

**ANNOTATED MINUTES**

*Tuesday, March 29, 1994 - 9:30 AM  
Multnomah County Courthouse, Room 602*

**WORK SESSION**

WS-1 *Board Work Session to Discuss Issues Important for Development of the 1994-1995 Budget, as Follows: HOMELESS ACTION FUND/SINGLES RECONFIGURATION and LEVEL 7 PLANNING GROUP. Presented by Appropriate Department Staff.*

**MARY LI, NAN WALLER, REY ESPANA, BILL THOMAS AND CILLA MURRAY PRESENTATION AND RESPONSE TO BOARD QUESTIONS AND DISCUSSION.**

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*Thursday, March 31, 1994 - 9:30 AM  
Multnomah County Courthouse, Room 602*

**REGULAR MEETING**

*Chair Beverly Stein convened the meeting at 9:35 a.m., with Vice-Chair Tanya Collier, Commissioners Sharron Kelley, Gary Hansen and Dan Saltzman present.*

**VICE-CHAIR COLLIER REPORTED ON EFFORTS TO ESTABLISH A \$300,000 GLADYS McCOY MEMORIAL SCHOLARSHIP FUND FOR THE GRADUATE SCHOOL OF SOCIAL WORK AT PORTLAND STATE UNIVERSITY AND INVITED INTERESTED PARTIES TO JOIN HER IN CONTRIBUTING TO THE FUND BY SENDING A CHECK IN ANY AMOUNT, IN CARE OF THE GRADUATE SCHOOL OF SOCIAL WORK, PORTLAND STATE UNIVERSITY, P.O. BOX 243, PORTLAND, OREGON 97207, ATTENTION GLADYS McCOY MEMORIAL SCHOLARSHIP.**

**CONSENT CALENDAR**

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

**COMMUNITY AND FAMILY SERVICES DIVISION**

C-1 *Ratification of Intergovernmental Revenue Agreement Contract 104964 Between Multnomah County and the State Department of Energy, and Community and Family Services Division, Community Action Program for \$18,400 in Weatherization Assistance for Low Income Households through June 30, 1995*

**DEPARTMENT OF HEALTH**

- C-2 *Ratification of Amendment #1 to Intergovernmental Agreement Contract 201864 with Mt. Hood Community College Adding Steps to Success Program Participants to the Agreement, Wherein Mt. Hood Community College Students Will be Permitted to Attain a Portion of Their Required Experiences for Health Occupations in County Clinics*

**NON-DEPARTMENTAL**

- C-3 *In the Matter of Appointing Laurie Craghead and Samuel Diack to the Planning Commission for 4-Year Terms Ending March 31, 1998*

**REGULAR AGENDA**

**SHERIFF'S OFFICE**

- R-10 *Request for Approval of a Notice of Intent to Apply to the Criminal Justice Services Section for a Edward Bryne Formula Grant in the Amount of \$188,349, to Fund a School Resource Officer Project in Selected High Schools in Portland School District No. 1*

**COMMISSIONER KELLEY MOVED AND COMMISSIONER SALTZMAN SECONDED, APPROVAL OF R-10. ROD ENGLERT, MELODY BURCKHARD, CHRISSY BALLANTINE, MONIQUE BARNHART, BOB CHUDEK, FRED HOLEVAS AND DAN BAKER PRESENTATIONS AND TESTIMONY IN SUPPORT OF FUNDING REQUEST. CHAIR STEIN COMMENTS REGARDING CHALLENGE TO FUND PROGRAMS DESIGNED TO ALLEVIATE VIOLENCE AND ABUSE DUE TO INCREASINGLY RESTRICTED RESOURCES AND ADVISED THAT EFFORTS BEING MADE TO DETERMINE THE PROPER ALLOCATION OF RESOURCES IN THE PUBLIC SAFETY AGENDA WILL BE HIGHLIGHTED THROUGH DISCUSSION OF HER PROPOSED BUDGET TO BE ANNOUNCED APRIL 19, 1994. NOTICE OF INTENT UNANIMOUSLY APPROVED.**

**UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER COLLIER, CONSIDERATION OF ITEMS UC-1 AND UC-2 WAS UNANIMOUSLY APPROVED.**

**DEPARTMENT OF HEALTH**

- UC-1 *Request for Approval of a Notice of Intent to Apply to the Oregon Criminal Justice Service Section for a Edward Bryne Memorial Formula Grant in the Amount of \$89,000, to Allow Expansion of a Violence Prevention Training Program for Jefferson High School Students and Parents, Implemented by Self Enhancement, Inc. (SEI)*

**JEANNE GOULD EXPLANATION. TONY HOPKINS AND MARSHALL HASKINS PRESENTATION REGARDING SEI PROGRAM, TESTIMONY IN SUPPORT OF FUNDING**

**REQUEST AND RESPONSE TO BOARD QUESTIONS. BOARD COMMENTS. UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER COLLIER, UC-1 WAS UNANIMOUSLY APPROVED.**

**NONDEPARTMENTAL**

UC-2 *Request for Approval of a Notice of Intent to Apply to the Oregon Criminal Justice Service Section for a Edward Bryne Memorial Formula Grant in the Amount of \$47,764, to Fund a Staff Position for the Public Safety Council Project, to Facilitate Planning for the Criminal Justice System in Multnomah County*

**COMMISSIONER KELLEY MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF UC-2. NORM MONROE EXPLANATION AND ACKNOWLEDGEMENT OF THE ASSISTANCE OF ROBERT TRACHTENBERG AND CARY HARKAWAY. CHAIR STEIN ACKNOWLEDGED EFFORTS OF COMMISSIONER KELLEY. NOTICE OF INTENT UNANIMOUSLY APPROVED.**

**NON-DEPARTMENTAL**

R-1 *PROCLAMATION in the Matter of Proclaiming April 7, 1994 as Oral Health Day in Multnomah County, Oregon*

**GORDON EMPEY AND SUE SANZI-SCHAEDEL PRESENTATION. PROCLAMATION 94-57 UNANIMOUSLY APPROVED.**

R-2 *Ratification of Intergovernmental Agreement Contract 500454 Between Multnomah County, Washington County and Portland Development Commission for Administration of the Regional Strategies Program*

**SHARON TIMKO EXPLANATION AND RESPONSE TO BOARD QUESTIONS. UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER HANSEN, R-2 WAS UNANIMOUSLY APPROVED.**

R-3 *ORDER in the Matter of the Appeal of Greg Durham from the Hearings Officer's Order Revoking Appellant's Adult Care Home License*

**PETE KASTING EXPLANATION. UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER COLLIER, ORDER 94-58 WAS UNANIMOUSLY APPROVED.**

**SHERIFF'S OFFICE**

R-4 *Budget Modification MCSO 14 Requesting Authorization to Transfer \$8,042 from Contingency to the Sheriff's Office Budget to Pay for the Cost of a Methamphetamine Drug Lab Clean-Up*

**LARRY AAB EXPLANATION AND RESPONSE TO BOARD QUESTIONS. UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER COLLIER, R-4 WAS UNANIMOUSLY APPROVED.**

**DEPARTMENT OF ENVIRONMENTAL SERVICES**

R-5 *Budget Modification DES 14 Moves Anticipated Personnel Savings of \$9,997 into Materials & Services within Animal Control Budget to Fund the Establishment of an Animal Control "Pet Adoption Center" in Partnership with Clackamas Town Center*

**COMMISSIONER COLLIER MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-5. DAVE FLAGLER EXPLANATION. VICE-CHAIR COLLIER COMMENTS IN SUPPORT OF STAFF EFFORTS. BUDGET MODIFICATION UNANIMOUSLY APPROVED.**

**JUVENILE JUSTICE DIVISION**

R-6 *Budget Modification JJD 1 Reclassifies an Office Assistant 2 to an Office Assistant Senior in the County General Fund Program. The \$485 Increase in Permanent Personnel Cost for the Remaining 1-1/2 Months of this Fiscal Year is Transferred from Temporary Personnel, Resulting in a Net Change of Zero to the Personnel Budget*

**COMMISSIONER SALTZMAN MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-6. JANN BROWN EXPLANATION. AT REQUEST OF VICE-CHAIR COLLIER, CHAIR STEIN DIRECTED STAFF TO REMIND DEPARTMENTS TO LIST REVENUE IMPACT ON BUDGET MODIFICATION REQUESTS. BUDGET MODIFICATION UNANIMOUSLY APPROVED.**

**PUBLIC CONTRACT REVIEW BOARD**

*(Recess as the Board of County Commissioners and convene as the Public Contract Review Board)*

R-7 *ORDER in the Matter of a Temporary Exemption to Contract with Rob Swanberg & Associates to Provide Security Guard Services for Various County Facilities Through May 15, 1994*

**COMMISSIONER HANSEN MOVED AND COMMISSIONER SALTZMAN SECONDED, APPROVAL OF R-7. BOB KIETA EXPLANATION AND RESPONSE TO BOARD QUESTIONS. ORDER 94-59 UNANIMOUSLY APPROVED.**

R-8 *ORDER in the Matter of an Emergency Exemption for Road Repair on Division Drive*

**COMMISSIONER KELLEY MOVED AND COMMISSIONER**

**HANSEN SECONDED, APPROVAL OF R-8. ROY MORRISON AND JAN THOMPSON EXPLANATION AND RESPONSE TO BOARD QUESTIONS. BOARD DISCUSSION CONCERNING NEED FOR REVISION OF PCRB AND ADMINISTRATIVE PROCEDURES TO EXPEDITE PURCHASING PROCESS, AND NEED TO REVIEW AND POSSIBLY INCREASE CONTRACT AMOUNT LIMITATIONS. MARIA ROJO de STEFFEY ADVISED A PURCHASING ADVISORY COMMITTEE REVIEW IS IN PROCESS AND RECOMMENDATIONS WILL BE REPORTED TO BOARD IN THE NEAR FUTURE. ORDER 94-60 UNANIMOUSLY APPROVED.**

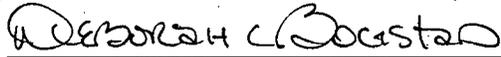
*(Recess as the Public Contract Review Board and reconvene as the Board of County Commissioners)*

**PUBLIC COMMENT**

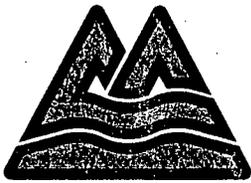
**R-9**      *Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes Per Person.*

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

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



**Deborah L. Bogstad**



# MULTNOMAH COUNTY OREGON

OFFICE OF THE BOARD CLERK  
SUITE 1510, PORTLAND BUILDING  
1120 S.W. FIFTH AVENUE  
PORTLAND, OREGON 97204

BOARD OF COUNTY COMMISSIONERS		
BEVERLY STEIN •	CHAIR •	248-3308
DAN SALTZMAN •	DISTRICT 1 •	248-5220
GARY HANSEN •	DISTRICT 2 •	248-5219
TANYA COLLIER •	DISTRICT 3 •	248-5217
SHARRON KELLEY •	DISTRICT 4 •	248-5213
CLERK'S OFFICE •	248-3277 •	248-5222

## AGENDA

### MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS

#### FOR THE WEEK OF

March 28, 1994 - April 1, 1994

*Tuesday, March 29, 1994 - 9:30 AM - Board Work Session . . . . . Page 2*

*Thursday, March 31, 1994 - 9:30 AM - Regular Meeting . . . . . Page 2*

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

- Thursday, 10:00 PM, Channel 11 for East and West side subscribers*
- Thursday, 10:00 PM, Channel 49 for Columbia Cable (Vancouver) subscribers*
- Friday, 6:00 PM, Channel 22 for Paragon Cable (Multnomah East) subscribers*
- Saturday 12:00 Noon, Channel 21 for East Portland and East County subscribers*

**INDIVIDUALS WITH DISABILITIES MAY CALL THE OFFICE OF THE BOARD CLERK AT 248-3277 OR 248-5222, OR MULTNOMAH COUNTY TDD PHONE 248-5040, FOR INFORMATION ON AVAILABLE SERVICES AND ACCESSIBILITY.**

Tuesday, March 29, 1994 - 9:30 AM

Multnomah County Courthouse, Room 602

WORK SESSION

WS-1 Board Work Session to Discuss Issues Important for Development of the 1994-1995 Budget, as Follows: HOMELESS ACTION FUND/SINGLES RECONFIGURATION - 9:30 AM TIME CERTAIN, 1 HOUR REQUESTED; and LEVEL 7 PLANNING GROUP - 10:30 PM TIME CERTAIN. Presented by Appropriate Department Staff.

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Thursday, March 31, 1994 - 9:30 AM

Multnomah County Courthouse, Room 602

REGULAR MEETING

CONSENT CALENDAR

COMMUNITY AND FAMILY SERVICES DIVISION

C-1 Ratification of Intergovernmental Revenue Agreement Contract 104964 Between Multnomah County and the State Department of Energy, and Community and Family Services Division, Community Action Program for \$18,400 in Weatherization Assistance for Low Income Households through June 30, 1995

DEPARTMENT OF HEALTH

C-2 Ratification of Amendment #1 to Intergovernmental Agreement Contract 201864 with Mt. Hood Community College Adding Steps to Success Program Participants to the Agreement, Wherein Mt. Hood Community College Students Will be Permitted to Attain a Portion of Their Required Experiences for Health Occupations in County Clinics

NONDEPARTMENTAL

C-3 In the Matter of Appointing Laurie Craghead and Samuel Diack to the Planning Commission for 4-Year Terms Ending March 31, 1998

## REGULAR AGENDA

### NON-DEPARTMENTAL

- R-1      *PROCLAMATION in the Matter of Proclaiming April 7, 1994 as Oral Health Day in Multnomah County, Oregon*
- R-2      *Ratification of Intergovernmental Agreement Contract 500454 Between Multnomah County, Washington County and Portland Development Commission for Administration of the Regional Strategies Program*
- R-3      *Order in the Matter of the Appeal of Greg Durham from the Hearings Officer's Order Revoking Appellant's Adult Care Home License*

### SHERIFF'S OFFICE

- R-4      *Budget Modification MCSO #14 Requesting Authorization to Transfer \$8,042 from Contingency to the Sheriff's Office Budget to Pay for the Cost of a Methamphetamine Drug Lab*

### DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-5      *Budget Modification DES #14 Moves Anticipated Personnel Savings of \$9,997 into Materials & Services within Animal Control Budget to Fund the Establishment of an Animal Control "Pet Adoption Center" in Partnership with Clackamas Town Center*

### JUVENILE JUSTICE DIVISION

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### PUBLIC CONTRACT REVIEW BOARD

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- R-7      *ORDER in the Matter of a Temporary Exemption to Contract with Rob Swanberg & Associates to Provide Security Guard Services for Various County Facilities Through May 15, 1994*
- R-8      *ORDER in the Matter of an Emergency Exemption for Road Repair on Division Drive*

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**PUBLIC COMMENT**

**R-9      *Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes Per Person.***



# MULTNOMAH COUNTY OREGON

OFFICE OF THE BOARD CLERK  
SUITE 1510, PORTLAND BUILDING  
1120 S.W. FIFTH AVENUE  
PORTLAND, OREGON 97204

BOARD OF COUNTY COMMISSIONERS  
BEVERLY STEIN • CHAIR • 248-3308  
DAN SALTZMAN • DISTRICT 1 • 248-5220  
GARY HANSEN • DISTRICT 2 • 248-5219  
TANYA COLLIER • DISTRICT 3 • 248-5217  
SHARRON KELLEY • DISTRICT 4 • 248-5213  
CLERK'S OFFICE • 248-3277 • 248-5222

## SUPPLEMENTAL AGENDA

*Thursday, March 31, 1994 - 9:30 AM*

*Multnomah County Courthouse, Room 602*

### SHERIFF'S OFFICE

R-10 *Request for Approval of a Notice of Intent to Apply to the Criminal Justice Services Section for a Edward Bryne Formula Grant in the Amount of \$188,349, to Fund a School Resource Officer Project in Selected High Schools in Portland School District No. 1*

### UNANIMOUS CONSENT ITEMS

#### DEPARTMENT OF HEALTH

UC-1 *Request for Approval of a Notice of Intent to Apply to the Oregon Criminal Justice Service Section for a Edward Bryne Memorial Formula Grant in the Amount of \$89,000, to Allow Expansion of a Violence Prevention Training Program for Jefferson High School Students and Parents, Implemented by Self Enhancement, Inc. (SEI)*

#### NONDEPARTMENTAL

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MEETING DATE: 3/31/94  
AGENDA NO: C-1

(Above space for Board Clerk's Use Only)

**AGENDA PLACEMENT FORM**

SUBJECT: Revenue Agreement Between State Department of Energy and Community and Family Services Division, Community Action Program for Weatherization Assistance

BOARD BRIEFING Date Requested: \_\_\_\_\_

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

REGULAR BRIEFING Date Requested: \_\_\_\_\_

Amount of Time Needed: consent agenda

DEPARTMENT: \_\_\_\_\_ DIVISION: Community & Family Svcs

CONTACT: Lorenzo Poe/Rey España TELEPHONE: 248-5464

BLDG/ROOM: B161/2nd

PERSON(S) MAKING PRESENTATION: Lorenzo Poe/Rey España/Bill Thomas

**ACTION REQUESTED:**

INFORMATIONAL ONLY     POLICY DIRECTION     APPROVAL     OTHER

**SUMMARY** (Statement of rationale for action requested, personnel and fiscal/budgetary impacts, if applicable):

The Community and Family Services Division, Community Action Program has received a revenue contract for \$18,400 from the Oregon Department of Energy, to pay for weatherization assistance for low income households. The contract runs through June 30, 1995.

These funds are already included in the Division's FY 1993/94 budget.

*3/31/94 originals to Cilla Thuermer*

**SIGNATURES REQUIRED:**

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

OR

DEPARTMENT MANAGER: Lorenzo Poe/RE

**ALL ACCOMPANYING DOCUMENTS/MUST HAVE REQUIRED SIGNATURES**

Any Questions: Call the Office of the Board Clerk 248-3277/248-5222



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF SOCIAL SERVICES  
HOUSING AND COMMUNITY SERVICES DIVISION (503) 248-3339  
COMMUNITY ACTION PROGRAM OFFICE (503) 248-5464  
421 S.W. FIFTH, SECOND FLOOR  
PORTLAND, OREGON 97204-2221  
FAX # (503) 248-3332

BOARD OF COUNTY COMMISSIONERS  
BEVERLY STEIN • CHAIR OF THE BOARD  
DAN SALTZMAN • DISTRICT 1 COMMISSIONER  
GARY HANSEN • DISTRICT 2 COMMISSIONER  
TANYA COLLIER • DISTRICT 3 COMMISSIONER  
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

TO: Board of County Commissioners

FROM: Lorenzo Poe, Director  
Community and Family Services Division *LP/CE*

DATE: March 2, 1994

SUBJECT: Revenue Agreement from Oregon Department of Energy

**I. Recommendation/Action Requested:** The Community and Family Services Division, Community Action Program recommends Board of County Commissioner approval of the attached revenue contract from the Oregon Department of Energy, for the period upon execution through June 30, 1995.

**II. Background/Analysis:** The Community and Family Services Division has received an \$18,400 revenue agreement from the Oregon Department of Energy to pay for weatherization services for low income households. These funds will pay for eligible weatherization measures (insulation, house-tightening measures, flame-retention burners). The funds are included in the Division budget under Rebates.

**III. Financial Impact:** This contract authorizes revenues already budgeted in the FY 1993/94 budget. The contract is for \$18,400.

**IV. Legal Issues:** n/a

**V. Controversial Issues:** n/a

**VI. Link to Current County Policies:** The County has already approved the use of these revenues through the budget process.

**VII. Citizen Participation:** n/a

**VIII. Other Government Participation:** Revenues are from the State Department of Energy.

odoe94.srs

# MULTNOMAH COUNTY CONTRACT APPROVAL FORM

(See Administrative Procedures CON-1)

Contract # 104964

Amendment # \_\_\_\_\_

CLASS I	CLASS II	CLASS III
<input type="checkbox"/> Professional Services under \$15,000	<input type="checkbox"/> Professional Services over \$25,000 (RFP, Exemption) <input type="checkbox"/> PCR Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<input type="checkbox"/> Intergovernmental Agreement <input checked="" type="checkbox"/> Agreement

**APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS**

AGENDA # C-1 DATE 3/31/94

DEB BOGSTAD  
BOARD CLERK

Department: \_\_\_\_\_ Division: Community and Family Services Date: 3/2/94  
 Contract Originator: Cilla Murray Phone: 248-5464 Bldg/Room: 161/2nd  
 Administrative Contact: Cilla Murray Phone: 248-5464 Bldg/Room: 161/2nd  
 Description of Contract: Revenue contract for weatherization assistance for low income households.

RFP/BID #: \_\_\_\_\_ Date of RFP/BID: \_\_\_\_\_ Exemption Expiration Date: \_\_\_\_\_  
 ORS/AR # \_\_\_\_\_ Contractor is  MBE  WBE  QRF

Contractor Name: <u>Oregon Department of Energy</u> Mailing Address: <u>625 Marion St., NE</u> <u>Salem, OR 97310</u> Phone: <u>(503) 378-7806</u> Employer ID# or SS#: _____ Effective Date: <u>Upon Execution</u> Termination Date: <u>June 30, 1995</u> Original Contract Amount: \$ _____ Total Amt of Previous Amendments: \$ _____ Amount of Amendment: \$ _____ Total Amount of Agreement: \$ <u>18,400</u>	Remittance Address (if different) _____  Payment Schedule _____ Terms _____ <input type="checkbox"/> Lump Sum \$ _____ <input type="checkbox"/> Due on Receipt <input checked="" type="checkbox"/> Monthly \$ <u>Per Invoice</u> <input type="checkbox"/> Net 30 <input type="checkbox"/> Other \$ _____ <input type="checkbox"/> Other <input type="checkbox"/> Requirements contract - Requisition Required Purchase Order No. _____ <input type="checkbox"/> Requirements Not to Exceed \$ _____ Encumber: Yes <input type="checkbox"/> No <input type="checkbox"/>
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REQUIRED SIGNATURES:  
 Department Manager: Solenzo Poe / RE Date: 3/17/94  
 Purchasing Director: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Class II Contracts Only)  
 County Counsel: Matthew O. Regan Date: 3/21/94  
 County Chair/Sheriff: Peverly Stein Date: March 31, 1994  
 Contract Administration: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Class I, Class II Contracts Only)

VENDOR CODE				VENDOR NAME				TOTAL AMOUNT: \$			
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT/REV SRC	SUB OBJ	REPT CATEG	LGFS DESCRIP	AMOUNT	INC DEC IND
01	156	010	1730			6810			Rebates	\$18,400	

If additional space is needed, attach separate page. Write contract # on top of page.

