	6,723,301	6,926,000	6,723,302	6,926,000	13,446,603	13,852,000

R-4
 5/7/91
 Handout

DEPARTMENT OF COMMUNITY CORRECTIONS
 OPTION 1 1991-93 BIENNIUM
 FISCAL FEASIBILITY ANALYSIS
 BUDGET OFFICE ASSUMPTIONS

REVENUES

1. COLA contingency	FY 1991-92	\$203,000
	FY 1992-93	\$203,000
	Biennium	\$406,000
a) The transition of personnel and accompanying funds will take place after July 1, 1991.		
b) A 4% COLA for State employees will go into effect July 1, 1991.		
c) The State has identified \$406,000 for the biennium to offset the increased costs resulting from a 4% COLA.		

EXPENDITURES

1. Personal Services	FY 1991-92	\$ 38,000
	FY 1992-93	\$ 38,000
	Biennium	\$ 76,000
a) Assumes the total costs for an anticipated COLA of 4%.		

INDIRECTS

1. INDIRECT COSTS	FY 1991-92	\$200,000
	FY 1992-93	\$427,000
	Biennium	\$627,000
a) Fiscal year 1991-92 expenditures estimated using the actual figures developed by DCC in conjunction with the affected managers.		
b) Fiscal year 1992-93 expenditures estimated anticipating a DCC estimated rate of 6.5%.		
c) NOTE: If the indirect expenditure is estimated using the rate of 9.57% now in effect, the costs rise significantly.		
	FY 1991-92	\$666,000
	FY 1992-93	\$666,000
	Biennium	\$1,332,000

OTHER

1. General Fund Revenues	FY 1991-92	-\$54,000
	FY 1992-93	-\$54,000
	Biennium	-\$108,000
a) The County may lose \$54,000 per year of rental income now received from the State for the Diagnostic Center.		

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners hereby directs the Director of the Department of Community Corrections to enter into negotiations with the Oregon Department of Corrections on an intergovernmental agreement regarding the details of Multnomah County's assuming full Option 1 status, this agreement to be reviewed by the Board prior to signing and evaluated in light of the concerns expressed above.

ADOPTED this _____ day of _____ 1991.

MULTNOMAH COUNTY, OREGON

By _____
Gladys McCoy
Multnomah County Chair

REVIEWED:
LAURENCE KRESSEL, COUNTY COUNSEL
for Multnomah County, Oregon

By _____

DRAFT

BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR MULTNOMAH COUNTY, OREGON

In the Matter of Unifying Community)
Corrections Under Option I) RESOLUTION

WHEREAS, Multnomah County and the State of Oregon currently share management responsibility for community corrections; and

WHEREAS, the County wishes to create the fully integrated system to deliver community corrections services possible under Option I; and

WHEREAS, Option I will allow a unification and integration of sanctions, treatment and supervision into a single system capable of providing more efficient, economical and effective community corrections services; and

WHEREAS, more than 80% of the felons sentenced in Multnomah County are put on probation it is vital to public safety that Community Corrections function efficiently and effectively; and

WHEREAS, effective and efficient responses to the offender population are furthered by unified community corrections management with a shared mission and vision; and

WHEREAS, Multnomah County has made a substantial investment in community corrections programs that will be enhanced by the assumption of full managerial control of the supervision components now managed by the State; and

WHEREAS, Option I will improve both community accountability and the local control of resources spent locally to provide community corrections services; and

~~WHEREAS, sufficient resources are available to maintain a credible community corrections program under Option I; and~~

[WHEREAS, there are concerns whether sufficient resources exist to maintain a credible community corrections program under Option I; and]

WHEREAS, Option I will enable the County to provide unified and effective managerial support for line parole and probation officers; and

WHEREAS, in unifying Community Corrections under Option I, the County's ability to build its continuum of services is improved; and

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners hereby approves the revised Multnomah County Community Corrections Plan and directs the Director of the Department of Community Corrections to enter into negotiations with the Oregon Department of Corrections on a intergovernmental agreement regarding the details of Multnomah County assuming full Option I status as of July 1, 1991. [This agreement will be reviewed by the Board prior to signing].

ADOPTED this _____ day of _____, 1991.

MULTNOMAH COUNTY, OREGON

By _____
Gladys McCoy
Multnomah County Chair

REVIEWED;
LAURENCE KRESSEL, COUNTY COUNSEL
for Multnomah County, Oregon

By _____

DRAFT

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of Unifying Community
Corrections Under Option I

RESOLUTION

WHEREAS, Multnomah County and the State of Oregon currently share management responsibility for community corrections; and

WHEREAS, the County wishes to create the fully integrated system to deliver community corrections services possible under Option I; and

WHEREAS, Option I will allow a unification and integration of sanctions, treatment, and supervision into a single system capable of providing more efficient, economical, and effective community corrections services; and

WHEREAS, more than 80% of the felons sentenced in Multnomah County are put on probation, it is vital to public safety that Community Corrections function efficiently and effectively; and

WHEREAS, effective and efficient responses to the offender population are furthered by unified community corrections management with a shared mission and vision; and

WHEREAS, Multnomah County has made a substantial investment in community corrections programs that will be enhanced by the assumption of full managerial control of the supervision components now managed by the State; and

WHEREAS, Option I will improve both community accountability and the local control of resources spent locally to provide community corrections services; and

WHEREAS, Option I will enable the County to provide unified and effective managerial support for line parole and probation officers; and

WHEREAS, in unifying Community Corrections under Option I, the County's ability to build its continuum of services is improved;

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners hereby approved the revised Multnomah County Community Corrections Plan and directs

the Director of the Department of Community Corrections to enter into negotiations to prepare an intergovernmental agreement with the Oregon Department of Corrections regarding details of Multnomah County assuming full Option I status. This agreement is to be reviewed by the Board prior to signing.

ADOPTED this _____ day of _____, 1991.

(SEAL)

By _____
Gladys McCoy, Chair
Multnomah County, Oregon

REVIEWED:

LAURENCE KRESSEL, COUNTY COUNSEL
FOR MULTNOMAH COUNTY, OREGON

By _____
Sandra N. Duffy
Assistant County Counsel

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of Unifying Community
Corrections Under Option I

RESOLUTION 91-66

WHEREAS, Multnomah County and the State of Oregon currently share management responsibility for community corrections; and

WHEREAS, the County wishes to create the fully integrated system to deliver community corrections services possible under Option I; and

WHEREAS, Option I will allow a unification and integration of sanctions, treatment, and supervision into a single system capable of providing more efficient, economical, and effective community corrections services; and

WHEREAS, more than 80% of the felons sentenced in Multnomah County are put on probation, it is vital to public safety that Community Corrections function efficiently and effectively; and

WHEREAS, effective and efficient responses to the offender population are furthered by unified community corrections management with a shared mission and vision; and

WHEREAS, Multnomah County has made a substantial investment in community corrections programs that will be enhanced by the assumption of full managerial control of the supervision components now managed by the State; and

WHEREAS, Option I will improve both community accountability and the local control of resources spent locally to provide community corrections services; and

WHEREAS, Option I will enable the County to provide unified and effective managerial support for line parole and probation officers; and

WHEREAS, in unifying Community Corrections under Option I, the County's ability to build its continuum of services is improved;

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners hereby approved the revised Multnomah County Community Corrections Plan and directs

S
sd

the Director of the Department of Community Corrections to enter into negotiations to prepare an intergovernmental agreement with the Oregon Department of Corrections regarding details of Multnomah County assuming full Option I status. This agreement is to be reviewed by the Board prior to signing.

ADOPTED this 9th day of May, 1991.



By Gladys McCoy
Gladys McCoy, Chair
Multnomah County, Oregon

REVIEWED:

LAURENCE KRESSEL, COUNTY COUNSEL
FOR MULTNOMAH COUNTY, OREGON

By Sandra N. Duffy
Sandra N. Duffy
Assistant County Counsel

ACKNOWLEDGEMENTS

The Department of Community Corrections wishes to acknowledge the many employees of Multnomah County and the State of Oregon who have assisted and advised in the production of this analysis.

Thanks are also in order for all those who have, over the past 6 years, worked to make Option I a reality, especially former Community Corrections Division Manager, Harley Leiber.

Acknowledgement:

Dave Boyer	Ken Upton	F. Wayne George
Dave Warren	Jim Emerson	Curtis Smith
Jerry Bitle	Bob Oberst	Merrie Ziady
Sandy Duffy	Jean Miley	Tom Guiney
Patricia Shaw	Mark Williams	Michele Gardner
Tamara Holden	Larry Kressel	Jon Schrotzberger
Mark Murray	Michael Haines	State Managers
Doug Bray	Mary M. McCoy	

County Commissioners and Staff

Multnomah County Community Corrections Advisory Committee

Option I Technical Advisory Group

Option I Analysis Team :

Grant Nelson
 David Bogucki
 Cary Harkaway
 Susan Kaeser
 Wayne Salvo

EXECUTIVE SUMMARY

COMMUNITY CORRECTIONS OPTIONS FOR MULTNOMAH COUNTY

Oregon's **Community Corrections Act (CCA)** was established to support and encourage **local management** of supervision, sanctions, and programs for offenders retained in or returning to the community. For the past several years, **Multnomah County policy makers have shown a preference for full participation in the CCA as an Option I county.** The County has successfully pursued several statutory changes which better accommodate its concerns and make assuming full management control a more viable option. The County has demonstrated its commitment to improving supervision by its active participation in community corrections planning, successful advocacy for community support of improved drug treatment services, and through financial support of a wide variety of effective and innovative programs and contracts.

Currently, the State provides the resources for and the management of the majority of the parole and probation supervision in the County. A mix of State and County resources are used to provide treatment and sanction programs for offenders on community supervision. Those programs are planned and managed by the County. Multnomah County resources also provide for supervision and programming for selected misdemeanor offenders.

Community corrections clients are classified using risk and needs factors and are supervised accordingly. The majority of the offenders in the community are classified using the **Oregon Case Management System (OCMS)**. The OCMS specifies client contacts required for each offender classification. **Staff will be expected to be active agents in providing supervision and treatment.** The analysis indicates that the combination of identified resources would make it possible for the county to fully comply with system mandates.

Joint County-State strategic planning is underway to **produce a shared mission and vision for the future of community corrections in Multnomah County.**

Option I is expected to enhance public safety through:

- **Unified management and planning consistent with local priorities.**
- **Advisory Committee and Board of County Commissioners oversight of and accountability for the entire array of local community corrections programming.**
- **Development of innovative case management and supervision strategies targeting priority populations.**
- **Full integration of all supervision, treatment, and sanction programs.**

The **planning for transition to Option I** has included analysis of the State's office space and equipment leases, employee salaries and benefits. Consideration was also given to liability potential and information system needs. Numerous issues surrounding transferring employees such as seniority, job classification, pay differentials, and training were also analyzed. County managers from county counsel, budget, risk management, finance, employee services, facilities management, and labor relations have met with Community Corrections managers and have been forthcoming with new issues, information, and suggestions for improving our analysis and planning.

Budget analysis of the State's estimates of available revenues and projected expenditures indicates that **Option I can be achieved with available resources.**

An **intergovernmental agreement** addressing the issues involved in an assumption of Option I control **will be negotiated and presented to the Board of County Commissioners for its approval prior to July 1, 1991.**

The analysis of the critical issues surrounding Option I has led the Department of Community Corrections to the **recommendation that Multnomah County assume management responsibility for State Field Parole & Probation Services under Option I.**

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APPENDIX

PROLOGUE

Prior to the late 70's, nearly all probation and parole services for felony offenders were delivered by the State. In 1976, Governor Bob Straub's Task Force on Corrections proposed a new system of delivering community sanctions in Oregon, modeled after the community-based sanctioning system developed in Minnesota in the early 1970's. The Task Force recommended new legislation designed to "mobilize and facilitate a partnership of the best of both state and local services" under the following principles:

1. No correctional offender shall receive a greater allocation of supervision than the circumstance of prior criminal behavior and available resources warrant;
2. A broad range of sentencing alternatives shall be available to criminal court judges in Oregon to allow better matching of limited correctional resources to criminal behavior and offender needs; and
3. Non-assaultive offenders with up to five-year sentences or terms of probation can best be handled in local correctional programs where family ties, employment, and access to resources remain intact.¹

The spirit pervading community corrections in Oregon in the mid-70's is reflected in the following quote from the report of the Straub task force on corrections:

"In order to respond effectively to criminal behavior in Oregon, the Corrections System should constructively intervene as early as possible in the offender's criminal activity by assuring access to a wide variety of locally operated programs. State programs should be used where community resources are not adequate."²

The 1977 Legislature subsequently enacted the Community Corrections Act (CCA).³ The new law created a different relationship in the administration of corrections between local governments and the State.

¹ Report of the Governor's Task Force on Corrections: A Community Corrections System for Oregon (September, 1976), pp. 24-25, quoted in A Strategic Corrections Plan for Oregon: RESTORING THE BALANCE, (August, 1988), p. 88.

² Ibid, p.23.

³ See ORS 423.500 et seq.

Since the enactment of the CCA, new programs were created in localities throughout Oregon and alternatives to incarceration in prison were developed. These relatively inexpensive options were seen as more cost effective solutions for sanctioning offenders and protecting the public.

RECENT LEGISLATIVE CHANGES

Governor Neil Goldschmidt's Task Force on Correction Planning compared the effectiveness of the various options for participation in the Community Corrections Act. They concluded that Option I counties are generally the most effective in managing their offender populations. As a result of their recommendations, the 1989 Legislature modified the objectives of the Community Corrections Act to reflect that finding. Those CCA objectives are:

1. Provide appropriate sentencing alternatives;
2. Provide improved local services for persons charged with criminal offenses with the goal of reducing the occurrence of repeat criminal offenses;
3. Promote local management of community corrections programs; and
4. Promote the use of the most effective criminal sanction necessary to administer punishment to the offender, rehabilitate the offender and protect public safety.⁴

Multnomah County considered moving to Option I participation status prior to and during the 1987 and 1989 Legislative sessions. The County Board of Commissioners included three statutory modifications of the CCA as priorities for the 1989 session. The changes advocated by Multnomah County included the clarification of the objectives of the Community Corrections Act mentioned above. Those changes were made by the passage of HB 2212 [C. 607]. Two other bills, HB 2211 [C. 613] and HB 2213 [C. 614], made important modifications to the Community Corrections Act. [See later discussion.] HB 2213 provides for the transfer of State probation officers in large counties as part of the process of assuming full management responsibility for parole and probation. HB 2211 requires the Department of Corrections to adopt a workload based formula, limits reductions in field services funding allocations and provides for inclusion of costs of management and support services in financial grants for community corrections. The adoption of Multnomah County's 1989 legislative priorities have helped to make Option I more feasible.

⁴ ORS 423.505.

Effective Community Supervision and the Corrections System

The July, 1990 Governor's Task Force on Corrections Planning special report to the Governor and the Legislature entitled "Promoting Balance in Oregon's Corrections System" recognized the need to establish a balance between Oregon's community sanctions and prison sanctions. "Recommended strategies to promote this balanced corrections system include providing additional resources for intermediate sanctions between prison and regular probation in the community; additional parole and probation officers to supervise offenders in the community effectively; additional transitional housing and support to reduce failure rate of offenders leaving prison; and expanded institutional work and educational programs to prepare offenders for their return to the community."⁵

Ballot Measure 5's passage has reduced the chances for the significant increases to field services that were expected in the wake of the Governor's Task Force's recommendations. Those increases would have been used to augment basic field services and to create additional intermediate sanction programs in counties throughout Oregon. Nevertheless, the July, 1990 Task Force report provides a perspective on the corrections system that clearly recognizes the fact that success in field corrections is a vital component of lowering demand for expensive prison space.

⁵ Governor's Task Force on Corrections Planning, Special Report to the Governor and the Legislature: Promoting Balance in Oregon's Corrections System, July, 1990, p i.

COUNTY OPTIONS FOR PARTICIPATION IN THE COMMUNITY CORRECTIONS ACT

The Community Corrections Act (CCA) is administered by the Department of Corrections with the assistance of the Community Corrections Advisory Board. The State Advisory Board, consists of 15 members appointed by the Governor. The Board provides advice concerning the implementation and administration of the Act. The Board also reviews proposed community corrections plans. Final approval of community corrections plans rests with the Director of Corrections and is a condition precedent to participation under the Act.

Counties have discretion to decide whether, and at what level, to participate in the CCA. A county Board of Commissioners interested in participating under the Act must establish a local Community Corrections Advisory Committee. That committee is responsible for determining if the interests of the county are served by participation in the Act, and for making recommendations to its Board of Commissioners concerning participation under the Act. If a county, through its Board of County Commissioners, decides to participate in the CCA, the Local Committee assists in the development of a community corrections plan each biennium for review and approval by the Department of Community Corrections.

OPTION DEFINITIONS

<u>OPTION I</u>	<u>OPTION II</u>	<u>OPTION III</u>
County participates in Oregon Community Corrections Act	County participates in Oregon Community Corrections Act	County <u>does not</u> participate in Oregon Community Corrections Act
Board appoints local Advisory Committee	Board appoints local Advisory Committee	DOC appoints local Advisory Committee
County develops Biennial Community Corrections Plan	County develops Biennial Community Corrections Plan	DOC develops Biennial Community Corrections Plan
County manages probation and parole	County contracts with DOC for probation and parole	DOC manages probation and parole
County manages treatment and sanction programs	County manages treatment and sanction program	DOC manages treatment and sanction programs
Note : Multnomah County currently participates in the Community Corrections Act as an Option II County.		

A county may select one of the three levels of participation in the CCA which are commonly referred to as Options I, II and III.⁶ Option I counties receive and control a full share of funds made available to counties under the CCA. Option I counties are also able to retain parole and probation supervision fees they collect.

Option II is virtually the same as Option I, except:

- (a) the county can contract with the Department to continue to administer felony probation and parole supervision; and
- (b) supervision fees for felony offenders are remitted to the Department.
- (c) Option II counties are not eligible to share in intermediate sanction moneys.

In practice, the Department does not turn over the field services allocation for parole and probation supervision to Option II counties. Therefore, Option II counties do not directly control the dollars with which to implement any intergovernmental agreement they may agree to with the Department. Instead, the Department retains the money and enters into an agreement with the county to continue providing felony probation and parole supervision. The Department uses the term "fully participating counties" to describe both Option I and II counties.

In Option III counties, the Department manages both the community corrections grant dollars and community parole and probation supervision. In these counties, the Department of Correction's field services regional manager drafts a plan for use of CCA moneys and he or she appoints a local advisory committee to comment on the plan. A copy of the plan is transmitted to the county Board of Commissioners for comment.

Option III counties receive 75% of the full funding allocation for enhancement grants and mental health services which would otherwise be received as fully participating counties. The Department operates felony probation and parole services at no additional expense to these counties. Any county choosing not to participate under Option I or II is automatically an Option III county. The Corrections Department uses the label "nonparticipating counties" to describe Option III counties. The remaining 25% of the CCA enhancement and mental health allocations not allocated to Option III counties is redistributed to fully participating counties, using the same formula that determines their basic enhancement allocation.

⁶ The Option system is found in OAR 291-31-009 and was established by the DOC under its administrative rule-making authority.

Planning for Community Corrections in Multnomah County

As an Option II county, Multnomah County delivers community corrections services according to the approved community corrections plan. A plan is produced every two years on the odd numbered years. The Community Corrections Plan is a description of how the community intends to proceed with the work of developing appropriate sentencing alternatives, improve local services, reduce criminal behavior, manage local community corrections programs and promote the use of the most effective sanction necessary to administer punishment, rehabilitate the offender and protect the public. [ORS 423.505]

The plan is submitted to the Community Corrections Advisory Committee and to the Board of County Commissioners. The plan is then further reviewed and critiqued by the State Community Corrections Advisory Board. Approval of the Community Corrections Plan means eligibility for state community corrections dollars. During the 1989-91 biennium, more than \$26 million will be spent in Multnomah County on Community Corrections. A little more than 16%, or just over \$4 million of those funds will be from the State of Oregon for services provided according to the plan. Half of the funds, or about \$13 million provide state managed community supervision, just over a quarter of the money, or \$6.5 million, is county general funds, while nearly \$2.5 million, or just under 1%, comes from client fees and a variety of federal and state grants. Currently Multnomah County manages about half the moneys spent on community corrections services in Multnomah County. As an Option I participant, Multnomah County would manage all the resources available to provide community corrections supervision, treatment, and sanctions.

Statewide Coordination of Community Corrections

All three options are currently represented at several coordinative forums convened by the State. The State convenes statewide managers meetings regularly as well as a group known as the Community Services Council. A professional association which is know as the Oregon Association of Community Corrections also promotes professionalism and cooperation among community corrections practitioners. The control of resources and the exercise of the review and approval process for community corrections plans assure that the State will continue to influence community corrections activities in all the counties of Oregon even when a county chooses to exercise the management control possible under Option I.

Several of Oregon's most populous counties have chosen Option I participation status. Among these are the neighboring counties of Washington and Clackamas, as well as Yamhill, Deschutes, Benton, and Marion. Lane, Jackson, and Josephine counties are, like Multnomah County, now Option II counties. Both Multnomah and Lane County have been seeking to move to Option I status for a number of years. Because the Community Corrections Act contemplates the local control of community corrections programming, the Option I county most closely represents the kind of relationship between the State and counties which was envisioned by the CCA.

COMMUNITY CORRECTIONS ACT FUNDS

Fully participating counties are eligible for several different kinds of assistance from the State of Oregon. These funds are described in ORS 423.530 and in OAR 291-31-025 and 291-31-026.

DEPARTMENT OF CORRECTIONS FUNDS - FIELD SERVICES ALLOCATIONS

"Department of Corrections funds formerly used to provide correctional services now covered by the community corrections plan will be used to fund those respective services in participating counties."⁷ The Department computes the amount available to each county from the field service budget in December of each year. This figure assists counties in the process of planning budgets for the following fiscal year.

In addition to receiving the field services funds formerly used by the State to provide parole and probation supervision within the county, a county choosing Option I participation receives "all equipment and capital property owned by the Department of Corrections ... used for the provision of parole and probation". Such property and equipment may either be leased at no cost or transferred to the county as provided in a written agreement between the State and the county.⁸

Additionally, a county moving to Option I level participation "shall assume responsibility for all existing equipment and office space leases supporting the provision of parole and probation services by the Department of Corrections prior to the county's participation."⁹

State law also provides that appropriations to counties approved for local government corrections programs shall not be reduced by the Department of Corrections except by action of the Legislature or the Emergency Board. If any reductions are made, they must be made proportionally using the applicable allocation formula.¹⁰ This provision represents a modification in the law which was one of Multnomah County's legislative priorities during the 1989 Legislature. It provides assurance that once a county moves to Option I participation, the Department cannot simply reduce the allocation to that county and shift the funds to other priorities. If the Legislature or the Emergency Board chooses to reduce funds it must reduce funds proportionally to all counties without regard to their level of participation in the CCA.

⁷ OAR 291-31-025 (2).

⁸ OAR 291-31-025 (2) (c).

⁹ OAR 291-31-020 (3) (c).

¹⁰ ORS 423.530 (1) (c).

Administrative rules also provide reciprocal assurances to the State that counties will not simply supplant county funding efforts in community corrections with CCA dollars. OAR 291-31-025(1) states that:

"County financial support of the community corrections program must be maintained at a level proportional to the total General Fund portion of the county budget. If the county General Fund budget increases, an increase of the same proportion must be added to the county's support of the community corrections program. If the county General Fund budget decreases, a reduction of the same proportion may be subtracted from the county's support of the community corrections program."

Multnomah County has gone well beyond the requirements of this regulation for the past several years. The County has supported increases to Probation and Parole Services for misdemeanants and some drug abusing felons. It has created and enhanced the Office of Women's Transition Services, has provided additional support for Alternative Community Services Programs, and has passed a levy that will add significantly to the number of residential alcohol and drug treatment beds for men, women, and women with children. On the other hand, parole and probation supervision fees collected under ORS 523.570 may be used to replace county general fund support of a community corrections budget.

ALLOCATION FORMULA

Currently, the allocation of funds to support parole and probation supervision in the counties of the State is based on each county's percentage of the total number of felons admitted to supervision in the State.

ORS 423.530(1)(a) controls the field services allocation formula. That statute was modified in 1989 to require the Department of Corrections to develop a workload formula for field services allocation. As of this writing, the Department of Corrections is proposing a formula not based on actual workload.

Enhancement Grant Funds

These funds are made available to participating counties in order to provide diversion, prevention, and treatment programs. Those locally developed programs are supported to enhance the ability of the local corrections system to effectively manage their clients. Enhancement grant dollars are distributed according to a formula which weighs three factors: general population, reported crime (misdemeanors and felonies), and risk population (male and female population between fifteen and twenty-nine).

Non-participating counties share in only 75% of the available enhancement grant funds. ORS 423.540 (2) provides that enhancement grant funds cannot be used to replace moneys currently being used by the county for existing correctional programs for misdemeanants.

Mental Health Funding

These funds are granted to counties to provide mental health services for people charged with or convicted of offenses. The money is allocated according to the same formula used to distribute enhancement grant funds. Mental health funds are appropriated separately from enhancement grant funds. Likewise, the community corrections plan shows the programming of those funds separately.

Probation Center Operational Funds

These funds represent a separate legislative appropriation and are distributed on the basis of demonstrated need and program effectiveness. Counties awarded funds for the operation of a probation center in one biennium are given first priority for awards of similarly designated funds in subsequent biennia. Community Corrections plans show any probation center component as a separate plan item. Multnomah County received \$355,452 in probation center funds providing nearly 12% of the budget for operation of the Multnomah County Restitution Center during the 1989-91 biennium.

Community Corrections Act funds may be used for the acquisition, construction, or renovation of local correctional facilities only if such projects are approved by the Director of the Department of Corrections as part of the community corrections plan. Facilities funded with these moneys would revert to the Corrections Division when the county ceases to participate in the CCA, except when a county has participated for 20 consecutive years since the facility was acquired, renovated, or constructed. The county may retain ownership if it agrees to continue using the facility for the purpose originally approved in the plan, provided it also agrees to house specified persons in the custody of the Department of Corrections.¹¹

OTHER FUNDS AVAILABLE TO OPTION I COUNTIES

Intermediate Sanction and Sanction Bed Funds

As a way of funding a policy favoring Option I participation in the CCA, the State makes two kinds of funds available to Option I counties, and only to Option I counties. Those funds are earmarked for specific purposes. Those purposes are: creation and operation of intermediate sanctions and the creation and operation of sanction beds. Intermediate

¹¹ ORS 423.545 (3)(a,b).

sanctions are "punishments less severe than imprisonment but more restrictive than routine probation".¹² Funds for these purposes are distributed to Option I counties according to the allocation formula. It is expected that these two funds will provide approximately \$400,000 annually for Multnomah County if Option I participation is chosen.

Supervision Fees Collected

Another important source of funds which would be available to Multnomah County participating as an Option I county is supervision fees collected from offenders on probation. Projected collections for the 1989-91 biennium amounted to \$589,840. As of February, 1991, actual collections totalled \$728,987 with four months of the biennium remaining. This represents an improvement over the past several years. A National Institute of Justice study entitled Recovering Correctional Costs Through Offender Fees, (June, 1990) surveyed recovery of costs through fees in all counties in Oregon.¹³ They found that fees as a percentage of the field services appropriation averaged 13.7% in Option I counties while in Option II and III counties collections averaged just 6% of the appropriation. Only Option I counties are able to manage resources generated through improved probation fee collections. The study clearly shows that this ability to manage the resources generated is a powerful incentive to improvement of collections.

OTHER FUNDING REQUIREMENTS

Accounting & Budgeting Procedures

Administrative rules set out additional requirements for participating counties. Those counties receiving funds must adhere to the Department's budgeting, accounting, and fiscal reporting requirements. Reallocations of funds within or between programs requires written approval by the DOC Director.¹⁴

Evaluation

The rules also provide for the evaluation of community corrections programs. The Department of Corrections is required to conduct an evaluation of community corrections programs each biennium and counties are assessed a proportionate share of their

¹² Petersilia, Joan and Turner, Susan Intensive supervision for High-Risk Probationers, prepublication summary, Rand Corporation, Sept., 1990, page iii.

¹³ Recovering Correctional Costs Through Offender Fees, National Institute of Justice, June 1991, p. 41.

¹⁴ OAR 231-31-028.

enhancement fund budgets to assist in financing evaluations.¹⁵ That evaluation assessment is taken out of the State appropriation for field service before allocations of funds to individual counties.

Performance Review

ORS 423.540 requires the Director of the Department of Corrections to periodically review the performance of fully participating counties. The review seeks to determine if the county substantially complies with the provisions of its community corrections plan and standards of eligibility. Non-compliance may result in suspension of financial aid until compliance is achieved. If such a suspension took place, the State would reassume responsibility for programs it formerly operated but not for any new programs developed using Community Corrections Act funds.

¹⁵ OAR 291-31-030.

COMMUNITY SUPERVISION

Parole has traditionally been defined as the release of offenders from prison prior to completion of their full sentence. Under the Oregon Sentencing Guidelines, "parole" has been renamed "Post-Prison Supervision". The duration of that supervision has been set at one to three years depending upon the offenders' past record and offense. Special provisions provide post-sentence supervision for life for offenders convicted of murder and some sex crimes. Multnomah County had 689 parole returns from post prison supervision in 1989. Post-prison supervision comprises approximately 20% of the felony supervision caseload in Multnomah County.

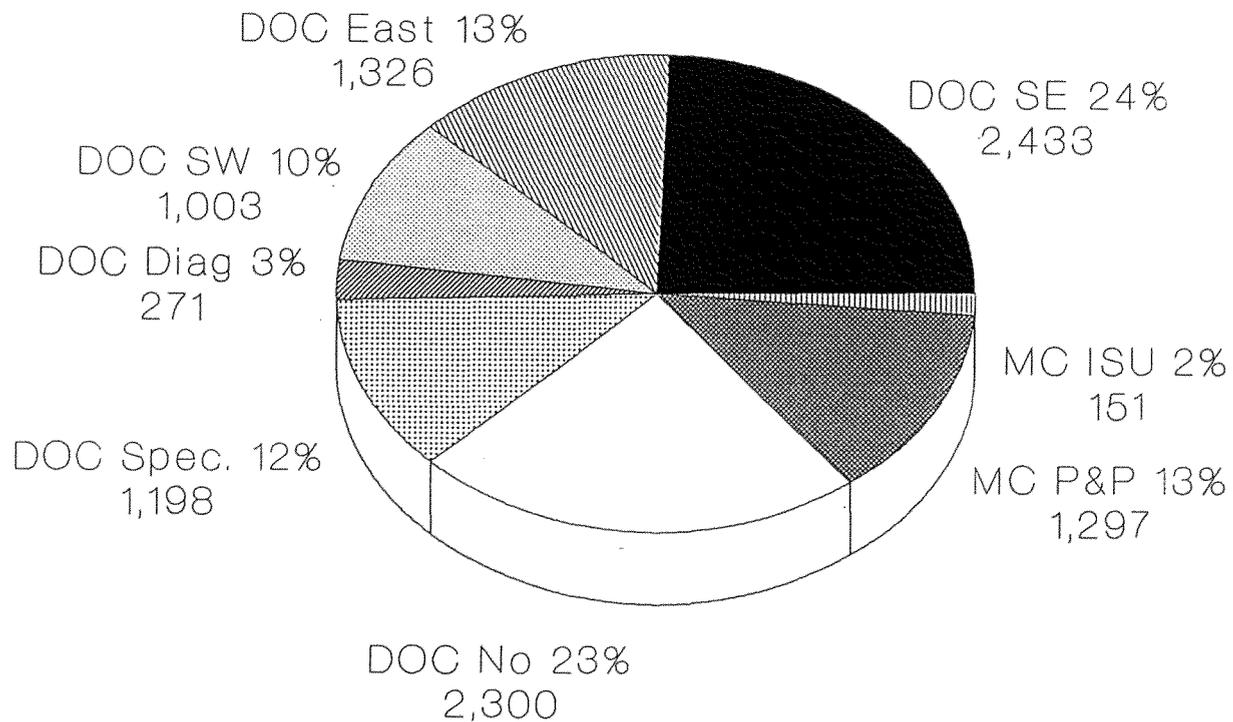
Probation is a sentence imposed by a court to establish legal authority over the offender for a period of time. Oregon's Felony Sentencing Guidelines define when probation should be imposed and for what length of time depending upon the offender's prior record and current offense. The length of probation under the Guidelines may range from 18 months to three years. In most cases, an offender placed on probation will not be sentenced to prison although they may be ordered to serve a short sentence in a local jail.

The most recent analysis of sentencing guideline reports indicates that from November, 1989 to January, 1990 of the 1,738 felony offenders sentenced in Multnomah County, 1,432 or 82.4% were sentenced to probation.

The sentencing courts may place an offender on "**bench**" or "**formal**" probation. **Bench probation** means that the offender is legally obligated to conform to the court's special order(s) but will not be formally monitored by a probation officer. **Formal probation** clients are assigned by the court to a local probation agency for supervision. In addition to the special orders imposed by the court, State law requires that offenders placed on **formal probation** follow several general conditions of probation. When **formal probation** is ordered, a probation officer is usually assigned to monitor the offender's compliance with special and general orders of probation. In relative terms, **bench probation** is less intrusive because there is no assigned person to observe offender compliance. **Bench probation** is generally of shorter duration with few specific conditions. **Formal probation** can be intrusive, for longer periods of time, but also can insure compliance with court ordered services and treatment.

