



MULTNOMAH COUNTY OREGON

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

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

AGENDA OF
MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS
FOR THE WEEK OF
September 26-30, 1988

Tuesday, September 27, 1988 - 9:30 AM - Legislative Agenda . Page 2
Review
Tuesday, September 27, 1988 - 1:30 PM - Informal Meeting . . Page 3
Thursday, September 29, 1988 - 9:30 AM - Formal. Page 4

Tuesday, September 27, 1988 - 9:30 AM

Multnomah County Courthouse, Room 602

A G E N D A

1. Briefing on status of Youth Program Office and Juvenile Services Commission - Duane Zussy, Duncan Campbell
1. Proposed Legislative Agenda Review

Tuesday, September 27, 1988 - 1:30 PM

Multnomah County Courthouse, Room 602

INFORMAL

1. Informal Review of Bids and Requests for Proposals:
a) Courthouse Exterior Aluminum Doors *denied*
2. Informal Review of Formal Agenda of September 29, 1988

Thursday, September 29, 1988, 9:30 AM

Multnomah County Courthouse, Room 602

Formal Agenda

REGULAR AGENDA

BOARD OF COUNTY COMMISSIONERS

- R-1 In the Matter of the appointment of Nady Tan to the Central Advisory Board (Term ends August 1991)
- R-2 In the Matter of the appointments to the Board of Equalization of Jane Rhodes, Chair - Dept. I ; and Ruth Robinson, Chair - Dept. II (Terms end September 1989)
- R-3 In the Matter of the appointment of Nita Wood and Dick Springer to Multnomah County DUII Community Program (Terms end at the end of grant)
- R-4 In the matter of the re-appointment of Frank McNamara and Mary Bromel to the Juvenile Services Commission (Terms end August 29, 1992)
- R-5 In the matter of appointments and re-appointments to the Citizen Budget Advisory Committee, Auditor's Office:
re-appointment - Terry McCall, Alexis Dow, Paul Norr, Chuck Holliman, Ben Priestley, and Marilyn Holstrom; appointment - Mark Williams District Attorney's Office:
re-appointments - Jack Pessia, Robert Jones, Andy Thaler, and Greg Smith; appointments - Michael L. Williams and Lianne Thompson Justice Services Department:
re-appointments - Judi Pitre, Jean Cauthorne, and Larry McCagg; appointments - Larry Foltz and Jorge Porras Sheriff's Office: re-appointments - Don Church, Clayton Hannon, Robert Davis; appointments Richard Weaver, Floyd Geller, Morris Brewer, and Dick Levy General Services Department: re-appointments - Paul Eisenberg, Marlene Byrne, James Watts, Dolores Judkins; appointment - Kristin Eccles Environmental Services Dept: re-appointments - Ray Barber, David Fredrickson, Richard Leonard, and Charles Becker; appointments - Brett Kenny and Bob Luce Nondepartmental: re-appointments Katherine Dunahoo, Gordon Hunter, and Jim Worthington; appointment - D'Norgia Price

SHERIFF'S OFFICE

- R-6 Resolution in the matter of support to increase the resident population at the Multnomah County Restitution Center

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-7 Order in the matter of the Conveyance of a Permanent Easement of County Land to Portland General Electric Company

DEPARTMENT OF GENERAL SERVICES

- R-8 Budget Modification DGS #5 making an appropriation transfer from Road Fund (\$142,244), Bridge Fund (\$34,812), Fleet Fund (\$27,230), and Cable Fund Professional Services (\$2,013) to various organizations to fund wage settlements for Electrical Workers - Local 84; Painters - Local 55; AFSCME - Local 88; and exempt employees

ORDINANCES - DEPARTMENT OF GENERAL SERVICES

- R-9 Second Reading - an Ordinance relating to the Car Rental Tax and amending MCC 5.40 (from September 22)
- R-10 Second Reading - an Ordinance relating to the Transient Lodging Tax and amending MCC 5.50 (from September 22)