## INTERGOVERNMENTAL AGREEMENT

This agreement is between the Oregon Department of Energy, hereafter called Agency, and Multnomah County Community and Family Services Division, Community Action Program Office, hereafter called CAPO or Contractor.

This agreement shall be in effect from the date of Agency approval through June 30, 1995, unless extended or terminated by written amendment. The Agency expects additional funds to be available for the 1994-95 heating season, and this contract may be amended to include such funds.

### I. Statement of Work

- A. Contractor agrees to accomplish the following work under this agreement:
1. Qualify household by fuel type: oil, propane, kerosene or wood.
  2. Qualify household by income level using standard guidelines for low-income programs.
  3. Audit household and determine eligible measures.
  4. Install eligible measures (insulation, house-tightening measures, flame-retention burners).
  5. Complete SHOW Data Sheet for each SHOW household. The SHOW Data Sheet is attached as Exhibit A.
  6. Invoice the Agency for completed SHOW households no more frequently than monthly. Include completed SHOW Data Sheets with invoice. Requests for payment cannot be processed without the SHOW Data Sheets.
- B. Contractor agrees to the following delivery schedule for the work described in paragraph A above:
1. Complete work and submit invoices to the Agency not later than May 31, 1994.
  2. Funds not used as of May 31, 1994 may be allocated to another community action program at the Agency's discretion.

### II. Consideration

- A. Agency agrees to pay Contractor an amount not to exceed \$18,400 for performance of this contract. This payment shall be the sole monetary obligation of the Agency and the Agency's obligation to pay is limited by the provisions of Section XI, Termination. Payment of all operating costs, federal, state, county or city taxes/assessments and any other charges imposed by law upon employers shall be the sole responsibility of Contractor.

B. Interim payments shall be made to Contractor on receipt of invoice supported by SHOW Data Sheets properly completed. Requests for payment cannot be processed without the SHOW Data Sheets.

C. All requests for payment will be submitted to:

Budget & Finance  
Oregon Department of Energy  
625 Marion Street NE  
Salem, OR 97310

D. All requests for payment are subject to the approval of the Agency.

III. Travel

The Department will not reimburse Contractor for travel expenses incurred in the performance of this contract.

IV. Subcontracts

Contractor is authorized to subcontract for weatherization materials and installation. Contractor shall not enter into any subcontracts for any other work to be performed under this contract without obtaining prior written approval from the Agency.

V. Publicity

Any publicity or advertising regarding the work performed under this agreement must be approved by the Project Officer and must acknowledge the support of the Oregon Department of Energy and, if applicable, the federal grantor agency.

VI. Project Officer

The Agency has designated Suzanne Dillard as Project Officer for this agreement.

VII. Changes

No changes to or waivers of provisions of this agreement will be valid until they have been reduced to writing, approved and signed by both parties.

VIII. Retention of Records and Reports

Contractor agrees to maintain records of costs and services provided to document the Project and fully support billings. All books, records and other documents relevant to this agreement shall be retained for:

A. Three years after the end of the fiscal year during which they were created; or

- B. Any longer period which may be required to complete any audit or to resolve any pending audit findings.

IX. Access to Records

The Agency, the Secretary of State's Office of the State of Oregon, the Federal Government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Contractor and any subcontractors which are directly pertinent to this contract for the purpose of making audit, examination, excerpts, and transcripts.

X. Excuses for Non-Performance

Neither party shall be held responsible for delay or failure to perform when such delay or failure is due to fire, flood, epidemic, strikes, acts of God or the public enemy, unusually severe weather, legal acts of public authorities, or delays or defaults caused by public carriers, which cannot reasonably be foreseen or provided against. Either party may terminate the agreement, effective with the giving of written notice, after determining such delay or failure will reasonably prevent successful performance in accordance with the terms of the agreement.

XI. Termination

- A. This agreement may be terminated by mutual consent of both parties, or by either party for any reason whatsoever upon 30 days' notice, in writing and delivered by mail or in person.
- B. Any termination under paragraph A of this Section shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.
- C. Waiver of any default shall not be deemed to be a waiver of any subsequent default.

XII. Non-Discrimination

Contractor agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

XIII. Funds Available and Authorized

The Agency certifies at the time the agreement is written that sufficient funds are available and authorized for expenditure to finance costs of this agreement within the Agency's current appropriation or limitation.

XIV. Contractor Data

Name: Multnomah County  
Community and Family Services Division  
Community Action Program Office  
Address: 421 SW Fifth, Second Floor  
Portland, OR 97204-2221

Federal Tax I.D.: 93-6002309

XV. Signatures

APPROVED MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-1 DATE 3/31/94  
DEB BOGSTAD  
BOARD CLERK

MULTNOMAH COUNTY

By *Solenzo Poe / RSE* 3/17/94  
Director, Community and Family Services Division Date

By *Barberly Stein* March 31, 1994  
Multnomah County Chair Date

REVIEWED:

LAURENCE KRESSEL, County Counsel  
Multnomah County, Oregon

By *Matthew O. Regan* 3/21/94  
Assistant County Counsel Date

APPROVED:

OREGON DEPARTMENT OF ENERGY

By \_\_\_\_\_ Date \_\_\_\_\_  
Bruce Westerberg, Administrator  
Administrative Services Division



MEETING DATE: 3/31/94

AGENDA NO.: C-2

(Above space for Board Clerk's Use ONLY)

**AGENDA PLACEMENT FORM**

SUBJECT: Ratification of amendment of intergovernmental agreement with Mt. Hood Community College

BOARD BRIEFING Date Requested: \_\_\_\_\_

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

REGULAR MEETING: Date Requested: 3/31/94

Amount of Time Needed: 5 minutes or less

DEPARTMENT: HEALTH DIVISION: \_\_\_\_\_

CONTACT: Fronk TELEPHONE #: x4274  
BLDG/ROOM #: 160/7

PERSON(S) MAKING PRESENTATION: Fronk

**ACTION REQUESTED:**

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

**SUMMARY** (Statement of rationale for action requested, personnel and fiscal/budgetary impacts, if applicable):

Ratification of amendment to agreement with Mt. Hood Community College adding Steps to Success Program participants to the agreement. The agreement permits Mt. Hood Community College students to attain a portion of their required experiences for health occupations in county clinics.

*3/31/94 Originals to Herman Brame*

**SIGNATURES REQUIRED:**

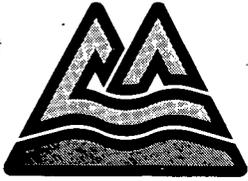
ELECTED OFFICIAL: \_\_\_\_\_

Or

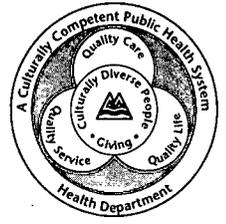
DEPARTMENT MANAGER: Billi Odgaard

**(ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES)**

Any Questions: Call the Office of the Board Clerk 248-3277/248-5222  
5654



# MULTNOMAH COUNTY OREGON



HEALTH DEPARTMENT  
426 S.W. STARK STREET, 8TH FLOOR  
PORTLAND, OREGON 97204-2394  
(503) 248-3674  
FAX (503) 248-3676  
TDD (503) 248-3816

BOARD OF COUNTY COMMISSIONERS  
BEVERLY STEIN • CHAIR OF THE BOARD  
DAN SALTZMAN • DISTRICT 1 COMMISSIONER  
GARY HANSEN • DISTRICT 2 COMMISSIONER  
TANYA COLLIER • DISTRICT 3 COMMISSIONER  
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

## MEMORANDUM

TO: Board of County Commissioners

FROM: Billi Odegaard

REQUESTED PLACEMENT DATE:

DATE: March 14, 1994

SUBJECT: Amendment to agreement with Mt. Hood Community College

- I. Recommendation/Action Requested: The Board is requested to approve this amendment to this intergovernmental agreement with Mt. Hood Community College for the period upon execution to and including February 2, 1995.
- II. Background/Analysis: Mt. Hood Community College's Health Occupation Education Program provides Health Profession Training that includes experiences working in health clinics. This amendment will add Steps to Success Program participants from the school to the agreement. There is no direct cost related to the agreement.
- III. Financial Impact: None.
- IV. Legal Issues: None.
- V. Controversial Issues: None.
- VI. Link to Current County Policies: Continuing to cooperate with other governmental entities in the provision of health care.
- VII. Citizens Participation: None.
- VIII. Other Government Participation: None.



**CONTRACT APPROVAL FORM**  
(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 201864

Amendment # 1

CLASS I	CLASS II	CLASS III
<input checked="" type="checkbox"/> Professional Services under \$25,000	<input type="checkbox"/> Professional Services over \$25,000 (RFP, Exemption) <input type="checkbox"/> PCR B Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<input type="checkbox"/> Intergovernmental Agreement  APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS AGENDA # <u>C-2</u> DATE <u>3/31/94</u> DEB BOGSTAD BOARD CLERK

Department HEALTH Division \_\_\_\_\_ Date \_\_\_\_\_

Contract Originator Brame Phone x2670 Bldg/Room 160/8

Administrative Contact Fronk Phone x4274 Bldg/Room 160/7

Description of Contract Add Steps To Success Program participants to the agreement.

RFP/BID # \_\_\_\_\_ Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_

ORS/AR # \_\_\_\_\_ Contractor is  MBE  WBE  QRF

Contractor Name Mt. Hood Community College  
 Mailing Address 26000 S.E. Stark St.  
Gresham, Oregon 97030  
 Phone 667-6422  
 Employer ID# or SS# 1-93-0556890  
 Effective Date Upon Execution  
 Termination Date February 2, 1995  
 Original Contract Amount \$ N/A  
 Total Amount of Previous Amendments \$ \_\_\_\_\_  
 Amount of Amendment \$ \_\_\_\_\_  
 Total Amount of Agreement \$ \_\_\_\_\_

Remittance Address \_\_\_\_\_  
(If Different)

Payment Schedule N/A Terms \_\_\_\_\_  
 Lump Sum \$ \_\_\_\_\_  Due on receipt  
 Monthly \$ \_\_\_\_\_  Net 30  
 Other \$ \_\_\_\_\_  Other \_\_\_\_\_  
 Requirements contract - Requisition required.  
 Purchase Order No. \_\_\_\_\_  
 Requirements Not to Exceed \$ \_\_\_\_\_

**REQUIRED SIGNATURES:**  
 Department Manager Billie Odegaard  
 Purchasing Director (Class II Contracts Only) \_\_\_\_\_  
 County Counsel [Signature]  
 County Chair / Sheriff [Signature]  
 Contract Administration (Class I, Class II Contracts Only) \_\_\_\_\_

Encumber: Yes  No   
 Date 3/16/94  
 Date \_\_\_\_\_  
 Date 17 Mar 94  
 Date March 31, 1994  
 Date \_\_\_\_\_

VENDOR CODE		VENDOR NAME							TOTAL AMOUNT \$		
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT/ REV SRC	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND
01.	156	015	0700			6110		0300	MHCC	N/A	
02.											
03.											

\* If additional space is needed, attach separate page. Write contract # on top of page.

AMENDMENT NO 1 TO  
MULTNOMAH COUNTY AGREEMENT

THIS AMENDMENT TO AGREEMENT made and entered into as of the \_\_\_ day  
of \_\_\_\_\_, 1994, by and between MULTNOMAH COUNTY, (hereinafter "COUNTY"),  
and Mt Hood Regional Cooperative (hereinafter "CONTRACTOR").  
Consortiums Health Occupation Education Program

W I T N E S S E T H:

WHEREAS, the COUNTY and CONTRACTOR are parties to a certain Agreement  
dated February 3, 1994 entitled Health Profession Education and Training Agreement  
(hereinafter "Agreement"); and

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

NOW, THEREFORE, the parties agree as follows:  
Amend GENERAL PROVISIONS (A) to read:

- A. The parties agree to cooperate in the provision of work experience at  
COUNTY for SCHOOL students seeking certification, undergraduate, or graduate  
degrees in a health-related field and students participating in the Steps to  
Success Program.

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

MT HOOD COMMUNITY COLLEGE

By: \_\_\_\_\_  
William Becker  
Dean of Administrative Services

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

1-93-0546890

Contractor I.D. Number

MULTNOMAH COUNTY, OREGON

By: Beverly Stein  
Beverly Stein, County Chair

Date: March 31, 1994

HEALTH DEPARTMENT

By: Billi Odegaard  
Billi Odegaard, Director

Date: 3/16/94

By: Janice E. Blakow  
Program Manager

Date: 3-10-94

REVIEWED:

LAURENCE KRESSEL, County Counsel  
for Multnomah County, Oregon

By: [Signature]

Date: 17 Mar 94

APPROVED MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-2 DATE 3/31/94  
DEB BOGSTAD  
BOARD CLERK





DE RECEIVED

JAN 14 1994

INTEREST FORM FOR BOARDS AND COMMISSIONS

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

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

Multnomah County Planning Commission; Columbia River Gorge Commission

B. Name Laurie E. Craghead

Address 268 SW Lillyben Ave.

City Gresham State OR Zip Code 97080-8401

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

Home Phone (503) 665-2476

C. Current Employer Self

Address

City State Zip Code

Your Job Title Attorney

Work Phone (Ext)

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

D. Previous Employers Dates Job Title

See resume attached - too many to list here

E. Please list all current and past volunteer activities.

Name of Organization	Dates	Responsibilities
El Programa Hispano	9/92 - present	Dir. TV show, help organize X-mas party for 2,000 people,
Queen's Bench - PTLD	9/92 - Present	migrant camp presentations
Chapter of Oregon Women Lawyers		Newly Elected Bd. of Dir.
Cascade Geographic Society	2/93 - Present	Occasional presentations to Ptl'd City Council RE: Columbia South Shore

F. Please list all post-secondary school education.

Name of School	Dates	Responsibilities
Warner Pacific College	9/77 - 5/81	BS, Social Science See Resume
Northwestern School of Law of Lewis & Clark College	8/88 - 5/92	JD, Env't'l Law Cert., Law Review

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

Deneice Won	Boundary Commission 800 NE Oregon St. #16, Ste. 540	97232 731-4093
Michael Nixon	Oregon DEQ 811 SW 6th Ave., Portland, OR	97204 229-5217

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

Volunteer work w/ Cascade Geographic Society & 1000 Friends of Oregon

I. Affirmative Action Information

Caucasian  
sex/racial ethnic background

Birth date: Month 9 Day 7 Year 59

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

Signature Laurie E. Goggin Date 1/14/93

**LAURIE E. CRAGHEAD**  
268 SW Lillyben Ave.  
Gresham, OR 97080-8401  
(503) 665-2476 FAX (503) 234-8673

**MEMBER, OREGON STATE BAR, September, 1992**

## **EDUCATION**

**LEWIS AND CLARK NORTHWESTERN SCHOOL OF LAW, PORTLAND, OREGON**  
**J.D., Environmental Law Certificate, May, 1992**

- Member, Law Review, 1989-90
- Member, Phi Delta Phi, 1990 - present

**WARNER PACIFIC COLLEGE, PORTLAND, OREGON**  
**B.S. Social Science 1981, Summa Cum Laude**

- Honors/Awards: A.F. Gray Award/Most Outstanding Student; General Studies Departmental Award; Who's Who Among American College Students (2 yrs); National Dean's List (2 yrs)
- Government Internship, Hardy Myers, Speaker of the House of Representatives, State of Oregon
- Interpreter for work group experience, Peru, South America
- Student Council (2 yrs)
- National and State Financial Aid Administration Workshops

## **WORK EXPERIENCE**

### **SOLO PRACTITIONER**

**Attorney, April 1993 - Present**

- Consulting and representing English and Spanish speaking clients with property, partnership, Workers' Compensation, employment, personal injury and domestic relations issues

### **CASCADE GEOGRAPHIC SOCIETY**

**Volunteer Attorney, February 1993 - Present**

- Researching, writing, and testifying on cultural resource protection issues for the Columbia South Shore

**VARIOUS ATTORNEYS, a list can be provided if requested**

**Ad Hoc Law Clerk, June 1991 - January 1992**

- Researching and writing in Domestic Relations, Criminal Law, Civil Litigation and Personal Injury

### **PACIFIC RELOCATION SERVICE, PORTLAND, OREGON**

**Administrative Secretary, June 1988 - November 1990**

- Corresponding with clients and vendors, coordinating moving of transferee household goods, establishing and maintaining property files, establishing and maintaining of evaluation and computer tracking systems, preparing documentation, word processing

### **SENATOR ROD MONROE, PORTLAND, OREGON**

**Campaign Assistant, February 1988 - May 1988**

- Recruiting and coordinating volunteers, coordinating lawn sign locations, assisting with fund raising, preparing responses to constituents, establishing of campaign databases, providing general administrative services

## WORK EXPERIENCE CONT.

### OREGON LEGISLATIVE ASSEMBLY, SALEM, OREGON.

**Legislative Aide for Senator Rod Monroe**, January - June, 1987

**Secretary for Senator Rod Monroe**, January, 1985 - June, 1985

- Researching constituent problems and legislative issues; writing and presenting testimony; coordinating testimony and discussions of parties interested in Senator's legislation; corresponding with constituents and other interested persons, coordinating office functions

### MERCY CORPS INTERNATIONAL, PORTLAND, OREGON

**Administrative Assistant**, July, 1985 - November, 1986

### ELECTRONIC DATA SYSTEMS, PORTLAND, OREGON

**Data Analyst for Bonneville Power Administration Account**, January, 1982 - December, 1984

### PART-TIME AND SUMMER EMPLOYMENT TO HELP FINANCE EDUCATION.

- Included positions as waitress and office assistant in Warner Pacific College Admissions and Financial Aid Offices

## ADDITIONAL SKILLS

**Spanish:** speaking, writing and reading proficiency; **Computer:** WordPerfect, LEXIS, WESTLAW, PC File III

## ORGANIZATIONAL INVOLVEMENT

**EL PROGRAMA HISPANO, GRESHAM, OREGON**, September 1992 - Present

- Organizing clothing distribution program; assisting with intake of clients; coordinating special events; directing and producing television programming

**OREGON WOMEN LAWYERS**, October 1992 - Present

- Participating on the 1994 Board of Directors; taping speakers for public access television; assisting with special projects as assigned

**120 DAY CLUB**, January 1993 - Present

- Attending monthly luncheons for land use lawyers

## REFERENCES

Prof. Donald Large  
Northwestern School of Law  
10015 SW Terwilliger Blvd.  
Portland, OR 97219  
(503) 244-1181

Kathy Dimond, Editor  
Oregon Business Magazine  
921 SW Morrison St., Ste. 407  
Portland, OR 97205  
(503) 223-03004

Charles Nielsen, Professor  
Warner Pacific College  
2219 SE 68th Ave.  
Portland, OR 97215  
(503) 775-4366

cc Sharon

DF

JAN 16 1994

BEVERLY STERN  
MULTNOMAH COUNTY CHAIR

# Lewis & Clark College

NORTHWESTERN SCHOOL OF LAW

June 30, 1993

To: Whom it May Concern

Re: Laurie Craghead

Dear Sir or Madam:

I am writing to recommend Laurie Craghead, a 1992 graduate of this law school, as a candidate for an associate position with a law firm, or a position as an attorney with a government agency. I have known Laurie for five years. During her years in law school, she took four of my law school courses, and also did an independent research and writing project under my supervision. I feel that I know Laurie as well as any student I have known in my twenty-plus years of law school teaching, and am quite confident of my recommendation.

Briefly stated, I think Laurie was one of the most outstanding students in our strongest graduating class in many years. Our Class of 1992 ranked in the top fifth of law school classes, nationwide, in terms of credentials of the entering students. Laurie is easily one of the very best of this number. I would be quite pleased to have her working for me; while I can think of one or two others from her class whom I might rank as highly, I cannot think of another member of her class whom I would rank above her.

Laurie is quite serious and dedicated, yet always very pleasant, and not "driven" as many other serious law students are. She was always prepared in class - always! Even through four years of night law school, and a life that included a job and a family, Laurie was always ready, always intelligent, always contributing something of value to class discussion. She showed great intellectual ability and agility. I can get very Socratic, constantly shifting between hypotheticals; yet I never stumped Laurie or caught her without a good answer and explanation.

Her written work was, if anything, even better than her class performance. Her exams are probably the least part of this aspect of her law school career, and yet they are far above average: she earned two A's and a B+ on the three courses she took with me that had exams at the end. I am a demanding grader, and this was an outstanding performance.

June 30, 1993

Page Two

I thought Laurie's best efforts, however, were in her unsupervised writing. Her independent research and writing project was a "textbook classic" of the way such a project is supposed to be done. Laurie selected a topic, refined it after some analysis, set a strict schedule and kept to that schedule to the day, and submitted an excellent, carefully crafted analysis of a complicated problem in property transactions. Her grade of A was completely deserved.

I should emphasize that while Laurie's writing on this project was quite good, her strength did not lie in the choice of a scintillating or novel topic. A real-property research project, after all, is not going to win any prizes for great literature. Where Laurie really stood out, however, was in her maturity and professionalism. Her ability to set and maintain a strict schedule, while writing cogently and clearly at each stage of the project, was a trait not often seen even among other fine students.

The other major writing project Laurie did for me was in my Advanced Property Transactions seminar. This has become one of the most grueling courses in law school. I teach the course through a series of negotiating and drafting problems, assigning the students to represent various clients in a series of typical real estate situations: the purchase and sale of residential real estate; creation of a time-share vacation project; negotiation and drafting of a shopping-center lease; and negotiation of a settlement agreement between a landowner and a building contractor.

Each project required that the student represent his or her client's interests, negotiate with the lawyer for the other side, reach an agreement, if at all possible, and draft the ensuing document. It introduced students to legal skills not generally taught through the case method in law school, and to the rare (for law school) concept of negotiating with the other side to mutual agreement, rather than defeating the other side in litigation.

Laurie was my most outstanding student in the seminar last year. That is a particularly strong accolade, since there was a great degree of competition to get into this course, and I was able to hand-pick my students. Needless to say, I picked my best students from prior courses, and Laurie proved to be the best of the best. She always conducted herself, and represented her clients, with a high degree of professionalism. I always ask the students, at the end of the term, to evaluate the people with whom they negotiated. Laurie received the highest evaluations from her "opponents."