At any given time, a total of about 9,900 offenders are under formal probation or post-prison supervision in Multnomah County. Eighty-five percent of these offenders are assigned to the Oregon Department of Corrections (DOC) and fifteen percent are assigned to Multnomah County Probation and Parole Services. Both agencies use similar methods to assess their respective caseloads and to provide a variety of service models. [See chart on following page]

Parole & Probation in Multnomah County



Key :

DOC SE	- Oregon Department of Corrections Southeast Office
DOC EAST	- Oregon Department of Corrections East Office
DOC SW	- Oregon Department of Corrections Southwest Office
DOC Diag	- Oregon Department of Corrections Diagnostic Center
DOC Spec	- Oregon Department of Corrections Specialized Caseload
DOC No	- Oregon Department of Corrections North Office
MC P&P	- Multnomah County Probation & Parole
MC ISU	- Multnomah County Intensive Supervision Unit
DOC/MCDCC Date 3.91	

State Field Services in Multnomah County

For most felons, probation and post-prison supervision in Multnomah County is provided by the Oregon Department of Corrections Community Services Branch. Just over 100 parole and probation officers supervise the approximately 8,600 offenders assigned to them. Those offenders are classified according to their risk of reoffense and are supervised accordingly. High risk offenders are monitored and contacted more often by the probation officer, medium risk offenders less often and limited risk offenders still less frequently.

The State operations are housed in four branch offices which are named for the part of the community in which each is located. Those branch offices are North, East, Southeast, and Southwest. The Diagnostic Unit is located in the Justice Center. State Field services provides specialized units to deal with some particularly difficult offender groups such as sex offenders.

Multnomah County Probation and Parole Division

Multnomah County Probation and Parole Division focuses its efforts on providing supervision and services for selected misdemeanor offenders. Special units targeting domestic violence, drug offenders and offenders with mental health problems are currently operating. A grant funded Intensive Supervision Unit for high risk felony offenders with substance abuse problems is also a part of the Division. Approximately 1,200 offenders are assigned to these County managed units which operate from three separate locations.

Multnomah County Program Services

The State dollars for offender service which come to Multnomah County are managed by the Program Services Division of the Department of Community Corrections. As an Option II County, about 2.25 million annually comes in the form of enhancement grants, mental health grants and probation center funds. With input from a Community Corrections Advisory Committee, those moneys are allocated according to the Community Corrections plan for a wide variety of contracted services available to offenders supervised in the community. Those services include residential as well as outpatient alcohol and drug treatment, employment readiness training and counseling, case management, drug detoxification, transitional housing, sex offender treatment, a Forest Work Camp, residential treatment and sanctions. State funds also help support Corrections Health, the Sheriff's Intensive Supervision Program, and the Restitution Center.

Other Offender Services

In addition to the State funded programs mentioned above, the Board of County Commissioners has established programs for female offenders, intensive supervision of substance abusing driving offenders, and intermediate sanctions and treatment for drug offenders. Multnomah County also provides supervision services for pre-trial releasees who must be supervised prior to court appearances. Federal funds provide services for pregnant substance abusing offenders, and for evaluation and drug testing of both pre-trial arrestees and convicted offenders.

COMMUNITY SUPERVISION CASEWORK METHODS

The heart of community supervision is casework. Clients are classified then assigned to parole and probation officers to be supervised. Two different systems are now in use by community supervision providers in Multnomah County.

Multnomah County System

The Multnomah County Probation and Parole Division uses an internally developed scoring device which places offenders on one of three supervision levels. The supervision level determines the number and type of offender contacts. The County system treats criminal behavior, needs and victimization levels equally. Under the County system, an offender with high needs will get the same level of supervision as a person with high risk. Although there has been little validation of County methodology beyond anecdotal reporting, the evaluation that has been done has shown remarkable reductions in recidivism for some specialized caseloads, notably those directed towards DUII offenders and those with serious mental health problems.

Oregon Case Management System

State Field Corrections and the Intensive Supervision Unit of the Multnomah County Probation and Parole Division both utilize the Oregon Case Management System (OCMS). Because State funds are allocated based on the classification of cases under OCMS, it is important to understand the antecedents and operation of that system.

The OCMS is an outgrowth of legislation passed in 1989 requiring the allocation of field services dollars according to a workload based formula. The allocation formula was supposed to distribute funds based on community corrections workload taking into account both the cost and the difficulty of supervising the caseload.

The first step in the process of developing a case management system was the quantification of the field supervision work that occurs. The National Council on Crime and Delinquency (NCCD), contracted to establish the DOC baseline. The NCCD did a time study which consisted of a very meticulous review of casework practices. The study determined the

number of hours required to comply with the offender contact standards for four different levels of casework. The study allowed accurate projections of the number of staff required to supervise various offender groups.

Time Study Summary¹⁶
(Mean Total Time Required in Hours)

SUPERVISION

CLASSIFICATION	HOURS/MONTH	(N)= Cases Reviewed
New	2.3	(404)
High	3.6	(599)
Medium	2.0	(630)
Low	.8	(745)
Administrative	.4	(828)

A second project linked the "risk score" with a simple questionnaire that quantifies the offender's past criminal record and other validated factors. The new scoring device [included in appendix] along with some ancillary procedures is known as the Oregon Case Management System. NCCD found the risk assessment instrument to be predictive of recidivism. OCMS specifies the number, type, and locale of offender contacts.

The process of determining the risk presented by the offender and deciding how that offender should be supervised is called classification. The legislative charge to link the distribution of funds to the cost and difficulty of supervising cases meant that classification decisions would have fiscal as well as case management implications.

The Department of Corrections was concerned about both the inconsistency of classification in different parts of the State and the potential for manipulation of the system to increase allocation share. In order to deal with these shortcomings, they proposed a funding distribution formula based on statewide averages. Unfortunately, using statewide averages instead of actual workload penalizes counties with greater than average percentages of more difficult and costly to supervise cases. (e.g. Multnomah County)

The assumption of management control of all community corrections services in Multnomah County will be accompanied by the transfer of State resources and personnel to the County Department of Community Corrections. A requirement which accompanies the receipt of State funding is that supervision provided meets or exceeds current State OCMS contact standards. An informed decision regarding assumption of management of community

¹⁶ Oregon Department of Corrections: Analysis of the 1990 Time Study, National Council on Crime & Delinquency, May 1990, p.i.

corrections services requires an analysis of our ability to meet those State standards with available resources. Such an analysis will not answer questions regarding the adequacy or effectiveness of supervision.

In order to discover whether Multnomah County would be able to meet the requirements of OCMS as it currently exists, a number of factors must be known. These factors are: the approximate time available each month for casework, the time required to meet State casework standards, and the number of cases to be supervised in each classification. Once these factors are known, the FTE needed to do the required casework can be calculated.

In Multnomah County approximately 9,900 cases are currently under supervision by either the State or the County. Cases are classified and are supervised differently depending on their classification. The number of hours available to each probation officer for casework has been calculated by the Time Study to be 120 hours per month.

The chart below allows one to see how the OCMS standards would be used to determine the personnel needed to comply with those standards. Contact standards have been adjusted to stay within available resources. The "low" classification and the "administrative" classification have been combined into a new classification called "limited".

Limited supervision was called "administrative" in the Time Study. The OCMS Project Summary final report indicated agreement with the approach DOC has taken to deal with increasing numbers of probationers and limited resources. The report states "NCCD strongly supports Oregon's decision to change cutoff scores rather than modifying contact standards in order to adjust workload. This method maintains the integrity of the standards, reinforces operational consistency, and yet adjusts expectations in a systematic manner".

Classification and Supervision Standards
Based on cases as of 3/20/91

Classification	N=	% of Total Classified	OCMS Hours Required	FTE Required OCMS/Time Study/Ratio
High	1375	16.8%	3.6	41.25 / 1:33
Medium	2497	30.5%	2.0	41.61 / 1:60
Low	N/A	-	.8	-
Limited	4085	49.9%	.4	13.61 / 1:300
New Cases	232	2.8%	2.3	4.4 / 1:52
Unclassified	1693	-	No Standard	19.78 / 1:85
TOTAL	9882			120.65 - 121 FTE

The preliminary budget figures Multnomah County Department of Community Corrections

has received from the State Department of Corrections indicates that the allocation formula would provide funds for approximately 93 FTE P.O. positions for 1991-93 in Multnomah County. Multnomah County Probation & Parole currently has 24 FTE P.O. positions. The total FTE P.O. positions add up to 117 which is just short of full compliance with the current OCMS requirements. It should be noted that the time study which determined the actual time which needed to be spent in order to fully comply with the contact requirements was adjusted upwards by 15% to allow for "transition time". Those adjusted time requirements have been embodied in the OCMS standards now in use.

The OCMS standards represent abstract goals for the amount of time to be allocated to supervise cases at various levels of risk given available resources. The needs of the offender may actually produce a need to spend a great deal more time in casework on a particular case than the standards require. Specialized or intensive caseloads for certain classes of offenders also can require more probation officer time than is required to meet OCMS standards.

The critical variables in caseload size are the frequency, intensity, and location of offender contact as well as the roles established for Community Corrections staff. As an example, an agency that emphasizes contacting offenders in an office on a monthly basis to passively monitor offender compliance with court orders may design caseload of 1:100 for probation staff. A second agency emphasizing community control and treatment may specify that most contacts should be made in the community and staff will be expected to be active agents in providing supervision and treatment. In this agency, a caseload may be 20 to 40 offenders depending upon additional supportive programs and the risk and needs of the offenders.

Comparison of OCMS to other Case Management Systems

Looking at caseload ratios in the abstract does not convey much information about whether the cases can be managed in a credible fashion. However, a recently completed study by Mark A. Cunniff and Ilene R. Bergsmann of the National Association of Criminal Justice Planners does make some meaningful comparison possible.¹⁷ Their study profiled 30 urban probation agencies around the country including King County Washington, the City-County of San Francisco, Los Angeles County, California, Hennepin County, Minnesota, and Maricopa County, Arizona.

The study noted that most agencies use similar classifications systems. The agencies were queried about their preferred ratio of probationer to probation officer. The results are summarized in the table on the next page:

¹⁷ Managing Felons in the Community: An Administrative Profile of Probation, Mark A. Cunniff, Ilene R. Bergsmann, National Association of Criminal Justice Planners, Washington, DC, April, 1990.

**Ratios for Probationers to Probation Officers
(from NACJP Study)**

	Intensive	Maximum	Medium	Minimum	Administrative
Preferred Ratios	1:22	1:43	1:75	1:102	1:800
Actual Ratios	1:22	1:43	1:89	1:154	1:1050

What most agencies would have liked for officer to offender ratios was somewhat higher than they were able to achieve, especially at the lower risk levels.¹⁸

Standards for frequency of contact between probation officer and client are a measure of the expectation of the attention the probationer will receive. The Cunniff/Bergsmann study also surveyed contact standards.¹⁹ The results indicate that current OCMS standards for contact compared to those found in the survey are roughly comparable for high or maximum cases and slightly lower for medium cases. Because minimum and administrative cases have been combined into a classification known as limited with a supervision ratio of approximately 1:400, comparisons is more difficult.

**Frequency of Contact with Probationer, by Supervision Level
(After NACJP Study)**

Supervision Level	Agencies in Study (meetings per month)	OCMS (meetings per month)
Intensive	8.8	N/A
Maximum	2.4	High 3.0
Medium	1.0	Medium 1.5
Minimum	0.4	Low 0.5
Administrative	0.0	Admin 0.0

¹⁸ Ibid., p. A-19.

¹⁹ Ibid., p. 33.

PLANNING FOR AN INTEGRATED SYSTEM

CURRENT PLANNING FOR ORGANIZATIONAL DEVELOPMENT

As part of our planning and transition process for Option I, the Multnomah County Department of Community Corrections and the Oregon Department of Corrections, Multnomah County Branches, are involved in an organization development project facilitated by Confluence Northwest. We anticipate that the project will result in a shared mission and vision for the future of community corrections in Multnomah County. At this point in our transition to Option I, we have reached agreement on the critical elements of our organization, but we have not finalized the organizational structure. The structure we implement will enhance our ability to integrate offender supervision, treatment interventions, and sanctions by:

1. Increasing the assessment resources available at the key decision points of the justice system.
2. Managing the referral and intake processes for all of our program interventions to assure that target populations are served.
3. Developing innovative case management strategies, consistent with State and County priorities for target populations and high impact program interventions.

We have identified the following critical functional elements:

Client Supervision

Parole supervision	Pretrial supervision
Misdemeanor probation supervision	DUII/traffic supervision
Felony probation supervision	Limited/casebank supervision
Parole transition planning	Intensive supervision
Diversion/conditional discharge supervision	

Specialized Supervision/Case Management Innovations

Sex offender caseload supervision	Domestic violence caseload supervision
Mental health caseload supervision	Substance abuse caseload supervision
Female offender caseload supervision	Alternative Community Service
Resource coordination/indigent client services	Forest Project

Diagnostic Services

Client evaluations

- substance abuse
- mental health
- sex offender
- education/employment

Presentence investigations

Program referral and intake

Parole/probation intake

Administrative

Departmental management

Fiscal planning and reporting

Grant writing

Program evaluation

Contract monitoring and technical assistance

Personnel

External system coordination

Program development

Research

M.I.S. development and operation

Training

We will group functionally related elements to enhance service delivery. Our Department has expressed a desire to integrate supervision, treatment, and sanction services. Integrated service delivery may be defined as a coordinated package of corrections interventions targeting client risk and need factors in which the goals and objectives of each program component are recognized, understood, shared, and supported by all of the other program components.

The organization which the planning process will help to fashion will be better suited to deliver effective community corrections services. The positive outcomes of an improved and integrated Multnomah County Department of Community Corrections are substantial. The next section will discuss some of these expected outcomes.

EXPECTED OUTCOMES OF OPTION I PARTICIPATION IN CCA

Advancement of Multnomah County Mission

Approximately two thirds of the entire Multnomah County budget goes for human and justice services and the infrastructure that makes providing those services possible. Human and justice services have similar goals for populations whose similarities are striking. The main difference between the clients of human and justice services is the accusation or conviction of violation of criminal law.

Building A Continuum of Services

The Board of County Commissioners, the Sheriff, and the District Attorney as well as the providers of human and justice services have recognized those similarities and have moved to more closely integrate the activities of the Department of Community Corrections, the Courts, the Multnomah County Sheriff, the District Attorney, and the Department of Human Services. The need to develop a continuum of sanction options has been discussed in the work of Morris and Tonry. Petersilia and Turner of the Rand Corporation have documented the benefits of programs which represent the intermediate sanction programs vital to a continuum. A listing of the many programs and initiatives which have emerged in the County, which embody the continuum of services philosophy, is not the purpose of this analysis. However, a substantial portion of the needy population we have been working to habilitate, integrate, and return to productivity is comprised of those who are involved with the criminal justice system in Multnomah County.

Justice System Coordination

The unification of county misdemeanor probation, alternative community service, program services, and transition services for women as part of a coordinated Department of Community Corrections has helped to focus the mission of the Department and increase the cooperation among community corrections service providers in Multnomah County. However, the majority of the parolees and probationers in the community are still under the supervision of a State controlled administration. Unification and integration of these functions under a single managerial authority will increase the ability of community corrections operations to work more closely with law enforcement, the courts, the District Attorney, institutional corrections, and both human and justice services providers.

Effective Community Response to a Major Needs Population

At any given time in Multnomah County, just over 1,100 persons will be in the County's jails. Three to four times that number will be accused of crimes but will be in the community awaiting trial. Nearly 10,000 convicted felons and misdemeanants are in the community on active parole or probation supervision. Under felony sentencing guidelines, jail stays for most offenders do not exceed 90 days. Pretrial status confers only a limited ability to require an individual to address his or her problems. On the other hand, periods of parole or probation are measured in years. The work of helping offenders become productive, contributing members of the community while affording the necessary community protection from those individuals, is the essence of community corrections.

Unification of the management responsibility for the work of changing and controlling offender behavior while providing community supervision is a more efficient and effective way to make the community corrections system work.

Local Control and Management of Locally Utilized Resources

Currently, the State Department of Corrections directly controls and provides parole and probation services for about 85% of the offenders supervised in the community. On the other hand, the County provides most of the misdemeanor probation as well as some specialized, intensive, treatment linked felony parole and probation supervision. The County also prioritizes, contracts for or delivers most of the program services provided to community corrections clients.

Encouragement of Innovative Community Corrections Programs

Multnomah County has taken the lead in analyzing the offender population and developing new and needed programs which integrate correctional and human services. Examples are Women's Transition Services, Drug Testing & Evaluation, Intensive Supervision for high risk drug offenders, Columbia Gorge Work Camp, etc. Multnomah County has advocated and received community support for residential substance abuse treatment focused on the needs of offenders and the need to expand the continuum of effective sanctions available to the courts. Multnomah County's Department of Community Corrections has emerged during the past several years as an operation which is internally more unified and focused on its mission of providing services and supervision to the non-custodial corrections population in this community.²⁰ The addition of State operated parole and probation services will result in a unified system of parole, probation, and services in Multnomah County which will enable us to target priority populations for innovative case management strategies. Integration of services targeting risk and need factors will improve public safety.

Improved Accountability and Advocacy for Community Needs

Advocacy for the interests of community corrections in Multnomah County will be better served by a unified Department of Community Corrections which is directly accountable to the community through the Board of County Commissioners and the Community Corrections Advisory Committee.

Integration of Community Corrections Management

The current system of disjointed State/County responsibility and control has enjoyed some success in spite of the structural burdens imposed by Option II. A fully integrated system of community corrections, delivering services for the offender population while providing adequate controls to protect public safety, is a goal and purpose which can be better served through the sort of unified structure that is only possible to achieve under Option I. Improved

²⁰ Governor's Task Force on Corrections Planning, Special Report to the Governor and the Legislature: Promoting Balance in Oregon's Corrections System, July, 1990 pp. 10-15.

Ability to Respond Effectively to Changing Funding

The importance of a coordinated response to a cutback scenario has taken on an added note of urgency with the passage of the draconian tax limitation measure due to take effect this coming fiscal year. A closer connection between supervision, sanction, and treatment elements can help insure that reduced resources are effectively applied.

Strategic Importance of Credible Community Sanctions

The recent report of the Governor Neil Goldschmidt's Task Force on Corrections Planning emphasizes the interrelationship between the need to provide expensive incarceration options and the success or failure of community supervision. Nearly two thirds of the prison admissions are the result of failure in community supervision status. The Task Force recommends additional resources to support parole and probation generally. In particular, intermediate sanctions, and transitional housing are recognized as vital for a balanced and affordable correctional system in Oregon.

Realizing the Goals of Community Corrections

While the Task Force accurately highlights the need for additional resources for community corrections those resources must be managed in the most effective way in each county. The premise that local communities are better able to develop effective responses to crime and criminality is one of the fundamental premises of the Community Corrections Act.

To summarize, the Department of Community Corrections recommends Option I because it will enhance public safety through:

- Unified management and planning consistent with local priorities.
- Advisory Committee and Board of County Commissioners oversight of and accountability for the entire array of local community corrections programming.
- Development of innovative case management and supervision strategies targeting priority populations.
- Full integration of all supervision, treatment, and sanction programs.

PLANNING FOR TRANSITION TO OPTION I

BUILDING A BUDGET

Leased Office Space

Should Multnomah County choose to move to Option I status, the County would be required to assume the State's leases for office space. The office space now leased is in five locations: Southwest, Southeast, East, North, and the Diagnostic Center in the Justice Center.

The leases total \$40,628 per month or \$487,544 annually. There is a sublease to the WERC program which brings in \$1,418 per month or \$17,016 annually. The net annual outlay for leases is \$470,528. These lease arrangements do not represent new costs for Multnomah County because they are covered by the Field Services allocation. The county would still require office space to perform parole and probation functions. The County could continue to use the space the State now leases or exercise the termination clauses the leases contain if other facilities arrangements are desired.

Equipment

Movement to Option I would trigger a transfer of all property owned by the State Department of Corrections and used to provide probation and parole services to Multnomah County. This includes office furnishings, computers, etc. The County would be required to inventory all such property and keep a record of the disposition of each item.

Multnomah County would assume the State's leases for office equipment including \$2,828 per month for line charges for the Law Enforcement Data System (LEDS) and the Portland Police Data System (PPDS). These costs are now covered as a part of the Field Services allocations.

Vehicles

According to information received from Field Services Management, Field Services in Multnomah County rents 41 cars from the Oregon Department of General Services (State Motor Pool). As an Option I county, the County could rent about the same number of cars at an average cost of \$220 per car/month, or \$109,008 annually. Again, this would not represent a new cost to Multnomah County because it is covered in the State Field Services Allocation.

Multnomah County Fleet Services is now investigating the options available to the Department of Community Corrections in relation to vehicle needs should management of all field corrections be assumed.

Summary of Current Costs Covered by the Field Services Allocation

Leased Office Space	\$469,465/year	\$ 938,930/biennium
Leased Office Equipment	33,936/year	67,872/biennium
Vehicles	109,008/year	218,000/biennium
TOTALS	\$612,409/year	\$1,224,802/biennium

Employee Benefits

Oregon law provides that employees who transfer between units of government will not experience a reduction of benefits. Some additional clarity about what is included in the definition of benefits resulted from legislative action in 1989 when they specifically named PERS Police and Fire Retirement as benefits.

Salary Differentials

Oregon law provides that public employers transferring between units of government will be placed in comparable positions with the transferee public employer.²⁵

The differentials between State employees and County employees involved in parole and probation work have narrowed somewhat since the previous analysis done in 1988. In spite of the narrowing, there remains a cost to the County to bring State employees to county pay scales. Individuals transferring to County employment would be placed in the County salary range for their class paying a salary equal to or greater than their former State salary. This analysis will proceed under the assumption that the County would exercise its option to make transfer of State employees mandatory and that all present State employees would, therefore, transfer to County employment. Current State employees have a personal choice to transfer to County employment if the County exercises its mandatory transfer option or remain in State employment and pursue a transfer to a county that continues to have State employees performing parole and probation work.

PERS Police & Fire Benefits

The transfer of State employees with police and fire benefits does not confer any rights upon existing County employees in the same class.

Oregon statutes have been modified so that State parole and probation officers transferred to County employment under ORS 423.550 are included for purposes of determining eligibility for police and fire benefits. [ORS C.237]

²⁵ ORS 236.610-650.

OTHER CONSIDERATIONS

County Liability

In general, the assumption of the responsibility for supervising more than 8,000 parolees and probationers in the community is likely to increase the County's potential liability. However, it is difficult to quantify the additional degree of exposure to which the County may be subject. The Department will continue to work cooperatively with Risk Management and County Counsel to try to anticipate and eliminate as many potential sources of liability as possible.

Transfer of State Employees

Prior to 1989, concerns were expressed regarding the transfer of State employees if the County decided to move to full County management of parole and probation services. The 1989 Legislature passed HB 2213, sometimes known as the Mandatory Transfer bill. It provides that in counties with populations above 200,000, when full County management is assumed, County Commissioners can elect to require that "all State correctional officers and any supporting clerical personnel whose jobs involve rendering services assumed by the County shall transfer to County employment."²⁶ This provision of the law seeks to avoid a situation where a county is faced with managing a bifurcated system of State and county employees with attendant differences in work rules, wages, benefits, etc. State employees who do not wish to be transferred are free to pursue transfers to other counties which continue to use State employees to provide parole and probation services.

In the event that funds are not appropriated to carry out the purposes of the Community Corrections Act or if a county ceases to participate in the CCA, transferred employees are protected by statute ORS 423.550 which provides that transferred employees in such a county "shall be entitled to re-enter State employment within 30 days".

The State has increased the responsibilities of some of the supervisors and has created a class consisting of five positions called Principal Exec/Manager C. However, these individuals continue to have first line supervisory responsibilities and will be considered supervisors for purposes of transferring State employees.

²⁶ ORS 423.550 (3) amended.

Seniority & Layoffs

After transferring State employees to the County, the seniority lists of those employees and present similarly classed County Parole & Probation officers would be combined creating a seniority list which included both groups. This process will be handled by the County Personnel Office subject to employee protections contained in collective bargaining agreements and State statutes.

Training

The Department of Community Corrections recognizes adequate and current levels of training for employees as an important component of providing a safe and professional working environment for employees. The level of training for all present and future employees of the Department of Community Corrections needs to be reviewed and noted. Training needs should be monitored and training deficiencies corrected. A training plan will be developed that provides for the training needs of employees of the Department of Community Corrections.

Management Information System

A previous analysis of the various options available to Multnomah County included an identification of the need to develop a management information system in Multnomah County after moving to Option I.²⁷ Multnomah County Department of Community Corrections has proceeded through the design phase of a management information system for the County. Many of the concerns raised during that design phase were acknowledged by Department of Corrections.

The State is now in the process of assessing and improving their Offender Profile System. At this time it is difficult to estimate what the costs of tying into such a system might be. They will certainly be considerably less than the \$260,000 biennial cost of developing an MIS system from scratch that were included in the previously cited analysis.²⁸

²⁷ Community Corrections Options for Multnomah County, December 24, 1986 revision, Multnomah County Corrections Division, p.13.

²⁸ Ibid.

Management

Until recently, the State operated field services in Multnomah County under the direction of a manager who was responsible for a region of Northwest Oregon consisting of several counties. During 1990, the management of Multnomah County field services has been the responsibility of an individual who was responsible for the western half of the State of Oregon. Recently, management has been divided along functional lines and two managers have responsibility for the entire State. In late January, 1991, the Department hired an Executive Manager for the Northwest Region.

EFFECTS OF EXPANDING COMMUNITY CORRECTIONS RESPONSIBILITIES

The Department of Community Corrections recognizes that the doubling of the number of employees it now has will affect other County operations. To try to understand and mitigate those effects, numerous consultations have taken place with a variety of County managers. A summary of the direct costs associated with Option I can be found in the Appendix.

All the managers consulted have been most obliging and forthcoming with new issues, information, and suggestions for improving our analysis and planning. They have also carefully considered and discussed the needs within their divisions that they expect to result from moving to Option I.

County Counsel

County Counsel has reviewed drafts of this analysis and has met with and advised the Department of Community Corrections on numerous aspects of a potential transition to Option I status. Counsel has agreed to continue to work closely with the Department as our planning continues and to practice preventative law to help the Department avoid legal imbroglios. County Counsel will be conducting a series of preventative law seminars which will be generally available to County managers. The Department will be sending several managers to these sessions to help minimize legal problems.

In addition to legal advice, County Counsel has given careful consideration to the potential for additional workload generated by a change in County status in relation to Oregon's Community Corrections Act. The Department will include the cost of meeting additional staffing needs in its financial calculations.

Employee Services

The transfer of more than one hundred employees in a manner which assures that they are appropriately classified, paid, and receive all benefits to which they are entitled, requires a great deal of Employee Services. That division has worked closely with us and has completed several cross checks on information this analysis relies upon. The comparability

of job classifications has been reviewed and presents no special problems. A comparison of benefits available to County and State employees is in process as is the development of a plan to insure that each transferring employee is properly enrolled in benefit programs to which they are entitled.

Employee Services is also prepared to perform the melding of State and County seniority list at the appropriate time. The development of an improved management training curriculum will be undertaken soon by Employee Services. The Department of Community Corrections plans to actively participate in that training program to develop and improve management skills among existing and transferring employees. Employee Services has analyzed their needs for additional support personnel to accommodate the increased numbers of employees. Those needs will be included in the Department's financial calculations.

Finance

Finance now handles the collection of probation fees from individuals under supervision by the County's Parole and Probation Division. After a transition to County management of the Parole and Probation operations the State now performs, the collection of all probation fees could be handled by County Finance. DCC is working with David Boyer and Patricia Shaw to assure that there will be adequate support personnel to take on the expected additional collection tasks. DCC Administration is also working to insure that the computer systems used by probation officers and finance are compatible and accessible.

The probation fees now collected by the State operation in Multnomah County would be retained by the County after a transition to Option I. Efforts to discover how efficient and effective collection efforts have been, indicate that both the County and current State collection systems can be improved.

Labor Relations

Ken Upton has consulted with staff to develop a plan for a smooth transition to an integrated Community Corrections operation in Multnomah County. At the present time, employees who would be affected by a change to Option I are represented by AFSCME Local 88, the Federation of Adult Parole & Probation Officers, and the Oregon Public Employees Union.

Risk Management

Department of Community Corrections Administration has consulted with Multnomah County's Risk Manager several times. She has provided advice and suggestions for anticipating, minimizing, and addressing foreseeable risks.

Information obtained from the Department of Corrections as well as a variety of other counties in Oregon which are now Option I seems to indicate that Community Corrections activities have not generated any unusual level of worker's compensation or tort liability claims. The stable and moderate level of claims by and against Community Corrections employees is not surprising among a secure and unstressed workforce. It is well understood that change is likely to produce an increased level of stress. Option I is a change and will, no doubt, increase stresses on current State and County employees. The Department believes that the major task to be accomplished by Option I is the integration and improvement of community corrections services now provided by the State and the County. Neither system will come out of the integration process unchanged.

Anticipation of the likely effects of change is an important step in reducing the negatives associated with change. Consideration for employees opinions and contributions, use of due process protections, and careful planning to insure that changes are both necessary and positive can help minimize the impacts of those changes.

Another component of the Department's plan to successfully manage change is training. Risk Management's recommendations have included documentation of the current status of employee training, monitoring and recording training received, and providing additional training opportunities. Training can help employees in the transition from past to new practices.

Facilities Management

The addition to the County of one or more facilities now leased by the State to house parole and probation services does constitute an additional responsibility. The Director of Environmental Services has indicated that no additional personnel are needed at this time to accommodate these additions. If additional services are required, the Department will work closely with DES to provide the necessary resources.

Fleet Management

The additional vehicles required to provide parole and probation officers with needed transportation may impose some additional burdens on fleet management. Any additional workload will be accommodated with existing personnel.

The Department is currently working closely with the Multnomah County Sheriff's Office to develop an arrangement which would provide adequate transportation for parole and probation officers.

BUDGET ANALYSIS

The table on this page contains the latest figures available from the State Department of Corrections. These figures show the amount Multnomah County would receive in field services allocation as an Option II county. The chart also shows the DOC's estimate of biennial probation fee collections. The expenditure section of the chart shows how the State would propose to allocate the funds available.

Revenues & Suggested Allocations from Department of Corrections at Option II

REVENUES	
Field Services Allocation	\$11,553,000
Probation Fees	594,347
TOTAL REVENUES	\$12,147,347
EXPENDITURES	
Personnel Services	\$10,230,606
M&S/Capital Outlay	1,916,741
TOTAL COSTS	\$12,147,347

The next table entitled Proposed Use of State Funds & Probation Fees indicates how the Multnomah County Department of Community Corrections proposes to allocate State funds received as an Option I County.

Revenues

The Department of Corrections estimate of probation fee collections for the current biennium is based upon last biennium's budget estimate. As discussed elsewhere in this analysis, actual collections have been considerably greater than the estimate. Actual collections for the 1989-91 biennium are estimated to be more than \$870,000. The probation fee figure in the chart is based on an anticipated 25% increase over the projected collections for 1989-91 biennium taking the following factors into consideration: (1) documented increased collection rates experienced by Option I counties when the moneys are retained to support local programs, (2) the current County probation fee billing and collection system that have enabled us to collect nearly 60% of the assessed amount.

In an Option I status, Multnomah County would also be eligible for almost \$400,000 annually in sanction bed and intermediate sanction money. Total revenues available are, therefore, almost \$1.3 million greater as an Option I county.

Expenditures

In seeking to determine the fiscal feasibility of an Option I recommendation, a number of State budgeting practices caused concern. First, the State budgets for personnel at a medium step level. In many counties, this presents no problem, however, in Multnomah County, with nearly one half of its probation officers at the top step, the amounts initially budgeted are insufficient to cover costs for the entire biennium. The usual DOC practice is to make adjustments during the biennium.

The second concern is indirect costs. The State Department of Corrections provides substantial administrative support for its employees in Multnomah County. Unfortunately, Oregon's Community Corrections Act does not provide for the transfer of those administrative overhead expenditures to counties assuming management of community corrections. Both of these concerns will be topics of discussion and accommodation during the negotiations of the intergovernmental agreement preceding the transfer to Multnomah County.

The table also shows that actual costs of assuming management responsibility which have been identified by a variety of County managers will be substituted for an indirect rate for 1991-92, The Department of Community Corrections indirect rate would then be recalculated for 1992-93 based on the experience of the first year of the biennium.

The Department of Community Corrections looks to additional recognition by the State of real costs to be included in the intergovernmental agreement as well as tighter fiscal controls over all its budgets to produce the savings required to provide the full array of supervision, sanctions, and services we will need in the coming biennium.

Proposed Use of State Funds & Probation Fees
Option I 1991-93 Biennium

REVENUES	1991-92	1992-93	1991-93 Biennium
Field Services Allocation	5,776,500	5,776,500	11,553,000
Probation Fees	546,875	546,875	1,093,750
Sanction Beds*	309,472	309,472	618,944
Intermediate Sanctions*	90,454	90,455	180,909
TOTAL REVENUES	6,723,301	6,723,302	13,446,603
EXPENDITURES			
Personnel	6,024,323	5,999,514	12,023,837
Material & Supplies	560,000	560,500	1,120,500
Capital	25,800	25,900	51,700
TOTAL EXPENDITURES	6,610,123	6,585,914	13,196,037
INDIRECTS	200,000 Actual Costs	427,477 Est. @ 6.5%	627,477
TOTAL COSTS	6,810,123	7,013,391	13,823,514
Savings (M&S/Other)	(188,460)	(188,451)	(376,911)
ACTUAL REQUIREMENTS	6,621,663	6,824,940	13,446,603

*Sanction bed and intermediate sanction revenues will be used for dedicated purposes enabling the use of an equivalent amount of enhancement grant revenues to supplement field services operations.