DEPARTMENT OF HUMAN SERVICES

- R-11 In the matter of ratification of eleven intergovernmental agreements with various school districts whereby school districts reimburse Multnomah County for performing semi-annual inspections of food service operations. Term - from date of execution to August 31, 1991 (Portland Public Schools; Centennial School Dist.; Reynolds School Dist.; Tucker Maxon Oral School (Portland Public Schools); Gresham School Dist.; Sauvie Island School Dist.; Parkrose School Dist.; Orient School Dist.; David Douglas School Dist.; Corbett School Dist.; Bonneville School Dist.)
- R-12 In the matter of the ratification of an intergovernmental agreement with Reynolds School District #7 whereby Social Services Division will fund 12 pre-school slots for DD Children for period September 1, 1988-June 30, 1989
- R-13 Budget Modification DHS #5 reflecting a revenue increase in the amount of \$92,260 in unallocated Local Administration funds from State Mental Health Grant (Amendment #17) to Social Services, DD Operations and SSD Administration various line items, increases insurance fund (\$5,395), and adds and deletes various fulltime positions
- R-14 Budget Modification DHS #6 reflecting a revenue increase in the amount of \$195,792 from State Mental Health Grant (Amendment #18) to Social Services making adjustments to DD Contracts budget (\$17,325 reduction); MED Operations Education/training/travel (\$9000); MED Contracts, Community Support Services for homeless mentally ill demonstration project (\$204,309); and A & D Contracts to increase Drug Detox rates (\$4,308)

DEPARTMENT OF JUSTICE SERVICES

- R-15 Notice of Intent submitted by the District Attorney for a Grant Application to investigate and prosecute a specific narcotics conspiracy that is suspected of operating between Portland and California

NONDEPARTMENTAL

- R-16 Budget Modification Nondept'l #3 making an appropriations transfer within Special Appropriations in the amount of \$37,600 to appropriate categories to allow projects to proceed that have been recommended by the Data Processing Management Committee, and approved by the Board

ORDINANCES - NONDEPARTMENTAL

- R-17 First Reading - An ordinance relating to candidate information for Multnomah County Auditor at the election on November 8, 1988, and declaring an emergency

CONTINGENCY FUND REQUESTS

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-18 Budget Modification DES #2 making an appropriation transfer in the amount of \$17,700 from General Fund Contingency to Facilities Management to fund rental parking for District and Circuit Court judges

DEPARTMENT OF GENERAL SERVICES

- R-19 Budget Modification DGS #4 making an appropriation transfer in the amount of \$957,758 from General Fund Contingency to Planning & Budget to cover cost of increased base pay wage settlements (Electrical Workers - \$13,846; AFSCME 88 - \$614,338; ONA - \$45,166; Operations Engineers - \$10,664; Exempt Employees - \$273,744)

DEPARTMENT OF HUMAN SERVICES

- R-20 Budget Modification DHS #7 making an appropriation transfer in the amount of \$25,000 from General Fund Contingency to Social Services, MED Contracts to restore lost funding for response to crisis program for homeless mentally ill shelter outreach in the Burnside area
- R-21 Budget Modification DHS #8 making an appropriation transfer in the amount of \$3,200 from General Fund Contingency to Social Services, DUII Program Project for convicted offenders; and includes 120 hours - clerical services, food and supplies, a spanish interpreter, and volunteer victim panel expenses

- R-22 Budget Modification DHS #9 making an appropriation transfer in the amount of \$3,192 from General Fund Contingency to Juvenile Justice Division Children's Fund reflecting donations received at Donald E. Long Home over the past five years, but not carried forward to current budget
- R-23 Budget Modification DHS #10 making an appropriation transfer in the amount of \$140,551 from General Fund Contingency to Social Services, Youth Program Office Professional Services to provide Outreach services to youth in North/Northeast Multnomah County who are at-risk of becoming gang members

SHERIFF'S OFFICE

- R-24 Budget Modification DJS #4 making an appropriation transfer in the amount of \$5,110 from General Fund Contingency to Sheriff's Office Operations to pay printing costs for Alarm Ordinance decals

NONDEPARTMENTAL

- R-25 Budget Modification Nondept'l #6 making an appropriation transfer in the amount of \$750 from General Fund Contingency to Facilities Management to contract removal of coyotes from Edgefield Manor
- R-26 Budget Modification Nondept'l #7 making an appropriation transfer in the amount of \$7,500 from General Fund Contingency to Elections to cover advertising costs for County Auditor race
- R-27 Budget Modification Nondept'l #8 making an appropriation transfer in the amount of \$200,000 to Human Services, Youth Gang Outreach Program
- R-28 Public Hearing - Proposed Legislative Agenda for Multnomah County (materials may be viewed in the Clerk of the Board's Office (Room 606) or the Chair's Office (Room 134) in the County Courthouse

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

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

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

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

SUPPLEMENTAL AGENDA

THURSDAY, SEPTEMBER 29, 1988

THE FOLLOWING WILL BE HEARD BY UNANIMOUS CONSENT

- R-27a Budget Modification Nondept'l #4 making an appropriation transfer in the amount of \$1600 from General Fund Contingency to Chair's Office, Legislative to pay special assessment by A.O.C. to support its Land Use Planning Program

The Emergency is that Contingency Review will be held on the 29th; and this item was lost between the budget office and the clerk's office, thereby making it late for agenda submission

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Informal

Meeting Date 9/27/88
Agenda No. #1

A.M.