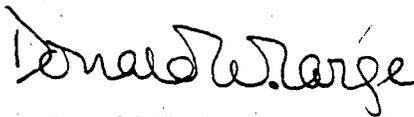
Her written submissions were all flawlessly crafted, with a great deal of thought and effort reflected therein. She received A's for all four projects - only one of two students to do so. I would be most confident in her ability to analyze or draft any commercial real estate document in the "real world."

June 30, 1993

Page Three

By now you should have the general idea that I think quite a lot of Laurie. She is going to be an excellent attorney, and the firm or agency that hires her is going to be extremely pleased with her work. I have enjoyed working with her as a student, and I am going to miss her; my loss is your gain. Please feel free to contact me if I can provide any further information.

Very truly yours,

A handwritten signature in cursive script that reads "Donald W. Large". The signature is written in dark ink and is positioned above the typed name.

Donald W. Large  
Professor of Law

Catholic  
Community  
Services of  
Portland

451 N.W. First

Gresham, Oregon 97030

Telephone: (503) 669-8350

December 11, 1992

To whom it may concern:

It is with great satisfaction that I take this opportunity to recommend Laurie Craghead for any employment opportunity that you may have available. She has been a volunteer for us for quite a while and her abilities, enthusiasm, and positive personal qualities have been a great benefit to our organization.

As director of our clothing distribution program, Ms. Craghead has shown her strong organizational abilities. Her pleasant demeanor and her compassion make our Hispanic clients feel comfortable and welcome.

She is also the coordinator of the entertainment committee for our annual Christmas party. This is quite a responsibility, since the party serves at least 500 children and involves a great number of activities. This requires her to relate to a large and diverse group of people, from large companies who donate funds and materials, to the individuals who form the other groups and committees involved in this important project.

These and other activities have made Ms. Craghead indispensable to us. Please consider her as a member of your staff. I am sure that she will be as much an asset to your organization as she has been to ours. Please feel free to contact me if you wish more information.

Thank you.

Sincerely,



Sandra Carter-Templeman  
Program Manager  
The Hispanic Program



# MULTNOMAH COUNTY OREGON

# BOARDS AND COMMISSIONS

## INTEREST FORM FOR BOARDS AND COMMISSIONS

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

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

\_\_\_\_\_  
Planning Commission

B. Name Samuel L. Diack

Address 35649 S.E. Lusted Road

City Boring State OR Zip Code 97009

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

Home Phone (503) 663-6519 FAX 663-5850

C. Current Employer Self Employed

Address Home - see above

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Your Job Title \_\_\_\_\_

Work Phone \_\_\_\_\_ (Ext) \_\_\_\_\_

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

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

See attached sheet

E. Please list all current and past volunteer activities.

Name of Organization	Dates	Responsibilities
See attached sheet		

F. Please list all post-secondary school education.

Name of School	Dates	Responsibilities
See attached sheet		

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

Charles Ciecko	1620 S.E. 190th Ave Portland OR 97233	248-3888
Catharine Macdonald	The Nature Conservancy 1205 N.W. 25th Ave Portland 97216	228-9561

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

I can think of no existing or potential conflicts precluding such

service.

I. Affirmative Action Information

Male Cauc.

sex/racial ethnic background

Birth date: Month 03 Day 19 Year 43

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

Signature Samuel Dick Date 28 JAN 94

Samuel L. Diack

Born 1943 Portland, OR

Residence: 35649 SE Lusted Road  
Boring, OR 97009

Married Constance Louise Ream, 1981. No children.

Education:

1961-64 Whitman College

1964-66 Portland State College BS mathematics

Work experience:

1967-69 Omsi-Kit, Inc. Production manager.  
Manufacture and sales of science education materials.

1969-80 Diack and Northrup Boatworks (a partnership).  
Custom construction of traditional deep-water sailing craft.  
Acquired skills of master shipwright and working skills in  
ancillary trades.

1980-present Resident manager of Sandy River Gorge Preserve  
for The Nature Conservancy. Own and work small farm  
adjacent to preserve. Ongoing custom woodcraft.

Volunteer activities:

1980-89 Supervised construction of replica exhibits  
for the Oregon High Desert Museum, Bend. (3 occasions).

Designed and built live bird exhibits for Portland Audubon  
Society. Ongoing raptor rehab and release for PAS.

1991, 92 Site manager, illegal dumpsite remediation for  
SOLV (Stop Oregon Litter and Vandalism).

1989-present Co-founder/ board member, Friends of the  
Sandy. Citizen group concerned with long range management  
of the Sandy River.

1993-present Oregon Ecology Education Fund, member, grant  
committee.

MEETING DATE: 3/31/94

AGENDA NO.: R-1

(Above space for Board Clerk's Use ONLY)

-----  
**AGENDA PLACEMENT FORM**

SUBJECT: PROCLAIMING APRIL 7, 1994 ORAL HEALTH DAY

BOARD BRIEFING Date Requested: \_\_\_\_\_

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

REGULAR MEETING: Date Requested: MARCH 31, 1994

Amount of Time Needed: 5 to 10 minutes

DEPARTMENT: HEALTH DIVISION: DENTAL

CONTACT: SUSAN SANZI-SCHAEDEL TELEPHONE #: 248-3905

BLDG/ROOM #: 421/2

PERSON(S) MAKING PRESENTATION: SUSAN SANZI-SCHAEDEL AND GORDON EMPEY

**ACTION REQUESTED:**

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

**SUMMARY** (Statement of rationale for action requested, personnel and fiscal/budgetary impacts, if applicable):

Proclaiming April 7, 1994 Oral Health Day in Multnomah County.

*3/31/94 original to Susan Sanzi-Schaedel*

**SIGNATURES REQUIRED:**

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

or

DEPARTMENT MANAGER: *Billi Odegaard*

(ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES)

Any Questions: Call the Office of the Board Clerk 248-3277/248-5222

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON**

**In the Matter of Proclaiming            )  
April 7, 1994 as Oral Health Day        )  
in Multnomah County, Oregon            )**

**P R O C L A M A T I O N**

- WHEREAS:** tooth decay remains one of the most prevalent diseases of childhood; and
- WHEREAS:** tooth decay is expensive to treat and results in the loss of school time; and
- WHEREAS:** tooth decay is largely preventable through the use of fluorides; and
- WHEREAS:** Multnomah County citizens do not have access to fluoride in the drinking water for the purposes of community-wide prevention of tooth decay; and
- WHEREAS:** school-based fluoride programs are the best public health alternative to fluoridation for the prevention of tooth decay; and
- WHEREAS:** The Multnomah County sponsored Fluoride Program is celebrating its twentieth Anniversary in 1994; and
- WHEREAS:** One Hundred and Seventy Thousand cavities have been prevented over the 20 years of the Fluoride Program, and 4.5 million dollars in treatment cost have been saved; and
- WHEREAS:** April 7, 1994 is World Oral Health Day, and is the beginning of the year of Oral Health; and

**NOW THEREFORE,** the Multnomah County Board of Commissioners Proclaim April 7, 1994 as Oral Health Day in Multnomah County to recognize and congratulate the schools of Multnomah County for their twenty year participation in Multnomah County Sponsored, School Fluoride Programs, and their continuing commitment to the oral health of Multnomah County children.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 1994.

MULTNOMAH COUNTY, OREGON

\_\_\_\_\_  
Beverly Stein  
Multnomah County Chair

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR MULTNOMAH COUNTY, OREGON

In the Matter of Proclaiming ) P R O C L A M A T I O N  
April 7, 1994 as ORAL HEALTH ) 94-57  
DAY in Multnomah County, Oregon )

WHEREAS, tooth decay remains one of the most prevalent diseases of childhood; and

WHEREAS, tooth decay is expensive to treat and results in the loss of school time; and

WHEREAS, tooth decay is largely preventable through the use of fluorides; and

WHEREAS, Multnomah County citizens do not have access to fluoride in the drinking water for the purposes of community-wide prevention of tooth decay; and

WHEREAS, school-based fluoride programs are the best public health alternative to fluoridation for the prevention of tooth decay; and

WHEREAS, the Multnomah County sponsored Fluoride Program is celebrating its twentieth anniversary in 1994; and

WHEREAS, one hundred and seventy thousand cavities have been prevented over the twenty years of the Fluoride Program, and 4.5 million dollars in treatment cost have been saved; and

WHEREAS, April 7, 1994 is World Oral Health Day, and is the beginning of the year of Oral Health; and

NOW THEREFORE, the Multnomah County Board of Commissioners proclaim April 7, 1994 as ORAL HEALTH DAY in Multnomah County to recognize and congratulate the schools of Multnomah County for their twenty year participation in Multnomah County sponsored, School Fluoride Programs, and their continuing commitment to the oral health of Multnomah County children.

DATED this 31st day of March, 1994.



BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

*Beverly Stein*  
Beverly Stein, Chair

Meeting Date: 3/31/94  
Agenda No.: R-2

(Above Space for Board Clerk's Use *ONLY*)

AGENDA PLACEMENT FORM

SUBJECT: Approval of an IGA between Multnomah County, Washington County and Portland Development Commission for administration of the Regional Strategies Program.

BOARD BRIEFING: Date Requested: \_\_\_\_\_  
Amount of Time Needed: \_\_\_\_\_

REGULAR MEETING: Date Requested: March 31, 1994  
Amount of Time Needed: 5 minutes

DEPARTMENT: Chair's Office

DIVISION: \_\_\_\_\_

CONTACT: Sharon Timko

TELEPHONE: 248-3960  
BLDG/ROOM: 106\1410

PERSON(S) MAKING PRESENTATION: Sharon Timko

**ACTION REQUESTED:**

INFORMATIONAL ONLY     POLICY DIRECTION     APPROVAL     OTHER

**SUMMARY** (Statement of rationale for action requested, personnel and fiscal/budgetary impacts, if available):

See Staff Report

*3/31/94 originals to Sharon Timko*

**SIGNATURES REQUIRED:**

ELECTED OFFICIAL: *Beverly Steen*  
OR  
DEPARTMENT MANAGER: \_\_\_\_\_

**ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES**

*Any Questions? Call the Office of the Board Clerk at 248-3277 or 248-5222.*



# Beverly Stein, Multnomah County Chair

Room 1410, Portland Building  
1120 S.W. Fifth Avenue  
P.O. Box 14700  
Portland, Oregon 97204  
(503) 248-3308

## MEMORANDUM

TO: Board of County Commissioners

FROM: Sharon Timko, Staff Assistant

DATE: March 22, 1994

PLACEMENT

DATE: March 31, 1994

RE: Intergovernmental Agreement - Regional Strategies

### I. Recommendation/Action Requested:

Approval of an Intergovernmental Agreement (IGA) between Multnomah County, Washington County and Portland Development Commission (PDC). The purpose of the IGA is to acknowledge the designation of Multnomah and Washington Counties as a region for the purposes of the Oregon Economic Development Department's Regional Strategies Program and to secure the PDC as the entity to provide administrative and fiscal services to the Regional Board.

### II. Background/Analysis:

Regional Strategies is an economic development program under the direction of the Oregon Economic Development Department. The program is funded by state lottery revenue. Multnomah County has formed a region with Washington County for the purposes of developing a six year economic development plan and a two year action plan which will contain a prioritized list of activities to be undertaken by the Region. The Regional Board is provided a \$1.5 million budget to implement their Regional Strategy. The regional budgets are based 40 percent on population, 30 percent on unemployment rates, and 30 percent on average payroll per worker rates.



III. Financial Impact:

Multnomah County staff has assisted with the creation of the Regional Board and the initial phases of the Regional Strategies Program. The Portland Development Commission staff is now providing administrative and fiscal services to the Regional Board which is funded through the Regional Strategies Program, not the counties.

IV. Legal Issues:

PDC will be providing the Regional Board with legal services.

V. Controversial Issues:

The Regional Strategy will be developed based on two or three statewide key industries. There are thirteen statewide key industries organizations that maybe interested in being selected as our region's two or three key industries.

VI. Link to Current County Policies:

If the Regional Board agrees to focus on workforce development, the Regional Strategies Program has the potential to assist the County in its efforts to improve the lives of families and children.

VII. Citizen Participation:

The Regional Board will hold public hearings to receive testimony on the proposed Regional Strategy.

VIII. Other Government Participation:

Multnomah County has formed a region with Washington County. PDC, Portland's economic development arm, will provide insight on the city's priorities and needs. The cities within Multnomah and Washington Counties are participating through PDC. PDC periodically holds meetings with city economic development representatives to receive their input on the development of the plan and then provides that information to the Regional Board.



CONTRACT APPROVAL FORM  
(See Administrative Procedure #2106)

Contract # 500454  
~~500454~~  
Amendment # \_\_\_\_\_

MULTNOMAH COUNTY OREGON

<p>CLASS I</p> <input type="checkbox"/> Professional Services under \$25,000	<p>CLASS II</p> <input type="checkbox"/> Professional Services over \$25,000 (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>APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS          AGENDA # <u>R-2</u> DATE <u>3/31/94</u>  <u>DEB BOGSTAD</u>          BOARD CLERK</p>
--	--	---

Department Non-Departmental Division \_\_\_\_\_ Date 3/23/94

Contract Originator Sharon Timko Phone 3960 Bldg/Room 106/1410

Administrative Contact Sharon Timko Phone 3960 Bldg/Room 106/1410

Description of Contract To acknowledge the designation of Multnomah and Washington Counties as a region for the purposes of the Oregon Economic Development Program and to secure the Portland Development Commission staff as the entity to provide administrative and fiscal services to the Regional Board.  
RFP/BID # \_\_\_\_\_ Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_

ORS/AR # \_\_\_\_\_ Contractor is  MBE  WBE  QRF

Contractor Name Portland Development Commission  
 Mailing Address 1120 SW 5th Avenue, Suite 1100  
Portland, OR 97204  
 Phone 823-3224  
 Employer ID# or SS# \_\_\_\_\_  
 Effective Date March 31, 1994  
 Termination Date June 30, 1995  
 Original Contract Amount \$ 0  
 Total Amount of Previous Amendments \$ \_\_\_\_\_  
 Amount of Amendment \$ \_\_\_\_\_  
 Total Amount of Agreement \$ \_\_\_\_\_

Remittance Address \_\_\_\_\_  
 (If Different) \_\_\_\_\_  
 Payment Schedule \_\_\_\_\_ Terms \_\_\_\_\_  
 Lump Sum \$ \_\_\_\_\_  Due on receipt  
 Monthly \$ \_\_\_\_\_  Net 30  
 Other \$ \_\_\_\_\_  Other \_\_\_\_\_  
 Requirements contract - Requisition required.  
 Purchase Order No. \_\_\_\_\_  
 Requirements Not to Exceed \$ \_\_\_\_\_

REQUIRED SIGNATURES:

Department Manager *Deberly Stein*  
 Purchasing Director \_\_\_\_\_  
 (Class II Contracts Only)  
 County Counsel *Matthew O. Ryan*  
 County Chair / Sheriff *Deberly Stein*  
 Contract Administration \_\_\_\_\_  
 (Class I, Class II Contracts Only)

Encumber: Yes  No   
 Date 3/23/94  
 Date \_\_\_\_\_  
 Date 3/23/94  
 Date March 31, 1994  
 Date \_\_\_\_\_

VENDOR CODE			VENDOR NAME						TOTAL AMOUNT \$		
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT/ REV SRC	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND
01.											
02.											
03.											
* If additional space is needed, attach separate page. Write contract # on top of page.											

INSTRUCTIONS ON REVERSE SIDE

INTERGOVERNMENTAL AGREEMENT  
REGIONAL STRATEGIES

THIS AGREEMENT is made and entered into under the authority of ORS 190.010 by and between the Counties of Multnomah and Washington (herein referred to jointly as the "Region" or the Counties) and the Portland Development Commission (herein referred to as "PDC").

WITNESSETH

WHEREAS, ORS 285.630 to 285.650 as amended by Senate Bill 124 (1993) authorizes the Oregon Economic Development Department (OEDD) to designate two or more adjoining Counties as a "Region" for the purposes of the OEDD's Regional Strategies Program; and

WHEREAS, ORS 285.630 to 285.650 as amended also authorizes the governing bodies of Counties in a region to designate a Regional Strategy Board (Regional Board); and

WHEREAS, in accordance with the provisions of ORS 285.630 to 285.650 as amended, the OEDD has designated Multnomah and Washington Counties as a "Region"; and

WHEREAS, the Region wishes to designate a Regional Strategies Board as called for in ORS 285.630 to 285.650 as amended; and

WHEREAS, the Region wishes to provide for the effective and efficient development of a Regional Strategy in the Region through the designation of the PDC as the administering agency; and

WHEREAS, PDC is willing to be the administering agency of the Regional Board;

WHEREAS, it is the intent of the parties to this Agreement that PDC continue to provide administrative services to the Regional Board upon approval of said Regional Strategy by the OEDD.

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, it is mutually agreed as follows:

TERMS AND CONDITIONS

1. Regional Strategies Board

- a. The Regional Board for the Region shall consist of 10 members.
- b. Each County in the Region shall appoint five (5) persons to the Regional Board. At a minimum, three (3) persons appointed by each County shall primarily represent the private economic sector, as defined in OAR 123-44-010. Of the initial appointees, three (3) appointed by each County shall serve until June 30, 1995. The remainder shall serve until June 30, 1996. Thereafter, each member's term shall last two (2) years. In the event of a vacancy on the Regional Board, the appointing County shall fill the vacancy within sixty (60) days.

c. Each County shall designate a co-chair. The co-chairs shall serve for one (1) year and are eligible for reappointment. The co-chairs shall have the authority to call and preside over Regional Board meetings.

d. Decisions of the Regional Board shall be by the vote of a quorum, which shall consist of a majority of the total members of the Regional Board, at any meeting of which all members were provided written notice. Each member shall have one (1) vote.

e. The Regional Board may adopt bylaws for its operations. The bylaws may be amended by the vote of a quorum of the Regional Board. The bylaws can provide for the creation of subcommittees that can act between meetings of the Regional Board. However, the subcommittees cannot reverse decisions made by the full Regional Board and must report all of their actions to the next meeting of the Regional Board.

f. The Regional Board shall be subject to the requirements of the Public Meetings Law, Public Records Law, and the Government Standards and Practices Laws of the State of Oregon. However, it is expressly understood that the Regional Board is not a separate legal entity, and is not authorized to enter into contracts or adopt a budget in accordance with Oregon Local Budget Law.

g. The Regional Board shall meet regularly, but not less than four times a year. Special and emergency meetings and executive sessions may be called, upon notice as provided in the Public Meeting Law, by the co-chairs or by any three (3) members. As far as practicable, meeting shall be held alternately in Multnomah and Washington Counties.

h. In carrying out its duties, the Regional Board shall:

1) Develop the Region's Strategy and Two-Year Action Plan (Action Plan) pursuant to ORS 285.630 to 285.655 and OAR 123-44-000 through 123-44-090 (hereinafter "Rules").

2) In developing the Region's Strategy and the Action Plan, the Regional Board will undertake an analysis of the regional and sub-regional economies to identify regional and sub-regional needs and programs to address those needs. As part of its work, the Regional Board will, at a minimum, consider the following issues:

- (a) Workforce development.
- (b) Marketing and Business Recruitment.
- (c) Business Retention.
- (d) The use of performance measures to evaluate the effectiveness of the Region's strategy and programs.

3) Submit the Strategy and Action Plan to the Boards of County Commissioners of the Counties for approval.

4) Approve funding for all projects, activities, contracts, and amendments to contracts executed and administered by the PDC on behalf of the Region.

- 5) Modify the strategy if required by OEDD, the State Review Board or the Governor.
- 6) Refine the Strategy and recommend a two-year action plan in 1995 and 1997.
- 7) Develop criteria for awarding Regional Strategies funds to individual projects/activities pursuant to OAR 123-44-080.

## 2. PDC Services and Responsibilities

a. PDC shall provide fiscal and administrative services to the Regional Board to perform its duties under this agreement consistent with ORS 285.630 to 285.651 and 285.655, and the Rules, including:

- 1) Conduct research and other development work as necessary or requested by the Regional Board in preparation of the Regional Strategy.
- 2) Prepare reports for the Region and the Regional Board, as requested.
- 3) Under the direction of the Regional Board, create committees and subcommittees to assist it in carrying out its duties under this Agreement.
- 4) Draft and revise the Regional Strategy and Action Plans in accordance with the directions of the Regional Board.
- 5) Provide reports and recommendations to the Regional Board on projects to be considered for funding from Regional Strategies funds.
- 6) Establish and maintain public records of all Regional Strategies Program activities and proceedings. In the case of requests for disclosure of such public records, PDC shall determine which documents are to be released in its sole discretion after consultation with legal counsel and the Region.
- 7) Contract with OEDD to receive all Regional Strategy funds allocated to the Region and account for all such funds in accordance with the conditions and terms imposed by OEDD in said contract and as provided in this Agreement.
- 8) Prepare reports for the OEDD in accordance with the contract between the PDC and the OEDD.
- 9) Provide assistance to the Regional Board in advance of all public meetings including giving appropriate notice under the Public Meetings Law, taking or providing for minutes of the meetings, providing agendas and other materials to members of the Regional Board.
- 10) Serve as the public relations contact for the Region and the Regional Board.

11) Receive, distribute, and expend monies in accordance with the contract with OEDD, the applicable terms of this Agreement, and PDC's fiscal administrative system.

12) Provide follow-up support to review strategy documents or to explain and defend strategy recommendations to the OEDD.

b. PDC shall provide a quarterly financial report to the Regional Board and the two Counties, setting forth all Regional Strategy revenues received and expenditures made and such other financial information as may be relevant. At the end of the fiscal year, the PDC shall provide a report to the Board and the Region concerning the fiscal condition of the Regional Strategy Program in the Region during the preceding year.

c. PDC agrees that, at the sole discretion of each County, a County, upon reasonable request, shall have access to PDC's records related to the PDC's financial administration of Regional Strategy funds including all books, documents, and other information maintained in said records. PDC shall maintain all records related to this agreement for a minimum of 3 years after the termination of this Agreement.

d. PDC shall have authority to enter and administer contracts for outside services necessary to its performance under this Agreement.

e. PDC shall provide legal assistance to the Regional Board to assist the Board in the performance of their official duties pursuant to this Agreement.

f. All PDC services provided by this Agreement to the Region shall be provided using PDC administrative rules and according to PDC policies and practices, except as specifically stated to the contrary in this Agreement. As an example, PDC will use its Public Contracting Rules to secure the services of consultants to assist in preparing the Regional Strategy.