RECOMMENDATION OF PARTICIPATION OPTION FOR MULTNOMAH COUNTY

The issues associated with Multnomah County's participation as an Option I county have been explored at considerable length by staff of the Multnomah County Department of Community Corrections, aided by numerous County specialists in personnel, finance, labor relations, county counsel, facilities management, as well as staff of the Oregon Department of Corrections. The written analysis that precedes this recommendation is a distillation of input from many sources. As in the past, one of the greatest concerns has been the assurance that the resources are available to provide credible community corrections services which are an integral part of public safety in Multnomah County.

The County will comply with the requirements of ORS 423.550 (2) that transferring State employees shall experience no loss of employment or benefits as a result of transferring to Multnomah County.

The County should exercise its discretion under ORS 423.550 (2) (b) and require all State correctional field officers, immediate supervisors of such correctional officers and supporting clerical personnel whose jobs involve rendering services assumed by the County to transfer to County employment.

It is, therefore, the recommendation of the Department of Community Corrections, that Multnomah County assume management responsibility for State Field Parole & Probation Services under Option I of the Oregon Community Corrections Act.

The Multnomah County Department of Community Corrections will provide the Board of County Commissioners with a proposed intergovernmental agreement prior to July 1, 1991.

APPENDIX

SUMMARY OF OPTION I CREATED INFRASTRUCTURE NEEDS

The following is a listing of the additional needs which County managers have identified that can be attributed to Multnomah County moving to Option I level participation in the Community Corrections Act.

Finance: Finance would be taking on the task of collecting fees for offenders now supervised by the State. The transfer of employees and additional accounts payable activity have both been documented.

<u>Personnel Services</u>	FTE	Budget 91/92
Treasury Specialist I	1.4	\$46,200
Accounts Payable Fiscal Spec. I	.4	13,200
Payroll Fiscal Spec. I	<u>.2</u>	<u>6,600</u>
	2.0	\$66,000

Materials & Service (Total Division)

Postage	26,500
Phone	500
Supplies	<u>500</u>
	<u>\$93,500</u>

Employee Services : The transfer of 120-130 employees has been considered by Employee Services and the following needs have been forwarded to us.

<u>Personnel Services</u>	FTE	Budget 91/92
Office Assistant II	1.0	\$28,678
Office Assistant II Temp.	<u>.2</u>	<u>5,735</u>
	1.2	\$34,413

Materials & Services

Phones	250
Supplies	<u>250</u>
	<u>\$34,913</u>

County Counsel: County Counsel estimates that an additional legal research assistant would permit them to handle the workload generated by Option I.

<u>Personnel Services</u>	FTE	Budget 91/92
Legal Assistant	1.0	\$34,409

Materials & Services

Phone	250
Supplies	<u>250</u>
	<u>\$34,909</u>

Total to Date \$163,322

Oregon's Community Corrections Act

COMMUNITY CORRECTIONS

423.500 Definitions for ORS 423.500 to 423.560. As used in ORS 423.500 to 423.560, unless the context requires otherwise:

(1) "Director" means the Director of the Department of Corrections.

(2) "Advisory board" means the Community Corrections Advisory Board created by ORS 423.510.

(3) "Department" means the Department of Corrections.

(4) "Plan" means the comprehensive community corrections plan required by ORS 423.535.

(5) "Program" means those programs and services described in ORS 423.525. [1977 c.412 §1a; 1979 c.160 §2; 1987 c.320 §220]

423.505 Legislative policy on program funding. It is declared to be the legislative policy of this state to establish and finance with appropriations from the General Fund state-wide community correction programs

on a continuing basis. The intended purposes of this program are to:

(1) Provide appropriate sentencing alternatives;

(2) Provide improved local services for persons charged with criminal offenses with the goal of reducing the occurrence of repeat criminal offenses;

(3) Promote local management of community corrections programs; and

(4) Promote the use of the most effective criminal sanction necessary to administer punishment to the offender, rehabilitate the offender and protect public safety. [1977 c.412 §1; 1989 c.607 §11]

423.510 Community Corrections Advisory Board; qualifications; terms; removal; compensation and expenses. (1) There is hereby established the Community Corrections Advisory Board consisting of 15 members appointed by the Governor. The board shall be composed of:

(a) Three persons representing community corrections agencies;

(b) Two persons representing state agencies;

(c) Two persons representing private agencies;

(d) Four lay citizens;

(e) A member of the judiciary;

(f) A law enforcement officer;

(g) One district attorney; and

(h) One member of a county governing body.

(2) Members of the board shall serve for a period of four years at the pleasure of the Governor provided they continue to hold the office, position or description required by subsection (1) of this section. The Governor may at any time remove any member for inefficiency, neglect of duty or malfeasance in office. Before the expiration of the term of the member, the Governor shall appoint a successor whose term begins on July 1 next following. A member is eligible for reappointment. If there is a vacancy for any cause, the Governor shall make an appointment to become immediately effective for the unexpired term.

(3) A member of the board shall receive no compensation for service as a member, but all members may receive actual and necessary travel and other expenses incurred in the performance of their official duties within limits as provided by law or rule under ORS 292.220 to 292.250. [1977 c.412 §2; 1985 c.44 §3; 1985 c.558 §7]

423.515 Duties and powers of Community Corrections Advisory Board. The

provided by either the department or counties as provided for under ORS 423.525 (4) and shall report the results to the Sixty-sixth and Sixty-seventh Legislative Assemblies.

(2) Up to one-half percent of all funds appropriated for purposes of ORS 423.500 to 423.560 and the provision of probation and parole services shall be allocated for the purpose of conducting evaluations required by ORS 423.525 (4). [1989 c.607 §2]

423.570 Monthly fee payable by person on supervised release; use; payment as condition of release; waiver. (1) A person placed by an authority on probation, parole, post-prison supervision or other form of release, subject to supervision by either the Department of Corrections or, directly or indirectly,

by a community corrections program established under ORS 423.500 to 423.560, shall be required to pay a monthly fee to offset costs of supervising the probation, parole, post-prison supervision or other supervised release.

(2) A person placed by an authority on probation, parole, post-prison supervision or other form of release, subject to supervision other than by either the Department of Corrections or a community corrections program established under ORS 423.500 to 423.560, may be required by the releasing authority to pay a monthly fee to offset costs of supervising the probation, parole, post-prison supervision or other supervised release.

(3) When a fee is required under subsection (1) of this section, the fee shall be determined and fixed by the releasing authority but shall be at least \$25, and if the releasing authority fails to establish the amount of a released person's required fee, the fee shall be \$25.

(4) Fees are payable one month following the commencement of probation, parole, post-prison supervision or other supervised release and at one-month intervals thereafter. Fees shall be collected as follows:

(a) If the released person is supervised under county authority, other than by the Department of Corrections, the county shall collect or provide by contract for the collection of the fee from the released person and shall retain the fee to be used by the county for funding of its community corrections program or, if it has no community corrections program, then for general governmental purposes.

(b) If the released person is supervised by the Department of Corrections, the department shall collect or provide by contract for the collection of the fee from the released person and shall retain the fee. Moneys received by the Department of Corrections are continuously appropriated to the Department of Corrections for use in financing department field services.

(5) Except in the case of a probation granted by a court before that date, the fee requirements imposed by this section apply beginning July 1, 1981, to all persons under supervised probation, parole, post-prison supervision or other form of supervised release pursuant to subsection (1) of this section, including persons on such supervised release in this state under any interstate agreement. Timely payment of the fee is hereby made a condition of such probation, parole, post-prison supervision or other supervised release. In the case of a probation granted by a court prior to July 1, 1981, the court may amend its order granting probation to provide for payment of the fee.

(6) In cases of financial hardship or when otherwise advisable in the interest of the released person's rehabilitation:

(a) The community corrections program director or the Director of the Department of Corrections, whichever is appropriate, or the designee thereof, may waive or reduce the amount of the fee.

(b) The sentencing court may waive or reduce the amount of the fee for any person whom the court has placed on probation. If any of the fee requirement is reduced by the court, only the court may restore the requirement. [1981 c.169 §1; 1983 c.252 §1; 1987 c.320 §229; 1989 c.497 §1; 1989 c.790 §67]



STATE OF OREGON

Department of Corrections

Subject:

COMMUNITY CORRECTIONS PROGRAMS

Related ACA Standards:

OAR 291-31-005 through
OAR 291-31-060

Rule #31 (Tab #10)

Functional Unit(s) Affected:

A11

Procedure Requirement (Yes ___ No ___)

Approved:

Fred B. Pearce
Fred B. Pearce, Director

Effective Date:

06-28-90

(Supersedes document dated:

09-24-87

Authority, Purpose and Policy

291-31-005 (1) Authority: The authority for this rule is granted to the Director of the Department of Corrections in accordance with ORS 423.020.

(2) Purpose: To support county community corrections programs that provide appropriate sentencing alternatives and improve local services for persons charged with criminal offenses with the goal of reducing the occurrences of repeat criminal offenses through state/local government cooperative and collaborative efforts.

(3) Policy: In accordance with Section 6 of the Community Corrections Act (ORS 423.525), it is the policy of the Department of Corrections to support county corrections programs in every way possible. The Act establishes a legal frame of reference for state/local government cooperative and collaborative efforts in the areas including, but not limited to, preventive or diversionary correctional programs, probation, parole, work release, and community corrections centers for the care and treatment of criminal defendants. The Department of Corrections is directed to make grants to any county requesting support for local corrections programs authorized under this Act. The county is required to develop a local comprehensive Community Corrections Plan revealing which corrections services are most important to county government.

(4) This rule is a public document and will be available to all parties interested in the implementation of the Community Corrections Act.

Definitions

291-31-009 (1) Class C Felony Ceiling: A biennial Class C felony commitment ceiling shall be established for each fully participating community corrections county. The biennial Class C felony payback ceiling for a county shall equal the sum of its Class C commitments during the two calendar years immediately preceding July 1 of each odd-numbered year.

(2) Fully-Participating County: Any county in which the Board of County Commissioners has appointed a local community corrections advisory committee pursuant to ORS 423.560 and makes application for financial aid from the Department of Corrections. Such counties receive 100 percent enhancement grant funding, and are subject to the Class C felony payback provisions of the statute.

(3) Lay Citizen: A person not employed by a criminal justice agency as defined by ORS 181.010(9).

(4) Local Community Corrections Program: Any locally-based public or private organization which provides correctional services and is funded either in whole, or in part, by grants from the Department of Corrections, excluding programs directly under the administration of Department of Corrections Field Services.

(5) Non-participating County: A county in which the County Board of Commissioners elect not to appoint a local advisory board and not to apply for financial aid from the Department of Corrections. Community corrections programs in such counties are developed and administered by regional and local staff of the Department of Corrections.

(6) Option I: A fully participating county assumes responsibility for managing the entire range of community corrections programs within the county, including the delivery of all felony and misdemeanor parole and probation supervision services, formerly provided by the state. The county will be allocated that portion of the State Field Services operations budget which would otherwise be allocated to Field Services of Department of Corrections for service delivery in that county.

(7) Option II: A condition under which a fully participating county, at its own discretion, contracts with the Department of Corrections for the delivery of felony and/or misdemeanor probation or parole services in the county. Field Services supervisory staff provide supervision and management service to the county per the approved plan. The costs of services are deducted from the portion of the State Field Services operations budget allocated to the county. There is no charge against the county's general fund for state services provided under this arrangement. Option II counties receive 100 percent of the Department of Corrections enhancement grant funding allocated for the county, and are subject to the Class C felony payback provision of the statute.

(8) Option III: If a county chooses not to participate in the Community Corrections program, the Department of Corrections Regional Manager may appoint a local advisory board and develop a community corrections plan. Such plans are submitted to the County Board of Commissioners for approval. Option III counties receive 47 percent of the enhancement grant funding allocated for the county, but are not subject to the Class C felony payback provisions.

Procedures

Notice

291-31-010 (1) Every county board of Commissioners will be given notice when this rule is formally adopted. The Notice will include:

(a) A copy of this rule.

(b) An invitation to appoint a local advisory committee to develop information needed by the Board of Commissioners to reach a final decision on participating under this Act.

(2) Counties wishing to develop a plan under the Community Corrections Act must express their interest in participating. Plans must be submitted between October 1, of each even-numbered year and February 1, of the following year.

Plan Development

291-31-015 (1) Each County Board of Commissioners must appoint a local Corrections Advisory Committee in accordance with ORS 423.560 if they choose to manage the CCA program. This committee will be responsible for participating in the development of the plan, monitoring the plan, recommending improvements, modifications, and preparing an annual report.

(2) Upon receiving notice from the County Board of Commissioners, the Director of Department of Corrections will provide, within available resources, consultation and technical assistance to aid counties and private agencies in the development and implementation of a community corrections plan.

(3) An extension of time may be granted by the Director when necessary to allow completion of local agency negotiation, or to allow additional time to collect data or information necessary to complete the county community corrections plan.

(4) Standards for Plan Submission and Evaluation: Community corrections plans shall be submitted to the Director. Each community corrections plan shall:

(a) General:

(A) Plans must be submitted on 8 1/2" X 11" paper. Nineteen (19) copies must be submitted.

(B) Plans must be organized according to the format displayed on Attachment A.

(C) Plans must be approved by the Director for Corrections prior to any State CCA funds being expended.

(b) Administrative:

(A) Plans must specify the membership and responsibilities of the local CCA Advisory Board.

(B) Plans must designate a community corrections manager who should be responsible for the administration of the community corrections program. (Job description.)

(C) Plans must contain an organizational chart and areas of authority, responsibility, and accountability.

(D) Plans must demonstrate how affected state employe salary and benefits will be fully protected in accordance with ORS 423.550.

(E) Plans must demonstrate how the participating county will comply and act in accordance with Federal and State law regarding enforcement of civil rights (i.e., Civil Rights Act of 1967; Rehabilitation Act of 1973; Executive Order 11247; ORS 569).

(F) Plans must include consideration of ACA standards.

(G) Plans must include a detailed strategy for evaluation including:

- (i) What will be evaluated;
- (ii) How it will be evaluated; and
- (iii) What funds will pay for the evaluation.

(H) Plans must specify how local funded services are used and Enhancement funds are used to enhance local services.

(c) Client Programs/Services:

(A) Plans must specify descriptions of all client programs including:

(i) How existing services provided by the Department of Corrections will be provided;

- (ii) Client population to be served;
- (iii) Goals/objectives/purpose of program;
- (iv) Client performance objectives;

(v) Funding source of program;

(vi) Expenditure detail:

(I) Personnel services;

(II) Services and supplies;

(III) Capital Outlay; and

(vii) Minimum to maximum limits established on services provided.

(B) Plans must specify that client records will include at least the following and items be maintained for one (1) year following closure in accordance with the Department of Corrections Rule on Client Files and Records:

- (i) Offender's name;
- (ii) Criminal History/Risk Score;
- (iii) Conviction offenses;
- (iv) Services provided;
- (v) Disposition;
- (vi) Client performance objectives;
- (vii) Contact summaries;
- (viii) Correspondence regarding client;
- (ix) Diagnostic information;

(x) Certified court order; and

(xi) Documentation of services provided.

(C) Client program plans shall contain, at a minimum:

(i) Residence;

(ii) Community service hours to be completed;

(iii) Restitution plans (if ordered);

(iv) Behavior (treatment goals);

(v) Client's agreement to abide by the program plan;

(vi) Level of supervision;

(vii) Special conditions imposed by the court;

(viii) Amount of supervision fee;

(d) Fiscal:

(A) Plans must display separate expenditure line item accounts for felony and misdemeanor services and programs.

(B) Plans must display separate line item accounts for expenditures, and revenue for each program/service area, using CD Form 1053(7/85) (Attachment B and B-1).

(C) Plans must specify that funds will be expended only on misdemeanants, parolees, probationers, and persons convicted of other than murder, treason, or Class A felonies.

(D) Plans must specify the amount of funds and source, to be spent on staff training.

(E) Plans must specify expenditures to be funded by anticipated supervision fees.

(F) Plan revenues and expenditures must be displayed on the provided forms labeled Attachment B-1 and B-2.

(G) Plan budgets must be summarized using CD Form 1052(7/85) (Attachment C).

Plan Approval Process

291-31-020 (1) The Community Corrections Plan is to be submitted to the Department of Corrections Director.

(2) The Director will transmit the proposed Plan within sixty (60) days to the State Community Corrections Advisory Board appointed by the Governor for review and recommendation.

(3) The recommendations of the State Community Corrections Advisory Board will be submitted to the Director within thirty (30) days of receipt of the Plan from the Director.

(4) Criteria upon which the Community Corrections Advisory Board and the Director will base their decision will include:

(a) The coverage in the Section on Standards for Plan Submission and Evaluation in this rule;

(b) The specific problem areas which may be effectively addressed through implementation of the Plan; and

(c) Specific consideration of private agencies currently under contract with the Department of Corrections and those providing essential services although not under contract with the Department of Corrections.

(5) The Director will provide his decision on the Plan to the County Commission or private agency within ten (10) working days after receiving the recommendations of the State Advisory Board. The Director may accept or reject the Plan or accept the Plan subject to specific modifications.

(6) Any Plan rejected, or for which changes are suggested, may be resubmitted, with appropriate modifications, to the Director.

(7) Any amendments or modifications to an approved Plan must be approved by resubmission of the amendment or modification to the entire approval process outlined above.

(8) No modifications shall be placed into effect without prior written approval of the Director.

(9) A community corrections plan may be implemented upon written confirmation of funding.

(10) Any county or private agency that receives financial aid under this program may terminate its participation at end of any legislative biennium by delivering a resolution from its Board of Commissioners to the Director not less than one hundred eighty (180) days before the termination date.

(11) If a county or private agency terminates its participation, the responsibility for correctional services formerly provided by the Department of Corrections will return to the Department of Corrections.

Funding; Transfer of Property; Responsibility for Leases

291-31-025 (1) County Funds: County financial support of the community corrections program must be maintained at a level proportional to the total General Fund portion of the county budget. If the county General Fund budget increases, an increase of the same proportion must be added to the county's support of the community corrections program. If the county General Fund budget decreases, a reduction of the same proportion may be subtracted from the county's support of the community corrections program. Supervision fees collected pursuant to ORS 423.570 must be used for community corrections purposes as outlined in the approved local Community Corrections plan.

(2) Department of Corrections Funds:

(a) Department of Corrections funds formerly used to provide correctional services now covered by the community corrections plan will be used to fund those respective services in participating counties.

(b) For county planning purposes, the State Department of Corrections, during December of each even-numbered year, will compute the appropriate amount available to each county from the Field Services budget. When the legislatively-approved budget becomes known, the Department of Corrections will publish the new county-by-county totals.

(c) When a county begins participation under Option I status, all equipment and capital property owned by the Department of Corrections and used for the provision of parole and probation services may be either leased at no cost or transferred to the county subject to a written agreement between the county and the Department.

(d) Any written agreement transferring title to equipment or property to a county shall be accompanied by an inventory list signed by designated representatives of both the county and the Department and shall be subject to all state regulations governing such transfers of title.

(e) If a county ceases to participate at the Option I level, the Department may recover title to any transferred property as may remain in use at such time, and shall assume title to any equipment, furnishings, vehicles or property purchased with state funds for the purpose of providing parole and probation services in the county. The county shall provide the Department of Corrections with a list of all such equipment, furnishings, vehicles, and property annually during the last month of the state fiscal year.

(f) When a county begins participation under Option I status, it shall assume responsibility for all existing equipment and office space leases supporting the provision of parole and probation services by the Department of Corrections prior to the county's participation.

Enhancement Grant Funds

291-31-026 (1) The enhancement grant formula is based on each county's weighted percentage share of the following factors:

- (a) General population;
- (b) Reported crime; and
- (c) Risk group population.

(2) General Population -- defined as those persons projected or counted by census who permanently reside in a county. This information shall be provided by the state agency responsible for census and certified by that agency as being reasonably accurate given state-of-the-art census and census projection techniques.

(3) Reported Crime -- defined as those crimes (misdemeanant and felony) reported to or by law enforcement agencies and compiled by the state agency responsible for the collection of crime reports under ORS 181.550.

(4) Risk Population -- defined as that segment of the general population (both male and female) which is between the ages of fifteen (15) and twenty-nine (29) years. This information shall be provided by the state agency responsible for census and certified by that agency as being reasonably accurate given state-of-the-art census and census projection techniques.

(5) Weighting -- Weighting is the process of multiplying each factor of a county's general population, share of reported crime, and risk population share times an assigned value. Each factor shall be assigned the following weight:

(a) General population weighted by .34;

(b) Reported crime weighted by .33;

(c) Risk population weighted by .33.

(6) Prior to July of each odd-numbered year, the Department of Corrections will compute each county's percentage share of the coming biennial enhancement grant appropriation based on data certified by agency other than the Department of Corrections. When the total actual appropriation is known, the Department of Corrections will compute the actual amounts indicated by each county's percentage.

(7) Mental Health Funding:

(a) Funds for mental health services will be allocated to counties using the enhancement grant formula within the limitation of the specific appropriation in each biennial budget;

(b) A county community corrections plan shall show its Mental Health component as a separate program.

(8) Probation Centers Operational Funds:

(a) Applications from counties seeking operational funds for a probation center as part of their community corrections plan will be judged on the basis of demonstration of need and general program effectiveness. Award of funds will be made within the limitation of the specific appropriation in each biennial budget.

(b) Those counties awarded funds for the operation of a probation center in one biennium will be given first priority for awards of similarly designated funds in subsequent biennia.

(c) A county community corrections plan shall show its probation center component as a separate program.

Class C Felony Penalty Payback for Participating Counties

291-31-027 (1) The approved community corrections plan of each participating county will include a provision that the Department of Corrections will:

(a) At the beginning of the second biennium in which a county participates in the Community Corrections Act, make note of each Class C felon committed to Department of Corrections confinement from that county.

(b) Charge the county a fee of \$3,000 for each such admission in accordance with ORS 423.530, up to the limit of the county's enhancement grant or until the county's Class C felony payback ceiling is reached, whichever is less.

(2) Guidelines for Commitment Fee Assessment:

(a) In accordance with ORS 423.530, a Class C felony commitment fee shall be applied to fully participating Community Corrections Act counties and assessment of that fee shall be applied to persons sentenced on or after the first day of the second biennium in which a county participates.

(b) Persons shall be a cause for a commitment fee:

(A) If a convicted offender is sentenced directly to the Department of Corrections on multiple charges, whether they are consecutive or concurrent sentences; he/she will be considered sentenced for the most serious offense. If the most serious offense is a Class C felony, the participating county committing will be charged. If he/she is sentenced on a Class A/B felony and Class C felony, to be served concurrently or consecutively, the participating county will not be charged.

(B) If the convicted offender is sentenced to probation for a Class C felony and violates the terms of probation, causing imposition of a suspended sentence without new conviction, a participating county pays if the offender was sentenced to probation on or after the first day of the second biennium in which a county participates.

(C) If the offender is convicted of a new Class C felony while on probation for a Class C felony and has his/her probation revoked, the county pays. If he/she is convicted and sentenced on a new Class A or Class B felony, the county will not be charged for the commitment.

(D) Any offender sentenced for a Class C felony prior to January 1, 1979 and placed on probation, will not be charged against the county if his/her probation is revoked, unless he/she is sentenced on a new Class C felony conviction.

(E) No charge accrues to a participating county if a parolee sentenced before or after January 1, 1979 violates parole, unless he/she is convicted of a new Class C felony offense.

(F) An offender committed to the Department from two or more counties for Class C offenses will be dealt with in one of two ways:

(i) If one county is participating in the Community Corrections Act and one is not, the participating county pays.

(ii) If both counties are participating, the earliest sentencing date will determine which county will be charged for the commitment.

(G) The person was not in the physical custody of a Department of Corrections institution at the time the crime was committed. Persons who have escaped from a state institution are considered to be in the physical custody of the Department of Corrections. Persons on parole are not in the physical custody of the Department.

(3) Special Funding to Reduce Felony Commitments to State Institutions:

(a) Prior to July 1st of each odd-numbered year, the Department of Corrections shall determine each participating county's share of special program funding. The share shall be based on each county's average number of Class C felony commitments to the custody of the Department of Corrections for the most recent two (2) calendar years. The amount of funding made available to a county shall not exceed that county's Class C felony payback payments.

(b) For county planning purposes, the State Department of Corrections, during December of each even-numbered year, will compute the appropriate amount available to each county from the Field Services budget. When the legislatively-approved budget becomes known, the Department of Corrections will publish the new county-by-county totals.

(c) When a county begins participation under Option I status, all equipment and capital property owned by the Department of Corrections and used for the provision of parole and probation services may be either leased at no cost or transferred to the county subject to a written agreement between the county and the Department.

(d) Any written agreement transferring title to equipment or property to a county shall be accompanied by an inventory list signed by designated representatives of both the county and the Department and shall be subject to all state regulations governing such transfers of title.

(e) If a county ceases to participate at the Option I level, the Department may recover title to any transferred property as may remain in use at such time, and shall assume title to any equipment, furnishings, vehicles or property purchased with state funds for the purpose of providing parole and probation services in the county. The county shall provide the Department of Corrections with a list of all such equipment, furnishings, vehicles, and property annually during the last month of the state fiscal year.

(f) When a county begins participation under Option I status, it shall assume responsibility for all existing equipment and office space leases supporting the provision of parole and probation services by the Department of Corrections prior to the county's participation.

Enhancement Grant Funds

291-31-026 (1) The enhancement grant formula is based on each county's weighted percentage share of the following factors:

- (a) General population;
- (b) Reported crime; and
- (c) Risk group population.

(2) General Population -- defined as those persons projected or counted by census who permanently reside in a county. This information shall be provided by the state agency responsible for census and certified by that agency as being reasonably accurate given state-of-the-art census and census projection techniques.

(3) Reported Crime -- defined as those crimes (misdemeanant and felony) reported to or by law enforcement agencies and compiled by the state agency responsible for the collection of crime reports under ORS 181.550.

(4) Risk Population -- defined as that segment of the general population (both male and female) which is between the ages of fifteen (15) and twenty-nine (29) years. This information shall be provided by the state agency responsible for census and certified by that agency as being reasonably accurate given state-of-the-art census and census projection techniques.

(5) Weighting -- Weighting is the process of multiplying each factor of a county's general population, share of reported crime, and risk population share times an assigned value. Each factor shall be assigned the following weight:

(a) General population weighted by .34;

(b) Reported crime weighted by .33;

(c) Risk population weighted by .33.

(6) Prior to July of each odd-numbered year, the Department of Corrections will compute each county's percentage share of the coming biennial enhancement grant appropriation based on data certified by agency other than the Department of Corrections. When the total actual appropriation is known, the Department of Corrections will compute the actual amounts indicated by each county's percentage.

(7) Mental Health Funding:

(a) Funds for mental health services will be allocated to counties using the enhancement grant formula within the limitation of the specific appropriation in each biennial budget;

(b) A county community corrections plan shall show its Mental Health component as a separate program.

(8) Probation Centers Operational Funds:

(a) Applications from counties seeking operational funds for a probation center as part of their community corrections plan will be judged on the basis of demonstration of need and general program effectiveness. Award of funds will be made within the limitation of the specific appropriation in each biennial budget.

(b) Those counties awarded funds for the operation of a probation center in one biennium will be given first priority for awards of similarly designated funds in subsequent biennia.

(c) A county community corrections plan shall show its probation center component as a separate program.

Class C Felony Penalty Payback for Participating Counties

291-31-027 (1) The approved community corrections plan of each participating county will include a provision that the Department of Corrections will:

(a) At the beginning of the second biennium in which a county participates in the Community Corrections Act, make note of each Class C felon committed to Department of Corrections confinement from that county.

(b) Charge the county a fee of \$3,000 for each such admission in accordance with ORS 423.530, up to the limit of the county's enhancement grant or until the county's Class C felony payback ceiling is reached, whichever is less.

(2) Guidelines for Commitment Fee Assessment:

(b) Each participating county may request special funding of programs for the reduction of felony commitment to state institutions.

(c) County applications for special funding must contain the following:

(A) The specific felony client population to be impacted;

(B) Goals/objectives/and purpose of special funding; and

(C) Specific performance objectives that relate directly to reductions of felony commitments to state institutions.

(d) Special funding applications must be submitted to the Department of Corrections Director.

(e) The Director will forward the proposed application to the State Community Corrections Advisory Board for its review and recommendation.

(f) The recommendation of the State Community Corrections Advisory Board will be submitted to the Director for approval within thirty (30) days of receipt.

(g) The Director may approve or reject all or part of the county's application, or accept the application subject to specific modification(s).

(h) Special program funding shall be made available following the first quarter of each biennium. Special funding will be allocated quarterly based on Class C payback revenues available and each participating county's achievement of its special funding program performance objectives.

(i) Program evaluation shall be done quarterly and will be based on the county's reductions in felony commitments to state institutions.

(j) Following the third quarter operation of a county's special funding program the Department will determine whether program performance objectives are being met. If it is determined that the county's special program(s) is/are not meeting stated performance objectives, the Department of Corrections will notify the respective county by giving a thirty (30) day notice. The county shall then have the opportunity to file a corrective action plan within this 30-day period with the Director of the Department of Corrections detailing changes that will bring the program(s) into compliance with its stated objectives. The program(s) shall be reviewed 60 days after approval of the corrective action plan. If, after this period, the program(s) is/are still out of compliance with stated performance objectives, the Director, with the advice of the Community Corrections Advisory Board, may suspend any portion of special program funding available to the county under ORS 423.530(2)(b).

(k) Special program funds not allocated or disbursed shall become available during the second year of the biennium for competitive grants to participating counties.

Construction Funds

291-21-028 (1) Funds received for the acquisition, construction, or renovation of local correctional facilities shall be expended only for those acquisitions, construction, and renovation projects approved by the Director as part of the local community corrections plan.

(2) Facilities constructed by counties where the agreement with the state terminates before twenty (20) years participation, shall revert to the state.

(3) The Department of Corrections agrees counties may retain ownership in such terminations when the county agrees to continue using the facilities for the corrections purposes originally approved in the county community corrections plan, provided the county agrees to house state clientele subject to county review and approval of each person so housed.

(4) Budget and Fiscal Reporting:

(a) Each participating county shall adhere to the Department's budget, allotment and fiscal reporting requirements specified in Department of Corrections Procedure 67, CCA Expenditure Reporting Requirements.

(b) Reallocation of funds in a county approved plan and budget, within or between programs, requires the prior written approval of the Director or designee.

(c) Proposed fund transfers shall be submitted and processed on forms required by the Department of Corrections, along with a written explanation setting forth the reason(s) for the request.

(d) Each participating CCA County shall, upon completion, forward to the Department of Corrections a copy of the County's Annual Financial Statement, and that portion of the County's annual audit that addresses the Community Corrections Program.

(e) Within 120 days following the end of the state's biennial budget period, each county shall remit state general fund monies not expended within the biennial budget period to the Department of Corrections for reversion to the State General Fund.

Determination of Funds Available When County Participation is Less Than a Full Biennium

291-31-029 (1) The Department of Corrections understands legislative intent to be:

(a) Amounts appropriated for Field Services parole and probation supervision are for twenty-four (24) months operation.

(b) Amounts appropriated for community corrections enhancement grants are intended to fund twenty-four (24) months of county participation.

(2) For county planning purposes, the Department of Corrections will compute the appropriate amount available to each county from Field Services budget and enhancement grant funding, based on total amounts available and also, on when the county started participation.

(3) The Department of Corrections recognizes that "start-up" costs during the first year of participation may, in some instances, require higher initial expenditure than would be otherwise indicated by the expected general program operation, once it is in effect in the individual county.

Evaluation

291-31-030 (1) The Department of Corrections shall establish and operate a statewide information system. In order to ensure uniform information the

Department of Corrections shall establish minimum reporting standards for transfer of data to the state information system.

(2) An evaluation of community corrections programs shall be conducted by the Department of Corrections each biennium, and will be published no later than October 31 of each even-numbered year. Each county will be assessed a proportionate share of its enhancement fund budget to assist in financing the evaluation. The amount of assessment will be determined by the Director, upon consultation with the community corrections management committee established under 291-31-058, and the Community Corrections Advisory Board.

(3) Data will be provided to the Department of Corrections Data Processing Section in a compatible form for the computer processing and automated reporting of information.

Non-Compliance

291-31-035 (1) The Director may terminate a community corrections program for reasonable grounds under ORS 423.540. If the county community corrections or private agency program is terminated, the Department of Corrections will assume responsibility for the programs formerly operated by the Department of Corrections.

(2) The Department of Corrections is not obligated to assume responsibility for new programs developed using community corrections funds.

(3) A community corrections program terminated under these rules, may not participate until the subsequent biennium.

Private Agencies

291-31-040 (1) At the discretion of a participating county, private agencies may be included in the county community corrections plan.

(2) In non-participating counties, a private agency may submit its own plan for participation directly to the Department of Corrections.

(3) Procedures for application and all other rules governing the Act are the same for both counties and private agencies.

(4) Private agencies excluded in a county plan may appeal such exclusion to the Board of County Commissioners.

(5) With the concurrence of the Board of County Commissioners in counties not participating in the Act (i.e., not expending funds), the Director may contract with private agencies, utilizing a portion of the pro-rata share of funds to be reverted by those counties under Section 7, subsection (3) and Section 13, subsection (3) of the Act.

(6) Should those counties eventually elect to participate in the Act, said private agency contracts will be reviewed by the local advisory committee for possible inclusion in the county's community corrections plan. Should those counties elect not to participate in the Act, the Director may continue the contractual services using a portion of the reverted funds.