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Youth Program Office Update

Informal Only* Sept. 27, 1988
(Date)

Formal Only _____
(Date)

DEPARTMENT Human Services DIVISION Social Services

CONTACT Michael Morrissey TELEPHONE 248-3691

*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Duncan Campbell, JSC Chair
Duane Zussy

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

Informal discussion to update the Board regarding the status of the Youth Program Office and Juvenile Services Commission since their reorganization in the Department of Human Services last year. Briefing will include discussion of the JSC's policy statements adopted this year and a description of the County Youth Plan which is under development by the JSC and the Youth Services Management Team.

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

ACTION REQUESTED:

☒ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☐ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 30 minutes

IMPACT:

PERSONNEL

☐ FISCAL/BUDGETARY

☐ General Fund

Other _____

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Duane Zussy (w)

BUDGET / PERSONNEL /

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) _____

OTHER _____
(Purchasing, Facilities Management, etc.)

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

BOARD OF
COUNTY COMMISSIONERS
1988 SEP 20 PM 4:00
MULTNOMAH COUNTY
OREGON

APPENDIX A

THE SCOPE AND MISSION OF THE JUVENILE SERVICES COMMISSION

The purpose of the Juvenile Services Commission is to prevent or curtail delinquent behavior. This will be done through the development of and advocacy for the provision of appropriate prevention, diversion and dispositional alternatives for children in Multnomah County. The Juvenile Services Commission, in its own right and as advisory body to the Youth Program Office, will also actively promote broad-based local coordination and cooperation in planning and monitoring programs and services.

Specifically the Commission will:

- a. Provide information concerning youth needs and services in Multnomah County to State and County agencies and other interested groups.
- b. Study the operation of youth programs and services in Multnomah County and develop recommendations for their improvement for consideration and implementation by appropriate policy makers.
- c. Prepare and adopt periodic youth services plans for the appropriation of funds to local programs and services that are consistent with State, County, and Commission objectives.
- d. Monitor and evaluate Commission-funded programs and services to determine the extent to which State, County, and Commission objectives are being achieved, and to ensure that public funds are administered in a responsible and appropriate manner.
- e. Ensure that minority youth and families are receiving effective and appropriate services by involving minority representation in JSC and Youth Program Office decision making. Ensure contractor cooperation with this objective and with the goals of Equal Opportunity and Affirmative Action.

The basic principles:

- o Preserve the family unit;
- o Intervention shall be limited to those actions which are necessary and utilize the least restrictive and most efficient and appropriate resources;
- o Encourage family participation in the child's treatment;
- o Treatment in the community rather than commitment to a state training school shall be provided whenever possible.-

LEADERSHIP

Background:

The Juvenile Services Commission is mandated by State statute to prepare comprehensive Juvenile Services Plans, recommend allocation of State Juvenile Services Act funds, observe the operation of juvenile services, and develop appropriate recommendations for improvement or modification of juvenile services in the County. Over the last ten years, the County has looked to the Commission with increasing confidence to serve as its lead youth policy and planning body. In 1988, the Board of County Commissioners and the County Chair reorganized intra-County Departments, created a new Youth Program Office, and asked the Commission to serve as the oversight body for the new office. In that capacity, the Commission will take a stronger and more visible leadership role in the juvenile services areas.

Recommended Policy:

The Juvenile Services Commission, in its advisory capacity to the Board of County Commissioners, shall serve as Multnomah County's lead policy and planning arm for youth services. In that capacity it shall provide active leadership in identifying youth service needs and in determining appropriate service delivery responsibilities.

- a. The Commission shall be an active force in determining a county wide continuum of service model ranging from prevention to treatment.
- b. Commission members including the chair, and staff including the Director, shall take a more active leadership role in all phases of the juvenile services community.
- c. The Commission shall actively advocate and promote its approved youth service model.
- d. The Commission shall promote services to minority youth as a high community priority.
- e. The Commission shall seek JSC representation on other youth planning groups.