### 3. Compensation to PDC

a. All compensation to PDC for its services under this Agreement shall be as provided in a separate Agreement between PDC and the OEDD. Neither County shall be deemed to have incurred any obligation to compensate PDC for its services under this agreement.

b. The parties hereto agree that PDC's compensation under the contract between PDC and the OEDD is not to exceed \$20,000 maximum in payment for the development of the Strategy and Two-Year Action Plan.

c. The Counties will negotiate a compensation with PDC for continuing the terms of this Agreement upon approval of said Regional Strategy by OEDD on or before October 1, 1994.

### 4. Duration and Termination.

a. This Agreement shall commence upon execution by all parties and end June 30, 1995, unless earlier terminated as provided in this section.

b. Either County may terminate this Agreement upon thirty (30) days written notice to the other County and to the PDC.

c. The PDC may terminate this Agreement upon thirty (30) days written notice to both Counties.

d. PDC rights and responsibilities regarding compensation upon early termination are controlled by the agreement between PDC and OEDD.

e. PDC shall account for all Regional Strategy Funds in its possession upon notice of termination as provided above, in a manner consistent with the agreement between PDC and the OEDD. Upon early termination, the Regional Board, shall provide direction to PDC regarding disposition of Regional Strategy Funds in PDC's possession not otherwise provided for by the PDC-OEDD Agreement. PDC shall comply with any such directives of the Regional Board.

5. Amendment

This Agreement may be amended by modification in writing by all parties.

6. Effective Date

This Agreement shall become effective when it has been signed by the authorized representative of each party.

7. Compliance with Laws

In connection with its activities under this Agreement, PDC shall comply with all applicable federal, state, and local laws and regulations.

8. Oregon Law and Forum

This Agreement shall be construed according to the law of the State of Oregon. Any litigation between the Counties and the PDC arising under this Agreement or out of work performed under this Agreement shall occur, if in the state courts, in the Multnomah County Court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the District of Oregon.

9. Indemnification

Subject to the limitations and conditions of the Oregon Constitution and statutes, each party to this Agreement shall be solely responsible for any loss or injury caused to non-parties arising from such party's or its employees', officers' or agents' acts or omissions under this Agreement and further each party to this Agreement shall defend, hold harmless and indemnify the other parties to this Agreement with respect to any claim, litigation, or liability arising out of the acts or omissions of such party or its employees, officers, and agents under this Agreement.

10. Workers' Compensation Insurance

The PDC, its subcontractors, if any, and all employers working under this Agreement are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers. The PDC further agrees to maintain workers' compensation insurance coverage for the duration of this Agreement.

11. Subcontracting

The PDC shall require any subcontractor to agree, as to the portion subcontracted, to fulfill all obligations of the PDC as specified in this Agreement. The PDC shall remain obligated for full performance hereunder, and the Region shall incur no obligation other than its obligations to the PDC hereunder. PDC agrees that if subcontractors are employed in the performance of this Agreement, PDC and its subcontractors are subject to the requirements and sanctions of ORS Chapter 656, Workers' Compensation.

12. Assignment

The PDC shall not assign this Agreement, in whole or in part, or any right or obligation hereunder, without the prior written approval of the Counties.

13. Independent Contractor Status

a. The PDC is engaged as an independent contractor and will be responsible for any federal, state, and local taxes and fees applicable to payments hereunder.

b. The PDC, its subcontractors, and their employees, are not employees of either County and are not eligible for any benefits through the Counties, including without limitation federal social security, health benefits, workers' compensation, unemployment compensation, and retirement benefits.

14. Breach of Agreement

a. The Counties or each of them or the PDC shall breach this Agreement if it fails to perform any substantial obligation under the Agreement, except as provided in subsection b. of this section.

b. Neither the Counties nor the PDC shall have breached this Agreement by reason of any failure to perform a substantial obligation under the Agreement if the failure arises out of causes beyond its control and without its fault or negligence. Such causes may include, without limitation, acts of God or the public enemy, acts of the federal, state, or local governments, fires, floods, epidemics, volcanic eruptions, quarantine restrictions, strikes, freight embargoes, and unusually severe weather. Should either the Counties or the PDC fail to perform because of a cause described in this subsection, the Counties and the PDC shall make a mutually-acceptable revision to this Agreement.

15. Ownership of Documents

a. All work the PDC performs under this Agreement shall be considered work made for hire, and shall be the property of the Region. The Region shall own any and all data, documents, plans, copyrights, specifications, working papers, and any other materials the PDC produces in connection with this Agreement. On completion or termination of the Agreement, the PDC shall deliver these materials to the County governing bodies of the Region.

16. Severability

If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the provision shall be stricken.

17. Integration

This Agreement contains the entire agreement between the Region and the PDC and supersedes all prior written or oral discussions or agreements.

18. Nonwaiver

The Counties and the PDC shall not be deemed to have waived any breach of this Agreement by the other party except by an express waiver in writing. An express written waiver as to one breach shall not be deemed a waiver of any other breach not expressly identified, even though the other breach be of the same nature as that waived.

19. Payments to Vendors and Subcontractors

The PDC shall pay timely all suppliers, lessors, and contractors providing it services, materials, or equipment for carrying out its obligations under this Agreement. The PDC shall not take or fail to take any action in a manner that causes the Region or any materials that the PDC provides hereunder to be subject to any claim or lien of any person without the Region's prior written consent.

20. Post Regional Strategy Development Participation by PDC as the Administering Agency.

a. The Region and PDC shall discuss and review PDC's continuing as the administering agency of the Region's Regional Strategy pending the approval of said Regional Strategy by the OEDD on or before October 1, 1994.

b. If PDC does continue as the Administering Agency, PDC shall provide services including but not limited to the following:

1) Implement the policies and procedures of the Regional Board in the solicitation and award of funds from the Regional Strategies Fund.

2) Draft application forms and develop standards for review of applications from potential recipients of Regional Strategies Funds.

3) Review applications and provide reports and recommendations pursuant to the review standards of the Regional Board on projects to be considered for funding from Regional Strategies Funds.

4) Draft appropriate documents to evidence awards from Regional Strategies Funds.

5) Monitor recipients of Regional Strategies Funds for compliance with contract terms. Recommend actions to the Regional Board in the event of default by recipients.

6) Disburse Regional Strategies Funds to recipients in accordance with the contracts.

21. Multnomah County designates the Chair of the Board of County Commissioners and Washington County designates the County Administrator to be the official contacts for each County regarding notice to the Counties or any other action pursuant to this Agreement which requires the Consent of the Counties.

SUBSCRIBED TO AND ENTERED INTO by the appropriate officer(s) who are duly authorized to execute this Agreement on behalf of each party.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 1994.  
MULTNOMAH COUNTY REVIEWED BY:

  
\_\_\_\_\_  
Chair, Board of Commissioners

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

DATED this 31st day of March, 1994.

WASHINGTON COUNTY

REVIEWED BY:

\_\_\_\_\_  
Chair, Board of Commissioners

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

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 1994.

PORTLAND DEVELOPMENT COMMISSION

REVIEWED BY:

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Legal Counsel

MEETING DATE: 3/31/94

AGENDA NO: R-3

(Above Space for Board Clerk's Use ONLY)

**AGENDA PLACEMENT FORM**

**SUBJECT:** ORDER IN THE MATTER OF THE APPEAL OF GREG DURHAM FROM THE HEARINGS OFFICER'S  
ORDER REVOKING APPELLANT'S ADULT CARE HOME LICENSE.

**BOARD BRIEFING** Date Requested: \_\_\_\_\_

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

**REGULAR MEETING:** Date Requested: March 31, 1994

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

**DEPARTMENT:** Non-Departmental **DIVISION:** Chair's Office

**CONTACT:** Pete Kasting **TELEPHONE #:** 823-4047

**BLDG/ROOM #:** 131/315/City Attorney's Office

**PERSON(S) MAKING PRESENTATION:** \_\_\_\_\_

**ACTION REQUESTED:**

INFORMATIONAL ONLY     POLICY DIRECTION     APPROVAL     OTHER

**SUMMARY** (Statement of rationale for action requested, personnel and fiscal/budgetary impacts, if applicable):

3/31/94 copies to Pete Kasting,  
Chip Lazensky & Steve Bolog  
4/1/94 copy to Greg Durham

BOARD OF  
COUNTY CLERK  
1994 MAR 21 AM 11:42  
MULTNOMAH COUNTY  
OREGON

**SIGNATURES REQUIRED:**

**ELECTED OFFICIAL:** Beverly Steen

OR

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

**ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES**

Any Questions: Call the Office of the Board Clerk 248-3277/248-5222

0516C/63

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

In the Matter of the Appeal )  
of Greg Durham from the )  
Hearings Officer's Order ) ORDER  
Revoking Appellant's Adult ) 94-58  
Care Home License )

On March 3, 1994, at 11:00 a.m., the Board of County Commissioners heard testimony and considered evidence and arguments regarding the appeal of Greg Durham from a determination of the Hearings Officer that Mr. Durham had violated the provisions of MCAR 890-020-120(c) by having more than five residents in the home and had violated a condition of the license by admitting non-DD and non-DSO residents to the home. The appellant admits that the violations occurred, but argued that the sanction of license revocation is more severe than is warranted given all the surrounding circumstances.

Based on findings contained in the Hearings Officer's Order on the Appeal of Greg Durham, Hearing No. 134022 dated 12/28/93, by this reference made a part of this Order, the Board denies the appeal and accepts the decision of the Hearings Officer.

The following additional considerations persuade the Board that license revocation is an appropriate sanction in this case:

1. Mr. Durham's original application for a license was denied by the agency.

The Adult Care Home Program (ACH) investigated Mr. Durham and discovered that he had a prior drug conviction. It also discovered that, while in the employ of a care home in another county, Mr. Durham had engaged in consensual sex with a patient in his care. Due to the particular disability involved (close-in head injury) this constituted abuse under state care regulations despite its consensual nature.

2. Mr. Durham was finally issued a license with several restrictions after much negotiation.

After persisting with the agency, the manager of the Adult Care Home Program and Mr. Durham reached an understanding. Mr. Durham was granted a license on condition that he never be left alone with residents. To accomplish this, Mr. Durham persuaded the agency to issue a joint license to himself and a woman acquaintance. It was understood that her presence was a key factor in the issuance of the license. Mr.

Durham was also restricted as to the number and type of resident that could be admitted under this joint license. He was limited to a maximum of five residents and was not authorized to take any elderly residents.

3. Mr. Durham violated the express terms of his license.

At one time six residents were living in the home. In addition Mr. Durham accepted three elderly persons as residents. These violations are sufficient to merit revocation.

4. When the necessary conditions changed, Mr. Durham tried to conceal these facts from the agency.

Mr. Durham accepted elderly residents in the home at the same time his request for a change of status had been denied by the agency. When agency staff asked whether his co-licensee still lived at the home, he represented that the co-licensee still lived there while knowing the representation to be untrue.

It is hereby Ordered that the decision of the Hearings Officer's Order on the Appeal of Greg Durham, Hearing No. 134022 dated 12/28/93, is accepted. Review of this Final Order may be taken solely and exclusively by writ of review in the manner set forth in ORS 34.020 to ORS 34.100.

Approved this 31st day of March, 1994.

MULTNOMAH COUNTY, OREGON

By *Beverly Stein*  
Beverly Stein  
Multnomah County Chair



REVIEWED,  
PETER KASTING, SPECIAL COUNSEL  
for MULTNOMAH COUNTY, OREGON

By: *Pete Kasting*  
Pete Kasting

**BUDGET MODIFICATION NO.** MCSO #14

(For Clerk's Use) Meeting Date 3/31/94  
Agenda No. R-4

**1. REQUEST FOR PLACEMENT ON THE AGENDA FOR** \_\_\_\_\_

DEPARTMENT Sheriff's Office  
CONTACT Larry Aab  
\*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD \_\_\_\_\_

(Date) \_\_\_\_\_  
DIVISION Enforcement  
TELEPHONE 251-2489

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

Budget modification requesting authorization to transfer \$8,042 from contingency to the Sheriff's Office budget to pay for the cost of a methamphetamine drug lab clean-up.

**(Estimated Time Needed on the Agenda)**

**2. DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)**

PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

This modification will transfer \$8,042 from contingency to pay for the costs of a drug lab clean-up conducted by the Sheriff's Office. Because of budget cutting at the State Department of Environmental Quality, the responsibility for this task falls to the County.

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

**4. CONTINGENCY STATUS (to be completed by Finance/Budget)**

Contingency before this modification (as of \_\_\_\_\_) \$ \_\_\_\_\_  
(Specify Fund) (Date)  
After this modification \$ \_\_\_\_\_

Originated By	Date	Department Manager	Date
		<i>Bob Strupp</i>	3/17/94
Budget Analyst	Date	Personnel Analyst	Date
<i>Theresa...</i>	3/21/94		
Board Approval	Date		
<i>DEBORAH CRISTO</i>	3/31/94		

EXPENDITURE TRANSACTION EB [ ]      GM [ ]      TRANSACTION DATE \_\_\_\_\_      ACCOUNTING PERIOD \_\_\_\_\_      BUDGET FY \_\_\_\_\_

Document Number	Action	Fund	Agency	Organi- zation	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Sub-Total	Description
		100	025	3120			6110			\$8,042		Professional Services
		100	045	9120			7700			(8,042)		Contingency
TOTAL EXPENDITURE CHANGE										0		TOTAL EXPENDITURE CHANGE

REVENUE TRANSACTION RB [ ]      GM [ ]      TRANSACTION DATE \_\_\_\_\_      ACCOUNTING PERIOD \_\_\_\_\_      BUDGET FY \_\_\_\_\_

Document Number	Action	Fund	Agency	Organi- zation	Activity	Reporting Category	Revenue Source	Current Amount	Revised Amount	Change Increase (Decrease)	Sub-Total	Description
TOTAL REVENUE CHANGE												TOTAL REVENUE CHANGE

# REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. \_\_\_\_\_ 2. Amount requested from General Fund Contingency: \$8,042

3. Summary of request:

Budget modification requesting authorization to transfer \$8,042 from contingency to the Sheriff's Office budget to pay for the cost of a methamphetamine drug lab clean-up.

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? no If so, when? \_\_\_\_\_  
If so, what were the circumstances of its denial?

5. Why was this expenditure not included in the annual budget process?

It was not anticipated.

6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Departmental sources of funds available?

All Sheriff's Office units are projected to spend their budgets at 100%.

7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

None

8. This request is for a (Quarterly \_\_\_\_\_, Emergency X) review.

9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information or comments you feel helpful.

Bob Skipper Jr.  
Signature of Department Head/Elected Official

3/17/94  
Date

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM BRIEFING  
STAFF REPORT SUPPLEMENT**

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM:

BOB SKIPPER,  
SHERIFF

*Bob Skipper*

TODAY'S DATE: March 11, 1994

REQUESTED PLACEMENT DATE: MARCH 24, 1994

RE: BUDGET MODIFICATION REQUESTING CONTINGENCY TRANSFER FOR  
DRUG LAB CLEAN-UP

---

I. Recommendation/Action Requested:

Request approval of a budget modification appropriating \$8,042 from general fund contingency to the Sheriff's Office budget in order to pay for a methamphetamine drug lab clean up located at 8114 SE Market St. and shut down by the Sheriff's Special Investigations Unit on March 8, 1994.

II. Background/Analysis:

As a part of the State of Oregon budget cutting process, the Department of Environmental Quality (DEQ) will no longer guarantee the costs of cleaning up a hazardous material spill or a drug lab. This burden now falls to the local jurisdiction. Prior to this policy, the DEQ assumed the responsibility of hazardous cleanups and then sought reimbursement from the offending party. Current DEQ policy establishes a clean up fund which must have a floor of \$25,000. When revenues exceed this amount DEQ will bear the cost of clean-ups until the fund drops to \$25,000. At that time clean-up costs become the burden of the local jurisdiction. Anticipated costs are completely unpredictable and are primarily dependant upon the probability of a hazardous spill.

This particular request is for a drug lab clean-up which occurred on March 8, 1994, and was performed by Foss Environmental Services. The cost of the clean-up was \$8,042. Since DEQ has not reached their \$25,000 floor, it is the responsibility of Multnomah County to assume the cost of the clean-up. Recommendations from the Budget Office are that these types of events be treated as contingency issues, They are unexpected, unanticipated events and the cost of cleaning them up is unknown

until the size of the event is evaluated. To try to budget for this would be very difficult.

III. Financial Impact:

This budget modification would reduce the general fund contingency by \$8,042.

IV. Legal Issues:

Legislative effort to require DEQ to resume responsibility for hazardous material incidents and drug lab cleanups.

- County Counsel expertise in cost recovery in the event of a spill or cleanup.

V. Controversial Issues:

None known

VI. Link to Current County Policies:

None known

VII. Citizen Participation:

N/A

VIII. Other Government Participation:

N/A

MEETING DATE: \_\_\_\_\_

AGENDA NO: \_\_\_\_\_

(Above Space for Board Clerk's Use ONLY)

-----  
**AGENDA PLACEMENT FORM**

**SUBJECT:** BUDGET MODIFICATION for the cost of a methamphetamine drug lab clean-up

**BOARD BRIEFING:** Date Requested: \_\_\_\_\_

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

**REGULAR MEETING:** Date Requested: March 31, 1994

Amount of Time Needed: 10 minutes

**DEPARTMENT:** Sheriff's Office **DIVISION:** Enforcement

**CONTACT:** Larry Aab **TELEPHONE #:** 251-2489  
**BLDG/ROOM #:** 313/231

**PERSON(S) MAKING PRESENTATION:** Bob Skipper, Sheriff

**ACTION REQUESTED:**

INFORMATIONAL ONLY  POLICY DIRECTION  APPROVAL  OTHER

**SUMMARY** (Statement of rationale for action requested, personnel and fiscal/budgetary impacts, if applicable):

**SIGNATURES REQUIRED:**

BUDGET MODIFICATION requesting authorization to transfer \$8,042 from contingency to the Sheriff's Office budget to pay for the cost of a methamphetamine drug lab clean-up.

**ELECTED OFFICIAL:** Bob Skipper Sr.

OR

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

**ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES**

Any Questions: Call the Office of the Board Clerk 248-3277/5222

BUDGET MODIFICATION NO.

DES-14

(For Clerk's Use) Meeting Date

3/31/94

Agenda No.

R-5

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR \_\_\_\_\_

(Date)

DEPARTMENT Environmental Services

DIVISION Animal Control

CONTACT Dave Flagler

TELEPHONE x 4056

\* NAME(S) OF PERSON MAKING PRESENTATION TO BOARD

Dave Flagler

SUGGESTED

AGENDA TITLE

Budget Modification to fund the establishment of an Animal Control "Pet Adoption Center" in partnership with Clackamas Town Center

(Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION

(Explain the changes this Bud Mod makes. What budget does it increase? What do changes

accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

Personnel changes are shown in detail on the attached sheet

This budget modification moves anticipated personnel savings into M&S object codes to fund supplies necessary to open a storefront at Clackamas Town Center mall. This storefront is designed for the purpose of making shelter animals available to the public for adoption, and to serve as a community education and resource center for responsible pet ownership issues. The storefront is a partnership with business and other governments and non-profit organizations. The space is being donated - a \$30,000 value. This budget modification will be funded by anticipated personnel savings due to change in the position of Animal Control Director. This request is based on a successful "pilot" project earlier in FY 93-94.

This program has been endorsed by the Multnomah County Animal Control Advisory Committee.

3. REVENUE IMPACT

(Explain revenues being changed and reason for the change)

While we have projected the activity associated with this budget modification to increase pet adoption fees by \$2,900, Revenue changes are not shown on this budget modification as the amount of revenue previously budgeted was overestimated and the increase in revenue due to this activity will bring actual revenues received more closely in line with the amount budgeted.

4. CONTINGENCY STATUS

(to be completed by Budget & Planning)

Fund Contingency before this modification (as of \_\_\_\_\_ ) \$ \_\_\_\_\_

Date

After this modification \$ \_\_\_\_\_

Originated By David Dun Date 21-Mar-94

Department Director Betsy Wallin Date 21-Mar-94

Plan/Budget Analyst Keri Hardwick Date 3/21/94

Employee Services \_\_\_\_\_ Date \_\_\_\_\_

Board Approval WILLIAMSON CROGSTAD Date 3/31/94



BUDGET MODIFICATION NO 70. DES 14

EXPENDITURE

TRANSACTION EB GM [ ]

TRANSACTION DATE \_\_\_\_\_

ACCOUNTING PERIOD \_\_\_\_\_

BUDGET FY \_\_\_\_\_

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		100	030	5830			6120	35,983	37,483	-1,500		Printing
		100	030	5830			6230	32,226	39,796	7,497		Supplies
		100	030	5830			7150	17,909	18,909	1,000		Telephone
		100	030	5800			5100			(6,753)		Permanent
		100	030	5800			5500			(1,934)		Fringe
		100	030	5800			5550			(1,310)		Insurance
TOTAL EXPENDITURE CHANGE										0		

REVENUE

TRANSACTION EB GM [ ]

TRANSACTION DATE \_\_\_\_\_

ACCOUNTING PERIOD \_\_\_\_\_

BUDGET FY \_\_\_\_\_

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Revenue	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
TOTAL REVENUE CHANGE										0		

BUDGET MODIFICATION NO. JJD1

(For Clerk's Use) Meeting Date 3/31/94 Page 1  
Agenda No. R-6

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR \_\_\_\_\_ (Date)

DEPARTMENT: Social Services DIVISION: Juvenile Justice  
CONTACT: Marie Eighmey TELEPHONE: 248-3550  
\*NAME OF PERSON MAKING PRESENTATION TO BOARD: Jann Brown

SUGGESTED AGENDA TITLE:  
Budget Modification ~~258~~ JJD1 reclassifies an Office Assistant 2 to an Office Assistant Senior.

(Estimated Time Needed On The Agenda)

2. DESCRIPTION OF MODIFICATION:  
{X} PERSONNEL CHANGES.

This budget modification reclassifies an Office Assistant 2 to an Office Assistant Senior in the County General Fund program. The \$485 increase in permanent personnel cost for the remaining 1 1/2 months of this fiscal year is transferred from Temporary personnel, resulting in a net change of zero to the Personnel budget.

The reclassification will be annualized for FY94-95.