State Expenditure of Enhancement Funds

291-31-045 (1) In counties choosing not to manage the Community Corrections

Program, the Department of Corrections shall be governed by these rules with the following exceptions:

(a) The Department of Corrections Field Services Regional Manager, whose staff serves the county, shall appoint a local advisory board with the same membership counties are required to appoint. The Board may be region-wide rather than a separate board for each county.

(b) In those counties where community corrections programs are currently operating and do not participate in the Act, the Department of Corrections shall include a representative from such programs on the local advisory board.

(c) The regional/local advisory board shall prepare a community corrections plan for each county in the region.

(2) The Regional Manager of the Department of Corrections will submit the regional plan to the affected county commissioners for information and comments.

(3) Commissioners may choose not to comment other than to acknowledge the plan was received, leaving full responsibility for the plan and its implementation with the Department of Corrections.

(4) The Regional Manager will submit the plan to the State Advisory Board and on the request of the State Board shall appear before that body to present the plan, explain its provisions, and to answer questions.

(5) The other related rules on time frames, revision, termination, or appeal apply except that the State Citizens' Representative will conduct hearings to determine compliance or appeals by private agencies affected.

County/Staff Options

291-31-050 (1) The Community Corrections Act gives each county first option on whether it chooses to assume management responsibility for the Department of Corrections adult parole and probation responsibilities. State adult parole and probation staff whose rights are guaranteed under the Act will have the option to transfer to county employment any time after the county assumes full responsibility for correctional services in its jurisdiction previously supplied by the Department. Should a state employe transfer to a vacant state position in an Option I county, the employee has a right to exercise the option to become a county employee. Any such employee transferring to county employment shall not suffer loss of salary or benefits.

(2) Counties may participate by simply agreeing to permit the state to continue to provide adult parole and probation services. A contract will be required since the Act provides that participating counties may receive the Department of Corrections budget for adult parole and probation services. Under this arrangement, the state will guarantee continuation of existing and planned services for felony offenders. The county may then solely concentrate on utilization of the enhancement grant funds. In those counties which choose to contract to Field Services for the continuation of state probation and parole services, Field Service employes do not have the option to transfer to county employment unless otherwise authorized by the affected county and the Department of Corrections.

(3) County options to operate the total service or to operate solely with enhancement grant funds may be determined by the county in each biennial community corrections plan. The option can thus be reconsidered every two (2)

years. When a participating county chooses to operate the total service under a single county administration, vacancies in positions held by state employees may be filled at the county's pleasure by either a state employee who wished to transfer or will be filled through the county's personnel process, except when the position is vacated by layoff of the incumbent or a layoff list exists. In those cases, the county will fill the position with a Department of Corrections employee of the appropriate classification by transfer or from the layoff list, if the Director of the Department of Corrections request it.

(4) The initial decision of the adult parole and probation staff who opt to become county employees will remain in effect until such time as the county withdraws from participation as a county which has assumed responsibility for full county management and control of state-funded correctional programs in its jurisdiction. If the county again becomes fully participating, employees may again select from the options provided in this rule.

(5) Those employees who opt to remain state employees (hereafter referred to as county/state employees) will nevertheless be agents of the county and the management of these county/state employees will be under the direction of the county corrections manager in such matters as, but not limited to, determining and directing the work, assignment of personnel to conduct operations, assigning and reassigning work, and evaluating the performance of duties.

(a) Each participating county will furnish the Department documents and reports in a timely manner, as required by the Department, to insure the continuation of personnel services to county/state employees as required by law. These include, but are not limited to:

(A) Performance appraisals on the State of Oregon form, or as otherwise required.

(B) Time cards and attendance reports required for completion of the payroll.

(C) Notice of granting or denying of salary increase.

(D) Maintenance of appropriate personnel records to support all county/state employee personnel actions.

(b) The Department shall furnish each county, in a timely manner, those personnel records, documents, and forms required in order for the county to meet its obligations.

(c) The administration of personnel services for county/state employees is subject to Personnel Relations Law, Personnel Division rules and policies and union contracts, where applicable. Disciplinary actions taken against county/state employees for reduction, suspension, demotion, or dismissal can only be accomplished with the approval of the Director of the Department or designee.

(d) Notwithstanding being agents of the county, these employees remain a member of their respective collective bargaining units if one exists.

(6) Grievances arising out of their employment relationship will be initiated under the bargaining unit grievance procedure if the employee is a member of a unit or the Department of Corrections grievance procedure if the employee is not a member of a bargaining unit. When a grievance is initiated, jurisdiction or responsibility for resolution will depend upon who has authority to potentially provide the adjustment required. When jurisdiction is in

question, the county community corrections manager and the Field Services Personnel Officer for Corrections will consult and resolve the issue.

(a) The processing of grievances will include at least the immediate supervisor of the county/state employe and the county community corrections manager before being processed to the Director of the Department.

(b) Each county will abide by the decision of the Director and the appropriate grievance review body beyond the Director where that review body has the authority to bind the Department of Corrections Director to a decision.

Advisory Board on Community Corrections

291-31-055 (1) Pursuant to the provisions of ORS 423.510, the Governor will appoint a Community Corrections Advisory Board consisting of fifteen members.

(2) A Board chairperson will be elected by the Board and serve as chairperson for one (1) year. A chairperson may be reelected. The Board will meet at least quarterly. Additional special meetings may be held at the discretion of the chairperson or upon request of the Director of Corrections.

(3) The Director of Corrections will designate staff who will be responsible for obtaining information and assistance needed by the chairperson and the members in pursuit of their studies, conduct of meetings, formulation of reports, recommendations to the Board, and any subcommittees established by the Board. Designated Department of Corrections staff will maintain the minutes of each meeting, files and records of the Board and its subcommittees.

(4) Duties of the Board will be as specified by ORS 423.515 and:

(a) The Board may be called upon by the Director of Corrections to consider special projects and programs, which may involve changes in existing programs and new programs to undertake in order to meet the objectives of the local corrections programs.

(b) The chairperson and members of the Board may also be called upon to testify at legislative hearings at either the state or county level concerning Board recommendations and view about local corrections programs and operations.

Community Corrections Management Committee

291-31-058 (1) A joint committee of community corrections managers and State Field Services regional managers shall be established as a forum for the discussion and resolution of mutual issues and problems and the review of information system data needs and report forms.

(2) Special meetings may be held at the discretion and/or concern of any member(s).

(3) To maintain coordinated, effective and orderly provision of correctional services, county community corrections programs shall adhere to such operational procedures as may be designated by the Field Services Regional Managers.

Implementation

291-31-060 This rule will be adopted immediately, without modification.

ISP Case

Final Supervision Level
High Medium
Low Limited

RISK REASSESSMENT

NAME:

SID #:

COUNTY:

A. How many prior felony convictions?
0-1 conviction _____ 2
2-3 convictions _____ 1
4 or more convictions _____ 0

B. How many prior incarcerations (executed sentences of 90 days or more, felony or misdemeanor, adult or juvenile)?
No incarcerations _____ 2
1-2 incarcerations _____ 1
3 or more incarcerations _____ 0

C. Does present supervision include parole, probation, failure to appear, release agreement, escape or custody violation?
No _____ 1
Yes _____ 0

Data
#Priors:
#Priors:
Y / N

Override Request

Categories	Information Source(s)
Level Increase	
___ Assault Offender	___ Official Documents
___ Sex Offender	___ Offender Statements
___ Offender Needs	___ Law Enforcement
___ Extreme Criminal Conduct	___ Clinical Testing
___ New Criminal Activity	___ Needs Assessment
___ Major Non-Conformance Associations	___ Collateral Sources
Level Increase/Decrease	
___ Officer Discretion	
Level Decrease	
___ Conformance to Conditions	
___ In Custody	
___ Unavailable	

RATE THE FOLLOWING BASED UPON THE OFFENDER'S PERFORMANCE SINCE THE LAST ASSESSMENT

D. Substance abuse problems:
No use/possession of illegal substances or alcohol abuse _____ 2
Occasional abuse; some disruption of functioning _____ 1
Frequent abuse; serious disruption of functioning; failure to comply with treatment _____ 0

E. Response to conditions of supervision:
No problems of consequence _____ 2
Some problems of consequence _____ 1
Has been unwilling to comply _____ 0

F. Verified employment:
60-100% _____ 2
40-59% _____ 1
0-39% _____ 0
(If N/A, enter 101% into Data Box)

G. Number of address changes:
0-1 _____ 1
2 or more _____ 0

TOTAL SCORE: _____

Justification

Scored Level: High Medium
Low Limited

OFFICER: _____ DATE: _____

SUPERVISOR: _____

DATE: _____ Accept Reject

Override Policy High Medium
Level: Low Limited

REMOVE OVERRIDE

ISP Case

INITIAL RISK ASSESSMENT

NAME:

SID #:

COUNTY:

A) How many prior felony convictions?
 No convictions.....3
 1 conviction.....2
 2-3 convictions.....1
 4 or more convictions.....0

B) How many prior incarcerations (executed sentences of 90 days or more, felony or misdemeanor, adult or juvenile)?
 No incarcerations.....2
 1-2 incarcerations.....1
 3 or more incarcerations.....0

C) Was the offender conviction-free (verified) for a period of three years in the community prior to the present supervision?
 Yes.....1
 No.....0

D) What was the age of the offender at the start of the behavior leading to this supervision?
 Age 26+ and total ABC score is more than 0.....2
 Age 26+ and total ABC score is 0.....1
 Age 21-26 and total ABC score is more than 0.....1
 Age 21-26 and total ABC score is 0.....0
 Age is under 21.....0

E) Does present supervision include violations of:
 1. Probation, Release Agreement, Failure to Appear
 2. Parole, Escape, Custody Violation?
 If the answer to both 1 & 2 is NO.....2
 If 1 is YES and 2 is NO.....1
 If 2 is YES.....0

F) Were there admitted or documented substance abuse problems in the community during the 3 year period immediately prior to the commission of the crime of conviction?
 No.....1
 Yes.....0

TOTAL SCORE.....

RISK LEVEL: High(0-4); Medium(5-8); Low(9-11)

White-File

Canary-Data Entry

Data

#Priors

#Priors

Y/N

Age

1. Y/N

2. Y/N

Y/N

VERRIDE REQUEST

Level Requested: High; Med.; Low; Admin.

Discretionary

Level Increase:
 ___ Assault Offender
 ___ Sex Offender
 ___ Offender Needs
 ___ Extreme Criminal Record
 ___ New Criminal Activity
 ___ Major Non-Conformance Associations

Level Decrease:
 ___ Conformance to Conditions
 ___ Incarceration
 ___ Inactive
 ___ Administrative

Mandatory

___ Sex Offense
 ___ Assault Offense

Information Source

___ Official Documents
 ___ Offender Statements
 ___ Law Enforce. Input
 ___ Clinical Testing
 ___ Needs Assessment
 ___ Collateral Sources

Justification

OFFICER: _____ DATE: _____

SUPERVISOR: _____ DATE: _____
 ___ Accept ___ Reject

MANAGER: _____ DATE: _____
 ___ Accept ___ Reject

*First 6 months of supervision

**THE FIELD SERVICES ALLOCATION:
POLICY CONSIDERATIONS AND RECOMMENDATIONS**

MULTNOMAH COUNTY DEPARTMENT OF COMMUNITY CORRECTIONS

**ROBERT A. JACKSON, DIRECTOR
CARY W. HARKAWAY**

JANUARY 1991

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THE FIELD SERVICES ALLOCATION FORMULA

EXECUTIVE SUMMARY

The Oregon Department of Corrections has proposed an allocation formula for distributing Field Services (parole and probation) resources to the counties. The proposed DOC formula differs from the present formula in that it would expressly fund misdemeanor supervision. The formula is based on a classification system designed to predict risk of re-offense and a time study analysis that determined the average person-hours necessary to supervise a case at a given risk classification according to existing DOC standards.

- A. The proposed formula is based on several questionable policy choices, among which are the following:
1. DOC has decided to propose the funding of misdemeanant supervision.
 2. DOC decided to propose funding all counties as if their caseloads looked the same, thereby departing from a true workload formula and relying, instead, on the concept of a "statewide average."
 3. DOC decided to require each county to use a statewide case management system without adequately providing for the differences between the counties in available resources, or providing sufficient flexibility and incentive for counties to develop innovative responses to crime.
- B. We believe that the following considerations should be built into the Field Services allocation formula:
1. **The formula should target felony cases.**
 - a) With limited resources comes the obligation to target those cases which represent the greatest risk to public safety. Felons, while perhaps no more likely than misdemeanants to re-offend, are, by the nature of their criminal behavior, representative of a greater risk to public safety.
 - b) The felon population under field supervision contributes significantly to the state's prison population problems. More than 65% of the prison admissions in recent months have been felony cases (parolees and probationers) who failed in the community.
 2. **The formula should take into account the differences between the counties in terms of their offender**

populations and the threat to public safety posed by those offenders.

- a) Allocating funds according to a statewide average for the distribution of high, medium, and low risk cases does not account for true workload.
- b) Allocating funds according to a statewide average makes it difficult for counties to respond to local problems and priorities with innovative solutions.

C. **Felony Sentencing Guidelines provide an effective instrument for assessing risk and allocating Field Services funds to the counties.**

- 1. Guidelines represent the workload in each county relative to every other county.
- 2. Guidelines are relatively non-manipulable.
- 3. Guidelines express state policy in defining risk as threat to public safety and allocate resources consistent with that interest.
- 4. Basing the allocation formula on the Guidelines grid would bring Community Corrections funding in line with state policy related to risk assessment and the use of local sanction/treatment resources.

D. **Case management practices are best determined by local managers, advisory committees, and County Commissioners.** Being tied to a standardized and centralized case management system is contrary to the statutory objective of increasing local management of services under the Community Corrections Act.

- 1. Counties should be able to use the community corrections planning process to determine how Field Services and Enhancement Grant resources should be used to meet county priorities.
- 2. Counties should be able to develop a case management system consistent with those priorities.
- 3. The local planning process established by the Community Corrections Act should be the focus of all local DOC and county community corrections program development, regardless of the source of funding.

THE FIELD SERVICES ALLOCATION FORMULA

I. INTRODUCTION

This position paper will offer analysis and recommendations on the allocation of parole/probation resources to the counties. Its purpose is to examine the issue in order to assist the Governor and the Legislature in providing for the safety of Oregonians.

At present, each county receives a portion of the parole and probation appropriation based on its percentage share of the total number of felony cases received for supervision in the state. One of the problems with this formula is that it does not differentiate between cases in terms of the staff time and resources necessary for effective supervision.

DOC has proposed a change to this method of allocating the Field Services appropriation. Under the DOC proposal, each county would receive funding based on its percentage share of all cases, felony and misdemeanor, under supervision in the state. The DOC proposal has the same weakness as the present formula. It treats each county as if it had the same percentage of high, medium, and low risk cases as all other counties. True workload is not accounted for. The DOC proposal also raises questions related to state funding of misdemeanor probation, the goals of the Community Corrections Act, and the intergovernmental relationships developed under the Act.

This position paper recommends that state resources continue to target felony cases and that reported dispositions pursuant to Felony Sentencing Guidelines be used to determine each county's allocation. Guidelines differentiate between cases on the basis of threat to public safety and, in fact, represent state policy in quantifying that threat. Under a Guidelines-based allocation formula, each county would receive funding based on its actual percentage of the state's dispositions in risk categories defined by the Guidelines grid. DOC's proposed formula is unacceptable. At a minimum, DOC should be required to modify its formula so that it allocates parole and probation resources based on actual workload. Optimally, Sentencing Guidelines should be used to allocate those resources.

The following pages offer a more detailed examination of both the DOC proposal and a Guidelines-based allocation formula.

II. BACKGROUND

In 1977, the Legislature passed the Community Corrections Act (CCA), ORS 423.500 to 423.560, based closely on the recommendations contained in the Report of the Governor's Task Force on Corrections: A Community Corrections System for Oregon (September 1976). The original intent of the Act was to empower the counties to identify their corrections needs and, through local management, develop the necessary interventions.

The Act, with operational detail supplied in DOC Rule #31 (Oregon Administrative Rule 291-31-005 through 291-31-060), provides for two primary funding allocations and three levels of county participation.

The first funding source, the Field Services Allocation, supports felony probation and parole supervision. It is currently based on each county's percentage of the total number of felons admitted to supervision in the state. The second funding source, the Enhancement Grant, supports a broad array of community corrections programs, including supervision, treatment and sanctions. The Enhancement Grant allocation is based on each county's weighted percentage share of three factors: general population, reported crime, and risk group population (residents aged 15 to 29).

The three levels at which a county can participate in the Act are:

- * Option 1: The county assumes responsibility for managing the entire range of community corrections programs, including offender supervision and treatment/sanction services. Under this option, the county receives its proportional share (based on allocation formulas) of both the Field Services and Enhancement Grant monies.
- * Option 2: The county contracts with DOC for the provision of state - managed parole and probation supervision, while the county manages treatment and sanction programming. DOC retains the county's share of the Field Services Allocation, while the county receives its full share of the Enhancement Grant.
- * Option 3: The county elects not to participate in the CCA and permits DOC to manage both offender supervision and programming. Under this option, DOC retains the county's share of both Field Services and Enhancement monies, but the amount of the Enhancement Grant is reduced to 75% of the county's full share. This Option 3 penalty is intended to encourage county participation in the CCA.

ORS 423.505 declared that the purpose of the CCA is to "provide appropriate sentencing alternatives and to provide improved

local services for persons charged with criminal offenses with the goal of reducing the occurrence of repeat criminal offenses." This section was amended in 1989 to affirm that the Act should "promote local management of community corrections programs." That amendment was consistent with the finding of the 1988 Governor's Task Force on Corrections Planning that Option 1 counties were more effective in managing their offender populations than Option 2 or 3 counties (pages 101-102).

III. THE FIELD SERVICES ALLOCATION

ORS 423.530(1)(a) controls the Field Services Allocation formula. Prior to the 1989 Legislative Session, the statute stated that the allocation "... shall be based upon each county's respective share of persons under felon probation and parole supervision in accordance with rules adopted by the department." In accordance with ORS 423.530(1)(a), OAR 291-169-005 through 291-169-020 (DOC Rule #169) established the procedure for determining each county's share of Field Services funds based on the number of felony cases received in the county. This rule took effect in December 1987.

In 1989, ORS 423.530(1)(a) was amended to require DOC to develop a workload formula by July 1991 for the Field Services Allocation.

IV. THE FIELD SERVICES ALLOCATION FORMULA PROPOSED BY DOC

The 1989 Legislature required DOC to develop a workload based formula for the allocation of Field Services and Enhancement Grant funds by July 1, 1991. NCCD consultants provided technical assistance in this process, however, they failed to adequately consider the fact that Sentencing Guidelines now overlay our justice system. Embodied in Guidelines are state policy decisions regarding the definition of risk (threat to public safety) and the allocation of state and local resources. During the course of DOC's development of their formula, three significant policy decisions were made:

1. It was decided to propose the funding of misdemeanor supervision;
2. It was decided to base each county's share of the Field Services Allocation on the state-wide average distribution of high, medium, low, and administrative cases, rather than on each county's actual workload; and
3. It was decided to require each county to use a statewide case management system without adequately providing for the differences between the counties in available resources, or providing sufficient

flexibility and incentive for counties to develop innovative responses to crime.

The Field Services Allocation formula advanced by DOC is fundamentally flawed because of the above policy decisions. In the following section, each of the above problematic policy decisions will be discussed.

V. ASSESSING THE PROPOSED ALLOCATION FORMULA

A. DOC Proposes to Fund Misdemeanor Supervision

Should misdemeanants be funded? No. The Field Services Allocation should continue to target felons. Limiting state funding to felony cases is logical in view of the following:

1. **The state's responsibility should be to focus its resources on those cases that pose the greatest risk to the community.** With limited resources, that responsibility is even more critical. Felons, while perhaps no more likely than misdemeanants to re-offend, are, by the nature of their criminal behavior, representative of a greater risk to public safety. The state should not fund misdemeanants until felons are adequately supervised. Adequate supervision does not mean the average level of supervision in place around the state. It means the level of supervision which, when combined with treatment and sanction interventions, results in reduced recidivism.
2. **The felon population under field supervision contributes significantly to the state's prison population problems.** More than 65% of the prison admissions in recent months have been felony cases (parolees and probationers) who failed in the community. The formula proposed by DOC has the effect of further diluting felony resources for the most serious offenders. Oregon has invested millions in new prisons. Oregonians cannot benefit from this investment unless state policy recognizes the impacts and needs of felony offenders in our communities.

The table on the following page illustrates how DOC Field Services resources would be allocated under two funding formulas: the present formula based on felony cases and one based on felony plus misdemeanor cases. For the sake of this discussion, we assume a total Field Services appropriation of \$48 million, which is approximately the amount that would be available if a 9% COLA were added to the current appropriation. We have also assumed that those misdemeanants now supervised by county-funded agencies in Multnomah and Jackson Counties will be accounted for in any formula that funds misdemeanor supervision.

The table is based on DOC data as of 11/1/90. Each cell in the table indicates the raw number of cases, the county's percentage of the state-wide total, and the biennial allocation amount. Keeping in mind that the current formula is based (roughly) on felony cases, the bottom rows of the table indicate the effect of modifying the formula to fund misdemeanor cases on each county's allocation.

FORMULA	CLACKAMAS	JACKSON	LANE	MARION	MULTNOMAH	WASHINGTON
FELONS	1,145 4.89%	865 3.69%	2,640 11.27%	1,879 8.02%	7,149 30.53%	1,458 6.23%
	\$2,347,200	\$1,771,200	\$5,409,600	\$3,849,600	\$14,654,400	\$2,990,400
FELONS PLUS MISDEMEANANTS	2,174 6.26%	2,250 6.48%	3,112 8.96%	2,745 7.90%	9,398 27.05%	2,636 7.59%
	\$3,004,800	\$3,110,400	\$4,300,800	3,792,000	\$12,984,000	\$3,643,200
EFFECT OF FUNDING MISD	+1.37% +\$657,600	+2.79% +\$1,339,200	-2.31% (-\$1,108,800)	-0.12% (-\$57,600)	-3.48% (-\$1,670,400)	+1.36% +\$652,800

Officials in Multnomah and other counties are concerned about a shift in resources for the purpose of supervising misdemeanants at a time when resources for felony supervision are marginal at best. The proposed change hurts counties that have acted to focus their Field Services funds on felons. These are the counties that have worked with their courts to make use of bench probation, community service, and fines for misdemeanor cases, thereby reserving their Field Services Allocation for the most serious cases. Some counties (including Multnomah) have funded misdemeanor probation with local resources. Conversely, the DOC proposal rewards counties that have widened the net of probation to include large numbers of misdemeanors. In fact, the proposal will encourage counties to place even more misdemeanants on formal probation, further widening the net and further diluting the effectiveness of felony supervision. Lane County has taken steps to place additional misdemeanants on probation and Multnomah County is also considering that option.

Multnomah County offenders represent almost 40% of the admissions to state institutions. Multnomah and Lane Counties, combined, account for over 50% of the admissions. Yet, the DOC proposal would reduce the parole/probation resources for these counties, further exacerbating the problems of parole returns and probation revocations.

A Guidelines-based formula would assure that parole/probation resources closely follow the workload that most impacts both community safety and prison population.

B. DOC Has Proposed Using the State-wide Average of the Distribution of Cases by Supervision Level to Allocate Field Services Funds.

There are two problems related to this proposal:

1. The resulting formula is not based on true workload.
2. The resulting formula would discourage innovation and force counties to look alike in terms of their case management strategies.

By using the statewide averages, the proposed formula merely changes the current allocation based on each county's proportional share of the state's felony cases to a formula based on each county's proportional share of the state's combined felony and misdemeanor caseload. Each county's allocation should be based on its actual workload. However, by using the state-wide average of the distribution of cases into the four supervision levels, the DOC proposal would fund all counties as if they had the same percentage of high, medium, low, and administrative cases. Since all counties would be funded as if their caseloads looked the same, true workload would not be accounted for.

We are concerned that this proposal would force the parole and probation operation in each county to "look like the state-wide average," making it difficult to respond to local problems and priorities. In other words, form follows funding. Counties would have little incentive to depart from the model, since funding would require all counties to allocate resources according to that model. The DOC proposal limits innovation. Certainly the encouragement of innovative responses to local problems and priorities is an implied, if not implicit goal, of the Community Corrections Act (see item C, below).

Minimally, DOC should be required to allocate parole and probation resources on the basis of each county's actual workload, as determined by existing case classification data. It should be noted, however, that since DOC's case classification instrument is susceptible to manipulation (classifying cases at higher levels than justified to obtain increased funding), an auditing unit within DOC would be necessary. This would entail a degree of bureaucratic expansion that should probably be avoided, given present budgetary problems. A Guidelines-based formula is relatively non-manipulable. It would credit actual workloads and recognize the significant differences between the counties in terms of the difficulties and risks presented by clients under supervision. The counties would have greater incentive to respond to the actual problems and priorities identified in their planning processes.

C. DOC Proposes to Require Each County to Use a Statewide Case Management System Without Adequately Providing for the Differences Between the Counties in Available Resources, or Providing Sufficient Flexibility and Incentive for Counties to Develop Innovative Responses to Crime.

The Guidelines-based formula proposed in this document is not intended to replace a more refined case management system, which is needed to balance resources and caseloads at the local level. However, a single case management system, if rigidly applied as a requirement for funding, is not likely to meet the needs throughout a state with counties (and communities) that vary significantly in terms of population, substance abuse, unemployment, available housing, and local subsistence, treatment, and sanction resources. In fact, the DOC case management system does not require a formal needs assessment as a minimum consideration of the problem areas in a client's life. Nor does it recognize intensive supervision or other creative case management strategies as valid classifications for purposes of the allocation formula. To do so would create problems related to equity in funding, since not all counties will have such supervision units. That is precisely why case management strategies are best determined at the local level and why allocation and case management should be considered as separate issues. Note that the 1988 evaluation of the Community Corrections Act by Abt Associates, recommended that separate mechanisms be developed for case management and resource allocation (page 73).

Consistent with the objectives of the Community Corrections Act, case management practices are best determined by local managers, advisory committees, and County Commissioners. It is at the local level that case management practices should be defined and applied. Counties need to be free to apply parole and probation resources with the same discretion that they exercise in arraying treatment and sanction resources. Supervision and treatment are most effective when they are integrated. That integration may require new case management practices. The requirement that counties adopt a DOC model based on state-wide averages and current state practices would validate the status quo and make more difficult the targeting of special populations for intensive interventions in partnership with community agencies. A single state-wide model of case management also makes it difficult for urban communities to respond flexibly with both Field Services and Enhancement Grant funds to such concerns as gangs, homelessness, and ethnic and racial issues. Counties need to be free to develop innovative solutions within the limits of resources, sound correctional theory, local priorities, and flexible DOC guidelines. DOC's case management system is an attempt at standardization when innovation and responsiveness to local problems are needed.

A Guidelines-based allocation formula, separate from case management issues, would help preserve an appropriate degree of

local control over supervision, sanction, and treatment interventions.

VI. USING FELONY SENTENCING GUIDELINES TO ASSESS RISK AND ALLOCATE FUNDS

A. A Rational Alternative

Using reported Sentencing Guidelines dispositions as the basis for the allocation formula makes sense for several reasons:

1. Guidelines differentiate between offenders on the basis of risk, defined as threat to the community.
2. The number of offenders at the different Guidelines-defined risk levels in each county offers a measure of true workload.
3. Guidelines already represent state policy on categorizing risk and allocating prison, probation, and alternative community sanctions.
4. A Guidelines-based formula would not abrogate the intent of the Community Corrections Act regarding promotion of local management and priority of felons.

The 1988 evaluation of the Community Corrections Act prepared for the Governor's Task Force on Corrections Planning by Abt Associates recommended an allocation formula based on Sentencing Guidelines:

A set of sentencing standards provides an objective basis for severing the past connection between classification and field services allocation. For example, under sentencing guidelines, each county's sentencing patterns would differ, due to variations in its particular mix of offenders. It would be possible to project the numbers of offenders in each county who will be sentenced to prison, sentenced to jail, placed on probation.... These projections could form an objective basis for estimating field services workloads for allocation purposes (page 76).

The Felony Sentencing Guidelines that were implemented in Oregon provide the mechanism for an allocation formula, as recommended.

B. Felony Sentencing Guidelines

In November 1989, as a result of a developmental process that involved the Oregon Criminal Justice Council, the Sentencing Guidelines Board, the Legislature, and corrections professionals, Oregon adopted Felony Sentencing Guidelines. Guidelines provide presumptive sentences based on each offender's criminal history and the seriousness of the present crime. Those two factors are combined in a grid with a scale of nine increasingly serious criminal history categories as the horizontal axis and a scale of eleven increasingly serious crimes as the vertical axis (see Appendix B). The ninety-nine cells created are divided by a disposition line that runs horizontally through the grid. For cases falling above the disposition line, the presumptive sentence is a prison term within the range specified in the cell. Cases falling below the line will remain in the community and receive formal probation with the number of custody units (jail, work release, residential treatment) specified in the cell. Guidelines place a resource burden on counties to develop sufficient local sanctions (including such options as residential treatment) to meet the demand for custody units in presumptive felony probation cases.

Felony Sentencing Guidelines were developed to make more effective use of existing prison resources, to encourage consistency in sentencing, and to punish based on a "just deserts" model. Guidelines sought to enhance public safety by providing greater sanctions for those offenders who represent the most serious risks to the community. Risk was established by categorizing criminal history on a scale that ranges from a minor misdemeanor record to a multiple person felony record, and categorizing the present offense on a scale that runs from DWS and minor drug possession to assault, rape, and murder.

C. Using the Guidelines Grid to Differentiate Between Clients on the Basis of Risk

Sentencing Guidelines impose a local resource burden based on threat to public safety. It would seem reasonable to use them to allocate Field Services funds.

In commentary contained in the Oregon Sentencing Guidelines Implementation Manual (1989), the Oregon Criminal Justice Council noted that the primary factor in ranking crimes on the grid is the harm or threat of harm to societal interests. The Council listed those interests in order of importance (page 12):

- a) Protecting the individual from personal assault.
- b) Protecting individual rights to property.
- c) Protecting the integrity of government institutions.

Criminal histories were ranked using the same considerations. The Council concluded that patterns of prior criminal behavior are an indicator of future criminal conduct (page 50). Commentary by the Council is particularly informative on the appropriateness of using the grid to differentiate between offenders on the basis of threat to the community:

In developing the criminal history scale, the Guidelines Board decided not to duplicate the systems used in Minnesota and Washington. In those states, the criminal history is a numerical "score" obtained by adding up all eligible convictions. ...the simple accumulation of convictions does not differentiate offenders by the types of prior crimes committed: for example, is the criminal history composed mostly or exclusively of property crimes or is it instead marked by multiple person crimes? ... The Oregon system classifies an offender's criminal history on both a "qualitative" and "quantitative" basis (page 50).

The grid differentiates between offenders on the basis of risk very well. A PO's job is to minimize an offender's threat to the community, i.e, respond to his/her caseload on the basis of that threat. The grid is, therefore, well suited to quantifying risk-differentiated workload in an allocation formula.

D. Using Guidelines to Allocate Field Services Funds

We know the number of cases that fall into each cell of the Guidelines grid in each county with increasing precision. Presumptive probation sentences fall into three bands identified by maximum number of custody units. Those bands equate roughly to the need for high, medium, and low supervision based solely on risk (threat to public safety). Emphasis is added to the word "roughly" since case management decisions must be made locally, apart from the allocation process. Post-prison releases should all be considered high level cases because the high level of risk they presented at sentencing is typically compounded by the unique resource and readjustment problems they face upon returning to the community.

The allocation to each county could then be based on the county's proportional share of the total state-wide number of cases in each of the three Guideline-defined supervision levels. Cases would be weighted in some rational manner, such as high level cases at .5, medium cases at .3, and low cases at .2. This meets the requirement for a workload-based allocation formula.

There are two major differences between a Guidelines-based allocation formula and the DOC formula. First, the Guidelines-based formula measures the actual number of cases that fall into each Guidelines cell and takes into account the differences in workload between the counties, while the DOC proposal is based on statewide averages. Second, the Guidelines-based proposal has the advantage of bringing community corrections funding in line with state policy related to risk assessment and the use of local sanction/treatment resources (custody units), while the DOC proposal failed to build on those established policies.

VII. LOCAL MANAGEMENT OF COMMUNITY CORRECTIONS

The Community Corrections Act was designed to enhance local management of supervision, services and sanctions. After studying the structure and function of community corrections in Oregon, the Governor's Task Force concluded that full local management was the preferred model (page 101-102). The 1989 Legislature amended the Community Corrections Act to list increased local management as a statutory objective. We believe that each county that participates in the Community Corrections Act should expect the following:

- A. Ability to use the community corrections planning process to determine how Field Services and Enhancement Grant resources should be used to meet county priorities.
- B. Ability to develop a case management system consistent with those priorities.
- C. That the local planning process established by the Community Corrections Act will be the focus of all local DOC and county community corrections program development, regardless of the source of funding.

What is the appropriate DOC role under the Community Corrections Act? In addition to the direct service it provides in Option 2 and 3 counties (as structured in the Community Corrections Plans of those counties), DOC can effectively provide technical assistance to the counties, monitor and evaluate local programs, and maintain a database that serves state and local needs. As DOC is accountable for CCA expenditures, it should establish a generic classification system that permits local flexibility in case management and central tracking of essential case information, and provides sufficient information for DOC evaluation efforts and budget requests. As has always been the case, continued funding for a county program should depend on documenting for DOC that satisfactory progress is being made toward attaining the objectives outlined in the community corrections plan.