An additional recommendation ties the Juvenile Services Commission and the Youth Program Office together via a committee and staffing structure. It also clarifies the role of the Juvenile Services Commission as advisory body to the Youth Program Office relative to budget, work plan, comprehensive plan and allocations.

Recommendation:

That, in addition to carrying out its statutory responsibilities, the JSC become the advisory body to the Youth Program Office. In this role the Juvenile Services Commission will, with the co-approval of the Social Services Division Director and the Department of Human Services Department, and ultimate approval of the Board of County Commissioners:

- o Approve the YPO Budget;
- o Develop and approve the YPO annual work plan;
- o Develop and approve the County Comprehensive Youth Plan;
and
- o Select and allocate funds to contractors

The JSC will carry out these tasks through the following committee structure: Steering Committee, High-risk Committee, Diversion/Shelter Care Committee, and Prevention Early Intervention Committee. The latter three committees will have planning and evaluation responsibilities for contracts within the Youth Program Office. Under guidelines established by the full Commission, the Committees will also make allocation recommendations to the full Commission.

Youth Program Office Staff will provide staffing for these committees and for other Juvenile Services Commission responsibilities as required.

FUNDING

Background:

State mandates, legislative directives, and community need have caused the JSC to adopt inconsistent funding strategies with respect to level of intervention. The Commission, nevertheless, has consistently awarded funds to a limited number of on-going programs with little change. There also exists conflicting views about the Commission's funding role among the continuum of Youth Service systems.

Recommended Policy:

State Juvenile Services Commission funds shall be awarded on a biennial basis consistent with the goals and objectives of the Oregon Juvenile Services Act, Commission priorities and local needs. Commission policy is to designate a finite funding period for state funded programs. The Commission will actively assist successful programs to transition to appropriate institutional funding, including on-going County funding.

- a. The Commission shall fund a program with State JSA dollars for a time limited period. The funding period may be modified based on community need, availability of funds, and program effectiveness.
- b. The Commission shall actively advocate for the transition of successful programs to stable funding from the appropriate administrative authority.
- c. The Commission shall work with other planning groups to develop and achieve understanding of an approved county-wide youth service continuum. The role of differing funders will be clarified in this continuum.
- d. The Commission shall assist the County Youth Program Office in determining its appropriate service role and administrative authority with relation to program funding.
- e. At the beginning of each funding cycle, the Commission will request each program funded with JSA funds to show other potential future funding sources and a strategy for accessing those resources. The Commission will work with providers to implement that strategy. Ability to show, or not show, other potential resources will not be a sole reason for funding decisions.

PREVENTION

Background:

There is now ample evidence that efforts to build competence and coping skills, and to develop self-esteem and promote well-being results in a marked decrease in remedial education, drop-out behavior, criminal involvement, and welfare dependency. These prevention efforts are part of a community's responsibility to its children and adolescents.

Recommended Policy:

1. The Juvenile Services Commission will support and advocate for prevention programs as an integral part of a comprehensive continuum of services for children and adolescents in Multnomah County. The JSC will assume the specific responsibility of facilitating and/or funding the development of programs targeted at preventing delinquency.
2. The Juvenile Services Commission will include in its allocation process funds for delinquency prevention efforts. Funding will be based on a clear definition of delinquency prevention, guided by a set of criteria taking into account developmental issues and critical junctures in a child's life, and insuring availability to all groups represented within the community.
3. The development and funding of prevention programs will follow a planning process which identifies the role of other funders, as service continuum, and a funding strategy relative to all JSC programs.

JSC SUBCOMMITTEE STRUCTURE AND WORKPLAN

In order to fulfill expanded responsibilities associated with its new role as advisory body to the County Youth Program Office, the Juvenile Services Commission will implement the following Committee structure.

A. STEERING COMMITTEE

Charge: Assist the Chairperson and Director in providing overall direction and administrative support for the Juvenile Services Commission and County Youth Program Office.

Membership: JSC Chair, Vice Chair, Standing Committee Chairs plus 2 additional members appointed by the Chair

Staff: JSC/YPO Director and .50 FTE Planner

Workplan:

1. Coordinate the work of the Commission Standing Committees and the development of Biennial County Juvenile Services Plans
2. Make recommendations on short and long term planning issues and policies
3. Conduct annual Commission retreat
4. Interview and recommend the selection of new Commission members
5. Review YPO budget and work plans
6. Review Commission/YPO finances and expenditures
7. Represent the Commission before the Board of County Commissioners and State Juvenile Services Commission
8. Appoint Ad Hoc Committees as needed

Related Planning Groups to Coordinate With:

Portland Leaders Roundtable
Youth Planning Network
County Youth Service Management Team

B. HIGH-RISK COMMITTEE

Charge: Integrate existing workplan and provide coordinated planning, monitoring, and evaluation for programs in the County Youth Program Office which serve high-risk delinquent youth

Membership: JSC professional and lay members, appointed by Chair. 1 or 2 high-risk program providers, Juvenile Court or CSD representative, etc. (Non-JSC members shall serve in a non-voting capacity).