3. REVENUE IMPACT: N/A.

4. CONTINGENCY STATUS: N/A.

Originated By	Date	Department Manager	Date
X <u>Harold Ogilven</u>	<u>3/17/94</u>		
Budget Analyst	Date	Personnel Analyst	Date
<u>David C. Marra</u>	<u>3/21/94</u>	<u>S. Ayers</u>	<u>3-22-94</u>
Board Approval			Date

Deborah Coates 3/31/94

EXPENDITURE

TRANSACTION EB [ ] GM [ ] TRANSACTION DATE \_\_\_\_\_ ACCOUNTING PERIOD \_\_\_\_\_ BUDGET FY \_\_\_\_\_

DOC. NUMBER	ACTION	FUND	AGENCY	ORG	ACT.	REPT CATEG	OBJ	CURR AMT	REV AMT	CHANGE	TOTAL	DESCRIPTION
100		010		2521			5100			370		Inc Permanent
100		010		2521			5500			100		Inc Fringe
100		010		2521			5550			15		Inc Insurance
											485	Subtotal, Org 2521
100		010		2541			5200			(441)		Dec Temporary
100		010		2541			5500			(36)		Dec Fringe
100		010		2541			5550			(8)		Dec Insurance
											(485)	Subtotal, Org 2542
400		040		7531			6520			7	7	Insurance Fund
											7	TOTAL EXPENSE

REVENUE

TRANSACTION RB [ ]

DOC. NUMBER	ACTION	FUND	AGENCY	ORG	ACT.	REPT CATEG.	REV SOURCE	CURR AMT	REV AMT	CHANGE	TOTAL	DESCRIPTION
400		040		7531			6600				7	Svc Reimb CG/F to Ins.
											7	TOTAL REVENUE

## 5. ANNUALIZED PERSONNEL CHANGES:

FTE	POSITION TITLE	BASE PAY	FRINGE	INSURANCE	TOTAL
1.00	Office Assistant Senior	23,970	6,201	5,370	35,541
-1.00	Office Assistant 2	(20,435)	(5,506)	(5,093)	(31,034)
0.00	Annualized Total	3,535	695	277	4,507

## 6. CURRENT YEAR PERSONNEL DOLLAR CHANGES:

FTE	EXPLANATION OF CHANGE	BASE PAY	FRINGE	INSURANCE	TOTAL
0.13	Office Assistant Senior	3,033	817	127	3,977
-0.13	Office Assistant 2	(2,663)	(717)	(112)	(3,492)
0.00	Subtotal	370	100	15	485
0.00	Temporary	(441)	(36)	(8)	(485)
0.00	Total	(71)	64	7	0



# MULTNOMAH COUNTY OREGON

JUVENILE JUSTICE DIVISION  
1401 N.E. 68TH  
PORTLAND, OREGON 97213  
(503) 248-3460

BOARD OF COUNTY COMMISSIONERS  
BEVERLY STEIN • CHAIR OF THE BOARD  
DAN SALTZMAN • DISTRICT 1 COMMISSIONER  
GARY HANSEN • DISTRICT 2 COMMISSIONER  
TANYA COLLIER • DISTRICT 3 COMMISSIONER  
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

TO: Beverly Stein  
Multnomah County Chair

VIA:  Harold Ogburn  
Director, Juvenile Justice Services

FROM:  Jann Brown,  
Manager, Juvenile Justice Services

DATE: March 17, 1994

SUBJECT: Budget Modification ~~800#~~ JJD 1, To Reclassify An Office Assistant 2  
Position To An Office Assistant Senior Position

**RECOMMENDATION:** Juvenile Justice Services recommends Board of County Commissioners' approval of a request to reclassify an Office Assistant 2 position to an Office Assistant Senior.

**BACKGROUND/ANALYSIS:** An Office Assistant 2 position, located in Document Services, is being reclassified to assume responsibilities for directing the work activities of five to six Office Assistant 2's and the workload in the Data Management Center. That Center maintains the client case files and records; it processes, collects, and maintains information and data regarding juveniles in various automated and manual systems. The reclassified position would be annualized for FY94-95. (A copy of the job description is attached).

**FINANCIAL IMPACT:** The reclassification for the remaining 1 1/2 months of FY93-94 costs an additional \$485 and is covered by a transfer of dollars from temporary to permanent employee expense. The net change to the Division's budget, therefore, is zero. The position is located in the County General Fund Information Services support program.

REQUEST TO CREATE/RECLASSIFY A POSITION

1. List the proposed duties of the position (please do not copy from the class specification):

See attached.

a.

b.

c.

d.

e.

Use the reverse side or attached additional sheets, if needed.

2. State the proposed classification title:

Senior Office Assistant

3. Is this a new position?  Yes  No

4. If this is an existing position, state the name of the incumbent:

I am taking the OAI position vacated by the transfer of Sarah Dollison to Community Corrections and reclassifying it to a Senior Office Assistant in the Data Management Center.

5. Proposed effective date of change: February 7, 1994 (or sooner if possible)

Hiring Manager: Jann Brown

Date: 1/6/94 Department/Division: Juvenile Justice Division

\*\*\*\*\*

EMPLOYEE SERVICES DIVISION USE ONLY:

Action:  Approved as submitted.

Approved for classification title.

Denied (for Reclassification Requests only).

Analyst Name: CRumbas

Date: 2/3/94

Senior Office Assistant  
Juvenile Justice Division  
Data Management Center

In addition to the duties as described in the Job Description for Data Management Center Office Assistant II at Juvenile Justice Division, the Senior OA will be responsible for, but not limited to, the following:

- **Monitor the incoming work and prioritize the workload.** This involves delegating when needed to meet deadlines or to decrease backlogs by adjustment of work assignment priorities for other OA-II's in the Unit as necessary.
- **Exercise independent judgment in problem solving.** Determine when to escalate complicated potential or actual problems to the Operations Supervisor and provide suggestions for solutions.
- **Provide technical assistance to the network of agency and interagency staff involved in Juvenile Court cases when unusual problems or difficulties arise.**
- **Provide training to new staff and on-call or temporary help for the Data Services Section, including Data Entry, Switchboard Operator, and Receptionist positions.**
- **Implement procedures and ensure policy is followed by unit staff and interagency personnel, as determined by the Operations Supervisor.**
- **Delegate requests for priority services and special projects and monitor and maintain time frames and deadlines.**
- **Ensure adequate coverage of daily priority tasks assigned to unit staff in the event of their absence.**

1/5/94

Office Assistant II  
Juvenile Justice Division  
Data Management Center

The following list includes but is not limited to the duties of, and provides some examples of the functions performed by the Office Assistant II in the Data Management Center of the Juvenile Justice Division.

- Retrieve, interpret, confirm, code and enter data from a wide variety of sources such as Court Orders, Citizen Review Board Orders, police reports, Court Counselor's and District Attorneys case notes, affidavits, warrants, and a wide variety of other forms used in the Juvenile Justice system, into a number of different automated and manual systems.
- Search data base, confirm that either a client case record exists in the Tri-County Juvenile Information System, or that there is no record. Update existing record or initiate and establish a new record on the system and in hardcopy following established procedures.
- Maintain information tracking systems on different types of case dispositions on a Personal Computer/Local Area Network (PC/LAN) based system including maintenance and updating of electronic and paper case files.
- Maintain central filing system and individual case files for all juvenile cases including archiving following established procedures.
- Provide information about the status of specific cases and assist case processing for Court Counselors, District Attorneys, Judges and Court staff, Youth Service Center staff, military personnel, Administration and Detention personnel, and other authorized agency and interagency staff.
- Learn, interpret and be able to explain Juvenile Court processes, procedures and applicable laws directly to clients requesting expungement of their record. Process expunctions following established procedures.
- Learn Juvenile Court processes, procedures and applicable laws directly relative to adoptions in Dependency cases. Process adoptions according to law and following established procedures.
- Obtain and maintain certification with the Law Enforcement Data System (LEDS) with the National Crime Information Center (NCIC). Perform warrant entry and withdrawal in LEDS/NCIC according to established procedures.
- Learn, interpret, and explain rules and regulations for release of confidential information in a variety of different types of circumstances with various requesting parties according to established procedures.

MEETING DATE: 3/31/94

AGENDA NO: 2-7

(Above Space for Board Clerk's Use ONLY)

**AGENDA PLACEMENT FORM**

SUBJECT: PCRB Exemption Request

BOARD BRIEFING Date Requested: \_\_\_\_\_

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

REGULAR MEETING: Date Requested: MAR 31 1994

Amount of Time Needed: 5 - 10 minutes

DEPARTMENT DES DIVISION Facilities Management

CONTACT F. Wayne George/Lillie Walker TELEPHONE # 248-3322 / 248-5111

BLDG/ROOM# 421/3rd

PERSON (S) MAKING PRESENTATION: F. Wayne George

**ACTION REQUESTED:**

INFORMATIONAL ONLY  POLICY DIRECTION  APPROVAL  OTHER

SUMMARY (Statement of rationale for action requested, personnel and fiscal/budgetary impacts, if applicable):

Request from DES, Facilities Management for a temporary exemption from the competitive bidding process to contract for security guard services at various facilities through May 15, 1994.

3/29/94 notice & application to PCRB list, Lillie Walker & Wayne George

3/31/94 notice & order to PCRB list, Lillie Walker & Wayne George

**SIGNATURE REQUIRED:**

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

OR

DEPARTMENT MANAGER: Lillie M. Walker

CLERK OF COUNTY COMMISSIONERS  
TILLAMOOK COUNTY  
OREGON  
MAR 21 PM 1:55

**ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES**

Any questions: Call the Office of the Board Clerk 248-3277/248-5222

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM BRIEFING  
STAFF REPORT SUPPLEMENT**

TO: BOARD OF COUNTY COMMISSIONERS  
FROM: Lillie Walker, Purchasing Director  
TODAY'S DATE: March 21, 1994  
REQUESTED PLACEMENT DATE: March 31, 1994

RE: Exemption request from formal competitive bid process for Facilities Management to continue to contract for security guard services for the various County Facilities.

I. Recommendation/Action Requested:

Facilities Management has requested a temporary exemption from the formal bid process to contract with Swanberg & Associates for security guard services at various County Facilities through May 15, 1994.

II. Background/Analysis:

The current contract for which formal bids were let expired January 31, 1994. Facilities Management has been preparing new specifications for this bid and will soon be ready to advertise for bid for these services. Swanberg and Associates is currently providing these services in accordance with the bid and has agreed to continue providing these services until a new contract is executed by May 15, 1994.

III. Financial Impact:

None.

IV. Legal Issues:

This request is supported by ORS 279.015 (2) and other than the signing of the contracts, there are no legal issues anticipated.

V. Controversial Issues:

N/A

VI. Link to Current County Policies:

Current County policies require formal competitive bidding for the purchase of equipment, materials, supplies and non-professional services that exceed \$10,000.00.

VII. Citizen Participation

N/A

VIII. Other Government Participation:

N/A



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES  
DIVISION OF FACILITIES AND  
PROPERTY MANAGEMENT  
2505 S.E. 11TH AVENUE  
PORTLAND, OREGON 97202  
(503) 248-3322

BEVERLY STEIN  
MULTNOMAH COUNTY CHAIR

TO: Lillie Walker  
FROM: Betsy Williams *Betsy Williams*  
DATE: March 14, 1994  
RE: Security Contract Extension

On January 31, 1994 the contract for security services at various County facilities expired. Bob Kieta, the Custodial and Contracts manager of Facilities Management has been working to prepare new bid specifications for this contract including the changes for the temporary Central Library, McCoy building evening and weekend clinics and the Walnut Park building. Bob contacted our current contractor, Swanberg and Associates and requested that they continue providing service until such time as a new contract is bid and awarded. Swanberg has agreed to continue providing service according to the current contract terms. Bob has estimated that he will have the new contract awarded by May 15, 1994, so we request that you submit a PCRB exemption request and upon approval issue a Purchase Order for Swanberg and Associates to cover the months of February, March, April and half of May, while the new contract is bid and awarded. The 3.5 month cost of this Purchase order will be approximately \$26,519. Please reference Bid #B76-806-5197.

Thank you for your help in processing this request. If you have any questions please call Bob Kieta at ext. 6245.

cc: F.Wayne George  
Bob Kieta



# MULTNOMAH COUNTY OREGON

OFFICE OF THE BOARD CLERK  
SUITE 1510, PORTLAND BUILDING  
1120 S.W. FIFTH AVENUE  
PORTLAND, OREGON 97204

BOARD OF COUNTY COMMISSIONERS  
BEVERLY STEIN • CHAIR • 248-3308  
DAN SALTZMAN • DISTRICT 1 • 248-5220  
GARY HANSEN • DISTRICT 2 • 248-5219  
TANYA COLLIER • DISTRICT 3 • 248-5217  
SHARRON KELLEY • DISTRICT 4 • 248-5213  
CLERK'S OFFICE • 248-3277 • 248-5222

## NOTICE OF HEARING

*The Multnomah County Board of Commissioners, sitting as the Public Contract Review Board, will consider an application on Thursday, March 31, 1994, at 9:30 a.m. in Room 602 of the Multnomah County Courthouse, 1021 SW Fourth, Portland, Oregon, in the Matter of a Temporary Exemption from Competitive Bidding for Security Guard Services for Various County Facilities.*

*A copy of the application is attached.*

*For additional information, please contact Multnomah County Purchasing Director Lillie Walker, 248-5111 or the Office of the Board Clerk, 248-3277 or 248-5222.*

**BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON  
PUBLIC CONTRACT REVIEW BOARD**

*Deborah L. Bogstad  
Office of the Board Clerk*

*enclosure*

*cc: Lillie Walker*

*F. Wayne George*

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON  
ACTING AS THE PUBLIC CONTRACT REVIEW BOARD

In the Matter of a temporary )  
Exemption from competitive )  
bidding for Security guard )  
services for various County )  
Facilities )

A P P L I C A T I O N

Application to the Public Contract Review Board on behalf of a request from the Department of Environmental Services, Facilities Management Division, is hereby made pursuant to the Board's Administrative Rule AR 10.010, and adopted under the provisions of ORS 279.015 for an order of exemption to contract for Security Guard services from Swanberg & Associates. The period for the exemption is through May 15, 1994. The amount of the contract will be approximately \$26,519.

This exemption Request is due to the following facts: The Facilities Management is in the process of creating new bid specifications for security guard services for various County Facilities. Until these services can be bid and a contract executed, the previous contractor, Swanberg & Associates has agreed to continue providing services in accordance with the previous contract terms. The original contract was competitively bid.

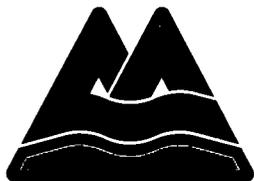
This exemption is not likely to encourage favoritism or substantially diminish competition and will result in cost savings.

This exemption will not affect the current budget for FY 93/94.

Purchasing, Contracts, and Central Stores recommends approval of the temporary exemption from competitive bidding for the security guard services contract at various County facilities through May 15, 1994.



Billie Walker, Director  
Purchasing, Contracts, & Central Stores



# MULTNOMAH COUNTY OREGON

OFFICE OF THE BOARD CLERK  
SUITE 1510, PORTLAND BUILDING  
1120 S.W. FIFTH AVENUE  
PORTLAND, OREGON 97204

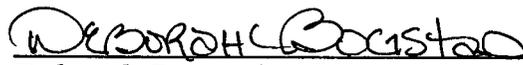
BOARD OF COUNTY COMMISSIONERS  
BEVERLY STEIN • CHAIR • 248-3308  
DAN SALTZMAN • DISTRICT 1 • 248-5220  
GARY HANSEN • DISTRICT 2 • 248-5219  
TANYA COLLIER • DISTRICT 3 • 248-5217  
SHARRON KELLEY • DISTRICT 4 • 248-5213  
CLERK'S OFFICE • 248-3277 • 248-5222

## NOTICE OF APPROVAL

*The Multnomah County Board of Commissioners, sitting as the Public Contract Review Board, considered an application on Thursday, March 31, 1994, at 9:30 a.m. in Room 602 of the Multnomah County Courthouse, 1021 SW Fourth, Portland, Oregon, and approved Order 94-59 in the Matter of a Temporary Exemption to Contract with Rob Swanberg & Associates to Provide Security Guard Services for Various County Facilities.*

*A copy of the Order is attached.*

**BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON  
PUBLIC CONTRACT REVIEW BOARD**

  
Deborah Bogstad  
Office of the Board Clerk

*enclosure  
cc: Lillie Walker  
Wayne George*

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON  
ACTING AS THE PUBLIC CONTRACT REVIEW BOARD

In the Matter of a temporary )  
Exemption to contract with )  
Rob Swanberg & Associates to )  
provide security guard services )  
for various County Facilities )

O R D E R  
94-59

The above entitled matter is before the Board of County Commissioners, acting in its capacity as the Multnomah County Public Contract Review Board, to consider a request from the Department of Environmental Services, Facilities Management, under Multnomah County PCRB Rule AR 10.010 to contract with Swanberg & Associates for security guard services at various County Facilities through May 15, 1994.

It appearing to the Board that the request for exemption, as it appears in the application, is based upon the fact that Facilities Management is creating new bid specifications in preparation for formal bid. In the interim Swanberg & Associates shall provide security guard services at the same cost of the previous contract. These services will be competitively bid and a new contract executed by May 15, 1994.

It appearing to the Board that this request for an exemption is in accord with the requirements of the Multnomah County Public Contract Review Board Administrative Rules AR 10.010, 20.060 and 30.010; it is therefore

**ORDERED** that the exemption is hereby approved as it represents

Dated this 31st day of March, 1994.



BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON  
ACTING AS THE PUBLIC CONTRACT  
REVIEW BOARD:

By Beverly Stein  
Beverly Stein, County Chair

LAURENCE KRESSEL, County Counsel  
for Multnomah County, Oregon

By John L. DuBay  
Assistant County Counsel  
John L. DuBay

MEETING DATE: 3/31/94

AGENDA NO: L-8

(Above Space for Board Clerk's Use ONLY)

**AGENDA PLACEMENT FORM**

SUBJECT: PCRB Exemption for Road Repair Work on Division Drive

BOARD BRIEFING Date Requested: \_\_\_\_\_

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

REGULAR MEETING: Date Requested: Thursday, March 24, 1994

Amount of Time Needed: 5 minutes

DEPARTMENT MSS/DES DIVISION Purchasing/Environmental Services

CONTACT Lillie Walker/Roy Morrison TELEPHONE # 248-5111 / 248-5050

BLDG/ROOM# 421/1st/412

PERSON (S) MAKING PRESENTATION: Lillie Walker

**ACTION REQUESTED:**

INFORMATIONAL ONLY  POLICY DIRECTION  APPROVAL  OTHER

SUMMARY (Statement of rationale for action requested, personnel and fiscal/budgetary impacts, if applicable):

Request of the Board of County Commissioner, acting as PCRB, for approval of an emergency exemption for road repair work on Division Drive.  
3/29/94 notice & application to PCRB list, Lillie Walker & Roy Morrison  
3/31/94 notice & order to PCRB list, Lillie Walker & Roy Morrison

**SIGNATURE REQUIRED:**

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

OR  
DEPARTMENT MANAGER: Lillie M. Walker

**ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES**

Any questions: Call the Office of the Board Clerk 248-3277/248-5222



OFFICE MEMORANDUM ... DEPARTMENT OF ENVIRONMENTAL SERVICES

TO: Lillie Walker/Purchasing Division  
FROM: Betsy Williams/Director, DES <sup>By</sup> *Betsy Williams / Mike Budd*  
DATE: March 4, 1994  
SUBJECT: Emergency Contract Authorization

An emergency exists due to a slide on Division Drive. The slide is approximately one-quarter mile East of NE 268th Avenue, involves approximately 3,500 cubic yards embankment material and has displaced 6-8 feet of traffic lane.

Because of the restricted roadway width and because there is a 56 inch Bull Run water conduit only 15-20 feet from the slide area, Division Drive has been closed.

In order to solve the emergency, it will be necessary to re-channel Beaver Creek, construct a rock buttress at the toe of the slide, and fill the slide area with stone embankment materials. The Corps of Engineers has already given an emergency permit to work in the stream bed of Beaver Creek.

Estimated cost for the required work described is approximately \$70,000.00.

Emergency authorization is requested to hire a contractor to complete the required work so that Division Drive can be re-opened to traffic and to eliminate the potential hazard of damaging the Bull Run water conduit.

RM/js

0600E

RECEIVED  
PURCHASING SECTION  
94 MAR -4 AM 11:41  
MULTNOMAH COUNTY



# MULTNOMAH COUNTY OREGON

OFFICE OF THE BOARD CLERK  
SUITE 1510, PORTLAND BUILDING  
1120 S.W. FIFTH AVENUE  
PORTLAND, OREGON 97204

BOARD OF COUNTY COMMISSIONERS  
BEVERLY STEIN • CHAIR • 248-3308  
DAN SALTZMAN • DISTRICT 1 • 248-5220  
GARY HANSEN • DISTRICT 2 • 248-5219  
TANYA COLLIER • DISTRICT 3 • 248-5217  
SHARRON KELLEY • DISTRICT 4 • 248-5213  
CLERK'S OFFICE • 248-3277 • 248-5222

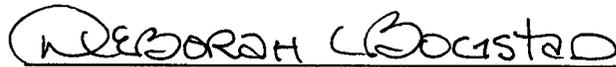
## NOTICE OF HEARING

*The Multnomah County Board of Commissioners, sitting as the Public Contract Review Board, will consider an application on Thursday, March 31, 1994, at 9:30 a.m. in Room 602 of the Multnomah County Courthouse, 1021 SW Fourth, Portland, Oregon, in the Matter of an Emergency Exemption for Road Repair on Division Drive.*

*A copy of the application is attached.*

*For additional information, please contact Multnomah County Purchasing Director Lillie Walker, 248-5111 or the Office of the Board Clerk, 248-3277 or 248-5222.*

**BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON  
PUBLIC CONTRACT REVIEW BOARD**



*Deborah L. Bogstad  
Office of the Board Clerk*

*enclosure  
cc: Lillie Walker  
Roy Morrison*

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON  
ACTING AS THE PUBLIC CONTRACT REVIEW BOARD

In the Matter of an Emergency        )  
Exemption for Road Repair            )  
on Division Drive                     )        A P P L I C A T I O N

Application to the Public Contract Review Board on behalf of a request from the Department of Environmental Services, Transportation Services Division, in accordance with the Public Contract Review Board's Administrative Rules AR 10.110 adopted under the provisions of ORS 279.015(4) for an order of emergency exemption from the competitive bid process for road repair on Division Drive East of 268th Avenue. The approximate cost for the project is \$70,000.00.

An emergency exists due to a slide on Division Drive. The slide involves approximately 3,500 cubic yards embankment material and has displaced 6-8 feet of traffic lane.

Because of the restricted roadway width and because there is a 56 inch Bull Run water conduit only 15-20 feet from the slide area, Division Drive has been closed.