DOC has responded to the 1989 Legislature's charge to develop a workload formula. The result has been a proposed formula that does not account for true workload and related administrative practices that lead to greater centralization of control over the practice of community supervision. We don't think that is what the Legislature. Oregon is not well served by a model that forces 36 counties to look alike in terms of the organization of their parole and probation operations. The concept of community corrections is only viable to the extent that communities retain the latitude to respond creatively to crime in a manner that most effectively addresses the problems and priorities they identify.

APPENDIX A

ISP Case

INITIAL RISK ASSESSMENT

SID #:

COUNTY:

- A. How many prior felony convictions?
 - No convictions _____ 3
 - 1 conviction _____ 2
 - 2-3 convictions _____ 1
 - 4 or more convictions _____ 0

- B. How many prior incarcerations (executed sentences of 90 days or more, felony or misdemeanor, adult or juvenile)?
 - No incarcerations _____ 2
 - 1-2 incarcerations _____ 1
 - 3 or more incarcerations _____ 0

- C. Was the offender felony conviction-free (verified) for a period of three years in the community prior to the present supervision?
 - Yes _____ 1
 - No _____ 0

- D. What was the age of the offender at the start of the behavior leading to this supervision?
 - Age 26+ and total ABC score > 0 _____ 2
 - Age 26+ and total ABC score = 0 _____ 1
 - Age 21-26 and total ABC score > 0 _____ 1
 - Age 21-26 and total ABC score = 0 _____ 0
 - Age is under 21 _____ 0

- E. Does present supervision include violations of:
 1. Probation, Release Agreement, Failure to Appear? _____ 1. Y/N
 2. Parole, Escape, Custody Violation? _____ 2. Y/N
 - If the answer to both 1 & 2 is NO _____ 2
 - If 1 is YES and 2 is NO _____ 1
 - If 2 is Yes _____ 0

- F. Were there admitted or documented substance abuse problems in the community during the 3 year period immediately prior to the commission of the crime of conviction?
 - No _____ 1
 - Yes _____ 0

TOTAL SCORE: _____

Data

#Priors: _____

#Priors: _____

Y/N _____

Age: _____

1. Y/N _____

2. Y/N _____

Y/N _____

Override Request

Categories

Level Increase

- ___ Assault Offender
- ___ Sex Offender
- ___ Offender Needs
- ___ Extreme Criminal Conduct
- ___ New Criminal Activity
- ___ Major Non-Conformance
- ___ Associations

Level Increase/Decrease

- ___ Officer Discretion
- ___ Level Decrease
- ___ Conformance to Conditions
- ___ In Custody
- ___ Unavailable

Information

Source(s)

- ___ Official Documents
- ___ Offender Statements
- ___ Law Enforcement
- ___ Clinical Testing
- ___ Needs Assessment
- ___ Collateral Sources

Justification

Scored Level: ___ High ___ Medium
 ___ Low ___ Limited

Override Policy ___ High ___ Medium
 Level: ___ Low ___ Limited

REMOVE OVERRIDE

OFFICER: _____ DATE: _____

SUPERVISOR: _____

TE: _____ Accept Reject

ISP Case

RISK REASSESSMENT

SID #:

COUNTY:

A. How many prior felony convictions?
0-1 conviction
2-3 convictions
4 or more convictions

B. How many prior incarcerations (executed sentences of 90 days or more, felony or misdemeanor, adult or juvenile)?
No incarcerations
1-2 incarcerations
3 or more incarcerations

C. Does present supervision include parole, probation, failure to appear, release agreement, escape or custody violation?
No
Yes

Data #Priors: #Priors: Y/N

Override Request

Table with 2 columns: Categories (Level Increase, Level Decrease) and Information Source(s) (Official Documents, Offender Statements, etc.)

RATE THE FOLLOWING BASED UPON THE OFFENDER'S PERFORMANCE SINCE THE LAST ASSESSMENT

D. Substance abuse problems:
No use/possession of illegal substances or alcohol abuse
Occasional abuse; some disruption of functioning
Frequent abuse; serious disruption of functioning; failure to comply with treatment

E. Response to conditions of supervision:
No problems of consequence
Some problems of consequence
Has been unwilling to comply

F. Verified employment:
60-100%
40-59%
0-39%
(If N/A, enter 101% into Data Box)

G. Number of address changes:
0-1
2 or more

TOTAL SCORE:

Justification (multiple horizontal lines for text entry)

Scored Level: High Medium Low Limited

Override/Policy Level: High Medium Low Limited

REMOVE OVERRIDE (checkbox)

OFFICER: DATE: SUPERVISOR: ACCEPT REJECT

APPENDIX B

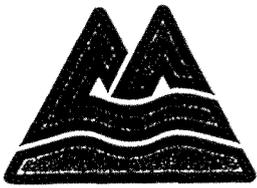
SENTENCING GUIDELINES GRID

- APPENDIX 1 -

CRIMINAL HISTORY SCALE									
MULTIPLE (2+) FELONY PERSON OFFENDER	REPEAT (2) FELONY PERSON OFFENDER	SINGLE (1) FELONY PERSON W/ FELONY NON-PERSON OFFENDER	SINGLE (1) FELONY PERSON OFFENDER	MULTIPLE (4+) FELONY NON-PERSON OFFENDER	REPEAT (2) FELONY NON-PERSON OFFENDER	SIGNIFICANT MINOR CRIMINAL RECORD	MINOR CRIMINAL RECORD	MINOR MISDEMEANOR OR NO CRIMINAL RECORD	MINOR MISDEMEANOR RECORD

CRIME SERIOUSNESS SCALE		CRIMINAL HISTORY SCALE								
		A	B	C	D	E	F	G	H	I
11	MURDER	225-269	196-224	178-194	149-177	149-177	135-148	129-134	122-128	120-121
10	MANSLAUGHTER I, ASSAULT I, RAPE I, ARSON I	121-130	116-120	111-115	91-110	81-90	71-80	66-70	61-65	58-60
9	RAPE I, ASSAULT I, KIDNAPPING I, ARSON I, BURGLARY I, ROBBERY I	66-72	61-65	56-60	51-55	46-50	41-45	39-40	37-38	34-36
8	MANSLAUGHTER II, SEXUAL ABUSE I, ASSAULT II, RAPE II, USING CHILD IN DISPLAY OF SEXUAL CONDUCT, DRUGS - MAJOR, CULT/MAHUF/DEL, PROSTITUTION, INCEST	41-45	35-40	29-34	27-28	25-26	23-24	21-22	19-20	16-18
7	EXTORTION, COERCION, SUPPLYING CONTRABAND, ESCAPE I	31-36	25-30	21-24	19-20	16-18	180-90	180-90	180-90	180-90
6	ROBBERY II, ASSAULT III, RAPE III, BURGE RECEIVING, INTOXICATION, PROPERTY CRIMES (more than \$50,000), DRUG POSSESSION	25-30	19-24	15-18	13-14	10-12	180-90	180-90	180-90	180-90
5	ROBBERY III, THEFT BY RECEIVING, TRAFFICKING STOLEN VEHICLES, PROPERTY CRIMES (\$10,000-\$49,999)	15-16	13-14	11-12	9-10	6-8	180-90	120-60	120-60	120-60
4	FIA I, CUSTOMAL INTERFERENCE II, PROPERTY CRIMES (\$5,000-\$9,999), DRUGS-CULT/MAHUF/DEL	10-10	8-9	120-60	120-60	120-60	120-60	120-60	120-60	120-60
3	ABANDON CHILD, ABUSE OF COMPE, CRIMINAL NON-SUPPORT, PROPERTY CRIMES (\$1,000-\$4,999)	120-60	120-60	120-60	120-60	120-60	120-60	90-30	90-30	90-30
2	DEALING CHILD PORNOG PAPHY, VIOLATION OF WILDLIFE LAWS, WELFARE FRAUD, PROPERTY CRIMES (less than \$1,000)	90-30	90-30	90-30	90-30	90-30	90-30	90-30	90-30	90-30
1	VIOLATION OF PROBATION, MARIJUANA ACTIVITY, DRUGS POSSESSION	90-30	90-30	90-30	90-30	90-30	90-30	90-30	90-30	90-30

- In white blocks, numbers are presumptive prison sentences expressed as a range of months
- In gray blocks, upper number is the maximum number of custody units which may be imposed, lower number is the maximum number of jail days which may be imposed.



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COMMUNITY CORRECTIONS
421 S.W. 5TH, SUITE 600
PORTLAND, OREGON 97204
(503) 248-3701

GLADYS McCOY
COUNTY CHAIR

M E M O R A N D U M

TO: Gladys McCoy, Chair
Board of County Commissioners

FROM: Robert A. Jackson 
Director

DATE: April 5, 1991

SUBJECT: Multnomah County's Position Regarding the State
Department of Corrections Field Services Allocation Formula and
Case Management System

I have summarized below the positions we've taken regarding the
above subject:

- 1) The State's Field Service Allocation Formula should be based on felony sentencing guidelines case dispositions, which is a reflection of workload for each county. As an alternative, the County's actual probation and parole workload measure should be used in the allocation formula, rather than a state-wide average.
- 2) Full funding for felony probation and parole supervision should be provided by the state. The Governor has proposed less than full funding for felony offenders, in favor of funding serious misdemeanor cases (sex offenders and violent misdemeanors).
- 3) There should be local control over the case management system adopted by individual counties. The State Department of Corrections should not dictate to counties the type of case management system to employ, but should work with counties to develop standards which serve the overall objective of improving the public safety for a particular county.
- 4) We have requested that the State Department of Corrections continue to work with us as we examine the issues related to becoming an Option I county.

Gladys McCoy, Chair
April 5, 1991

Page 2

We seek some assurances that the information we request as it relates to costs and expenditures within the State's Field Services Office for Multnomah County be provided as we develop our analysis and proposal for the Board's consideration.

These are the issues that we have repeatedly raised with the Department of Corrections and the Governor's counsel. I will attend the 4:00pm meeting with Paul Snider of AOC and the other representatives from counties who have expressed an interest in the issues which we have raised. Should you have any questions please do not hesitate to let me know.

RAJ/nbv
c: Hank Miggins

April 5, 1991 - PROPOSED REFINEMENTS TO THE WORKLOAD FORMULA

The following changes have been suggested:

1. For the 1991-93 biennium, allocate funds based upon risk but, rather than averaging for all categories, do an audit of actual high risk offenders, including overrides. Funds would be distributed upon the basis of the numbers that are derived from a combination of actual audit of high risk and averaging of all other categories. The audit would be completed before July 1, 1991.
2. The Oregon Criminal Justice Council would be given the task of determining what refinements, if any, should occur in the workload formula for the 1993-95 biennium. In addition to any other factors the council finds to be significant, the council will consider sentencing guidelines, the resources needed to supervise various categories of offenders, the risk of reoffense, the need for local control, and the need to avoid any incentive for moving offenders to higher supervision levels by the way the formula is applied.
3. During the 1991-93 biennium, local control will be assured by authorizing in the workload formula administrative rule discretion for counties to depart from the minimum contacts requirement. Departures would be authorized through the plan amendment process. A memorandum providing more detail on how the proposed rule will work, and how it will protect local control, will be developed within the next few days. It will be reviewed by DOC staff to assure that it conforms with what is intended by the proposed rule.

To Robert : Draft letter to
our delegation.

Comments

Carly

RECEIVED

APR 2 1991

DEPARTMENT OF
JUSTICE SERVICES

April 1, 1991

Hon. _____
State Capitol,
Salem, OR 97310

Dear _____:

Multnomah County has taken a position in opposition to the formula proposed by the Oregon Department of Corrections for allocating parole and probation resources across the state. The DOC formula is based on several questionable policy choices, among which are the following:

1. **The decision to fund misdemeanor supervision at a time when felony supervision is marginal at best.** More than 65% of the prison admissions in recent months have been felony clients (parolees and probationers) who failed in the community. Unfortunately, DOC's proposed allocation formula shifts resources from felony cases to misdemeanants. DOC's budget request for 1991-93 calls for funding 25% of the state's misdemeanor probation cases, while reducing felony parole supervision by 20%. That is unacceptable.
2. **The decision to allocate parole and probation resources to all counties as if their caseloads looked the same.** DOC's proposed formula is based on the statewide average for the distribution of high, medium, and low risk cases instead of crediting each county for its actual workload. Amendments to the Community Corrections Act by the 1989 Legislature required DOC to develop a formula for allocating funds based on the cost and difficulty of supervising the workload in each county. DOC has not complied. Their formula allocates on the basis of average rather than actual workloads.

We believe that these and related issues merit the attention of the Judiciary Committee. I hope to meet with you within the next few days to discuss our position and the need for a public hearing.

Very truly yours,

Robert A. Jackson, Director
Department of Community Corrections

SHARRON KELLEY
Multnomah County Commissioner
District 4



606 County Courthouse
Portland, Oregon 97204
(503) 248-5213

November 1, 1990

RECEIVED
JAN 1 1991
DEPARTMENT OF
JUSTICE SERVICES

The Honorable Lonnie Roberts
15815 S.E. Mill Street
Portland, OR 97233

Re: State Funding of Parole and Probation

Dear Mr. Roberts:

I am writing you to express my concerns about the negative impact on residents of Multnomah County of potential changes in the allocation formula proposed by the Department of Corrections (DOC) for distributing Field Services resources.

The effect of the new formula would be to reduce the proportional share of parole/probation funding within Multnomah County by six percent. This equals \$2.64 million based on last biennium's budget of \$44 million, \$2.87 million based on the probable baseline budget of \$47.96 million for the next biennium, or \$4.32 million based on next biennium's budget of \$72.76 million if certain add packages are approved.

Under the existing allocation formula, each county gets a share of the Field Services appropriation roughly equal to its proportional share of the state's felony cases. The DOC proposal would give full credit to misdemeanor cases, ignoring a key distinction. A felony case that ends in failure and revocation results in a prison commitment which adds to both the fiscal demands on the state prison system and the fiscal burden on taxpayers.

This new formula dilutes felony resources and is inconsistent with the State's investment in prisons for this population. DOC data indicates that 75 percent of prison admissions are parole and probation revocations in felony cases. It stands to reason, then, that state policy should prioritize the felony caseload.

The proposed change hurts counties like Multnomah that have acted to focus their state resources on felons. These counties have encouraged their courts to make use of bench probation, community service, and fines to deal with misdemeanants. Multnomah, and some other counties as well, have also funded misdemeanor supervision with local resources. Conversely, the DOC proposal rewards counties that have diluted their felony supervision resources by stretching these resources to cover misdemeanants.

State policy should recognize the importance of felony field supervision in keeping our streets safe and keeping our scarce prison cells available as a credible deterrent to crime. The new formula would result in a net transfer of an amount in the range of \$2.64 million to \$4.36 million away from felon supervision in Multnomah County and into misdemeanor supervision in other counties.

The level of resources available to supervise and treat felons living in this County is a critical matter of public safety. I hope that you give this issue careful scrutiny. Please call Cary Harkaway (248-3980), if you need additional information.

Very truly yours,

Sharron Kelley
Multnomah County Commissioner

OREGON

DEPARTMENT OF CORRECTIONS



Office of the Director

2575 Center Street NE
Salem, OR 97310
Telephone (503) 378-2467
FAX: (503) 373-1173

April 4, 1991

TO: STATE BRANCH MANAGERS
COUNTY DIRECTORS OF COMMUNITY SERVICES

FROM: MARY BLAKE 
COMMUNITY SERVICES BRANCH

SUBJECT: PROPOSED ALLOCATIONS OF FIELD SERVICES RESOURCES

Attached is the proposed allocation based on the Governor's Budget Request. The dollar amounts for Option I counties are actual based on the Special Payment FTE shown. The FTE and dollar amounts for the Option II and III counties are approximate and will be discussed next week in a meeting with Art Swanson and Scott Taylor. The purpose of the meeting is to discuss possible adjustments in the various jurisdictions. The limit to the adjustment is indicated in the notes at the bottom of the spreadsheet.

Please do not share these figures openly with staff as adjustments must still be made. More accurate information for the state operations will be available after the managers meeting next week. The Option I figures will not be adjusted unless the Field Services appropriation is varies with the Governor's Budget.

If you have any questions, please contact me.

attachment

cc Management Team

**COMMUNITY SERVICES BRANCH
1991-93 WORKLOAD FORMULA**

The **FORMULA** for allocation of Field Services resources consists of:

- ▶ Workload as described by the Oregon Case Management System based on the risk of the offenders under supervision using;
 - Caseloads of: Felon probationers and parolees
Misdemeanant sex and person-to-person offenders
 - Each county's caseloads from November 1990 to February 1991
 - Statewide average supervision levels
- ▶ Required reports and investigations to releasing authorities as 10% of the supervision workload; and
- ▶ Statewide average ratios for clerical staff to POs and supervisors of 4.3:1 and for supervisors/managers to clerical and PO staff of 10.6:1. These ratios are established by the overall ratio funded by the legislature and vary by county due to issues of minimal coverage.

PERSONNEL: Probation and parole officers, clerical staff, and supervisors/managers are allocated according to each jurisdiction's portion of the state workload as described above. **Average state salaries** and adjustments are used to establish the personnel allocation to Option I counties. The PIC system will determine the state personnel allocation.

SERVICES & SUPPLIES and CAPITAL OUTLAY: S&S and Capital Outlay are allocated based on number of FTE. Other Fund S&S is allocated only to state offices as it is supervision fee revenue from only those operations. Option I counties retain their supervision fee revenue locally for budgeting purposes.

IMPLEMENTATION: Option I counties and state branches will receive their allocation in two parts: 1) basic Personnel and S&S/Capital Outlay, and 2) salary adjustments in proportion to any adjustments funded for state staff. However, Community Services Branch may make adjustments to state branch allocations based on the need for minimal coverage in rural areas, to address span of control issues, and rounding of partial FTE to half- or full-time. The layoff procedure for state staff will begin in April 1991 in order to comply with budgetary limitations by July 1, 1991.

1991-93 WORKLOAD ALLOCATIONS

Based on 4-month Workload Average (Nov 90 - Feb 91)

4-2-91

DRAFT

\$39,849,584 Total GF FS Budget

(199,248) .5% Evaluation Funds

(381,122) Estimate of Option 1 Salary Adjustments (4%) COLA

\$39,269,214 Adjusted GF FS Total

\$1,469,488 Adjusted Total OF S&S/CO to be allocated

County	% of Workload	CLERICAL		PO Staff		SUPERVISORS		TOTAL*	TOTAL*	S&S/CAPITAL OUTLAY			TOTAL*
		State* FTE	SpPay FTE	State* FTE	SpPay FTE	State* FTE	SpPay FTE	FTE	Personnel \$\$\$\$	GF 10,324	OF 4,680	Total S&S/CO	Personnel + S&S + CO
- Baker	0.43%		0.3		1.4		0.2	1.9	\$153,518	\$19,616		\$19,616	\$173,135
- Benton	1.46%	1.0	0.2		4.6		0.5	6.3	502,286	65,044		65,044	567,330
- Clackamas	4.87%		4.0		15.4		1.7	21.1	1,682,971	217,844		217,844	1,900,816
Clatsop	1.05%	0.8		3.0		0.4		4.2	335,405	43,362	19,656	63,018	398,423
Columbia	0.98%	0.7		3.0		0.4		4.1	329,630	42,330	19,188	61,518	391,148
Tillamook	0.68%	0.5		2.0		0.2		2.7	215,525	27,876	12,636	40,512	256,036
Northwest Oregon	2.71%	2.0		8.0		1.0		11.0	880,560	113,568	51,479	165,047	1,045,607
- Coos	2.76%	2.0		9.0		1.0		12.0	964,656	123,893	56,159	180,051	1,144,707
- Curry	0.56%	0.5		1.0	0.8		0.2	2.5	198,706	25,811		25,811	224,517
- Deschutes	2.66%		2.2	5.0	3.4		0.9	11.5	916,517	118,730		118,730	1,035,247
Douglas	2.37%	2.0		8.0		1.0		11.0	880,560	113,568	51,479	165,047	1,045,607
Jackson*	3.46%	2.0		11.0		1.0		14.0	1,132,848	144,541	65,519	210,060	1,342,908
County Misd	1.54%	1.0		4.0		0.0		5.0	394,128	51,622	23,399	75,021	469,149
Josephine	2.26%	2.0		7.0		1.0		10.0	796,464	103,244	46,799	150,043	946,507
Klamath	2.77%	2.0		9.0		1.0		12.0	964,656	123,893	56,159	180,051	1,144,707
Lake	0.25%	0.0		1.0		0.0		1.0	84,096	10,324	4,680	15,004	99,100
South Central Oregon	3.02%	2.0		10.0		1.0		13.0	1,048,752	134,217	60,839	195,056	1,243,808
- Lane	11.24%	9.0		36.0		4.0		49.0	3,916,368	505,894	229,315	735,210	4,651,578
- Lincoln	1.68%	1.0		5.0		1.0		7.0	570,528	72,271	32,759	105,030	675,558
- Linn	4.33%	4.0		14.0		1.0		19.0	1,500,624	196,163	88,918	285,081	1,785,705
Malheur	0.93%	0.9		3.0		0.6		4.5	359,640	46,460	21,060	67,519	427,159
Harney/Grant	0.18%	0.1		1.0		0.4		1.5	126,792	15,487	7,020	22,506	149,298
Southeast Oregon	1.11%	1.0		4.0		1.0		6.0	486,432	61,946	28,079	90,026	576,458
- Marion	8.10%		6.6		25.7		3.0	35.3	2,819,290	364,451	69,347	364,451	3,183,740
Multnomah	28.83%	23.6		91.0		10.0		124.6	9,938,534	1,286,417	583,115	1,869,533	11,808,067
County Misd	0.68%	0.4		2.0		0.0		2.4	191,290	24,779	11,232	36,010	227,300
Polk	1.95%	1.0		6.0		1.0		8.0	654,624	82,595	37,439	120,034	774,658
Umatilla/Morrow	2.34%	2.0		8.0		1.0		11.0	880,560	113,568	51,479	165,047	1,045,607
- Union/Wallowa	0.58%	0.5		1.8		0.2	0.0	2.5	198,706	25,811		25,811	224,517
Wasco/Gilliam	0.82%	0.7		2.7		0.3		3.7	295,171	38,200	17,316	55,516	350,687
Crook	0.46%	0.4		1.6		0.3		2.3	185,342	23,746	10,764	34,510	219,852
Hood River	0.37%	0.3		1.3		0.1		1.7	135,878	17,551	7,956	25,507	161,386
Jefferson	0.72%	0.6		2.4		0.3		3.3	264,168	34,070	15,444	49,514	313,682
Sherman/Wheeler													
North Central Oregon	2.37%	2.0		8.0		1.0		11.0	880,560	113,568	51,479	165,047	1,045,607
- Washington	6.30%		5.2		20.0		2.2	27.4	2,185,258	282,888		282,888	2,468,146
- Yamhill	2.40%		2.0		5.0		0.9	10.5	837,691	108,406		108,406	946,097
Statewide	100.00%	59.0	20.5	243.8	73.9	26.2	9.6	433.0	\$34,612,430	\$4,470,455	\$1,469,488	\$5,939,943	\$40,552,374

Note: The State Branch FTE and \$\$ may be adjusted slightly for purposes of rounding to whole FTE and minimal coverage issues - to be discussed with Branch Managers.

SUMMARY: 1991-93 Workload Allocation Scenarios

DRAFT

25 January 1991

County	1989-91 * Allocation	★ Statewide Average		Actual County's		CCA Formula
		Supervision Level	Risk Score	Supervision Level	Risk Score	
Baker	0.48%	0.46%	0.45%	0.60%	0.53%	0.51%
Benton	1.20%	1.58%	1.53%	1.65%	1.66%	3.03%
Clackamas	4.31%	4.99%	4.96%	4.88%	4.62%	8.47%
Clatsop	1.12%	1.07%	1.07%	1.16%	1.28%	1.23%
Columbia	1.20%	1.02%	1.01%	1.09%	1.00%	1.25%
Coos	3.38%	2.86%	2.87%	3.33%	3.41%	2.30%
Crook	0.36%	0.47%	0.46%	0.44%	0.47%	0.45%
Curry	0.69%	0.62%	0.62%	0.91%	0.73%	0.61%
Deschutes	1.97%	2.70%	2.68%	2.59%	2.56%	2.43%
Douglas	2.76%	2.50%	2.49%	2.26%	1.97%	3.29%
Harney/Grant	0.28%	0.19%	0.18%	0.14%	0.14%	0.47%
Hood River	0.45%	0.38%	0.37%	0.30%	0.31%	0.55%
Jackson	4.19%	3.46%	3.47%	3.01%	3.24%	5.11%
Jefferson	0.71%	0.73%	0.72%	0.87%	0.89%	0.43%
Josephine	2.47%	2.31%	2.33%	2.21%	2.04%	2.49%
Klamath	1.93%	2.87%	2.85%	2.90%	2.97%	2.00%
Lake	0.26%	0.26%	0.25%	0.30%	0.31%	0.21%
Lane	11.05%	11.06%	11.17%	11.29%	10.73%	10.34%
Lincoln	1.80%	1.67%	1.66%	2.02%	2.00%	1.46%
Linn	4.42%	4.35%	4.32%	3.69%	3.72%	3.47%
Malheur	1.23%	1.07%	1.06%	1.16%	1.02%	0.86%
Marion	9.11%	8.61%	8.59%	7.90%	8.46%	8.53%
Multnomah	30.47%	29.39% ^(A)	29.75%	29.55%	30.35%	22.55%
Polk	1.37%	1.93%	1.89%	2.03%	2.04%	1.69%
Tillamook	0.61%	0.67%	0.65%	0.85%	0.87%	0.68%
Umatilla/Morrow	2.71%	2.45%	2.44%	2.74%	2.80%	2.22%
Union/Wallowa	0.74%	0.63%	0.62%	0.67%	0.66%	0.98%
Wasco/Gilliam	0.90%	0.68%	0.68%	0.82%	0.77%	0.88%
Wasco/Wheeler						
Washington	5.97%	6.57%	6.45%	5.69%	5.65%	9.32%
Yamhill	1.85%	2.46%	2.40%	2.96%	2.79%	2.20%

Note: Data do not include misdemeanor caseloads recently entered to the Offender Profile System by Multnomah & Jackson Counties.

*1989-91 Allocation is based on 1987-88 data

Based on 25 October 1990 caseload data provided by the ODOC Research Unit.

(A description of the methodology for developing this spreadsheet is printed on the back.)

NOTE ON SUPERVISION FEES

The attached State report on Supervision Fees, dated 20 Mar 91, highlites the differences in probation fee collections between Option I and other counties.

Washington County and Clackamas County are both Option I counties. Clackamas County's caseload is about 16.5% of Multnomah's yet they are able to collect 69% of the probation fees collected here. Washington County's caseload is 21.3% of ours but their probation fee collections total 93% of ours.

SUPERVISION FEES
REPORT AS OF FEBRUARY 1991
BIENNIUM 1989-91

COUNTY	BIEN BUDGET	MONTHLY BUDGET	MONTHLY ACTUALS	MONTHLY +/-	TO DATE BUDGET	TO DATE ACTUALS	TO DATE +/-	PERCENT BIENNIUM	% OVER BUDGET
NW REGION									
Clatsop	21,135	881	1,590	709	17,620	39,246	21,626	186%	102%
Columbia	19,660	819	1,065	246	16,380	21,544	5,164	110%	26%
Multnomah	542,037	22,585	38,762	16,177	451,700	728,987	277,287	134%	51%
Tillamook	8,523	355	1,292	937	7,100	20,017	12,917	235%	152%
Subtotal	591,355	24,640	42,709	18,069	492,800	809,794	316,994	137%	54%
SW REGION									
Coos	85,568	3,565	8,247	4,682	71,300	141,140	69,840	165%	82%
Douglas	77,322	3,222	2,640	(582)	64,440	59,195	(5,245)	77%	-7%
Jackson	117,186	4,883	8,759	3,876	97,660	142,112	44,452	121%	38%
Josephine	50,177	2,091	4,375	2,284	41,820	85,391	43,571	170%	87%
Lane	221,984	9,249	16,550	7,301	184,980	285,034	100,054	128%	45%
Lincoln	71,116	2,963	3,525	562	59,260	59,833	573	84%	1%
Linn	142,659	5,944	8,012	2,068	118,880	159,197	40,317	112%	28%
Polk	42,350	1,765	2,209	444	35,300	41,111	5,811	97%	14%
Subtotal	808,362	33,682	54,317	20,635	673,640	973,013	299,373	120%	37%
EAST REGION									
Crook	17,857	744	1,615	871	14,880	23,257	8,377	130%	47%
Harney/Grant	11,407	475	1,005	530	9,500	21,137	11,637	185%	102%
Hood River	13,260	553	719	166	11,060	17,619	6,559	133%	49%
Jeff/Gil/Wheeler	15,499	646	914	268	12,920	22,905	9,985	148%	64%
Klamath	59,423	2,476	5,170	2,694	49,520	74,892	25,372	126%	43%
Lake	5,870	245	352	107	4,900	8,602	3,702	147%	63%
Malheur	19,533	814	2,140	1,326	16,280	29,089	12,809	149%	66%
Umatilla/Morrow	54,245	2,260	5,885	3,625	45,200	84,696	39,496	156%	73%
Wasco/Sherman	16,739	697	884	187	13,940	15,983	2,043	95%	12%
Subtotal	213,833	8,910	18,684	9,774	178,200	298,180	119,980	139%	56%
Total	1,613,550	67,232	115,710	48,478	1,344,640	2,080,987	736,347	129%	46%
Excess Fees for Training/Reclass	160,000					736,347	576,347		
SUB TOTAL	1,726,643						576,347		33%
REBALANCING NEED	734,200					576,347			
TO DATE DEFICIT:							157,853		

SECTION #1

	BIEN BUDGET	MONTHLY BUDGET	MONTHLY ACTUALS	MONTHLY +/-	TO DATE BUDGET	TO DATE ACTUALS	TO DATE +/-	PERCENT BIENNIUM	% OVER BUDGET
Baker	30,000	1,250	1,573	323	25,000	22,586	(2,414)	75%	-8%
Benton	75,000	3,125	*****	(3,125)	62,500	106,202	43,702	142%	58%
Clackamas	528,392	22,016	28,208	6,192	440,327	505,612	65,285	96%	12%
Curry	38,000	1,583	3,265	1,682	31,667	36,653	4,986	96%	13%
Deschutes	69,400	2,892	5,625	2,733	57,833	101,688	43,855	147%	63%
Marion	400,000	16,667	17,287	620	333,333	252,002	(81,331)	63%	-20%
Union/Wallowa	22,200	925	1,835	910	18,500	26,239	7,739	118%	35%
Washington	523,800	21,825	39,633	17,808	436,500	678,888	242,388	130%	46%
Yamhill	40,000	1,667	*****	(1,667)	33,333	105,943	72,610	265%	182%
Subtotal	1,726,792	71,950	97,426	25,476	1,438,993	1,835,813	396,820	106%	23%

COUNTY	CASH OVER/SHORT FOR FEB. 1991	CASH OVER/SHORT TO DATE
CLATSOP		(10)
COOS		30
DOUGLAS		(20)
JACKSON		25
JOSEPHINE		(25)
KLAMATH	(20)	(45)
LANE		(20)
LINN		(5)
SE PTLD		(15)
WASCO		5



MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS
 GLADYS McCOY
 PAULINE ANDERSON
 GARY HANSEN
 RICK BAUMAN
 SHARRON KELLEY

DEPARTMENT OF GENERAL SERVICES
 PORTLAND BUILDING
 1120 SW FIFTH, 14TH FLOOR
 PORTLAND, OR 97204-1934

OFFICE OF THE DIRECTOR (503) 248-3303
 EMPLOYEE SERVICES (503) 248-5015
 FINANCE (503) 248-3312
 LABOR RELATIONS (503) 248-5135

AT OTHER LOCATIONS:

ADMINISTRATIVE SERVICES (503) 248-5111
 ASSESSMENT & TAXATION (503) 248-3345
 ELECTIONS (503) 248-3720
 INFORMATION SERVICES (503) 248-3749

MEMORANDUM

RECEIVED
 APR 1 1991

TO: Grant Nelson
 FROM: David Boyer *DB*
 DATE: March 29, 1991
 SUBJECT: Community Corrections Option I Finance Requirements

DEPARTMENT OF
 JUSTICE SERVICES

This is a follow up to our meeting with you, Robert and Susan on March 14, 1991, regarding the Finance Division requirement if the County decides to go Option I. The following is a breakdown of our requirements:

<u>Personnel Services</u>	<u>FTE</u>	<u>Budget 91/92</u>
Treasury Specialist I	1.4	46,200
Accounts Payable Fiscal Specialist I	.4	13,200
Payroll Fiscal Specialist I	.2	6,600
	<u>2.0</u>	<u>\$66,000</u>

Materials & Service (Total Division)

Postage	26,500
Phone	500
Supplies	500
	<u>\$93,500</u>

If you need the documentation to support these costs please let me know and I will send you the information.

Also, during this process we need to make sure the County receives funds from the State to cover the vacation and sick leave accrued by any employee transferred from the State to the County. If you have any questions please contact me at extension 3903.