Staff: Program Development Specialist responsible for high risk contracts

Work Plan:

Phase I - Initial Planning

1. Document existing high-risk service continuum.
 - a. Identify issues facing service components of current high risk service continuum.
 - b. Review existing recommended ideal high-risk service continuum.
2. Develop ideal high-risk continuum which addresses the appropriate JSC developmental funding role, County institutionalized funding role (YPO and other), and other jurisdictional responsibilities.
 - a. Identify data which describes the general condition of "high-risk" youth and supports the recommended ideal high-risk continuum.
 - b. Identify research which supports the recommended ideal high-risk continuum.
3. Refine current JSC/YPO high-risk service goal and/or define new service goals for next RFP.

Phase II - On-going Workplan

1. Monitor data and service trends affecting "high-risk" delinquent youth.
2. Review quarterly compliance of existing JSC/YPO high-risk contracts.
3. Advocate for program development, issue resolution and services for "high-risk" youth.
4. Study and develop strategies to address over-representation of minority youth in the juvenile justice system.
5. Develop and implement evaluation strategies for JSC/YPO high-risk programs.
6. Serve as Proposal Selection Committee for high-risk RFP's submitting allocation decisions to full JSC for approval.
7. Coordinate with project advisory committees as appropriate.

Related Planning Groups to Coordinate With:

Multnomah County Juvenile Corrections Steering
Committee
Juvenile Judges Association

Current High Risk Contracts:

Juvenile Court Sex Offender Program
Morrison Center SuperNet
Open Meadow Learning Center - Commitment Reduction
Support Project
POIC - Youth Diversion Education Clinic
Serendipity Academy - Day & Family Program
Urban League - Adolescent Parent Treatment
YWCA - Girls' Emancipation Project

Date Due for Bid: For service cycle beginning July 1, 1989
Service element also due for reconsideration

C. DIVERSION/SHELTER CARE COMMITTEE

Charge: Integrate existing workplan and provide coordinated planning, monitoring, and evaluation for programs in the County Youth Program Office which serve at risk youth in order to divert their entry into the juvenile justice system.

Membership: JSC professional and lay members appointed by Chair. 1-2 diversion program providers, Youth Service Center Citizen Advisory Board representative, police, Juvenile Court representative. (Non-JSC members shall serve in a non-voting capacity).

Staff: Program Development Specialist responsible for diversion contracts

Work Plan:

Phase I - Initial Planning

1. Document existing diversion service continuum.
 - a. Identify issues facing service components of current at risk/diversion service continuum.
 - b. Review existing recommended ideal diversion service continuums.
2. Develop ideal at risk/diversion continuum which addresses the appropriate JSC developmental funding role, County institutionalized funding role (YPO and other), and other jurisdictional responsibilities
 - a. Identify data which describes the general condition of "at-risk" youth and supports the recommended ideal diversion continuum.
 - b. Identify research which supports the recommended ideal diversion continuum.

DRAFT
6-88

JSC/YPO/COUNTY YOUTH PLAN

Audience: Board of County Commissioners, State JSC, Community

Purpose: Assist in Allocation decisions of the JSC, county, others. Assist policy making, public education.

By January 89.

1. Description of County Demographics
 - a. Youth population breakdown, e.g., 0-7, 8-12, 13-18, etc.
 - b. ^{valency} Preliminary data, e.g., arrest, school dropout, morbidity, age, etc.
 - c. County S.E.S. Employment, crime, ethnic distribution, population, etc.
2. Analysis of Need & Service Provision (by committee) (by YSMT)
 - a. Identify working definition of prevention, diversion, and high-risk youth and services.
 - b. Identify available services (begin with county provided services).
Identify degree to which services meet needs.
 - c. Identify missing or needed service or ideal services.
 - d. Exhibit and analyze in continuum of care format. JSC by kind of risk. YSMT with others by target population.
3. Discuss Role of Different Funders and Planners (by committee) (by YSMT)
 - a. By level of intervention and/or
 - b. By type of service and/or
 - c. By type of financing and/or
 - d. By statutory responsibility

4. Identify key issues not otherwise raised in #2 and #3, e.g., emergency problems, "trend of the year," advocacy, legislative changes. Need or services that don't fit our neat plan.
-

After January...