In order to solve the emergency, it will be necessary to re-channel Beaver Creek, construct a rock buttress at the toe of the slide, and fill the slide area with stone embankment materials. The corps of Engineers has already given an emergency permit to work in the stream bed of Beaver Creek.

Emergency authorization is requested to hire a contractor to complete the required work so that Division Drive can be re-opened to traffic and to eliminate the potential hazard of damaging the Bull Run water conduit.

Competitive quotes will be solicited by the Transportation.

The Department of Environmental Services, Transportation Services Division, has funds to make emergency repairs in the FY 1992/93 budget.

Purchasing, Contracts, and Central Stores recommends approval of the emergency exemption For Road Repair on Division Drive.

Dated this 14<sup>th</sup> day of March, 1994.



Lillie Walker, Director  
Purchasing, Contracts, & Central Stores

Attachments



# MULTNOMAH COUNTY OREGON

OFFICE OF THE BOARD CLERK  
SUITE 1510, PORTLAND BUILDING  
1120 S.W. FIFTH AVENUE  
PORTLAND, OREGON 97204

BOARD OF COUNTY COMMISSIONERS  
BEVERLY STEIN • CHAIR • 248-3308  
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GARY HANSEN • DISTRICT 2 • 248-5219  
TANYA COLLIER • DISTRICT 3 • 248-5217  
SHARRON KELLEY • DISTRICT 4 • 248-5213  
CLERK'S OFFICE • 248-3277 • 248-5222

## NOTICE OF APPROVAL

*The Multnomah County Board of Commissioners, sitting as the Public Contract Review Board, considered an application on Thursday, March 31, 1994, at 9:30 a.m. in Room 602 of the Multnomah County Courthouse, 1021 SW Fourth, Portland, Oregon, and approved Order 94-60 in the Matter of an Emergency Exemption for Road Repair on Division Drive.*

*A copy of the Order is attached.*

**BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON  
PUBLIC CONTRACT REVIEW BOARD**

*Deborah Bogstad  
Office of the Board Clerk*

*enclosure  
cc: Lillie Walker  
Roy Morrison*

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON  
ACTING AS THE PUBLIC CONTRACT REVIEW BOARD

In the Matter of an Emergency )  
Exemption for Road repair on )  
Division Drive )

O R D E R  
94-60

The above entitled matter is before the Board of County Commissioners, acting in its capacity as the Multnomah County Public Contract Review Board, to review, pursuant to AR 10.110 a declaration of emergency for Road Repair on Division Drive East of NE 268th Avenue. Cost of the project is approximately \$70,000.00.

It appearing to the Board that the declaration of emergency, as it appears in the order, is based upon the fact that, a slide occurred approximately one-quarter mile East of NE 268th Avenue 15 to 20 feet from a Bull Run water conduit which displaced a traffic lane causing the closure of Division Drive.

It appearing to the Board that the declaration of emergency is in accord with the requirements of the Multnomah County Public Contract Review Board Administrative Rules AR 10.110, and ORS 279.015(4); now therefore,

**IT IS ORDERED** that the road repair to Division Drive be exempted from the requirement of public bidding.

Dated this 31st day of March, 1994.



BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON  
ACTING AS THE PUBLIC CONTRACT  
REVIEW BOARD:

By Beverly Stein  
Beverly Stein, County Chair

LAURENCE KRESSEL, County Counsel  
for Multnomah County, Oregon

By John L. DuBay  
Assistant County Counsel  
John L. DuBay



# Beverly Stein, Multnomah County Chair

Room 1410, Portland Building  
1120 S.W. Fifth Avenue  
P.O. Box 14700  
Portland, Oregon 97204  
(503) 248-3308

## MEMORANDUM

TO: Board of County Commissioners  
Department Managers

FROM: Beverly Stein

DATE: April 1, 1994

RE: Emergency Contracts

At the March 31 board meeting, we received a request to grant an emergency exemption for road repair due to a landslide on Division Drive. The item led to a conversation on granting emergency exemptions. The County Code Section 2.20 Appendix A Division 10.110 grants the Chair authority to approve emergency exemptions.

The Purchasing Division will be noting emergency exemptions and Dave Boyer will forward those to me noting the requirements set forth in the code including sending the information to the board. If your exemption request is an emergency, please notify Purchasing when you request the exemption.

c: Dave Boyer

BOARD OF  
COUNTY COMMISSIONERS  
1994 APR - 5 PM 3:05  
MULTNOMAH COUNTY  
OREGON



#1

PLEASE PRINT LEGIBLY!

MEETING DATE

3-31-94

NAME

LT. ROD ENGLER

ADDRESS

MULT CO SERVICES INC

STREET

CITY

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM #

R-10

SUPPORT



OPPOSE

SUBMIT TO BOARD CLERK



#3

**PLEASE PRINT LEGIBLY!**

**MEETING DATE** 3-31-94

**NAME** Chrissy Ballantine

**ADDRESS** 13610 SE Market

**STREET** ptd.

**CITY**  **ZIP CODE** 97233

**I WISH TO SPEAK ON AGENDA ITEM #** R-10

**SUPPORT**  **OPPOSE**

**SUBMIT TO BOARD CLERK**

#4

**PLEASE PRINT LEGIBLY!**

**MEETING DATE** 3-31-94

**NAME** Monique Barnhart

**ADDRESS** 5105 12240 NE GILSON  
**STREET**

Portland  
**CITY** **ZIP CODE**

**I WISH TO SPEAK ON AGENDA ITEM #** R-10

**SUPPORT** \_\_\_\_\_ **OPPOSE** \_\_\_\_\_  
**SUBMIT TO BOARD CLERK**

#5  
**PLEASE PRINT LEGIBLY!**

**MEETING DATE**

3-31-94

**NAME**

Bob Chudet

**ADDRESS**

923 SW Florence Ct

**STREET**

Gresham OR

**CITY**

**ZIP CODE**

**I WISH TO SPEAK ON AGENDA ITEM #**

R-10

**SUPPORT**

**OPPOSE**

**SUBMIT TO BOARD CLERK**

#6

**PLEASE PRINT LEGIBLY!**

**MEETING DATE**

3/31/94

**NAME**

FRED HOLEVAS

**ADDRESS**

5105 SE 302nd

**STREET**

GRESHAM OR

97080

**CITY**

**ZIP CODE**

**I WISH TO SPEAK ON AGENDA ITEM #**

RD

**SUPPORT**



**OPPOSE**

**SUBMIT TO BOARD CLERK**

#7

PLEASE PRINT LEGIBLY!

MEETING DATE

3/31/99

NAME

DAN BAKER

ADDRESS

21750 NE Lachenview Ln

STREET

TROUTDALE

97060

CITY

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM #

R-10

SUPPORT

OPPOSE

SUBMIT TO BOARD CLERK

MEETING DATE: MAR 31 1994

AGENDA NO: R-10

(Above Space for Board Clerk's Use ONLY)

**AGENDA PLACEMENT FORM**

**SUBJECT:** Sheriff's Office Notice of Intent for School Resource Officer funding

**BOARD BRIEFING:** Date Requested: \_\_\_\_\_

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

**REGULAR MEETING:** Date Requested: March 31, 1994

Amount of Time Needed: 15 minutes

**DEPARTMENT:** Sheriff's Office **DIVISION:** Enforcement

**CONTACT:** Larry Aab **TELEPHONE #:** 251-2489  
**BLDG/ROOM #:** 313/231

**PERSON(S) MAKING PRESENTATION:** Bob Skipper, Sheriff

**ACTION REQUESTED:**

INFORMATIONAL ONLY  POLICY DIRECTION  APPROVAL  OTHER

**SUMMARY** (Statement of rationale for action requested, personnel and fiscal/budgetary impacts, if applicable):

NOTICE OF INTENT by the Sheriff's Office to provide, through intergovernmental agreement with Portland School District Police, 2 Deputy Sheriff's and 2 Portland School District Police Officers, assigned as School Resource Officers, in selected high schools in Portland School District #1.

Grantor Agency: Criminal Justice Services Section  
(Edward Bryne Formula Grant)

See page 1 of application for fiscal and other information.

**SIGNATURES REQUIRED:**

**ELECTED OFFICIAL:** Bob Skipper S.C.

OR

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

BOARD OF  
COUNTY COMMISSIONERS  
1994 MAR 28 AM 10:41  
MULTNOMAH COUNTY  
OREGON

**ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES**

Any Questions: Call the Office of the Board Clerk 248-3277/5222

COPY

*School Resource Officer  
Portland Public Schools*



*Multnomah County Sheriff's Office  
12240 NE Glisan  
Portland, OR 97230  
(503) 251-2413*

*and*

*Portland School District Police  
501 N. Dixon  
Portland, OR 97227  
(503) 331-3307*

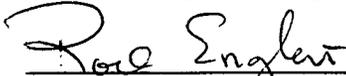
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State of Oregon  
Criminal Justice Services Section  
Office of Fiscal Policy Analysis  
Department of Administrative Services  
155 Cottage Street NE  
Salem, Oregon 97310  
(503) 378-4123

1. Project Title: **School Resource Officer**
2. Administering Agency Name and Address:  
**Multnomah County Sheriff's Office**  
**12240 NE Glisan**  
**Portland OR 97230**  
  
 Contact Person: **Lt. Rod Englert, Community Policing Division**
3. Project Telephone Number: **(503) 251-2513**
4. Level of Government: **County**
5. Is the project multijurisdictional? **Yes - Portland School District Police**
6. BJA Authorized Program Area: **7a**
7. Congressional District(s) Served: **3rd (Ron Wyden)**
8. Population of Area Served by Project: **400,000 +**
9. Federal funds requested: **\$188,349** Match funds: **\$62,783**  
 Source of match funds: **Local Funds**
10. Project start date: **09/01/94** Project end date: **06/30/95**
11. Type of project: **New**
12. Administering Agency Federal Tax I.D. Number: **93-6002309**
13. Delinquent of any Federal Debt: **No**

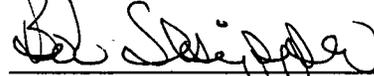
14. Name of Program Director

**Lt. Rod Englert,**  
**Community Policing Div.**

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

Name of Official Authorized  
 to Approve Contracts

**Bob Skipper,**  
**Multnomah County Sheriff**

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

## **A. Introduction.**

The Multnomah County Sheriff's Office and the Portland School District Police intend to provide, through intergovernmental agreement, 2 Deputy Sheriffs and 2 Portland School District Police Officers, assigned as School Resource Officers (SRO's), in selected high schools in Portland School District No. 1.

## **B. Statement of Purpose.**

The purpose of this project is to increase safety, and reduce school delinquency and juvenile crime, including drug offenses, weapons offenses, and gang-related activity, at Grant, Roosevelt, Marshall and Cleveland High Schools, operated by Portland Public School District No. 1.

## **C. Objectives.**

**1. Reduce the number of assaults, trespass violations, drug offenses, weapons offenses, and gang-related crimes occurring on or about the targeted high school campuses.**

This objective will focus on reducing the number of calls for service by the Portland School District Police to campus incidents. [See Appendix A for supporting data.]

**2. Reduce discipline and delinquency problems, including suspensions or expulsions, occurring at the targeted high schools.**

This objective will focus on reducing the number of suspensions and expulsions based on misbehavior, including attendance & punctuality, disrupting the learning environment, property damage, controlled substance use, and causing physical harm to others. [See Appendix B for supporting data.]

**3. Instruct every student at the targeted high schools in one or more law related subjects.**

Meeting this objective will ensure that every student at Grant, Roosevelt, Marshall and Cleveland High School receives classroom instruction in one or more of the following topics: drug and alcohol laws, date rape, domestic violence, search and seizure law, sex crime laws, DUII law, driver safety, firearms safety, traffic safety, consequences of crime.

#### **D. Performance Measures.**

**1. Reduce the number of assaults, trespass violations, drug offenses, weapons offenses, or gang-related crimes occurring on or about the targeted high school campuses.**

Statistics regarding the number of assaults, drug offenses, weapons offenses, or gang-related crimes occurring on or about Grant, Roosevelt, Marshall and Cleveland High School campuses are maintained by the Portland School District Police.

These statistics will be obtained and compiled by the Multnomah County Sheriff's Office's Planning and Research Unit and submitted to CJSS in quarterly reports.

**2. Reduce discipline and delinquency problems, including suspensions or expulsions, occurring at the targeted high schools.**

Statistics regarding discipline and delinquency problems, including suspensions or expulsions are maintained by the Portland School District. These statistics will be obtained and compiled by the Multnomah County Sheriff's Office's Planning and Research Unit and submitted to CJSS in quarterly reports.

**3. Instruct every student at the targeted high schools in one or more law related subjects.**

This objective will be measured by maintaining student rosters of each class taught by the SRO. Each roster will list each student by name and indicate which curriculum the student attended. These statistics will be obtained and compiled by the Multnomah County Sheriff's Office's Planning and Research Unit and submitted to CJSS in quarterly reports.

#### **E. Program Activities.**

##### **Qualifications of a School Resource Officer (SRO)**

Each School Resource Officer (SRO) is trained and experienced both as a law enforcement officer and as a community resource provider. Each SRO is certified as a police officer by the state's Board on Public Safety Standards & Training (BPST). Each SRO assigned to this duty attends a one week training course for school resource officers, sponsored by BPST.

Each SRO is selected based on the applicant's demonstration of:

- Effective verbal and written communication skills, including the ability to address public audiences in school, business and community settings
- Ability to relate to youth, particularly those of high school and middle school age
- Good working knowledge of social service providers and other community, criminal justice and school resources
- Ability to identify, analyze and recommend solutions to complex behavioral and social problems
- A genuine interest in at-risk youth

### Activities of the SRO

The SRO program is a proactive approach to juvenile crime prevention that emphasizes communication and problem solving. The primary duty of the SRO is to improve the school climate by serving as a resource for students, families, school staff, the school district and the community at large. This broad duty is accomplished through a triad approach of Enforcement, Counseling and Education.

**Enforcement.** The primary enforcement objective of the SRO is to prevent crimes and acts of violence and to resolve student conflicts as early as possible. Each SRO will maintain a presence on and about campus as an armed, uniformed police officer. However, the SRO is much more than a campus security officer.

The SRO will work closely with the school Principal, Vice-Principal, Buildings/Grounds Monitor and the regular Portland School District Police officers to enforce criminal laws and district policies through crime prevention, investigation and arrest, if necessary. An integral aspect of the SRO approach to law enforcement is solving problems through human interaction by integrating counseling and education into traditional police work.

**Counseling.** The SRO will work directly with school counselors to identify and refer at-risk students for counseling services. Such counseling services may include not only academic assistance, but also integration with available social services agencies that may assist the student and the student's family with problems that begin at home but surface at school. Additionally, each SRO will serve as first responder to calls regarding sexual or physical abuse reported at school. [See, ORS 419B.005 to 419B.045]

**Education.** Each SRO is an educated, skilled instructor with a broad base of knowledge regarding youth, social issues and the criminal justice system. Each SRO will make regular classroom presentations on law-related subjects designed to instruct and edify high school students.

In accordance with the provisions of ORS 336.067(a), the SRO will teach maturing, yet impressionable, young adults regarding the real consequences of their present and future acts, to the end that each student will learn "lessons which tend to promote and develop an upright and desirable citizenry."

**F. Program Budget.**

<b><u>Income</u></b>	<b><u>1994-95</u></b>
Grant Funds	188,349
Match Funds	62,783
<b><u>Total Income</u></b>	<b>251,132</b>
<b><u>Expenses</u></b>	
Salaries	158,000
(2.0 FTE Deputy Sheriff's & 2.0 FTE District Police Officers)	
Benefits/Payroll Taxes	77,000
(Fringe, benefits, taxes, insurance)	
Sub-total Personal Services	235,000
Equipment	6,000
(Uniforms, Radios, Weapons, etc.)	
Administrative/Indirect Costs	10,132
(Based on Multnomah County's approved rate)	
<b><u>Total Expenses</u></b>	<b>251,132</b>
<b><u>Total FTE</u></b>	<b><u>1994-95</u></b>
	4.0

## APPENDIX A

### 1993-94 Statistics Regarding Call for Police Service in Selected High Schools<sup>1</sup>

School Name	Calls for Service	Target Goal
Roosevelt	197	150
Grant	180	135
Marshall	123	90
Cleveland	101	75
<b>TOTALS</b>	601	450

---

<sup>1</sup> These statistics reflect calls for service involving incidents to which the Portland School District Police responded and for which an incident report was made. These calls for service include responses to assaults, fights, trespass, weapons offenses, vandalism, drug offenses, gang activity and similar campus disruptions. District-wide, in 1992-93, a total of 386 district high school students were suspended for fighting, 82 were suspended for assault, and 68 were suspended for possession of a weapon.

**APPENDIX B**

**1992-93 Student Suspensions at Selected High Schools  
& 1994-95 Target Goals**

School Name	Total # Suspended	Suspension Rate	Target Goal #	Target Rate
Grant	205	12.8%	154	9.7%
Roosevelt	118	10.6%	88	8.0%
Marshall	71	5.4%	53	4.1%
Cleveland	64	4.7%	48	3.7%
<b>TOTALS</b>	<b>463</b>	<b>8.5%</b>	<b>343</b>	<b>6.4%</b>

**1992-93 Student Expulsions at Selected High Schools  
& Target Goals**

School Name	Total # Expelled	Expulsion Rate	Target Goal #	Target Rate
Roosevelt	31	2.8%	15	1.4%
Marshall	13	1.0%	9	0.7%
Grant	11	0.7%	8	0.5%
Cleveland	3	0.2%	2	0.1%
<b>TOTALS</b>	<b>58</b>	<b>0.11%</b>	<b>34</b>	<b>0.6%</b>

**PREPARED BY MELODY BURCKHARD  
SENIOR, DAVID DOUGLAS HIGH SCHOOL  
LAW RELATED CLASS**

**CO-FACILITATED BY CHRISSEY BALLENTINE  
JUNIOR, DAVID DOUGLAS HIGH SCHOOL  
LAW RELATED CLASS**

**PRESENTED BY LIEUTENANT ROD ENGLERT  
COMMANDER, COMMUNITY POLICING DIVISION  
MULTNOMAH COUNTY**

**VIOLENCE IS PERVADING OUR SOCIETY IN MANY DIFFERENT WAYS.**

**WOULD YOU BELIEVE THAT AN AVERAGE CHILD WILL WITNESS OVER 7,000 MURDERS ON TV BEFORE EVER GRADUATING FROM ELEMENTARY SCHOOL, AND THAT EACH SCHOOL DAY 2,000 STUDENTS IN GRADES 10 THROUGH 12 DROP OUT OF HIGH SCHOOL IN THE US? SIXTY-THREE PERCENT OF ALL STATE PRISON ADMISSIONS ARE NOT HIGH SCHOOL GRADUATES.**

**MORE THAN 3,000,000 CRIMES A YEAR ARE COMMITTED IN OR NEAR THE 85,000 UNITED STATES PUBLIC SCHOOLS. IN MOST HIGH SCHOOLS VIOLENCE BREAKS OUT AT SPORTS GAMES, IN HALLWAYS AT SCHOOL, AND EVEN AT POPULAR HANGOUTS. AN ESTIMATED 270,000 STUDENTS CARRY GUNS TO SCHOOL EVERY DAY. WOULD YOU BELIEVE THAT IN 1990, HANDGUNS KILLED 22 PEOPLE IN GREAT BRITAIN, 87 IN JAPAN, 10 IN AUSTRALIA, 68 IN CANADA, 13 IN SWEDEN, AND 10,567 IN THE UNITED STATES? BY 1991 THE AMERICAN TOLL HAD JUMPED TO 12,090. SOME POLICE AND SCHOOL OFFICIALS AGREE THAT IT'S NOT SCHOOL RIVALRY AT ALL, BUT ISOLATED GROUPS RUNNING AROUND LOOKING FOR TROUBLE.**

**HOW EASY IS IT TO GET A GUN? WELL, ALL ONE NEEDED WAS FIFTY BUCKS FOR A 9MM AND A .38. A THIRD OF THE VIOLENT CRIMES IN AMERICA ARE NOW COMMITTED BY CHILDREN UNDER THE AGE OF 18. OREGON JUVENILES ARRESTED FOR AGGRAVATED ASSAULT HAS MORE THAN DOUBLED FROM 1986 TO 1992. THE LEADING CAUSE OF DEATH IN BLACK AND WHITE TEENAGE BOYS IS GUNSHOT WOUNDS. DID YOU KNOW THAT WILLFUL MURDER HAS JUMPED MORE THAN THIRTY-SIX PERCENT? THE POPULATION HAS INCREASED TWENTY-SIX PERCENT BETWEEN 1960 AND 1980, BUT THE HOMICIDE RATE DUE TO GUNS HAS INCREASED ONE HUNDRED SIXTY PERCENT. GUNS KILL THREE TIMES AS MANY PEOPLE ANNUALLY AS AIDS.**

**THIS YEAR 220 GANG SHOOTINGS WERE RECORDED, 64 CAUSING INJURIES. THERE ARE AN ESTIMATED 2,000 GANG MEMBERS OR AFFILIATES IN PORTLAND; 1,700 BLOODS AND CRIPS; 100 ASIAN GANGSTERS, AND 200 WHITE SUPREMACISTS.**

LAST YEAR MORE THAN 9,000 OREGON WOMEN AND CHILDREN SOUGHT REFUGE IN 32 SHELTERS OR SAFE HOUSES, AND MADE ALMOST 52,000 CALLS TO CRISIS LINES. EVERY 11 SECONDS A WOMAN IS BATTERED IN THE UNITED STATES. EVERY 20 DAYS AN OREGON CHILD DIES FROM CHILD ABUSE. FORTY PERCENT OF FEMALES AND ONE IN FIVE MALES WILL BE SEXUALLY ABUSED BY THE TIME THEY REACH THEIR 18TH BIRTHDAY. TWENTY FIVE PERCENT OF TEENAGE GIRLS ARE BEATEN BY THEIR BOYFRIENDS AND THINK THAT IT'S RIGHT. NO ONE DESERVES TO BE HIT. FORCIBLE RAPE AMONG JUVENILES ROSE NEARLY FIFTY-THREE PERCENT IN 1993. EVERY MINUTE A WOMAN IS RAPED IN THE UNITED STATES, AND ONE THIRD OF ALL WOMEN WILL BE. DID YOU KNOW THAT ONE OUT OF EVERY SIX COLLEGE WOMEN IS A VICTIM OF RAPE, AND THAT ONE OUT OF EVERY 15 COLLEGE MEN ADMIT TO RAPE OR ATTEMPTED RAPE? STATISTICS SHOW THAT SEVENTY-FIVE PERCENT OF SEX OFFENDERS USE PORNOGRAPHY, AND THAT PORNOGRAPHY IS A \$22,000,000 A DAY INDUSTRY, BIGGER THAN THE RECORD AND MOVIE INDUSTRIES COMBINED.