1309F/DAB/ts

cc: Linda Alexander
 Option I File



MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS
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 RICK BAUMAN
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MEMORANDUM

RECEIVED
 MAR 26 1991

TO: Grant Nelson
 FROM: Patricia Shaw *PS*
 DATE: March 25, 1991
 SUBJECT: Probations Fee Collections

DEPARTMENT OF
 JUSTICE SERVICES

In evaluating the current system reports no report summarizes collection statistics. I picked several months from the last year and did some quick analysis from the individual client reports. On average the following summarizes the collections:

	660	active cases
48%	317	current
16%	105	30 days past due
36%	238	60+ days past due (written notice sent)

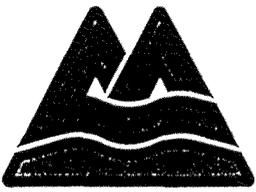
What I assume, due to what we see in mail volume is that the 30 day past due category is primarily due to clients mailing payments at the end of the month where the payment doesn't reach us until the first of the following month (timing with next billing). Therefore, I'd conclude that we probably can say that we're close to 60% current.

Of the 36% that is 60+ days past due, a fair amount (I didn't count the individual number of cases) have \$100 or more past due. These jump out as the ones that need to be looked at. Perhaps we can work together to get different reports to your people so that certain cases can be flagged earlier.

I have talked with Jerry Buchannan at ISD and already have some ideas for different reports that we could discuss.

Let me know if I can do anything else, otherwise as I get my thoughts into a good format, I'll pass them on.

1293F/PJS/ts



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COMMUNITY CORRECTIONS
421 S.W. 5TH, SUITE 600
PORTLAND, OREGON 97204
(503) 248-3701

GLADYS McCOY
COUNTY CHAIR

M E M O R A N D U M

TO: Elyse Clawson, Assistant Director
Community Services Branch

FROM: Robert A. Jackson, Director 
Multnomah County Dept of Community Corrections

DATE: April 9, 1991

SUBJECT: County Leasing Vehicles from the State

Thank you for letting me know about the Department of General Services' decision regarding the vehicles assigned to the State's parole and probation branch offices in Multnomah County.

Should our county decide to become an Option I county, the vehicles currently being used by the State's Multnomah County branch offices may be subject to reassignment, and I assume they represent a significant portion of vehicles assigned to the state's field service operations. Perhaps General Services would be interested in selling some of these vehicles to our county if they are unable to be reassigned?

You may want to explore this matter with General Services?

Again, thank you for your assistance.

c: Scott Taylor
Tamara Holden
Grant Nelson

Fleet Management

OREGON

DEPARTMENT OF CORRECTIONS

Community Services Branch

2575 Center Street NE
Salem, Oregon 97310
Telephone (503) 378-8805
FAX: (503) 378-4908



April 3, 1991

TO: Robert Jackson, CCA Manager
Multnomah County

FROM: Elyse Clawson, Assistant Director
Community Services Branch

A handwritten signature in black ink, appearing to be "Elyse Clawson".

SUBJECT: COUNTY LEASING VEHICLES FROM THE STATE

RECEIVED

APR 3 1991

DEPARTMENT OF
JUSTICE SERVICES

A request was sent to the Department of General Services concerning a possible intergovernmental agreement between Option 1 counties and the state to lease state vehicles for parole and probation.

The Department of General Services has advised that state vehicles are restricted to state agencies performing state business. It is their opinion that counties cannot be considered state agencies and therefore, General Services cannot lease the vehicles to the county.

If you have any questions, please call.

EC/dkj

c: Scott Taylor
Tamara Holden

OREGON

DEPARTMENT OF CORRECTIONS



Community Services Branch

2575 Center Street NE
Salem, Oregon 97310
Telephone (503) 378-8805
FAX: (503) 378-4908

March 11, 1991

Dan Simmons, Director
Department of General Services
1225 Ferry Street SE
Salem, OR 97310

RECEIVED
MAR 14 1991
DEPARTMENT OF
JUSTICE SERVICES

Dear Dan:

Lane and Multnomah counties are considering whether to exercise their options in accordance with ORS 423.500-560 (the Community Corrections Act) and assume responsibility for providing parole/probation services within their respective counties. This includes supervision of all existing DOC staff. Statutory provisions allow counties participating under the Act to receive state general fund monies.

A key factor impacting the decision is whether General Services will allow them to continue leasing state vehicles to support their assumption of parole and probation services. The cost of obtaining replacement vehicles would be prohibitive. Furthermore, state general fund monies would be used to cover leasing expenses.

A listing of DOC vehicles currently assigned to branch offices in these counties is attached for your information. Please investigate and advise whether intergovernmental agreements can be developed to address the concerns identified in this correspondence.

Thank you for your assistance in this matter of mutual interest.

Sincerely,

A handwritten signature in black ink, appearing to read "Elyse Clawson".

Elyse Clawson, Assistant Director
Community Services Branch

EC/dkj

c: Robert Jackson, Coordinator of Justice Services, Multnomah County
Larry Salmony, Coordinator of Justice Services, Lane County
Cam Birnie, Department of General Services

DEPARTMENT OF CORRECTIONS
LANE COUNTY BRANCHES

AGENCY #: 291012
LANE COUNTY BRANCH COST CENTER: 714-1-14-22-20-41

VEHICLE ASSIGNMENTS

Eugene Branch Office
165 E. 7th Ave., Room 300
Eugene, OR 97401
686-7741

<u>License</u>	<u>Year/Model</u>	<u>Designated Driver</u>
E176469	90 Acclaim	Larry Barker (CAGE CAR)
GTM 634	86 Tempo	Ione Hass
GTM 649	86 Tempo	Doug Farris
NQZ 042	87 Tempo	Shelley Fox
QHR 481	89 Aries	Ernie Delco
QHR 483	89 Aries	Tony Meyer
QWK 462	89 Aries	Carol Manstrom
QWK 463	89 Aries	Larry Wibbenmeyer
GTM 645	82 Concord	Pat Schott
GTM 627	86 Tempo	Al McCann
PEK 879	88 Dodge PU	George Simmons
PFK 675	88 Dodge PU	Daryl Rainbolt
QZM 363	89 Aries	David Koch
NQZ 048	87 Tempo	Tom Rauch

Springfield Branch Office
208 N. 6th
Springfield, OR 97477
726-2500

<u>License</u>	<u>Year/Model</u>	<u>Designated Driver</u>
PKU 178	88 Dodge PU	Glenn Greening
QFY 627	89 Tempo	Melinda Rauch
QHR 487	89 Aries	Russ Ragland
QWK 757	89 Aries	Todd Cooper
RNC 094	90 Acclaim	John Nilsen (CAGE CAR)
GTM 648	85 Dodge PU	Karla Patterson

(3-1-91)

MONTH: _____

PORTLAND BRANCH OFFICE EAST

<u>#</u>	<u>CAR</u>	<u>PRIMARY DRIVER</u>	<u>SECONDARY DRIVER</u>
QHC 871	89 Aries	Elfving	Fluker
NRM 309	82 AMC Concord	Rood (cage)	Somner
NRM 316	80 AMC Concord	Bacon	
NRM 324	86 Tempo	March	Frank/
QHC 869	89 Aries	Carter	
QYQ 307	90 Acclaim	McMillan	
QYQ 424	88 Tempo	Carroll	Nathe

DIAGNOSTIC CENTER

<u>LIC. #</u>	<u>CAR</u>	<u>PRIMARY DRIVER</u>	<u>SECONDARY DRIVER</u>
DHC 870	89 Aries	Haskins	
QHC 872	89 Aries	Haskins	

PORTLAND BRANCH SOUTHEAST

<u>LIC. #</u>	<u>CAR</u>	<u>PRIMARY DRIVER</u>	<u>SECONDARY DRIVER</u>
559	88 Ford Tempo	Carroll,	T. (Cage Car)
NWS 085	82 AMC Concord	Orton	
NWG 080	83 AMC Concord	Wilborn	(Cage Car)
FLK 430	80 AMC Concord	Baird	(Cage Car)
PHH 740	86 Ford Tempo	Monagon	
NRM 315	82 AMC Concord	Glynn	
NRM 323	82 AMC Concord	Carter	
QHC 873	89 Aries	Bates	
QPX 630	82 Concord	Parent	
RFM 023		Howard	
BVS 523		Shulevitz	

PORTLAND BRANCH NORTH

<u>LIC. #</u>	<u>CAR</u>	<u>PRIMARY DRIVER</u>	<u>SECONDARY DRIVER</u>
FNK 582	80 Ford Fairmont	Wolsky	Ness
NRM 302	86 Ford Tempo	Accornero	
NWG 081	80 Ford Fairmont	Lauer	Finley (Cage)
NWG 077	83 AMC Concord	Hendry	Mason
NWG 075	79 AMC Concord	Johnson	Boseke
QZC 475	84 Ford Tempo	Bender	Mekvold
QMK 902	84 Tempo	O'Neil	
QMK 951	82 Tempo	Nichols	
QYQ 306	90 Acclaim	Haines	
QHC 968		Haskett	

PORTLAND BRANCH SOUTHWEST

<u>LIC. #</u>	<u>CAR</u>	<u>PRIMARY DRIVER</u>	<u>SECONDARY DRIVER</u>
QYC 142	90 Acclaim	Sturdevant	
BVS 520	85 Ford Tempo	Grinnell	Jackson
QMK 950	Ford Wagon (cage)	Hess	Johnson
QYC 305	90 AMC Concord	Kester	Harding
HRC 473	Tempo	Lewis	Oatley
QNF 246		Wedge	Velez
NWG 078	83 AMC Concord	Matter	
QHC 865	89 Aries	Landis	TOPS
QLL 606		Christensen	
PGQ 419	88 Tempo	Whipple	Singleton
QYQ 425		Shaw	

REGION

<u>LIC. #</u>	<u>CAR</u>	<u>PRIMARY DRIVER</u>	<u>SECONDARY DRIVER</u>
NZM 740	87 Ford Tempo	Sigmund Taylor	

*(Transferred with Alice S.)
to Salem Motor Pool*

040
12/14/90



Capital Development Company

RECEIVED

APR 29 1991

DEPARTMENT OF
JUSTICE SERVICES

April 24, 1991

Mr. Robert A. Jackson, Director
Department of Community Corrections
421 S.W. 5th, Suite 600
Portland, Oregon 97204

Dear Mr. Jackson:

Just a short note to thank you for your patience and understanding during our recent meeting at our former Fred Meyer store at Killingsworth Avenue. We look forward to the opportunity to work with you and the facilities planning staff to pursue your interests. With regard to your comment about our ability to add additional space outside the existing building envelop, be advised that we can provide through several methods a substantial increased amount of space and still meet applicable parking codes. If your staff has additional questions or concerns please call. We look forward to the opportunity to work with you.

Very truly yours,

John R. Donaldson
Senior Vice President

JRD/db

Facilities Management



MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES
DIVISION OF FACILITIES AND
PROPERTY MANAGEMENT
2505 S.E. 11TH AVENUE
PORTLAND, OREGON 97202
(503) 248-3322

GLADYS McCOY
MULTNOMAH COUNTY CHAIR

MEMORANDUM

TO: Robert Jackson, DCC Director
FROM: Jim Emerson & Bob Oberst *J. Emerson*
DATE: April 3, 1991
RE: OPTION 1 FACILITY CONSOLIDATION

RECEIVED
APR 4 1991
DEPARTMENT OF
JUSTICE SERVICES

As you know, defining facilities needs and matching them to market opportunities takes considerable time. However, we believe we are far enough along to define the basic limitations of the strategy being pursued to date, and to make the following generalization: it is extremely unlikely that we will find a suitable building for 230-260 people, with parking, within your current anticipated facilities budget.

The following are the facts as we find them so far:

* The Crossroads Square Building, which seemed to offer an enticing combination of very low price, appropriate location, right size, availability, and parking, needs too much work to pencil out within budget. Within a short time it would need major work in the areas of ventilation, handicap accommodation, roofing, exterior, and carpeting. This work, plus the purchase of the parking owned by the railroad, would add at least \$3-6 million to the price.

*At current construction prices, major remodels of buildings like the Emmett are probably unlikely to pencil out.

*We have not located other facilities with the desired combination of features.

A review of the apparent economics may help us to select our next course of action:

Robert Jackson
April 3, 1991
Page 2

The four state leases in question total 41,830 square feet, for which they pay \$416,000/year, an average of \$9.94/sq. ft./year. They house about 160 work areas including WERC and ISU, of which about 20 are currently vacant. At 160, that's 260 sq. ft. per person. If an equivalent amount of space was provided at one site (disregarding potential savings in duplicated reception, waiting, copier, office supply, restroom, managerial, or clerical areas), the cost of custodial, utilities, and maintenance would be at least \$3.00/sq. ft./year, or \$126,000. This would leave: $\$416,000 - \$126,000 = \$290,000$ per year for debt service (ignoring the \$17,000/year income from WERC, as the State already gets it as an offset). After securities issues costs and reserves, on a 20 year basis this would buy us a \$2.6 million building. The latter amount would have to include building, parking and any improvements necessary for occupancy. Ignoring the "wild card" of parking, at \$2.6 million you could afford to pay up to \$50.00/sq. ft. for an equal amount of improved space. [that's 52,000 gross sq. ft.; at the typical utilization factor of 80% in older buildings, that's 41,600 net sq. ft.] With tenant improvements in a sound building at say, \$15.00/ sq. ft., you'd have to find a building that's only \$35.00/ sq. ft. as-is, and hope they'd throw in the parking.

Such deals are not impossible, but combined with your size and locational needs, may be rare. (The Mead Building was \$30.00/gross sq. ft. as-is originally, is at \$35.00/ gross sq. ft. today with improvements made so far, and will be at \$44.00/gross sq. ft. when our improvement program is done - all without any parking, of course). It may still be possible to find a location to consolidate four of the State leases (excepting Diagnostics), if the building needs little rehabilitation to meet current codes for handicap accessibility, ventilation, asbestos, etc., and if we don't insist on large amounts of parking. If this is only an interim solution, of course, it should be a lease.

"Folding In" the County Probation Building may be problematic in the short term, as debt service and basic maintenance would need to be paid until time of sale, which could take many months, or years. The other alternative is to find another agency to use the building, but we see nothing on the horizon today. In general, it will be hard to add square footage for any program that can't pay for space.

Robert Jackson
April 3, 1991
Page 3

ISSUES:

- * Do you have any resources beyond your current budget?
- * Should we look at 50,000 sq. ft. buildings to replace state space?
- * Can we expect to save a significant amount of space in consolidating? (the State is at 260 sq. ft./person, County Probation is at 195 sq. ft.).
- * Can other programs you want to bring in pay their own way for space? County Probation could, if they could eliminate payments for their existing building; but what about groups in the Courthouse, who currently pay nothing for space? How much can the Sheriff pay?
- * Can you count the estimated \$200,000/yr. for program managers (p.27, Community Correction Options for Multnomah County) as available for space instead, if consolidated? or is it unbudgeted anyhow?
- * Since the Burnside Clinic is not funded in the proposed budget, should we ignore it in relation to this project?
- * If DCC continues to lease premises, do you wish to consolidate to a single location as a lease?
- * All the above figures are rough. Facilities and Property Management will need to refine estimates based on your response, and determine if acquisition of a major building would create a need for more manpower.

Let's discuss these issues as soon as possible.

JE/52JESb

cc: Craig Calkins
F. Wayne George
Grant Nelson

March 27, 1991

PROBATION SERVICES

1. 815 NE Davis (2 Buildings)
72,000 sq ft - ample parking
18,000 @ \$5.00 NNN + \$4.00 op cost est. = \$162,000
54,700 @
Available by 3-31-94 (CSD moving out - mostly vacant by 12-91)

Scott Madsen - Cushman & Wakefield 279-1700

2. 5100 SE Harney Dr.
47,000 sq ft \$4.25 NNN + \$4.00 op. cost est. = \$387,750.
Available now.

Mike Vandenburg - Macadam Forbes 227-2500

3. "Sears" Building
180,000 sq ft 420 parking spaces

Metro rejected this @ \$5 million (\$20 million to fix)

Pacific Development Co. (Mark Madden @ Madden Co. is Metro;s Broker 228-2058) Neal Morfitt 244-2518

4. Benj Franklin (BA) Building on Hawthorne
200,000. sq ft ample parking
Price \$30,000,000

5. 123 NE 3rd (Crossroads Building)
96,000 sq ft gross
rent \$10.00 sq ft = \$960,000
buy \$3 + million w/parking and improvements.
Available now.

Ken Donohue - Norris & Stevens 223-3171

6. SE 3rd & Ankeny (Emmett Building)
100,000 sq ft gross \$12.00 sq ft = \$1,200,000/yr rent.
renovation @ \$75.00 sq ft = \$7,500,000 (guess)
Available when renovated.

John Baines - Sid Woodbury Comm Broker 222-1200

7. Union Avenue Fred Meyer
70,000 sq ft 200 parking spaces
Available now.

John Donaldson - Capitol Development 206-491-6850
(Does a lot of stuff for State of Washington Government
agencies). Neal Morfitt 244-2518.

* Spread Sheets
of Cost for Facilities

SITES AVAILABLE AS OF MARCH 12 INVESTIGATION

A.

N.E. Killingsworth and Martin Luther King. (Former Fred Meyer across from Walnut Park Building housing N.E. Clinic and ASD N.E. Branch).

No

65, square feet (two floors), substantial parking (some of which could be secured - see blueline).

Adjacent to retail. Good public transit.

Capitol Development Company manages and is experienced in providing facilities for public agencies in State of Washington.

B.

N.E. 42nd & Sandy Blvd. (Former Hollywood Fred Meyer).

No

Approximately 25,000 square feet on ground floor plus basement. Parking appears to be limited.

Substantial retail area. Good public transit.

Capitol Development Company. - see A above.

C. 123 N.E. 3rd (Crossroads Square Building).

Approximately 96,000 square feet gross. Presently available at least three floors with 17,500 usable each. Substantial parking area.

Could buy the building for \$2.2 to 3 million, depending upon level of improvements required. Currently asking rental of \$10.00 per square foot full service.

Area is generally industrial. good public transit.

Norris & Stevens (Ken Donahue) is agent.

D.

S.W. 2nd and Oak (Former Portland P.D. Building).

No

About 40 to 50 thousand square feet (this is vague). Sufficient parking.

No price or rental quoted.

Located in commercial and retail area. Good public transit.

E. S.E. 2nd and Ankeny (Emmett Building Hans Holck).

About 60 to 80 thousand square feet usable. Substantial amount of parking.

Estimate rental in the \$12,00 per square foot range; could be higher depending upon extent of tenant improvements.

Area is generally industrial. Good public transit.



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COMMUNITY CORRECTIONS
421 S.W. 5TH, SUITE 600
PORTLAND, OREGON 97204
(503) 248-3701

GLADYS McCOY
COUNTY CHAIR

MEMORANDUM

TO: Jim Emerson, Facilities Management
FROM: Robert A. Jackson, Director *RAJ*
DATE: March 7, 1991
RE: Option I Meetings

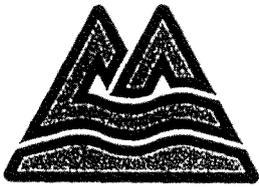
Thank you for agreeing to meet with me and members of my staff on Thursday, March 14 at 10:00 am. We are fast approaching the time when a decision will be made on Multnomah County's level of participation in the Community Corrections Act for 1991-93.

Your help and insights, to date, have proved valuable and have stimulated further consideration of many of the issues involved. So that we can make the best use of our time, I have included several points we hope to discuss with you on Thursday. I believe it would be helpful if you can give some thought to these items before we meet.

- When can we get a better idea of what facilities may be available that could accommodate 225-260 employees?
- What would be available for parking to accommodate pool vehicles, client vehicles, and employee vehicles?
- Associated costs?
- Can we begin to focus on some areas where a facility might be located?
- We want to insure that a consolidated facility is able to accommodate expansion, provide adequate security, further implementation of our integrated service approach. With those consideration in mind, how would you suggest we proceed?
- How soon could we expect to occupy such a facility?

Grant Nelson, of my staff, will be providing you with the latest draft of our Option I analysis and is available if you have any questions.

RAJ:mm



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COMMUNITY CORRECTIONS
421 S.W. 5TH, SUITE 600
PORTLAND, OREGON 97204
(503) 248-3701

GLADYS McCOY
COUNTY CHAIR

M E M O R A N D U M

TO: Jim Emerson
FROM: Robert A Jackson *RAJ*
DATE: February 21, 1991
SUBJECT: Evaluation of Local State Probation Facilities

Thank you for providing us with your evaluation of the State's facilities. It is excellent and gives us the type of information we need.

We are still proceeding with our proposal to go Option One (1) and are developing the additional details and plan to meet with you again within the next few weeks - perhaps during the first week of March. At that time I would like to explore with you the preliminary information you have been pulling together on possible facilities. I'll have Noralee call you to schedule.

I appreciate your quick response to our request and again, thank you for your assistance.

RAJ/nbv
c: F Wayne George
Grant Nelson
Jon Schrotzberger



MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES
DIVISION OF FACILITIES AND
PROPERTY MANAGEMENT
2505 S.E. 11TH AVENUE
PORTLAND, OREGON 97202
(503) 248-3322

GLADYS McCOY
MULTNOMAH COUNTY CHAIR

MEMORANDUM

RECEIVED
FEB 17 1991

DEPARTMENT OF
JUSTICE SERVICES

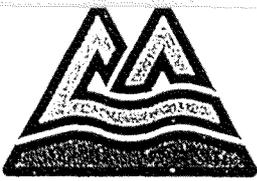
TO: Robert Jackson
FROM: Jim Emerson *[Signature]*
DATE: February 15, 1991
RE: PROBATION SERVICES OPTION 1 FACILITIES EVALUATION

The objective we pursued in our brief review of local State Probation Facilities was to determine if any near-term move or remedial action might be necessary in the event we become an Option 1 county. The attached memo by Jon Schrotzberger accurately lists the problems we noted, but I defer somewhat from his editorial comments. Realistically, in the absence of a programmatic demand for consolidation, the first three facilities listed (as well as Diagnostics in the Justice Center) are in reasonable shape, and no worse than many County locations. Only the PBSW at SW 12th and Stark would need a change. That facility has so many serious deficiencies that it should be replaced.

On the other hand, given your programmatic desire to consolidate facilities, there is certainly an opportunity to improve upon the deficiencies at all four locations. We are gathering preliminary data on possibilities, per our discussions with you. Once a decision is made on Option 1, we can create a "real" project if necessary.

JE/10sb

cc: F. Wayne George
Grant Nelson
Jon Schrotzberger



MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES
DIVISION OF FACILITIES AND
PROPERTY MANAGEMENT
2505 S.E. 11TH AVENUE
PORTLAND, OREGON 97202
(503) 248-3322

GLADYS McCOY
MULTNOMAH COUNTY CHAIR

MEMORANDUM

To: Jim Emerson

From: Jon Schrotzberger

Date: 2/8/91

Re: PROBATION SERVICES OPTION #1 FACILITIES EVALUATION

The brief tours we had of the identified facilities was enough to support the idea of a consolidation into one facility. The problems we are most concerned about were not adequately addressed in the buildings we looked at. The major concern I have is the lack of control we have when our employees are working in an environment that is owned and maintained at the will of a third party. This situation inevitably deteriorates into a battle that has no County winners. At very least, we need to reopen the existing leases and insert language that will strengthen our position as regards the maintenance and operation of the installed systems and establish standards for environmental quality that we have imposed upon our own facilities. One further point that needs to be mentioned is the noticeable lack of a security code that is common to these facilities. A security consultant is needed to establish criteria for these or a common facility in the future.

The various problems that were noted during our tour were:

14153 SE 122nd Ave.

CONTACT: Jim Rood

- Recent remodels did not address the HVAC distribution system.
- The zoning of the buildings HVAC controls is not finalized.
- Telephone room in the basement had no environment control.
- Temperature fluctuations have been the source of a majority of the HVAC complaints.
- There are no handicap access restrooms in the basement.
- There is no elevator for handicap access to the basement.
- Security access was inadequate (tight corridors, access to electrical breaker boxes, lack of TV monitoring, etc).

2205 NE Columbia

CONTACT: Judith Duncan

- The diffusers in the reception area were very noisy.
- There had been a toxic air quality problem that had caused considerable work interruption in the past that was owner caused.
- The only common HVAC complaint seems to be individual office temperature control.
- There was a more casual approach to security in this facility and the design had many glass exit doors around the perimeter. Again there was no TV monitoring of key areas.

SE 14th & Belmont

CONTACT: Cathrine Bryant

- This facility has very limited parking.
- The front/reception area is fire sprinklered, the rest of the building is not, and no smoke or ionization detectors were noted
- The condition of the building was poor, the space planning was nonexistent, security was reasonable except for access to electrical panels.
- There was evidence of many roof leaks and indeed an accident was filed related to the ceiling falling in due to moisture.
- There was an air quality problem that an employee/management team was investigating.

SW 12th & Stark

CONTACT: Michael King

- There is no parking except for on street.
- The entrance is very open and unmonitored, in fact they had a fire set there recently (6 weeks ago and not repaired by the owner).
- The fire alarm system was inoperative during our visit.
- There have been frequent and lengthy HVAC unit outages.
- The first floor restrooms are not handicap accessible.
- The neighborhood is bad and promotes security and safety problems for the employees.

If our Department can be of any further assistance, please don't hesitate.

cc: FW George
Craig Calkins
file

DCC "OPTION 1" PROBATION SERVICES
CONSOLIDATED SITE PROPERTY INVESTIGATION - BOB OBERST

CURRENT STATE LEASED FACILITIES

- A. Location: 1150 SW 3rd (Justice Center).
 Area: 3,892 square feet (Diagnostic Center).
 Rent: \$54,488/year (gross). \$14.00 per.
 Expiration: June 30, 1991. Extension 60 days.
 Termination: Landlord is Multnomah County. State has right
 to terminate on 60 days notice.
- B. Location: 2205 NE Columbia Blvd.
 Area: 8,100 square feet.
 Rent: \$85,056 per year (net). \$10.50 per.
 Expiration: August 31, 1991. Extension 90 days.
 Termination: By Lessee upon 60 days written notice.
- C. Location: 412 SW 12th.
 Area: 17,327 square feet.
 Rent: \$163,764 per year (net). \$9.45 per.
 Expiration: April 30, 1993. Extension 90 days.
 Termination: Non-funding; abolition or reduction of agency.
- D. Location: 1415 SE 122nd.
 Area: 4,972 square feet.
 Rent: \$61,956 per year (net). \$12.46 per.
 Expiration: September 30, 1994. Extension 90 days.
 Termination: Non-funding; abolition or reduction of agency.
- E. Location: NE 33rd & Riverside Way.
 Area: 1,880 square feet office; 1,350 square feet
 warehouse.
 Rent: \$21,600 per year (net). \$11.49 per.
 Expiration: September 30, 1990. No extension, holdover.
 Termination: None.
- F. Location: 821 SE 14th (Yeon Building)
 Area: 11,433 square feet.
 Rent: \$122,280 per year (net). \$10.70 per.
 Expiration: August 31, 1993. Holdover, no extension.
 Termination: Non-funding; abolition or reduction of agency.

OFF	SQ. FEET	\$/S.F.	TOTAL RENT/MO.	LEASE	# STAFF	VACANT OFFICES	COMMENTS
1. PBSW	17,327	@ .79 9.48	\$13,647	4/30/93	1 Sup. (1 vacant) 7 clerical 28 PO's	(Upper) 10 PO & 2 being used by clerical 1 Sup. (Down) 1 PO	See attach- ment for information on WERC & ISU space
2. PBSE	11,433	@ .89 10.68	\$10,190	8/31/93	2 Sups. 5 Clerical 27 PO's	11 Vacant Offices	
3. PBEA	4,972	@ 1.038 12.45	\$ 5,163	9/30/94	1 Sup. 3 Clerical 14 PO's	0	Only office which pays jani- torial separately Janitorial about \$200/mo
4. PBND	8,100	@ .875 10.50	\$ 7,088	8/31/91	2 Sups. 5 Clerical 26 PO's	1	Will be rent free from 4/1/90- 8/31/91. Also has rebate for overpayment of 672/mo for several months due
5. D.C.	3,892	@ 1.166 19.92	\$4,540.67	6/30/91	2 Sups. 5 Clerical 1 Man. Cler. 13 PO's 1 Hearings Officer 1 Hear. Clerk 1 Par. Analyst	3 Cubicles	

36 539



All leases require 60 days notification to terminate. All except D.C. require "not sufficient funding".

PBSW

WERC Sublease

1800 square feet .79/sq. ft. Total \$1,418/mo. Expires: 5/31/91

We supply phone and about 3/4 of their reception needs.

ISU

ISU space (8 offices), telephone service, postage, reception and some supplies are Department of Corrections "in-kind" contribution to program which is funded primarily by Federal Drug Grant. CCA intends to apply for extension through 6/30/91 and is counting on the Department of Corrections continuing in-kind. If program is not funded, 2 PO's, supervisor and clerical all have return rights to state employment.

Current agreement expires 9/30/90.

37957

X 12

\$ 455,484.

first add costs 1991 @ 3% increase in rent

add 4186 for 91,

Total 1991 real estate cost;

459670

SID
WOODBURY
COMMERCIAL BROKERAGE CO. REALTOR

March 7, 1991

Mr. Robert Oberst
Property Manager
Multnomah County
2505 S.E. 11th
Portland, OR 97202

Dear Bob;

In response to your request for 60,000 to 75,000 square feet of office space for Probation Services, on behalf of Hoeck Properties, I would like to propose the Emmett Building. It is located at the east end of the Burnside Bridge, on S.E. Ankeny between Second and Third.

The Emmett Building, an historic property, has 100,000 gross square feet. It has five stories with 20,000 square feet per floor. A renovation, prepared by SERA Architects, of the building to office space is in the planning stage. Across Ankeny street, to the south of the building, is a full block (200 feet by 200 feet) that is planned for parking. Either surface parking or a parking structure can be provided.

The rental rate will be determined by the investment in tenant improvements. A complete HVAC system, elevators, and restrooms to code are planned. However, the rate per square foot can vary depending upon the degree of finish required by the eventual tenant for the space. We are confident that we can refurbish this property and keep it within your budget.

The mass transit to this location is excellent. On fifteen minute intervals, buses run north and south on Grand and Martin Luther King Boulevard and east and west on Burnside. Parking can be provided to fit your requirements. The proximity to downtown and freeways is exceptional.

I am enclosing an aerial photograph, plot plans, and the plans accepted by the city for the renovation. We feel that this property fills all of your requirements and is a wonderful opportunity for Multnomah County. I will be happy to provide you with additional information and a tour of the property.

Very truly yours;
SID WOODBURY COMMERCIAL BROKERAGE, CO.