5. Prioritize Needs
6. Evaluate Current Programs
7. Allocation Decisions
 - a. What money/programs keep where they are.
 - b. What money to put out to bid.
 - c. New money to put out to bid.
8. Revise Goals and Objectives
9. Other Action: Advocacy/Joint Planning/Etc

Time Line

| June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. |
|---------------------------------|---|------|-------------------------------------|------|--------------|------|------|
| Begin JSC committees YSMT | Gather date/refine definitions by committee | | Package material Overview by JSC | | Public Input | | |

August 12, 1988

INSTRUCTIONS FOR COMPLETING THE COUNTY YOUTH PLAN INDEX CARDS AND GRID

One of the major responsibilities assigned to the County's new Youth Program Office has been the development of a County Youth Plan. After consulting with the Youth Service Management Team and Juvenile Services Commission, it has been decided that the first phase of the planning effort will provide two major products:

- the type and number of youth services that the County presently provides and,
- identification of gaps in the County's youth service delivery system.

It should be noted at the outset of this process that the County provides a complex set of services to youth that are not easily grouped or classified under a simple set of definitions. Therefore, services and categories have been defined in general terms in order to portray services under one single continuum.

The following instructions have been developed to assist staff and others who are assigned the job of providing information through the County Youth Plan process. If additional information is required about this process, please contact the Youth Program Office at 248-3565.

YOUTH PLAN INDEX CARDS

Two instruments have been developed to begin gathering data for the first phase of the Youth Plan: index cards and the youth plan grid. An index card (attached) should be completed on each unit or program which provides services to youth within the program office or division. The printed cards asked for the following information:

date: when the card is completed.

staff: person completing the card.

1) program/unit name: youth service described on this card e.g. a program, a service element, or other discrete service unit.

2) division/office: JJD, SSD/MH, HSD, etc.

3) program capacity: total number of youth served during fiscal year 1987/88. Also include in the space provided the fiscal year that the information on this card refers to.

4) program cost: total budget during FY 1988/89 broken down by funding source(s):

| | |
|---|---|
| ___ county general fund | ___ city |
| ___ state | ___ federal |
| ___ private(United Way, foundations,.etc.) | ___ other source (fees, fund raising, etc.) |

5) client age: number of youth served in the following age categories during FY 1987/88:

| | |
|--------------------|---------------------|
| ___ prenatal | ___ 11-13 years old |
| ___ 0-5 years old | ___ 14-18 years old |
| ___ 6-10 years old | |

6) area of service: number of youth served by geographic areas during FY 87/88:

| | |
|------------------------|---------------------|
| ___ East County | ___ Southeast Ptld. |
| ___ North Portland | ___ West Portland |
| ___ Northeast Portland | |

7) ethnicity: number of youth served by ethnicity during FY 87/88.

| | |
|---------------|---------------------|
| ___ Asian | ___ Hispanic |
| ___ Black | ___ Native American |
| ___ Caucasian | ___ Other |

8) grid number: see Youth Plan Grid Instructions on the following page.

YOUTH PLAN GRID

The Youth Plan Grid has been developed to visually portray County Youth Services within a service continuum. Upon completion of an index card for each youth service within your unit, identify a box on the attached Youth Plan Grid using the axes of service type and service category.

Service Type:

Review the service types listed along the left side of the attached Youth Plan Grid. Note that in many cases a service may fit under more than one service type. In such cases place the service under the type that best describes the specific goal of the service. Some estimate should be made of the percentage of the overall service that targets the separate service types. The Teen clinics, for example, target health, emergency, and social and family. The clinics could be represented on the grid as 60% health, 30% social & family, and 10% emergency service types. Again, a general estimate of these percentages will be adequate for portrayal on the attached grid.

Service Category:

Once one or more service types are decided upon, a service category should also be identified in order to determine which box(es) the service will be portrayed on the youth plan grid. To select a service category review the four categories listed across the top of the grid using the following definitions:

Prevention: targets youth broadly, regardless of age, with services designed to enhance development or prevent dysfunctional behavior prior to its onset.

Early intervention (diversion): targets youth and families who exhibit early stages of problem behavior. Services prevent more serious behavior or entry into formal treatment systems. Note this definition does not include DD programs classified under early intervention.