## MY EXPERIENCE

### MELODY BURCKHARD

MY FIRST JOB, I THOUGHT IT WAS GOING TO BE FUN, BUT I WAS WRONG. I STARTED AT DAIRY QUEEN IN OCTOBER OF 1991. I HAD TURNED 16 TWO MONTHS BEFORE. IT WAS GOING OKAY AT FIRST. I DIDN'T KNOW ANYONE THERE. THIS GUY JUST SORT OF LATCHED ONTO ME AND BECAME MY FRIEND. AFTER ABOUT A MONTH AT MY JOB HE WOULD START TO BECOME VERY FRIENDLY WITH ME. I WOULD ALWAYS BE DOING DISHES IN THE BACK AND HE WOULD COME UP BEHIND ME AND START GIVING ME A BACK RUB. HE MOVED LOWER AND LOWER, AND CLOSER TO MY FRONT. HE WOULD UNDO MY BRA, AND HAD ME PINNED UP AGAINST THE METAL SINKS. I TOLD HIM TO STOP BUT HE WOULDN'T. I COMPLAINED TO THE MANAGER AND OTHERS, BUT NOBODY LISTENED. SINCE I WAS NEW AND HE HAD BEEN THERE AWHILE, THEY LISTENED TO HIM. HE GOT MAD AT ME FOR NO REASON AT ALL. HE STARTED THROWING THINGS AT ME, INCLUDING METAL POTS AND THIS LONG BUTCHER KNIFE. I BLOCKED THE KNIFE WITH MY HAND BECAUSE IT WAS COMING AT MY FACE. IT JUST CUT MY HAND OPEN. I KEPT ON THINKING, WHAT DID I DO TO DESERVE THIS? AFTER THE KNIFE INCIDENT HE WENT AND Poured THREE INCHES OF SALT AND SOME CHEMICAL DEGREASER INTO MY DRINK. I CAN'T HAVE A LOT OF SALT AND I BECAME VERY SICK.

- \* TOLD ME HE WOULD HURT ME
- \* STOPPED AT SCHOOL
- \* SEXUALLY HARASSED AT SCHOOL
- \* STALKED AFTER WORK
- \* WOULD TRY TO KISS, HUG, AND PUSH IN BUSHES
- \* THREATENED TO KILL ME AT WORK ON PHONE
- \* HE GOT FIRED
- \* FOLLOWED ME HOME
- \* PUSHED DOWN, KICKED, AND BEATEN
- \* RIBS BRUISED
- \* CALLED POLICE, NOTHING HAPPENED
- \* NO ONE CARED
- \* HIT BY CAR
- \* HE WAS INDICTED ON 15 CHARGES -
  - 8 SEXUAL ABUSE
  - 4 HARASSMENT
  - 2 ASSAULT IV
  - 1 ASSAULT II
- \* HE WENT TO COURT
- \* I WAS RAPED ON VALENTINE'S DAY - FIRST TIME

March 31, 1994

Dear Multnomah County Commissioners:

In this age where citizens desire and deserve the best from government, you can be proud of the Multnomah County Sheriff's Office as an agency rich in the tradition of service. Having served with the Sheriff's Office for more than 30 years, I am convinced this consistent level of quality service stems from two attributes of the Sheriff's Office: vision and commitment to coactive involvement with citizens

Underlying the Sheriff's Office philosophy are values that you, as commissioners, regard as fundamental. Unlike most urban police departments, the Sheriff's Office operates on the conviction that it is a 24-hour-a-day, 7-day-a-week primary care provider for all social services available in the county. In this capacity, the Sheriff's Office is much more than a police department. We are the 24-hour-a-day human service organization on the streets that *helps people in need*.

The Sheriff's Office is a nationally-recognized law enforcement agency. But we prefer to view our role as peace keepers, not law enforcers. When we arrive at a call, our first question is, "What's the problem?" not, "Where's the culprit?"

My office is commanded by law to arrest law-breakers and put them in jail. While our deputy sheriffs and corrections officers do those jobs admirably, we view our mission as more than arresting and jailing people — we want to identify and resolve problems that adversely affect our community.

The Sheriff's Office pioneered the concept of community policing long before the term became a household word. Our early program prototypes, emphasizing citizen involvement and interagency cooperation, have evolved into successful programs such as the Safety Action Teams. We call these programs successful because *the citizens testify to the difference that these efforts have made in their communities*. Although creative programs might work in any jurisdiction, the key to the Sheriff's Office's success has traditionally been in responding to community needs and maintaining a high level of citizen involvement in its programs.

We occupy an uncommon place in the continuum of community service. We have the resources, the personnel and the will to reshape the delivery of service to the neighborhoods and communities of Multnomah County. Our model is one that integrates education and appropriate levels of enforcement, based on the advice that we hear from the community. It is my hope that we will transform the agency into a multi-faceted resource that aids communities in achieving wellness and equilibrium.

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## Responding to Citizen Advice: Public Safety 2000

In the period following the publication of the Citizen's Crime Commission report on public safety, we deliberated over the best way to respond to its recommendations. We were convinced that there was a method that would allow us to preserve the character and stability of the Sheriff's Office while meeting the expectations that were laid out for us. These expectations included:

- Finding additional deputies for community policing programs.
- Assigning deputies, through specialized investigation and support service, to address priority crimes.
- Assigning deputies to high crime areas under a community responsive model of policing.
- Providing additional resources to the neighborhoods of East Multnomah County.
- Assigning additional deputies to River Patrol.

At the onset of this venture, we realized that this was not just a change in service but nothing less than a revolution of thinking about the structure and shape of policing. The process of configuring this idea has been difficult, as all visceral changes are. The outcome of this process, however, is a product that will build on the tradition of innovation and create stability in the community and the agency.

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## Achieving Measurable Results

To guide the task of renewing the Sheriff's Office, we have adopted the county-wide *benchmarks* as the way in which we will measure the relevance and outcome of our programs. We have chosen to take a particular emphasis on the following:

- Sense of Safety
- Public Safety
- Child Abuse Prevention
- Student Alcohol Use
- Drug Treatment

The Sheriff's Office is in an ideal position to devote resources to these goals and is ready to extend itself in concert with other agencies and partnerships that work for the good of the community at large.

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## A New Configuration

The plan that we are proposing for your support is based on the recommendations of PS 2000 and the core of information that we have gathered from current programs. Using this data as the underpinning of the new platform, I propose to do the following:

- Prepare three sergeants and nine deputies for lateral transfer to the Portland Police Bureau, contingent on PPB's acceptance and the preservation of the employees' interests. Although we are disappointed to let go of these individuals because we can fully utilize them, we are prepared to do so.
- Continue specialized investigation, support and reinforcement to Multnomah County and the Office of the District Attorney.
- Continue our funded contracts with Metro and other entities contingent on contract renewals.
- Continue our participation in the Multi-Disciplinary Team which combats child abuse and domestic violence.
- Maintain a responsive patrol of the rural and unincorporated areas of Multnomah County.
- Maintain county-wide DUII enforcement on area roads and waterways.
- Maintain the DARE program that serves 38 schools with its assignment of four deputies.
- Maintain the three area based Safety-Action Teams at Brentwood-Darlington, Columbia Villa and David Douglas High School.
- Maintain the Family Resource Officers based in Sam Barlow and Reynolds High Schools.
- Create teams in the following locations:
  - Portland Adventist Hospital Safety-Action Team in a contract partnership to create community wellness in the service area.

- Columbia River Safety Action Team to address the needs for DUII enforcement, education and safety on the Columbia Waterways.
- Willamette River Safety Action Team to address the needs for DUII enforcement, education and safety on the Willamette River.
- Maywood Park Safety-Action Team with a vision of integrated services with the Multnomah County Health Department and a partnership with Mt. Hood Community College.
- Wood Village Safety-Action Team as an adjunct to existing contract services.
- Grant Safety-Action Team based at Grant High School.
- Cleveland Safety-Action Team based at Cleveland High School.
- Marshall Safety-Action Team based at Marshall High School.
- Roosevelt Safety-Action Team based at Roosevelt High School.

The Family Resource Officers that staff the new Safety-Action Teams will operate from the same model of service that has guided the successful efforts at Columbia Villa, Brentwood-Darlington and David Douglas. Again we place the emphasis on personal contact, resolution of conflict, mediation and collaboration with the resident community to solve area problems.

The new emphasis on schools as base communities originates with our belief that students benefit directly from the presence of successful adults who model community involvement as a way of life. As educational theorists know, children actively seek out adults who can provide a sense of safety and stability, who can provide needed information and assist in decision-making. Many of the children of our community are growing up without the care and solace that an interested and involved adult can provide. We hope to address this vital need through the introduction of Family Resource Officers in school based Safety-Action Teams.

Family Resource Officers are intended as responders to the events that play out in schools, particularly when events spill over from conflicts at home and from the street. More importantly, however, Family Resource Officers are expected to model the values of the community and fill the function once filled by members of an extended family-guiding, protecting and mentoring young adults.

We believe that one of the answers to the wrenching social problems of violence, hatred and hopelessness lies in providing young people with the personal contacts that they need to survive as successful and happy adults. Our plan is for Family Resource Officers to endeavor to fill that role for many of the disaffected young people populating our community schools.

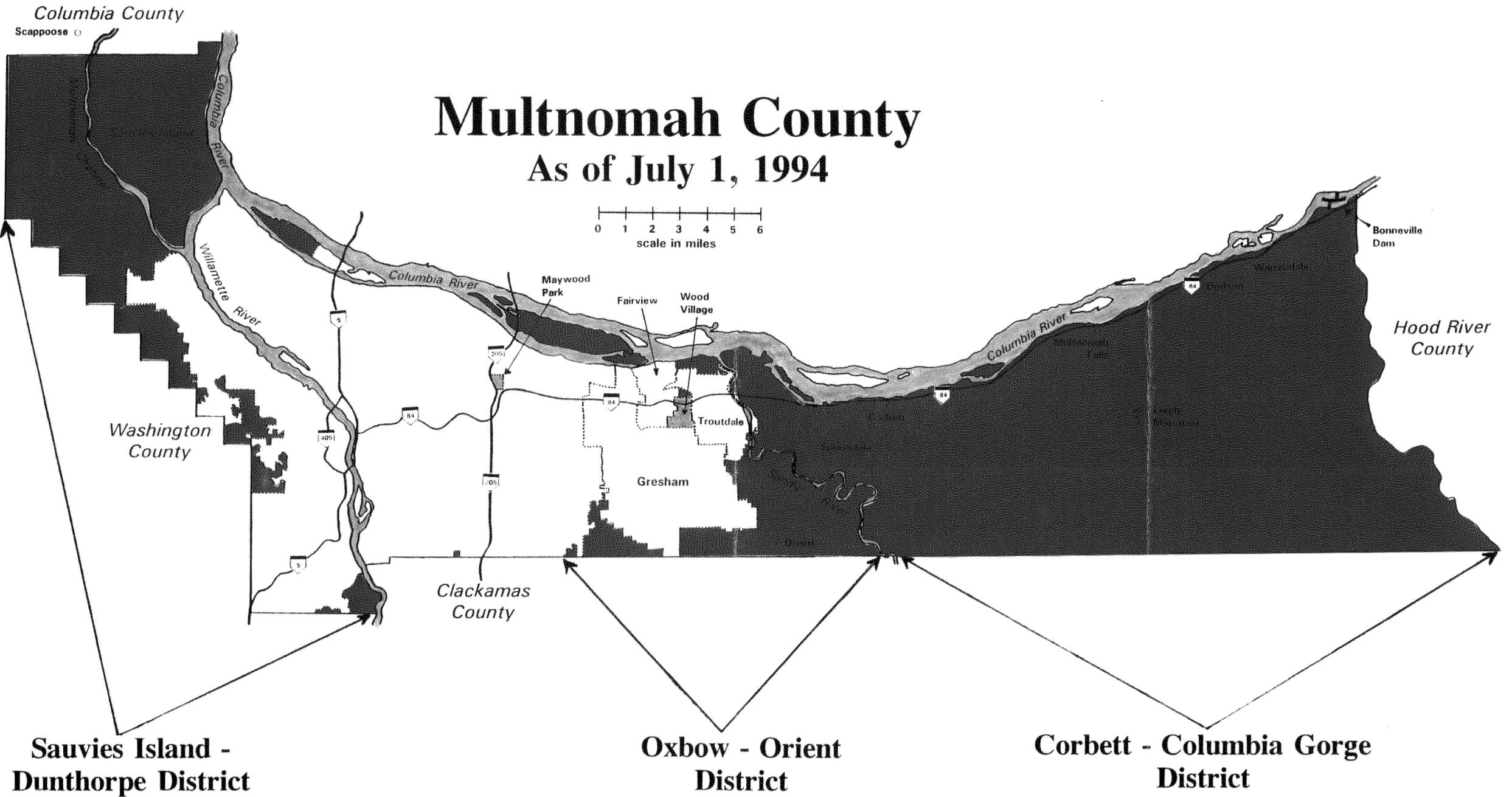
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### **Public Safety Partnership**

We have just emerged from a year of both public examination and private introspection. As an agency, we are prepared to move to the next phase of our history, a period of stability and sureness concerning our place in the community and protection of the values of our citizens. Our goal of redefining the mission of the Sheriff's Office is a fact.

As an extension of our mission, we are again actively seeking the cooperation and partnership of the Portland Police Bureau. The goal of serving citizens is a common one. True partnership occurs when entities unite to meet a common objective, but are able to retain and express their individual characters. We are seeking a partnership of this nature with the Portland Police Bureau.

We are also asking for the support of the elected officials of Multnomah County and for an opportunity to support you in your service to the communities of the county.



**Sauvies Island -  
Dunthorpe District**

**Oxbow - Orient  
District**

**Corbett - Columbia Gorge  
District**

UNANIMOUS Consent

MEETING DATE: MAR 31 1994 3/31

AGENDA NO.: UC-1

(Above space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: NOI - VIOLENCE PREVENTION GRANT

BOARD BRIEFING Date Requested: \_\_\_\_\_

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

REGULAR MEETING: Date Requested: MARCH 31, 1994

Amount of Time Needed: 10 minutes

DEPARTMENT: HEALTH DIVISION: STD/HIV AND PLANNING AND DEVELOPMENT

CONTACT: JEANNE GOULD TELEPHONE #: 248-3674  
BLDG/ROOM #: 160/8

PERSON(S) MAKING PRESENTATION: JEANNE GOULD

ACTION REQUESTED:

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

SUMMARY (Statement of rationale for action requested, personnel and fiscal/budgetary impacts, if applicable):

The Health Department is requesting approval to respond to a Request for Grant Applications issued by the Oregon Criminal Justice Service Section. The State will fund projects to reduce the incidence of violence. Self Enhancement, Inc. (SEI) has been in process of responding to the grant offering, developing a proposal to reduce teen violence in NE Portland. SEI has been informed by the funder that their chance of being funded will be greatly enhanced if the application is made by the Health Department rather than a community based organization. SEI has requested that the Health Department be the official applicant, and serve as fiscal agent for the project. The Health Department would then contract with SEI to implement and evaluate the project.

3/31/94 original to Jeanne Gould

SIGNATURES REQUIRED:

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

Or

DEPARTMENT MANAGER: Billi Odgaard

(ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES)

Any Questions: Call the Office of the Board Clerk 248-3277/248-5222

RECEIVED  
MARCH 30 1994  
HEALTH COMM  
DECON



# MULTNOMAH COUNTY OREGON



HEALTH DEPARTMENT  
426 S.W. STARK STREET, 8TH FLOOR  
PORTLAND, OREGON 97204-2394  
(503) 248-3674  
FAX (503) 248-3676  
TDD (503) 248-3816

BOARD OF COUNTY COMMISSIONERS  
BEVERLY STEIN • CHAIR OF THE BOARD  
DAN SALTZMAN • DISTRICT 1 COMMISSIONER  
GARY HANSEN • DISTRICT 2 COMMISSIONER  
TANYA COLLIER • DISTRICT 3 COMMISSIONER  
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

## MEMORANDUM

**TO:** Beverly Stein, Chair  
Board of County Commissioners

**FROM:** Jeanne Gould *JG*

**THROUGH:** Billi Odegaard

**SUBJECT:** Notice of Intent to Apply to a Request for proposals through the Oregon Criminal Justice Service Section - Edward Byrne Memorial Formula Grant Program

**DATE:** March 30, 1994

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### **Full Cultural Competence In Service Delivery Is Our Destination**

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Multnomah County Health Department is requesting approval to act as fiscal agent for Self Enhancement, Inc. (SEI) - a service agency operating in Northeast Portland. The Health Department will be the applicant, but will contract with SEI to implement and evaluate the program. The Health Department Planning and Grant Development Section will take responsibility for monitoring the contract and assuring quality service delivery by SEI. SEI has been informed by the funding source that their chances of receiving this grant will be greatly enhanced by having the Health Department act as a fiscal agent.

#### **Description of Grant Requirements and Proposed Project**

This grant will supplement a larger grant already received by SEI from the Centers for Disease Control (CDC). The CDC award will provide violence prevention training for students at Jefferson high school and their feeder middle schools and for stimulation of parental involvement in violence control for parents of middle school students. This new grant, if awarded, will allow expansion to include parents of Jefferson high school students. The objectives are to:

1. Decrease individual parents' tolerance of violent behavior among their children and equip them to deter it effectively.

2. Increase community involvement and leadership among participating parents and families.
3. Increase level of positive parental involvement at Jefferson High School.
4. Increase parental involvement with SEI sponsored activities and increase communication between parents and SEI staff.

Project staff will work intensively with parents both individually and in groups. They will involve parents in a program entitled "Taking Our Streets Back, One Block at a Time". Twenty five parents will participate in school activities for 1-2 hours each week (a total of 100 parents will participate during the course of one year) and all parents will participate in training workshops focusing on: conflict resolution mediation, effective norm - and boundary setting, and the importance of positive role modeling.

Changes in parents levels of interest and awareness and improvement in parenting skills will be assessed with a set of pre - and post - program surveys custom designed by RMC Research Corporation.

**Funding Agency, Amount Requested, Timelines**

The grant will be submitted to the Oregon Criminal Justice Service Section on April 1, 1994. The amount requested for the project, which will run from July 1, 1994 through June 30, 1995, will be \$89,000 to be matched by SEI with an additional \$30,000 from other sources. There will be no cost to the County general fund. The County's indirect pass through cost of .007% will be applied.

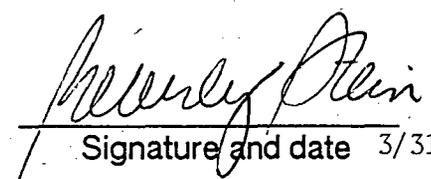
# EDWARD BYRNE FORMULA GRANT PROGRAM COVER SHEET

1. Project Title: SEI Parents' Anti-Violence Education (PAVE) Program
2. Administering Agency Name & Address:  
Multnomah County Health Department  
426 S.W. Stark Street, 8th Floor  
Portland, Oregon 97204-2394  
Contact Person: Jeanne Gould  
Director of Planning & Grant Development
3. Project Telephone Number: 248-3674
4. Level of Government: County
5. Is the project multi-jurisdictional? No
6. BJA Authorized Program Area: 4
7. Cong. District Served: 3
8. Population of Area Served by Project: 51,740
9. Federal Funds Requested: \$89,522 Match Funds: \$30,075  
Source of Match Funds: R.B. Pamplin Corporation \$27,068  
U S WEST Foundation \$ 3,007
10. Project start date: 07/01/94 Project end date: 06/30/95
11. Type of project: New
12. Administering Agency Federal Tax I.D. Number: 93-600-2309
13. Delinquent on Any Federal Debt: No
14. Name of Program Director: Name of Official Authorized to Approve Contracts:

Darlene Young

Bev Stein

\_\_\_\_\_  
Signature and date

  
\_\_\_\_\_  
Signature and date 3/31/94

APPROVED MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # UC-1 DATE 3/31/94  
DEB BOGSTAD  
BOARD CLERK

## A. STATEMENT OF PURPOSE

The purpose of the Multnomah County Health Department SEI Parents' Anti-Violence Education (PAVE) Program is to increase the number of parents actively deterring youth violence in the community surrounding Jefferson High School.

## B. OBJECTIVES

1. Decrease individual parents' tolerance of violent behavior among their children and equip them to deter it effectively.
  - a. 100% of participating parents will exhibit measurably higher levels of interest in their children's behavior and heightened awareness of youth violence issues.
  - b. 100% of participating parents will exhibit measurable improvements in key parenting skills, with special emphases on conflict resolution, norm-setting and role-modeling.
2. Increase community involvement and leadership in the fight against violence among participating parents and families.
  - a. 50 parents will become "block leaders" who initiate and coordinate regular anti-violence activities in their immediate community.
  - b. Of those who are not already active, 80% of participating families will become active in at least one civic, spiritual or other community support organization.
3. Increase levels of parental involvement, supervision and support at Jefferson High School.
  - a. At least 80% of participating parents will visit Jefferson one time every month during school hours to serve as positive role models for students.
  - b. Of those who do not already do so, 80% of participating parents will confer openly with school personnel about their children's behavior and performance.
4. Increase parental participation in Self Enhancement Inc. (SEI) activities and improve communication between parents and SEI staff. (See Section D for full description of Self Enhancement, Inc.)
  - a. 100% of enrolled parents will regularly attend SEI parent workshops and family activities.
  - b. 100% of participating parents will communicate openly with SEI staff about changes in their children's behavior.

### Note: Direct vs. Indirect Objectives

This project rests on the premise that increasing parental involvement, supervision and support within a community generally produces behavioral improvements among youth (see section D.3. below for justification). Therefore, as the above objectives reflect, its effectiveness will be judged directly in terms of the activities' impact on parents' attitudes and actions. However, the anticipated reductions in violence among the youth in the participating families will also be measured: through the separate but complementary evaluation project described in Section C below, which will enter into its second year this fall. By incorporating data from the parent-project project into that project's evaluation plan, it will be possible also to assess this project's impact on the violent activities of the young people themselves.