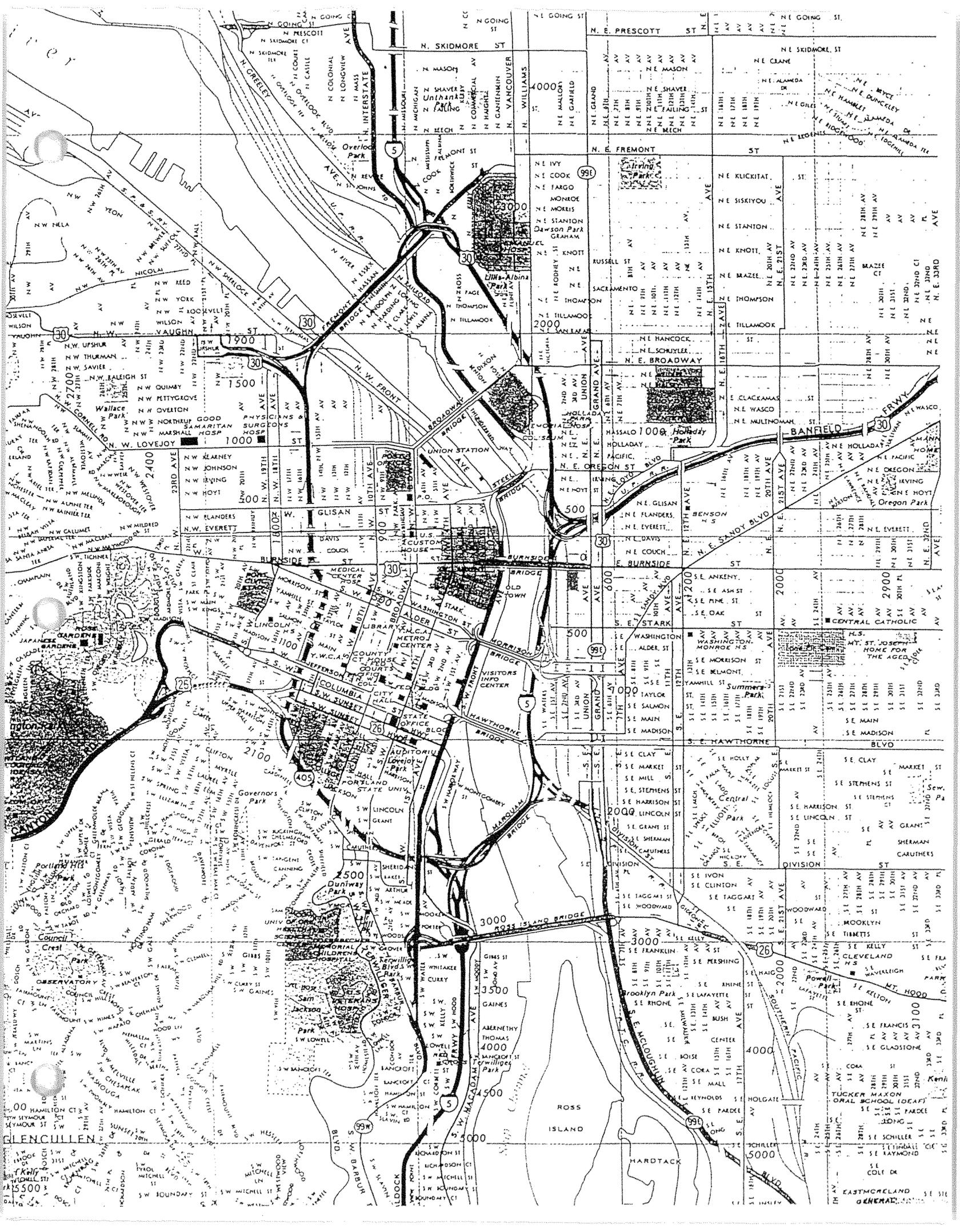
John A. Baines
Vice President

Enclosure

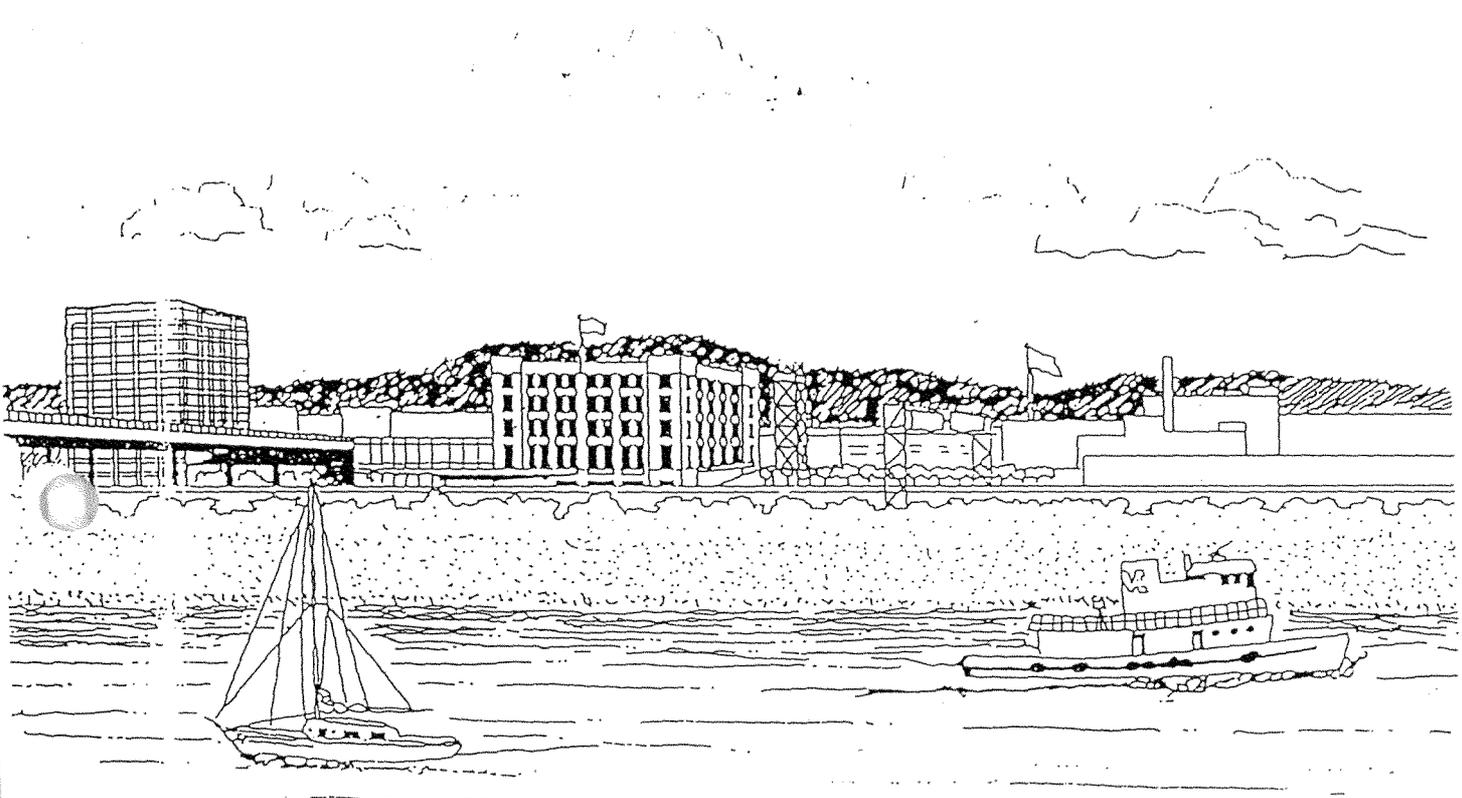
cc. Mr. Hans Hoeck



Subject



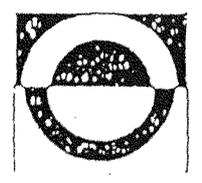




A Development Proposal
EMMETT BUILDING

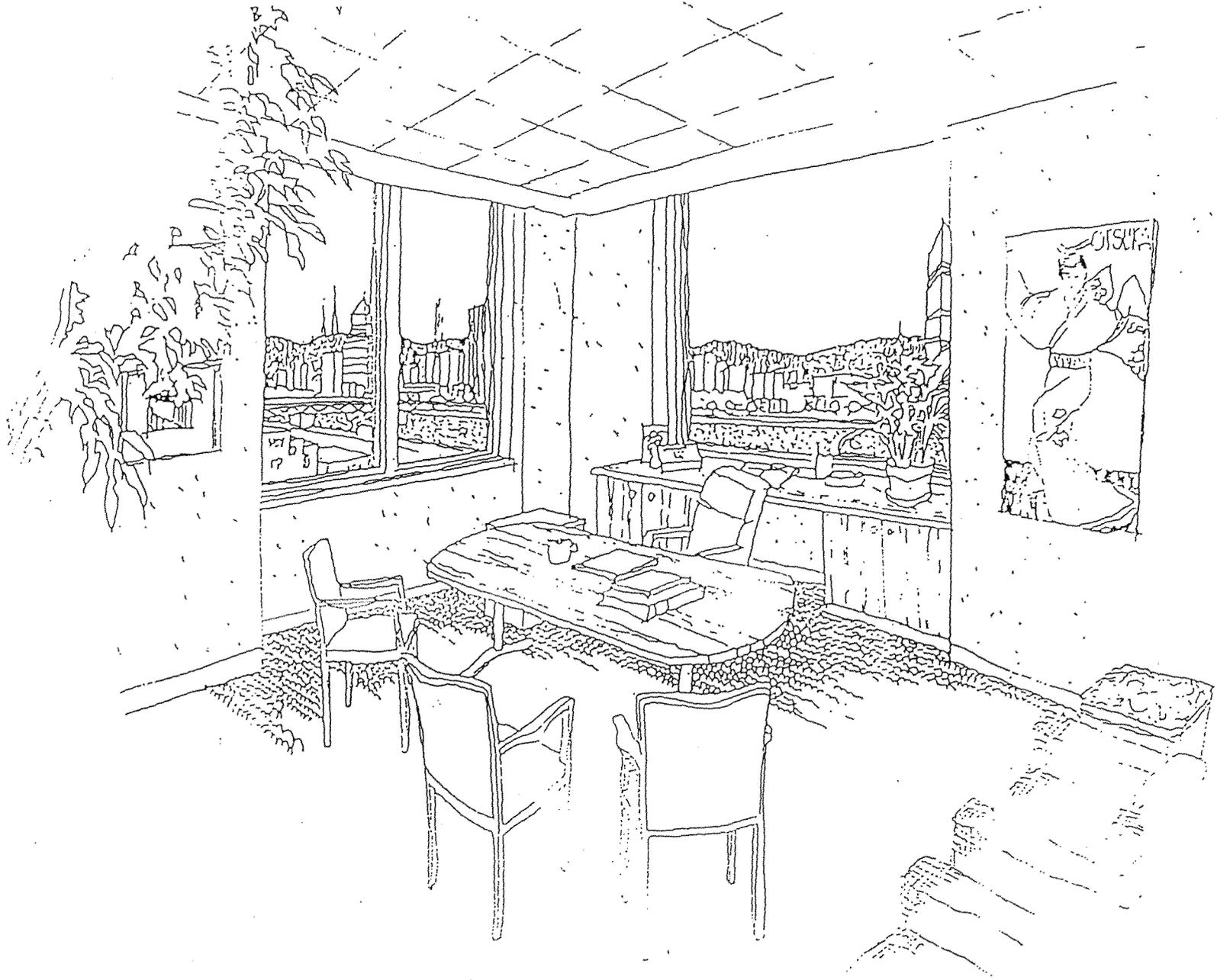
Hoeck Properties

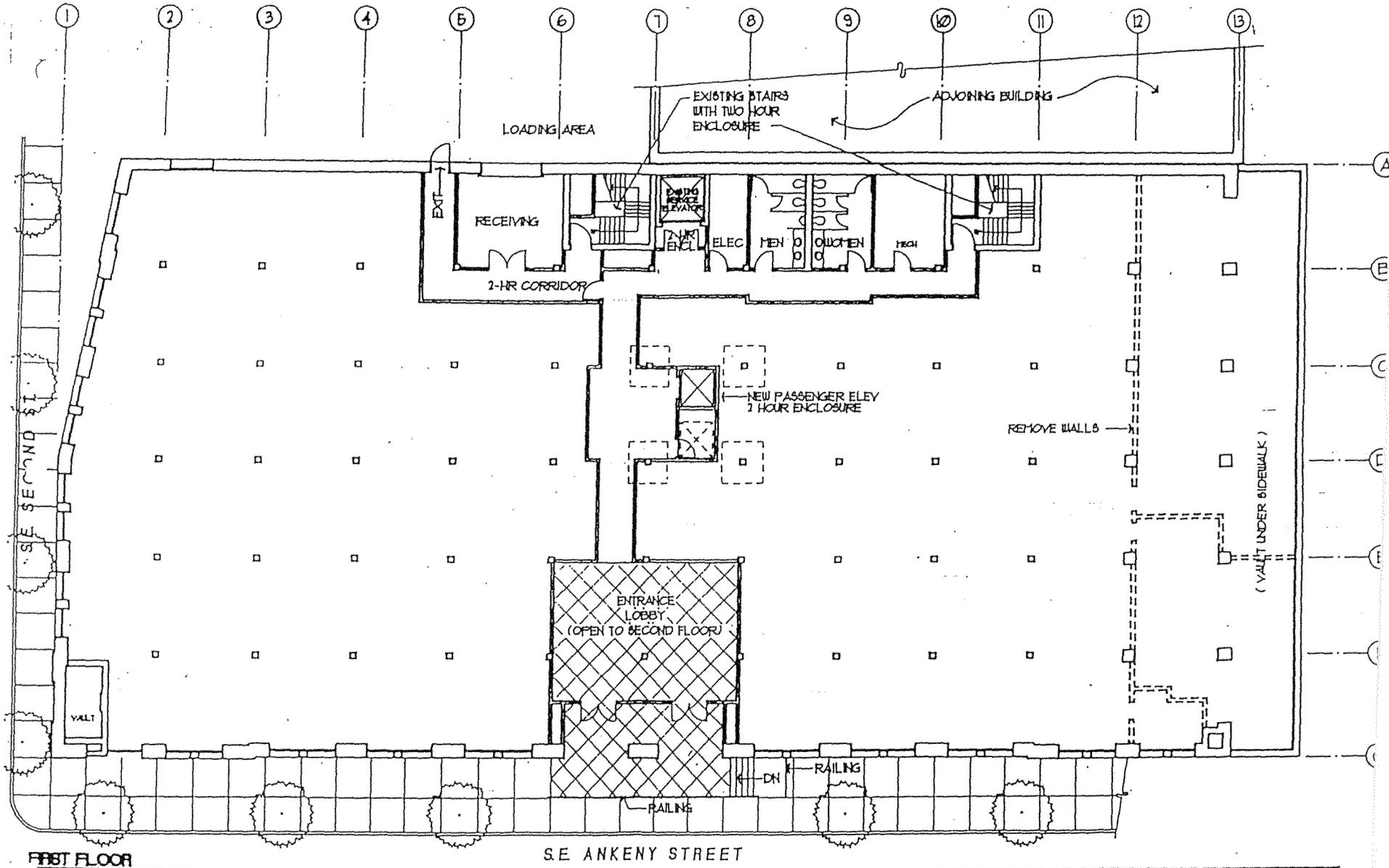
sera
architects pc









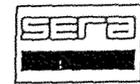
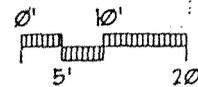


FIRST FLOOR

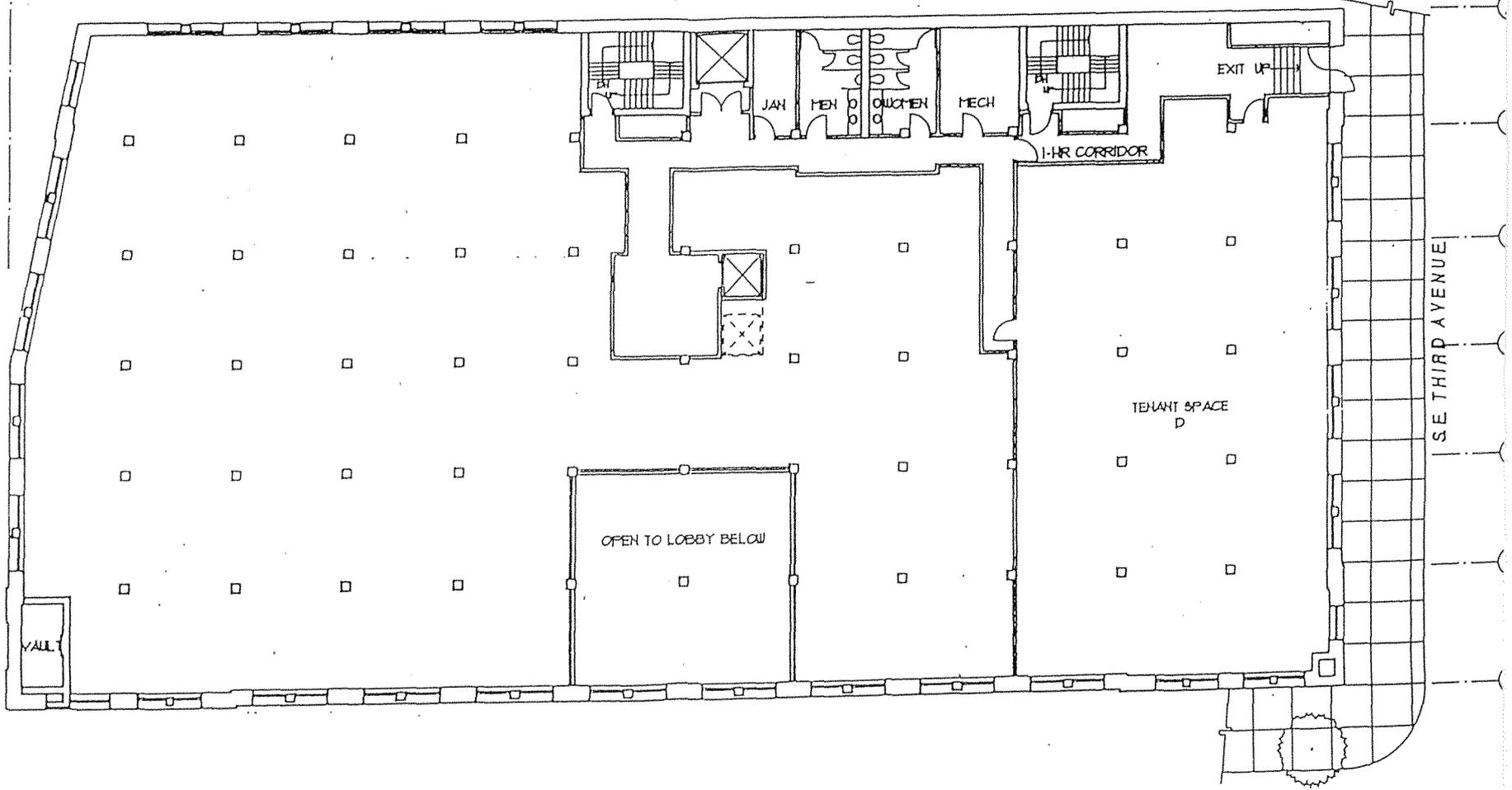
SE ANKENY STREET

EMMETT BUILDING

October 1989



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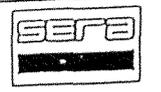
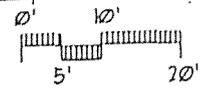


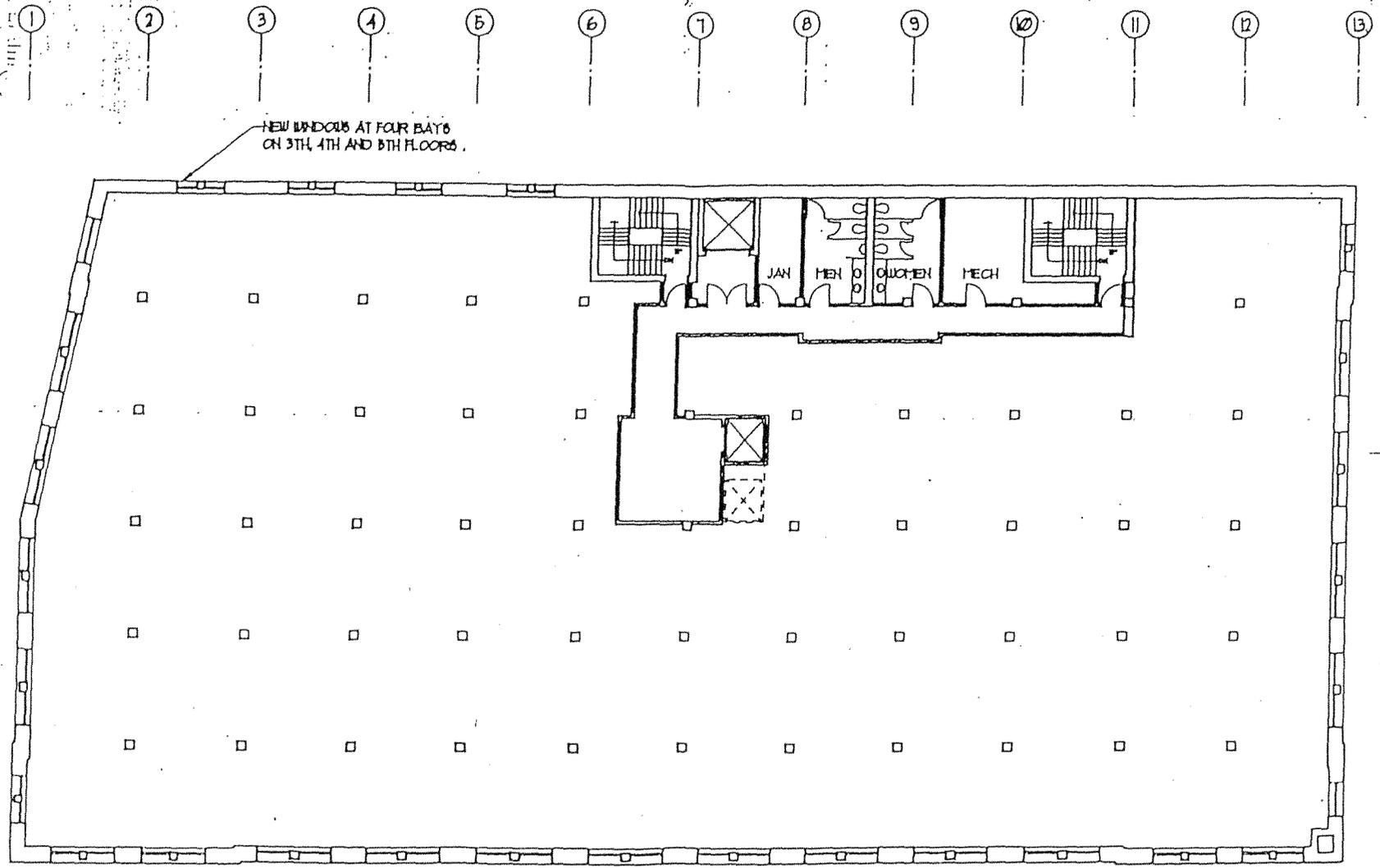
SECOND FLOOR



EMMETT BUILDING

October 1989





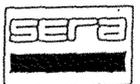
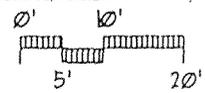
NEW WINDOWS AT FOUR BAYS
ON 3TH, 4TH AND 5TH FLOORS.

THIRD AND FOURTH FLOOR



EMMETT BUILDING

October 1989





MULTNOMAH COUNTY OREGON

OFFICE OF COUNTY COUNSEL
1120 S.W. FIFTH AVENUE, SUITE 1530
P.O. BOX 849
PORTLAND, OREGON 97207-0849
(503) 248-3138
FAX 248-3377

BOARD OF COUNTY COMMISSIONERS
GLADYS McCOY, CHAIR
PAULINE ANDERSON
RICK BAUMAN
GRETCHEN KAFOURY
SHARRON KELLEY

COUNTY COUNSEL
LAURENCE KRESSEL
CHIEF ASSISTANT
JOHN L. DU BAY
ASSISTANTS
SANDRA N. DUFFY
J. MICHAEL DOYLE
GERALD H. ITKIN
H.H. LAZENBY, JR.
MATTHEW O. RYAN
JACQUELINE A. WEBER
MARK B. WILLIAMS

MEMORANDUM

TO: Robert Jackson, Director
Dept. Community Corrections (161/600)

FROM: Laurence Kressel *LK*
County Counsel (106/1530)

DATE: February 26, 1991

SUBJECT: Option 1; Legal Services

RECEIVED
FEB 27 1991
DEPARTMENT OF
JUSTICE SERVICES

County Counsel

This is a follow up to our meeting about Option 1. Specifically, you asked whether I will have sufficient staff to handle the likely workload associated with adding about 115-120 employees to your department (mostly parole/probation workers). State funds could be available to cover increased legal expenses associated with Option 1, and you want assurance that we can provide the services you'll require.

In an effort to gauge the legal services impact of Option 1, we contacted other Option 1 counties and the state. None of these sources are perfect comparators for us; the other Option 1 counties have smaller programs than ours and the state's is larger.

What we found in this research is that the main legal services demand in Option 1 counties is in the area of employment/labor law. I'm sure we can expect a good deal of work in that area. (Indeed, we are already facing questions of bargaining unit recognition from FOPPO.)

To a lesser extent, Option 1 will engender added contract drafting work (e.g., contracts with the state), general advisory work, and some tort and workers' compensation claims. Based on the

Robert Jackson
February 26, 1991
Page 2

experience in other counties,¹ however, I do not expect the tort or comp areas to be very demanding.

As I told you, my staff is fully occupied with ongoing work. Things will be more intense next fiscal year, as we cope with Measure 5. Should the county become an Option 1 county in FY 91/92, I believe we'll need to add at least another legal assistant to effectively meet the demand.

I believe we could manage the increased workload by adding a trained, full-time legal assistant (total cost based on FY 90/91 pay figures: \$34,409). This is how we coped with the addition of the library last fall. The assistant would do legal research and related tasks while I or my deputies would handle client contacts, negotiations, and court or administrative forum appearances.

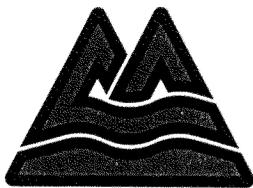
I foresee serious difficulties in meeting your needs for legal services if this legal staff addition isn't funded. Note that my FY 91/92 budget makes cuts, not additions, at the Board's direction. That's how things stand now.

Please keep me posted as the Option 1 plan develops.

cc Hank Miggins

040LK.MEM/mw

¹ As of this writing, we had no objective data on the state's liability or comp. claims experience.



MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS
 GLADYS McCOY
 PAULINE ANDERSON
 GARY HANSEN
 RICK BAUMAN
 SHARRON KELLEY

DEPARTMENT OF GENERAL SERVICES
 PORTLAND BUILDING
 1120 SW FIFTH, 14TH FLOOR
 PORTLAND, OR 97204-1934

OFFICE OF THE DIRECTOR (503) 248-3303
 EMPLOYEE SERVICES (503) 248-5015
 FINANCE (503) 248-3312
 LABOR RELATIONS (503) 248-5135

AT OTHER LOCATIONS:

ADMINISTRATIVE SERVICES (503) 248-5111
 ASSESSMENT & TAXATION (503) 248-3345
 ELECTIONS (503) 248-3720
 INFORMATION SERVICES (503) 248-3749

MEMORANDUM

TO: Robert Jackson, Director
 Department of Community Corrections

FROM: Jean M. Miley, Risk Manager *JMM*

DATE: April 26, 1991

SUBJECT: Risk Management Issues Related to Option 1

RECEIVED
 APR 29 1991
 DEPARTMENT OF
 JUSTICE SERVICES

In our conversations about Option 1, we have discussed a number of issues related to the increased exposures for property, workers' compensation, and liability losses that the adoption of Option 1 would bring to the County.

You have addressed many of the property exposures with Facilities Management already and have developed, as I understand it, an approach to minimizing many of them. You have also determined that the recent claims history for workers' compensation and liability losses has not been high, although we both recognize that the work of probation and parole services has the potential for frequent and severe losses.

As risk manager, one of my responsibilities is to identify and attempt to minimize potential risks. In the area of workers' compensation, you would minimize these risks by ensuring that your employees: (1) work in a safe office, (2) have the physical and mental ability and skills to do their assigned responsibilities, (3) have the skills to recognize and deal appropriately with dangerous situations inside and outside the office and (4) have whatever tools are necessary to prevent injuries to themselves on the job. In the liability area, they must have the skills, tools, facilities, and appropriate level of staffing to minimize the risk to the public in managing their cases and operating their offices, so that clients and the general public are not unreasonably endangered by any of their actions or lack of action. Proper documentation of their actions would be an important part of being able to demonstrate that appropriate actions were taken.

Training is a key element in ensuring safety for employees and the public and demonstrating that we were not negligent in our duty to protect employees and the public. This training would include such areas as case analysis to determine when a case was becoming dangerous and needed to be handled

Risk Management

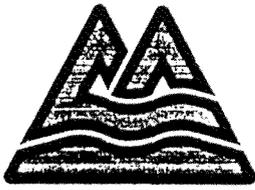
Robert Jackson
April 26, 1991
Page 2

differently, personal safety and self-defense, procedures for office and field safety procedures, standards for case documentation and review, etc. In the expanded organization that Option 1 would bring, it would be important for you to determine the training that each job would require, the initial skill training needed for each employee and the required schedule for follow-up or refresher training. A formal mechanism for tracking and guaranteeing delivery of needed training would go a long way towards ensuring the safety of our employees and the public and demonstrating to OR OSHA and a jury that we have not been negligent. (Also important, of course, is being sure that our employees are adhering to the practices and procedures we taught them in training.)

I very much appreciate the approach you and your staff have taken in your analysis of the increased County risks associated with Option 1. Please don't hesitate to let me know if I can be of further help in your analysis.

228R/JMM/js

c: Linda Alexander
Grant Nelson



MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS
GLADYS McCOY
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M E M O R A N D U M

TO: Robert Jackson, Director
Department of Community Corrections

FROM: Jean M. Miley, Risk Manager *JMM*

DATE: April 26, 1991

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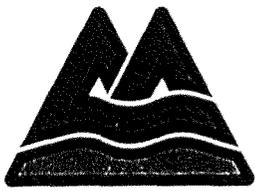
Robert Jackson
April 26, 1991
Page 2

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I very much appreciate the approach you and your staff have taken in your analysis of the increased County risks associated with Option 1. Please don't hesitate to let me know if I can be of further help in your analysis.

228R/JMM/js

c: Linda Alexander
Grant Nelson



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COMMUNITY CORRECTIONS
421 S.W. 5TH, SUITE 600
PORTLAND, OREGON 97204
(503) 248-3701

GLADYS McCOY
COUNTY CHAIR

Citizen Budget Advisory Committee

April 29, 1991

Chair and Board of County Commissioners:

The Department of Community Corrections Citizen Budget Advisory Committee unanimously endorses the recommendation of the Department that Multnomah County move to Option I status.

The Committee has been briefed several times on Option I and on April 25th reviewed the Department's detailed analysis. We recognize that Ballot Measure 5 has caused fiscal problems for both the State and the County and that funds are scarce. We believe that the Department has done an excellent job of analyzing the issues and needs. Their proposal will allow the available resources to be used in a very frugal but more effective manner.

The need to do a better job supervising, treating, and sanctioning the thousands of offenders in our community leads to no other conclusion than to move forward with Option I.

On behalf of the Committee;

Sincerely,

Douglas A. Tracy
Chairman

DAT:mm

Independent Recommendations

INDEPENDENT ASSESSMENTS OF OPTION 1

Abt Associates Inc. (July 1988). The Oregon Community Corrections Act.

Abt Associates recognized "the more effective operation observed in Option 1 counties that results from greater local control and a more complete integration of field services and community corrections." (p. 48)

In reviewing the differences among Option 1, 2, and 3 counties, Abt Associates found that Option 1 counties have:

- * developed a wider range of services and sanctions.
- * developed a clearer sense of purpose in the delivery of field services.
- * developed personnel practices under which staff have attained higher certification levels, receive significantly more in-service training, and are more satisfied with their jobs. (p. 49)

Governor's Task Force on Corrections Planning (August 1988). A Strategic Corrections Plan for Oregon: Restoring the Balance.

The Task Force concluded that:

... when local advisory committees and officials have more responsibility for identifying local problems and allocating resources to address them, they develop a sense of "ownership" over the ... services developed in the planning process. They are more likely to develop a systematic understanding of corrections problems and a system-wide perspective that goes beyond merely advocating for their specific local interests.... This level of understanding and perspective is also reflected in the outlook of corrections management and staff in Option 1 counties.

... in Option 1 counties, parole and probation services are more integrated into the community corrections system.... This integration contributes to a more coordinated approach to sanctioning and managing offenders in the community, and allocating resources across the range of sanctions and services offered at the local level. In Option 1 counties, it is apparent that corrections agencies have imposed strong administrative and management controls on ... services. (p. 102)

Some opponents ... have argued that Option 1 increases administrative and supervisory costs.... This argument is based on the assumption that existing levels of state administration and supervision are adequate. The Task Force concludes that this assumption is wrong. (p. 103)

To facilitate the transition to Option 1, the Task Force recommended that fiscal incentives be provided for Option 1 counties (p. 104) and that ORS be amended to provide for mandatory transfer of state employees to the county, so that counties would not have to manage a mixed state-county workforce (p. 103). Both recommendations have been implemented.

A Strategic Corrections Plan for Oregon: RESTORING THE BALANCE



Governor's Task Force on
Corrections Planning

August 1988

significantly more in-service training each year, and are more satisfied with their jobs.²⁴

Several factors contribute to the superior performance of Option I counties. To some extent, counties whose political culture is more supportive of community corrections may have chosen to participate under Option I. With some notable exceptions, Option I counties tend to be in a middle range of population size and density.²⁵ Thus, they have access to more social services programs and resources than smaller counties, yet are not as complex organizationally or politically as the larger counties in the state.

Nonetheless, two factors in particular appear to contribute to the more favorable performance of Option I counties. First, when local advisory committees and officials have more responsibility for identifying local problems, and allocating resources to address them, they develop a sense of "ownership" over the corrections programs and services developed in the planning process. They are more likely to develop a systemic understanding of corrections problems and a system-wide perspective that goes beyond merely advocating their specific local interests in developing community sanctions and services. This level of understanding and perspective is also reflected in the outlook of corrections management and staff in Option I counties.²⁶

Second, in Option I counties, parole and probation services are more integrated into the local community corrections system than in Option II or Option III counties. This integration contributes to a more coordinated approach to sanctioning and managing offenders in the community, and allocating resources across the range of sanctions and services offered at the local level. In Option I counties, it is apparent that community corrections agencies have imposed strong administrative and management controls on parole and probation services.

²⁴ The statewide survey of parole and probation officers contained in the Abt Report found that nearly 70 percent of the responding officers in Option I counties agreed or strongly agreed that they would recommend a job in parole and probation supervision to others, compared to just over 50 percent of the officers in Option II and Option III counties. Seventy percent of the officers from Option I counties who responded to the survey were certified as advanced. Fifty percent from Option II counties and 52 percent from Option III counties reported advanced certification.

The officers from Option I counties received 51 hours of in-service training during the past year. Officers from Option II counties received 39 hours and officers from Option III counties received 37 hours last year.

²⁵ See Appendix L for a list of the current Option I counties and their populations.

²⁶ See the discussion regarding the results of Abt's survey and interview research in Recommendation 7.15 in Chapter 7.

* The integration of parole and probation services and community corrections has not occurred as extensively in Option II counties. As a result, the important relationship between the county CCA plan and probation or parole service delivery has not been established in Option II counties to the same extent as in Option I counties.

* Some opponents of the CCA have argued that Option I increases administrative and supervisory costs, since a CCA manager and administrative staff must be provided in each county. This argument is based on the assumption that existing levels of state administration and supervision are adequate. The Task Force concludes that this assumption is wrong.

With the demand for community sanctions and services outstripping their supply, the Department has been forced to cut the number of field services managers and supervisory staff since the early 1980's. That has impaired the Department's ability to develop and implement purposes, procedures, and programs for parole and probation services. Additional resources will be required to raise the levels of state administration and supervision of parole and probation services to adequate levels. Therefore, the cost of administering an effective community corrections program should be approximately the same, whatever option for participation a county may choose.

The Task Force recommends preserving the county's discretion to choose whether or not to participate in the CCA, in order to encourage local participation in shaping the delivery of correctional sanctions in Oregon and provide the administrative flexibility to address the wide variation in economic and social conditions throughout the state. However, because of the overall effectiveness of county performance under Option I and the advantages of local involvement in state corrections program development and administration, the Task Force believes financial and non-financial incentives should be developed that encourage Option I participation in the CCA.