Intervention (high risk): services targeted towards seriously dysfunctional youth and families where the youth has not been institutionalized. Services attempt to prevent institutional placement.

Out-of-Home Placement: seriously dysfunctional youth and families requiring 24 hour professional care and structure.

Placement of the service on the grid should be in the numbered box where the identified service type and service category intersect. Place the identified grid box number on the index card where it says grid number (# 8). When the service is displayed on more than one grid box, indicate the box numbers and percentages on the index card.

Complete the Youth Plan Grid by placing the dollar amount in the appropriate box by funding source. When the grid is completed, it should display the total dollar amount for each grid box spent by the office or division on its services to youth.

Our hope is that the information on the cards can be entered on a software program that will be able to produce various reports about the County's youth services.

Thanks in advance for your assistance with this project.

(0201y)

Division or Program Office Name _____

| TYPE OF SERVICE | PREVENT. | DIVERS. | INTERV. | OUT-OF-HOME |
|--|----------|---------|---------|-------------|
| HEALTH Clinic, Pre-natal, Home Visit | P1 | D1 | I1 | O1 |
| SOCIAL & FAMILY Counseling, Big Brother & Sister, Longterm Foster Care, Childcare | P2 | D2 | I2 | O2 |
| ALTERNATIVE EDUCATION Tutoring, Other School Support | P3 | D3 | I3 | O3 |
| JOB RELATED Pre-employment Skills, Job Development | P4 | D4 | I4 | O4 |
| RECREATION SOCIAL DEVELOPMENT Outdoor Challenge, Sports, Other Recreation, Clubs | P5 | D5 | I5 | O5 |
| SHELTER, BASIC EMERGENCY Short Term Shelter, Short Term Foster Care, Emancipation Programs, Drop-in | P6 | D6 | I6 | O6 |
| JUVENILE JUSTICE Probation, Parole, Restitution, Case Management, Diversion, Detention | P7 | D7 | I7 | O7 |
| MENTAL HEALTH A & D, School Mental Health, DD, Day Trx, Mental Health, Residential | P8 | D8 | I8 | O8 |

OTHER

SVCGRID2.MISC



GLADYS McCOY
COUNTY CHAIR

MULTNOMAH COUNTY OREGON

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

JUVENILE
SERVICES
COMMISSION

MEMORANDUM

TO: Duane Zussy
FROM: Michael Morrissey
DATE: September 19, 1988
SUBJECT: Board Informal

Following are the points I would emphasize at the Board Informal scheduled for September 27 which will focus on the Juvenile Services Commission Youth Program Office and a county youth plan.

Juvenile Services Commission/Youth Program Office

The transition to the new administrative structure was completed when staff moved to the Gill Building in May of this year. The YPO is now fully integrated into the Social Services Division and is working cooperatively with other program offices and divisions within the department.

The Juvenile Services Commission facilitated the transition through the passage of a series of policy statements which, among other things, acknowledged their expanded role within the county. These statements are attached.

Right now the major commission activity is the creation of (the first version) a Multnomah County Youth Plan which will give clarity to the county's efforts in youth programming. More on the plan later, but it will be the product of three JSC committees plus the Youth Service Management Team and will designate existing services for youth and service gaps along a continuum of care. Another major commission activity is the series of four Minority Youth Conferences, which are proving to be very successful.

Organizationally the next task is to assess the ability of the office to keep pace with the workload. As you are aware, youth issues are ranging far and wide, from prevention study groups through gang task forces. The YPO is plugged into virtually every planning group in addition to staffing the JSC. In addition, this year we are expanding our client tracking capacity about four-fold and will have service delivery information on over 5000 clients.

In short, transition time is over and we have hit the ground running. I expect that the planning process, which I'm about to cover, will cement the relationship between the Juvenile Services Commission and the department.

County Youth Plan

The JSC and the Youth Services Management Team are hard at work on a county youth plan coordinated by staff of the YPO. As you know, the JSC is required by statute to produce a biennial plan which in turn drives its allocation and advocacy decisions. Local JSCs are thus invited by statute to produce a comprehensive county youth plan. The Multnomah County JSC has been doing this since 1979.

Commissioner Pauline Anderson was interested in July 1987 in seeing the (then proposed) Youth Services Management Team produce a comprehensive county youth plan. It was then decided that it was too soon to ask the team to take on a task of that magnitude and the request was withdrawn.