**Note: Source of Baseline Data / Justification of Numeric Objectives:**

Because this project represents a new field of service for the Multnomah County Health Department - namely, violence prevention services to parents of high-risk high-school students - no direct baseline data have yet been collected for this group. Therefore, as described in Section C, a pre-program survey will be conducted, against which progress toward each objective will be measured. In the cases of objectives 2.b. and 3.b., in which the aim is to promote activities that a small share of participating parents may already be doing, progress will be measured only among those parents who, according to the pre-program survey, are not already doing those activities.

To establish numerically measurable objectives within each project goal, the Department turned to its community-based collaborator, Self Enhancement, Inc. (SEI), described in greater detail below. SEI has provided extensive services for many years to parents at the elementary and middle school levels in the community the proposed project will serve. Based on SEI's intimate familiarity with the attitudes and conditions predominant among the families to be served, the Department confidently submits the measurable objectives above as being ambitious enough to be meaningful and realistic enough to be attainable in the community.

**C. PERFORMANCE MEASURES**

Direct Outcomes: Impact on Parents

Each of the project's direct outcomes (corresponding to an objective bearing the same number above) will be measured by correlating detailed records kept by project staff with new tools developed specifically for parents by RMC Research Corporation. These will be built upon Risk Behavior Survey tools already created by RMC in collaboration with the U.S. Centers for Disease Control and Prevention for use with SEI students, and will be administered both to participating families and to a "control sample" of families not served.

1. a. Changes in parents' levels of interest and awareness will be assessed with a set of pre- and post-program surveys custom-designed by RMC Research Corporation and administered by SEI Coordinators.  
b. Improvements in parenting skills will be assessed with pre- and post-program surveys (same as 1.a. above) as well as through monthly interviews with SEI Coordinators.
2. a. Block-leader activities will be monitored and recorded by SEI Coordinators.  
b. Number of families participating in civic or spiritual activities will be monitored with monthly surveys & interviews (see 4.b. below).
3. a. Parental visits to Jefferson will be arranged and recorded by SEI Coordinators.  
b. Number of parents conferring with school staff will be monitored in monthly interviews (see 4.b. below).
4. a. Attendance at SEI parent workshops and activities will be recorded and reported by SEI Coordinators.  
b. Parents will be contacted each month by an SEI Coordinator to discuss changes in their child's behavior and assess progress in other program areas (see 2.a., 2.b. and 3.b.).

Evaluation results in each of the above areas will be summarized and submitted to the Criminal Justice Services Section in quarterly reports.

### Indirect Outcomes: Impact on Youth

The project's indirect outcomes (on the young people themselves) will be evaluated as part of an ongoing three-year Violence Prevention/Evaluation project (see Section D.2 below), which will be methodologically modified to measure the effects of the added parent services. As a supplement to the quarterly direct outcome reports generated for the proposed project, CJSS will receive a copy of the year-end CDC project evaluation produced by RMC Research Corporation, which will break out and measure the PAVE project's indirect impact upon youth in the community in terms of:

- Decreased behavioral referrals
- Decreased acceptance of violence and weapon-carrying
- Increased participation in positive, pro-social activities
- Increased attachment to positive cultural values and norms

## D. ACTIVITIES

### 1. Problem to Be Addressed

The community surrounding Portland's Jefferson High School is recognized statewide as Oregon's most violent community. According to Portland Police Reports, the general rates of homicide and aggravated assault around Jefferson from 1987 through 1993 were consistently four to five times higher than city, county or state averages. In addition, although it accounts for only ten percent of the city's population, the Jefferson community accounts for over thirty percent of all hospitalized injuries caused by violence - more than three times its proportional share. Combined with the facts 1) that 15 to 24 year-old youth currently account for more than half of all homicide arrests made in Multnomah County, and 2) that they are four times more likely to be arrested for violent crime than the general county population, it clearly makes sense to focus on youth in efforts to prevent violent crime. Because its disproportionate rates of homicide and other violence are supported by other risk factors (undereducation, unemployment and poverty are all two to four times greater than other parts of the city), the Jefferson community is clearly the area of highest need for such efforts.

### 2. An Innovative Partnership / A Unique Leveraging Opportunity

Reducing violent crime has been a growing priority for the Multnomah County Health Department since the early 1980's, when the U.S. Department of Health and Human Services classified homicide as the greatest health emergency facing African-Americans. Last fall, the Department became a part of one of Portland's most innovative efforts in violence reduction when Self Enhancement, Inc. (SEI), a predominantly African-American youth and family service organization with deep roots in the Jefferson community, launched a new Violence Prevention Program there for selected middle and high school students. The Department serves as a key advisor to the project, which is funded by a three-year grant from the U.S. Centers for Disease Control and Prevention and whose goal is to demonstrate that SEI's proven system of diversion, education and support measurably reduces and prevents interpersonal violence among inner-city youth at high risk of becoming involved with gangs or drugs.

Currently, the SEI-CDC Violence Prevention Program's method is principally school-based, and includes special after-school and summer programs, mentoring support during school hours, special career preparation and recreational opportunities, and coordination of a student-led anti-violence campaign. However, CDC is providing no resources to maximize the program's impact in each participant's most

influential environment: the home. At the middle school level, the Violence Prevention Program is supported with the services of two full-time Parent Coordinators, paid with other funds, who provide needed activities and counsel to the families of the participating students. But SEI has never had the resources to provide a comparable program at the high school level, where maintaining consistent parent involvement is more important than ever before but also more difficult. To fill this critical service gap, the Multnomah County Health Department proposes to launch a new project with funding from CJSS: the Parents' Anti-Violence Education (PAVE) Program.

This program - to be executed by Self Enhancement, Inc. under contract with the Multnomah County Health Department - will provide comprehensive education, counseling and support to parents of SEI's 100 high school participants, services that cannot be delivered with resources otherwise available to the Health Department or to SEI. It is an entirely new program that will not merely complement the existing project, but will greatly improve its chances to succeed.

### 3. Project Justification and Relevance to CJSS Strategy

Only a change motivated from within can make a real and lasting impact on behavior in a community. To accomplish this, fundamental attitudes must change and grass-roots leadership must emerge. In addressing the needs of high-risk youth, parents have traditionally been ignored; their power to affect behavior, however, has been proven repeatedly in isolated demonstrations across the country - most notably by the work of Dr. James Comer in the inner city of New Haven, Connecticut. Self Enhancement's work with elementary and middle school children has also borne out this truth, as documented in the longitudinal evaluation published in 1992 by Northwest Regional Educational Laboratory.

By seeking to deter youth violence by developing parenting and leadership skills among the parents of young people in Oregon's highest-risk community, the PAVE Program will fill the need for a model "parent training program" identified within service gap 5.a. of Oregon's 1994 Drug and Violent Crime Strategy (to "reduce the risks of violent crime" by creating "programs which help children and families connect to the larger society and develop positive goals"). In doing so, it will directly address several key Benchmarks identified by CJSS, including Juvenile Arrests, Index Crimes in Urban Areas, Community Involvement, and - most especially - Homicides and Felony Arrests & Convictions among African-Americans, whom the Benchmarks identify clearly as the state's highest-need population. Also, since the proposed activities are proven weapons against drug abuse, the project will make an indirect community-level impact on drug-related Benchmarks as well.

### 4. Participant Selection

A parent of every one of the 100 Jefferson High School students enrolled in Self Enhancement will become a PAVE Program participant. SEI student participants are referred by school personnel based on one or more key risk factors for gang or drug involvement, including: poor attendance, low or failing grades, reading or math skills one to two years behind grade level; and recurrent behavioral referrals. Based on these selection criteria, 93% of Self Enhancement's clients are African-American. Because SEI's extensive experience in the community has confirmed that high-risk young people come predominantly from high-risk homes, it is reasonable to use student performance and behavior as a predictor of parent need.

## 5. Description of Activities

### I. Bi-Monthly Parent Training Workshops

Every other month, each parent will attend a two-hour training workshop. Each session will equip parents with important tools for deterring violence among their children. Specific focus areas will include: conflict resolution/mediation, effective norm- and boundary-setting, and the importance of positive role modeling. Workshops will be team-taught by both coordinators and will be held every month with staggered invitations, to maintain a manageable parent-staff ratio of 25:1. [Objectives 1.a. & 1.b.]

### II. The Block Leader Program

Through encouraged self-selection, 50 of the 100 participating parents will become Block Leaders of a grassroots, community-wide anti-violence campaign. The campaign's theme will be "Taking Our Streets Back, One Block At A Time." To facilitate the campaign, SEI Coordinators will provide each Block Leader with the resources, materials and technical assistance necessary to hold regular "Block Meetings," whose aim will be to heighten concern among community residents and help them develop and implement strategies to deter it. Activities will expand the school-based Peer Education campaign being funded by CDC beyond school boundaries into a focused and comprehensive community movement. Tools will include T-shirts, posters, media messages and rallies. [Objective 2.a.]

### III. Parents-In-School Outreach Program

The presence of parents in school is a proven deterrent to violent behavior. Therefore, by arrangement with Jefferson High School, SEI will bring 25 participating parents into the school for 1 to 2 hours each week to interact with students, assist faculty and provide a positive community presence. Each parent will attend once each month (25 per week x 4 weeks = 100 parents). Parent activities will range from the formal (classroom presentations, hall and classroom monitoring) to the informal (eating lunch with student, informal consultations with faculty, etc.). [Objectives 3.a. and 3.b.]

### IV. Monthly Parent Interviews

Every month, each of the 100 participating parents will be interviewed by an SEI Family Coordinator. Contact will be made by phone or with a home visit, depending on the family's schedule, preference and level of need. The goals of each interview will be: 1) to obtain detailed information from parents about their children's behavior; 2) to provide individualized counsel, support and assistance to parents in deterring and monitoring violent behavior; 3) to ensure parents' participation in Training Workshops and the Parents-In-School Program (above); and 4) to encourage and monitor parents' participation in civic, spiritual or other community-support activities. [Objectives 2.b., 4.a. and 4.b.]

## 6. Project Staff

Activities for the PAVE Program will be planned and coordinated by two full-time Family Coordinators, who will be newly hired to deliver the program. They will be selected for community awareness and interpersonal skills, as well as for their backgrounds in education and/or social work. Most probably drawn either from anti-violence leaders already working in the inner North/Northeast Portland community or from SEI program alumni/ae, the new SEI Family Coordinators will be specially-equipped to train parents in conflict resolution/mediation, norm- and boundary-setting, community mobilization and other critical parenting and leadership skills.

## 7. Subcontractor's History, Purpose and Qualifications

Founded by two lifelong community residents in 1981, Self Enhancement, Inc. (SEI) has been helping high-risk youth in Portland's inner city withstand pressures and make positive life choices for twelve years. Its programs achieve this by (1) bringing viable, constructive alternatives directly into children's lives; (2) providing the tools, knowledge and support needed to pursue them; and (3) bringing families closer together in support of their children and their community. While many organizations offer important support services to youth in inner Northeast Portland, Self Enhancement's approach is unique. Only Self Enhancement works with young people continuously over many years (from grade 2 through grade 12) and consistently throughout the year (SEI provides in-school activities and monitoring along with its after-school and summer programs, by special arrangement with Portland Public Schools). The proof of SEI's effectiveness is in its unparalleled results: two-thirds of SEI's Elementary and Middle School students improve their school attendance, grades and behavior.

## 8. Partner Organizations

Multnomah County Health Department Contact: Darlene Young  
The Health Department will provide technical assistance and coordination with other County programs.

Jefferson High School Contact: Alcena Boozer  
Jefferson High School will provide space for meetings and will accommodate all of the activities described under the Parents-In-School Outreach Program.

RMC Research Corporation Contact: Dr. Roy Gabriel  
RMC will expand its CDC-funded evaluation plan to include parents and will oversee administration of new Risk Behavior Surveys for parents.

Parents of Murdered Children Contact: Anne Sweet  
Founded by a Jefferson mother whose son was gunned down last October, this new community-based organization will work closely with PAVE in developing Block Leader Program activities.

PSUIPEN Endangered Urban Child Project Contact: Clarisse Bailey  
The Portland Educational Network will provide technical assistance and will coordinate with the efforts of its "Caring Cluster Community Project."

## 9. Future of Project

For future PAVE program years, Multnomah County Health Department will seek renewed support from CJSS if Formula Grant funds continue to be available. If federal funding is discontinued, however, the Health Department will seek to maintain the funded activities and positions by helping SEI expand its contracts with other public agencies and/or expand its base of corporate and foundation support.

**Multnomah County Health Department:**  
**SEI Parents' Anti-Violence Education (PAVE) Program Budget**

**INCOME**

Grant Funds		\$89,522
Match Funds:	R. B. Pamplin Corporation	\$27,068
	U S WEST Foundation	\$3,007

**TOTAL INCOME:** **\$119,597**

**EXPENSES**

**Project Salaries**

Family Coordinator	\$32,500	x	1.000 FTE	\$32,500
Assistant Family Coordinator	\$22,500	x	1.000 FTE	\$22,500

**SUBTOTAL SALARIES** **\$55,000**

Fringe Benefits	\$55,000	x	28%	\$15,400
Block Leader Program (Awards, Refreshments, Materials, etc.)				\$7,500
Workshop Materials & Supplies				\$2,500
Contract Services: Evaluation (RMC Research Corporation)				\$2,500
Violence Prevention Campaign (Posters, T-Shirts, Media, etc.)				\$2,500
Postage / Printing				\$1,500
Transportation				\$2,000
Share of Agency Administration (1/9 of Total Agency Cost) *				
Administrative Salaries	\$175,992	x	11.1%	\$19,555
Tax & Fringe Benefits	\$49,272		11.1%	\$5,475
Insurance	\$7,956		11.1%	\$884
Audit	\$9,996		11.1%	\$1,111
Office Supplies	\$4,944		11.1%	\$549
Office Equipment Lease	\$5,304		11.1%	\$589
Equipment Maintenance	\$2,436		11.1%	\$271
Telephone	\$7,200		11.1%	\$800
Space Rental	\$7,536		11.1%	\$837

**Multnomah County Administration** **\$89,522 x 0.70% = \$627**

**TOTAL EXPENSES** **\$119,597**

\* Based on program's share of total direct services delivered by the agency (2 out of 18 service staff positions).

<b>TOTAL PROJECT FTE:</b>	<b>2</b>
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MEETING DATE: March 31, 1994

AGENDA NO: UC-2

(Above Space for Board Clerk's Use ONLY)

**AGENDA PLACEMENT FORM**

SUBJECT: Notice of Intent - Public Safety Council Project Grant

BOARD BRIEFING Date Requested: \_\_\_\_\_

Amount of Time Needed: 10 min

REGULAR MEETING: Date Requested: March 31, 1994

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

DEPARTMENT: Non-Departmental DIVISION: Chair Beverly Stein

CONTACT: Norm Monroe TELEPHONE #: 3962

BLDG/ROOM #: 106/1410

PERSON(S) MAKING PRESENTATION: Norm Monroe

**ACTION REQUESTED:**

INFORMATIONAL ONLY     POLICY DIRECTION     APPROVAL     OTHER

**SUMMARY (Statement of rationale for action requested, personnel and fiscal/budgetary impacts, if applicable):**

Request for Approval of a Notice of Intent to Apply to the Oregon Criminal Justice Services Section for a Edward Bryne Memorial Formula Grant in the Amount of \$47,764, to Fund a Staff Position in the Public Safety Council Project, to Facilitate Planning for the Criminal Justice System in Multnomah County

3/31/94 original to Norm Monroe  
4/6/94 copy to Norm Monroe

MULTNOMAH COUNTY  
OREGON  
1994 MAR 30 PM 4:56  
BOARD OF  
COUNTY COMMISSIONERS

**SIGNATURES REQUIRED:**

ELECTED OFFICIAL: /s/ Beverly Stein

OR

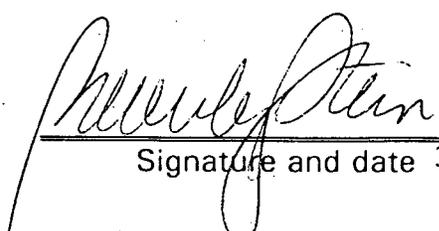
DEPARTMENT MANAGER: \_\_\_\_\_

**ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES**

Any Questions: Call the Office of the Board Clerk 248-3277/248-5222

1. **Project Title:** Public Safety Council
2. **Administering Agency:** Multnomah County  
Office of the Chair  
  
Contact Person: Norm Monroe
3. **Project Telephone:** 503/248-3308
4. **Level of Government:** County
5. **Multi-jurisdictional?:** No
6. **BJA Authorized Program Area:** 10,11,15b.
7. **Congressional Districts Served:** 1,3
8. **Population of Area Served by Project:** 600,000
9. **Federal Funds Requested:** \$47,764      Match funds: \$21,670  
  
Source of Matches: Multnomah County
10. **Project Start Date:** 7/1/94      **Project End Date:** 6/30/95
11. **Type of Project:** New
12. **Administering Agency Fed. Tax I.D. Number:** 93-6002309
13. **Delinquent on Any Federal Debt:** No
14. **Name of Program Director**      **Name of Official Authorized to Approve Contracts**

\_\_\_\_\_  
Signature and date

  
\_\_\_\_\_  
Signature and date 3/31/94

APPROVED MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # UC-2 DATE 3/31/94  
DEB BOGSTAD  
BOARD CLERK

## PROGRAM NARRATIVE

### A. *Statement of Purpose*

The purpose of the Public Safety Council is to facilitate planning for the criminal justice system in Multnomah County. This application requests funds for a staff position to provide support for specific functions related to that purpose: data collection and analysis, evaluation, and the preparation of reports and educational materials. Because its membership is drawn from a range of justice, social service, and local government agencies, the Public Safety Council addresses all of the State of Oregon and Portland/Multnomah County benchmarks that can be impacted by the justice system, including such indicators as drug free babies, drug-free teens, hate crimes, index crimes, felony arrests and convictions, juvenile arrests, victimization, recidivism, and offender drug use. *This proposal is consistent with CJSS Strategy Goal #7: Maximize resources through criminal justice planning.*

### B. *Objectives*

1. Analysis: To improve data collection and sharing among member agencies.
2. Plan: To create a strategic plan to guide the development of system-wide initiatives.
3. Evaluation: To measure the effectiveness of criminal justice programs and system-wide initiatives relative to Oregon and Portland/Multnomah County benchmarks.

### C. *Performance Measures (Planning Products)*

1. Analysis: Council staff (the position supported by this grant) will identify the databases maintained by the member agencies and prepare, for Public Safety Council approval, a proposal for a consolidated quarterly system performance report and analysis by October 31, 1994. Consolidated system reporting will commence with the October - December 1994 report, due in February 1995.

Council staff will conduct a needs assessment process that identifies the needs and priorities shared among the member agencies. The report will be

submitted for Public Safety Council approval by December 30, 1994.

2. Plan: The Public Safety Council, with staff support, will draft a strategic plan that focuses on the development and implementation of system-wide initiatives. This plan will be completed by April 28, 1995. The plan will follow logically from the identification and prioritization of system needs.
3. Evaluation: Council staff will develop outcome measures based on benchmarks to assess the impact of key justice system programs and planned initiatives. This evaluation design will be completed by May 31, 1995.

#### ***D. Activities***

1. Coordination

Council staff will support the activities of the Public Safety Council by coordinating the production and distribution of minutes and materials for meetings.

2. Research

Council staff will scan the literature and disseminate copies of pertinent research studies (or summaries) to the membership. It is expected that the strategic planning function will be supported by evaluation research and findings published in criminal justice and other journals.

3. System Reporting

Recognizing that the workload, efficiency, and effectiveness of each justice system agency impacts other agencies, Council staff will combine output and outcome data from all member agencies into a consolidated quarterly report. This will enable agencies to chart trends, identify potential problems, and measure their key indicators in the context of the broader system.

4. System Needs and Priorities

As a prelude to the strategic plan, Council staff will conduct a needs assessment process that identifies, the shared needs and priorities. These shared needs and priorities will assist the Council in developing system-wide initiatives. The process for reaching consensus on needs and priorities will involve:

- a. Individual interviews with key players in which they identify their needs and priorities.
- b. Grouping of responses into categories.
- c. Feedback of categories to key players for ranking.
- d. Presentation of ranked needs and priorities to Council for discussion and consensus.

5. Strategic Plan

Council staff will draft, with Council participation, a strategic plan which is based on consensus needs and priorities and which outlines the following for each initiative:

- a. Problem statement;
- b. Goals and objectives;
- c. Implementation plan;
- d. Management plan; and
- e. Evaluation plan.

6. System Evaluation

Council staff will identify all Oregon and Portland/Multnomah County benchmarks that are impacted by the justice system and develop outcome measures to assess the system's progress in each of those benchmarked areas. Council staff will work with the member agencies to establish the data collection and reporting procedures necessary to prepare regular justice system reports of benchmarked performance.

## BUDGET

<u>INCOME</u>	<u>1994-95</u>
Grant Funds	47,764
Match Funds	21,670
<b>TOTAL</b>	<b>69,434</b>
<u>EXPENSES</u>	
Salaries	
1.0 FTE Council Staff	34,919
0.1 FTE Deputy Dir, Community Corrections	5,712
Benefits	15,710
<b>SUB-TOTAL PERSONAL SERVICES</b>	<b>56,341</b>
Contract Services	0
Rent: 100 sq ft @ \$20/sq ft (Council Staff)	2,432
216 sq ft @ \$20/sq ft (Dep Dir 0.1 FTE)	
Utilities: phone	1,040
Supplies: @ 250/FTE office supplies	250
Printing	2,000
Conferences/Training	
Rental for 4 work sessions for Council members and assistants	2,000
Travel: mileage .22/mile x 600 mi	132
Equipment: PC/printer/software	3,300
Indirects: 4.06% x 47,764	1,939
<b>TOTAL EXPENSES</b>	<b>69,434</b>
<b>TOTAL FTE:</b> 1.1	

## Summary of OMB A-87 Indirect Cost Rates

Rates As Calculated (Use For All Grants)

<u>Grantee</u>	<u>Cost Rate</u>	<u>Page</u>	<u>Indirect Costs</u>	<u>Direct Costs</u>
Social Services	8.46%		\$1,940,146	\$22,943,833
Health Services	12.79%		4,532,770	35,451,345
Community Corrections	4.06%		509,123	12,524,982
District Attorney	8.45%		701,000	8,295,455
Sheriff's Office	6.37%		2,746,176	43,083,579
Environmental Services	4.86%		2,311,364	47,584,729
Non Departmental	1.79%		499,625	27,923,363
Library	7.00%		1,011,540	14,450,799
Flow Through Funds	0.70%		14,251,745	212,258,086