The Task Force recognizes the obstacles to promoting and implementing Option I participation in the CCA, particularly in the state's most populous counties. The most serious obstacles appear to be the potential for personnel and labor relations problems associated with a county's shift to full participation and the added costs to a county in making this shift. However, the Task Force believes that these obstacles can be overcome and that the advantages of full participation in the CCA justify vigorous efforts to address these obstacles.

* 8.12 ORS 423.550(2) should be amended to provide that counties which convert to Option I participation in the CCA should not be required to supervise a mixed work force of county and state employees.

The Task Force believes that many of the personnel and administrative problems associated with administering a mixed work force of county and state employees under Option I of the CCA will be reduced by this amendment.

As a result, more counties should be attracted to participating under Option I. The Task Force recommends that all correctional staff in Option I counties become county employees under this amendment. However, ORS 423.550(2) should continue to provide that employees transferring to county employment as a result of a shift to Option I status should not suffer any reduction in salary or loss of employee benefits as a result of the transfer.



8.13 The Legislature should establish the following financial incentives to encourage additional counties to participate under Option I of the CCA: (1) continue to allow Option I counties to retain all supervision fees collected, while allowing other counties to retain a lesser percentage of fees collected; and (2) pay some or all of the transition costs or a one-time incentive for counties that choose to convert to Option I status.

The Task Force believes that reasonable levels of reimbursement for the counties' costs of shifting to Option I status can be established that will induce more counties to choose Option I under the CCA and justify the Legislature's added expenditure of state funds.

The full retention of supervision fees represents a significant financial incentive for Option I participation. For example, in 1987-88, the Washington County Community Correction Department, operating under Option I, collected \$200,289 in fees from an active parole and probation caseload of 1,945. The Abt Report found that the collection rates for supervision fees in Option I counties are more than double the rates in Option II and III counties.

Several counties have considered shifting to Option I, but decided against the move in light of the additional management and administrative overhead expenses that would not be covered under the Act. Compensating counties for some or all of these costs will eliminate one of the most frequently cited disincentives to Option I participation.

8.14 The Department of Corrections should encourage and assist smaller counties to form regional consortia for participation in the CCA in order to provide a full continuum of community sanctions in those regions of the state.

The CCA permits counties without sufficient resources to choose to receive correctional services and programs directly through the Department of Corrections. However, the Act is also a vehicle to promote collective actions by smaller or less wealthy counties that wish to receive the benefits of the additional correctional programs and services provided under the CCA.²⁷ In its role of providing technical assistance and support to counties under the CCA, the Department should promote the development of regional consortia under the Act by offering its planning and program development services to interested counties.

²⁷ ORS 423.525(3)(e) envisions joint application for CCA funding by counties submitting community corrections plans for joint programs.

Abt Associates Inc.
55 Wheeler Street, Cambridge, Massachusetts 02138-1168
Telephone • 617-492-7100
TWX: 710-3201382

THE OREGON COMMUNITY
CORRECTIONS ACT

A Final Report to the
Governor's Task Force
on Corrections Planning

7 July 1988

Submitted to:

Mr. Peter Ozanne
Executive Director
Governor's Task Force on
Corrections Planning
155 Cottage Street
Salem, Oregon 97310-0310

D. Recommendations

1. The Task Force should affirm its support for the Community Corrections Act.

The CCA is not without problems, some of them serious. Because a sizeable number of the respondents to our field services survey from Option II and III counties recommended abolishing the CCA, it is important to address the point directly.

We think the evidence clearly supports continuation of the CCA. Where the CCA has worked most effectively, the results have been impressive. The range of services and sanctions has been increased. Prison admissions have been reduced. Public safety has not been impaired. County officials and CCA managers have generated substantial amounts of non-state monies to supplement and expand CCA operations. Staff training is more vigorous and satisfactory. Where those positive features have not emerged, we believe the administrative and procedural reforms we recommend below will enable substantial improvements.

2. The basic structure of CCA options should not be changed.

Many respondents argued that three options were unnecessarily complex, and proposed a two-choice model. Under a true IN or OUT model, Option III would be eliminated. Two variations of this model are possible. First, counties either would participate (as a current Option I county) or not participate. This variation would try to maximize the more effective operation observed in Option I counties that results from greater local control and a more complete integration of field services and community corrections. However, there is strong conflict now evident between state field services in Option II counties and county-operated field services in Option I counties. Mandating participation in an Option I status is not likely to solve that conflict.

A second variation would be to let counties continue to participate under either Option I or II. This recognizes the practical effect of the payback's elimination. Currently, Option III counties have a strong financial interest in switching to Option II -- they do not risk losing money due to the payback, and they gain the 53 percent of their CCA allocation that now "rolls over" to Option I and II counties.

It is important to consider the effects of an IN or OUT choice on existing Option III counties. Respondents strongly suggested that most Option III counties would switch to Option II if faced with an IN or OUT choice. Some, however, said that there

was a strong local ideological opposition in a few Option III counties, who likely would opt not to join.

In sparsely populated Option III counties of eastern Oregon, the concept of community corrections may be inappropriate. The CCA has provided very low levels of funding for such counties. Imposing a minimum population base (for example, 30,000) would require several counties to agree to participate jointly. It is difficult, particularly in politically more conservative areas, to secure agreements for such inter-local cooperation. In addition, the resulting vast geography strains the concept of community corrections.

It is politically difficult to withdraw CCA funding, even if its levels have been modest in the past. Those funds have been used to address real service needs in Option III counties. The DOC's field services budget likely would have to be expanded to continue to provide services formerly funded by CCA. Therefore, the second variation likely would not cost less to operate.

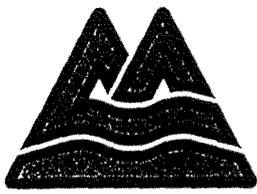
3. Financial incentives should be used to increase the number of counties choosing Option I.

While we do not recommend changing the Act's option structure, the evidence indicates that Option I has been more effective. Therefore, we recommend that financial incentives be used to increase the number of Option I counties.

On a wide variety of objective measures Option I counties surpass those in Option II or III. For example, as compared to Option II or III, those in Option I have:

- developed a wider range of additional services and sanctions.
- provided or generated more local funds to supplement CCA activities.
- reduced C felony commitments to a greater extent.
- developed a clearer sense of purpose in the delivery of field services.
- developed personnel practices under which staff have attained higher certification levels, receive significantly more in-service training each year (perceived by the trainees to be substantially more satisfactory), and are more satisfied with their jobs.

Several factors account for these differences. To some extent, counties whose political culture is more supportive of community corrections may have chosen to



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COMMUNITY CORRECTIONS
421 S.W. 5TH, SUITE 600
PORTLAND, OREGON 97204
(503) 248-3701

GLADYS McCOY
COUNTY CHAIR

MEMORANDUM

TO: Curtis Smith, Employee Services

FROM: Robert A. Jackson, Director 

DATE: March 19, 1991

RE: Consultation Meeting Follow-up

Thank you for meeting with us last week to further discuss Option I issues. The information you shared with us about the issues we discussed will facilitate a smoother transition to County management for parole and probation operations.

We hope to have any outstanding issues resolved before April 5th and will be taking a recommendation to the Board the week of April 15th. These points represent our understanding of the status of issues we discussed or who will be gathering additional information for us.

- Employee services-personnel requirements - permanent OAI, part-time OAI (10 weeks) (DCC).
- Clarification of probation officer position definition (DCC/Employee Services).
- Employee services analysis and comparison of benefits (Employee Services).
- Planning for benefits transition (Employee Services).
- Long term disability State/County comparability (Employee Services).
- Establishment of contacts with State counterparts (Employee Services).
- Development of and involvement in management training curriculum (Employee Services).
- Transition of new personnel analyst (DCC/Employee Services).

Please feel free to call me or Grant Nelson or my staff if you have any questions or additional information.

RAJ:mm
cc: Jerry Bittle
Merrie Ziady

County Consultations



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COMMUNITY CORRECTIONS
421 S.W. 5TH, SUITE 600
PORTLAND, OREGON 97204
(503) 248-3701

GLADYS McCOY
COUNTY CHAIR

MEMORANDUM

TO: Dave Boyer, Finance Division

FROM: Robert A. Jackson, Director 

DATE: March 19, 1991

RE: Consultation Meeting Follow-up

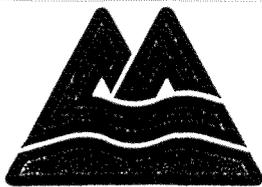
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- You were looking into requirements when more collections are undertaken and if additional accounts payable activity is realized (Finance).
- We are gathering information on collection potentials (DCC).
- Issues surrounding location and security for collection point (Finance/DCC).
- We are investigating improvements to the computer program interfaces between finance and parole & probation (DCC).

Please feel free to call me or Grant Nelson or my staff if you have any questions or additional information.

RAJ:mm
cc: Patricia Shaw



MULTNOMAH COUNTY OREGON

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421 S.W. 5TH, SUITE 600
PORTLAND, OREGON 97204
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GLADYS McCOY
COUNTY CHAIR

MEMORANDUM

TO: Ken Upton, Labor Relations

FROM: Robert A. Jackson, Director *RAJ*

DATE: March 19, 1991

RE: Consultation Meeting Follow-up

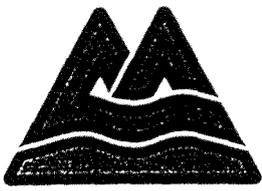
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- We will characterize our analysis of P & F benefits as prudent preparation for possibilities (DCC).
- We will be avoiding any discussion of wages, hours or benefits, while the County probation office representation issue is pending (DCC).
- Community Corrections Administration will take an active, hands on approach with new and existing employees.

Please feel free to call me or Grant Nelson of my staff if you have any questions or additional information.

RAJ:mm



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GLADYS McCOY
COUNTY CHAIR

MEMORANDUM

TO: Jean Miley, Risk Management

FROM: Robert A. Jackson, Director *RAJ*

DATE: March 19, 1991

RE: Consultation Meeting Follow-up

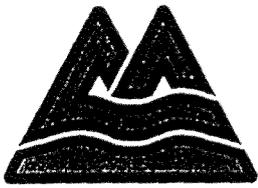
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- Assessment of various sources of risk and how we intend to address them (DCC).
- Training - assessment, records, emphasis, provision of training facilities (DCC).
- Training plans, familiarity with Americans and Disabilities Act (DCC).
- Sensitivity to change and its repercussions potential for workers comp claim, stress, discrimination claims (DCC).
- We are refining the Department's employee safety policy and procedures and will seek your counsel and advice.
- We are pursuing proactive preventative legal advise on the extent to which parole and probation activities, properly performed, are protected under the concept of judicial immunity (DCC/County Counsel).

Please feel free to call me or Grant Nelson of my staff if you have any questions or additional information.

RAJ:mm



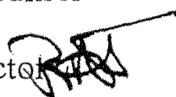
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GLADYS McCOY
COUNTY CHAIR

MEMORANDUM

TO: Larry Kressel, County Counsel

FROM: Robert A. Jackson, Director 

DATE: March 19, 1991

RE: Consultation Meeting Follow-up

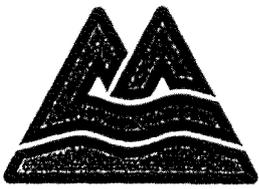
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- Sandy Duffy is working with us on quantification of workers compensation and tort claims (CC/DCC).
- We are working with budget to quantify the annual cost of the legal assistant you will require (DCC).
- It would be useful to develop an IGA negotiation team including someone from your office to work with DOC.
- We will be practicing preventative law which will include seminars/classes for employees addressing legal duties and responsibilities (CC/DCC).
- Agreements will be made to insure that each transferring employee is given a copy of County personnel rules and an opportunity to have any questions they may have about those rules answered (DCC/Employee Services).
- Policy questions involving the Department of Community Corrections will be dealt with only after consultation with the Director (CC/DCC).

Please feel free to call me or Grant Nelson of my staff if you have any questions or additional information.

RAJ:mm



MULTNOMAH COUNTY OREGON

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421 S.W. 5TH, SUITE 600
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(503) 248-3701

GLADYS McCOY
COUNTY CHAIR

MEMORANDUM

TO: F. Wayne George, Facilities Management
FROM: Robert A. Jackson, Director *RAJ*
DATE: March 19, 1991
RE: Consultation Meeting Follow-up

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We hope to have any outstanding issues resolved before April 5th and will be taking a recommendation to the Board the week of April 15th. These points represent our understanding of the status of issues we discussed or who will be gathering additional information for us.

- We will continue to work closely with you and your staff to identify a building which is suitable for our purposes (Fac Mngt/DCC)
- Assessment of and budgeting for tenant improvements (Fac Mngt/DCC)
- Inclusion of budgeting appropriate amount for maintenance (Fac Mngt/DCC)

I want to especially thank you and your staff for the responsiveness you have shown on the issues of facility consolidation by quickly locating a number of interesting and potentially useful buildings for our consideration.

Please feel free to call me or Grant Nelson of my staff if you have any questions or additional information.

RAJ:mm



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COMMUNITY CORRECTIONS
421 S.W. 5TH, SUITE 600
PORTLAND, OREGON 97204
(503) 248-3701

GLADYS McCOY
COUNTY CHAIR

MEMORANDUM

TO: Larry Kressel, County Counsel

FROM: Robert A. Jackson, Director *RAJ*

DATE: March 7, 1991

RE: Option I Meetings

Thank you for agreeing to meet with me and members of my staff on Wednesday, March 13th at 9:00 am. We are fast approaching the time when a decision will be made on Multnomah County's level of participation in the Community Corrections Act for 1991-93.

Your help and insights, to date, have proved valuable and have stimulated further consideration of many of the issues involved. So that we can make the best use of our time, I have included several points we hope to discuss with you on Wednesday. I believe it would be helpful if you can give some thought to these items before we meet.

- What steps should/can we take to minimize the demand for services in the employment/labor law area?
- Can tort and worker's compensation claims now be quantified with more specificity?
- For how long do you think you will need additional para-legal assistance?
- What can County Counsel share with us regarding the current bargaining unit recognition issue? What would be their advice on the issues?

Grant Nelson, of my staff, will be providing you with the latest draft of our Option I analysis and is available if you have any questions.

RAJ:mm



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COMMUNITY CORRECTIONS
421 S.W. 5TH, SUITE 600
PORTLAND, OREGON 97204
(503) 248-3701

GLADYS McCOY
COUNTY CHAIR

MEMORANDUM

TO: Ken Upton, Labor Relations

FROM: Robert A. Jackson, Director 

DATE: March 7, 1991

RE: Option I Meetings

Thank you for agreeing to meet with me and members of my staff on Thursday, March 14 at 9:00 am. We are fast approaching the time when a decision will be made on Multnomah County's level of participation in the Community Corrections Act for 1991-93.

Your help and insights, to date, have proved valuable and have stimulated further consideration of many of the issues involved. So that we can make the best use of our time, I have included several points we hope to discuss with you on Thursday. I believe it would be helpful if you can give some thought to these items before we meet.

- What information/advice does Labor Relations have for us on the current bargaining unit recognition issue?
- Is Labor Relations agreeable to County Counsel's suggestion of adding a para-legal to staff to compensate for additional workload?
- Has the Labor Relations review of the current FOPPO contract with the State raised any new questions we should be aware of?
- Will the County need to negotiate a new contract with whatever union ultimately represents the PO's? How do you see that proceeding? Timing?
- Is non-striking/binding arbitration status a given?
- What special consideration should be given to the addition of a union which cannot strike and is, therefore, able to force issues to binding interest arbitration?
- Beyond preventative improvements in training and work environment, what can we legally do to better union/management relations?

Grant Nelson, of my staff, will be providing you with the latest draft of our Option I analysis and is available if you have any questions.

RAJ:mm



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COMMUNITY CORRECTIONS
421 S.W. 5TH, SUITE 600
PORTLAND, OREGON 97204
(503) 248-3701

GLADYS McCOY
COUNTY CHAIR

MEMORANDUM

TO: Dave Boyer, Budget and Finance
FROM: Robert A. Jackson, Director *RAJ*
DATE: March 7, 1991
RE: Option I Meetings

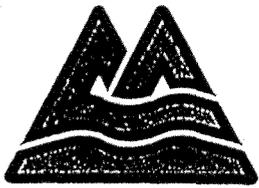
Thank you for agreeing to meet with me and members of my staff on Thursday, March 14 at 3:00 pm. We are fast approaching the time when a decision will be made on Multnomah County's level of participation in the Community Corrections Act for 1991-93.

Your help and insights, to date, have proved valuable and have stimulated further consideration of many of the issues involved. So that we can make the best use of our time, I have included several points we hope to discuss with you on Thursday. I believe it would be helpful if you can give some thought to these items before we meet.

- If Multnomah County's Finance Division, Treasury Section, resumes collecting probation fees as provided in ORS 423.570 on current state cases, what costs and benefits over the present system can be expected?
- What will you need from us to help make that happen?
- Are we going to need to make special considerations for security?
- Would your division be willing to take on the job of collecting all money offenders pay for fees and fines?

Grant Nelson, of my staff, will be providing you with the latest draft of our Option I analysis and is available if you have any questions.

RAJ:mm



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COMMUNITY CORRECTIONS
421 S.W. 5TH, SUITE 600
PORTLAND, OREGON 97204
(503) 248-3701

GLADYS McCOY
COUNTY CHAIR

MEMORANDUM

TO: Jim Emerson, Facilities Management
FROM: Robert A. Jackson, Director *RAJ*
DATE: March 7, 1991
RE: Option I Meetings

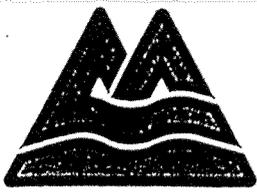
Thank you for agreeing to meet with me and members of my staff on Thursday, March 14 at 10:00 am. We are fast approaching the time when a decision will be made on Multnomah County's level of participation in the Community Corrections Act for 1991-93.

Your help and insights, to date, have proved valuable and have stimulated further consideration of many of the issues involved. So that we can make the best use of our time, I have included several points we hope to discuss with you on Thursday. I believe it would be helpful if you can give some thought to these items before we meet.

- When can we get a better idea of what facilities may be available that could accommodate 225-260 employees?
- What would be available for parking to accommodate pool vehicles, client vehicles, and employee vehicles?
- Associated costs?
- Can we begin to focus on some areas where a facility might be located?
- We want to insure that a consolidated facility is able to accommodate expansion, provide adequate security, further implementation of our integrated service approach. With those consideration in mind, how would you suggest we proceed?
- How soon could we expect to occupy such a facility?

Grant Nelson, of my staff, will be providing you with the latest draft of our Option I analysis and is available if you have any questions.

RAJ:mm



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COMMUNITY CORRECTIONS
421 S.W. 5TH, SUITE 600
PORTLAND, OREGON 97204
(503) 248-3701

GLADYS McCOY
COUNTY CHAIR

MEMORANDUM

TO: Curtis Smith, Employees Services
FROM: Robert A. Jackson, Director *RAJ*
DATE: March 7, 1991
RE: Option I Meetings

Thank you for agreeing to meet with me and members of my staff on Thursday, March 14 at 1:00 pm. We are fast approaching the time when a decision will be made on Multnomah County's level of participation in the Community Corrections Act for 1991-93.

Your help and insights, to date, have proved valuable and have stimulated further consideration of many of the issues involved. So that we can make the best use of our time, I have included several points we hope to discuss with you on Thursday. I believe it would be helpful if you can give some thought to these items before we meet.

- Timing of transfer.
- Accommodation of transferring employees within Multnomah County's job classification system.
- Would you be willing to review the current FOPPO contract with the State for potential personnel issues we should be aware of?

Grant Nelson, of my staff, will be providing you with the latest draft of our Option I analysis and is available if you have any questions.

RAJ:mm
cc: Jerry Bittle

Meeting Date MAY 09 1991
Agenda No.: R-5

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: Hogan Road/Deed for Road Purposes
BCC Informal _____ (date) BCC Formal _____ (date)
DEPARTMENT Environmental Services DIVISION Transportation
CONTACT Dick Howard TELEPHONE Ext. 3599
PERSON(S) MAKING PRESENTATION Dick Howard

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):

This is an Order Accepting a Deed for Road Purposes and authorizing payment to the owner.

5/13/91 ORIGINAL ORDER & DEED TO RECORDING WITH NOTE TO RECORD AND FORWARD TO 425/DESTRANS PER RICK HOWARD. Copy to Rick Howard.

1991 APR 30 AM 8:52
MULTI-COUNTY COMMISSION
OREGON

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL *[Signature]*

Or
DEPARTMENT MANAGER *[Signature]*

(All accompanying documents must have required signatures)

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of Acceptance of a)	ORDER ACCEPTING DEED
Deed from Richard D. Schacht and)	FOR ROAD PURPOSES
Sue Schacht, Conveying said Deed)	
to Multnomah County for Road)	91-67
Purposes.)	HOGAN ROAD
)	COUNTY ROAD NO. 4974
<u>ITEM NO. 89-322</u>)	<u>SOUTH OF PALMQUIST ROAD</u>

It appearing to the Board at this time that Richard D. Schacht and Sue Schacht, Grantors, have tendered to Multnomah County a deed conveying for road purposes the following described parcel of land; and

It further appearing that said parcel of land is necessary for the construction, use and maintenance of a county road, and the the Director of the Department of Environmental Services of Multnomah County has recommended that said deed be accepted;

NOW, THEREFORE, IT IS HEREBY ORDERED that said deed of Richard D. Schacht and Sue Schacht, conveying to Multnomah County the following real described property situated in the county of Multnomah, state of Oregon, to-wit: See attached EXHIBIT "A",

be accepted by the county as a county road and placed of record in the county of Multnomah, state of Oregon.

IT IS FURTHER ORDERED that said Richard D. Schacht and Sue Schacht, Grantors, be paid the agreed consideration of Three Thousand Two Hundred and No/100 Dollars (\$3,200.00).

DATED this 9th day of May, 1991.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Gladys McCoy
GLADYS McCOY/Chair

APPROVED:

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

By *[Signature]*

REVIEWED:

LAURENCE KRESSEL
County Counsel
for Multnomah County, Oregon

By *[Signature]*
JOHN L. DUBAY
Chief Asst. County Counsel
1371W

Hogan Road
(S. of Palmquist Rd.)
Item No. 89-322

DEED FOR ROAD PURPOSES

Richard D. Schacht and Sue Schacht convey to MULTNOMAH COUNTY, a political subdivision of the State of Oregon, for road purposes, the following described property:

See attached Exhibit "A", incorporated by reference and made part of this document.

In addition to the above described parcel of land, an easement for the construction and maintenance of slopes, walls, drainage facilities and/or utilities is described as follows:

See attached Exhibit "A", incorporated by reference and made part of this document.

The true and actual consideration for this conveyance is **Three Thousand Two Hundred and No/100 Dollars (\$3,200.00)**.

Dated this 3RD day of APRIL, 1991.

By Richard D. Schacht
Richard D. Schacht

By Sue Schacht
Sue Schacht

REVIEWED:

Hogan Road
South of Palmquist Road
Item No. 89-322

LAURENCE KRESSEL
County Counsel
for Multnomah County, Oregon

By *John L DuBay*
John L DuBAY
Assistant County Counsel

State of Oregon, County of Multnomah

SIGNED BEFORE ME this 3rd day of April, 1991,
personally appeared the above-named **Richard D. Schacht and Sue Schacht** who
acknowledged the foregoing instrument to be their voluntary act.

R. David Feinauer
Notary Public for said State
My commission expires 3-5-95

After Recording Return To:

Transportation Division
1620 SE 190th Ave.
Portland, OR 97233



Richard D. Schacht and
Sue Schacht

EXHIBIT A

HOGAN ROAD
South of Palmquist Road
Item No. 89-322
November 6, 1989

A parcel of land situated in the southeast one-quarter of Section 15, T1S, R3E, W.M., Multnomah County, Oregon, being described as follows:

Beginning at the point of intersection of the southwesterly right-of-way line of the O.W.P. Railway Company and the westerly right-of-way line of as traveled Hogan Road (said right-of-way line lying 25.00 feet westerly, when measured at right angles, of the centerline of said Hogan Road); thence N 40°27'30" W along said southwesterly right-of-way line of the O.W.P. Railway Company tract, a distance of 34.71 feet to its intersection with the centerline of Hogan Road, County Road No. 608; thence S 43°26' W along said centerline, a distance of 188.73 feet to road angle number 6; thence S 12°19' E continuing along said centerline of Hogan Road, County Road No. 608, a distance of 107.63 feet to a point on said westerly right-of-way line of as traveled Hogan Road; thence N 30°56' E along said right-of-way line, a distance of 251.57 feet to the true point of beginning.

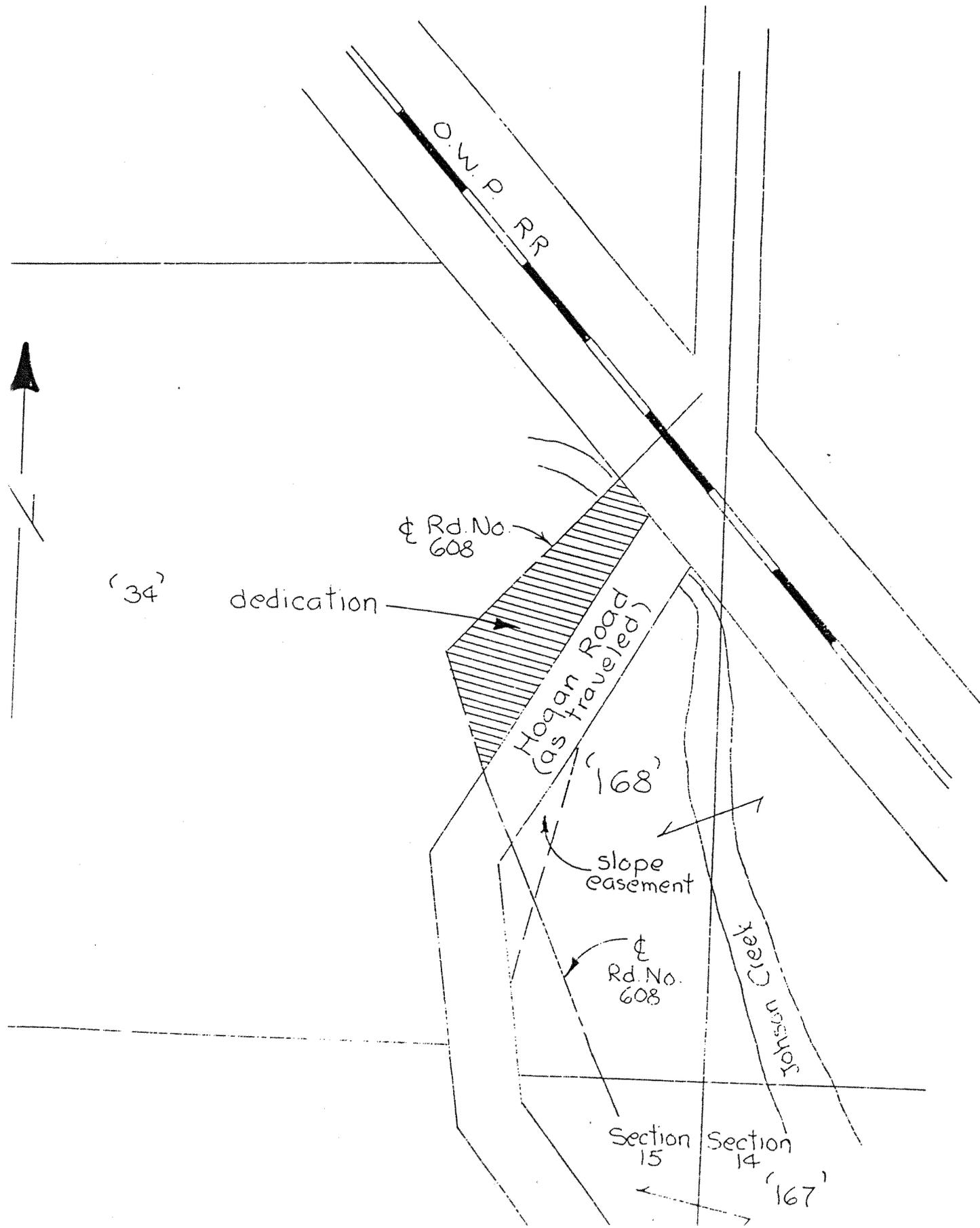
Containing 12,533 square feet, more or less.

In addition to the above described parcel of land, an easement for the construction and maintenance of slopes, walls, drainage facilities and/or utilities is described as follows:

Commencing at the point of intersection of the southwesterly right-of-way line of the O.W.P. Railway Company, and the easterly right-of-way line of as traveled Hogan Road (said right-of-way line lying 25.00 feet easterly, when measured at right angles, of the centerline of said Hogan Road); thence S 30°56' W along said easterly right-of-way line, a distance of 170.69 feet to the true point of beginning; thence S 30°56' W continuing along said easterly right-of-way line of as traveled Hogan Road, a distance of 108.28 feet to an angle point; thence S 12°19' E continuing along said easterly right-of-way line, a distance of 96.29 feet; thence N 10°38'21" E, a distance of 190.22 feet to the true point of beginning.

Containing 3,572 square feet, more or less.

EXHIBIT "A"





MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS
GLADYS McCOY
PAULINE ANDERSON
GARY HANSEN
RICK BAUMAN
SHARRON KELLEY

DEPARTMENT OF GENERAL SERVICES
PORTLAND BUILDING
1120 SW FIFTH, 14TH FLOOR
PORTLAND, OR 97204-1934

AT OTHER LOCATIONS:

OFFICE OF THE DIRECTOR
EMPLOYEE SERVICES (503) 248-3303
FINANCE (503) 248-5015
LABOR RELATIONS (503) 248-3312
(503) 248-5135

ADMINISTRATIVE SERVICES (503) 248-5111
ASSESSMENT & TAXATION (503) 248-3345
ELECTIONS (503) 248-3720
INFORMATION SERVICES (503) 248-3749

M E M O R A N D U M

TO: Board of County Commissioners

THROUGH: Linda Alexander, Director
Department of General Services

FROM: Curtis Smith, Director *Curtis Smith*
Employee Services Division

DATE: May 2, 1991

SUBJECT: Proposed Services to Laid Off Employees

Present Status. As reported verbally to the Board on April 26, no funds have been expended or committed yet for services to employees who will be laid off. This is in accordance with the Board's earlier action to table such consideration. In the meantime, the Employee Services Division has been preparing seniority lists and notice forms in anticipation of a layoff.

Need for Training and Support. The Portland area labor market is very competitive from an applicant's point of view. Responding to ads in the Sunday Oregonian is only a small part of the job. A hidden labor market of unadvertised openings exists. Furthermore, some employers are not even thinking about hiring until some outside candidate can "sell" them on the need to create a vacancy. Therefore, a laid off person needs a set of job search skills for which he/she has probably never been trained.

Services for Laid Off Employees. The remainder of this report presents alternative levels of service and their costs.

1161ES2/CS/js

Program Description

- A. Project Save. Between the time an employee is identified for layoff and the date of layoff, Employee Services Division will attempt to place that employee elsewhere in County employment, in accordance with the appropriate labor contract. The current hiring freeze is expected to generate some vacancies. None.
- B. Word Processing Support. Provide any laid off employee with reasonable word processing and photocopying support related to his/her job search, for up to six months. None.
- C. Advertise Availability of Laid Off Employees. Using funds saved from our advertising budget due to the hiring freeze, place skilled worker availability ads in the Oregonian business section, and in the Portland Business Journal. Mail information to human resource managers throughout the area. None.
- D. Displaced Worker Project (DWP) Basic Program. Refer each laid off employee to one 8-hour transition class. Topics may include transition from job loss, labor market information, and job search techniques (no resumes). Also, provide each affected manager and union official with a two-hour orientation class concerning tactful procedures and how to cope with strong feelings. None. Federally funded under Job Training Partnership Act, Title III.
- E. DWP Training Program. Refer laid off employees to 10 days' training with DWP which may include: 1) Career Reassessment (should I keep doing the same kind of work, or change?); 2) Job Search Techniques (hidden job market, networking, cold calls, job creation); and 3) Preparation of Marketing Materials (resume, letters, and portfolios). It is expected that staff being laid off could be included in DWP's class which begins July 15. After completion of the class, participants would continue to be supported by DWP through use of their resource room, availability of a weekly support group, and weekly contact with a case manager. Most, if not all, of our laid off employees are expected to qualify for this program. None. Federally funded under Job Training Partnership Act, Title III.

In addition, if a participant needs training for career enhancement or for a career change, DWP may be able to provide funds for community college classes.

- F. Other Providers. Very reputable private providers of job search coaching exist in the Portland area. These firms typically provide the type of services described above, although each has developed its own specialized approaches. Prices range from \$750 and up. The County might consider paying up to \$750 to the firm of the employee's choice, upon receipt of invoice. Employee Services would provide a referral list. \$750
per participant,
minimum.

The only drawback to any of these providers is that use of their services would constitute additional costs, whereas DWP services are already paid by taxpayer funds.

- G. Reemployment. Employee Services Division will maintain reemployment lists of laid off employees and work to implement their reemployment in accordance with the appropriate labor contracts. None.

Recommendation. (No action is needed on service levels A and G because the Board is already under contract to provide those services.) It is recommended that the Board approve service levels B through E for any laid off employee, and consider at a later time service level F for anyone who applies for, but does not qualify for service level E.

1161ES2/CS/js