Now, with the JSC reorganized into a new committee structure (prevention, diversion, high-risk) and the team having some few tasks accomplished, we have both embarked on a youth planning process. The goal is to have a document ready in December which will serve as the basis for subsequent prioritized allocation and budget decisions on the part of policy makers.

It is important to emphasize that the primary goal of this year's plan is to clarify services administered by the county as a first priority, i.e., we cannot show or plan for all youth services delivered in the county (by schools, CSD, etc.). Perhaps, if this is a good model, we can do that in coming years.

I want to keep expectations for this plan realistic, but I do believe that it will be more comprehensive than any effort to date.

Please advise if you think we should cover other material.

BIDS



BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY OREGON

1988 SEP 21 PM 2:01

9/27/88
#1 P.M.

DEPARTMENT OF GENERAL SERVICES
PURCHASING SECTION
2505 S.E. 11TH AVENUE
PORTLAND, OREGON 97202
(503) 248-5111

MULTNOMAH COUNTY
OREGON

GLADYS McCOY
COUNTY CHAIR

MEMORANDUM

Be denied 9/27/88

TO: Jane McGarvin, Clerk of the Board
FROM: Lillie M. Walker, Director, Purchasing Section
DATE: September 21, 1988
SUBJECT: FORMAL BIDS AND REQUESTS FOR PROPOSALS SCHEDULED FOR INFORMAL BOARD

The following Formal Bids and/or Professional Services Request for Proposals (RFPs) are being presented for Board review at the Informal Board on Tuesday, September 27, 1988.

| Bid/RFP No. | Description/Buyer | Initiating Department |
|--------------|------------------------------------|--|
| B61-100-3119 | COURTHOUSE EXTERIOR ALUMINUM DOORS | DES/Facilities Mgmt. |
| | | Contact: Randy Shannon Phone: X3322 |
| | Buyer: Frank Lopez Ex. 5111 | |
| | | Contact: Phone: |
| | Buyer: Ex. 5111 | |
| | | Contact: Phone: |

cc: Gladys McCoy, County Chair
Board of County Commissioners
Linda Alexander, Director, DGS
Commissioner Caroline Miller/332

Copies of the bids and RFPs are available from the Clerk of the Board.

TO: The Portland Business Today/DJC

Please run the following Classified Advertisement as indicated below, under your CALL FOR BIDS section

MULTNOMAH COUNTY

COURTHOUSE EXTERIOR ALUMINUM DOORS

Bids Due October 20, 1988 at 2:00 P.M.
Bid No. B61-100-3119

Sealed bids will be received by the Director of Purchasing, Multnomah County Purchasing Section, 2505 S.E. 11th Ave., Portland, OR 97202 for:

Replace exterior wood doors with black aluminum doors.

Plans and Specifications are filed with the Purchasing Director and copies may be obtained from the above address for a \$5.00 non-refundable fee. **CHECKS AND MONEY ORDERS ONLY.** Plans and Specifications will not be mailed within the Tri-County area.

PREBID CONFERENCE: M A N D A T O R Y - October 6, 1988, 10:00 AM, 1021 S.W. 4th, east entrance, Portland, Oregon.

PREQUALIFICATION OF BIDDERS Pursuant to the Multnomah County Public Contract Review Board Administrative Rules (AR 40.030) Prequalification shall be mandatory for this project for the following class(es) of work: Building Alteration and Repair

Prequalification applications or statements must be prepared during the period of one year prior to the bid date. Prequalification application and proof of prequalification by the Oregon Department of Transportation must be actually received or postmarked to Multnomah County Purchasing Section by not later than 10 days prior to bid opening.

All bidders must comply with the requirements of the prevailing wage law in ORS 279.350.

Details of compliance are available from the Purchasing Section, Department of General Services, 2505 S.E. 11th Avenue, Portland, OR 97202, (503) 248-5111.

Contractors and subcontractors must be licensed for asbestos abatement work if the project involves working with asbestos.

NONDISCRIMINATION Bidders on this work will be required to comply with the provisions of Federal Executive Order 11246. The requirements for Bidders and Contractors are explained in the Specifications.

No proposal will be considered unless accompanied by a check payable to Multnomah County, certified by a responsible bank, or in lieu thereof, a surety bond for an amount equal to ten percent (10%) of the aggregate proposal. The successful bidder shall furnish a bond satisfactory to the Board in the full amount of the contract.

Multnomah County reserves the right to reject any or all bids.

LILLIE WALKER, DIRECTOR
PURCHASING SECTION

Publish September 29, 30, and October 3, 1988